

**BALSALL PARISH COUNCIL
 TEMPLE BALSALL CEMETERY**

Areas where Risk Should be Assessed and Managed

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation’s ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. The approach is to:

- Identify the key risks facing the Council
- Evaluate the impact (degree of severity) the risk would have and evaluate the likelihood of the risk occurring
- Agree measures to avoid, reduce or control the risk or its consequence
- Put in place a process for inspection of assets, process checks, recording and review.

It would be recommended that a full reassessment of the Temple Balsall Risk Assessment is undertaken on a three yearly basis and a Risk Register is kept throughout the year of risk incidents and council response. This can inform the next full risk assessment.

Risk Assessment Matrix

Level of Risk	3	6	9
	2	4	6
	1	2	3
	Likelihood		

1-4	Low - Acceptable (No further action, but controls are maintained)
6	Moderate - Adequate (Look to improve at next review)
9	High - Unacceptable (Stop activity and make immediate improvements)

Area	Risk	Level	Likelihood	Management	Control	Residual
Paths, car park, open grass	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers.	1	1	Regular inspection of safety defects. Rapid response to repairs. Temporary warning signs erected as necessary. Mossy areas treated regularly. Grass cut regularly. Grass cuttings and vegetation debris removed from walkways.	Site inspection by Clerk and reporting by grounds contractors. Grounds maintenance contract includes repair response. Grounds maintenance performance review.	1
Fencing, gates, walls, gabions, hedging, Lych Gate building	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers.	2	1	Regular inspection of safety defects. Rapid response to repairs. Temporary warning signs erected as necessary. Annual asset check.	Site inspection by Clerk and reporting by grounds contractors. Grounds maintenance contract includes repair response. Grounds maintenance performance review. Asset condition reported to Council annually and actions programmed.	2
Waste and litter bins	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers.	1	2	Regular inspection of safety defects. Rapid response to repairs. Annual asset check.	Site inspection by Clerk and reporting by grounds contractors. Grounds maintenance contract includes repair response. Grounds maintenance performance review. Asset condition reported to Council annually and actions programmed.	2

Dog Foul	Ill Health - members of the public, 3 rd party contractors, volunteers, employees, trespassers.	2	1	'No dogs' sign at car park entrance. 'No dogs' notice within regulations and displayed on noticeboard. Bins provided for disposal.	Site inspection by Clerk and reporting by grounds contractors.	2
Unstable memorials	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers.	3	2	Collect Guarantee of Conformity. Informal 6 monthly visual inspection for defects/hazards. 5 yearly formal inspection of all memorials. Yearly inspection of Priority 2 memorials and temporary fixes. New memorials and refixed repairs to comply with BS:8415. Burial ground design to ensure 600mm ground undisturbed at head of each grave.	Site inspection by Clerk and reporting by grounds contractors. Clerk action on hazards.	6
Grave kerbs and ground cavities	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers.	2	1	Informal 6 monthly visual inspection for defects/hazards. 5 yearly formal inspection of all memorials.	Site inspection by Clerk and reporting by grounds contractors. Clerk action on hazards.	3
Benches, memorial wall seat	Injury to members of the public, 3 rd party contractors, volunteers,	1	1	Informal 6 monthly visual inspection for defects/hazards. Defects reported to bench owner, if beyond repair, bench removed by council.	Site inspection by Clerk and reporting by grounds contractors. Clerk action on hazards.	1

	employees, trespassers.					
Trees	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers.	2	1	Annual tree inspection. Recommended actions undertaken.	Site inspection by Clerk and reporting by grounds contractors. Clerk action on hazards.	2
Grounds maintenance and pest control	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers.	2	1	Site safety obligations in grounds maintenance contract. Public complaints acted upon by Clerk	Grounds maintenance performance review.	2
Newly dug graves	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers.	2	1	The funeral director has responsibility to ensure that the grave digger carries out his work as per the instructions, and that the area is cleared after the burial. The funeral director to employ grave diggers who follow health and safety regulations. Open graves and piles of soil and removed memorial stones must be cordoned off or made plainly visible during daylight and darkness hours. Grave diggers should have some means of getting help if an accident occurs. Any grave furniture no longer required is removed from the cemetery.	Site inspection by Clerk and reporting by grounds contractors. Review and update of these requirements on the interment order. Liaison with funeral directors who employ the grave diggers.	3