



UTTOXETER TOWN COUNCIL

Cemetery Risk Assessment

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1. Pathways

Risk – The cemetery is open to general public 365 days per year. There is a risk of trip hazards on poor and slippery footpaths.

Evaluation – Checks are made regularly to ensure pathways within the Cemetery are in a reasonable condition and free of debris.

During poor weather conditions all main pathways are gritted by Greenfingers Group and during severe weather conditions, the Cemetery is closed to the public.

2. General Maintenance

Risk - Potential problems could occur during the general maintenance works being carried out throughout the Cemetery.

Evaluation - During grass cutting and carrying out general works, our contractors do not leave tools on-site unattended due to the possibility of a potential injury. SJL Landscapes have ensured that the staff they employ to carry out works within the Cemetery on various machinery are duly qualified and competent to works such machines. (Certificates have been forwarded to UTC and are kept within the SJL Grounds Maintenance File).

3. Excavation of Graves

Risk – Potential hazard during the excavation of graves due to machinery being used, e.g. digger. Memorials near to excavation and general trip hazard. Also, the condition of which the grounds are left after an interment.

Evaluation – Checks are made regularly during and after excavation that the site is kept clear and debris free.

In the event of a grave being open or part opened for any period of time, the grave digger has to ensure that the grave is securely covered.

Checks are made by the contractor to ensure that the memorials surrounding graves to be re-opened are in good condition and secure. It is the grave digger's responsibility to ensure that the said memorials are securely covered and free from soil during the interments.

4. Flooding/Drainage

Risk – Footpaths and general areas are free from flooding and to provide adequate drainage throughout the Cemetery.

Evaluation – Checks are made regularly to ensure paths are not flooding, therefore reduce the risk of potential slip hazards, freezing, etc.

SJL Landscapes and the Office Manager carry out regular checks to view the grounds within the Cemetery. Extensive drainage works have been carried out on adjacent land which appears to have relieved any flooding issues. This shall continue to be monitored accordingly.

4. Trees

Risk – Potential hazard due to unstable trees within the Cemetery.

Evaluation – Checks need to be made regularly of the trees within the Cemetery.

All trees are assessed within the Cemetery by a professional tree surgeon. Any work required is carried out as soon as possible to minimise potential hazards. SJL Landscapes view the cemetery on a daily basis and liaise with the Office Manager accordingly.

6. **Cemetery Chapels**

Risk – Slip hazard on entrance porch and chapels on tiled floors. Condition of chairs and pews situated within the chapels together with wheel chair.

Wooden cabinet enclosing the Book of Remembrance.

Evaluation – Ensure regular checks are made on the general condition of the chairs, pews and wheel chair situated within the chapels.

Ensure that the wooden cabinet is in good condition and always locked.

During the summer, the swallows nest in the porches to the chapels, hence mess and potential slip hazard. This area will be monitored.

7. **Public Toilet**

Risk – Potential slip/trip hazard.

Evaluation – The toilet facility in its entirety is cleaned weekly by SJL Landscapes. Ensure that the general maintenance is of a suitable standard.

8. **Memorials**

Risk – Memorials in poor condition or unsecured may be a potential danger to visitors to the Cemetery.

Evaluation – Uttoxeter Town Council is committed to maintaining Uttoxeter Cemetery in a safe and pleasing condition for the use and enjoyment of the local community. Whilst the Council is generally responsible for health and safety matters in the Cemetery, it is the responsibility of the owner to ensure that their memorial is maintained in a safe condition.

The Council has instituted an ongoing programme for the assessment of all the memorials within Uttoxeter Cemetery and has engaged Serenity Cemetery Services, to apply a nationally adopted procedure to test their stability.

9. **Family Participation with Interments**

Risk – High risk of potential fall, slip, trip, rope burn hazard, etc.

Evaluation – Uttoxeter Town Council is committed to ensuring that every interment that takes place within the Cemetery is undertaken professionally and with the utmost care and compassion for the families with health and safety being their main directive. It is the Funeral Directors responsibility to carry out the necessary checks to the grave (new or re-open) prior to an interment taking place. The Office Manager carries out specific checks to the grave in accordance with the information provided by the Funeral Director.

Council Resolved in 2009 that no family participation be permitted within Uttoxeter Cemetery. Funeral Directors carry out all duties within the Cemetery.

Reviewed/Adopted by UTC – AGM held on 9 May 2017

Adopted by Council at its meeting held on 8 May 2018

Adopted by Council at its meeting held on 14 May 2019

Reviewed/Adopted by UTC – AGM held on 5 May 2021

To be reviewed by UTC at its meeting on 10 May 2022

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10 May 2022

Page 3