

Shipton-u-Wychwood Parish Council

Burial Ground Risk Assessment 2019-20

Risk Hazard	Action to be taken	Control	Likelihood	Action completed	Action by Person/position	Action By date	Action completed
Physical	Headstones/kerbs tones safety survey	Ensure that a comprehensive survey is completed PCC. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. PCC to maintain appropriate records. Ensure adequate insurance in place	Medium	Quarterly	Cllr Etherington	30/6/19	
	Control of hazardous substances	Define responsibility for use and control. Provide for any necessary training.	Low	Annually	Cllr Etherington	30/6/19	
Physical	Failure of water supply	Ensure that all damage to water supply is promptly reported and dealt with. Ensure that water bills are paid or disputes resolved before loss of supply becomes an issue (PCC responsibility)	Low	When necessary	Cllr Etherington		
Physical	Maintenance of equipment	Define responsibility for equipment maintenance and ensure any necessary training is complete Ensure that all equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Low	Annually	Cllr Etherington	30/6/19	
Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council.	Low	Annually	Cllr Etherington	30/6/19	

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		Provide appropriate extinguishers etc. Bar burning of rubbish/cemetery waste.					
Physical	Loss arising from theft/ misappropriation	Maintain proper records. Maintain register of assets. Maintain liaison with local enforcement agencies	Low	Annually	Cllr Etherington	30/6/19	
Physical	Personal injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Ensure adequate insurance cover held. Define responsibility in job descriptions etc.	Low	Annually	Cllr Etherington	30/6/19	
Environmental	Dog fouling	Appropriate signs in place. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs where a problem.	Low	Twice yearly	Cllr Etherington	30/6/19	
Environmental	Maintenance of Burial Ground including grass cutting	Define responsibility and standards for burial ground maintenance and ensure that a planned programme is in place. Ensure that any contracts for burial ground maintenance are properly signed. Maintain adequate records of inspection to ensure that maintenance has been carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non-performance.	Medium	Quarterly	Cllr Etherington	30/9/19	

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Environmental	Vandalism/ Theft	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Twice yearly	When required	Cllr Etherington	30/6/19	
Financial	Failure to bank income	Define responsibility for prompt banking of income received. Provide for regular statement of income to council Provide for internal audit testing of income banked against underlying records. System in place between Parish Clerk and Parish Administrator. Spreadsheet maintained logging income due and received.	Annually	Low	Cllr Etherington	30/6/19	
Financial	Failure to collect charges	Define responsibility for collection of burial ground income (PCC agreement) Ensure that all income due to the council and received is properly recorded. Council approval required for write-off of any bad debts.	Annually	Low	Cllr Etherington	30/6/19	
Financial	Failure to review charges	Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Annually	Low	Cllr Etherington	31/12/19	

Reviewed 16th May 2019