

Lyng Parish General Risk Assessment – Burial Ground

Foreward

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced as an addendum to the overall risk assessment to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

This Risk Assessment shall be reviewed and incorporated into the General Risk Assessment at review in May 2019 unless there significant changes in activities and / or risks before this time.

	Hazardous Event	Consequence	Effected	Management controls	Residual risk and further measures
1	Financial Mismanagement	Loss of money or goods caused by accident, fraud or dishonesty Invoices not issued Theft or loss of cash	Public Council Clerk	Financial Regulations	Tolerable with no further action needed.
2	Lack of proper communications	Plots not properly allocated Burial records not maintained Reputational risk of Council	Public Council	Rules and Regulations of Burial Ground shared with exclusive rights holders and on Parish Council website Policy and procedures adopted	Ongoing work to complete record keeping procedures.

		Memorials incorrectly installed		Records maintained both in burial records and electronic management	
3	<p>Personal Accident to Councillor, clerk or public</p> <p>Libel and Slander claim</p> <p>Legal Expenses accrued</p>	<p>Legal Action by Employee, Public or Volunteer</p> <p>Slips, trips and falls</p> <p>Memorials toppling</p>	<p>Public</p> <p>Council</p> <p>Clerk</p>	<p>Comprehensive Insurance purchased</p> <p>Risk assessments maintained</p> <p>Groundsman employed to maintain the grass and paths</p> <p>Regular inspection of site and records kept</p> <p>Memorials inspected every five years in accordance with Memorial Safety and Testing Policy and records kept. Unsafe memorials to be identified and action taken in accordance with the policy.</p>	<p>Memorial inspection policy and check sheet to be created and implemented. Site inspection sheet created.</p>
4	Loss or damage to assets other than memorial headstones	<p>Loss of assets within the ground</p> <p>Council records lost or damaged through fire / theft etc</p>	<p>Public</p> <p>Council</p>	<p>Asset register maintained</p> <p>Regular visual inspections maintained</p> <p>All damaged assets made safe and repaired at earliest opportunity</p> <p>Loss or stolen assets reported to police and Council meeting</p>	Tolerable with no further action needed.

				<p>All archive paperwork held outside the Clerks house</p> <p>E-mails and electronic records backed up regularly to 'the cloud'</p> <p>Burial registers held by the Clerk but owned by the Council</p> <p>Council to appoint a replacement or temporary Clerk as soon as a need should arise.</p>	
5	Clerk acts ultra vires	Council brought into disrepute	Council Clerk	<p>Clerk offered regular training sessions.</p> <p>Policies and advice obtained through NALC</p>	Tolerable with no further action needed.

This document was written by the clerk, Heidi Frary

This document was approved by Lyng Parish Council