

PRESTON UNDER SCAR PARISH COUNCIL

CEMETERY RISK ASSESSMENT

Version 2 as adopted by PUS Parish Council on 21 May 2026

Revision by PUS Parish Council due: May 2027

IDENTIFIED RISK	POTENTIAL CONSEQUENCE OF RISK	ASSESSMENT OF IMPACT (H/M/L)	LIKELIHOOD OF RISK OCCURRING (H/M/L)	CONTROLS TO MANAGE RISK
Poor management of cemetery	Undue distress to bereft family members. Loss of amenity. Damage to the reputation of the Council.	M	L	Robust internal controls including: records of interment (burials and ashes) and scattering of ashes, cemetery regulations, cemetery plan cross- referenced with burial books and up to date records kept of interments and receipts. Review and update regulations periodically. Staff and Councillors to attend relevant training courses
Grass cutting including mowing and strimming	Injury to operator and potentially to members of the public Cemetery left in an untidy condition.	M	L	Contractor to have own risk assessment in place as well as public liability insurance. Contractor to use equipment fit for purpose and ensure it is well maintained and used to manufacturer's specification. Contractor to wear PPE and ensure the area is clear of litter, stones and other debris before commencing cutting and strimming. Contractor's risk assessment to be reviewed at contract renewal. Keep contractor's insurance certificate and risk assessment on file. Paths to be cleared of any arisings. Grass cutting and strimming to be carried out regularly during growing season.
Unstable headstones, gates, railings,	Death/injury to users of the cemetery	H	L	Nominated Councillor and Parish Clerk to carry out an annual health and safety check. Visual inspections to be carried out when visiting the cemetery. Thorough check of memorials at least

IDENTIFIED RISK	POTENTIAL CONSEQUENCE OF RISK	ASSESSMENT OF IMPACT (H/M/L)	LIKELIHOOD OF RISK OCCURRING (H/M/L)	CONTROLS TO MANAGE RISK
grave monuments and surrounds.				every 5 years to ensure stability. Clerk to forward application form to stonemasons, setting out requirements for them to be BRAMM/NAMM registered. Memorials that are unstable and deemed to be of a danger will be laid down.
Uneven and/or slippery surfaces - slips, trips, and falls.	Injury to users of the cemetery	M	L	Annual health and safety checks carried out. Parish Council to ensure all footpaths are kept clear of trip and slip hazards such as branches, tree roots and dead leaves. Releveling of burial ground to be considered if required. Install relevant safety notices about any hazards. Notice to users on gate to warn that ground is uneven, there are trip hazards.
Fees and Charges	<p>Insufficient fees and charges for burials and headstones could lead to insufficient Council reserves for future burial needs.</p> <p>Overwhelming demand for plots if fees significantly lower than other nearby cemeteries</p>	L	L	Review of fees by the PC at least once a year.

IDENTIFIED RISK	POTENTIAL CONSEQUENCE OF RISK	ASSESSMENT OF IMPACT (H/M/L)	LIKELIHOOD OF RISK OCCURRING (H/M/L)	CONTROLS TO MANAGE RISK
Unstable trees, broken public seats	Injury to users of the cemetery	H	L	Tree survey to be carried out at least every 5 years. PC to ensure benches are kept well maintained and secure
Wrong plots allocated, interment into incorrect plot, unlawful burials	Plots allocated for interments when already been purchased by someone else. Body goes into wrong grave. Relatives disputing burial rights following burial.	H	L	Robust maps and records to be kept. Insurance cover for any errors and potential exhumations. Clerk to ensure that applicant always has the Exclusive Right of Burial or puts legal documents into place to indemnify the PC. Funeral directors to complete relevant Notice of Interment to minimise risk any of misunderstandings. Funeral Director to check nameplate on coffin before burial.
Loss of burial records	Loss of records due to fire, theft, flooding, etc.	H	L	Burial records, including historical documents, are kept locked away. Some burial records are recorded on Excel and stored electronically in cloud-based storage. Consider digitising all future burial records (Clerk to investigate options available and costs).
Emergency in cemetery	Users unable to locate appropriate personnel in case of emergency	M	L	Name and address of Parish Council on the railings by gates. Postcode of cemetery on notice by gates – required when calling emergency services to site.