

### BLISWORTH PARISH COUNCIL CLOSED CEMETERY RISK ASSESSMENT

This risk assessment identifies potential risks and precautions that any contractors, the public, or volunteers must be aware of and may encounter on a site visit to the Blisworth Parish Council Closed Cemetery off High Street, Blisworth. All volunteers must read this assessment before conducting any work on behalf of Blisworth Parish Council.

Risk level High (H), Medium (M), Low (L)

Activity/Area of Concern	Potential hazards	What risks do they pose	Control measures	Risk level	Are additional measures necessary?
Driving – large sit on lawn mowers or mechanised digging equipment	Traffic accidents	Injury to operatives/consistent with this type of incident or members of the public	Only authorised vehicles allowed in the cemetery (i.e. Contractors).	L	Contractors will be liable for their own risk assessment to protect their employees and members of the public and carry appropriate public liability insurance.
Operating equipment (inc. grass and hedge cutting, chipping tree work/pruning)	Fire/operating accidents	Injury to operatives/burns/cuts/foreign bodies in eyes/smoke inhalation/ingestion	The Parish Council ensures they employ reliable and competent contractors.	L	Contractors will be liable for their own risk assessment to protect their employees and members of the public and carry appropriate public liability insurance.
Excavations/ground works	Falling/tripping injuries to back, sprains, strains, musculoskeletal injuries, cuts and bruises	Injury to members of the public and employees of contractors	The Parish Council ensures the use of experienced contractors where excavation is required, however as the cemetery is closed, this is unlikely to be needed.	L	Contractors will be liable for their own risk assessment to protect their employees and members of the public and carry appropriate public liability insurance.
Memorial Inspection	Cuts, bruises, crush injuries, damage to memorials/headstones	Injury to members of the public or contractors or volunteers	Annually memorials are hand checked to ensure stability by a competent party appointed by the Parish Council. Memorials that are unstable will be laid down. A notice will be attached to the memorial, explaining the action taken and providing contact information for the Parish Council.	L	The family/owner will be notified (via records or other sources) so that they can arrange permanent refixing if appropriate. The Parish Council will ensure that any issues with stability of memorials is addressed as soon as practical and the area is cordoned off until the gravestone/memorial is safe. Volunteers to report any unsafe memorials to the Clerk.

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Tree and boundary wall condition	Risk of property damage or injury due to falling trees/sections of wall	Injury to members of the public, contractors or volunteers	Trees and boundary walls inspected annually by a competent person appointed by the Parish Council, and maintenance undertaken; particular focus to walls and trees that are overhead height of 2m.	M	Parish Council to arrange regular Professional survey every 5 years for trees, with regular annual checks carried out by a competent party appointed by the Parish Council between the 'professional' survey.
Weedkilling	Chemical burns and/or breathing problems.	Injury to contractors and members of the public	Use of experienced contractors with relevant training.	L	Contractors will be liable for their own risk assessment to protect their employees and members of the public and carry appropriate public liability insurance.
Walking around the cemetery.	Tree branches hanging at, or around, head height.	Risk of injury to eyes of anyone in the vicinity of trees in the cemetery by twigs or low hanging branches	Tree branches cut back to a safe height when they grow too low. Tree safety reports carried out by qualified persons.	L	The Parish Council ensures that the cemetery is inspected monthly.
Dog fouling/other animal faeces	Infection and unpleasant environment	Risk of infection and, potentially, a hazardous and unpleasant environment for anyone visiting, or working in the cemetery	No control can be implemented as the cemetery is open day and night, all year round.  Wash hands thoroughly after working in the cemetery and before eating.	L	Sign erected at the entrance gate, (High Street) reminding dog owners of their responsibilities and the punitive measures for non-compliance. Signage and dog waste bin situated at Pond Bank entrance.
Seating	Injury due to poor maintenance	Anyone in the cemetery using the seating provided could be injured if the seating is not maintained properly	Control is by regular monthly safety inspections.	L	The Parish Council ensures that the cemetery is inspected monthly.

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Volunteer maintenance, grass cutting, weeding and planting and basic pruning	Cuts, bruises, minor injuries	Injury to members of the public or volunteers	Volunteer works to be minor landscaping such as grass cutting and cutting back of ground level vegetation and will be limited to normal domestic activities. Where working alone, a mobile phone must be carried.	M	Parish Council will monitor works undertaken by volunteers through having a dedicated contact (Clerk).
Use of handheld non-power Tools	Minor/major injury	Injury to members of the public or contractors or volunteers	Volunteers must ensure that all tools are well maintained and do not present hazards to themselves, members of the public or other volunteers. Where working alone, a mobile phone must be carried. Tools must not be left unattended at any time and work limited to normal domestic activities.	L	All volunteers must have read and signed a copy of this risk assessment.
Use power Tools (battery operated)	Minor/major injury	Injury to members of the public or contractors or volunteers	VOLUNTEERS MUST NOT WORK ALONE and work limited to normal domestic activities. A safety area must be created to keep public safe. A mobile phone must be carried by at least one of the volunteers working together on site. Volunteers must ensure that all tools are well maintained and do not present hazards to themselves,	M	All volunteers must have read and signed a copy of this risk assessment.

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			members of the public or other volunteers. Tools must not be left unattended at any time. Volunteers must wear appropriate footwear, clothing and safety helmet and goggles where appropriate.		
Working alone	Injury, illness or incident	Injury to members of the public or volunteers	Where working alone, a mobile phone must be carried.  When working alone, volunteers must limit activities to non-powered tools.	L	All volunteers must have read and signed a copy of this risk assessment.
Uneven/unstable ground or trip hazards due to partially hidden gravestones/grave edging/memorials	Falls/injury/trips	Injury to members of the public or volunteers	Where working alone, a mobile phone must be carried. Where working in groups, a mobile phone must be carried by at least one of the volunteers working together on site. Volunteers to wear suitable, closed footwear, e.g. sensible flat shoes or boots. When working in long grass/meadows/beds etc. volunteers are advised to wear 'closed' shoes, long sleeves and long trousers.	L	All volunteers must have read and signed a copy of this risk assessment.

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			Do not walk on grave tops, (within grave kerbs), they can cave in. Be aware of uneven ground especially animal burrows or partially hidden gravestones/grave edging/memorials.		
Weather, e.g. rain, heat, cold, high winds etc	Sunburn, Hypothermia etc	Injury to members of the public or volunteers	Where working alone, a mobile phone must be carried. Where working in groups, a mobile phone must be carried by at least one of the volunteers working together on site Volunteers to take sensible precautions, supply and use appropriate clothing for the weather conditions; wear sunscreen as necessary, hats and to take breaks, keep hydrated and shelter in shade/out of wind as needed. Volunteers are to be mindful of conditions and stop activities, e.g. if it gets too hot, windy, cold etc.	L	All volunteers must have read and signed a copy of this risk assessment.
Unstable headstones/memorials	Cuts, bruises, crush injuries, damage to memorials/headstones	Injury to members of the public or contractors or volunteers	Where working alone, a mobile phone must be carried. Where working in groups, a mobile phone must be carried by at least one	L	The public/volunteers/contractors will report any issues to the Clerk of the Parish Council and the Parish Council will ensure

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			<p>of the volunteers working together on site Do not lean against or sit on headstones or memorials. Check stability of headstones/ memorials before and while working near them. Report any suspect headstones/ memorials to Blisworth Parish Council as soon as practically possible. Use care if working with grave kerbs, the ground may be unstable.</p> <p>Annually memorials are hand checked to ensure stability by a competent party appointed by the Parish Council. Memorials that are unstable will be laid down. A notice will be attached to the memorial, explaining the action taken and providing contact information for the Parish Council.</p>		<p>Volunteers to report any unsafe memorials to the Clerk.</p> <p>All volunteers must have read and signed a copy of this risk assessment.</p> <p>The family/owner will be notified (via records or other sources) so that they can arrange permanent refixing if appropriate. The Parish Council will ensure that any issues with stability of memorials is addressed as soon as practical and the area is cordoned off until the gravestone/memorial is safe.</p>
Hazardous/toxic flora, e.g. stinging nettles, hogweed, fungi etc	Stings, allergic reactions	Injury to members of the public or contractors or volunteers	Protect skin from bracken, stinging nettles and brambles; group Volunteers should not touch giant Hogweed.	L	All volunteers must have read and signed a copy of this risk assessment.

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			Gloves should be worn whenever handling vegetation. When working in conservation areas (i.e. long grass/meadows/beds) volunteers are advised to wear 'closed' shoes, long sleeves and long trousers.		
Hazardous fauna, e.g. snakes wasps and other wildlife	Stings, allergic reactions	Injury to members of the public or contractors or volunteers	Keep an eye open for snakes basking, wasp nests etc. Avoid such areas and report to Blisworth Parish Council as soon as possible. Volunteers may wish to provide their own medication to treat any stings etc they sustain. Volunteers with history of anaphylactic shock/allergies must carry appropriate medication at all times.	M	All volunteers must have read and signed a copy of this risk assessment.
Soil contact	Tetanus	Risk of infection to contractors or volunteers	Make sure previous cuts and abrasions are covered by plasters. Volunteers are responsible for keeping immunisations up to date, including Tetanus.	L	All volunteers must have read and signed a copy of this risk assessment.

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Dog fouling/other animal faeces	Infection and unpleasant environment.	Risk of infection and, potentially, a hazardous and unpleasant environment for anyone visiting, or working in, the cemetery.	No control can be implemented as the cemetery is open day and night, all year round.  Wash hands thoroughly after working in the cemetery and before eating.	L	Sign erected at the entrance gate, (High Street) reminding dog owners of their responsibilities and the punitive measures for non-compliance. Dog waste bin situated at Pond Bank entrance.
Wild berries etc	Upset stomach/illness	Risk to contractors or volunteers	Volunteers/contractors are advised not to eat any wild food.	L	All volunteers must have read and signed a copy of this risk assessment.
Falling branches/Trees	Death or major injury	Injury to members of the public or contractors or volunteers	Due consideration to be taken when working under trees in windy conditions.  Activities to be cancelled/relocated in extreme/ potentially dangerous conditions.	L	All volunteers must have read and signed a copy of this risk assessment.
Low Branches/bramble/scrub etc.	Minor/major Injury	Injury to members of the public or contractors or volunteers	Volunteers to be aware of the hazard when working under or near trees.	L	All volunteers must have read and signed a copy of this risk assessment.
Litter	Minor injury or serious illness	Injury to members of the public or contractors or volunteers.  Risk of infection	Be aware of hazard of litter left by members of the public, especially broken glass, discarded needles.  Volunteers NOT TO TOUCH GLASS OR NEEDLES.	L	All volunteers must have read and signed a copy of this risk assessment.

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			Notify the Clerk to organise clearance. Volunteers to wear gloves		
Contact with Dogs	Minor/ major injury/ death	Injury to members of the public or contractors or volunteers	Dogs are supposed to be kept on leads but be aware of any running loose. Do not approach.	L	All volunteers must have read and signed a copy of this risk assessment.
Interface with general public	Physical/ verbal abuse/ abduction of children	Injury to members of the public or contractors or volunteers	Be aware members of the public may be visiting their relatives' graves. Volunteers to be vigilant - politely ask members of the public to leave work area if necessary to keep public safe. If a confrontation seems to be developing, discontinue the work and leave the Closed Cemetery immediately.		All volunteers must have read and signed a copy of this risk assessment.
Handling of equipment/ waste	Musculoskeletal injuries, cuts and abrasions.	Injury to members of the public or contractors or volunteers	Do not handle heavy loads without assistance. Where possible split loads if help is not available or where loads cannot be split, stop the activity and contact the Clerk to arrange removal.	L	All volunteers must have read and signed a copy of this risk assessment.

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I confirmed I have received a copy of the Blisworth Parish Council Closed Cemetery Risk Assessment. I have read and understood the Blisworth Parish Council Closed Cemetery Risk Assessment and agree to adhere to the safety recommendations and rules therein and to take reasonable care for my own health and safety and take reasonable care for the health and safety of other people who may be affected by my activities.

PRINT NAME IN FULL	SIGNATURE
ADDRESS:	
TELEPHONE NUMBER	IN THE EVENT OF AN EMERGENCY CONTACT NAME & TELEPHONE NUMBER
EMAIL ADDRESS:	
PLEASE INCLUDE DETAILS OF ANY PEOPLE UNDER 18 YEARS OF AGE	
FULL NAME:	
RELATIONSHIP TO YOU:	
DATE:	
Your e-mail, address and telephone contact details are only required to comply with GDPR recommendations and so that we can keep you informed of activities. They will not be used by, or passed to, any third party.	

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Version	Details of any revision	Approved at	Date	Review Date
v1	Initial draft	BPC Meeting 10/01/2022 Minute Point 14 (a)	10/01/2022	June 2022
v2	None	Readopted at BPC Meeting 06/06/2022 Minute Point:22 (e)	06/06/2022	May 2023
Readopted	None	Readopted at BPC Meeting 02/05/2023 Minute Point: 31	02/05/2023	May 2024
Readopted	None	Readopted at BPC Meeting 13/05/2024 Minute Point: BPC/58/24-25	13/05/2024	May 2025
v3	Amendments added: Page 2 to 10	Adopted at BPC Meeting 07/07/2025 Minute Point: BPC/85/2025 (d) (i)	07/07/2025	May 2026