

NON-FINANCIAL RISK MANAGEMENT

Risk	Cemeteries
Degree of risk	Medium: All Saints Churchyard, New Road Cemetery, Low: Orchard Road Cemetery <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment.</i>
Persons Involved	Cllr with special interest in Cemeteries carries out occasional inspections Wardens – carry out fortnightly inspections for medium risk cemeteries and monthly for low risk. They carry out routine maintenance. The Clerk is the Burials Officer
Control Measures	<ul style="list-style-type: none"> • Outcome of cemetery checks are reported in writing to the Clerk and filed. • If faults pose a H&S risk, immediate action is taken following consultation with the Chair of the PMWP. • Other work is forwarded to the PMWP to be prioritised and recorded in the minutes. • Completed work is recorded in the PMWP minutes and the minutes are published on the Council's website. • The closed graveyard is inspected by the churchwardens and reported to the Clerk. They are dealt with as for other cemetery issues. • Burial records are held by the Clerk who deals with the Funeral Directors. • Burial records have either been archived or are kept in a fireproof safe. • The Clerk is responsible for ensuring that the correct paperwork is completed and that an accurate record is kept of individuals' graves
Reviewed by	The Parish Maintenance Working Party
Date	26 March 2018
Actions/comments	<ul style="list-style-type: none"> • Means of tracking graves in Green Burial site needed – part of project for 2018/9.

