NON-FINANCIAL RISK MANAGEMENT

Risk	Cemeteries
Degree of risk	Medium: All Saints Churchyard, New Road Cemetery Low: Orchard Road Cemetery Low: New Road Cemetery *See Parish Estate – Safety Inspections Policy for rationale of risk assignment.*
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	• 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 Maintenance Committee. • Other work is forwarded to the Maintenance Committee to be prioritised and recorded in the minutes. • Completed work is recorded in the Maintenance Committee 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 and Assistant Clerk who deal with the Funeral Directors. • Burial records have either been archived or are kept in a fireproof safe. • The Clerk and Assistant Clerk are responsible for ensuring that the correct paperwork is completed and that an accurate record is kept of individuals' graves. The Clerk and Assistant Clerk have attended Cemetery Management training through the Institute of Cemetery and Crematorium Management. The Parish Council

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

	is a member of the ICCM and is able to seek advice when required.
Reviewed by	Maintenance Committee : 24 February 2022 Full Council : 28 February 2022
Actions/comments	

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 28 February 2022