

LEDBURY TOWN COUNCIL

NEW STREET CEMETERY

HEALTH & SAFETY RISK ASSESSMENT RECORD

No.	ACTIVITY/ PROCESS/ OCCUPATION	WHAT HAZARDS TO HEALTH AND/OR SAFETY EXIST?	WHAT RISKS DO THEY POSE TO EMPLOYEES AND OTHER PERSONS?	CONTROL MEASURES	RISK LEVEL ACHIEVED: HIGH = H MEDIUM = M LOW = L	ARE ADDITIONAL MEASURES NECESSARY? NOTE: THIS SECTION MUST BE COMPLETED IF THE RISK LEVEL IS HIGH
1.	Driving vehicles in cemetery	Traffic accidents	Injury to operatives, member of public and damage to property. Injuries consistent with this type of incident.	Vehicle maintained in roadworthy condition. Defect sheets completed. Daily vehicle checks carried out by driver. Beacon when fitted used for reversing.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work. Driver Licence checks carried out annually.
2.	Operating Vehicle	Fire	Injury to staff. Fire damage to vehicle and property; burns and smoke inhalation.	Call Emergency Services. Attempt to extinguish engine fires. Fire extinguisher to be carried in vehicle. Move vehicle to a place of safety if possible. Use mobile phone to obtain help.	L	Training on operating Fire Extinguishers.
2.1	Operating Vehicle	Operating Accidents	Injury to grounds man. Cuts, foreign bodies in eyes, ingestion.	First Aid Kit. Phone for trained first aider if necessary. Single use eye wash bottles.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work. First Aid checked and re-stocked regularly.
2.2	Operating Vehicle	Driving vehicles in cemetery	Injuries to pedestrians.	Maximum speed limit 5 mph.	L	Currently the low level of vehicles using the cemetery means that the risk of an accident is low, but this will require monitoring and action taken if needed.
3.	Grass Cutting	Grass cutting in cemetery using	Injury to operatives: burns, cuts, bruises, damage to hearing, eye damage and	Fuel mower prior to starting engine. Ensure all safety guards are fitted and working.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe

		Pedestrian mower	broken bones. Dust inhalation. Others being hit by projectiles. Hand and arm vibration (white finger).	Use as per manufacturer's instructions. Only trained staff to use machinery. Check site for stones and debris prior to mowing Staff to wear PPE, including ear defenders, gloves and safety glasses. Turn off machine, allow to cool down and then disconnect spark plug before working on the blades or engine. Do not use for longer than the recommended time.		systems of work.
3.1	Grass Cutting	Grass cutting in cemetery using Ride on Machine	Injury to staff: burns, cuts, bruises, damage to hearing, eye damage and broken bones. Dust inhalation. Damage to public property.	Only trained operators will use the machines. Engine to be turned off when working in engine compartment or while refuelling. Operators to take care and use low speeds when working near roads/pathways. When changing or sharpening blades, operators to wear gloves. Staff to wear PPE when using or working on mower, ear defenders, gloves, dust mask and glasses.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work.
3.2	Grass Cutting	Grass cutting in cemetery using Strimmers	Injury to operatives: burns, cuts, bruises, damage to hearing eye damage and broken bones. Dust inhalation. Others being hit by projectiles. Hand and arm vibration (white finger). Strangulation from loose clothing.	Fuel strimmer prior to starting. Inspect area to be cut and remove any stones, dog faeces, etc. If clothes become contaminated, remove and bag up until they can be washed. Use as per the manufacturer's instructions. Only trained staff to use machinery. Staff to wear PPE including ear defenders, gloves and safety glasses. Do not use for longer than the recommended trigger time.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work.
4.	Transport of Fuel	Risk of explosions	To operative and passengers in the vehicle.	Management to provide training as to the hazards and legal requirements.	L	See Health & Safety management note on storage and transportation of fuel.

		and burns inhalation of fumes, causing headache/ nausea		Keep receipts to show Police details and quantities. No smoking/naked lights in the vehicle. Powder fire extinguisher carried in vehicle. Use only approved, marked containers. Cans not to be stored in cab.		
5.	Grave digging	Machine grave digging	To operative being hit by arm of digger or hit by digger as it is being moved to site.	Operative trained to use mechanical digger. Operative trained to dig graves. Operative to wear PPE, including hard hats. Operative use long handle spade to cut down sides. If an operative needs to enter the grave, the digger is turned off and access to the grave is by ladder. Shoring is used in the grave to prevent collapse.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work.
5.1	Grave digging	Manual grave digging	Injury to operative. Back injuries, pain, sprains, strains, musculoskeletal injuries, cuts and bruises.	Operative trained to dig graves safely. If a member of operative needs to enter the grave, access is by ladder. Shoring is used in the grave to prevent collapse.	M	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work.
5.2	Grave digging	Dressing grave	Injury to operative. Back injuries, pain, sprains, strains, musculoskeletal injuries, cuts and bruises.	Grave cover is removed one hour before the funeral is due at the cemetery. Mats are laid over soil heap. Boards are placed around top of grave to provide a safe standing area for funeral party. Mats are then laid over boards and into the grave. Putlogs are placed on top of grave along with lowering tapes ready for funeral directors to place coffin on and attach tapes. Operative to wash hands before carrying out any other tasks or	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work.

				having a break.		
5.3	Grave digging	Infectious Disease Control	Infection of operative from contaminated soil.	Operative to have access to chemical disinfectant to spray grave and soil heap. Operative instructed in use and provided with disinfectant wash for hands, which is used prior to toilet and meal breaks. Operatives to disinfect shoring, matting and soil boards at the end of a funeral before storing.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work.
6	Funeral	Greeting Funeral Party	Injury to public. back injuries, pain, sprains, strains, musculoskeletal injuries.	Funeral Director meets funeral party at entrance to the cemetery and leads them on the safest route to the grave side.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work.
7	Grave backfilling	Filling in the grave	Injury to operatives. Back injuries, pain, sprains, strains, musculoskeletal injuries.	Once the funeral party has left the cemetery, the matting is removed, as well as boards around the top of the grave to provide a safe work area. Soil is either shovelled back in, or a digger is used to part fill the grave before shoring is removed. Shoring is removed using a hydraulic lifting arm specially designed for this purpose. The grave is then completely filled in. The grave is inspected one month after interment and soil topped up if required. Operative to wash hands before carrying out any other tasks or having a break.	M	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work. Shoring serviced every three years to ensure working smoothly.
8	Memorial Inspection	Checking memorials for stability	Injury to staff and public. Back injuries, pain, sprains, strains, musculoskeletal injuries.	Memorials are hand checked once every five years to ensure stability. Memorial checks to be undertaken by trained staff only. Unsafe memorials up to three feet high will be supported for up to twelve months to allow owner time to have refixed. Larger memorials require three	M	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work. A hoist will be used to lay down larger stones.

				members of staff to carry out inspection, and if found unsafe the stone will be laid down.		
8.1	Memorial Inspection	Use of gantry for lifting or laying down of memorials	Injury to staff. Cuts bruises, eye injury, puncture wound, back injury, sprains, and strains.	Staff trained to use gantry. Minimum of two staff used to set gantry up and use. Lifting chains inspected prior to use for any sign of wear.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work. Refresher training to be given annually.
9	Flower bed maintenance	Pruning shrubs / herbaceous borders	Injury to staff. Cuts bruises, eye injury puncture wound, back injury, sprains, strains, skin irritation, bites and stings.	Staff to wear PPE, including safety glasses. Tools to be left safely. Visual inspection of border for evidence of rodent droppings, high number of bees or wasps, etc. Staff not to disturb vegetation if harmful insects are found. If wasp or bees nests discovered, delay operation until finished nesting, or seek specialist assistance in removing or controlling insects. Staff to wash hands before carrying out any other tasks or having a break.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work. Staff all immunised against tetanus. Staff informed of the potential risk of Anaphylactic shock and emergency procedures. Sting remedies kept with first aid kit in office.
9.1	Flower bed maintenance	Weed control	Chemical poisoning of staff and public.	Weed spraying only to be carried out by qualified operative. Specific safety clothing to be worn when applying chemical. COSHH data sheet issued to staff showing any measures required or safety precautions. Chemicals stored in secure store.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work. Only Glyphosate weed killer now used. Staff trained in PA1 and PA6.
9.2	Flower bed maintenance	Planting	Injury to staff. Cuts, bruises, eye injury, puncture wound, back injury, sprains, strains, skin irritation, bites and stings.	Staff to wear PPE, including safety glasses. Training given on manual handling. Tools to be left safely. Visual inspection of border for evidence of rodent droppings, high number of bees or wasps, etc.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work. Sting remedies kept with first aid kit in office.
9.3	Flower bed maintenance	Annual bedding	Injury to staff. Cuts, bruises, eye injury, puncture wound, back	Staff to wear PPE including safety glasses. Staff trained in safe use of rotorvator.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe

			injury, sprains, strains, skin irritation, bites and stings.	Staff to refer to Royal Horticultural Society leaflet "Take Care – Be Aware" for further details and a detailed list of harmful plant species.		systems of work. Sting remedies kept with first aid kit in office.
10	Hedge cutting	Hedge cutting	Possible injury to member of staff or the public. Cuts and bruises, eye injury, sprains, strains, skin irritation, bites and stings. White finger caused by equipment vibration.	Only trained staff to use equipment. Always keep both hands on the machine handles. Staff to wear PPE, including gloves, ear defenders and safety glasses. Staff carry out an inspection of the hedge prior to cutting to ensure there are no bird or insect nests. Long handle hedge cutters are used on hedges above shoulder height. Equipment inspected annually and vibration level recorded. Equipment purchased has lowest level of vibration. Periodic checks of equipment usage to ensure time limits are not being exceeded.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work. Instruction to staff given on safe use of equipment. Sting remedies kept with first aid kit in office.
11	Hedge cutting; grass cutting and shrub maintenance	Insect, bee or wasp stings	Possible injury to member of staff or the public. Bites and stings.	If staff are stung by bees or wasps, they are monitored by another member of staff and if a reaction is detected, they are taken straight to hospital. Staff who have a serious reaction to bee and wasp stings to carry an Epi Pen to reduce Anaphylactic shock.	M	Antihistamine spray/cream kept with first aid kit in office.
12	Mechanical blower	Operating accidents	Injury to staff. Burns from the hot engine, hearing impairment, eye damage, inhalation of fumes, nausea, hand and arm vibration. Injury to public from flying debris.	Fuel blowers prior to starting. Use as per manufacturer's instructions. Only trained staff to use machinery. Staff to wear PPE, including ear defenders, gloves and safety glasses. Do not use for longer than the recommended trigger time. When working alongside a road, always work towards oncoming traffic. Equipment inspected annually for	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work.

				vibration levels. Do not work on slopes when wet and slippery.		
13	Cemetery maintenance	Aggression and violence to staff	Psychological and physical injuries.	Staff given Personal Safety training.	L	This may increase to MEDIUM RISK in hot weather.
14	Lone Working	Accidents / aggression or intimidation from others, and illness	Personal injury from minor to major and trauma from intimidation by others.	All staff to receive Violence and Aggression training. Lone workers carry a radio or mobile phone for immediate contact with office at any time.	L	
15	Weather conditions	Sunburn, or cold	Sunburn to staff. Staff working in cold or wet conditions.	Staff to wear PPE. Staff provided with sun cream and advised to wear hats in the summer. Also advised to drink plenty of fluids. In cold conditions, staff take frequent breaks to enable them to warm up.	L	All Operatives have access to equipment manuals and carry out duties in accordance with relevant safe systems of work.

ARE THERE ANY SPECIAL GROUPS AT RISK? YES / NO

IF YES, WHO ARE THESE AND HOW MANY? COUNCIL STAFF, GROUNDS OFFICER, FUNERAL DIRECTORS, STONEMASONS, GRAVE DIGGER. :

ASSESSOR'S SIGNATURE:

NAME: **POSITION:**

STAFF MEMBER/CONTRACTOR'S SIGNATURE:

NAME: **POSITION:**