



This document provides a template risk assessment, with links to the relevant advice notes. It relates to, as well as offering guidance on best-practice,

A risk assessment is the **process** of looking for hazards that have the potential to harm people, in the objects being used, work environment and / or work processes adopted. Some risks are visible; others are only evident and able to be understood when a work task is observed.

The use of a risk matrix will assist you to better understand the *severity* of risk which in turn enables you to prioritise which hazards to address first. A risk matrix considers:

- The *consequence* of the potential harm.
- The likelihood of the harm occurring.

The risk matrix is at the end of this risk assessment

### Control Measures

Control measures need to make sure that the risks are reduced so far as is '*reasonably practicable*' and ask what more can be done to control the risk. When identifying controls, you need to remember:

- The more effective the control measures, the more lasting the effect of control.
- At times it may be necessary to implement more than one type of control to effectively manage the risk.
- Sometimes a control cannot be actioned straight away due to costs / resources.
- There may be a need to implement immediate (short term) and medium (long term) controls until such time a long-term solution is implemented.
- Controls should be selected in response to the level of risk posed by the hazards, and the practicability of the control.

| Version Number | Changes made | Prepared by | Reviewed by | Approved |
|----------------|--------------|-------------|-------------|----------|
| 0              |              | S. Cripps   | H. Foley    |          |
|                |              |             |             |          |
|                |              |             |             |          |
|                |              |             |             |          |





| Inspection of Memorials Risk Assessment |                 |                                       |  |                  |                   |  |                            |                  |   |
|---|-----------------|---------------------------------------|--|------------------|-------------------|--|----------------------------|------------------|---|
| Parish / Location                       |                 |                                       |  |                  | Date Assessed:    |  | Assessed by:               |                  |   |
| Task/Activity:                          |                 |                                       |  |                  | Review Frequency: |  | Reference Number: GRA -010 |                  |   |
|   |                 |                                       | Risk rating before implementing control measures |                  |                   |  |                            |                  | Additional Information  |
| Activity/ Task                          | Hazard/ Risk    | Persons at Risk                       | Severity (1-5)                                   | Likelihood (1-5) | Risk Rating       | Controls Measures in Place   | Severity (1-5)             | Likelihood (1-5) | Risk Rating   |
| Inspection of memorials                 | Access to site. | Inspection team<br><br>General public | 5  | 4                | 20                | Ensure any vehicles are safely parked.<br><br>Vehicles will not be used on site except for emergencies.<br><br>Warning notices are placed on all entrances warning members of the public that inspection work is in progress | 5                          | 2                | 10  |
|   |                 |                                       |  |                  |                   |  |                            |                  | <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/326725/safety-burial-grounds.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/326725/safety-burial-grounds.pdf</a> |





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| Task/Activity:                          |              |                 |  |                  | Review Frequency: |   | Reference Number: GRA -010 |                  |                        |
|   |              |                 | Risk rating before implementing control measures |                  |                   |   |                            |                  | Additional Information |
| Activity/ Task                          | Hazard/ Risk | Persons at Risk | Severity (1-5)                                   | Likelihood (1-5) | Risk Rating       | Controls Measures in Place  | Severity (1-5)             | Likelihood (1-5) | Risk Rating            |
| Inspection of memorials                 | Environment  | Inspection Team | 4  | 4                | 16                | Work must not be carried out in inclement weather.<br><br>Ensure ground conditions are safe.<br><br>Care should be taken when working under overhanging trees.<br><br>Inspections will be postponed in windy conditions | 4                          | 1                | 4                      |





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| Activity/ Task                          | Hazard/ Risk | Persons at Risk | Severity (1-5)                                   | Likelihood (1-5) | Risk Rating |  | Severity (1-5)                                  | Likelihood (1-5)           | Risk Rating |                        |
| Inspection of memorials                 | Trips        | Inspection Team | 5  | 4                | 20          | All Loose branches must be removed from inspection site prior commencement of inspection.<br><br>Care must be taken around exposed tree roots.<br><br>Check Kerb stones are in place and not loose.<br><br>Care to be taken whilst working on loose gravel, wet grass, or moss-covered stones. | 5   | 2                          | 10          |                        |





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| Activity/ Task                          | Hazard/ Risk    | Persons at Risk | Severity (1-5)                                   | Likelihood (1-5) | Risk Rating       | Controls Measures in Place  | Severity (1-5)             | Likelihood (1-5) | Risk Rating            |
| Inspection of memorials                 | Manual Handling | Inspection Team | 4  | 4                | 16                | Warning other personnel within vicinity.<br><br>Use of PPE. (Hard hat, safety foot wear, gloves) etc.<br><br>Use mechanical handling where necessary<br><br>Handling of headstones and kerbstones should only be considered where ground conditions are suitable.<br><br>Training given on Manual Handling Techniques | 4                          | 2                | 8                      |





| Inspection of Memorials Risk Assessment |                                      |                 |  |                  |                   |  |                            |                  |                        |
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| Activity/ Task                          | Hazard/ Risk                         | Persons at Risk | Severity (1-5)                                   | Likelihood (1-5) | Risk Rating       | Controls Measures in Place   | Severity (1-5)             | Likelihood (1-5) | Risk Rating            |
| Inspection of memorials                 | Use of Mechanical Handling Equipment | Inspection Team | 5  | 4                | 20                | <p>Competent trained operators must only use mechanical handling equipment.</p> <p>All lifting equipment must have current certification</p> <p>If using slings, they must be certified.</p> <p>Appropriate PPE will be worn</p> | 5                          | 2                | 10                     |



| Inspection of Memorials Risk Assessment |                               |                 |  |                  |                   |   |                            |                  |                        |
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| Task/Activity:                          |                               |                 |  |                  | Review Frequency: |   | Reference Number: GRA -010 |                  |                        |
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| Activity/ Task                          | Hazard/ Risk                  | Persons at Risk | Severity (1-5)                                   | Likelihood (1-5) | Risk Rating       | Controls Measures in Place  | Severity (1-5)             | Likelihood (1-5) | Risk Rating            |
| Inspection of memorials                 | Testing the stability by hand | Inspection Team | 5  | 4                | 20                | <p>Only one operative must carry out the hand testing (toppling),</p> <p>All others are too stand well clear whilst the test is being Conducted.</p> <p>The tester must also stand to one side whilst carrying out the test.</p> <p>The memorial must always be pushed away from the operative and not pulled towards him/her</p> | 5                          | 2                | 10                     |



| Inspection of Memorials Risk Assessment |                  |                 |  |  |                  |                   |  |                            |   |                |                        |                  |             |
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| Parish / Location                       |                  |                 |  |  |                  | Date Assessed:    |  | Assessed by:               |   |                |                        |                  |             |
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| Activity/ Task                          | Hazard/ Risk     | Persons at Risk |  | Severity (1-5)                                   | Likelihood (1-5) | Risk Rating       | Controls Measures in Place   |                            |   | Severity (1-5) |                        | Likelihood (1-5) | Risk Rating |
| Inspection of memorials                 | Egress from site |                 |  | 5  | 4                | 20                | All graves and memorials etc must be left in a safe condition.<br><br>All unsafe areas are roped off and appropriate notices displayed |                            |   | 5              | 2                      | 10               |             |





## Risk/Priority Indicator Key

| Severity<br>(Consequence)   |
|---|
| 1. Negligible (delay only)  |
| 2. Slight (minor injury / damage / interruption)                            |
| 3. Moderate (lost time injury, illness, damage, lost Parish)                |
| 4. High (major injury / damage, lost time Parish interruption, disablement) |
| 5. Very High (fatality / Parish closure)                                    |

| Likelihood                    |
|-------------------------------|
| 1. Improbable / very unlikely |
| 2. Unlikely                   |
| 3. Even chance / may happen   |
| 4. Likely                     |
| 5. Almost certain / imminent  |

| RISK / PRIORITY INDICATOR MATRIX |   |                        |    |    |    |    |
|----------------------------------|---|------------------------|----|----|----|----|
| LIKELIHOOD                       | 5 | 5                      | 10 | 15 | 20 | 25 |
|                                  | 4 | 4                      | 8  | 12 | 16 | 20 |
|                                  | 3 | 3                      | 6  | 9  | 12 | 15 |
|                                  | 2 | 2                      | 4  | 6  | 8  | 10 |
|                                  | 1 | 1                      | 2  | 3  | 4  | 5  |
|                                  |   | 1                      | 2  | 3  | 4  | 5  |
|                                  |   | SEVERITY (CONSEQUENCE) |    |    |    |    |

| Summary |        | Suggested Timeframe                |
|---------|--------|------------------------------------|
| 12-25   | High   | As soon as possible                |
| 6-11    | Medium | Within the next three working days |
| 1-5     | Low    | Whenever viable to do so           |