

# BREAGE PARISH COUNCIL

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Parish Rooms  
 Breage  
 Helston  
 TR13 9PD

## RISK ASSESSMENT

**Assessment undertaken and Risk Assessment adopted at the Parish Council Meeting on 4 April 2017**

**ASSESSMENT REVIEW due March 2018**

List of potential hazards. <i>HIGH RISKS in bold italics.</i>	People who are at risk from those hazards.	Existing controls. <i>Risks which are not adequately controlled and the action needed.</i>
<p><b><u>PARISH ROOMS CURTILAGE:</u></b></p> <p>1. Door step - unsuitable for disabled access</p> <p>2. Door step - slippery</p> <p>3. Insufficient light on path from steps to gate after meetings</p> <p>4. Faults/damage on path</p> <p>5. Path at side of building moss covered</p> <p>6. Caretaker to hold part-time contract in order to be covered by BPC Public Liability Insurance</p> <p><b><u>PARISH ROOMS LOBBY AREA:</u></b></p> <p>1. Low door from lobby to meeting room</p> <p>2. Fire Risks</p>	<p>1. Members of the public, councillors, employees.</p> <p>2. As 1</p> <p>3. As 1</p> <p>4. As 1.</p> <p>5. Employees</p> <p>6. As 1</p> <p>1. Members of the public, councillors, employees.</p> <p>2. As 1</p>	<p>1. Portable ramp available for use. Safely stored – attached by chain to wall</p> <p>2. Non-slip mats in place - routinely check</p> <p>3. New lighting installed March 2011</p> <p>4. Routine check</p> <p>5. Handyman authorised to regularly check path &amp; clear of moss as necessary</p> <p>6. Part-time contract completed, adopted and signed by the Caretaker</p> <p>1. Warning notice in place. Padding applied to top of door</p> <p>2. Extinguishers suitable for all potential fires are in place Smoke alarms are fitted Fire Alarm is fitted These checked annually by suppliers Fire alarm tested monthly and logged by Clerk</p>

<p>3. People to be aware of what is expected in the event of fire and designated meeting point Fire Councillor and Deputy appointed</p>	<p>3. As 1</p>	<p>3. Fire evacuation and meeting point statement to produced, displayed and read out at every meeting Landlord Queen's Arms has given permission for use pub forecourt as meeting point in event of fire Fire and Extinguisher Training undertaken by Fire Councillor and Deputy May 2011 – <b>to be updated every 2 years</b></p>
<p>4. Clerk's training for how to use extinguishers and what is expected in the event of fire needs to be regularly updated</p>	<p>4. As 1</p>	<p>4. Clerk's fire and extinguisher training updated July 2014 <b>Training to be updated every 2 years</b></p>
<p><b>5. Electrics need to be checked.</b></p>	<p>5. As 1</p>	<p>5. Electrics checked in 2009 <b>Next inspection of electrics to be agreed &amp; any inspections logged</b> PAT inspections to be carried out annually – <b>last 26 May 2016</b></p>
<p><b>6. No provision of disabled toilet</b> <b><u>No room to fit one</u></b></p>	<p>6. Disabled persons</p>	<p>6. Landlord Queen's Arms has agreed use of their disabled toilet should the need arise Support handles have been fitted in Parish Rooms toilet</p>
<p><b><u>OFFICE:</u> Risk Assessment</b> 1. Chair – stable  2. Lighting  3. Screen – correct  4. Temperature – 16 degrees C Following first hour of work commencement  5. Physical safety of Clerk alone in office</p>	<p><b>to be carried out annually</b> 1. Clerk, any visitors to office  2. As 1  3. Clerk  4. As 1  5. Clerk</p>	<p>1. New chair provided 2008  2. Renewed April 2014  3. New computer all in one Provided March 2016  4. Thermometer on display Adequate heaters  5. Viewing glass, chain and bell fitted 2009 Lone Worker Policy adopted 2010 - A Councillor as well as the Clerk to be present when members of the Public or other visitors are in the</p>

6. Loss or theft of cash	6. Parish	building Public Access - set times to be strictly adhered to 6. Money loss covered by insurance
7. Incorrect accounting of salaries	7. Parish	7. Accounts Councillor checks salary and all other payments
8. Loss of keys	8. Clerk	8. Spare set of keys at Clerk's home
9. Clerk's trustworthiness	9. Parish	9. Fidelity guarantee insurance held
10. Security of Council equipment & documents.	10. Parish	10. Security lock on office door Fireproof safe installed. Bars on window. Regular document back-ups by Clerk on external hard drive that is taken home by Clerk
11. Fire Risks	11. As 1	11. Extinguishers in lobby Smoke sensors fitted. Fire Alarm fitted. Sensors and alarm regularly checked
<b>No alternative fire escape</b>		<b>No alternative fire escape Window in office barred</b>
12. Gaining loft access/ changing light bulbs	12. Anyone using ladder	12. Users made aware of their own responsibility: that the ladder is used at their own risk and they must have knowledge of ladder use by notices on the wall alongside the chained-up ladder. A second person should be present whenever a ladder is used
13. Shelf to left of door as entering Files in falling from shelf	13. As 1	13. Shelf has been moved to the right. A higher end has been affixed to the left hand of the shelf so that files do not fall and an additional shorter shelf has been installed to allow for additional storage. The left hand corner has safety edging attached for protection against head damage
People's heads in danger of being injured		

**MAIN MEETING ROOM**

1. Overcrowding danger in event of fire or smoke alarm

1. Members of the public, councillors, employees

1. No limit on numbers unless safety escape routes are impeded  
Fire Councillor and Deputy appointed  
Fire evacuation and meeting point statement has been produced and is displayed and read out at every meeting  
Clear aisles both sides of room have been provided to enable safe entrance and exit  
Discretion and Common Sense to be used

2. Tripping risk

2. As 1

2. Excess furniture has now been removed  
Public Liability Insurance held

3. Using ladder for changing light bulbs/ cleaning/cleaning windows/ decorating

3. Caretaker/Handyman and any other ladder users

3. Users made aware of their own responsibility: that the ladder is used at their own risk and they must have knowledge of ladder use by notices on the wall alongside the chained-up ladder. A second person to be present whenever a ladder is used.

4. Temperature – 16 degrees C Following first hour of work commencement

4. As 1

4. New heaters fitted 2009  
Thermometer on display  
Extended insurance renewed annually

5. Lighting should be appropriate

5. As 1

5. New lighting fitted 2010

6. Fire hazard - unsafe storage of documents/boxes

6. As 1

6. Old documents removed and housed in Cornwall Records Office  
Loft area has been partially floored.  
Fireproof storage cupboard in main room for storage of documents

<p><b><u>FUNCTIONS OF PARISH COUNCIL</u></b></p> <p>1 Precept provision for short /long term absence of Clerk</p> <p>2. Clerk’s sickness/absence policy</p> <p>3.Provision of reserve funding should precept payment not arrive on time.</p> <p>4. Accounts – see separate Financial Risk Assessment</p> <p>5. Conflict of Interest</p> <p>6. Alternative Meeting place</p>	<p>1.Parish/Parish Council/Clerk</p> <p>2.As 1</p> <p>3. As1</p> <p>4. As 1</p> <p>5. Parish</p> <p>6. Councillors, members of the public, Clerk</p>	<p>1.Provision made on budget/precept for short/long term absence of Clerk</p> <p>2.Sickness/absence of Clerk – policy produced and adopted Short/long term absence covered by insurance</p> <p>3. Provision for reserve funding made</p> <p>4.Reviewed annually Accounts regularly checked by Accounts Team Councillor Internal Auditor and Audit Commission</p> <p>5.Declarations made at meetings Councillors constantly reminded to regularly update their registers of interest</p> <p>6. Village Hall could be used</p>
<p><b><u>VILLAGE GREENS:</u></b> <b><u>ALL SITES:</u></b></p> <p>1. Hazards arising during maintenance work.</p> <p>2. Hazards arising from discarded items.</p>	<p>1. Members of the public, contractors.</p> <p>2. Members of the public, contractors</p>	<p>1.Safety Code is agreed and signed by contractors. Contractors must hold Public Liability Insurance. Documents are checked when contracts are signed</p> <p>2. Should be checked once a month by Councillors living nearby and problems reported to Council Cllr Rashleigh to check Breage Green Councillor Wyvern Batt to check Godolphin Green Cllr Board to check Praa Green Written reports to be lodged with Clerk</p>

<p><b>PRAA GREEN:</b></p> <p>1. Injuries caused to walkers by brambles etc.</p> <p>2. Injury from deteriorating metal posts/signs/chains Basketball Court</p> <p>3. Injury from deteriorating metal posts/sign by laws</p> <p>4. Injury from damage caused to granite benches</p> <p>5. Injury from deep holes dug by dogs whilst owners use benches</p> <p>6. Injury from falls caused by deep rabbit holes</p> <p>7. Injury from deteriorating metal rails/wood posts/fences</p>	<p>1. Members of the public.</p> <p>2. Users of Basketball Court</p> <p>3. Members of the public</p> <p>4. Users of benches</p> <p>5. Members of the public</p> <p>6. Members of the public</p> <p>7. Members of the public</p>	<p>1. Safety Code is agreed and signed by contractors Should be checked once a month by Councillors living nearby and problems reported to Council Cllr Board to check Praa Green</p> <p>2. Should be checked once a year for deterioration by Councillors living nearby and problems reported to Council Cllr ? to check</p> <p>3. Should be checked once a year for deterioration by Councillors living nearby and problems reported to Council Cllr ? to check</p> <p>4. Checked by Handyman twice a year</p> <p>5. Holes should be filled with soil and should be checked once a year for deterioration by Councillors living nearby and problems reported to Council. Cllr ? to check</p> <p>6. Should checked once a year for deterioration by Councillors living nearby and problems and reported to Council. Cllr ? to check. Holes should be filled once a year</p> <p>7. Should checked once a year for deterioration by Councillors living nearby and problems and reported to Council. Cllr ? to check.</p>
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<p><b>BREAGE PLAYING FIELD:</b></p> <p>1. Hazards arising during maintenance work.</p> <p>2. Hazards arising from discarded items</p> <p>3. Injury from play equipment</p> <p>4. Members of the public climbing hedges to access field, knocking stones from hedges</p> <p>5. Roads border the Playing Field and gates open on to road</p>	<p>1. Members of the public, contractors.</p> <p>2. As 1</p> <p>3. Members of the public</p> <p>4. Members of the public, contractors.</p> <p>5. Children and others</p>	<p>1. Safety Code is agreed and signed by Contractors</p> <p>2. Playing Field Committee inspect field. <b>Record should be kept of dates and of findings</b> <b>No sighting of this by BPC</b></p> <p>3. RoSPA inspection April each year. Risk Assessment every three years. Handyman carries out inspections in January, July and October each year and makes immediate repairs to any dangerous equipment A report is completed for each inspection</p> <p>4. Notice erected on hedge Wooden barrier has been installed Safety of hedges to be regularly checked by Contractor whilst trimming and problems reported to Clerk</p> <p>5. Metal barred safety barrier erected at in September 2011 by Field committee Safety catches on gates</p>
<p><b><u>FOOTPATHS/BYWAYS</u></b> <b><u>BRIDLEWAYS/STILES:</u></b> <b>Specifically assigned to Breage Parish Council from LMP schedule</b></p> <p>1. Hazards arising during maintenance work.</p>	<p>1. Members of the public, contractors.</p>	<p>1. Safety Code is agree and signed by contractors</p>
<p><b><u>BUS SHELTERS:</u></b></p> <p>1. Hazards arising from unlawful damage</p> <p>2. Hazards arising from discarded items</p>	<p>1. Members of the public, contractors.</p> <p>2. As 1</p>	<p>1. Safety Code is agreed by contractors. Contractors report damage</p> <p>2. Members of the public and Contractors report discarded items Cleaner holds Public Liability Insurance</p>

<p><b><u>NOTICE BOARDS/BENCHES:</u></b>  1.Hazards arising from unlawful damage</p> <p>2. Hazards arising from wear</p> <p>List of potential hazards.</p> <p><b><i>HIGH RISKS in bold italics.</i></b></p>	<p>1.Members of the public, contractors, Clerk, others who fix notices</p> <p>2. As 1</p> <p>People who are at risk from those hazards.</p>	<p>1.Handyman/Clerk to regularly check and report damage. Record to be kept</p> <p>2. To be regularly treated/repared by Handyman and removal or replacement to be considered if repair not possible</p> <p>Existing controls.  <b><i>Risks which are not adequately controlled and the action needed.</i></b></p>
<p><b><u>TOILETS PRAA SANDS</u></b></p> <p>1. Hazards to users, cleaners and contractors from unlawful damage</p> <p>2. Legionella</p> <p>3. Infection from Sanitary waste</p> <p>4. Clinical waste and sharps</p> <p>5. Dirt, waste, sand left in cubicles and on floors</p> <p>6. Litter</p> <p>7. Errors by cleaning staff</p> <p>8. Cleaning materials and equipment</p> <p>9. Any other Health and Safety issues</p>	<p>1. Users, cleaners and contractors</p> <p>2. As 1</p> <p>3. As 1</p> <p>4. As 1</p> <p>5. As 1</p> <p>6. As 1</p> <p>7. As 1</p> <p>8. As 1</p> <p>9. As 1</p>	<p><b><i>1. To be regularly checked by Working Group Regular locking and unlocking</i></b></p> <p><b><i>2. To be tested monthly</i></b></p> <p><b><i>3. To be emptied regularly</i></b></p> <p><b><i>4. Regular collection</i></b></p> <p><b><i>5. Toilets to be regularly cleaned</i></b></p> <p><b><i>6. Bins to be regularly emptied</i></b></p> <p><b><i>7. Cleaning staff to be regularly trained</i></b></p> <p><b><i>8. To be regularly checked and securely kept</i></b></p> <p><b><i>9. To be reported by cleaners or rectified if possible</i></b></p>



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## **RISK ASSESSMENT CEMETERY**

**Assessment undertaken and adopted at Parish Council Meeting on 4 April 2017**

**ASSESSMENT REVIEW due March 2018**

List of potential hazards. <b><i>HIGH RISKS in bold italics.</i></b>	People who are at risk from those hazards.	Existing controls. <b><i>Risks which are not adequately controlled and the action needed.</i></b>
1. Overhanging brambles etc. around boundary	1. Visitors to cemetery, funeral parties/gravediggers	1. Boundary hedges regularly trimmed. Contractor puts date when work carried out on invoice
2. Badly maintained graves.	2. As 1	2. To be reported by Cemetery Councillor after carrying out annual checks
3. Unsafe Memorials	3. As 1	3. See memorial Safety Policy – Annex 3 Memorials hand checked once every 5 years Unsafe memorials will be supported for one year to allow time for fixing Memorials will be laid down if no alternative
4. Cemetery safety	4. As 1	4. 6 monthly inspections carried out and recorded by Cemetery Councillor
5. Injury Damage to memorials and existing graves due to poor manual grave digging practice	5. Grave digger -Injury to back, cuts and bruises	5. See Safety Code – Annex 1 - Grave digging - adopted and signed by the Gravedigger
6. Injury Damage to memorials and existing graves due to poor machine grave digging practice	6. Operative	6. See safety Code – Grave digging - adopted and signed by the Grave digger Gravedigger to supply and wear protective equipment Grave must be covered by boards, (supplied by PC), and bordered by warning

<p>7. Explosions/burns/inhalation Due to transport/use of fuel</p> <p>8. Incorrect grave measurements</p> <p>9. Dressing of freshly dug unfilled graves Dressing graves</p> <p>10. Infectious disease</p> <p>11. Sunburn/cold</p>	<p>7.As 4</p> <p>9.Gravedigger</p> <p>10.Gravedigger</p> <p>11. Gravedigger</p>	<p>tape suspended on road pins, (supplied by PC), and a sign, (supplied by PC), must be displayed to give warning of an unfilled grave Debris removed from grave must be stacked against ply board held in place by metal posts, (supplied by PC), to prevent damage to existing graves and memorials</p> <p>7. See safety Code – Machinery and Protective Equipment Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flame or smoking is allowed in vicinity Fuel only stored in safety can of type approved and in a store designated by the Fire Officer</p> <p>8. See safety Code – Checked by Cemetery Councillor/ Clerk</p> <p>9. See Safety Code – Dressing the grave Boards removed one hour before funeral. Mats laid over soil heaps. Boards placed round the top of grave to provide a safe standing area for the funeral party. Mats laid over boards and into grave. Lowering tapes ready for the Funeral Directors to place the coffin on and attach tapes</p> <p>10. Hands should be washed with disinfectant wash</p> <p>11. Advised to wear hat/sun cream/drink fluids. In cold weather taker breaks</p>
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12. Bee/wasp/insect stings	12. Gravedigger	12. Should be accompanied so can be taken to hospital if bad reaction
13. Injury to gravedigger when grave backfilling Collapse of grave	13.Gravedigger/public	13. See Safety Code – Infilling the grave Once funeral party has left the Cemetery the matting is removed as well as the boards around the top area. Soil is either shovelled back in or the digger used to part fill the grave then completely fill Grave inspected one month after interment and soil topped up if required
14.Public safety at interments	14.Public	14.Cemetery Councillor or Clerk attends service and interment
15.Injury to operatives, dust inhalation, being hit by projectiles when strimmers or mowers for grasscutting	15.Operative	15. See safety Code Grasscutting –Annex 2 – agreed and signed by Contractor who must hold Public Liability Insurance Documents are checked when contracts are signed Fuelled prior to starting Stones, dog faeces removed Contaminated clothes to be removed and bagged

**Safety Code – Grave digging at Breage Cemetery**

**NOTICE TO GRAVE DIGGER**

For Breage Parish Council to comply with Health and Safety Legislation, Grave Diggers employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. As the Gravedigger you will be deemed to have agreed to comply with the following requirements :-

1. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.

**DIGGING OF NEW GRAVES**

2. Before the digging of a new grave, a sign, (provided by the Council), is to be attached to the Cemetery gates to advise the public that a grave is being dug.
3. Newly dug graves, once completed, must be covered by boards, (supplied by the Council), and bordered by warning tape suspended on road pins, (supplied by the Council), and a sign, (supplied by the Council), must be displayed to give warning of an unfilled grave.
4. Debris removed from newly dug graves must be stacked against ply board held in place by metal posts, (supplied by the Council), to prevent damage to existing grave memorials and monuments.

**MACHINERY AND PROTECTIVE EQUIPMENT**

5. As a Grave Digger, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions and that you display notices to indicate to the public that work of a potentially dangerous nature is being carried out in the vicinity.
6. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
7. Only those who have received training and instruction in the operation of machinery and equipment may do so.
8. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
9. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.

10. Members of the public must not be allowed to be in an area where machinery is in use. Sites must always be left in a safe condition by the Contractor and machinery removed whenever sites are left unattended. Machinery must not be left unattended where children or others may interfere with them.
11. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
12. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
13. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
14. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating machinery.
15. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.

#### DRESSING THE GRAVE

16. Boards may be removed 1 hour before the funeral is due at the Cemetery. Mats should be laid over soil heaps. Boards must be placed round the top of the grave to provide a safe standing area for the funeral party. Mats should be laid over the boards and into the grave. Lowering tapes are to be placed ready for the Funeral Directors to place the coffin on and attach tapes.

#### INFILLING THE GRAVE

17. Once a funeral party has left the Cemetery the matting may be removed as well as the boards round the top area. Soil may be shovelled back in or the digger used. The grave should be inspected one month after the interment and the soil topped up if required.

#### FURTHER MATTERS

18. A member of the Council may visit the site prior to work being commenced to agree with the contractor the specifications of the work to be carried out.
19. The Clerk or a member of the Council will check the depth of all newly dug graves and be present at interments.
20. The grave site may be inspected by a member of the Council whilst the work is in progress to ensure that the conditions of the Safety Code are complied with.
21. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
22. In the event of the Council taking this action, you will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.

23. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
24. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.
25. You must, as soon as practicable, report to the Clerk to the Council any injuries suffered to any worker or any member of the public whilst the work is in progress.

**Safety Code – Grasscutting Local Maintenance Partnership Footpaths/Cemetery/Playing Field/Greens****NOTICE TO CONTRACTORS**

For Breage Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements :-

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions and that you display notices to indicate to the public that work of a potentially dangerous nature is being carried out in the vicinity.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, you will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.
8. The contractor must, as soon as practicable, report to the Clerk to the Council any injuries suffered to any worker or any member of the public whilst the work is in progress.

**Policy**

9. Only those who have received training and instruction in the operation of machinery and equipment may do so.
10. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.



11. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
12. Public must not be in an area where machinery is in use. Sites must always be left in a safe condition by the Contractor and debris and machinery, etc. removed whenever sites are left unattended. Machinery must not be left unattended where children (or others) may interfere with them.
13. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
14. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
15. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
16. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
17. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
18. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
19. A member of the Council may visit the sites prior to work being commenced to agree with the contractor the specifications of the work to be carried out.
20. Sites and Pathways may be inspected by a member of the Council whilst the work is in progress to ensure that the conditions of the Safety Code are complied with.

## **BREAGE PARISH COUNCIL**

### **Cemetery Memorial Safety Policy**

### **Annex 3 Risk Assessment Cemetery**

This policy has been produced to set out Breage Parish council's position in regard to memorial safety, the responsibilities of the Parish Council, its contractors, the memorial masons and Exclusive Right Holders.

It is wrongly presumed that memorials are permanent structures and will last forever without repair.

The memorials do not belong to the Parish Council but are the property of the Exclusive Right of Burial holder.

#### **Responsibilities required**

The following parties have responsibility:

The Parish Council must assess the risks from cemetery structures and ensure that the risks are controlled.

Monumental Masons have the responsibility to work in accordance with conditions and specifications for memorials.

The National Memorial Masons Standards for the fixing of memorials and any subsequent changes should be implemented.

#### **Testing should include new memorials**

The holder of the Exclusive Right of burial or successor to the title has the ultimate responsibility to maintain the memorial so as not to present a hazard to themselves, members of the public, gravediggers or Parish Council contractors, and as such are therefore responsible and liable for all expenditure incurred to make safe their memorial in the event that their memorial is found to be in an unsafe or dangerous condition. This is NOT the responsibility of the Parish Council.

#### **Notice of intent**

Prior to any memorials being inspected, reasonable steps will be taken by the Parish Council to inform grave owners. Holders of Exclusive Right of Burial or successors in title and members of the public, of the intention to inspect memorials to reduce the risk posed by unsafe memorials.

#### **This will involve:**

- Giving advance formal notice in a local newspaper of any inspection regime commencing.
- Publishing details of the assessment and methodology on the Parish Council's website.
- Placing public notices on the cemetery gates of the cemetery affected by the assessment regime.
- Where practicable, to notify the owner, Exclusive Right owner or successor in title.

#### **Memorial Fixing**

It is imperative that all works to new and repaired memorials are carried out to the industry standard.

It is therefore necessary to check that the memorial masons are registered on The National Memorial Masons Standards Scheme methodology for memorial works and for the fixing of memorials. Companies or individuals that are not registered on this scheme should not be permitted to carry out any memorial works in the Parish Council Cemetery.

- **These registered masons will use the latest national standards laid down by the National Association of Memorials Masons irrespective of whether works are being carried out on new or existing memorials.**

### **Existing Memorials**

May not have been fixed with regard to any national standards.

### **Formal Inspection Programme**

Information notices regarding inspections shall be placed on the cemetery gates of the cemetery affected by the inspection.

### **The use of a topple testing device**

This may be used when the memorial has failed the hand test. The device can then be used to give an accurate reading at what calibration point the memorial failed the test.

Where memorials fail this inspection the Parish Council will attempt to contact the grave owners to inform them of the failure of their memorial.

### **Category 1 Memorials**

Memorials up to 24 inches/610mm in height will first be visually inspected and then will be physically checked to ensure that all joints are sound and that the memorial is stable on its plinth. Memorials in this category are not to be used to lean against or act as leverage when standing from a kneeling position.

#### **Make safe**

- **Temporary strapping to post with notice (for one year)**
- **Notify Exclusive Right owner**
- **Lay flat when no other viable option is available**

### **Category 2 Memorials**

Memorials above 24 inches/610mm and up to 48 inches/1220mm in height will first be visually inspected and then hand tested. A forced measuring device (topple tester) will only be used when the memorial fails the hand test to confirm the fail force threshold.

#### **Make safe**

- **Temporary strapping to post with notice (for one year)**
- **Notify Exclusive Right owner**
- **Lay flat when no other viable option is available**
- **The Parish Council needs to ascertain what memorials are of social, architectural and historic value and the impact on the character of the Cemetery making safe will have**

### **Memorials erected on an established concrete raft**

Memorials which have been erected onto a concrete raft will be more secure and only need to undergo hand testing on a five-year basis.

### **Rolling Programme of Inspections**

Memorials which fail the test and are temporarily made safe will be inspected again one year from the make safe date to ascertain whether they have been repaired by a stonemason instructed by the Exclusive Right owner. Informal visual inspections will also be carried out by the Cemetery Councillor every 5 years from 2014 and findings recorded and reported to the Clerk.

**Communication**

The Council will be aware that memorial testing is a sensitive issue. Regular communication should be maintained so that the public and members are aware and understand each stage of the testing process. Communication should take place through:

Local newspapers/radio

The Parish Council's website

Signage at Cemetery