

**NON-FINANCIAL RISK MANAGEMENT**

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• Burial records have either been archived or are kept in a fireproof safe.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

**Commented [PC1]:** The risk level for New Road Cemetery is noted as **high** on the inspection sheets presumably because members of the public walk through the cemetery. However, the footpath is in good condition and it's away from the road. Could this be reviewed?

**Commented [PC2]:** We don't currently have a cllr carrying out inspections. This probably would have been Mike Sherwen. Should Maintenance Committee nominate a cllr to do this?

	<u>is a member of the ICCM and is able to seek advice when required.</u>
<b>Reviewed by</b>	<del>The Parish Maintenance</del> <u>Committee Working Party</u>
<b>Date</b>	<del>26 March 2018</del> <u>24 February 2022</u>
<b>Actions/comments</b>	<ul style="list-style-type: none"><li>• <u>Means of tracking graves in Green Burial site needed – part of project for 2018/9.</u></li></ul>

**Commented [PC3]:** Is this still under consideration?