

## 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>Low: New Road Cemetery</p> <p><i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment.</i></p>
<p><b>Persons Involved</b></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 Maintenance Committee.</li> <li>• Other work is forwarded to the Maintenance Committee to be prioritised and recorded in the minutes.</li> <li>• Completed work is recorded in the Maintenance Committee 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 and Assistant who deal with the Funeral Directors.</li> <li>• Burial records have either been archived or are kept in a fireproof safe.</li> <li>• The Clerk and Assistant are responsible for ensuring that the correct paperwork is completed and that an accurate record is kept of individuals’ graves. The Clerk and Assistant will attend Cemetery Management training through the Institute of Cemetery and Crematorium Management. The Parish Council is a member of the ICCM and is able to seek advice when required.</li> </ul>

# MELBOURN PARISH COUNCIL

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<b>Reviewed by</b>	Maintenance Committee : 15 April 2026 Full Council : 22 April 2026
<b>Actions/comments</b>	Memorials safety training to be completed by Warden. ICCM training to be completed by Assistant.

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 22 April 2026**