

## 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><del>CLr with special interest in Cemeteries carries out occasional inspections.</del></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 <del>Deputy Clerk</del> <u>Assistant</u> 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• Burial records have either been archived or are kept in a fireproof safe.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 <del>Deputy Clerk</del> <u>Assistant</u> are responsible for ensuring that the correct paperwork is completed and that an accurate record is kept of individuals' graves. The Clerk and <del>Deputy Clerk</del> <u>Assistant</u> <del>have will</del> attended Cemetery Management training through the</li> </ul>

# MELBOURN PARISH COUNCIL

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Date approved: ~~28 April 2025~~ 22 April 2026

Review date: ~~April 2026~~ April 2027

	Institute of Cemetery and Crematorium Management. The Parish Council is a member of the ICCM and is able to seek advice when required.
<b>Reviewed by</b>	Maintenance Committee : <del>17 April 2025</del> <u>15 April 2026</u> Full Council : <del>28 April 2025</del> <u>22 April 2026</u>
<b>Actions/comments</b>	Memorials safety training to be completed by Warden. <u>ICCM training to be completed by Assistant.</u>

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting:** ~~28 April 2025~~ 22 April 2026