



# RAMSEY & PARKESTON PARISH COUNCIL

## PARKESTON CEMETERY

### HEADSTONE AND MEMORIAL RISK ASSESSMENT POLICY

#### 1. INTRODUCTION

1.1 The Council is expected to compile a profile for each headstone and memorial to highlight any risks to members of the public or contractors working in the area. Each profile is to include:

- **Material** (Stone/Marble etc)
- **Interest** (Historical)
- **ASB** (Anti-Sociable Behaviour)

1.2 A rolling programme of risk assessments to be carried out annually to incorporate reviews as set from previous assessments.

1.3 The following headings of proposed risk assessments attempts to identify the risks involved and necessary actions to be carried out. The list is not exhaustive and Council may wish to consider other risks not identified.

- **Grave Number**
- **Surname**
- **Forename**
- **Date of Internment**
- **Damage**
- **At Risk** (Member of Public/Contractors)
- **Risk Factor** (1(High) to 5 (Low))
- **Priority** (1 (High) to 3 (Low))
- **Precautions** (Stabilise/Support Pole/Infill etc)
- **Review Date** (1 year (Stabilise) 3 years (Support))

#### 1.4 Communication

Following a risk assessment and prior to any maintenance being carried out to those identified as a risk notice of intent will be communicated by:

- Direct contact with the owner of the memorial where possible.
- Tagging of individual memorials giving notice of intent and contact details of the council for comment or concern to be received.
- Public notice to be placed on the Cemetery Chapel noticeboard and at the Cemetery entrance.



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- Notice of intent published via the Press/Council Website.

A minimum period of 3 months will be given of any intent to carry out maintenance via the above communication channels to allow any comments/concerns to be received and concluded satisfactorily by both parties.

**This policy has been set up following guidance published by the Ministry Of Justice publication, *Managing the Safety of Burial Ground Memorials*, a copy of which maybe viewed by visiting [www.justice.gov.uk/publications/safety-burial-grounds.htm](http://www.justice.gov.uk/publications/safety-burial-grounds.htm)**

This publication outlines the responsibilities as set out in various legislation covering burial grounds:

- Local Authorities' Cemeteries Order 1977 (LACO)
- Health and Safety at Work Act 1974 (HSWA74)
- Management of Health and Safety AT Work Regulations 1999

**This policy will be reviewed annually to reflect any changes necessary.**

Chairman:.....

Date:.....

Proper Officer:.....

Date:.....