

## Risk assessment template

**Company name: Hollesley Parish Council – New Cemetery Maintenance (carried out by Mr George Collins (GC))**

**Assessment carried out by: Judi Hallett, Clerk to Hollesley Parish Council**

**Date of next review: 01/03/2025**

**Date assessment was carried out: 01/03/2024**

What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Grass Cutting Machine Tips Over</b>	Visiting members of the public  GC	GC places notice on Cemetery Gates to indicate maintenance is in progress	GC to inform family member of expected working hours  GC to carry working mobile phone at all times  GC to have First Aid Kit easily to hand at all times	GC	At all times	
<b>Tree branches falling and damaging overhead power lines</b>	Visiting members of the public  GC  Residents who are supplied electricity from this line.	Tree branches that overhung the electric cable which run through the cemetery have been clipped back by the electricity board	Tree Survey was requested but wrong location Surveyed. Second Survey to be organised by Clerk	Parish Clerk	May 2024	

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<p><b>Lone contractor working on maintenance tasks could be injured or become ill carrying out his duties</b></p>	<p>GC Visiting Members of the public</p>	<p>Lone Contractor safe working practise includes telling his wife when he starts the tasks and when he finishes the task.</p> <p>Health and safety policy updated to reflect the requirements for contractors working alone</p>	<p>None</p>	<p>None</p>	<p>None</p>	
<p><b>Cutting the grass in the New Cemetery throws stones or glass up and could injure a person</b></p>	<p>Visiting Member of the public GC</p>	<p>Contractor ensure the safety guards on the machine are correctly positioned</p> <p>Notice is attached on the cemetery gate requesting members of the public not to enter the cemetery while the task is being completed.</p>	<p>None</p>	<p>None</p>	<p>None</p>	

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<b>Accident when using Hedge Trimmer</b>	Visiting members of the public  GC		Equipment fitted with safety cut off switch.  Gloves, overalls, ear defenders and visors provided and used by GC.  GC trained in correct use and storage of PPE.	Clerk	At all times	
<b>Hedge Trimmer causes vibration injury or hearing loss</b>	GC		Gloves, overalls, ear defenders and visors provided and used by GC.  GC instructed not to use Hedge Cutter for more than an hour at a time	Clerk	At all times	
<b>Fall from Height when using Hedge Trimmer</b>	GC		GC instructed not to work on a ladder unless other trained personnel are involved in the operation and are providing support  Gloves, overalls, ear defenders and visors provided and used by GC	Clerk	At all times	
<b>Fire when refuelling machinery</b>	GC		Strick no smoking policy  GC visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate	Clerk	At all times	

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<b>Accident occurs when clearing a blockage from a piece of equipment</b>	GC		<p>Mowers/strimmer fitted with safety cut off devices.</p> <p>Operatives wear safety loves/goggles when carrying out this duty.</p> <p>Equipment is switched off.</p>	Clerk	At all times	
<b>Headstone topples over on to Mr Collins</b>	GC	Stones are checked in a quinquennial Inspection	Diarise to arrange for inspection	Clerk	April 2024	

Adopted by Hollesley Parish Council on: 21<sup>st</sup> *March* 2024

*J Hallett*

*G Collins*

Mrs J Hallett

Mr G Collins

Clerk

Contractor