

Risk assessment template

Company name: Hollesley Parish Council – New Cemetery Maintenance carried out by Kevin Foreman (KF)

Assessment carried out by: Clare Cooper, Clerk to Hollesley Parish Council

Date of next review: 01/02/2027

Date assessment was carried out: 01/02/2026

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
Grass Cutting Machine Tips Over	Visiting members of the public KF	KF places notice on Cemetery Gates to indicate maintenance is in progress	KF to inform family member of expected working hours KF to carry working mobile phone at all times KF to have First Aid Kit easily to hand at all times	KF	At all times	
Tree branches falling and damaging overhead power lines	Visiting members of the public KF 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	KF to advise the clerk when branches need cutting back	KF	At all times	

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<p>Lone contractor working on maintenance tasks could be injured or become ill carrying out his duties</p>	<p>KF 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>Cutting the grass in the New Cemetery throws stones or glass up and could injure a person</p>	<p>Visiting Member of the public KF</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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Accident when using Hedge Trimmer	Visiting members of the public KF		Equipment fitted with safety cut off switch. Gloves, overalls, ear defenders, safety boots and visors used by KF KF trained in correct use and storage of PPE.	KF	At all times	
Hedge Trimmer causes vibration injury or hearing loss	KF		Gloves, overalls, ear defenders and visors provided and used by KF. KF instructed not to use Hedge Cutter for more than an hour at a time	KF	At all times	
Fall from Height when using Hedge Trimmer	KF		KF instructed not to work on a ladder unless other trained personnel are involved in the operation and are providing support Gloves, overalls, ear defenders, safety boots and visors used by KF	KF	At all times	
Fire when refuelling machinery	KF		Strick no smoking policy KF visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate	KF	At all times	

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Accident occurs when clearing a blockage from a piece of equipment	KF		<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>	KF	At all times	
Headstone topples over on to Mr Collins	KF	Stones are checked in a quinquennial Inspection	None	N/a	N/a	

Adopted by Hollesley Parish Council on: 19th March 2026

C Cooper

K Foreman

Clare Cooper

Kevin Foreman

Clerk

Contractor