

Runnymede Borough Council Risk Assessment Form

REFERENCE: Memorial inspection Month 2025

Memorial Inspection: Visual and hand testing the stability of all memorials under 1.1 metre.



Please describe the activity so that the reader can visualise the content

Date of Assessment: Month 2025

Names and Job Titles of Assessor:

Information Gathered From: *Managers, Employees, Suppliers, Manufacturers & Specialist contractors, Training courses -Similar Good Practise in Other Organizations*

What are the hazards.	Who might be harmed and how?	Risk Rating (No control measures) L X S=	Current Control Measures	Risk Rating (with existing control measures) LXS=	Recommended Improved Control Measures	Modified Risk Rating (with improved control measures) L X S =	Actions Required	Action Reference Number
Site Traffic Vehicle Access Vehicle Parking Pedestrian Activity Work Equipment/ Materials Storage	RBC employees, specialist contractors, <u>all</u> visitors to cemeteries struck by moving vehicles or encountering stored materials/mat erials in use.	5 x 3 = 20	Use only approved vehicle access routes. Ensure vehicles are parked away from utilised pedestrian routes.	5 x 2 = 10	Unnecessary vehicles to be parked in designated areas. Unnecessary vehicle movements avoided. Footpaths / crossing points will not be obstructed. Minimum required materials will be removed from vehicles and stored safely and where necessary clearly identified.	5 x 1 = 5		
Work Location		5 x 3 = 15	Use only approved vehicle	5 x 2 = 10	Working days schedule will	5 x 1 = 5		

Hazards								
Vehicle Movements	RBC employees struck by moving vehicles not under their control.		access routes. Ensure vehicles are parked away from utilised transport routes.		be checked with burial diary and staff to identify potential for vehicle movement activity.			
Ground Conditions	Slipping, tripping, falling due to weather conditions & resulting from subsidence, trip hazards etc. outside of their control.	4 x 3 = 12	Pre-work checks in immediate vicinity of remediation.	4 x 2 = 8	Areas of significant risk to be noted and where necessary covered or backfilled.	4 x 1 = 4		
Manual Handling								
Gentle pushing pressure and lowering	Runnymede employees may sustain muscular / skeletal injury or damage due to strenuous activity i.e Trapped / injured fingers.	4 x 4 = 16	Use of 2-person lowering techniques where appropriate. Use of competent and trained personnel where lowering work is required.	4 x 4 = 16	Only employees who are trained and authorised. All employees will be trained in Manual Handling and assessing safe handling methods.	4 x 2 = 8		
Falls from ground level (excavations)	Undertaking repairs at ground level in the vicinity of excavations with a depth greater than 1 metre.	4 x 3 = 12	Use of barriers to provide exclusion zone around nearby excavations.	4 x 2 = 8	Working days schedule will be checked with burial diary and staff to identify potential for nearby excavations			
Unstable Memorials	Memorials	5 x 2 = 10	Employees carrying out the inspection and memorial	5 x 1 = 5				

Masonry falling during repair work	Falling on inspector, RBC employee, Specialist contractor during repairs.		support are to maintain a position whereby any memorial masonry disturbed during repair will fall away from them. Colleagues not carrying out repairs will remain in a position away from the memorial at a distance greater than the height of item under repair.					
	Members of the public being injured by falling memorials during repair work.	5 x 2 = 10	Where repairs are undertaken in an area likely to be frequented by members of the public, i.e. adjacent to paths and walkways or tended memorials, barriers and warning notices excluding approach are to be erected.	5 x 1 = 5				
<u>Environmental Hazards</u>								
Weather Conditions	Inspector, RBC employees, Specialist contractors working in adverse weather conditions.	3 x 3 = 9	RBC Employees provided with relevant adverse weather/protective clothing. Employees not permitted to work without protective clothing. Advise to drink water and remain hydrated during hot weather. Sunscreen to be applied to exposed skin. Regular rest periods implemented.	3 x 1 = 3				
Welfare facilities	RBC employees require adequate facilities for toilet breaks / Nutrition breaks.	3 x 3 = 9	Location of nearest facilities identified.	3 x 1 = 3	Ensure toilets are functional and clean during opening times.			

<p><u>Biological Hazards</u></p> <p>Animal Carcasses & waste</p> <p>Syringes, drug paraphernalia etc.</p>	<p>RBC employees and visitors to the cemetery, unprotected skin contact with decomposing animal carcasses/ waste. Risk of contamination from needles.</p>	<p>4 x 4 = 16</p>	<p><i>Pre work inspection of immediate vicinity of memorial repair. Items removed by non-contact methods and bagged for disposal. Items that cannot be removed brought to attention of DSO. In extreme cases work suspended pending removal.</i></p> <p><i>Where areas of standing water are present employees are to avoid direct contact without ensuring any cuts / abrasions are first covered with a waterproof dressing and protective gloves worn.</i></p>	<p>4 x 1 = 4</p>	<p>Ongoing site inspections.</p>	<p>Regular monitoring of sites.</p>		
<p><u>Acts of violence</u></p> <p>Animal attacks</p> <p>Aggressive persons</p> <p>Threats and intimidation.</p>	<p>RBC employees and specialist contractors may be exposed to intimidation and / or acts of violence by persons using cemetery for illicit drinking / substance abuse. Or those disgruntled by remediation work taking place.</p>	<p>5 x 3 = 15</p>	<p><i>RBC employees instructed in techniques of dealing with confrontational members of the public. Advised in the event of aggressive behaviour employees are to break off contact and contact local police.</i></p> <p><i>Employees instructed to avoid contact with dogs. In the event of an animal bite, immediate first aid is required from local A & E hospital.</i></p> <p><i>Signs for visitors to keep dogs on leads at all times.</i></p>	<p>5 x 1 = 5</p>	<p>Staff advised to carry personal alarms, trackers and keep mobile phones charged.</p>			

<u>Emergency Arrangements</u>	In the event of accident / injury, immediate first aid and or support of emergency services to be sought.							
First Aid								
A & E location		5 x 4 = 20	First Aid Kit provided on site and at least 1 member of the repair team is first aid qualified.	5 x 3 = 15	Before work starts location of nearest A & E hospital is identified and documented.			
Provision of Emergency Assistance					Employees instructed to call 999 and request support of emergency services whenever serious injury sustained.	5 x 2 = 10		
					All injuries to employees and / or members of public are reported to RBC on day of occurrence.			

REVIEW DATE:

Month 2026

REGISTER OF PERSONS

Risk Assessment

This is to confirm that the person(s) named below has read, fully understands and will cooperate with the contents and information relevant to the risk assessment.

[illegible]

REFERENCE: RBC-Cemeteries

Section/Department: Cemeteries

Diagram/Photo

Please describe the activity so that the reader can visualise the content

Names and Job Titles of Assessors:

[illegible]

GUIDANCE/REFERENCE NOTES

RISK RATING MATRIX		
Rating	Likelihood	Severity
0	Zero to very low	No injury or illness
1	Very unlikely	First aid injury or illness
2	Unlikely	Minor injury or illness
3	Likely	“7 day” injury or illness
4	Very likely	Major injury or illness
5	Almost certain	Fatality, disabling injury, etc.

RED	> 16	Unacceptable risk level. Overall improvements required as a matter of urgency.
AMBER	11 - 15	Improvements required within one month.
GREEN	< 10	High Standard. Maintain and improve where possible.