

**Cemetery and closed churchyard
Maintenance Risk Assessment**

March 2026

Hazard	Persons at risk	Existing controls	Future controls	Risk level	Action
Defective surfaces: paths, car park area, open grass - Slips/trips.	Employees Contractors Members of the public	Regular inspections and safety defects noted. Rapid response to minor repairs. Temporary warning signs erected as necessary. Grass cuttings cleared.		Low	Regularly by Clerk and Contractors
Fencing/walls/lychgate (closed churchyard) - Injury due to poor maintenance.	Employees Contractors Members of the public	Inspected regularly and defects noted. Defects repaired according to the risk posed.		Low	Regularly by Clerk
Gates - Injury due to poor maintenance.	Employees Contractors Members of the public	Inspected regularly and defects noted. Defects repaired according to the risk posed.		Low	Regularly by Clerk
Dogs	Employees Contractors Members of the public	Public Spaces Protection Order Dog fouling notices.		Low	Annual by Clerk
Grave kerbs/ laid flat memorials - Injury due to poor visibility	Employees Contractors Members of the public	Regular grass strimming to improve visibility of kerbs/ laid flat memorials in closed churchyard. Warning notices in place.	Regular inspection	Low	Regularly by Clerk and Contractors.

Unstable memorials - Injury due to poor maintenance.	Employees Contractors Members of the public	ICCM strategy, policy and procedures for memorial maintenance adopted, plus visual inspection weekly and hand testing monthly. New memorials installed to National Association of Monumental Masons (NAMM) standards (BS8415) by NAMM accredited masons.	Low	Regularly by Clerk Five yearly full inspection by professionally qualified person/s	
Benches - Injury due to poor maintenance.	Employees Contractors Members of the public	Inspected regularly and condition/defects noted.	Where bench owners unknown/untraceable, defects repaired according to the risk posed. Annual maintenance carried out over winter months.	Low	Regularly by Clerk
Vehicles - Collision with other vehicles and/or pedestrians.	Employees Contractors Members of the public	Narrow single track access road limits speed and prevents two vehicles passing.	Low	Annual by Clerk	
Grounds maintenance: grass, tree and hedge cutting - Lone working. - Physical injury.	Employees Contractors Members of the public	Contractors responsible for their own risk assessment, insurance and compliance with legislation and safety of equipment. Confirmation/copies of insurance required.	Annual Tree inspection by professional person/persons.	Medium	Regularly by Clerk and Contractors
Grave digging	Employees Contractors Members of the public	No service provided by the council nor contracted out to service supplier.	Low	Annual by Clerk	

Independent suppliers/funeral directors responsible for their own risk assessments, insurance and compliance with legislation. Gravedigger Guidance and Code of Conduct.

The Newport Cemetery and Closed Graveyard Risk Assessment was reviewed and adopted with no alterations by the Newport Parish Council at its Meeting held on 14th September 2021 (minute ref 2021/09/11)

Policy Reviewed and updated 8th February 2022 – REF 2022 02 10

Reviewed by Newport Parish Council 07.02.23 Minute Ref 2023/02/09 – Annual by Burial Committee replaced by Annual by Clerk.

Reviewed by Newport Parish Council 12.03.24 Minute Ref 2024/3/09 – Burial Clerk replaced by Clerk / Annual by Clerk removed as the Clerk is now performing the Burial Clerk role.

Reviewed by Newport Parish Council 11.03.25 Minute Ref 2025/3/09 – No changes required.

Reviewed by Newport Parish Council 10.03.26 Minute Ref 2026/03/08 – No changes required.