

## Risk Assessment for Sawston Parish Council- St Mary's Church Adopted April 2024

Location	What are the hazards?	Priority/Risk (L,M,H)		What further action is necessary?	Action by Who?	Action by When?
<b>Cemetery</b>	<ul style="list-style-type: none"> <li>▪ Lone/Remote Working</li> </ul>	Injury, illness or incident	▪ H	<ul style="list-style-type: none"> <li>▪ A mobile phone must be carried at all times and let someone know they are there</li> </ul>	Grounds Keepers/JK	Ongoing
	<ul style="list-style-type: none"> <li>▪ Falling branches/trees</li> </ul>	Death or major injury	▪ L	<ul style="list-style-type: none"> <li>▪ Trees checked yearly by Tree Officer at SCDC and monitored regularly by ground staff</li> </ul>	Grounds Keepers/ JK	Ongoing
	<ul style="list-style-type: none"> <li>▪ Unstable headstone, grave monuments and surrounds</li> </ul>	Fall, minor & major injury	▪ L	<ul style="list-style-type: none"> <li>▪ Headstones and surrounds to be checked by ground staff every 6 months</li> </ul>	Grounds Keepers	Ongoing
	<ul style="list-style-type: none"> <li>▪ Fencing and walls</li> </ul>	Minor injury	▪ L	<ul style="list-style-type: none"> <li>▪ Inspected every 6 months and rapid response to any repairs</li> </ul>	Grounds Keepers	Ongoing
	<ul style="list-style-type: none"> <li>▪ Gates to cemetery</li> </ul>	Minor injury	▪ L	<ul style="list-style-type: none"> <li>▪ Inspected every 6 months and rapid response to any repairs</li> </ul>	Grounds Keepers	Ongoing
<b>Church Clock Tower</b>	<ul style="list-style-type: none"> <li>▪ Lone/Remote Working</li> </ul>	Injury, illness or incident	▪ H	<ul style="list-style-type: none"> <li>▪ A mobile phone must be carried at all times and let someone know they are there</li> </ul>	Grounds Keepers/JK/Church Staff & Maintenance men	Ongoing
	<ul style="list-style-type: none"> <li>▪ Stairs up to the Bell Ringing Room</li> </ul>	Injury or incident	▪ L	<ul style="list-style-type: none"> <li>▪ Ensure the stairs are kept clear, no obstructions</li> </ul>	Church staff	Ongoing