

Helpringham Parish Council
CEMETERY TOPPLE TEST
Risk Assessment Record

References:

- A. Ministry of Justice – Managing the safety of Burial Ground Memorials
- B. Local Authorities' Cemeteries Order 1977 (LACO)

Helpringham Parish Council has a duty of care to inspect all burial ground memorials within the Parish of Helpringham. This risk assessment is conducted in accordance to reference A and B.

Date of Test	Officers conducting the test	Comments
7 July 26	Cllr G H Frizzell (Helpringham Parish Council- Cemetery Officer)	<u>Old Cemetery (Opposite Helpringham Church)</u> <i>Several old headstones have a visible tilt. I found that a couple have slight movement (Possibly due to the dryness of the ground) but these are not deemed a risk at this moment to topple over. It is <u>recommended</u> that these are reviewed in 12 months.</i> <u>Hale Road Cemetery</u> Both parts of the cemetery were inspected and there was no evidence of any memorials showing signs of movement. There are a few memorials with a slight tilt, and it is felt that this is partially due to graves being levelled too early. There does not appear to be any risk of toppling of headstones

This is to certify that the above Cemetery Topple Tests were carried out and the findings and any actions recorded.

Cllr G H Frizzell
Cemetery Officer
Helpringham Parish Council
7 Jul 26

Notes:

1. An inspection methodology for assessing the risk of each memorial might include:
 - A visual check for obvious signs that a memorial is likely to be unstable
 - Where a visual check suggests no stability defects, a hand test can help confirm that assessment or identify stability problems – this test involves no tools or equipment and is intended to support the visual checks.
 - Arrangements for more detailed inspections of particular memorials where the initial inspection identifies a significant risk, for example by a specialist structural engineer or memorial mason.
2. Using Risk Assessment, operators can use the simple **five step** approach suggested by the Health and Safety Executive for their risk assessment
 - Step 1: **Identify the hazard** – Walk around the cemeteries and look at what could reasonably be expected to cause harm. e.g. a potentially unstable memorial.
 - Step 2: **Identify who might be harmed and how** –For each hazard you need to be clear about who might be harmed, these might be employees, contractors, volunteers or visiting members of the public who may be struck by a falling memorial.
 - Step 3: **Evaluate the risk and decide on precautions** – Having spotted a hazard such as a unstable memorial with a risk of falling and harming someone, you must decide on the precautions needed to control this risk. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice and see if there is more you should be doing to bring yourself up to standard. In asking yourself this, consider
 - Can I get rid of the hazard altogether?
 - If not, how can I control the risks so that harm is unlikely?
 - Step 4: **Record the significant findings** of the risk assessment and take steps to implement the precautions needed.
 - Step 5: **Review the risk assessment** periodically to see if anything has changed and update if necessary. Make sure your risk assessment stays up to date.