



# Basic Risk Assessment for Visitors to Wimborne Cemetery

<b>Name of Group or Organisation:</b>	
<b>Activity:</b>	
<b>Date of Latest Revision:</b> <b>Revised by:</b>	<b>Date of Activity:</b> <b>Class / Group:</b>
<b>Number of Adults:</b>	<b>Number of Children:</b>

Hazard	Risk	Risk Control Measures
Remote Working	Injury, illness or incident	<ul style="list-style-type: none"> <li>• A mobile phone must be carried by member of staff / Group Leader</li> <li>• Group Leader must have list of attendees on the trip with emergency contact details</li> <li>• A first aid kit must be carried by the Group Leader (First Aid Kit available from Groundsman when on duty)</li> <li>• Any prescribed medication e.g. inhalers, epi-pens should be brought with you</li> <li>• Follow own H &amp; S policy guidelines for ratio of adults to children</li> <li>• Routes taken should be appropriate for age and ability of group and should be checked before group arrives</li> <li>• Ensure group behaviour and supervision is acceptable and appropriate</li> </ul>
Falling branches / trees	Death or major injury	<ul style="list-style-type: none"> <li>• Verbal warning of risk</li> <li>• Routes / locations for activities to be carefully checked before group arrives by Group Leader</li> <li>• Activities to be cancelled in extreme or potentially dangerous conditions</li> </ul>
Unstable headstones, railings, grave monuments and surrounds	Fall, minor or major injury	<ul style="list-style-type: none"> <li>• Verbal warning of risk</li> <li>• <b>NO</b> leaning or sitting on headstones, railings or grave monuments</li> </ul>



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Contact with micro-organisms (e.g. Weil's disease, Toxicara, E. Coli)	Minor / serious illness	<ul style="list-style-type: none"> <li>• Health and Safety briefing to group to include importance of not putting hands near mouths</li> <li>• Hand cleaning facilities available at all times by Group Leader, such as hand sanitiser, also available at on site toilets</li> <li>• Hand cleaning to take place before eating and drinking</li> <li>• Any open wounds to be protected before activities handling soil or water</li> <li>• Careful working practices to be demonstrated and reinforced</li> <li>• Warnings about animal mess such as birds, bats, foxes, rabbits, deer and badgers</li> </ul>
Traffic	Death or major injury	<ul style="list-style-type: none"> <li>• Verbal warning of risk, traffic within cemetery grounds</li> </ul>
Low branches, bramble, scrub etc. throughout grounds	Minor injury	<ul style="list-style-type: none"> <li>• Verbal warning of risk to group and awareness of individuals</li> <li>• Appropriate clothing to be worn</li> </ul>
Litter	Minor injury or serious injury	<ul style="list-style-type: none"> <li>• Litter picking to be carried out regularly</li> <li>• Litter bins to be used</li> <li>• Areas where groups will be working should be checked prior to visit</li> </ul>
Poisonous / harmful animals	Minor or major injury / Death	<ul style="list-style-type: none"> <li>• Verbal warning of risk as appropriate</li> <li>• Exercise caution when approaching any long grass or secluded areas for adders</li> <li>• Advised to wear 'closed' shoes, long sleeves and trousers</li> <li>• Awareness of Ground Bees nesting near memorials, wasps and nests large holes from badger setts</li> </ul>
Poisonous plants and fungi	Minor or major injury / Death	<ul style="list-style-type: none"> <li>• Verbal warning of risk</li> </ul>
Contact with Dogs	Minor or major injury / Death	<ul style="list-style-type: none"> <li>• Dogs are not permitted with the main part of the cemetery although the are allowed along Cemetery Road.</li> <li>• Briefing to include importance of not approaching dogs and verbal reminder of risk</li> </ul>



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Extreme weather conditions	Sunstroke / Sunburn and dehydration or hypothermia	<ul style="list-style-type: none"> <li>• Ensure group have access to fluids as there is no drinking water on site</li> <li>• Avoid prolonged exposure to sun or cold</li> <li>• Bring suitable clothing for the conditions, such as a hat, coat or apply sunscreen</li> <li>• Modify or shorten visit if necessary</li> </ul>
Use of equipment or tools	Major or minor injury	<ul style="list-style-type: none"> <li>• Ensure safe practice is followed and tools are used and stored in the correct manner</li> <li>• <b>NO</b> tools to be used which will cause damage to the memorials or grounds</li> <li>• Activity to cease in the event of unacceptable behaviour</li> </ul>
General public	Physical or verbal abuse / abduction of children	<ul style="list-style-type: none"> <li>• Group Leader to be recognisable by logos on clothing, vigilant and conduct regular headcounts</li> <li>• Attempt to de-escalate any potential situations and be prepared to remove group to an alternative area if necessary</li> <li>• Report any incidents to the Clerk &amp; Registrar and notify police if appropriate</li> </ul>
Separation of group member from the group	Getting lost	<ul style="list-style-type: none"> <li>• Guidelines given in briefing about what to do if separated</li> <li>• Ensure participants let Group Leader know if they are leaving the group</li> <li>• Clear boundaries for activities</li> <li>• Ensure good behaviour – if behaviour is unacceptable, consider shortening the session</li> <li>• Report any unresolved incidents to the Clerk &amp; Registrar and notify police if appropriate</li> </ul>
Group Leader:		Signed:
Position		
Approved by: Clerk & Registrar		Signed:

Please return completed form to the Clerk & Registrar