

Risk Assessment Form

Location/Dept: Bilton Parish Office		Date Assessed: 12 th May 2026			Assessed by: Carris Mallinson		
Task/ Activity: Burial Ground		Review Date: May 2027			Reference Number:		
Hazard/ Risk	Consequences	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Digging Graves/cremation plots	Collapsing of grave walls – potentially causing injury and fall risk.	Grave diggers	If two grave plots to be dug at the same time, then to dig alternative graves. i.e. leave grave space between each new grave. Any collapsing walls to be reported to clerk and/or chair of burial board.	3	1	4	
Use of ladder	Risk of falling off ladder that can cause injury.	Grave diggers	Ladders to be positioned correctly and securely. Any fall/injury to be reported to the clerk and/or chair of the parish council/burial board	3	1	4	
Use of tools such as spades.	Risk of injury if equipment breaks or is used incorrectly.	Grave diggers	Grave diggers to wear personal safety equipment at all times to protect themselves from injury and to cease use of any faulty equipment.	3	1	4	
Open graves/cremation plots	Risk of falling, tripping or slipping into or around open graves.	Grave diggers, general public, funeral directors, contractors and councillors.	Netting to be always used around open graves and boarding to be used to cover graves/cremation plots. Hazard signs are also to be displayed with open graves/cremation plots.	3	1	4	
Soil mounds from digging of earth.	Risk of falls, trips and slips and risk of injury.	Grave diggers, general public, funeral directors, councillors, contractors.	To use boarding over hole. To display hazard sign. To make nearby visitors aware of the mound of earth and potential risk.	3	1	4	

Non-permitted memorial items around graves/plots	Can cause trips, falls and personal injury if overcrowded or contraband items.	General public, grave diggers, contractors, funeral directors, councillors.	To remove any contraband or non-permitted items from grave side. To implement burial ground rules and regulations as required. To have burial ground rules/regulations publicly available.	2	1	3	
Overgrown shrubbery – unkept lawn, uneven surfaces.	Risk of trips, slips, falls and injuries.	General public, grave diggers, contractors, funeral directors, councillors.	Parish council maintains a maintenance contract to ensure hedges, lawn and uneven surfaces are dealt with in a timely manner. Work schedule is adhered too.	2	2	4	

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so