



# Friends of Newport & Carisbrooke Cemeteries

www.foncc.org.uk



*Volunteers helping to care for the cemeteries and record the lives of those resting there*

## Cemetery Risk Assessment

	Hazard	Risk	Mitigation
1	Remote Working	Injury, illness or incident	<ul style="list-style-type: none"> <li>• A mobile phone must be carried by at least one of the volunteers working together on site</li> <li>• On organised group volunteering events, a designated volunteer is to have a list of all volunteers attending together with a copy of their risk assessment forms</li> <li>• On organised group volunteering events, first aid kit must be carried by member of the volunteers</li> <li>• Volunteers to wear Hi-Vis tabard, or similar so they can be easily identified</li> <li>• All volunteers must have read and signed a copy of this risk assessment.</li> </ul>
2	Uneven/unstable ground etc	Falls/injury	<ul style="list-style-type: none"> <li>• Volunteers to wear suitable footwear, e.g. sensible flat shoes or boots.</li> <li>• When working in conservation areas (i.e. long grass) volunteers are advised to wear 'closed' shoes, long sleeves and long trousers</li> <li>• Do not walk on grave tops, (within grave kerbs), they can cave in.</li> <li>• Be aware of uneven ground especially animal burrows etc.</li> </ul>
3	Road traffic	Collisions	<ul style="list-style-type: none"> <li>• Volunteers to be aware of the possibility of cars/vehicles using the roadway in the Cemetery .</li> </ul>
4	Weather, e.g. rain, heat, cold, high winds	Sunburn, Hypothermia etc	<ul style="list-style-type: none"> <li>• Volunteers to take sensible precautions, supply and use appropriate clothing for the weather conditions; wear sunscreen as necessary, and to take breaks and shelter in shade/out of wind as needed.</li> </ul>
5	Unstable headstones/memorials	Injuries/ damage to memorials	<ul style="list-style-type: none"> <li>• Do not lean against or sit on headstones or memorials, they can topple over.</li> <li>• Check stability of headstones/ memorials before and while working near them. Report any suspect headstones/ memorials to Bereavement Services asap.</li> <li>• Use care if working with grave kerbs, the ground may be unstable.</li> </ul>
6	Hazardous/toxic flora, e.g. stinging nettles, hogweed, fungi etc	Stings, allergic reactions	<ul style="list-style-type: none"> <li>• Protect skin from bracken and brambles; group Volunteers should not touch giant Hogweed.</li> <li>• Gloves should be worn whenever handling vegetation.</li> </ul>

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7	Hazardous fauna, e.g. snakes wasps and other wild life  Ticks  Rats	Stings, allergic reactions  Lyme disease  Weils disease	<ul style="list-style-type: none"> <li>• Keep an eye open for snakes basking, wasp nests etc. Avoid such areas and report to Bereavement Services.</li> <li>• Volunteers may wish to provide their own medication to treat any stings etc they sustain.</li> <li>• Keep exposed skin to a minimum and avoid brushing against vegetation.</li> <li>• Avoid contact with contaminated areas and stagnant water.</li> </ul>
8	Soil contact	Tetanus	<ul style="list-style-type: none"> <li>• Make sure previous cuts and abrasions are covered by plasters.</li> <li>• Volunteers to be responsible to keep immunisations up to date.</li> </ul>
9	Wild berries etc	Upset stomach/illness	<ul style="list-style-type: none"> <li>• Volunteers are advised not to eat any wild food.</li> </ul>
10	Dog/other animal faeces	Upset stomach/illness	<ul style="list-style-type: none"> <li>• Be aware of and avoid dog and other animal faeces.</li> <li>• Wash hands thoroughly after working in the cemetery and before eating.</li> </ul>
11	On-site tap water	Upset stomach/illness	<ul style="list-style-type: none"> <li>• Volunteers should bring water or something to drink, especially in hot weather. There are tap waters in the cemeteries, but it is not advisable to drink from these taps.</li> </ul>
12	Falling branches/Trees	Death or major injury	<ul style="list-style-type: none"> <li>• Due consideration to be taken when working under trees in windy conditions.</li> <li>• Activities to be cancelled/relocated in extreme/potentially dangerous conditions.</li> </ul>
13	Low branches/bramble/scrub etc.	Minor/major Injury	<ul style="list-style-type: none"> <li>• Volunteers to be aware of the hazard when working under or near trees.</li> </ul>
14	Litter	Minor injury or serious illness	<ul style="list-style-type: none"> <li>• Be aware of hazard of litter left by members of the public, especially broken glass, discarded needles etc and use appropriate safe method of removal.</li> </ul>
15	Tools	Minor/major injury	<ul style="list-style-type: none"> <li>• Volunteers must ensure that all tools are well maintained and do not present hazards to themselves, members of the public or other volunteers.</li> <li>• Tools must not be left unattended at any time.</li> </ul>
16	Contact with Dogs	Minor/ major injury/ death	<ul style="list-style-type: none"> <li>• Dogs are supposed to be kept on leads, but be aware of any running loose and do not approach.</li> </ul>
17	Interface with general public	Physical/ verbal abuse/ abduction of children	<ul style="list-style-type: none"> <li>• Be aware some members of the public may be visiting their relatives graves.</li> <li>• Volunteers to be vigilant - politely ask members of the public to leave work area if necessary.</li> <li>• Attempt to de-escalate any potentially confrontational situation if safe to do so.</li> <li>• If a confrontation seems to be developing, be prepared to move to an alternative area or even finish session.</li> </ul>
18	Handling of equipment/waste	Musculoskeletal injuries, cuts and abrasions.	<ul style="list-style-type: none"> <li>• Avoid trying to handle heavy loads without assistance. Where necessary, split loads.</li> <li>• Undertake appropriate manual-handling training where necessary.</li> </ul>

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19	Tours by Volunteers of non-members.	Slips, trips, falls etc	<ul style="list-style-type: none"> <li>• Arrange the route to suit the non-members (eg avoid steep slopes if the non-members have mobility issues etc.)</li> <li>• The route is to be walked by the Volunteers beforehand and any hazards (eg overhanging branches etc.) noted and these advised to the non-members before commencement of the tour.</li> <li>• Non-members to be advised to keep to the hard pathways.</li> <li>• The tour is to be cancelled/curtailed if the lead Volunteer considers for any reason that to continue would place the Volunteer and/or the non-members at risk.</li> </ul>

Acceptance of FoNCC Risk Assessment

List any allergies:

I have read and understood this Risk Assessment and agree to adhere to them.

Signature .....

Print Name .....

(include any people under 16 years of age)

Date .....

Emergency contact name and telephone number:

.....

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Address .....

.....Telephone Number .....

e-mail: (please print) .....

Your e-mail and address are only required so that we can keep you informed of FoNCC activities and will not be used by, or passed to, any third party.