

**West Dereham Parish Council  
Risk Management Record**

<b>Serial</b>	5	<b>Risk Category</b>	Safety
<b>Date Identified</b>	August 2022	<b>Live / Archived</b>	Live
<b>Risk Description</b>			
Risk of injury from unstable and loose headstones falling on someone visiting in the cemetery.			
<b>Risk Impact</b>			
Members of the public or next of kin (NOK) may suffer an injury whilst tending headstones due to headstones being loose and toppling.			
<b>Likelihood</b>		<b>Severity</b>	
2. 25% likely		2. Requires treatment	
			<b>Risk Score</b>
			4
<b>Mitigation Measures</b>			
<ol style="list-style-type: none"> <li>1. Plot unsafe headstones</li> <li>2. Contact NOK / responsible people if known</li> <li>3. Agree with NOK or decide as PC what structural / physical mitigation actions can be taken such as re-seating, or isolating behind a barrier</li> <li>4. Monitor for further safety issues</li> <li>5. Advertise and mark unsafe headstones to warn members of the public</li> </ol>			
<b>Post Mitigation Likelihood</b>		<b>Post Mitigation Severity</b>	
1. Unlikely		1. Minor injury	
			<b>Post Mitigation Risk Score</b>
			1
<b>Post Mitigation Management Statement</b>			
<p>The cemetery survey dated <del>XX/XX/XX</del> identified that some headstones were unsafe. Responsibility lies with NOK or family friends associated with the individual lot of the identified loose headstone. However, the PC recognises that not all plots will be associated with surviving NOK so the PC will need to take action in these cases.</p> <p>Where NOK are uncontactable, or unable to responsibility for safety measures, PC will need to engage with SME to arrange headstone laydown.</p>			
<b>Management Decision</b>			
Accept Risk. Action required by the PC to protect members of the public if NOK cannot be found, or are unable to carry out mitigation actions.			
<b>Responsible</b>	NOK		
<b>Accountable</b>	PC		
<b>Consulted</b>	Cemetery Survey provider		
<b>Informed</b>	Parish through PC meeting and minutes		
<b>Review Date</b>	Annually		

Dated updated: 9 Jan 26

**West Dereham Parish Council  
Risk Management Data**

Risk category	Likelihood	Severity
Safety	1. Unlikely 2. 25% likely 3. 50% likely 4. 75% likely 5. Certain	1. Minor injury 2. Requires treatment 3. Major injury 4. Single fatality 5. Multiple fatalities
Financial	1. Unlikely 2. 25% likely 3. 50% likely 4. 75% likely 5. Certain	1. £100 Risk 2. £1000 Risk 3. £5,000 Risk 4. £50,000 Risk 5. £100,000 Risk
Reputational	1. Unlikely 2. 25% likely 3. 50% likely 4. 75% likely 5. Certain	1. Negative questions 2. Written complaints 3. Complaints to BC 4. Negative publicity 5. Legal implications

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	5	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Severity				

**Decisions**

- Accept
- Transfer
- Escalate
- Avoid