

Security Risk Assessment: Cemetery Shed

Company name: LAKENHEATH PARISH COUNCIL

Assessment carried out by: N GLADING

Date of next review: AUGUST 2025

Date assessment was carried out: AUGUST 2024

What are the hazards?		What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Access to shed	Loss of key	Appropriate controls in place, two copies of the key kept in the Parish Office Key Safe	None	Clerk	Implemented
Access to PC Office	Main key repository	Appropriate controls in place, key sets held by Chairman, Vice Chairman and clerk	None	Clerk	Implemented
Entrance Alert alarm	Premises alarmed	Code known by the two delegated Councillors (A. Gyte and N. Smith). Note of code kept in key safe.	Change code regularly	Clerk (including informing neighbours of contact if the alarm activated)	Implemented

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Inventory of Contents	Contents included on Asset Register	Asset Register kept up to date	Asset Register checked quarterly	Clerk and Vice Chairman	By end September 2024
Gator	Insurance requirement	Gator may only be driven by a Parish Councillor (see insurance schedule), points declared to clerk	Not to be used by a non Councillor	Clerk and Vice Chairman	Implemented
Equipment	Leaf Blower and Strimmer	Only to be operated by a person who has read and understood the manufacturers instruction book	Volunteer to sign to confirm that they have read and will only use the equipment according to manufacturers instructions. Gloves and eye protectors to be supplied. Equipment PAT tested annually	Clerk	Implemented
Misappropriation	All equipment	Monitored	Monitor	Vice Chairman	Implemented
Misuse	All equipment	Monitored, item to be removed	Monitor	Clerk/ all Councillors	On going

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/