

**WILLINGDON & JEVINGTON PARISH COUNCIL**  
**RISK MANAGEMENT SCHEDULE – CEMETERY January 2017**

	Risk	Factors	Mitigating Actions	Early Warnings	Risk Level
1	Inability to provide adequate burial facilities	<ul style="list-style-type: none"> <li>• Insufficient burial ground space</li> <li>• Lack of planning in existing facilities</li> <li>• Lack of adequate control on use of existing space</li> <li>• Lack of resources to acquire and develop new burial ground</li> </ul>	<ul style="list-style-type: none"> <li>• Constant review of land that becomes or may be available</li> <li>• Detailed map of available burial plots</li> <li>• Office control over siting of new plots</li> <li>• Annual precepting to build reserve to effect purchase</li> </ul>	<ul style="list-style-type: none"> <li>• Empty spaces remaining becoming critical</li> <li>• Out of date burial plot plans</li> <li>• Indications of plots being created in the wrong places</li> <li>• Monitoring of land prices</li> </ul>	<p>M</p> <p>L</p> <p>L</p> <p>M</p>
2	Loss of reputation and possible exposure to financial compensation claims by burial ground workers or site visitors, including members of the public	<ul style="list-style-type: none"> <li>• Inadequate contractual arrangements for grave diggers</li> <li>• Inadequate or improper insurance arrangements</li> <li>• Collapse of headstones</li> <li>• Inadequate shoring, covering or protection of graves</li> </ul>	<ul style="list-style-type: none"> <li>• Review of national guidelines and arrangements with undertakers</li> <li>• Annual review of insurance cover and levels of cover required</li> <li>• National guidance and local testing to identify safety standards in burial ground, regular physical inspections</li> <li>• Shoring and grave digging equipment available for use by all gravediggers and to ensure adequate training is provided for all new gravediggers</li> </ul>	<ul style="list-style-type: none"> <li>• Unclear procedures</li> <li>• Incidence of claims or national position change</li> <li>• Changes to national position and results of inspections</li> <li>• Mis-use or improper use of equipment</li> </ul>	<p>M</p> <p>L</p> <p>M</p> <p>L</p>
3	Loss of reputation and exposure to financial claims through incident with relatives through poor administration	<ul style="list-style-type: none"> <li>• Lack of clear procedures and regulations</li> <li>• Dealing with special needs and requests</li> <li>• Failure to enforce rules and regulations promptly and fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Regular reviews of all regulations and procedures to accommodate possible need for change</li> <li>• Issues discussed on merit and urgent procedures process available to handle problems</li> <li>• Clear system for inspection of graves and enforcing rules and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Increasing requests for variation to prescribed requirements</li> <li>• Constant changes of regulations to meet individual needs</li> <li>• Claims or complaints from relatives or undertakers</li> </ul>	<p>L</p> <p>L</p> <p>M</p>
4	Loss of reputation and exposure to financial claims following loss of statutory records	<ul style="list-style-type: none"> <li>• Poor administrative routines</li> <li>• Failure to identify records which have to be retained</li> <li>• Inadequate secure storage facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of national and statutory requirements</li> <li>• Regular review of retention arrangements for critical documents</li> </ul>	<ul style="list-style-type: none"> <li>• Unable to trace past records</li> <li>• Inability to retain documentation properly</li> </ul>	<p>L</p> <p>L</p> <p>L</p>
5	Loss of revenue	<ul style="list-style-type: none"> <li>• Poor control systems</li> <li>• Inappropriate fee scales</li> <li>• Theft</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed procedures with solid audit trail and regular internal audit</li> <li>• Annual review of all charges and comparison with other authorities</li> <li>• Strong internal control systems with independent checking and separation of duties</li> </ul>	<ul style="list-style-type: none"> <li>• Regular balancing of accounts</li> <li>• Variations between local and national fees charges</li> <li>• Apparent problems identified in reconciliation of burial accounts</li> </ul>	<p>L</p> <p>L</p> <p>L</p>