

WILLINGDON & JEVINGTON PARISH COUNCIL
RISK MANAGEMENT SCHEDULE – CEMETERY May 2019

	Risk	Factors	Mitigating Actions	Early Warnings	Risk Level
1	Inability to provide adequate burial facilities	- Insufficient burial ground space - Lack of planning in existing facilities - Lack of adequate control on use of existing space - Lack of resources to acquire and develop new burial ground	- Constant review of land that becomes or may be available - Detailed map of available burial plots - Office control over siting of new plots - Annual precepting to build reserve to effect purchase	- Empty spaces remaining becoming critical - Out of date burial plot plans - Indications of plots being created in the wrong places - Monitoring of land prices	M L L M
2	Loss of reputation and possible exposure to financial compensation claims by burial ground workers or site visitors, including members of the public	- Inadequate contractual arrangements for grave diggers - Inadequate or improper insurance arrangements - Collapse of headstones - Inadequate shoring, covering or protection of graves	- Review of national guidelines and arrangements with undertakers - Annual review of insurance cover and levels of cover required - National guidance and local testing to identify safety standards in burial ground, regular physical inspections - Shoring and grave digging equipment available for use by all gravediggers and to ensure adequate training is provided for all new gravediggers	- Unclear procedures - Incidence of claims or national position change - Changes to national position and results of inspections - Mis-use or improper use of equipment	M L M L
3	Loss of reputation and exposure to financial claims through incident with relatives through poor administration	- Lack of clear procedures and regulations - Dealing with special needs and requests - Failure to enforce rules and regulations promptly and fairly	- Regular reviews of all regulations and procedures to accommodate possible need for change - Issues discussed on merit and urgent procedures process available to handle problems - Clear system for inspection of graves and enforcing rules and regulations	- Increasing requests for variation to prescribed requirements - Constant changes of regulations to meet individual needs - Claims or complaints from relatives or undertakers	L L M
4	Loss of reputation and exposure to financial claims following loss of statutory records	- Poor administrative routines - Failure to identify records which have to be retained - Inadequate secure storage facilities	- Knowledge of national and statutory requirements - Regular review of retention arrangements for critical documents	- Unable to trace past records - Inability to retain documentation properly	L L L
5	Loss of revenue	- Poor control systems - Inappropriate fee scales - Theft	- Detailed procedures with solid audit trail and regular internal audit - Annual review of all charges and comparison with other authorities - Strong internal control systems with independent checking and separation of duties	- Regular balancing of accounts - Variations between local and national fees charges - Apparent problems identified in reconciliation of burial accounts	L L L