

**WILLINGDON & JEVINGTON PARISH COUNCIL**  
**RISK MANAGEMENT SCHEDULE – CEMETERY JULY 2024**

|   | 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>         | M<br><br>L<br><br>L<br><br>M |
| 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> | M<br><br>L<br><br>M<br><br>L |
| 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> | L<br><br>L<br><br>M          |
| 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>                                                                                                           | L<br><br>L<br><br>L          |
| 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>                       | L<br><br>L<br><br>L          |

