

APPENDIX 1

CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE HIGH LEVEL RISK ASSESSMENT 2024

All risks are assessed in accordance with the Evaluation Table detailed below:

RISK MATRIX						
Likelihood	Very High					Key: <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: black; margin-right: 5px;"></div> <p>Unacceptable risk - immediate control improvements required.</p> </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; border: 1px solid black; margin-right: 5px;"></div> <p>Acceptable Risk - close monitoring and cost effective controls required.</p> </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #cccccc; margin-right: 5px;"></div> <p>Acceptable Risk - regular review plus low cost improvements.</p> </div> </div>
	High		4	2		
	Significant		6	5		
	Low			3	1	
	Very Low					
	Almost Impossible					
		Negligible	Marginal	Critical	Catastrophic	
		Impact				

KEY RISKS LOG (for 'key' risks plotted on matrix above)

Risk Register 2023

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
1	Non-compliance with Pollution Prevention and Control Act 1999	<p>Permit, issued under the Environmental Permitting (England and Wales) Regulations 2007</p> <p>Monitoring of Hydrogen Chloride, particulate matter, Carbon Monoxide, Mercury and organic compounds emissions and combustion conditions. All in line with PG5/2 (12)</p> <p>Certification of operating staff from the Crematorium Technicians Training Scheme, to ensure sufficient number of qualified operators available to maintain efficient control of cremators</p> <p>Compliance inspections and reports.</p>	Critical / Very Low	Critical / Very Low	<p>Operation and maintenance of cremators to meet requirements of Process Guidance Note 5/2(12)</p> <p>Independent Annual Emissions Testing annually</p> <p>30 minute Visual Check of Chimney Stack on each Cremation.</p>	Monitoring reports to meet PG5/2(12)	Bereavement Services Manager	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
2	Risk of fire	<p>Fire Risk Assessment completed and reviewed for the site</p> <p>Ventilation systems in place with an upgrade in 2023 to remove an increasing build up of heat in the roof space above the cremators.</p> <p>Fire alarms and detection in place with weekly testing of systems</p> <p>Fire training provided for all staff including classroom based training</p>	Catastrophic/ Low	Catastrophic/ Very Low	Review and continuation of effective fire prevention controls	<p>Testing of Systems</p> <p>Training of staff</p> <p>Two Annual Fire Drills including Evacuation Plan for Building</p> <p>Daily/Weekly/ Monthly Checks on Fire Exits and Equipment</p> <p>Six Joint H&S Inspections with Unions per annum including Fire related hazards</p>	Bereavement Services Manager	Ongoing
3	Injury to staff	<p>Full range of task based risk assessments in place with review dates.</p> <p>Thorough training and certification in place for high-risk tasks (e.g. cremator technician, tractor driving and ride on mower).</p> <p>Risk Assessment Review and Reminder at Team Meeting.</p>	Critical / Low	Critical/ Low	Continue current controls	<p>Review dates set for each assessment.</p> <p>Training in place together with procedures to allow staff to feedback any health and safety issues</p>	<p>Bereavement Services Manager</p> <p>Bereavement Services Officers</p>	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
4	Loss of or damage to statutory burial and cremation records Loss of Administrative Systems	Original paper records kept in fireproof strong room Server relocated to Town Hall records Run paper copy of diary daily Independent online booking facility	Critical / Low	Critical / Very Low	Continue current controls All Cremation Records to be input onto electronic back up database by March 2024	Electronic records – immediate backup off site	Bereavement Services Manager	
5	Loss of business, particularly to private sector competition close to catchment area	Monitoring any new developments and ensuring accurate reporting of existing service to any planning authority. Adjustment of service and marketing to attract new business Maintenance of crematorium and its grounds to the very highest standards to avoid losing any business Maintenance of suitable numbers of qualified staff	Critical/ High	Critical/ Marginal	Continue current controls	Cremation numbers now assessed by area to identify any lost cremation numbers Monitoring via JCC	Bereavement Services Manager	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
		Increase in demand for Direct Cremation Services and national advertising campaigns. The Crematorium has a dignified Direct Cremation service available at a lower cost which is reviewed annually with Fees and Charges.						
6	Interruption of utility supplies	Procedures in place to hire appropriate generator and connect to electrical system Business continuity plan in place for interruption of other utilities	Marginal / High	Negligible / High	System has been upgraded, keep under review Review business continuity plan Application for Priority Gas Consumer Status made via Kier Energy Management.		Bereavement Service Manager	Ongoing December 2017

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
7	Excess Deaths or Pandemic	<p>Additional trained cremator technicians to avoid catastrophic failure of service in an emergency pandemic situation. Train up to 9 technicians by end of 2024.</p> <p>Maintain sensible stock of PPE supplies, including face masks, etc.</p> <p>Business Continuity Plan</p> <p>Mass Fatalities and Excess Deaths Emergency Plan</p> <p>Switch to Temporary Diary to increase capacity to avoid unacceptable waiting times for the bereaved.</p> <p>Additional Cleaning Regimes throughout the premises during Pandemic.</p> <p>Offer Webcasting Free of Charge during the Pandemic.</p> <p>Secondment and training of staff from the Lead Authority in Administrative, Grounds Maintenance and Cemetery Operations.</p>	Critical/ Low	Marginal/ Low	<p>An emergency supply of crematory spares and consumables will be kept at an acceptable level including Factivate and BioBoxes.</p> <p>Pandemic Preparedness Action Plan</p> <p>Repair and Maintenance Contract in place to ensure equipment in good working order as far as practicable</p>	Maintain suitable level of qualified technicians	Bereavement Services Manager	<p>Additional technicians trained.</p> <p>Spares in place</p> <p>Ongoing monitoring</p>

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
8	<p>National cultural factors significantly affecting service requirement.</p> <p>Environmental Impact and Climate Emergency.</p>	<p>Bereavement Services Manager's Reports to Joint Committee</p> <p>Competition and Markets Authority may deliver further actions after scrutiny of the sector. The Manager will submit information to the CMA annually. Further actions may include price capping. Fees and Charges are reviewed in line with Local and Regional trends and high level of service to be maintained.</p>	Marginal/ Significant	Marginal/ Significant	Review to meetings of the Joint Committee	<p>Monitoring of national trends</p> <p>Continue to work towards reducing the Environmental Impact of the Crematorium.</p> <p>Monitor emerging technologies.</p>	Bereavement Services Manager	Ongoing
9	Introduction of Medical Examiner	<p>Medical Referee currently responsible for authorising cremations.</p> <p>National scheme being piloted elsewhere, particularly within Hospital settings to be extended into Community and all deaths from 01.04.2024.</p>	Significant/ Very Low	Significant/ Very low	Monitor progress and prepare for change when required	<p>Ongoing delays in introduction being monitored.</p> <p>Action to be taken as soon as new guidance available</p>	Bereavement Services Manager	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
10	Fatalities arising from the collapse of unstable memorials (Recent death in Glasgow – June 2015)	Management of Memorials Policy and Procedures Memorial Safety Action Plan Memorial Safety Project Team	Critical / High	Critical / Very low	Inspection and re-inspection programme in place. Making safe of unstable memorials as identified	Annual	Memorial Safety Team	Ongoing
11	Severe Weather Conditions	Tractor and Plough on site at the Crematorium Adequate grit salt bins and levels maintained Severe Weather Plans for the Organisation	Critical/ Low	Critical/ Low	Maintain adequate stock levels Priority status on CBC Sever Weather Actions	Annual	Bereavement Services Manager Commercial Services Manager	Ongoing
12	Risk to Building, Equipment and Visitors other than Fire	Legionella Testing Programme in Place Asbestos Survey Electrical Testing Lightening Protection System Service and Maintenance Agreements in place	Critical / Low	Critical/ Low	Incidents Reported and Investigated	Annual	Bereavement Services Manager	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
		<p>Maintain Cremator Repairs Financial Reserve to adequate level</p> <p>Regulate contents of coffins through Funeral Director Registration and Declaration Scheme</p> <p>CCTV and Intruder Alarm Systems in place</p>						
13	Ageing Workforce, Loss of Talent and Succession Planning	<p>Staff Development</p> <p>Performance Development</p>	High/Critical	High/Marginal	Introduction of Apprentiships			
14	Vandalism, Theft and Anti Social Behaviour	<p>Alarm System in Place</p> <p>CCTV System in Place (including 2024 upgrade)</p> <p>Lock and Unlock Gates as appropriate</p> <p>24 hour agreement with Security Firm to attend to call outs</p>	Medium	Low	<p>Upgrade to CCTV</p> <p>Fencing</p> <p>Lock and Unlock Gates accordingly</p> <p>Lighting upgrades around Car Park</p>			

