



BACKGROUND

- Under H&S at Work Act 1974 and Occupiers Liability Act 1957 overall responsibility lies with the burial authority to ensure that the cemetery is safe and that the risks are properly managed.
- Burial Authorities Should Prepare a memorial safety policy identifying how they will inspect and make safe memorials.
- Authorities need to consider the heritage value and aesthetics of the cemetery, any sites of scientific interest and the maintenance of the site as laying down memorials may increase maintenance costs and the number of trip hazards.
- Burial authorities should carry out regular safety inspections at least once every 5 years.
- The memorial owner has responsibility for ensuring their property is installed and maintained in a safe manner and should be encouraged to have their memorial suitably insured and maintained at regular intervals.
- All memorials should be fitted to a quality specification and all memorial masons should be members of an authority's approved list of memorial masons and/or be a member of the British Registers of Approved Memorials Masons. BRAMM.

BROCKWORTH PARISH COUNCIL

MEMORIAL SAFETY & INSPECTION POLICY (November 2018)

BROCKWORTH PARISH COUNCIL

Brockworth Community Centre
Court Road
Brockworth
Gloucester
GL3 4ET

Tel: 01452 863123

Email: clerk@brockworth-pc.gov.uk

The office is open from 9am to 2pm Monday to Friday.

PROCEDURE

TRAINING

The persons responsible for carrying out the inspections will have received training from the Institute of Cemetery and Crematorium Management (ICCM).

RISK ASSESSMENT

A risk Assessment will be carried out and will look at:

1. Where the inspection will start the age, size of memorials, visitors, roads, footpaths and ground conditions etc.
2. The most suitable means of making safe and the most appropriate way to remove the risk or to significantly reduce it.
3. The risk to the employees carrying out the inspection



INSPECTION PROCESS

The process will be carried out in two distinct phases

1. The initial inspection – This will obtain the necessary information to identify the safety of the memorials on site.
2. The ongoing inspections report – This will be aimed at inspecting all memorials on a five-year rolling schedule.

MEMORIALS

- All memorials over 625mm high must be inspected
- A visual assessment forms part of the individual risk assessment of each memorial
- Memorials in excess of 2.5m will require an inspection by a structural engineer

MEMORIALS UP TO 2.5M

A physical hand test will be carried out. This will be a gradual buildup of force at the apex of the memorial or as high as the memorial can be comfortably reached by the operative, to a force of approximately 250 newtons (circa 25kg). This will take place after all risk assessments and a visual inspection is complete.

MEMORIALS UP TO 1.5M

Following visual and physical hand tests failure a memorial stability testing device will be used as a final test. The failure force will be recorded and can be used as evidence in any potential complaint.

A memorial stability testing device should not be used on any memorials taller than 1.5m as this could result in a failure to identify a dangerous memorial.

MEMORIALS BELOW 625MM

A risk assessment will be carried out on memorials below 626mm to ascertain whether there is any benefit in applying the 25kg force to the memorial.

The importance of memorials as a means of commemorating the life of a loved one, acting as a focus for grief and in years to come as an historical record is widely recognized.

We want to allow the bereaved to have memorials and have details of the headstones and cremation tablets that are permitted in Brockworth Burial Ground in the Rules & regulations booklet.

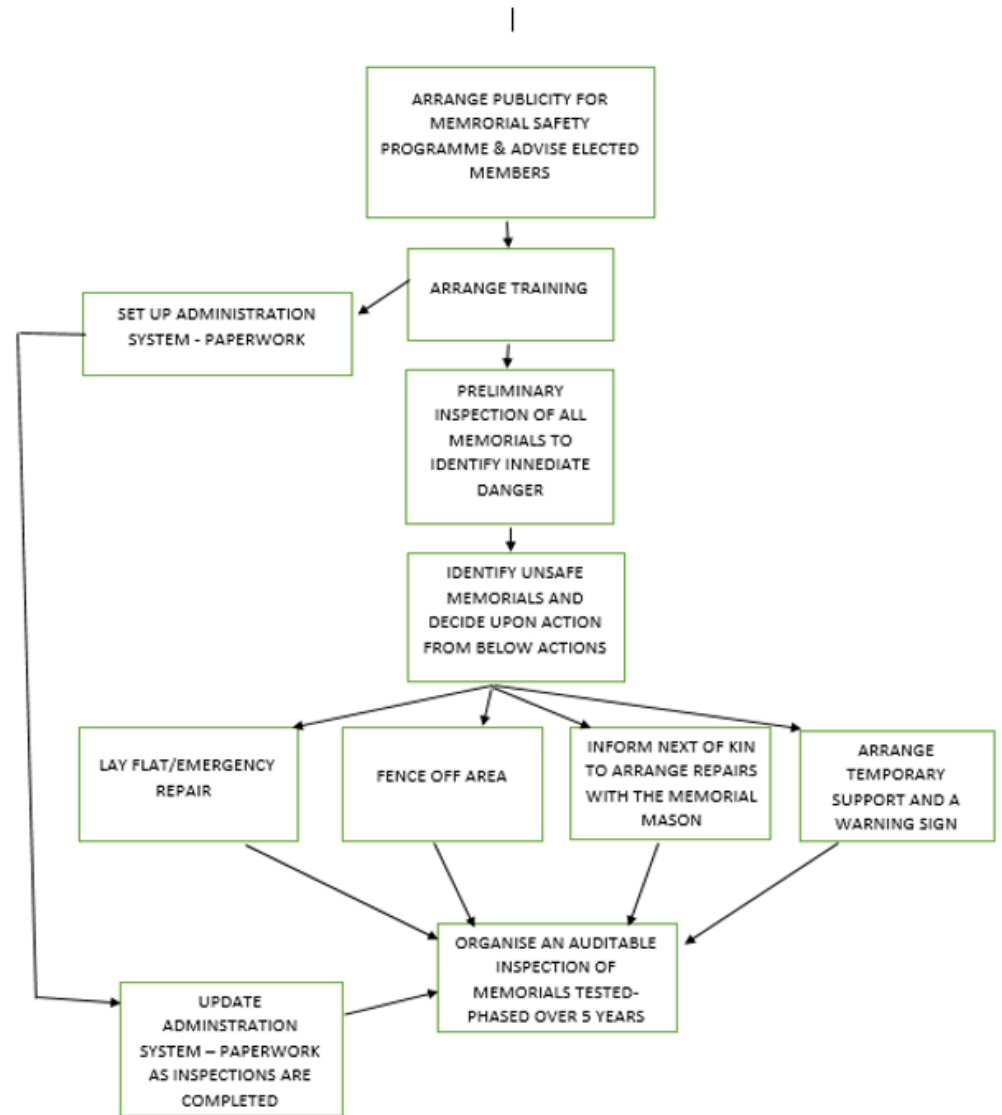
An application form will be submitted by the memorial mason and the authority will check the form before allowing the work to proceed to ensure that:

- The memorial mason is a member of the British Register of Accredited Memorial Masons and therefore permitted to work in the authorities' burial ground.
- No memorial is erected with out the express permission of the grave owner.
- The memorial is fixed on the correct grave in a satisfactory manner.

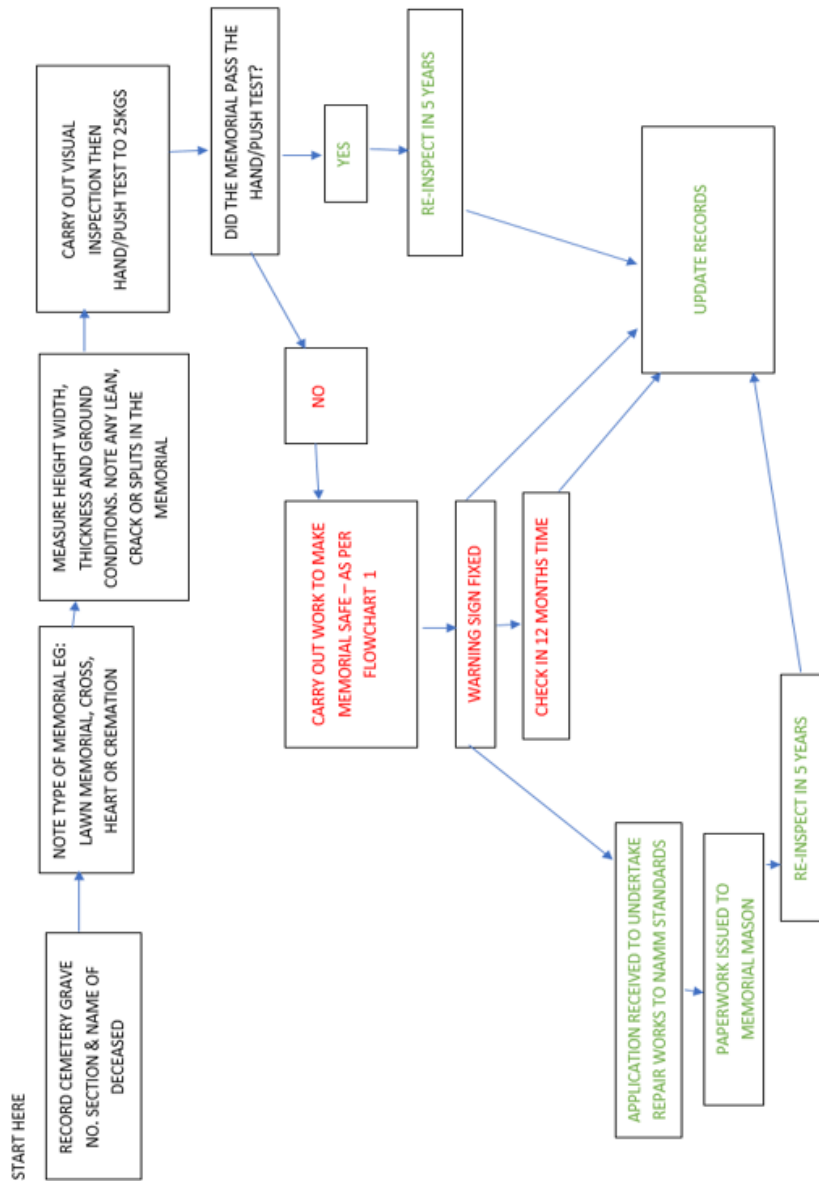
It is important to remember that by placing a memorial in the Burial Ground you are accepting a number of responsibilities outlined in the Brockworth Parish Council rules & regulations.



MEMORIAL SAFETY CHECKS – FLOW CHART 1



MEMORIAL SAFETY CHECKS – CHART 2



REVIEW OF MEMORIAL SAFETY & INSPECTION POLICY
 Brockworth Parish Council reserves the right to make any alterations in the
 foregoing Memorial Policy, consistent with general law.

BROCKWORTH PARISH COUNCIL
 Brockworth Community Centre
 Court Road
 Brockworth
 Gloucester
 GL3 4ET

Tel: 01452 863123
 Email: clerk@brockworth-pc.gov.uk

The office is open from 9am to 2pm Monday to Friday.