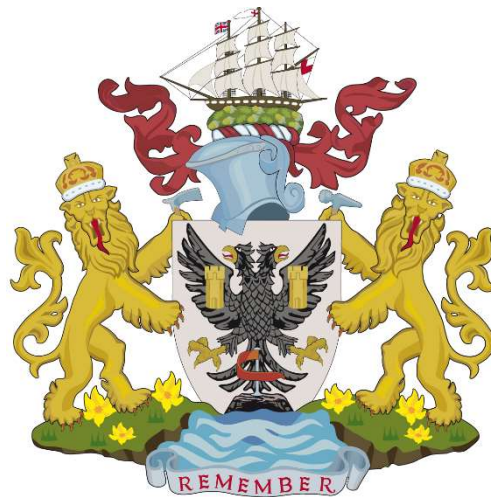


FALMOUTH TOWN COUNCIL



MEMORIAL SAFETY POLICY

Background

1. Under the Health and Safety at Work Act the Council has an overriding responsibility to ensure as far as reasonably practicable the safety of the cemetery that it is responsible for, this includes the identification and control of hazards from unstable memorials.
2. Through this policy and its actions the Council will seek to balance the risk of injury from unstable memorials with the sensitivities of carrying out works in the cemetery.

Pre Inspection Advice

1. Memorials will be risk assessed and tested accordingly for safety.
2. Notices are to be permanently displayed informing the public of the Council's intention to monitor and test headstones for safety.
3. The Council will also announce its intentions via social media.

Memorial Inspection

1. The council will risk assess and test memorials in accordance with the guidelines issued by the Institute of Cemetery and Crematorium Management and taking account the Ministry of Justice Guidance Managing the Safety of Burial Ground Memorials.
2. The inspection programme will involve three elements – (a) the initial inspection and testing of memorials; (b) immediate and temporary stabilisation of any memorials identified as unsafe; and, (c) thereafter, contacting the owner to further the repair/making safe of memorials which have been stabilised temporarily.
3. All inspections will be carried out in accordance with the “Institute of cemetery & Crematorium Management” guidance document “Management of Memorials.”
4. The Council will undertake further inspections of the memorials using a risk based approach with a minimum frequency of at least once every five years, as recommended by the Institute of Cemetery and Crematorium Management and the Local Government Ombudsmen.
5. If it is deemed necessary following the initial inspection, more frequent inspections will be undertaken on individual memorials whose conditions require it.

Making Memorials Safe

1. The 'laying down' of memorials or sinking of memorials into the ground vertically shall be carried out where the course of action is necessary to prevent a genuine hazard to health and safety. If following the inspection it is deemed necessary to make safe any unstable memorials, best efforts will be made to contact the owners so they can put in place arrangements for the repair / or otherwise of the memorial. It is the responsibility of the grave owner to keep their contact details held by the Council up to date. This approach is endorsed by both the Institute of

Cemetery and Crematorium Management and the Local Government Ombudsman. The Council's duty to ensure the health, safety and welfare of employees or contractors working on behalf of the Council and those visiting the burial ground, will remain the Council's highest priority, memorial stabilisation work will be carried out in a sympathetic and sensitive manner.

2. If no response or a negative response is received from the owner of any memorials, the Council will take a decision as to how the memorial shall be made safe permanently. In doing so, the Council will consider laying it flat, sinking it into the ground vertically or removing it.
3. The responsibility for maintaining a memorial in a safe condition is that of the grave owner. Individual owners contacted following the identification of unstable memorials will be offered the opportunity to rectify any identified problems. Owners will be required to ensure all repairs are carried out by an approved NAMM or BRAMM accredited Monumental Mason, in accordance with the National Association of Memorial Masons Code of Practice and as provided in British Standard, BS 8415.

MEMORIAL TESTING POLICY

Following the risk assessment memorial inspections will be carried out in accordance with the guidance set out below issued by the Institute of Cemetery and Crematorium Management.

Generic Memorial Stability Test

- All memorials will be subject to a visual inspection.
- All memorials up to 2.5 metres will be subject to a hand test by a suitably trained Falmouth Town Council employee.
- All those below 500mm will be risk assessed to decide on the most suitable type of inspection.

The following additional actions will be carried out as set out below:

Kerbs

Kerbs will be inspected, by hand, for stability and secure fitting.

Plinths/Lawn Memorials

Memorials shall be inspected to ensure they are in sound condition and for any trip hazards.

Memorials below 500 mm

A risk assessment should be carried out to assess whether there would be any real benefit in applying full pressure test of 350 Newtons (circa 35 kg).

Vases

Vases will be inspected by hand for secure fitting.

Inspection Records

Every memorial must be risk assessed and physically inspected and a record made of the results. Records should include information that will inform the frequency of future inspections, location details, grave number. Any memorial of particular concern will be photographed information .

MEMORIAL SAFETY POLICY

The memorial safety policy is based on a risk assessment approach. Following the inspection, as defined by the Council's adopted 'Memorial Testing Policy', each memorial will be assigned to one of four categories, as set out below:-

Cat.	Condition	Action
1.	Unstable and requires immediate attention and temporary stabilisation is considered inappropriate or unfeasible.	In the event that there is an immediate danger to the public or persons working in the Cemetery, the memorial will be laid down. Best efforts will be made to inform the owner.
2.	Unstable and requires immediate attention.	The memorial will be temporarily stabilised. Care will be taken making sure that no damage is caused to the memorial and all actions will be recorded. A notice will be displayed on / near the memorial warning / advising of its condition. ¹ Best efforts will be made to inform the owner.
3.	Stable and requires no immediate attention though will require re-inspection prior to next proposed inspection in five years time.	All actions to be recorded and a recommendation will be given on the time scale for re-inspection.
4.	Stable and requires no attention.	All actions recorded will be re-inspected in no more than five years time.

The categorisation of memorials will be established following an independent inspection of each memorial.

Following temporary stabilisation, action will be carried out in line with 'Making Good of Unstable Memorials' as set out in the Memorial Safety Programme.