

# Memorial Safety Policy

	<b>Contents</b>	<b>Page</b>
1.	Introduction	2
2.	Installation of new memorials	3
3.	Publicity	3
4.	Risk assessments	4
5.	The inspection process	5
6.	Dealing with unsafe memorials	7
7.	Contacting owners of unsafe memorials	9
8.	General health and safety requirements for carrying out inspections and remedial work	10
9.	Review	11
Appendix 1	Generic risk assessments	12
Appendix 2	Example individual assessment form	17
Appendix 3	Useful contact information	19

# Oadby and Wigston Borough Council – Memorial Safety Policy

## 1. Introduction

- 1.1 Oadby and Wigston Borough Council is responsible for the management of two cemeteries and three closed churchyards:
  - Wigston Cemetery
  - Oadby Cemetery
  - All Saints Churchyard, Wigston
  - St Wistan's Churchyard, Wigston
  - St Peter's Churchyard, Oadby
- 1.2 An important part of the Council's responsibility is to ensure that its cemeteries and closed churchyards are safe places in which to work and for the public to visit.
- 1.3 Historically, health and safety concerns in cemeteries have focused on the risks arising from grave digging. However, in recent years there has been increasing attention on the stability of memorials and the risks these present to cemetery staff and visitors.
- 1.4 There have been a number of deaths nationally in recent years and many serious injuries caused by unsafe memorials. Where accidents have occurred, local authorities have been investigated by the Health and Safety Executive and, in some cases, improvement notices issued. In the most serious cases the Health and Safety Executive has threatened prosecution.
- 1.5 Responsibility for health and safety lies with Oadby and Wigston Borough Council as the burial authority in control of the cemeteries. The Council is bound by the conditions of the Local Authorities Cemeteries Order 1977 and has a legal duty under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and Occupiers Liability Act 1957 to ensure that its burial grounds are safe places to work and visit. Managing memorial safety, therefore, is an essential part of controlling the risks to health and safety.
- 1.6 Whilst Oadby and Wigston Borough Council has overall responsibility for the safety of its cemeteries, including risks from unstable memorials, it does not own the memorials. The owner of the memorial is the deed holder (grave owner) or successor in title who is the person responsible for maintaining the memorial so as not to present a hazard. However, the current owner may not be identifiable as some records are extremely old and, in many cases, have not been updated by current relatives/family members.
- 1.7 This policy sets out Oadby and Wigston Borough Council's approach to the safe management of memorials in its cemeteries and closed churchyards and is based on guidance issued by the Institute of Cemetery and Cremation Management 'Management of Memorials' 2019) and the Ministry of Justice ('Managing the Safety of Burial Ground Memorials; practical advice for dealing with unstable memorials' November 2014).
- 1.8 This policy also takes into consideration the Local Government Ombudsmen's 'Special Report; memorial safety in local authority cemeteries' (issued 2006) which provides guidance to burial authorities on the measures they should take to ensure the safety inspection process is well publicised in order to minimise any distress to relatives of the deceased and members of the public.

## 2. Installation of new memorials

- 2.1 The Council has introduced measures to ensure all new memorials and all memorials re-erected following interment are installed by an accredited memorial mason in accordance with the National Association of Memorial Masons Code of Working Practice. These measures require:
- All masons to work to the National Association of Memorial Masons code of working practice
  - All masons to provide a certificate of compliance
  - All masons to hold a British Association of Accredited Memorial Masons or National Association of Memorial Masons fixer licence or a licence issued under a similar qualification scheme.
- 2.2 As at present, an application to erect a memorial (or to add an additional inscription or carry out other works) must have been approved before any works on a memorial may be permitted.
- 2.3 All new memorials must conform to maximum size criteria relevant to particular burial grounds and individual sections. Details of specific restrictions are laid out in the Cemetery Rules and Regulations which is available on the Councils' web site or from the Cemeteries Office on request.

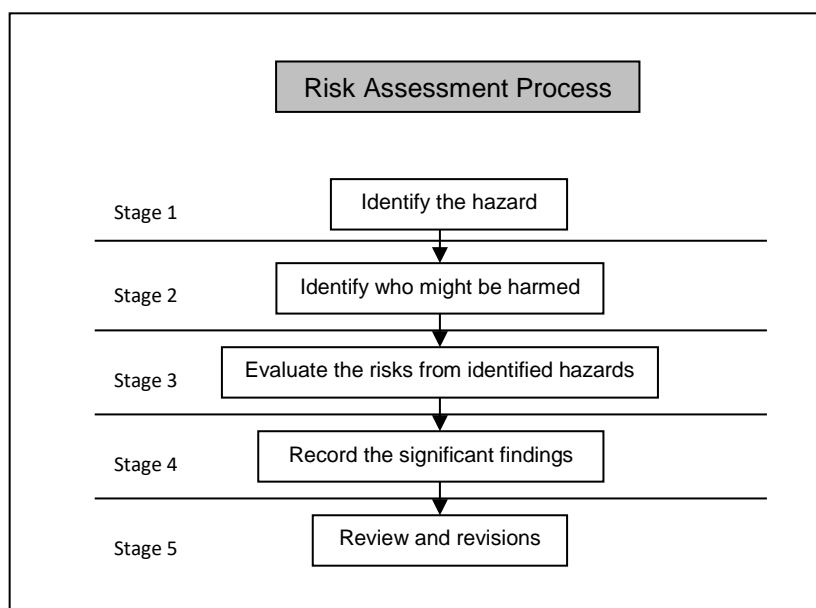
## 3. Publicity

- 3.1 Prior to carrying out any memorial safety inspections every effort will be made to explain to the public what is happening. A high level of publicity and good communication throughout the inspection programme should assist in minimising any distress to the bereaved and reduce cause for complaints.
- 3.2 At least 28 days prior to starting memorial safety inspections:
- notices will be displayed at all main entrances and in conspicuous positions throughout the cemeteries and closed churchyards
  - information will be sent to all local funeral directors and memorial masons
  - press releases will be issued to relevant local newspapers
  - Information will be included on the Council's web site.
  - Notifications will be sent to the Church of England and the Commonwealth War Graves Commission where required.
- The publicity will explain:
- what is being undertaken,
  - when it may be carried out
  - how people can obtain further information
  - how to raise a reasonable or valid objection.
  - how friends or relatives of the deceased can make arrangements to be present during inspections.
- 3.3 Grave owners or relatives of the deceased wishing to be present at the time of the memorial inspection should make their request to the Council as far in advance of any planned inspections as is reasonably practical.

- 3.4 Where information is already held on file to show that the grave owner or the family of the deceased wish to be informed of memorial inspections a letter notifying them of the Council’s intentions shall be sent to the contact address at least 28 days prior to commencement of any inspection.

## 4. Risk assessments

- 4.1 Ministry of Justice guidance advises that generic risk assessments should be developed for different types of memorial, using hazard and likelihood ratings to establish levels of risk. Generic risk assessments for the most common types of memorial to be found in the Borough’s cemeteries and closed churchyards can be found at appendix 1.
- 4.2 Both the Institute of Cemetery and Cremation Management and the Ministry of Justice recommend taking a risk-based approach to managing memorial safety. Therefore the Health and Safety Executive’s five stage risk assessment process will be used as a basis for undertaking the risk assessments. This is illustrated below:



HSE 5-stage risk assessment process

- 4.3 The calculation of risk is used to determine what controls may be required to minimise an injury occurring and the priority of action. Ministry of Justice define a hazard as “anything that may cause harm; the risk is the chance, high or low, that someone could be harmed by the hazard, together with an indication of how serious the harm could be.” When completing the risk assessment the following ratings will be used:

Hazard rating	
HRR	Descriptor
1	Very minor or no injury
2	Minor injury (cut)
3	Serious injury (over 3 day/equipment damage)
4	Major injury or permanent disability
5	Single or multiple deaths

<b>Likelihood rating</b>	
LRR	Descriptor
1	Very unlikely
2	Unlikely
3	Possible
4	Probable
5	Definite
<b>Action required after calculation (HRR x LRR)</b>	
Score	Descriptor
1-5	No further controls required
6-8	Further control to be considered, low priority.
9-15	Further controls required – medium priority.
16-20	Further controls required – high priority.
21-25	Immediate action required – urgent priority.

Risk is determined by the calculation:

**Risk = (Likelihood x severity) persons affected**

- 4.4 As part of the risk assessment process it is necessary to carry out inspections of each individual memorial and take measures to control any risks that may be identified. To help with this process the generic risk assessments will be used to give an indication of the level of risk posed should individual memorials be found to be unsafe. An example inspection form can be found at appendix 2.
- 4.5 Inspections will be based on type of memorial, age, prevailing ground conditions, and areas of particular historical or social importance, as well as likely visitor frequency. In combination with the generic risk assessments for different memorial types, a rolling inspection programme will be developed over a five-year period. During this period each memorial will be tested at least once every five years with a visual and hand test to determine any instability or more regularly as required by the findings of the risk assessment process.

## 5. The inspection process

- 5.1 All memorial safety inspections will be carried out by a suitably qualified person in accordance with the guidance provided by the Council, other relevant bodies and national guidelines.

5.2 The Council will follow Institute of Cemetery and Crematorium Management guidance and will carry out safety inspections on all memorials in its cemeteries and closed churchyards on a minimum five-year cycle. The initial inspections will be undertaken within a 12 to 18 month period following the approval of this policy. Once the initial inspection has been completed cyclical inspections will take place based on the condition and risk assessment for each memorial.

This is proposed as:

- high risk memorials annually.
- medium risk every three years.
- low risk every five years.

5.3 For each individual memorial inspected a risk assessment (appendix 2) shall be completed. This assessment will in turn be used to calculate the risk associated with the memorial and whether or not further action to control that risk is required.

5.4 A record of all memorial inspections and the results of inspections will be kept by the Council and be available to view on request at the Council's cemeteries section, based at the Oadby Depot (one week's notice will be required for each request).

5.5 Immediately prior to carrying out the inspection of any memorial the inspector must ensure that the area around the memorial is clear of all potential hazards, for example members of the public, loose memorial components, glass jars, vases and so on. Particular care should also be taken if the ground conditions are poor or uneven.

5.6 If the memorial is overgrown with weeds or vegetation this should be removed prior to inspection. This should be done with care to avoid damage to the memorial and possible risks to safety.

5.7 For memorials up to 2.5 metres in height, inspections will include both a visual check and a hand test. The visual check must be completed first and the results recorded on the memorial risk assessment form. The hand test will then be used to determine stability of the memorial. The hand test will be used even where a visual check reveals no sign of defects.

5.8 The Council acknowledges that memorials fitted with a ground anchor may move when tested. Staff will be trained to identify when a ground anchor has been fitted and, therefore, will not fail the memorial for movement at the base to foundation joint, as the memorial will 'lock' on the ground anchor.

5.9 For memorials over 2.5 metres in height only a visual check will be completed. Where there is cause for concern or uncertainty a Council registered memorial mason will be instructed to carry out a more detailed assessment. Where assessment of the memorial falls outside the experience of this memorial mason or where there remains uncertainty of safety a specialised structural engineer or other suitably qualified professional may be instructed to inspect the memorial more thoroughly.

5.12 If visual checks identify a defect or issue with a memorial outside of the experience and knowledge of the person carrying out the check, a memorial mason from the Council's list of approved masons will be instructed to carry out an assessment of the problem. If the problem is viewed to be outside the experience of the memorial mason instructed a structural engineer or other suitably qualified professional shall be called in to advise.

- 5.13 Where kerbstones are found to be breaking apart and the grave space is in a generally poor state of repair the Council, under the Local Authorities Cemeteries Order (1974) is permitted, where appropriate, to remove them from the grave and tidy the grave space. Where this is the intention, notices shall be displayed on the grave space for a period of three months and letters sent to the last known address of the grave owner or their heir(s).
- 5.14 The person carrying out the inspection must ensure that their actions do not pose a hazard to other employees or visitors. When carrying out the hand test it is the inspector's responsibility to ensure that they and all other persons stand out of the possible fall area of the memorial.
- 5.15 No memorials will be removed from the grave space as part of the testing.
- 5.16 For cyclical inspections the previous risk assessment for the memorial should be referred to by the tester prior to commencing works, taking into account local conditions and any potential risks not previously identified. The risk assessment should be amended to reflect any changes and controls put in place to manage these risks.
- 5.17 On consecrated ground the Council will notify the Church of England (Diocese of Leicester) of its intention to test memorials and where appropriate, obtain faculty permission for any works required.
- 5.18 Where appropriate the Council will notify the Commonwealth War Graves Commission of its intention to test memorials and obtain permission for any works required.

## 6. Dealing with unsafe memorials

- 6.1 The chart below indicates the methods available to temporarily make a memorial safe whilst trying to contact the grave owner. The options available will depend on the level of risk identified when the site-specific risk assessment is carried out:

<b>Risk assessment score</b>	<b>Priority level</b>	<b>Options to temporarily make safe:</b>
1-5	No further controls required	No further controls required
6-8	Low priority	Attach safety notice
9-15	Medium priority: further controls required	Attach safety notice and make safe support or lay down
16-20	High priority: further controls required	Attach safety notice and make safe support or cordon off or lay down
21-25	Urgent priority: immediate action required.	Attach safety notice and make safe support or cordon off or lay down



- 6.2 Where a memorial poses a low risk a safety notice shall be placed on the memorial and the grave owner or their heir(s) notified. Safety notices will inform people that the memorial has been found to be unsafe and will explain the action to be taken by the grave owner or their heir(s). The notice will be displayed on or near to the memorial.
- 6.3 Where a memorial poses a medium, high or urgent risk the Council may employ the use of a temporary make safe structural support whilst the grave owner or their heir(s) are contacted. This is in preference to cordoning off the memorial or laying it flat. The memorial will be temporarily stabilised by a stake positioned to the rear of the stone and secured with a binder or strap which, so far as is possible, avoids covering the inscription.
- 6.4 If due to the construction of the memorial a temporary make safe support cannot be fitted correctly then an alternative method of making the memorial safe should be used. Correct fitting of the structural support should not cause a trip hazard or create any other increased risk of injury.
- 6.5 The integrity of all temporary make safe works must be inspected regularly to ensure safety standards are maintained.
- 6.6 Cordoning off may be necessary in some circumstances, for example, for very large memorials or where a significant number of memorials are unsafe within a specific area. When cordoning off a memorial the cordon should extend around the fall area of the memorial not just the memorial as it stands.
- 6.7 Memorials will only be laid down if there is no other practical means of making them safe or where the grave owner or relative has requested it.
- 6.8 Before laying a memorial down the risk of creating a trip hazard should be considered and all necessary precautions taken to reduce this risk, for example resting the memorial on timber packing or positioning the memorial in line with other adjacent memorials.
- 6.9 Before attempting to move any memorial the likelihood of any component parts of the memorial falling during the operation must be assessed by a competent person. Any loose or detached parts must be removed independently.
- 6.10 Where possible when laying memorials down a slight angle will be maintained using a timber packing or by laying the memorial plate on its base to prevent the accumulation of water on the memorial face and the potential for long term damage to the inscription. The exception to this are crosses, which shall be laid flat to prevent them from breaking in two.
- 6.11 If laying a memorial down results in any dowels protruding from the memorial these shall be removed or cut off level with the stone.
- 6.12 When laying a memorial down a mechanical aid should be used to lift any memorial that is considered too heavy to lift by hand. No person should attempt to lift or carry any item that they consider too heavy. If lifting by hand, manual handling guidelines shall be applied.
- 6.13 Where the Council has been unable to contact the grave owner or where the grave owner has been traced but is unwilling or unable to have the memorial repaired it may be decided to partially bury the memorial in order to make it safe.
- 6.14 When partially burying an unsafe memorial at least 25 per cent or 15 inches (380mm) (whichever is the greater of the height) must be below ground. When in place the soil around the memorial should be thoroughly consolidated. When measuring how much of the memorial is to be below ground the measurement is taken from the last joint.

- 6.15 Where it is considered that Council staff cannot move a memorial safely the assistance of a specialist outside company or organisation shall be engaged.
- 6.16 All works to make safe a memorial that has been identified as of an immediate risk to health and safety will be carried out by a suitably qualified person trained in accordance with the guidance provided by the Council, other relevant bodies and national guidelines.
- 6.17 When taking action to make safe or repair memorials that are found to be unsafe priority shall be given to those memorials alongside or close to paths and main thoroughfares, memorials of historical or social importance, and memorials within highly visited sections. These memorials present the biggest risk in terms of potential injury to people visiting or working in the burial ground.
- 6.18 Where a memorial is thought to have a historical or social significance further specialist advice may be sought prior to any remedial works being carried out.
- 6.19 In some circumstances it may be necessary to employ a specialist company or organisation to make memorials safe through repair, laying flat or partial burial. Under these circumstances the guidance in this document and other relevant national guidelines will still apply.
- 6.20 The person(s) carrying out remedial work must review the risk assessment for the memorial prior to commencing works, taking into account local conditions and potential risks not previously identified. If required the risk assessment should be amended to reflect any changes and controls put in place to manage these risks.
- 6.21 The Council will not make a charge for applications from memorial masons to carry out repairs to an existing memorial.

## **7. Contacting owners of unsafe memorials**

- 7.1 Where, after inspection, memorials are found to require maintenance, every effort will be made to contact the grave owner or their heirs in order to carry out any repairs required to the approved standard. The methods of contact will be:
- a notice attached to the unsafe memorial, and
  - a letter to the last known address of the grave owner or updated contact address, and
  - general local press releases, and
  - the Council's web site.
- 7.2 For all memorials found to be unsafe a letter will be sent to the grave owner at their last known address or updated contact address. If the Council receives no response a further letter will be sent after three-months of sending the first letter. These letters will inform the owner that their memorial has been found to be unsafe and details of the actions which need to be taken. If there is no response to these initial two letters a third and final letter will be sent at least six months after the date of the first letter.
- 7.3 Where after at least six months from being found to be unsafe the Council has been unable to contact the grave owner or their heir(s) the Council will take the necessary steps to permanently make the memorial safe. Under these circumstances the memorial could be:
- partially buried in the ground,
  - repaired ( in which case, should relatives be traced in the future they may be asked to contribute to the cost of the repair) or

- permanently laid flat (this is a last resort and the Council prefers not to lay memorials down where an alternative option is available as this causes maintenance problems and trip hazards. Memorials may, however, be laid flat within the confines of an approved kerbset).
- 7.4 Where the grave owner or their heir(s) have been contacted but they are unwilling or unable to have the memorial repaired they will be given the choice to have the memorial partially buried or, if within the confines of an approved kerbset, permanently laid flat.
- 7.5 If no grave owner can be found but a memorial is thought to have heritage or social significance, the Council may consider repairing the memorial at its own expense. Under these circumstances any relative being found in the future would be requested to pay the cost of the repair.
- 7.6 Timescales for the Council to permanently make safe memorials are dependent on the level of risk from the memorial.
- high risk memorials will be permanently made safe after six months.
  - medium risk after one year,
  - low risk after two years.
- 7.7 Where possible the Council will keep an up to date database of all grave owner/ relative contact information. When purchasing grave rights new owners will be requested and encouraged to keep the Council informed of any changes in address.

## **8. General health and safety requirements for carrying out inspections and remedial work**

- 8.1 The following section outlines general health and safety requirements relevant to the inspection and, where necessary, making safe of memorials.
- 8.2 Protective clothing must be worn when carrying out any operation in a burial ground; this includes steel toe capped boots, safety gloves and, when dealing with memorials over 1.5 metres in height, safety helmets
- 8.3 Tools and equipment provided must be suitable for the purpose and inspected prior to use. Any fault that should develop with tools or equipment must be reported immediately. The affected item must not be used until such time as a competent, authorised person has made full repairs.
- 8.4 Manufacturer's instructions should be followed when using equipment or installing memorial make safe structural supports. Users of any lifting equipment must also have undergone the necessary training in the safe use of any particular piece of equipment.
- 8.5 All staff inspecting memorials shall receive specific manual handling training.
- 8.6 No person should attempt to lift or carry any item they consider too heavy. Assistance should be called for if there is any doubt whatsoever.
- 8.7 It is the responsibility of every employee to report any hazard or potential hazard that he or she should notice. In the first instance the employee should, where it is safe to do so, remove the hazard or prevent any person from coming into contact with the hazard.
- 8.8 Should it not be possible to remove the hazard immediately, the employee should report the fact to cemetery staff who shall take the necessary action to remove the hazard.

- 8.9 All accidents and injuries, regardless of how slight, should be reported to cemetery staff and entered into the accident book. All accidents should be investigated by a supervisor or manager and, where findings indicate, a change to the working practice should be made to prevent any recurrence.
- 8.10 All accidents causing an employee to be absent for more than three days must be reported to the enforcing authority.
- 8.11 Accidents that result in a fatality must be reported immediately by telephone to the enforcing authority.
- 8.12 Dangerous occurrences (near misses) must be investigated and where necessary a change made to working practices to prevent a recurrence. Any change in working practice will be identified from the result of risk assessment. If it is considered that a near miss could have resulted in a reportable injury the enforcing authority must be notified immediately.
- 8.13 Employers and employees have a duty of care to protect the health and safety of other employees and members of the public who visit the burial grounds. Staff must be vigilant at all times and consider their actions in respect of the health and safety of visitors.

## **9. Review**

- 9.1 The Council will review this policy on an annual basis to ensure it reflects current national guidance and best practice, or sooner if required, as a result of any changes in legislation or guidance.

## Appendix 1:

### Generic memorial risk assessment - summary for different memorial types should they fail the safety test

**Type of memorial:** Based on National Association of Memorial Mason's code types of memorials

**Hazard rating, likelihood rating, calculation, priority:** See section 4.

**Immediate controls:** See section 6.

**Inspection frequency:** Typical inspection frequencies for types of memorial

low risk – every five years

medium risk – every three years

**high risk – every year**

**Date for removal of risk:** See 7.6 - Higher risks will be removed quicker than lower risks

<b>Risk assessment guidelines:</b> generic memorial risk assessment; summary of different memorial types should they fail the safety test								
Memorial type	Hazard rating	Likelihood rating	Calculation	Priority	Immediate controls	Inspection frequency	Date for removal of risk	Comment
Lawn less than 60cm	2	2	4	Low	Consider warning sign if in prominent location	5 years	None	Increase likelihood rating if fail on dowels

<b>Risk assessment guidelines:</b> generic memorial risk assessment; summary of different memorial types should they fail the safety test								
Memorial type	Hazard rating	Likelihood rating	Calculation	Priority	Immediate controls	Inspection frequency	Date for removal of risk	Comment
Lawn 60-90cm	3	2	6	Low	Warning sign	5 years	2 years	Increase likelihood rating if fail on dowels
Lawn 90-120cm	4	2	8	Low	Warning sign	5 years	2 years	Increase likelihood rating if fail on dowels
Lawn 120-180cm	4	3	12	Medium	Warning sign Consider temporary support	3 years	1 year	Increase likelihood rating if fail on dowels
Lawn greater than 180cm	4	4	16	High	Warning sign Lay flat or cordon off	1 year	6 months	Increase likelihood rating if fail on dowels
Tablets / plaques less than 60cm	2	2	4	Low	Consider warning sign if in prominent location	5 years	None	
Vases less than 60cm	2	2	4	Low	Consider warning sign if in prominent location	5 years	None	Depends on stability of vase. i.e tall slender vases will be greater risk than shorter wider ones.
Vases greater than 60cm	3	3	9	Medium	Warning sign Consider laying flat / cordoning off if in prominent location	3 years	1 year	Depends on stability of vase. i.e tall slender vases will be greater risk than shorter wider ones
Open books less than 60cm	2	2	4	Low	Consider warning sign if in prominent location	5 years	None	If rest or book / rest joints have failed, increase likelihood rating
Open books 60-90cm	3	2	6	Low	Warning sign	5 years	2 years	If rest or book / rest joints have failed, increase likelihood rating

<b>Risk assessment guidelines:</b> generic memorial risk assessment; summary of different memorial types should they fail the safety test								
Memorial type	Hazard rating	Likelihood rating	Calculation	Priority	Immediate controls	Inspection frequency	Date for removal of risk	Comment
Open books 90-120cm	3	3	9	Medium	Warning sign  Consider laying flat / cordoning off if in prominent location	3 years	1 year	If rest or book / rest joints have failed, increase likelihood rating
Open books greater than 120cm	4	4	16	High	Warning sign and lay flat or cordon off	1 year	6 months	If rest or book / rest joints have failed, increase likelihood rating
Crosses less than 60cm	2	3	6	Low	Warning sign  Consider temporary support if in prominent location	5 years	2 years	If failed at top tier or joint between cross and top tier increase likelihood. Need to consider location and likely fall of cross if it fails
Crosses 60-90cm	3	3	9	Medium	Warning sign  Consider temporary support if in prominent location	3 years	1 year	If failed at top tier or joint between cross and top tier increase likelihood. Need to consider location and likely fall of cross if it fails
Crosses 90-120cm	3	4	12	Medium	Warning sign  Consider temporary support	3 years	1 year	If failed at top tier or joint between cross and top tier increase likelihood. Need to consider location and likely fall of cross if it fails
Crosses 120-160cm	4	4	16	High	Warning sign and fit support / lay flat / cordon off	1 year	6 months	If failed at top tier or joint between cross and top tier increase likelihood. Need to consider location and likely fall of cross if it fails
Crosses greater than 180cm	4	4	16	High	Warning sign and cordon off or lay flat	1 year	6 months	If failed at top tier or joint between cross and top tier increase likelihood. Need to consider location and likely fall of cross if it fails

<b>Risk assessment guidelines:</b> generic memorial risk assessment; summary of different memorial types should they fail the safety test								
Memorial type	Hazard rating	Likelihood rating	Calculation	Priority	Immediate controls	Inspection frequency	Date for removal of risk	Comment
Monoliths less than 60cm	2	2	4	Low	Consider warning sign if in prominent location	5 years	None	If ground conditions are poor likelihood should be increased
Monoliths 60-90cm	3	2	6	Low	Warning sign	5 years	2 years	If ground conditions are poor likelihood should be increased
Monoliths 90-120cm	4	2	8	Low	Warning sign	5 years	2 years	If ground conditions are poor likelihood should be increased
Monoliths 120-180cm	4	3	12	Medium	Warning sign Consider temporary support	3 years	1 year	If ground conditions are poor likelihood should be increased
Monoliths greater than 180cm	4	4	16	High	Warning sign and lay flat / cordon off	1 year	6 months	If ground conditions are poor likelihood should be increased
Full grave less than 60cm	2	2	4	Low	Consider warning sign if in prominent location	5 years	None	Increase likelihood rating if fail on dowels
Full grave 60-90cm	3	2	6	Low	Warning sign	5 years	2 years	Increase likelihood rating if fail on dowels
Full grave 90-120cm	4	2	8	Low	Warning sign	5 years	2 years	Increase likelihood rating if fail on dowels
Full grave 120-180cm	4	3	12	Medium	Warning sign Consider temporary support	3 years	1 year	Increase likelihood rating if fail on dowels



<b>Risk assessment guidelines:</b> generic memorial risk assessment; summary of different memorial types should they fail the safety test								
Memorial type	Hazard rating	Likelihood rating	Calculation	Priority	Immediate controls	Inspection frequency	Date for removal of risk	Comment
Full grave greater than 180cm	4	4	16	High	Warning sign Lay flat / cordon off	1 year	6 months	Increase likelihood rating if fail on dowels
Kerbs	2	2	4	Low	None	5 years	None	Assessment needs to be made if trip hazard dependent on location
Flat tablets / plaques	1	2	2	Low	None	5 years	None	
Monuments 120-180cm	4	3	12	Medium	Warning sign Consider temporary support / cordon off	3 years	1 year	Seek further assessment by structural engineer if required
Monuments greater than 180cm	5	4	20	High	Warning sign Cordon off / lie flat	1 year	6 months	Seek further assessment by structural engineer if required

**Appendix 2:**

**Example individual assessment form**

**Cemetery:**

<b>Section:</b>	<b>Plot:</b>	<b>Name of deceased:</b>		
<b>Memorial type:</b>	<b>Generic hazard rating:</b>	<b>Generic likelihood rating:</b>	<b>Calculation:</b>	<b>Generic priority:</b>
<b>Height:</b>				
<b>Notes on condition (visual check for cracks, chips, lean, failed joints):</b>				
<b>Ground conditions:</b>	<b>Historical or social importance:</b>	<b>Frequently visited:</b>	<b>Adjacent to path:</b>	
Good / Fair / Poor	Yes / No	Yes / No	Yes / No	
<b>Hand test carried out:</b>		<b>Specialist advice required:</b>	<b>Movement detected:</b>	
Yes / No		Yes / No	Yes / No	

<b>Increased likelihood rating:</b>	<b>Generic hazard rating:</b>	<b>Revised calculation:</b>	<b>Revised priority:</b>	
<b>Action taken:</b>				
<b>Digital image number:</b>		<b>Inspection frequency based on revised risk:</b>		
		Low every 5 years	Medium every 3 years	High every year
<b>Inspected by:</b>		<b>Date:</b>		

### Appendix 3

<b>Useful contacts</b>	
<b>British Register of Accredited Memorial Masons (BRAMM)</b>	<p>Address: % SLCC 8, The Crescent, Taunton, Somerset TA1 4EA</p> <p>Tel: 01788 544 963</p> <p>e-mail: <a href="mailto:bramm@namm.org.uk">bramm@namm.org.uk</a></p> <p>website: <a href="http://www.bramm-uk.org">www.bramm-uk.org</a></p>
<b>Commonwealth War Graves Commission</b>	<p>Address: 2 Marlow Road, Maidenhead, Berkshire SL6 7DX</p> <p>Tel: 01628 634 221</p> <p>website: <a href="http://www.cwgc.org">www.cwgc.org</a></p>
<b>Health and Safety Executive (HSE)</b>	<p>General Enquiries:</p> <p>Tel: 0845 345 0055</p> <p>e-mail: <a href="mailto:hse.infoline@santania.co.uk">hse.infoline@santania.co.uk</a></p> <p>website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a></p> <p>Report incident:</p> <p>Address: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3 GG.</p> <p>Tel: 0845 300 9923</p> <p>e-mail: <a href="mailto:riddor@santania.co.uk">riddor@santania.co.uk</a>.</p> <p>website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a></p>
<b>Institute of Cemetery and Cremation Management (ICCM)</b>	<p>Address: ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London E12 5DQ.</p> <p>Tel: 020 8989 4661</p> <p>e-mail: <a href="mailto:julie.callender@iccm-uk.com">julie.callender@iccm-uk.com</a></p> <p>website: <a href="http://www.iccm-uk.com">www.iccm-uk.com</a></p>
<b>Local Government Ombudsman</b>	<p>Address: PO Box 4771, Coventry, CV4 0EH</p> <p>Tel: 0300 061 0614 or 0845 602 1983</p>

	<p>e-mail: <a href="mailto:advice@lgo.org.uk">advice@lgo.org.uk</a></p> <p>website: <a href="http://www.lgo.org.uk">www.lgo.org.uk</a></p>
<b>Ministry of Justice</b>	<p>Address: 102 Petty France, London SW1H 9AJ.</p> <p>Tel: 020 3334 3555</p> <p>e-mail: <a href="mailto:general.queries@justice.gsi.gov.uk">general.queries@justice.gsi.gov.uk</a></p> <p>website: <a href="http://www.justice.gov.uk">www.justice.gov.uk</a></p>
<b>National Association of Memorial Masons (NAMM)</b>	<p>Address: 1 Castle Mews, Rugby, Warwickshire CV21 2XL.</p> <p>Tel: 01788 542 264</p> <p>e-mail: <a href="mailto:enquiries@namm.org.uk">enquiries@namm.org.uk</a></p> <p>website: <a href="http://www.namm.org.uk">www.namm.org.uk</a></p>
<b>The Diocese of Leicester</b>	<p>Contact: Advisor for the Care &amp; Development of Church Buildings.</p> <p>Address: Dioceses of Coventry &amp; Leicester, 1 Hill Top, Coventry, Warwickshire CV1 5AB.</p> <p>website: <a href="http://www.leicester.anglican.org">www.leicester.anglican.org</a></p>