

# **Colburn Hipswell & Scotton Joint Burial Authority**

## **MEMORIAL SAFETY POLICY**

Adopted August 2021

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## **1. INTRODUCTION**

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

It is important that you are aware that by placing a memorial in Hipswell cemetery you are accepting their rules and regulations.

Colburn, Hipswell, Scotton Joint Burial Authority is duty bound under the Management of Health and Safety at Work Regulations Act 1974 to assess reasonably foreseeable risks from its activities and to put in place control measures that will reduce the risks- so far as is reasonably practicable.

It is the Burial Board's intention to follow the latest guidance from the Institute of Cemetery and Crematorium Management (ICCM) on memorial safety and to take appropriate action to any memorial deemed unsafe within the cemetery.

Your appointed memorial mason will advise you of the choice of memorials available relative to the cemetery and ensure that an Exclusive Right of Burial grant has been purchased.

Your appointed Memorial Mason will submit an application form on your behalf. This will be discussed at the next available Burial Board meeting where approval will be sort. No memorial may be erected without permission of the Burial Board.

## **2. MEMORIAL RESPONSIBILITY**

The memorial is the sole responsibility of the grave owner and does not become the property of the Burial Board. The Burial Board therefore accepts no responsibility or liability for any vandalism caused to any memorial. It is your responsibility to ensure that the memorial is maintained in a safe condition and does not pose a hazard to the visiting public or cemetery contractors. If found to be in an unsuitable condition the memorial will be made safe by the Burial Authority, which may mean laying the memorial flat and a notice posted on the memorial. If not repaired or contact made within 3 months of this action, and there has been no response to subsequent notification, the memorial may be removed. The Burial Board will not accept any responsibility for any damage to the memorial. The owner will be responsible for the cost of re-erecting their memorial.

Memorial masons are legally liable for the work they carry out and should ensure that memorials are erected safely and in accordance with current standards.

Claims for poor workmanship can be made up to 6 years after the memorial has been installed. Should a Burial Authority identify a memorial that has become unstable due to non - compliant installation within 6 years of installation the memorial mason must rectify the matter free of charge.

## **3. CEMETERY MAINTENANCE**

It is the aim of the Burial Board to provide the highest possible standards of cemetery maintenance within the finances available. Should you have any queries or concerns regarding any aspect of these functions, they can be addressed to the clerk via email [chsiba@outlook.com](mailto:chsiba@outlook.com)

I am sure that you will appreciate it is inevitable that grass may blow onto memorials during mowing operations. Every effort will be made to minimise this problem and we apologise for any inconvenience caused.

We realise that what pleases one can offend another and, in an effort, to preserve the dignity and appearance of the cemetery, there are specific regulations in place of which you are advised to make yourself aware of.

You can view the cemetery regulations on the Burial Boards website, [www.hipswellcemetery.co.uk](http://www.hipswellcemetery.co.uk)

If you wish to place a Christmas wreath or a similar tribute on the grave of a loved one, we are sure you will appreciate that if left for a long time they can damage the grass, deteriorate and become unsightly. It is for these reasons that we will remove all wreaths by the end of February.

#### **4. MEMORIAL TESTING**

CHSJBA will carry out visual checks and hand test on all memorials in the cemetery on a yearly cycle. The visual check is looking to see if there are any signs of cracking, whether it is leaning and whether the joints are intact. The hand test involves standing to one side of the memorial and applying firm but steady pressure by hand.

#### **5. RISK CONTROL**

Different identified levels of risk will result in the following action.

Low risk memorials- Inspect on a 3 year cycle.

Medium risk memorials – Inspect on a 2 year cycle, warning sign, stake or cordon off until further action can be taken.

High risk memorials – Inspect on a 1 year cycle, warning sign, cordon off, part bury or lay flat until further action can be taken.

Memorials will only be laid flat when action is necessary to prevent immediate risk to health and safety.

Memorials over 2.5m will be visually inspected and risk assessed. If any further investigations are required they will be undertaken by qualified personnel.

#### **6. INSPECTION RECORDS**

All memorials will be inspected on a 3 year cycle and a record kept of the inspection. Records will include information that will assist in locating memorials in future inspections, information on the visual and hand tests, an assessment of the priority and any action taken. Digital photographs may also be taken as a permanent record.

#### **7. REGISTRATION SCHEME FOR MONUMENTAL MASONS**

The following procedures will be applied to all memorial masons registered to work in Hipswell Cemetery.

Each memorial mason must be registered with Colburn Hipswell Scotton Joint Burial Authority by complying with the following terms and conditions;

- 1 Accreditation to NAMM or BRAMM
- 2 Provide all memorial construction details
- 3 Provide all grave owners with a guarantee of materials and workmanship for a minimum of 6 years
- 4 Adequate public liability insurance, to the value of £5,000,000
- 5 Experience and Qualifications
- 6 All fixings must comply with the National Association of Memorial Masons (NAMM) code of working practices and BS8415
- 7 Testing certificates should be provided to prove that memorials and any component ground anchor and lock down systems have been designed to meet BS8415
- 8 Acceptance of rules and regulations

## **8. MEMORIAL APPLICATION FORM**

Memorials are not to be installed before the minimum installation date to ensure adequate ground settlement to provide as much stability as possible, ie 6 months.

It is your appointed memorial mason's responsibility to ensure the memorial is placed on the correct grave and to the required standards and that the ground is reinstated satisfactorily.

## **9. GENERAL**

Please advise the Clerk of any change of address so that we can update our cemetery records. This is very important should there be a need for future correspondence.

Clerk:

Bev Partridge

24 Woodlands Way

Hurworth Place

Hurworth

Darlington

Co Durham

DL2 2HP

Mobile: 07811 353561

Email: [chsiba@outlook.com](mailto:chsiba@outlook.com)