

The Process for Memorial Safety Inspections

General Notes:

- Memorial Safety Inspections will be taking place within Rother District Council (RDC) owned and managed sites, commencing in July 2017 and will form part of the ongoing management of the cemeteries.
- RDC follow the Institute of Cemetery and Crematorium Management (ICCM) guidelines for Memorial Safety Inspections.
- Information relating to areas being inspected will be provided in each of the cemeteries.
- A list of all the memorials that have not passed the inspection will be available on our website www.rother.gov.uk/memorialinspections . Please be aware that this will not disclose any details other than the Section, Division and Plot Number.
- All memorial inspections will be completed by a trained Officer.

Safety Inspection process:

- Risk assessments of cemetery sections have been completed and these will indicate the areas to be prioritised.
- An initial assessment of each memorial will be undertaken and will include noting the angle at which it is sitting, examining joints, noting any cracks, ground conditions, age etc. After which the following process, as laid out in the ICCM guidance, will be followed:

Under 500mm high

- A hand test is completed on the memorial and notes taken.
- If the test shows signs of movement this is noted and a risk assessment is completed.
- Following the risk assessment the memorial will either be categorised as unsafe and requiring works or safe.
- If safe a retest is noted for within 12 months.
- If found to be unsafe RDC will make safe until such time that a full repair can be carried out, which will include the installation of signage advising the memorial is unstable or if in **immediate** risk of falling the memorial will be laid down.
- If the memorial fails the safety inspection the holder of the grant of exclusive rights of burial (grant holder) is notified and advised to complete repair work within 12 weeks. Where possible the grant holder will be given 28 days' notice before a memorial is laid down.
- If repair work is not completed by the grant holder within the set time period RDC will lay the memorial down.

- If the hand test shows no sign of movement this is noted and a retest is recorded for five years.

Between 500mm and 1500mm high memorials

- Hand test is completed on the memorial and notes taken.
- If the test shows signs of movement this is noted and a risk assessment is completed.
- Following the risk assessment the memorial will either be categorised as unsafe and requiring works or safe.
- If safe a retest is noted for within 12 months.
- If found to be unsafe RDC will make safe until such time that full repair can be carried out, which may include the installation of signage advising the memorial is unstable, installing supports if suitable or if in **immediate** risk of falling the memorial will be laid down.
- Where possible the grant holder will be given 28 days' notice before the stone is laid down.
- There may be a requirement to mechanically test memorials that have failed the hand test; however this will only be carried out where a specific need to identify the stability is required.
- If a hand test shows no sign of movement a mechanical test at 25kg is applied to confirm stability.
- If the memorial passes the mechanical test it is noted as safe and a retest is recorded for five years.
- If the mechanical test shows signs of movement this is noted and a risk assessment is completed.
- Following the risk assessment the memorial will either be categorised as unsafe and requiring works or safe.
- If safe a retest is noted for within 12 months.
- If found to be unsafe RDC will make safe until such time that full repair can be carried out, which may include the installation of signage advising the memorial is unstable, installing supports if suitable or if in **immediate** risk of falling the memorial will be laid down.
- Where possible the grant holder will be given 28 days' notice before the stone is laid down.
- If the memorial fails the safety inspection the holder of the grant of exclusive rights of burial (grant holder) is notified and advised to complete repair work within 12 weeks.
- Where possible the grant holder will be given 28 days' notice before the stone is laid down.
- If repair work is not completed by the grant holder within the set time period RDC will lay the memorial down.

Between 1500mm and 2500mm high memorials

- The memorial is inspected visually for any indication that the memorial may be unstable and a risk assessment is completed.
- Any memorial found to be at **immediate** risk of falling will be laid down. Until such time as this can be completed signage, fencing etc... may be used.
- If there are no signs that the memorial is unstable a hand test will be completed on those memorials deemed suitable and notes taken.
- If the hand test shows signs of movement this is noted and it is assessed for risk. Following the risk assessment the memorial will either be categorised as unsafe and requiring works or safe.
- If safe a retest is noted for within 12 months.
- Those requiring works will have a notification placed on the memorial, if required barriers installed or if at **immediate** risk laid down.
- If a hand test shows no sign of movement a mechanical test at 25kg will be applied to those memorials deemed suitable to confirm stability.
- If the memorial passes the mechanical test it is noted as safe and noted for a retest in five years.
- If the mechanical test shows signs of movement this is noted and the risk assessment is updated. The outcome of the risk assessment will confirm the next actions, which may include a retest within 12 months, the installation of signage advising the memorial is unstable or if in **immediate** risk of falling, the memorial will be laid down.
- If the memorial fails the safety inspection the holder of the grant of exclusive rights of burial (grant holder) is notified and advised to complete repair work within 12 weeks.
- If repair work is not completed by the grant holder within the set time period RDC.

Over 2500mm high memorials

- The memorial is inspected visually for any indication that the memorial may be unstable and a risk assessment is completed to confirm if the memorial is either stable or requires a survey.
- The survey will be conducted by the Cemeteries Officer alongside a Registered Stonemason or a Structural Engineer.
- Any memorial found to be potentially unstable will be cordoned off pending a detailed inspection.
- The inspection report will recommend what action is required and may include repair works or if in **immediate** danger of falling being laid down.
- If there are no signs of wear and damage and the memorial is considered stable and noted for retest in 5 years.

- If the memorial fails the safety inspection the holder of the grant of exclusive rights of burial (grant holder) is notified and advised to complete repair work within 12 weeks.
- If repair work is not completed by the grant holder within the set time period RDC will conduct a further inspection and update the risk assessment. If required the memorial will be laid down.