



Memorials Management Policy

Introduction

The City of Bradford Metropolitan District Council (CBMDC) has a duty of care to ensure the safety of employees, contractors and visitors who come into contact with any form of memorialisation in council operated cemeteries.

The Council is authorised to implement a memorial safety policy and procedures under the provisions of the Local Government Act 1972, Local Authorities' Cemeteries Order 1977, and the Health and Safety at Work Act 1974.

The Council also recognises its responsibility to ensure that all forms of memorialisation are both appropriate to their surroundings and also acceptable to the majority of cemetery users.

A 'memorial' is a 'permanent structure' that commemorates a deceased person such as a headstone and/or grave surround erected by a registered monumental mason or any memorial available from the Council.

Any other form of memorialisation will be referred to as 'memorabilia'.

This document details the policy and procedures adopted by CBMDC in January 2018 for the management of memorialisation in cemeteries under the Council's control.

CBMDC employees involved in cemetery management will be appropriately trained and should follow these procedures designed to implement the Council's policy on memorial safety.

Memorial Policy Statement

CBMDC is committed to providing safe, secure and appropriate memorials within its cemeteries.

The Council recognises the wishes of many residents to remember loved ones with a memorial but is also mindful of the diverse views of the many users and visitors to these cemeteries.

The Bereavement Service will therefore ensure that the memorial process is managed and regulated for the mutual benefit of all through this Memorials policy which is in line with the 'Charter for the Bereaved'.

The purpose of this policy is to define clear and measurable requirements for 'permanent' memorials whilst setting out a framework to deal with other forms of memorabilia within its cemeteries and remembrance gardens.

The policy will seek to adopt as flexible approach as possible to individual wishes within a broader framework of rules and regulations that are considerate of the wishes of all users.

Objectives

This policy will deliver the following key objectives and seek to:-

- Be clear and easily understood by residents and cemetery users
- Minimise the risk of injury to any cemetery user arising from memorials or memorabilia
- Provide a range of options for those seeking to install a memorial
- Establish responsibility for the construction, maintenance, repair and replacement of memorials
- Ensure memorials have common elements of appearance, style and size
- Identify a process for the removal of all unauthorised memorials
- Provide guidance over the use of memorabilia and the enforcement process

Memorial Installation

Burial authorities have a duty to control dangers within their sites as far as is reasonably practicable by applying best practice principles within available resources.

Although responsibility for the safety and stability of memorials rests with the grave owners (assuming they can be traced), local authorities have a duty of care to protect the public and its employees.

Therefore, in order to minimise the risk to public safety, the Council requires that all memorials are installed by an approved monumental mason acting in accordance with the regulations contained within **Appendix 1 – Regulations for Monumental Masons and Appendix 1a – Memorial Criteria**

BDMDC reserves the right to remove any unauthorised memorials and to recharge the grave owner for their removal.

Memorial Inspection, Safety & Repair

The owner of a memorial has the responsibility to maintain the memorial in a good condition following the installation by an approved memorial mason.

CBDMC has health and safety responsibilities to its employees, contractors and visitors to cemeteries and will adopt appropriate procedures to inspect, identify and remove any dangerous or unstable memorials.

This procedure is detailed within **Appendix 2 – Memorial Safety & Inspection**.

Memorabilia Regulation

Memorabilia is categorised as all forms of memorialisation other than authorised formal memorials such as headstones and kerb surrounds to graves or plaques available from the Bereavement Service.

This regulation seeks to adopt as flexible approach as possible to individual wishes within a broader framework of rules and regulations that are considerate of the wishes of all users.

The Council's Bereavement Service shall be the final arbiter where subjective judgements and/or interpretations of these rules are required

The following items of memorabilia are not permitted in any circumstance:-

- Any glass item
- Fencing or borders or any other item with sharp or dangerous edges or points.
- Any item deemed to be offensive, dangerous or unseemly
- Food or drink
- Any item over 300mm (12 inches) in height

No types of memorabilia will be allowed within Gardens of Remembrance other than flowers contained within authorised memorials or laid on the ground.

Any memorabilia which is considered 'overbearing' in terms of scale or content to adjacent plots will be removed.

Any memorabilia which is considered significantly damaged, distressed or dishevelled will be removed

Memorabilia is left entirely at the owners risk and the Council will take no responsibility for any damage or loss. This includes any damage or loss caused by any Council employees carrying out their duties unless malicious intent can be proven

The Council reserves the right to remove, without notice, and dispose of any items not permitted and as detailed above.

Uncontained flowers are allowed at any time, subject to the remaining conditions above.

Review of this Policy and Procedures

This policy and these procedures will be under regular review with any pre-authorised changes tracked for inclusion in formal reviews carried out every 5 years by CBDMC.

Appendices

- 1 - Regulations for Monumental Masons and Appendix
- 1(a) - Memorial Criteria
- 2 - Memorial Safety & Inspection.

Appendix 1

Regulations for Monumental Masons Working in the City Of Bradford Metropolitan District Councils Operated Cemeteries

1. The Scheme

The City of Bradford Metropolitan District Council will maintain a Register of Approved Monumental Masons.

No Monumental Mason will be allowed to work within any of The City of Bradford Metropolitan District operated Cemeteries if they are not included on the approved register.

For inclusion on the City of Bradford Metropolitan District Council Monumental Masons Register, Monumental Masons must be accepted on the NAMM or BRAMM Business Accreditations Registers, employ licensed Fixers and maintain appropriate Public Liability and Employers Insurance policies.

Only licensed Monumental Masons / Fixers will be permitted to carry out fitting, repair or refurbishment of memorials within any of The City of Bradford Metropolitan District Council operated cemeteries.

Non accredited / licensed persons may only work in the cemetery under the direct supervision of a **Licensed Memorial Mason/Fixer.**

The City of Bradford Metropolitan District Council Bereavement Services will not allow third party Monumental Masons to produce memorials. Each memorial must be supplied and fixed by the named Monumental Mason on the Cemetery Memorial Application Form

If a memorial company or individual monumental mason is removed, excluded or suspended from the BRAMM or NAMM Registers then the City of Bradford Metropolitan District Council may also take the decision to remove that memorial company or individual monumental mason from working within the districts cemeteries.

The Bereavement Services must be provided with photo copies of Accreditation/Registration certificates and Fixer licences. The Authority must be notified of any changes in status or amendments to business accreditation or licensed employees.

Applications for inclusion on the register for new Monumental Masons or Memorial companies will be considered by Bereavement Services on receipt of a fully completed application from the Monumental Mason. In all cases the lead Monumental Mason / Fixer responsible for individual installations must be clearly identified on the Cemetery Memorial Application Form.

Each Monumental Mason will be required to confirm that they will comply with all Bereavement Services regulations and guidelines at all times, will adhere to the Bereavement Services Health and Safety policies and develop their own Health and Safety Policies.

All Monumental Masons must commit that all work is compliant with the latest version of **BS8415** at the time of installation.

Monumental Masons are responsible for ensuring they are working to the most recent standard. All updates to the standard and guides must be adhered to as soon as practically possible.

Copies of the mason's public and employer's liability insurance policies must be provided to the Bereavement Services annually. Public liability cover for £5 million for any one incident and Employers liability cover to the minimum value of £10 million will be required. Extant levels of cover will be reviewed periodically and may be amended with due notice to observe national or industry guidelines.

No Monumental Mason will be permitted to work in any of the districts cemeteries without the appropriate insurance cover. Any sub-contractor employed by the Monumental Mason working within the cemetery must also have adequate insurance policies in place. Bereavement Services will require confirmation of sub-contractor's insurance details.

Failure to comply with City of Bradford Metropolitan District Council regulations may result in temporary or permanent exclusion from the registration scheme (see section 7: Failure to comply /misconduct).

2. The Cemetery Memorial Application Form

A Cemetery Memorial Application Form **MUST** be completed for all activity within districts cemeteries This includes; the erection of new memorials, re instatement of existing memorials, installation of memorial tablets or vases, adding or amending inscriptions, cleaning and/or any renovation or repair including stability failure rectifications.

The completed application form must be submitted to the relevant Bereavement service office and duly approved **before** any work is carried out in any of the districts cemeteries The Application form must be signed by the legitimate grave owner(s), fully completed by the Memorial Mason firm providing all technical information regarding the construction of the memorial and identifying the licensed fixer who will be responsible for installing the memorial.

In the case where a memorial is to be removed for interment, the person arranging the funeral will have provided permission to remove the memorial on the interment form. However this person may not be the legal owner for the grave or the person legally entitled to be granted ownership of the grave. It is advisable to contact Bereavement Services to ascertain the correct details regarding grave ownership **before** taking action on any memorial work. **All** of the legitimate grave owners **must** sign the Cemetery Memorial Application Form to install a memorial. Please contact Bereavement Services for further advice.

No variance to the information as entered on the original Cemetery Memorial Application Form will be allowed without prior notification to, and approval of, Bereavement Services. If deemed necessary a complete new application form may be required.

Payment of any memorial fees is required in full upon submission of the completed Cemetery Memorial Application form. General refurbishments, cleaning and stability rectification do not attract a fee.

3. Appointment system and Photographs of Installation

No Monumental Mason will be allowed to enter any of the districts cemeteries **for any reason** without first contacting the Bereavement Services Office. This procedure will also apply when Monumental masons are visiting to inspect, prepare quotes or measure up for future work.

Permitted hours of entry are: **Monday to Friday 9.30am to 4.00pm.** No activity will be allowed outside these times or on public holidays unless by prior arrangement and with specific permission from the Bereavement Services Manager.

Following the approval of the Cemetery Memorial Application Form a permit will be issued and an appointment requesting to carry out the proposed works must be made to the Bereavement Services Office **at least 72 hours before** the intended visit this is so the Senior Bereavement Services Officer at his or her discretion allow for the Random inspections of installations to take place.

Entry may be denied if a burial or service is taking place, or if cemetery maintenance, training or stability testing is in progress. Under the provisions of the Local Authority Cemeteries Order 1977 Bereavement Services has the right to refuse or restrict entry to the cemetery grounds.

Upon arriving at the cemetery the Monumental Mason must contact the Bereavement Services Office, stating the purpose of the visit. The Monumental Mason must carry at all times **approved permits as these may be asked for by an Officer from the Council.** The mason must sign off each job as it's completed when they leave the cemetery or if they leave the cemetery and do not intend to return that day. If the mason needs to leave site and return to complete or carry on with the work later that day it will not be necessary to sign out.

When a mason is required to remove or dismantle a memorial to accommodate an interment an advance appointment will not be required as the administration office would have already liaised with the Funeral Director or the appointed mason regarding the removal of the memorial. The Monumental Mason must still contact the Bereavement Services Office on arrival and verify the intended works before proceeding into the cemetery.

The register / appointment system must be adhered to at all time to allow the cemetery management to comply with its statutory duties to ensure memorial work is compliant with BS8415 and is conducted legitimately within the districts cemeteries.

4. Standard of Workmanship

All memorial construction, installation and refurbishment must adhere to the latest version of BS8415 as a minimum. The Mason must also ensure that workmanship is of reasonable merchantable quality as per the requirements of the Sales of Goods Act 1979

All work must be structurally guaranteed at the cemetery for a minimum period of 30 years

Bereavement Services requests that all Monumental Masons make their customers aware of the availability of memorial insurance and provide customers with written guarantees or certificates of conformity.

All new and re-instated memorials **MUST** have the grave number clearly engraved on the side or rear of the headstone base.

On sloping or uneven ground the NAMM COWP/BRAMM Blue Book guidelines must be maintained at all times to accommodate the prevailing ground condition and ensure the installation meets the requirements of BS8415.

It is important that when considering re using existing foundations the Monumental Mason is satisfied that the foundations are in an acceptable condition, will accept a ground anchor system (if required), meet present cemetery regulations and will satisfy the latest version of BS8415.

The foundations, dowelling and ground anchor systems must be installed to BS8415 and be of suitable grade and construction to adequately support the memorial to satisfy Bereavement Services testing procedures.

Only stainless steel dowels must be used of a grade not less than A302 and of a length to ensure correct engagement. During refurbishments or repairs, dowels that don't comply with the latest version of BS8415 must be replaced.

For memorials over 625mm in height the use of a Lockdown Collar system alone is not permissible on a free standing foundation. An approved ground anchor system must be installed. A Lockdown Collar system can be used on free standing foundations in conjunction with a suitable sized ground anchor. Refer to the NAMM COWP for selection details. All anchor systems must be of the correct size and installed to BS8415 and comply fully with the manufacturer's instructions.

Bereavement Services will periodically observe the installation of memorials in detail or may request to inspect the elements of the memorial before it's installed. The Monumental Mason must be able to demonstrate that all memorial surfaces have been correctly prepared, dowel holes are correctly sized and that the correct specification of dowels and ground anchors are being used. If deemed necessary the Bereavement Service may request that a memorial is dismantled for detailed inspection. This will be completed initially at the Masons cost and liability but reimbursed should all elements of the monument be found to meet all of the required specifications.

The Mason must always leave the grave and the surrounding area clear of any debris and waste material. **At no time shall any waste materials be deposited anywhere within the districts cemetery grounds.**

Grave surfaces must be leveled and left in a clean and presentable condition after work has been carried out. Ground protection must be used in wet conditions.

Care must be taken that neighboring memorials or graves have not been soiled or damaged by the work being carried out. It is the Monumental Mason's responsibility to make good any damage and to clean the area.

When removing traditional kerbs or old memorial sets, all debris must be completely removed from the district cemetery sites. If a kerb set is not being replaced the Monumental Mason must level the grave area and make good the ground with top soil or turf. If seeding is needed a request should be made to the Bereavement Services Office.

When dismantling or removing traditional kerbs or memorials for further interment **all elements of the memorial** including foundations and chippings must be completely removed from the cemetery site. It is not permitted to re instate any memorial within six month following the re-opening of a grave. This does not include memorials associated with interring cremated remains.

The City of Bradford Metropolitan District Council reserves the right to deny permission to install a memorial if it deems the ground is not stable.

Completed works will be inspected by Bereavement Services or an independent Monumental Mason to check the memorial complies with the details provided on the permit form and to BS8415. Should there be an issue such as; non-compliance to BS8415, a variance to the permit, misalignment, or the area has not been left in an acceptable condition, the Monumental Mason can be instructed to return to the cemetery and carry out any remedial work deemed necessary by cemetery management.

5. Testing Procedure

Bereavement Services operate a rolling testing programme to inspect the stability of all memorials to BS8415. All memorial installations must satisfy these test procedures. See Appendix 2.

6. Failure to comply/misconduct

Bereavement Services will review the continued inclusion of a Monumental Mason on the Register as a result of suspension, removal or exclusion from the NAMM or BRAMM National Register.

Bereavement Services reserves the right to notify NAMM or BRAMM of any concerns it may have regarding the standard of a Monumental Mason's workmanship or failure to comply to cemetery regulations.

A "cumulative" penalty system will be applied to deal with minor failures by any Monumental Mason to comply with these regulations. The Bereavement Service retains the right to issue an immediate and proportionate level of stage action in response to any major compliance failures by any Monumental Mason.

"Monumental Mason" refers to the memorial company **and /or** the individual mason named as the lead mason on the memorial permit application form, or any person working in the cemetery in conjunction with or under a masons employment or instruction.

Penalty procedures

Stage 1: A minor breach of the regulations will result in a first written warning being issued. The warning will remain on record for a period of twelve months. If no further breach of the rules occurs during this time the warning will be removed from the records.

Stage 2: If during the course of the twelve month period there is a further minor breach of the regulations, a second written warning will be issued. This will remain on record for two years. **If no further breach of the rules occurs in the two year period, the warning will be removed** from the records

Stage 3: If during the course of the two years following a second written warning there

is a further breach of the rules the Monumental Mason concerned will be forbidden to carry out any work within the districts cemeteries for a **period of twelve months.**

Stage 4: If a Mason who has returned from a period of exclusion again breaches the rules within twelve months they will be forbidden to work within the districts cemeteries for a **minimum period of two years.**

Major compliance failures or acts of misconduct by any Monumental Mason will be assessed on an individual basis and the Bereavement Service reserves the right to issue any level of stage action in response including the possible exclusion of the Monumental Mason followed by appropriate notification to NAMM. and/or BRAMM

A new application to re-join the approved register must be made following any period of exclusion.

The following, non-exhaustive, list includes examples of situations/actions that would be considered as **Major**:-

- **Installation not complying to BS 8415**
- **Installation of a non-approved memorial**
- **Dangerous working practices**
- **Major variance to details provided on permit**
- **Intentionally providing false or fraudulent information on a permit application**
- **Abusive or aggressive behaviour towards any third party**

Monumental Masons will have the right of appeal against any of the above sanctions being imposed by writing within 14 days of the decision being made to the Bereavement Manager explaining the grounds of the appeal.

The Bereavement Manager will consider the evidence submitted by both sides which may include the requirement of face to face meetings to ensure adequate and reliable evidence is available to inform the final decision. Appeal decisions shall be made based on the stated requirements within the entirety of the Memorials Policy and also to ensure imposed penalties are proportionate to the breach/es.

Ignorance of the requirements within the Policy shall not be grounds for appeal.

Appendix 1(a)

Memorial Criteria

Materials

- Memorials must be stone, granite, marble or other approved material and of approved design

Upright Memorial Sizes

- Must not exceed 1.2 meters in height (determined from ground level), 900mm in width and 375mm in thickness/breadth
- Headstones exceeding 750mm in height and/or 600mm in width must be at least 75mm in thickness
- The width of a memorial can cover a double grave space but must not exceed 1.8 meters in width, other dimensions are as above

Lawned Grave sections

- Memorial Vases must be incorporated in the base of the memorial or placed in the centre of an earth border. If not part of the memorial, the vase must not exceed 300mm in any dimension

Cremated Remains Plots

- Upright memorials must not exceed 510mm in height, 560mm in width and 460mm in thickness/breadth
- Recumbent Tablets must not exceed 400mm in width, 400mm in breadth and should be at least 100mm thick with provision for a flower container
- This is the only type of memorial permitted in Nabwood, Bingley and Ilkley Cemeteries

Surrounds

- Full length – where permitted, external dimensions of full length surrounds must not exceed 100mm in height, 900mm in width and 2100mm in length
- Miniature surrounds – at the grave head may be permitted. External dimensions must not exceed 100mm in height, 900mm in width and 750mm in length when measured from the back of the memorial to the external edge of the front kerb. The memorial and any planting should be contained within that area
- The surrounds must be stone, granite, marble or other approved material of approved design and must be of the same material as the upright memorial

Identification

- The number of the grave or vault corresponding with the grave register **MUST** be cut in small lettering at the side or rear of the memorial and in no other place
- Where appropriate the Anchor Symbol should be cut to indicate that there is an anchor fitted for any future removals that may be necessary

- The name of the Monumental Mason **MAY** be cut in small lettering at the side or rear of memorial and in no other place
- Under **NO** circumstances can contact telephone numbers be cut in any part of the memorial

Inscriptions

- Inscriptions which in the officer's opinion are improper or undesirable will not be allowed and if such an inscription has been cut without prior approval, the owner of the right of burial or of the memorial shall have it removed at his/her own expense so that the appearance of the memorial is not impaired

Woodland Area

- **No memorials of any description are permitted in woodland burial areas and THE COUNCIL RESERVE THE RIGHT TO REMOVE ANY MEMORIAL FOUND TO BE PLACED IN THIS AREA**

Appendix 2

Memorial Safety & Inspection

1. Background

A burial authority have a duty under the Health and Safety Act 1974 and the Occupiers Liability Act 1957 legislation to control dangers within their sites as far as is reasonably practicable by applying best practice principles within available resources. Although responsibility for the safety and stability of memorials rests with the grave owners (assuming they can be traced), local authorities have a duty of care to protect the public and its employees.

Appropriate procedures need to be in place to enable identification and removal of dangerous unstable memorials to prevent claims of negligence being made either corporately and/or individually.

In order to minimise the risk to public safety, the Council reserves the right to remove any unauthorised memorials and recharge the grave owner for their removal. The process for authorisation of memorials is explained in Appendix 1.

1.1 Responsibilities for Memorial Safety

The following parties have responsibility for memorial safety in Council cemeteries:-

- (a) CBDMC has health and safety responsibilities to its employees, contractors and visitors to cemeteries
- (b) A monumental mason is legally liable for the work they carry out and should ensure that memorials are erected safely and in accordance with the current NAMM Code of Working Practice and BS8415 which are industry recognised standards. This responsibility is placed on masons in the Consumer Protection Act 1987, the Sale of Goods Act 1979 (amended 1994), the General Product Safety Regulations 2005 and the Directive on Liability for Defective Products (85/374/EEC) The latter was introduced in the UK in August 2003. Claims for poor workmanship can be made up to 6 years after the memorials have been installed. The monumental mason has the responsibility to work in accordance with the Council's conditions and specifications for memorials.
- (c) An owner of a memorial has the responsibility to maintain the memorial in a good condition.

1.2 Inspection, Survey and Risk Assessment

Examples of initial warning signs of memorial instability:

- Leaning 3 degrees or more from vertical
- Cracks in headstone or base / loose joints
- Movement if rocked

- Ground settlement
- Waterlogged ground
- Missing structural parts

Reasons for memorial deterioration and instability can include:

- Accidental impact damage
- Animal activity
- Encroaching tree root
- Inadequate fixing
- Inferior materials
- Lack of maintenance
- Poor workmanship
- Subsidence
- Vandalism
- Weather/storm damage
- Weathering
- Weed killer chemicals

1.3 Existing memorials can broadly be divided into the following:

- Memorial Types
- Modern Lawn memorials
- Full grave Kerb sets / ledgers
- Monoliths
- Multi component/ example, cross and tiered bases, book on rests
- Large traditionally constructed memorials
- Small upright memorials under 625mm/ tablets and inscribed vases

1.4 Risk Assessment.

The Ministry of Justice and BS8415 states that a Memorial Policy should adopt a 'Risk Based and Proportionate' approach to managing memorials:

- Identify hazards ~ usually potentially unstable memorials
- Identify who might be harmed and how ~ employees, contractors or members of the public
- Evaluate the risk of a memorial falling and harming someone and decide the precautions and action needed to control or remove the risk
- Record the significant findings of the risk assessment

- Review the risk assessment periodically to see what, if anything has changed and update accordingly.

1.5 Assessment of Memorials

Where there are visual indications of potential instability or during periods of routine inspection the following inspection procedures are followed:

- After an initial visual inspection checking by hand is appropriate for many memorials, such as modern, lawn type, and smaller stepped designs or tiered crosses
- The hand check is carried out by standing to one side of the memorial and applying a firm but steady pressure (max 25kg) in different directions to determine to what degree, if any, the headstone is loose
- If some instability is detected following the hand check, a judgment is made as to whether this movement is limited, or whether there is sufficient movement for the memorial to present a health and safety risk, based on this qualified assessment appropriate action will be taken
- Many memorials installed on independent foundations in recent years are fitted with a ground support system. These memorials may move but do so within designed tolerance limits and so long as the memorial locks on an approved anchor it presents no danger of collapsing
- Larger, heavier taller memorials, such as columns or obelisk types etc., may require detailed assessment by a specialist constructional engineer if concerns are raised during an initial assessment. All memorial assessments and the recording of inspection details will be carried out by operatives who are appropriately trained and qualified for their specific task. **MOJ and BS8415 guidance state the routine use of mechanical test instruments as inspection tools is not recommended.**

2. *Notice of Intent*

- 2.1 For memorials that are inspected immediately prior to an imminent burial taking place no notice will be given and any memorial found to be unsafe will be temporary supported and a warning notice attached.
- 2.2 Prior to any memorials being inspected as part of the inspection programme, reasonable steps will be taken to inform grave owners and members of the public of the intention to inspect memorials and remove the danger from unsafe memorials.
- 2.3 This will involve placing notices on the cemetery gates and elsewhere in the cemetery as appropriate one month prior to inspection.

3. *Procedures for Memorial Inspection*

- 3.1 These procedures have been formulated to be in compliance with Ministry of Justice 2009 and current BS8415 guidance, H S E directives and the NAMM Code of Working Practice, with due regard to the Institute of Cemetery Crematorium Management (ICCM) and Ombudsman Special Report on Memorial Safety in local authority cemeteries.
- 3.2 The management of memorial safety in Council controlled cemeteries is based on a risk assessment approach. This will involve attempting to identify those memorials that present an immediate and significant hazard to individuals and making them safe.
- 3.3 Action will be taken to deal with memorials identified as being unstable but not an immediate hazard, to prevent these memorials becoming a risk to safety in the future.
- 3.4 Any memorial less than 625mm is not required to be push tested as these are not considered to present a serious risk or danger to visitors or staff. However, they will still be assessed and their condition and details recorded
- 3.5 Larger, heavier memorials of 1.5m height and above are potentially the most hazardous. The age of the memorial, ground conditions, local knowledge and public accessibility will be other factors used to guide inspecting staff in determining the priority of memorial inspections
- 3.6 Appropriately trained and qualified staff employed by, or contracted to, the Bereavement Service will inspect and assess all memorials. The inspection will comprise of a visual assessment and a hand test where deemed appropriate and safe.
- 3.7 Further guidance regarding the stabilising of large/ heavy/ tall/ complex/ memorial structures will be sought from a structural engineer or suitably qualified stone mason.
- 3.8 Bereavement Services will devise a suitable pro-forma for recording memorial inspections
- 3.9 The trained and qualified inspecting officers will identify memorials in one of three categories:

Category 1 - not dangerous/safe
Category 2 - unstable but unlikely to cause immediate danger/ In need of temporary support
Category 3 - requires immediate attention/unsafe
- 3.10 Memorials will be inspected on a 5-year rolling programme once the initial inspections have been completed.

4. Remedial Action

4.1 Assessed Category 2 Memorials

The following action will be taken without delay:

- Place a Yellow Category 2 Notice in a suitable position on the memorial to warn of the unstable condition of the memorial

- Where the grave owner or next of kin can be identified, a Category 2 Letter must be sent within 5 working days of the inspection requesting memorial repair within 2 months.
- Identified unsafe memorials will be made safe with temporary support as deemed suitable to secure the memorial until the next scheduled inspection date. The costs of this work will be recharged to the owner, where known, together with an administration charge of £50 or 10% of the cost of the work, whichever is the greater.
- If the memorial is less than 6 years old and the mason that installed the memorial is known they shall be notified in order to arrange re-fixing to NAMM Code of Working Practice and current BS8415 standards
- Where a Category 2 memorial is repaired by a monumental mason, the completed repair must be inspected by Cemetery Staff, or the inspecting contractor. A schedule of Memorial Repairs should be forwarded to the Council by the monumental mason carrying out the repair. This will provide confirmation that the repair has been carried out in accordance with the Council's conditions and specifications for memorials.
- Memorial repairs must be carried out to approved National Association of Memorial Masons (NAMM) standards, irrespective of the period still to elapse on the grant to erect a memorial.
- Where the grave owner or relation has taken no action to repair a memorial as requested, the memorial may be laid down on wooden batons or repaired and the costs of either action will be recharged to the owner.
- Where the grave owner cannot be identified, the memorial may be laid down on wooden batons or repaired and a charge will be held against the grave plot to cover the costs of either action.

4.2 **Assessed Category 3 Memorials**

Depending on the individual circumstances, the following action will be taken without delay:

- Effectively cordon off the memorial with accompanying hazard warnings
- Place a Notice in a suitable position at the grave to warn of the immediate hazard posed by the memorial.
- Produce a photographic record of the memorial at the time of the initial inspection and following any and all actions taken thereafter. Photographs are to be retained with the inspection records.
- If a memorial is over 1.5 metres, it will be cordoned off and where practicable, either immediately or within 3 working days of the initial inspection the hazard posed by the memorial will be removed by appropriate long-term measures.

- All other unsafe memorials will be cordoned off and within 20 working days of the initial inspection the hazard posed by the memorial will be removed by appropriate long-term measures.
- Attempts will be made to recover the costs of this work from the owner, where known, together with an administration charge of £50 or 10% of the cost of the work, whichever is the greater.
- Where the owner of, or a person with an interest in, a memorial identified as a hazard is known, a letter will be sent within 5 working days of the inspection.
- When a Category 3 memorial is repaired/re-fixed or lowered onto the ground, the works must be inspected and approved by assigned Bereavement Service staff, or the nominated inspecting contractor.
- A list of action taken will be provided by the monumental mason carrying out the work and signed off by the Council This will provide confirmation that the work has been carried out in accordance with the Council's conditions and specifications for memorials.

5 *New Memorial fixing and remedial work*

See also Appendices 1 & 1(a)

- 5.1 To ensure that new memorials and any remedial memorial fixing undertaken in Council cemeteries does not pose a safety hazard, all Memorial fixers must work to the current National Associations of Memorial Masons Code of Working Practice and BS8415. All memorial masons and memorial fixers installing memorials in Council controlled cemeteries will be required to construct and install memorials that meet specification BS8415, as set out in the Code of Working Practice issued by NAMM.
- 5.2 All memorial applications must include details as to type of fixing system put in place and confirm the memorial fixing meets BS8415 fixing standards, a written permit is issued prior to works being undertaken. Monumental Masons are required to ensure all workmanship is covered by a guarantee of conformity stating that work undertaken complies with current BS8415 and a ten-year stability guarantee. A reply slip is required from the monumental masons advising the works are complete.
- 5.3 Random Inspections will be carried out by Bereavement Services Office of memorial application works. Any memorial found to be unsafe covered by the Memorial Mason guarantee, the memorial mason will be notified and required to carry out the repair unless destabilised by a third party.

6. *Memorabilia*

See also page 4

Memorabilia is categorised as all forms of memorialisation other than authorised formal memorials such as headstones & kerb surrounds to graves or plaques available from the Bereavement Service.

The Council's Bereavement Service reserves the right to remove, without notice, and dispose of any dangerous items as defined within the main policy document whether within routine memorial inspection or not.

Contact

If you require anymore information then please contact the relevant office below:

- Bereavement Services (Bradford) –for all matters relating to Bowling, Scholemoor, North Bierley, Queensbury, Thornton, Tong and Clayton Cemeteries
 - 01274 433900
 - Bradford Area Office, Unit 7, Mitre Court , Cutler Heights Lane, Bradford, BD4 9JY

- Bereavement Services (Keighley) –for all matters relation to Nabwood Cemetery, Charlestown, Bingley, Wilsden, Windhill, Menston, Gods Acre, Utley, Haworth, Morton, Oakworth, Oxenhope, Silsden, Steeton – with Eastburn and Ilkley Cemeteries
 - 01535 618245
 - Keighley Area Office, The Library Annexe, Spencer Street, Keighley, BD21 2BN