



Hinckley & Bosworth
Borough Council

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HINCKLEY & BOSWORTH BOROUGH COUNCIL

POLICY FOR THE SAFE MANAGEMENT OF MEMORIALS

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1.0 Summary

This policy for Memorial safety was developed in response to guidance from the Ministry of Justice in January 2009, and follows the principles set out in that guidance.

A review of the policy was done and this document was updated in May 2014. It was found that actions taken over the last 5 years from the outcome of previous inspections had significantly reduced the amount of unsafe memorials. The fail rates have been analysed and a new testing frequency identified.

Generic risk assessments have been developed for different types of memorial using hazard and likelihood ratings to establish levels of risk for each type of memorial. Likelihood has been defined as the likelihood of a memorial causing an injury, and the Corporate Health and Safety policy has been followed in determining levels of risk and controls needed for each risk.

Site specific risk assessments have also been developed based on the types, condition, location and age of memorials. In combination with the generic risk assessments for different memorial types, a rolling inspection programme has been developed see appendix 3. Each memorial will be tested at least once every ten years with a visual and hand test to determine instability.

Typical responses to control the risks from different types of memorials have been developed and will result in the following actions for unsafe memorials:

Most low risk memorials – warning sign

Medium risk – warning sign and fit structural support or cordon off

High risk – warning sign and cordon off or lay flat.

Every reasonable effort will be made to contact memorial owners or their heirs to enable them to instruct a qualified memorial mason to make a proper repair. However if our efforts fail then the Council will permanently make safe the memorial by part burying it, laying it flat, or where memorials have heritage / amenity value paying for a repair to be made. In these cases, should relatives be traced in the future they will be asked to contribute to the cost of the repair. Priority will be given to making safe higher risk memorials.

Memorial masons working in the Borough Council's burial grounds will be required to hold a BRAMM / NAMM fixers licence or be suitably qualified and to fix to the NAMM code of working practice. They will have to supply a certificate of compliance for their work, ensuring high standards of workmanship in our cemetery.

2.0 Introduction

2.0.1 The following document sets out Hinckley & Bosworth Borough Council's policy for the management of memorial safety in its burial grounds. The Authority currently has responsibility for the following cemeteries and closed churchyards:

- Ashby Road Cemetery, Hinckley
- St. Mary's Parish Church, Hinckley
- The Unitarian Chapel, Hinckley
- Holy Trinity Church, Hinckley
- St. Mary's Parish Church, Barwell
- Earl Shilton Baptist Church
- Earl Shilton Congregational Church
- St. Simon & St. Jude's Parish Church, Earl Shilton
- St, Michael's Parish Church, Markfield

However there are no memorials at Holy Trinity Church or the Unitarian Chapel, Hinckley.

2.1 Background

2.1.1 In 2004, on the advice of the Health and Safety Executive (HSE) and the Institute of Cemetery and Cremation Management (ICCM), Hinckley & Bosworth Borough Council began a programme of inspecting and maintaining all memorials in its cemeteries and closed churchyards.

2.1.2 To ensure that the Council was following the best possible practice on memorial safety it commissioned the ICCM to carry out an initial assessment and undertake training of relevant staff. This enabled the Council to carry out safety inspections to a nationally recognised standard following the best possible guidance available to local authorities at that time.

2.1.3 Initial inspections in 2004 revealed a large number of memorials that were unstable and posed a significant risk to the health and safety of people visiting or working in the Council's burial grounds.

2.1.4 Having found memorials to be unsafe the Council employed a range of measures to reduce or remove the risk to public safety. Again the Council followed current guidance and, depending on the level of risk, either fenced off the memorial, installed a temporary structural make safe support, lay the memorial flat or attached an advisory notice to the memorial. Where it has been necessary the Council has obtained faculty permission from the Leicester Diocese.

2.1.5 Prior to carrying out memorial safety inspections every effort was made to keep the public informed, through notices around the burial grounds and through notices and articles in the local press. Opportunity to object or be present during inspections is always given to the friends or relatives of the deceased. A high level of publicity and good communication throughout the inspection programme helping to minimise distress to the bereaved and reduce cause for complaints.

- 2.1.6 The Council identified that in general people were far more distressed to find the memorial to a loved one laid flat than they were to have it temporarily supported. The make safe support gave them the time to have a repair completed whilst maintaining safety. With the large number of memorials found to be unsafe during early inspections fencing would have meant restricting access to large sections of the cemetery/churchyard to the distress of many visitors. The make safe structural supports, have therefore, been a good solution under these circumstances.
- 2.1.7 Hinckley & Bosworth Borough Council's priority has been to deal first with those memorials that represent a significant risk to public safety. It has therefore, actioned a number of repairs to large memorials within Hinckley Cemetery. These have been old memorials where it has not been possible to trace the grave owner or their heir or where no one from the family is willing or able to pay for the repair. Having these memorials repaired not only ensures safety but also conserves heritage value within the Cemetery.
- 2.1.8 Since initial memorial safety inspections in 2004 the Council has continued with a rolling programme of re-inspections using the information gathered for each memorial over the years.(see appendix 5 for last three years fail rates). Although the priority of this programme has been health and safety, action taken has also ensured good management practice, improving maintenance and preventing further infrastructure decay and disrepair.
- 2.1.9 At the same time the council has acted to ensure that all new memorials installed within the cemetery are now safe. This has included:-
- All masons working to the National Association of Memorial Masons (NAMM) code of working practice
 - All masons to be on the register of qualified memorial fixers (RQMF) maintained by NAMM
 - All masons providing a certificate of compliance
 - All masons having British Association of Accredited Memorial Masons (BRAMM) fixer licences
- As such all memorials installed since 2005 should be safe.
- 2.1.10 The Councils policy for managing the safety of its burial grounds has developed and evolved with the most current advice and guidance available. The priority has always been to ensure the safety of all those visiting and working in the Councils burial grounds whilst also being mindful to the thoughts and feelings of the bereaved.

3.0 National Policy Guidance & Advice

- 3.0.1 The Council has consistently reviewed its policy on memorial safety to take account of current national guidance and best practice.
- 3.0.2 The Council, from the outset has sought the advice and guidance of the **Institute of Cemetery & Cremation Management (ICCM)** on implementing a programme of memorial safety inspections. The ICCM represents professionals working in burial and cremation authorities and companies throughout the UK. Their guidance '**Management of Memorials**' is a comprehensive guide to burial authorities responsibilities, offering a clear methodology for the management, inspection and making safe of memorials. The document has been supported by training provided by the ICCM to key Council staff involved in the process of managing memorial safety.
- 3.0.3 The Council continues to draw on the expertise and guidance of the ICCM. Council policy on the management of memorials is principally based on the guidelines and recommendations provided by 'Management of Memorials' adapted to meet local requirements and taking into consideration further guidance provided by The Local Government Ombudsmen, Ministry of Justice, Health & Safety Executive (HSE) and the National Association of Memorial Masons (NAMM).
- 3.0.4 In 2006 **The Local Government Ombudsmen** issued the **Special Report – 'Memorial safety in local authority cemeteries'**. This document reinforces much of the advice offered by the ICCM, providing general guidance on memorial safety testing with the aim of reducing public offence. The guidance advocates the use of temporarily structural supports to allow owners of unsafe memorials the time to have a repair completed.
- 3.0.5 The Local Government Ombudsmen Special Report provides guidance on how burial authorities can prevent being found guilty of maladministration in their memorial safety testing procedures. This includes making sure that reasonable steps are taken to inform the public and memorial owners of the authority's intention to carry out safety testing. The authority must also ensure adequate training of staff carrying out safety testing as well as having an adopted testing policy.
- 3.0.6 By following ICCM guidance the Council has complied with the recommendations of the Local Government Ombudsman and is satisfied that that all that can be reasonably expected has been done to prevent distress to the public and those grave owners affected by the safety testing.
- 3.0.7 As the organisation that represents the memorial industry the National Association of Memorial Mason's (NAMM) provides technical guidance and training on the safety of memorials, specifically the correct way to install or repair memorials. Advice and training on inspecting the safety of memorials is also provided by NAMM.

- 3.0.8 The Council as a local authority member of the National Association of Memorial Masons (NAMM) The NAMM Code of Working Practice supports the **British Standard BS8415 – ‘Monuments within burial grounds and memorial sites’ (2005)**. This standard sets out the requirements for checking the condition and stability of memorials and procedures for their inspection. The Standard supports the use of a visual inspection, hand test and a 35kg force test.
- 3.0.9 The most recent advice on memorial safety has come from the **Ministry of Justice – ‘Managing the safety of Burial Ground Memorials’ (2009)**. This guidance has been developed by a sub-group of the Burial and Cemeteries Advisory Group, which advises the Ministry of Justice on all aspects of burial law.
- 3.0.10 Ministry of Justice advice is that operators should do all that is reasonably practicable to ensure that people visiting and working in burial grounds are not exposed to risk to their health and safety. Guidance sets out a risk-based approach to memorial safety based on good practice guidelines. They advocate a sensible, proportionate and sensitive approach to managing risks in burial grounds and for carrying out remedial work to memorials to avoid unnecessary distress to the bereaved.
- 3.0.11 Ministry of Justice guidelines state that *‘only when the memorials poses a significant risk, such as imminent collapse in a way that could lead to serious injury, does immediate action need to be taken to control the risk.’* The routine staking of unsafe memorials is not recommended, instead advising the use of warning signs or cordoning off of memorials.
- 3.0.12 The ICCM has responded to the Ministry of Justice guidelines with advice to its members *‘to ensure that risk assessments are in place that identify the risks posed by the various types and sizes of memorials, consider the likelihood of identified risks being realized, consider the injuries that might be sustained should an accident happen and take suitable and sufficient steps (as far as is reasonably practicable) to eliminate or significantly reduce the risks identified.’*
- 3.0.13 The ICCM feels that ‘a visual inspection followed by a hand test will identify the majority of unstable memorials however a confirmatory mechanical test to a pressure of 35kg on those memorials that pass a simple hand test will ensure that no memorials are over-pressured. This action will also ensure that no hazards are missed. In the past the public has accused some authorities of over pressuring memorials and hence the introduction of the force measuring device as a means of proving that memorials are not being over pressured.’ The correct use of force measuring devices is, therefore, still recommended by the ICCM despite Ministry of Justice advice to the contrary.
- 3.0.14 The ICCM still supports the use of temporary supports on unstable lawn type memorials if the risk assessment warrants it. Temporary supports are considered a more sensitive approach than laying memorials flat and

is generally seen as the method of remedial action preferred by the public.

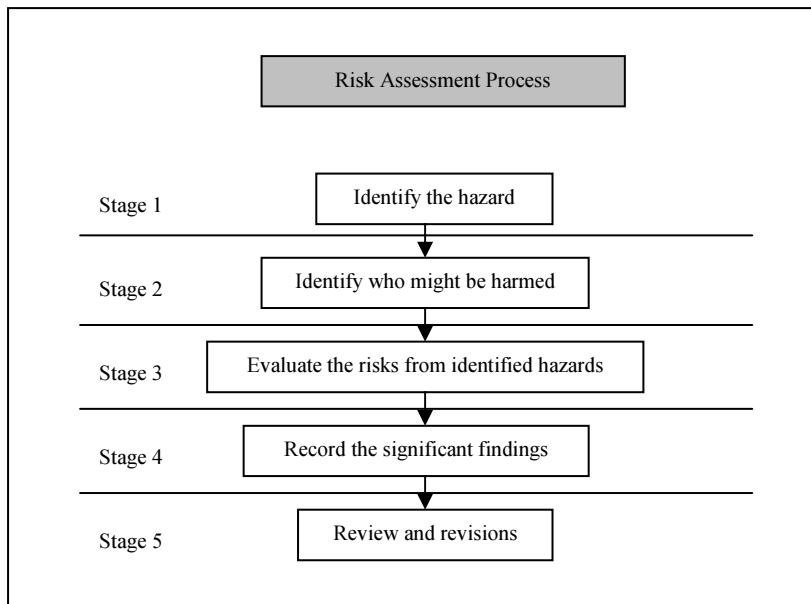
- 3.0.15 The ICCM does not support the Ministry of Justice guidance presumption that temporary supports are hazardous in their own right, stating that 'there is no logical basis to support the statement that a temporary support constitutes a trip hazardous or could cause damage to a memorial if properly installed. A temporary support significantly reduces the risk of serious injury posed by an unstable memorial.'
- 3.0.16 The ICCM maintains that an unstable lawn memorial is capable of inflicting serious injuries and, therefore, any guidance must meet with the requirements of health and safety legislation. A risk assessment of an unstable lawn memorial would indicate that immediate action is required.
- 3.0.17 The Council is mindful of letters and explanatory notes given by the HSE on the issue of memorial safety. Whilst this advice may have been issued well before the advice/guidance detailed above it still provides a good indication of the HSE's position. A letter to all Local Authority Chief Executives in 2004 encourages all burial authorities to manage the risks with the utmost sensitivity in line with industry guidance.
- 3.0.18 The HSE is clear in saying that the risk associated with unstable memorials is real and cannot be ignored. In the event of an accident and subsequent investigation by the HSE it is important that their advice has been taken and the Burial Authority can demonstrate they have done all that is reasonably practicable to prevent incidents from occurring.
- 3.0.19 The Council is bound by the conditions of the Local Authorities Cemeteries Order 1977 and must manage memorial safety in line with these regulations and those of health and safety legislation i.e. Health & Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and Occupiers Liability Act 1957.

4.0 Risks Assessment

- 4.0.1 In recent years the safety of memorials has become a focus of much attention with the risk of injury an issue of debate. The most recent guidance available to local authorities from the Ministry of Justice (2009) is that the risk of injury from a gravestone or other memorial, which has become loose and unstable, is very low.
- 4.0.2 Ministry of Justice advice states that over the last 30 years, eight people in the UK have been killed when a memorial has fallen on them. Given the number of memorials and the number of visitors to burial grounds in any one year, the risk of any injury is “extremely low.” Action to manage risks in burial grounds, therefore, needs to be sensible, proportionate and undertaken in a sensitive way.
- 4.0.3 Ministry of Justice advice does not appear to take into consideration that over time memorials, if not properly maintained, will deteriorate and therefore lead to greater risk in the future. If no measures are taken now to properly inspect and maintain burial grounds the risk to safety in the future will only increase.
- 4.0.4 Statistics from ICCM indicate that there have been six deaths in the last ten years and many serious injuries caused by unsafe memorials. They also highlight the instances where local authorities have been investigated by the HSE and improvement notices issued. In the most serious cases the HSE has threatened prosecution.
- 4.0.5 In the event of a serious injury it is probable that HSE inspectors would investigate. They will want assurances that the Council had followed guidance and carried out a risk-based assessment of its burial grounds. They will consider whether a significant risk was foreseeable and whether reasonable and practicable measures were undertaken to control such risks. The Ministry of Justice is also clear that “there is no requirement to remove all risk”.
- 4.0.6 The Council 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.
- 4.0.7 Both the ICCM and Ministry of Justice recommend taking a risk-based approach to managing memorial safety. When carrying out memorial inspections, therefore, Hinckley & Bosworth Borough Council’s corporate ‘Risk Assessment Guidance’ (GN1) will be followed. This guidance utilises the Health & Safety Executives five stage risk assessment process as illustrated in figure 1 below:

4.0.8

Figure 1: HSE 5-stage risk assessment process



4.0.9 Risk is determined by the calculation:

RISK = (LIKELIHOOD x SEVERITY) PERSONS AFFECTED

4.0.10 The calculation of risk is used to determine what controls may be required to minimise the likelihood of injury occurring and the priority of action. When completing risk assessment the following evaluation conventions 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
Likelihood Rating	
LRR	Descriptor
1	Very unlikely
2	Unlikely
3	Possible
4	Probable
5	Definite
Action Required after Calculation (HRR x LRR)	
CRR	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.

- 4.0.11 As part of the risk assessment process it is necessary to carry out periodic inspection of each memorial within burial grounds and take measures to control any risk that may be identified. To help with this process a summary of generic risk assessments for the most common types of memorial have been produced (appendix 1). These reflect the risk should a memorial be found to be unsafe.
- 4.0.12 In developing these risk assessments the Council has been mindful of the Ministry of Justice guidance that “in most cases the actual level of risk from an unstable memorial will be very low” and that where there is an imminent risk of toppling, “very few cases where this could result in a serious injury”
- 4.0.13 Ministry of Justice advice is that “a hazard is anything that may cause harm; the risk is the chance, high or low, that someone could be harmed by a hazard, together with an indication of how serious the harm could be”. This has been followed in developing these risk assessments.
- 4.0.14 When taking action to make safe or repair memorials that are found to be unsafe priority will 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.
- 4.0.15 Site surveys have been carried out for each burial ground to identify different areas by type of memorial, age, prevailing ground conditions, areas of particular historical and social importance, visitor frequency etc. This information has been used to produce a risk-based assessment of each burial ground (appendix 2).
- 4.0.16 These site surveys and previous inspection results have been used to develop a rolling programme of inspections and remedial safety works (appendix 3). On all sites a ground condition assessment will be done when completing the annual site risk assessment, if any changes are identified that would cause issues with the memorials the frequency schedule will be altered accordingly. The Council will follow the Ministry of Justice guidance that it is for Burial ground operators to determine the frequency if inspections.
- 4.0.17 The Council still has to act to remove risk and therefore timescales to permanently make safe memorials have been developed where no owner or heir willing to make a repair can be found for a memorial. For high risk memorials this is 6 months, medium risk 1 year and low risk 2 years. These are detailed in appendix 1.

5.0 HBBC Policy

- 5.0.1 The following section sets out Hinckley & Bosworth Borough Council's policy for the safe management of memorials in its cemeteries and closed churchyards. The purpose of this policy is clarify the Council's position in all areas of memorial management including what procedures have been adopted for the treatment of memorials that are found to be unsafe.
- 5.0.2 No part of this policy will replace the councils responsibilities and duties under health and safety legislation or other legislation covering burial grounds e.g. Local Authorities Cemeteries Order 1977 (LACO).

5.1 New Memorials

- 5.1.1 All new memorials and all memorials re- erected following internment will be installed by a BRAMM / NAMM accredited memorial mason in accordance with the NAMM Code of Working Practice.
- 5.1.2 An application to erect a memorial (or to add an additional inscription or carry out other works) must have been accepted before any works on a memorial are permitted. All new memorials must confirm to maximum size criteria relevant to particular burial grounds and individual sections. Details of specific restrictions are available from the Council on request.

5.2 Carrying Out Memorial Safety Inspections

- 5.2.1 Prior to commencing memorial safety inspections the Council will follow the notification procedure as set out under the Local Authorities Cemeteries Order (LACO) 1974. This includes notices around the burial ground and in local papers along with notification of Church of England and Commonwealth Graves Commission where required.
- 5.2.2 The Council will carry out safety inspections on all memorials in burial grounds managed by the authority. These inspections will be undertaken as part of a rolling programme on annual, three, five and ten yearly cycles depending on the condition and risk assessment for each memorial, on location, ground conditions an overall memorial height.. High risk memorials will be inspected on an annual basis, medium risk every 3/5 years, and low risk every 5/10 years
- 5.2.3 All memorial safety inspections will be carried out by suitably trained persons in accordance with NAMM and Ministry of Justice guidelines.
- 5.2.4 A record of all memorial inspections and the results of these inspections will be kept by the Council and will be available to view on request at the Council Offices (one weeks notice will be required for each request).

- 5.2.5 For each memorial inspected a Risk Assessment (Appendix 6) will be completed. This assessment will provide a hazard rating (severity of outcome) and likelihood rating (probability of outcome), which 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.
- 5.2.6 For memorials up to 2.5 metres inspections will include both a visual check and a hand test. The hand test will be used to determine stability of the memorial. Even where a visual check reveals no sign of defects the hand test will be used to confirm that the memorial is stable.
- 5.2.7 The hand test will be carried out by standing to one side of the memorial and applying a firm but steady pressure in different directions. The hand test will be used to determine if or to what degree the memorial is unstable.
- 5.2.8 The Council acknowledges that memorials fitted with a ground anchor may move when tested. Staff are trained to identify when a ground anchor has been fitted and, therefore, would not fail the memorial for movement at the base to foundation joint, as the memorial will 'lock' on the ground anchor.
- 5.2.9 For memorials over 2.5 metres a visual check and risk assessment will be completed. Where there is cause for concern or uncertainty a BRAMM / NAMM, 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 will be instructed to inspect the memorial thoroughly.
- 5.2.10 Mechanical force measuring equipment will not be routinely used to test the stability of memorials. Such equipment will only be used if the safety of a memorial is under dispute. In these circumstances mechanical force measuring equipment may be used to confirm that the memorial is unable to withstand a force approximating 350 Newtons (circa 35kg) and is, therefore, an 'immediate danger'.
- 5.2.11 Grave owners or relatives of the deceased can request to be present at the time of the memorial inspection. The request should be made to the Cemetery Office as far in advance of planned inspections as is reasonably practical.

5.3 Procedure For Contacting Grave Owners/Relatives of Deceased

- 5.3.1 At least 28 days prior to starting memorial safety inspections notices will be displayed at all main entrances and in conspicuous positions throughout the burial ground. These notices will detail what is being done, when it will be done and how people can obtain further information or raise objections.
- 5.3.2 Press releases will be issued to relevant local newspapers at least 2 weeks in advance of the Council's intention to inspect memorials and/or carry out works to make memorials safe. Information will also be included within the Borough Bulletin.
- 5.3.3 Where memorials are found to require maintenance every effort will be made to contact the grave owner or their heirs to effect a repair. The methods of contact will be:
1. A notice attached to the unsafe memorial;
 2. A letter to the last known address of the grave owner or updated contact address;
 3. General local press releases;
 4. The Council website.
- 5.3.4 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 this first letter. These letters will inform the owner that their memorial has been found to be unsafe and details of the action needed 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 the first letter was sent.
- 5.3.5 If after at least six months from finding a memorial unsafe the Council has received no response to all attempts to contact the grave owner the Council will take the necessary steps to permanently make safe the memorial. This will also be the case for memorials where the grave owner or their heirs have been contactable but where they are unwilling or unable to effect a repair.
- 5.3.6 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 6 months, medium risk after 1 year and low risk after 2 years.
- 5.3.7 The Council will keep an up to date database of all grave owner/relative contact information. When purchasing grave rights new owners will be encouraged to keep the Council informed of any changes in address.
- 5.3.8 On consecrated ground the Council will notify the Church of England (Leicester Diocese) of the intention to maintain graves and where appropriate obtain faculty permission for works.

5.3.9 Where appropriate the Council will notify the Common Wealth Graves Commission of the intention to maintain graves and keep them informed of any works to be carried out.

5.4 Dealing with Unsafe Memorials

5.4.1 Ministry of Justice advice states 'only when the memorial poses a significant risk, such as imminent collapse in a way that could lead to serious injury, does immediate action need to be taken to control the risk'. Based on this advice when a memorial poses a **significant risk** one or more of the following actions will be taken:

- i) A **Safety Notice** informing people that the Memorial has found to be unsafe and the action to be taken by the owner or their heir(s) will be displayed on or near to the memorial.
- ii) A temporary **Make Safe Structural Support** will be used to secure unsafe memorials whilst the grave owner or their heir(s) is contacted and repair arranged. These supports will be used for a maximum of six months.
- iii) **Fencing/Cordoning Off** unsafe memorials may be necessary under some circumstances e.g. for very large memorials or where a significant number of memorials are unsafe within a specific area.
- iv) Memorials will be **Laid Flat** if there is no other practical means of making the memorial safe or where the grave owner or relative has requested it.

5.4.2 The Council acknowledges advice from the Ministry of Justice against the routine staking of memorials. Experience shows, however, that locally this method is preferred to fencing off memorials where people access to memorials is restricted, making leaving floral tributes difficult and causing unnecessary distress. The Council will, therefore, continue to use temporary make safe structural supports on memorials that pose an immediate risk to safety whilst the grave owner or their heir(s) are contacted. The Council will ensure proper training of its staff in the installation of these supports to minimise the risk of incorrect fitting and/or damage to memorials.

5.4.3 If large numbers of memorials are found to be unsafe within a section of a burial ground fencing of a whole area will be undertaken and signage displayed on the outside to inform visitors of the danger and contact details for further information. Fencing will be used to secure the area.

5.4.4 Where a memorial poses only a low risk a safety notice will be placed on the memorial and the grave owner or their heir(s) notified.

5.4.5 Appendix 1 contains generic risk controls where different memorial have been found to be unsafe and the methods used to control the risk caused by these unsafe memorials. The risk matrix below also gives an indication of what methods are appropriate to make a memorial safe depending on the level of risk identified:

<p><u>High Risk</u></p> <p>Cordon Off Lay Flat Repair Make Safe Support</p>	<p><u>Medium Risk</u></p> <p>Make Safe Support Lay Flat</p>
<p><u>Low Risk</u></p> <p>Safety Notice</p>	<p><u>Negligible Risk</u></p> <p>No further controls</p>

- 5.4.6 If visual checks identify a defect/issue with a memorial outside of the experience and knowledge of the person carrying out the check a BRAMM / NAMM registered memorial mason from the Councils 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 will be called in.
- 5.4.7 Where a memorial is thought to have a historical or social significance the Councils Conservation Officer will be consulted prior to any remedial works being carried out.
- 5.4.8 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) a decision will be taken as to how to make the memorial safe. Under these circumstances the memorial will be partially buried in the ground, permanently laid flat or repaired. Where the grave owner or their heir(s) has 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 permanently laid flat.
- 5.4.9 If no grave owner can be found but a memorial is determined to be of heritage or amenity value, the Council may decide to repair a memorial. In these circumstances any relative being found in the future would be requested to pay the cost of the repair.
- 5.4.10 The Council will make no charge for applications from memorial masons to carry out repairs to an existing memorial.
- 5.4.11 Where kerbstones are found to be breaking apart and the grave space in a generally poor state of repair the Council, under the Local Authorities Cemeteries Order (1974) is permitted to remove them from the site and tidy the grave space. Where this is the intention, notices will 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).

6.0 Safe Systems of Work

6.1 Memorial Safety Inspections

- 6.1.1 All memorial safety inspections will be carried out by a suitably qualified person trained in accordance with the guidance provided by this policy and other relevant national guidelines.
- 6.1.2 Persons carrying out safety inspections must ensure they have the correct tools, equipment and protective clothing to carry out the task.
- 6.1.3 Inspections must not be carried out under adverse weather conditions or if temperatures fall below freezing.
- 6.1.4 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, loose memorial components, glass jars etc. Particular care should also be taken if the ground conditions are noted as poor or uneven.
- 6.1.5 If the memorial is overgrown with weeds/vegetation this must be removed prior to inspection. This should be done with great care to avoid damage to the memorial and possible risks to safety.
- 6.1.6 For memorials up to 2.5 metres 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
- 6.1.7 The hand test will be carried out by standing to one side of the memorial and applying a firm but steady pressure in different directions. The hand test will be used to determine if or to what degree the memorial is unstable.
- 6.1.8 Inspectors 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.
- 6.1.9 Inspector must be vigilant at all times and consider their actions and omissions in respect of the health and safety of all users of the burial ground.
- 6.1.9 The risk assessments should be reviewed by the memorial inspector 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 the controls put in place to manage these risks.

6.2 Memorial Safety Remedial Works

- 6.2.1 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 this policy and other relevant national guidelines.
- 6.2.2 The methods used to make safe memorials found to be of an immediate risk to health and safety are as follows:
- a) Installation of a temporary make safe structural support;
 - b) Laying the memorial down;
 - c) Cordoning off the memorial/s;
 - d) Partially burying memorial in the ground;
- 6.2.3 The persons carrying out this work must review these risk assessments 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 the controls put in place to manage these risks
- 6.2.4 Persons carrying out remedial works must ensure they have the correct tools, equipment and protective clothing to carry out the task. These tools, equipment and protective clothing must be made readily available.
- 6.2.5 Persons must ensure they follow the manufacturers instructions when using equipment or installing memorial make safe structural supports. Users of the Council's gantry must also have undergone the necessary training in the safe use of this particular piece of equipment.
- 6.2.6 All tools and equipment should be inspected prior to use. Any fault that should develop with any article must be reported immediately. The affected item must not be used until such time as a competent, authorised person has made full repairs.
- 6.2.7 Temporary make safe structural supports should be fitted according to the manufacturers guidelines. If due to the construction of the memorial the 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.
- 6.2.8 When removing temporary make safe structural supports the manufacturers guidelines should be followed using equipment appropriate for the task. All equipment and materials should be completely removed and appropriately stored or disposed of.
- 6.2.9 When laying a memorial down the gantry 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.
- 6.2.10 When laying a memorial down the risk of creating a trip hazard should be considered and all necessary precautions taken to reduce this risk e.g.

resting memorial on timber packing, positioning of memorial in line with other adjacent memorials etc.

- 6.2.11 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.
- 6.2.12 Where it is considered that Council staff cannot move a memorial safely the assistance of a specialist outside company or organisation will be engaged.
- 6.2.13 If laying a memorial down results in any dowels protruding from the memorial these will be removed or cut off level with the stone.
- 6.2.14 Where possible when laying memorials down a slight angle will be maintained using 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 is crosses, which will be laid flat to prevent them from breaking in two.
- 6.2.15 When cordoning off a memorial the cordon will be around the fall area of the memorial not just the memorial as it stands.
- 6.2.16 The integrity of all temporary make safe works must be inspected regularly to ensure safety standards are maintained.
- 6.2.17 When partially burying an unsafe memorial in the ground at least 25% or 15" (380mm) (which ever is the greater of the height) must be below ground. When in place the soil around the memorial must be thoroughly consolidated. When measuring how much of the memorial is to be below ground the measurement is taken from the last joint.
- 6.2.18 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 policy and other relevant national guidelines will still be applicable.

6.3 General Health & Safety Requirements

- 6.3.1 The following section outlines general health and safety requirements relevant to the inspection and making safe of memorials found to be of immediate risk.

Tools & Equipment

- 6.3.2 Mechanical and Electrical Equipment must not be interfered with by unauthorised personnel. Any fault that should develop with any article of machinery or equipment must be reported immediately to a Supervisor/ Manager. The affected item must not be used until such time as a competent, authorised person has made full repairs.
- 6.3.3 The operative must use the correct tools and equipment required to carry out a particular job.

- 6.3.4 Tools and equipment provided must be suitable for the purpose.
- 6.3.5 Care is to be taken in the use of and laying aside of tools with sharp edges.

Lifting

- 6.3.6 No person should attempt to lift or carry any item that they consider too heavy. Assistance should be called for if there is any doubt whatsoever.
- 6.3.7 The correct lifting technique is as follows:

Do not jerk or shove as twisting the body may cause injury. Lift in easy stages, i.e. from floor to knee then from knee to carry position. Reverse the lifting method when setting the load down.

Hold weights close to the body. Lift with the legs and keep the back straight. Grip load with the palms of the hands, not with fingertips. Do not change grip whilst carrying. Do not let the load obstruct view. Ensure that the route to be taken is clear of obstructions before commencement.

- 6.3.8 All staff will receive specific manual handling training.

Protective Clothing

- 6.3.9 Steel toe capped boots must be worn when carrying out any operation in a burial ground.
- 6.3.10 Gloves must be worn when handling any materials that may lead to abrasions, cuts, punctures, tearing or bruising.
- 6.3.11 Safety helmets must be worn when dealing with memorials over 1.5 metres in height.

Hazard Reporting

- 6.3.12 Staff must advise the Cemetery Office whenever damage to a memorial is reported e.g. vehicle collision or if it is suspected a memorial has become unsafe. Cemetery office staff must record these incidents and arrange for the memorial to be inspected as soon as practical.
- 6.3.13 It is the responsibility of every employee to report any hazard or potential hazard that he/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. Should it not be possible to remove the hazard immediately, the employee should report the fact to a supervisor/manager who will take the necessary action to remove the hazard.
- 6.3.14 A hazard report should be completed by a supervisor / manager to be used to evaluate risk and make any policy or risk assessment update.

Accident Reporting

- 6.3.15 All accidents and injuries, regardless of how slight, should be reported to a supervisor/manager, who will ensure that an entry is made in the Accident Book. All accidents should be investigated by a supervisor/manager, and where findings indicate, a change in working practice should be made to prevent recurrence.
- 6.3.16 All accidents causing an employee to be absent for more than 3 days must be reported to the enforcing authority.
- 6.3.17 Should a Doctor give notification that an employee suffers from a work related disease the employer must notify the enforcing authority.
- 6.3.18 Accidents that result in a fatality must be reported immediately by telephone to the enforcing authority.
- 6.3.19 Dangerous occurrences (near misses) must be investigated by a supervisor/manager who will change working practices or take such action as is necessary 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.
- 6.3.20 All persons who suffer threats from another person should report the matter immediately to a supervisor/manager. Should an employee be absent for more than 3 days as a result of physical violence whilst at work the incident should be reported as a work related injury.

Protection of the Public

- 6.3.21 Employers and employees have a positive duty to protect the health and safety of members of the public who visit their burial grounds. Staff must be vigilant at all times and consider their actions and omissions in respect of the health and safety of visitors.

7.0 Useful Contacts

- **Institute of Cemetery and Cremation Management (ICCM) –**
Address: ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London E12 5DQ.
Tel: 020 8989 4661
e-mail: Julie.callender@iccm-uk.com
website: www.iccm-uk.com
- **National Association of Memorial Masons (NAMM) –**
Address: 1 castle Mews, Rugby, Warwickshire CV21 2XL.
Tel: 01788 542264
e-mail: enquiries@namm.org.uk
website: www.namm.org.uk / www.nammregister.org.uk
- **British Register of Accredited Memorial Masons (BRAMM) –**
Address: 8 The Crescent, Taunton, Somerset TA1 4EA.
Tel: 01823 448259

e-mail: bramm@bramm-uk.org
website: www.bramm-uk.org

- **The Dioceses of Leicester** –
Contact: Rupert Allen
Address: St Martins House, 7 Peacock Lane, Leicester,
LE1 5FZ
Tel: 0116 2615332
website: www.leicester.anglican.org

- **Health and Safety Executive (HSE)** –
- General Enquiries:
Tel: 0845 3450055
e-mail: hse.infoline@connaught.plc.uk
website: www.hse.gov.uk

- Report incident:
Address: Incident Contact Centre, Caerphilly Business Park,
Caerphilly, CF83 3 GG.
Tel: 0845 3009923
e-mail: riddor@connaught.plc.uk.
website: www.hse.gov.uk

- **Commonwealth War Graves Commission** –
Address: Jenton Road, Sydenham, Leamington Spa, Warwickshire
CV31 1XS.
Tel: 01926 330137
website: www.cwgc.org

- **Ministry of Justice** –
Address: 102 Petty France, London SW1H 9AJ.
Tel: 020 3334 3555
e-mail: general.queries@justice.gsi.gov.uk
website: www.justice.gov.uk

- **Commission for Local Administration in England** –
Address: 10th Floor Millbank Tower, Millbank, London SW1P 4QP.
Tel: 020 72174620
e-mail: enquiries@lgo.org.uk
website: www.lgo.org.uk

8.0 Appendices:

Appendix 1:

Generic Memorial Risk Assessment Summary for different memorial types should they fail the safety test

Type

Based on NAMM code types of memorials

Hazard rating / Likelihood rating / Calculation / Priority

See 4.0.9 – 4.0.13

Immediate controls

See 5.4

Inspection frequency

Typical inspection frequencies for types of memorial

Low risk – every 5/10 years

Medium risk – every 3/5 years

High risk – every year

Date for removal of risk

See 5.3.6. Higher risks will be removed quicker than lower risks

Memorial type	Hazard Rating	Likelihood rating	Calculation	Priority	Immediate controls	Inspection frequency	Date for removal of risk	Comment
Lawn (with base) less than 60cm	2	2	4	Low	Consider warning sign if in prominent location	10 years	None	Increase likelihood rating if fail on dowels
Lawn (with base) 60-90cm	3	2	6	Low	Warning sign	5 years	2 years	Increase likelihood rating if fail on dowels
Lawn (with base) 90-120cm	4	2	8	Low	Warning sign	5 years	2 years	Increase likelihood rating if fail on dowels
Lawn (with base) 120-180cm	4	3	12	Medium	Warning sign Consider temporary support	3 years	1 year	Increase likelihood rating if fail on dowels
Lawn (with base) 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	10 years	None	
Vases less than 60cm	2	2	4	Low	Consider warning sign if in prominent location	10 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

Memorial type	Hazard Rating	Likelihood rating	Calculation	Priority	Immediate controls	Inspection frequency	Date for removal of risk	Comment
Open books less than 60cm	2	2	4	Low	Consider warning sign if in prominent location	10 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
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

Memorial type	Hazard Rating	Likelihood rating	Calculation	Priority	Immediate controls	Inspection frequency	Date for removal of risk	Comment
Monoliths/Headstone (No base) less than	2	2	4	Low	Consider warning sign if in prominent	10 years	None	If ground conditions are poor likelihood should be increased

60cm					location			
Monoliths/Headstone (No base) 60-90cm	3	2	6	Low	Warning sign	10 years	2 years	If ground conditions are poor likelihood should be increased
Monoliths/Headstone (No base) 90-120cm	4	2	8	Low	Warning sign	10 years	2 years	If ground conditions are poor likelihood should be increased
Monoliths/Headstone (No base) 120-180cm	4	3	12	Medium	Warning sign Consider temporary support	5 years	1 year	If ground conditions are poor likelihood should be increased
Monoliths/Headstone (No base) greater than 180cm	4	3	12	Medium	Warning sign and lay flat / cordon off	5 year	1 year	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	10 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
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	10 years	None	Assessment needs to be made if trip hazard dependent on location
Flat tablets / plaques	1	2	2	Low	None	10 years	None	

Memorial type	Hazard Rating	Likelihood rating	Calculation	Priority	Immediate controls	Inspection frequency	Date for removal of risk	Comment
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 Site Surveys:

Burial Ground Memorial Safety Risk Assessment

Age of memorials

It is assumed that memorials will deteriorate with age, and that maintenance will decrease as memorials age as there will be less living relatives to assume this responsibility. Therefore risk ratings for each burial ground are based on the predominant age of the memorials are:

- 3- High - 75 years plus
- 2- Medium – 25 – 75 years
- 1- Low – less than 25 years
- 0 –Very low – memorials installed since 2005 to the NAMM code

Condition of memorials

It is assumed that the general condition of the memorials will affect the likelihood of them failing a safety test i.e. memorials which are chipped, cracked, leaning or damaged are more likely to pose a risk. Also sections which have had previous repairs undertaken are likely to be in a better condition. A general assessment of the condition of memorials in each burial ground will result in the following risk ratings:

- 3 - High – poor condition (25% or more of memorials showing deterioration)
- 2 - Medium – fair condition (10 – 25% of memorials showing deterioration)
- 1 - Low – good condition (less than 10% of memorials showing deterioration)
- 0 – None – excellent condition (less than 2% of memorials showing signs of deterioration)

Ground conditions

It is assumed that the ground conditions in each burial ground will affect the likelihood of memorials failing a safety test i.e. burial grounds which have subsidence or tree root damage are more likely to pose a risk. Leaning memorials on their own do not necessarily indicate subsidence. A general assessment of the condition of ground conditions will result in the following risk ratings:

- 3- High – Poor condition (wide spread evidence of subsidence, cracks to ground etc affecting 25% or more of memorials)
- 2 - Medium – Fair condition (some evidence of subsidence affecting 10-25% of memorials)
- 1 - Low – Good condition (some evidence of subsidence affecting less than 10% of memorials)
- 0 – None – Excellent condition (little or no evidence of cracks or subsidence)

Proportion of graves still visited / tended

It is assumed that a higher proportion of graves still being tended will indicate an increased likelihood of injury if a memorial were to fail as there is more likely to be people in the vicinity. This can only be judged based on evidence at time of inspection ie fresh flowers, well tended graves etc

- 3- High – More than 25% of graves visited
- 2 – Medium – 10 - 25% of graves visited
- 1 – Low – Less than 10% of graves visited
- 0 – Very low – less than 2% of graves visited

Predominant types of memorials

- L - lawn
- C – cross
- M – monolith
- B – books
- Mn – monuments
- K – kerbs
- T – tablets
- V – vases

Proportion of high / medium / low risk memorial types

It is assumed that different types of memorial have different levels of risk should they be found to be unsafe. Using the generic risk assessments in Appendix 1 approximate proportions of memorials in each risk category can be identified. From this the following risk rating can be calculated:

- 6 - High – Greater than 25% of memorials of type likely to pose high or medium risk
- 4 - Medium – 10- 25% of memorials of type likely to pose high or medium risk
- 2 - Low – 2- 10% of memorials of type to pose high or medium risk
- 0 -Very low – Less than 2% of memorials of type to pose medium or low risk

As this is the major determining factor in determining risk higher points have been allocated for these ratings.

Position within burial ground

It is assumed that section nearer entrances and pathways will have increased likelihood of injury should a memorial fail as more people will be in the vicinity.

- 3 – High – Near entrance
- 2 – Medium – Near major path
- 1 – Low – Near minor path

Total

Sum of risk factors

Inspection Frequency

It is assumed that burial grounds / sections with higher total number of risk factors will have greater risk and therefore require more frequent inspections. However the type of memorial will also be significant. In general inspections will be:

- 10 year inspections for all memorials – 4 or less
- 10 years inspections - where no memorials have failed the inspection on the previous
- 2 full inspections of the section / burial ground AND where the risk rating for the section / burial ground is less than 16. Review annually.
- 5 year inspection for all memorials – 12 or less
- 5 year inspection for all memorials with high and medium risk memorials adjacent to paths inspected every 3 years – 13 to 16
- 3 year inspection for all memorials – 17 plus
- Annual inspection for all memorials – for memorials of particular concern identified through individual risk assessment of memorials. No inspection required for memorials installed since 2004 as fixed to NAMM standards.

Burial Ground: Ashby Road Cemetery Old Section

Burial ground section	Age	Condition	Ground	Visited	Types	% memorial types				Type risk	Position	Total	Additional Information/Comments
						H	M	L					
A, B & 15	3	3	2	1	Mn CK L V M	1 5	50	35		6	3	18	Memorials well spaced and some repairs have been made.
E, G, H,	3	3	2	0	CKM	1 0	80	10		6	3	17	Memorials well spaced and some repairs have been made.
L													No memorials
C D F I J K	3	3	3	0	M C K Mn >180cm	4 0	40	20		6	3	18	Memorials well spaced and some repairs have been made mainly to larger memorials.
1	2	2	2	2	L V B K C	1 0	10	80		4	2	14	Some high and medium risk memorials along paths
2	3	3	2	2	C L V Mn > 180cm	1 0	10	80		4	2	16	Some high and medium risk memorials along paths
3	3	3	2	1	KC>180 cm L V	5	5	90		0	2	11	Some high and medium risk memorials along paths
4	3	3	2	1	K C M V	8 0		20		6	2	17	Small section so all memorials near paths.

Burial ground section	Age	Condition	Ground	Visited	Types	% memorial types				Type risk	Position	Total	Additional Information/Comments
						H	M	L					
5	3	3	2	1	Mn C K L V M	15	50	35		6	3	18	Memorials well spaced and some repairs have been made.
6 16	3	2	2	2	C Mn M V L K	40	30	30		6	2	17	Small section so all memorials near paths.
7 17	3	3	2	1	K V M C	10	15	75		4	2	15	Small section so most memorials near paths.
8	2	2	2	3	L K V			100		0	2	11	
9	3	0	0	0	M			100		0	3	6	1 memorial in field of hope
10	3	3	2	1	K V L X Mn>180 cm	10	5	85		4	3	16	Some high and medium risk memorials along paths
11	3	3	2	1	K V L C Mn M	10	5	85		4	3	16	Some high and medium risk memorials along paths
12	3	3	2	0	C K B V L	5		95		0	3	13	Some high and medium risk memorials along paths
13	2	3	2	2	L K V		10	90		0	3	12	

Burial ground section	Age	Condition	Ground	Visited	Types	% memorial types				Type risk	Position	Total	Additional Information/Comments
						H	M	L					
14	3	3	2	0	C M K	20	60	20		6	3	17	Small section so most memorials along paths.
18	3	1	0	0	M			100		0	3	7	1 Memorial in field of hope.
19	2	3	3	2	V B K L 1xMn >6ft	3		97		0	3	13	Childer memorial test every 3 years
20	2	2	3	2	K L V B	2		98		0	3	12	
Memorial wall and garden of rest													All tablets therefore no need to inspect

Burial Ground: Ashby Road Cemetery Extension

Burial ground section	Age	Condition	Ground	Visited	Types	% memorial types				Type risk	Position	Total	Additional Information/Comments
						H	M	L					
21a	1	0	0	3	L V WoodC			100		0	3	7	All memorials less than 60cm so no inspections required
21	1	1	1	3	L,V, B			100		0	2	8	

22	1	0	2	3	L B		2	98		0	2	8	
A (X)	2	3	1	2	L V C	5	5	90		0	3	11	Large number of brick built graves 3 years for Dominican sisters cross Ground conditions to be monitored annually.
B (X)	2	3	2	2	K V L 1xC	1	1	98		0	3	12	Cross 3 years
C(X)	2	3	1	2	L V B			100		0	3	11	
D (X)	2	2	1	2	L B V 1x smlC		1	99		0	2	9	
E (X)	2	2	2	2	L B V 2xsmlC 2statues		4	96		0	2	10	
F (X)	2	2	1	2	B V L C 1x statue		1	99		0	2	9	Henry Price statue every 3 years.
G (X)	2	2	1	3	L B V 1xstatue smlC		1	99		0	2	10	
J (X)	0	0	0	3	L B T			100		0	1	4	All installed to NAMM standards
K KC (X)	1	0	0	3	L B M 1>120cm		1	99		0	2	6	
L (X)	1	1	1	2	L V B			100		0	3	8	
M (X)	1	1	1	3	L T			100		0	1	7	
N (X)	0	0	0	3	L B			100		0	3	6	All installed to NAMM standards

Burial Ground: St Marys Hinckley

Burial ground section	Age	Condition	Ground	Visited	Types	% memorial types				Type risk	Position	Total	Additional Information/Comments
						H	M	L					
All	3	2	1	0	M,		25	75		4	3	13	Low fail rate on previous inspections. Large number of flat memorials

Burial Ground: St Marys, Barwell

Burial ground section	Age	Condition	Ground	Visited	Types	% memorial types				Type risk	Position	Total	Additional Information/Comments
						H	M	L					
All	3	2	1	0	M, Mn C		50	50		6	1	13	Low fail rate on previous inspections. Some repaired recently Some high and medium risk memorials by paths

Burial Ground: St Michael and All Angels, Markfield

Burial ground section	Age	Condition	Ground	Visited	Types	% memorial types				Type risk	Position	Total	Additional Information/Comments
						H	M	L					
All	3	2	1	0	M		50	50		6	1	13	Memorials are mainly monoliths around perimeter of churchyard so lower risk of failure than type risk indicates Low fail rate on previous inspections.

Burial Ground: St Simon and St Jude's, Earl Shilton

Burial ground section	Age	Condition	Ground	Visited	Types	% memorial types			Type risk	Position	Total	Additional Information/Comments
						H	M	L				
1	3	3	1	0	M Mn>180cm C	20	60	20	6	3	16	Some high and medium risk memorials by paths
2	3	2	1	0	M C K	5	90	5	6	2	14	Some high and medium risk memorials by paths
3	3	3	3	2	K M L Mn>180cm C	5	55	45	6	1	18	
4	3	3	2	1	M K Mn C	20	30	50	6	1	16	Some high and medium risk memorials by paths
5	3	3	2	1	M K Mn		50	50	6	1	16	Some high and medium risk memorials by paths
6	3	1	1	0	M Mn		80	20	6	3	14	Some high and medium risk memorials by paths

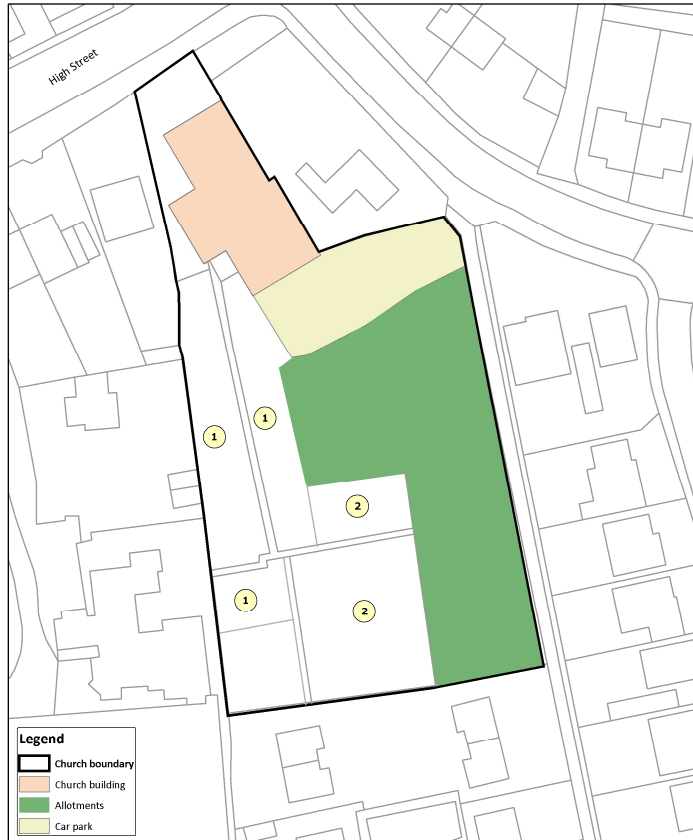
Burial Ground: Baptist Chapel, Earl Shilton

Burial ground section	Age	Condition	Ground	Visited	Types	% memorial types			Type risk	Position	Total	Additional Information/Comments
						H	M	L				
All	3	3	1	1	K M Mn	30	10	60	6	1	15	

Burial Ground: United Reform Church, Earl Shilton

Burial ground section	Age	Condition	Ground	Visited	Types	% memorial types			Type risk	Position	Total	Additional Information/Comments
						H	M	L				
1	3	2	2	1	Mn>180cm M K L C	20	55	25	6	2	16	Some memorials near allotments.
2	2	2	2	2	K L 1x180cmMn by path	2	5	93	0	1	9	

Earl Shilton Congregational Church - Section Plan



1:650

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Earl Shilton - St Simon and St Judes Section Plan



1:750

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Ashby Road Cemetery Section Plan

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New Extension
(Opening 2009)
Final Layout to be agreed

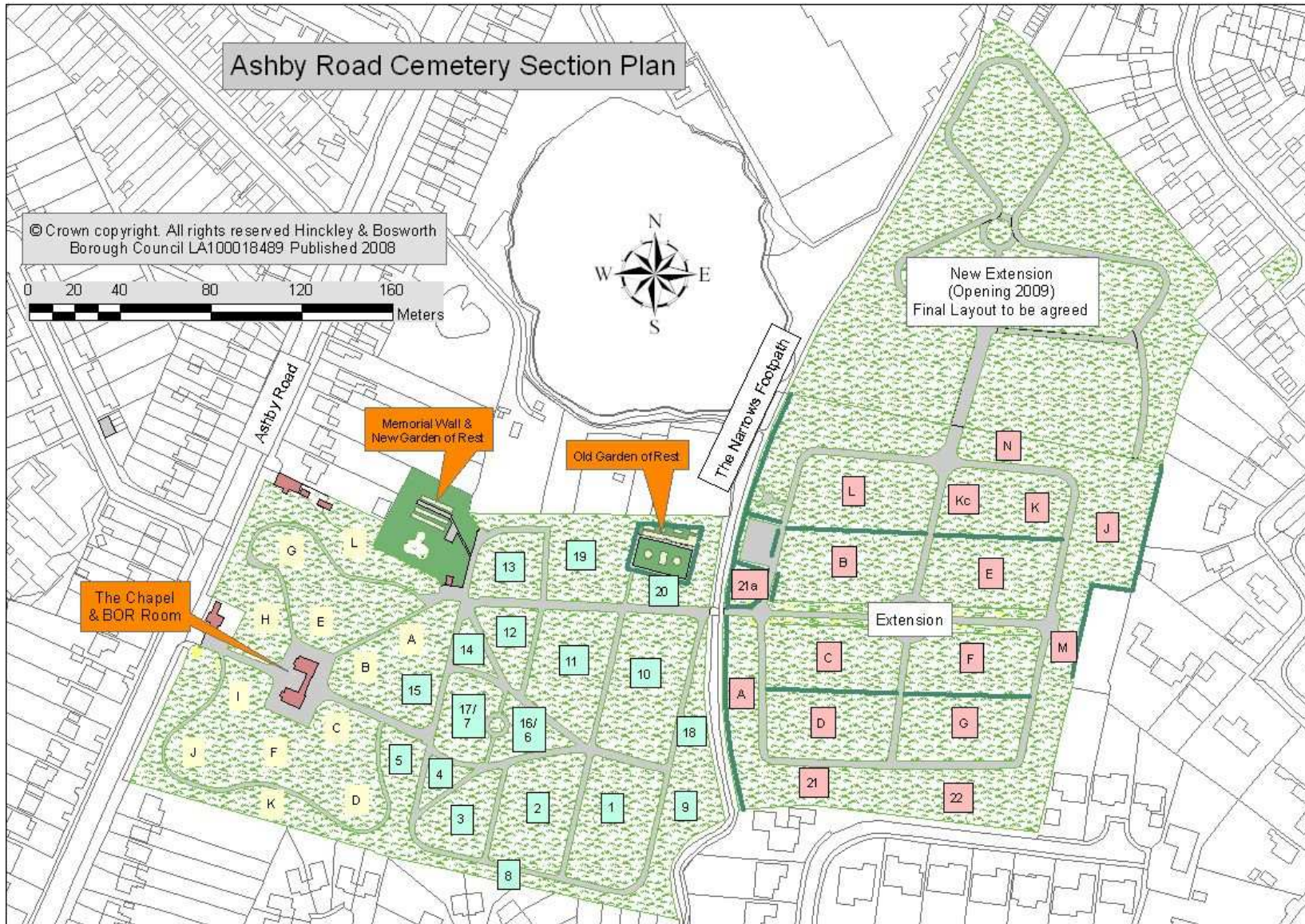
The Chapel
& BOR Room

Memorial Wall &
New Garden of Rest

Old Garden of Rest

The Narrows Footpath

Extension



Appendix 3: Programme of memorial inspections

Year 1 – 2014 / 15

Burial Ground	Section	Inspect all memorials	Inspect high and medium risk memorials
ARC (Old Sections)	B,C,D,E,F,G,H,I,J, K,4,5,6,14,15,16	X (approx 610 memorials)	

Year 2 – 2015 / 16

Burial Ground	Section	Inspect all memorials	Inspect high and medium risk memorials
ARC	21,22,A,B	X (approx 1,050 memorials)	
St Simon & St Jude's			X
St Mary's, Barwell			X
Baptist, Earl Shilton			X
URC, Earl Shilton			X

Year 3 – 2016 / 17

Burial Ground	Section	Inspect all memorials	Inspect high and medium risk memorials
ARC	1,2,3,7,8,10,11, 12,13,17,19,20	X (approx 900 memorials)	
ARC	C,D,E,F,G,J,K,L	X (approx 1,800 memorials)	

Year 4 – 2017 / 18

Burial Ground	Section	Inspect all memorials	Inspect high and medium risk memorials
ARC (Old Sections)	B,C,D,E,F,G,H,I,J, K,4,5,6,14,15,16		X
St Simon & St Jude's			X
URC, Earl Shilton			X
St Mary's, Barwell			X
Baptist, Earl Shilton			X

Year 5 – 2018 / 19

Burial Ground	Section	Inspect all memorials	Inspect high and medium risk memorials
ARC	1 2 3 8 7 17 10 11 12		X (approx 161 memorials)
ARC	9 13 19 20 18	X	
ARC EXTENSION	A B F		X
St Mary’s Hinckley			X
Baptist, Earl Shilton		X	
URC Earl Shilton		X	
St Simon and St Jude’s		X	

Year 6 – 2019/2020

Burial Ground	Section	Inspect all memorials	Inspect high and medium risk memorials
ARC	21,22,A,B		X
ARC	C,D,E,F,G,J,K,L		X

Year 7 – 2020/2021

Burial Ground	Section	Inspect all memorials	Inspect high and medium risk memorials
ARC (Old Sections)	B,C,D,E,F,G,H,I,J, K,4,5,6,14,15,16	X (approx 610 memorials)	
Baptist, Earl Shilton			X
St Mary’s, Barwell			X

Year 8 – 2021/2022

Burial Ground	Section	Inspect all memorials	Inspect high and medium risk memorials
ARC	1,2,3,7,8,10,11, 12,13,17,19,20	X (approx 900 memorials)	

Year 9 – 2022/2023

Burial Ground	Section	Inspect all memorials	Inspect high and medium risk memorials
ARC	21,22,A,B	X (approx 1,050 memorials)	
ARC	C,D,E,F,G,J,K,L	X	

Year 10 – 2023/2024

Burial Ground	Section	Inspect all memorials	Inspect high and medium risk memorials
ARC (Old Sections)	B,C,D,E,F,G,H,I J,K,4,5,6,14,15,16	X (approx 610 memorials)	
St Mary's, Hinckley		X	
St Michael's, Markfield		X	
St Mary's, Barwell		X	
Baptist, Earl Shilton		X	
St Simon & St Jude's		X	
URC. Earl Shilton		X	

Appendix 4: Churchyard Frequency

Baptist, Earl Shilton			
	Due	Due	Due
	3 Years	5 Years	10 Years
	13	51	51
St Mary's, Barwell			
	Due	Due	Due
	3 Years	5 Years	10 Years
	5	210	210
St Mary's, Hinckley			
	Due	Due	Due
	3 Years	5 Years	10 Years
	0	38	127
St Michaels, Markfield			
	Due	Due	Due
	3 Years	5 Years	10 Years
	0	0	138
St Simon & St Jude, Earl Shilton			
	Due	Due	Due
	3 Years	5 Years	10 Years
	77	343	343
URC, Earl Shilton			
	Due	Due	Due
	3 Years	5 Years	10 Years
	44	186	186

Appendix 5: Previous Fail Reports:

Ashby Road Cemetery - Testing 2009/2010 % Fail					
Section			Total Tested	Total Fails	%
A	NO MEMORIALS				
B			39	0	0.00%
C			43	2	4.65%
D			30	0	0.00%
E			89	0	0.00%
F			73	0	0.00%
G			24	0	0.00%
H			28	0	0.00%
I			36	0	0.00%
J			37	0	0.00%
K			13	0	0.00%
4			25	0	0.00%
5			48	0	0.00%
6			29	1	3.45%
14			24	1	4.17%
15			37	0	0.00%
16			39	1	2.56%

Testing 2011/2012 % Fail					
Section			Total Tested	Total Fails	%
1			143	10	6.99%
2			97	6	6.19%
3			59	3	5.08%

7			21	2	9.52%
8			23	2	8.70%
9			1	0	0.00%
10			193	12	6.22%
11			103	7	6.80%
12			44	3	6.82%
13			69	5	7.25%
17			32	2	6.25%
18			3	0	0.00%
19			80	7	8.75%
20			22	2	9.09%

Testing 2012/2013 % Fail					
Section			Total Tested	Total Fails	%
21			580	16	2.76%
22			134	7	5.22%
A			93	0	0.00%
B			91	2	2.20%
C			121	3	2.48%
D			158	7	4.43%
E			221	3	1.36%
F			184	8	4.35%
G			198	5	2.53%
J			76	0	0.00%
K			93	1	1.08%
KC			74	0	0.00%
L			261	4	1.53%
M			2	0	0.00%
N			24	0	0.00%

Churchyard Testing 2009 % Fail					
Churchyard			Total Tested	Total Fails	%
St Michaels & All Angels			138	0	0.00%
St Mary's, Barwell			246	12	4.88%
St Marys, Hinckley			204	1	0.49%
St Simon & St Jude, Earl Shilton			462	49	10.61%

Baptist Church, Earl Shilton	99	16	16.16%
United Reformed Church, Earl Shilton	339	46	13.57%

Churchyard Testing 2011 % Fail			
Churchyard	Total Tested	Total Fails	%
St Michaels & All Angels	10	0	0.00%
St Mary's, Barwell	16	1	6.25%
St Marys, Hinckley	75	0	0.00%
St Simon & St Jude, Earl Shilton	154	6	3.90%
Baptist Church, Earl Shilton	53	8	15.09%
United Reformed Church, Earl Shilton	54	8	14.81%

Churchyard Testing 2013 % Fail			
Churchyard	Total Tested	Total Fails	%
St Michaels & All Angels	12	0	0.00%
St Mary's, Barwell	215	0	0.00%
St Marys, Hinckley	165	0	0.00%
St Simon & St Jude, Earl Shilton	451	3	0.67%
Baptist Church, Earl Shilton	96	0	0.00%
United Reformed Church, Earl Shilton	330	4	1.21%

