

Parish Office, 2 High Street, Hamble, Southampton SO31 4JE. 023 8045 3422.

### **Policy**

The responsibility for the overall safety (duty of care) within the rear cemetery area belonging to Hamble Parish Council (marked in grey on the map on page 3) lies with the Parish Council. Which has responsibilities under the Health and Safety legislation, for ensuring the cemetery is maintained in a safe condition for visitors and employees.

There are also specific responsibilities for the owner of the memorial and the memorial mason installing it. The owner of the memorial is responsible for maintaining the memorial in a good condition. The memorial mason must be either BRAMM or RQMF registered and is responsible for ensuring the memorial is erected safely in accordance with BS8415. The memorial mason must provide a Guarantee of Conformity or Certificate of Compliance and send a copy to the Parish Council.

### **Procedure**

This procedure takes into account the guidance from the Institute of Cemetery and Crematorium Management (ICCM), Management of Memorials September 2018.

1. Memorials in the Hamble Parish Council (HPC) burial area (marked in grey on the map on page 3) will be tested at least every 5 years, and a rolling programme is being introduced to carry this out.
2. A Notice will be placed in the cemetery where testing is to be carried out, 4 weeks prior to testing, and this will include contact details of the Parish Council office. This will also be posted on the HPC web site and notice boards.
3. Hand testing to be carried out, which will exert a force up to 25kg against the memorial and results recorded. All memorials will be categorised:

#### **High risk.**

Immediate danger of falling - cordoned off immediately propped and banded. The owner will be notified by email or letter and a notice fixed to the memorial explaining why it has been propped. Immediate action must be taken to significantly reduce or eliminate the risk.

#### **Medium risk.**

Failed the test but not in immediate danger to the public, but is not fully stable. The owner will be notified by email or letter stating that as the memorial has failed the owner is responsible for reinstating it to an approved specification (BS8415) and asking for the memorial to be made safe within 3 months. Failure to contact the Clerk or Deputy Clerk about a failed memorial may result in the memorial being propped or laid down. Re-test within 12 months.

#### **Low risk.**

The memorial is stable and has passed the test at this inspection. Re-test in 5 years unless there are any visual indications that the memorial has become unstable.

In addition, when a new interment is arranged the surrounding memorials will be hand tested and the results recorded.

4. Every effort will be made to contact the owners of the failed memorials and a notice will be placed on the grave with contact details for the Parish Office.

5. Repairs must be carried out within 12 months and in accordance with cemetery regulations. It is the responsibility of the memorial owner to inform the Parish Office when a repair has been completed to ensure the memorial is not accidentally laid down or sunk in to the ground after a repair has been done.

6 If attempts to contact the Grave Owner are unsuccessful or they refuse to make the memorial safe HPC will take whatever steps it feels are reasonable to make the memorial safe. This may include laying the memorial flat or it being sunk in to the ground vertically. All costs to make the memorial safe will be the responsibility of the grave owner and must be paid in full before any further interments or work on the memorial is approved or carried out.

7. All memorials installed within the HPC cemetery area must be approved in writing by the Clerk or Deputy Clerk. If any memorials are erected outside the Memorial Regulations\* or without proper permission they will be removed or destroyed and costs recovered from those responsible.

**Carrying out, or attempting to carry out, unauthorised memorial installation or alterations will be treated very seriously by the Parish Council and will be reported to the police, relevant authorities and trade bodies.**

\*Copies of all the current Burial and Memorial Regulations are available from the Parish Council's website:

<http://www.hambleparishcouncil.gov.uk/community/hamble-parish-council-14956/arrange-a-burial/>

If you have any queries or need further information please don't hesitate to contact the Parish Office on 023 8045 3422 or [deputyclerk@hamblepc.org.uk](mailto:deputyclerk@hamblepc.org.uk).

Application forms and copies of all cemetery and memorial regulations are available on [www.hambleparishcouncil.gov.uk](http://www.hambleparishcouncil.gov.uk)

The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

*Adopted by the Asset Management Committee 7<sup>th</sup> January 2020 and Council on 13<sup>th</sup> January 2020.*

