

# BURNHAM JOINT BURIAL COMMITTEE

## POLICY and PROCEDURE FOR TESTING MEMORIALS IN CEMETERIES

### Policy

The responsibility for the overall safety (duty of care) within the cemeteries lies with the burial authority, which has responsibilities under the Health and Safety legislation, to ensure the sites are maintained in a safe condition for both 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 – as stated in the Committees' Rules and Regulations.

The memorial mason is responsible to ensure that the memorial is erected safely in accordance with BS8415.

### Procedure

This procedure takes into account the guidance from the Institute of Cemetery and Crematorium Management (ICCM), Management of Memorials May 2012

1. Memorials in Burnham, Highbridge and Brent Road Cemetery will be tested regularly and a rolling programme is being introduced to carry this out.
2. A Notice will be placed in the sections of the cemetery where testing is to be carried out, 4 weeks prior to testing, and this will include contact details of the BJBC office. This will also be posted on the Town Council Web Site and Town Council notice boards.
3. Testing to be carried out and results noted (see appendix 1 for Inspection Process). All memorials will be categorised.  
**High risk.** Immediate danger of falling - cordoned off immediately and lay down as soon as possible. The owner will be notified by letter and a notice fixed to the memorial explaining why it had to be laid down. 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 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 to the Burial Committee about a failed memorial may result in the memorial being laid down. Re-test within 2 years.  
**Low risk.** The memorial is stable and has passed the test at this inspection. Re-test in 5 years.
4. Every effort will be made to contact the owners of the failed memorials, and if no response to correspondence a notice will be placed on the grave with contact details for the Burial Committee.
5. Repairs must be carried out within 3 months and in accordance with cemetery regulations. It is the responsibility of the memorial owner to inform the Burial Committee when a repair has been carried out to ensure the memorial is not accidentally laid down after a repair has been done. When the Board has been notified that a repair has taken place the memorial will be re-tested.