

## Memorial Inspection Protocol

This should be used in conjunction with the Health and Safety guidance shown overleaf

### Visual Inspection

**Before the memorial is touched, visually examine the memorial to determine:**

- Are joints intact?
- Are kerbs broken?
- Is the memorial leaning?
- Are foundations intact?
- Any vegetation issues?
- Any visible faults or cracks?
- Any rabbit holes etc?
- Anything else that causes concern?

Any identified issues should be recorded on the central Memorial Safety Inspection Record with recommended remedial action and level of 'fail' as appropriate.

### Hand test

**Memorials up to 1.5 m tall (measured from ground level) only**

**After the visual assessment, determine whether it is safe to touch the memorial, and if it is, a hand test should be completed.** It should be carried out standing in front, but to one side, of the headstone and should be repeated from the back of the memorial. Push away, do not pull towards you.

The hand test will determine whether the memorial can withstand a force that a member of the public may be reasonably expected to apply to a memorial when tending a grave, e.g. levering themselves up.

Any identified issues should be recorded on the central Memorial Safety Inspection Record with recommended remedial action and level of 'fail' as appropriate.

### Memorial safety failure

The level of 'fail' should be documented on the central Memorial Safety Inspection Record:

- Priority 1 – Immediate Action to be taken to make the memorial safe and stop anyone accessing the memorial [it will move and continue to move until it falls to the ground under an initial firm pressure]
- Priority 2 – Memorial is not an immediate danger but is not fully stable and will therefore need to be monitored every 12 months to assess further deterioration
- Priority 3 – no action required (re-inspect in 5 years)

When assessing priority, consider:

- Age, Size, Deterioration
- Numbers of visitors to the Site or Section
- Vicinity to paths
- Ground conditions and topography of the Site

Options for Temporary fixes include:

- Make it a monolith by sinking it by one third (pocketing)
- Stake and bind (laminated information cards recommended)
- Cordon off

**Lawn Memorials** on an independent base with a ground anchor support system may rock on the base within designed tolerance limits and represent no danger as the memorial will lock on the ground anchor

**Avoid laying the memorial down as this creates a trip hazard**

# **Memorial Inspection Protocol**

## **Health and Safety Guidance**

### **In General**

1. Those carrying out tests for memorial stability must have regard for their own health and safety in so doing.
2. All inspections must be carried out by a minimum of two people working together.
3. There should be access to a functioning mobile phone in case of emergencies.
4. Appropriate clothing and footwear must be worn.
5. The latest Risk Assessment for memorial testing should be read by those undertaking the inspection.
6. Before commencing the inspection a preliminary site inspection should be completed to ensure it is a safe working environment.
7. Previous inspections records should be reviewed to identify memorials that may be known to present a hazard prior to commencement.
8. Inspections should not take place during inclement weather.
9. Notices must be affixed to all entrances warning that an inspection is being carried out.

### **Whilst examining memorials**

10. Memorials constructed in sections should be examined from the upper most sections first working towards the lowest section.
11. Do not pull a memorial towards you.
12. Always stand clear of the 'fall zone'
13. Take care whilst working on loose gravel, wet grass, or moss covered stones.
14. Take care whilst working under trees.
15. Do not hand test memorials over 1.5m tall (measured from ground level)
16. Correct stance for hand testing:

