



9 Warmstone Close, Waddesdon, Aylesbury, Bucks, HP18 0NR  
Tel: 01296 651800 email: clerk@waddesdonparishcouncil.gov.uk

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## CEMETERY SITE INSPECTION POLICY

### Site Inspections

Site inspections will be carried out on a regular basis, ideally monthly, in order to identify any hazards that may be present on the cemetery site. All hazards will be recorded on the Hazard Report Form and assessed for action. Those carrying out tests for memorial stability must have regard for their own health and safety in so doing. It is recommended that site inspections are carried out by a minimum of two persons.

The following property will be inspected for hazards and defects:

Shed; gates; paths; gravestones, memorials and kerbstones; walls; trees; cemetery grounds; seating; fencing; newly dug graves.

The aim of the inspection is to record any findings, identify required actions and to show that regular maintenance checks have been carried out.

### Memorial Safety

All memorials installed in the cemetery must be installed by a NAMM approved fixing method and secured with ground anchors which conform to the required British Standard 8415. Memorial masons who cannot provide proof that they are NAMM registered will not be allowed to install memorials in the cemetery.

Memorials will be inspected periodically to identify:

- Damaged or eroding bonding
- Movement from original position
- Undermined or unstable foundations
- Leaning, structural damage, or disturbance e.g. cracks
- Presence of vegetation which may lead to cracks or widening of cracks already present
- Kerbstones breaking apart

Visual inspections will help determine which memorials require a hand test or a specialist assessment. Hand tests in areas more frequently visited will have higher priority than be required in less frequented areas. Hand tests on memorials will be by standing to one side of the memorial and a firm and steady pressure applied in various directions to determine stability.

Hand testing should be sufficient for modern memorials but where much larger, heavier and older memorials and columns appear to be hazardous then a specialist engineer or competent memorial mason will be asked to carry out appropriate testing. If instability is detected from the hand test, but insufficient to present a high risk to people's health and safety, the movement will be recorded and monitored at regular intervals.

If the memorial shows signs of significant movement, the Council will contact the owner and insist that immediate action is taken to stabilise the memorial and prevent further movement. If the owner cannot be reached, or refuses to undertake the necessary action, the Council reserves the right to effect repairs and reclaim the costs.

If a memorial is deemed to be dangerous, it will be cordoned off as soon as the risk has been identified and until it is made safe.



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## HAZARD REPORT FORM - CEMETERY

### Visual check:

- |                                       |                          |
|---------------------------------------|--------------------------|
| Shed                                  | <input type="checkbox"/> |
| Gates                                 | <input type="checkbox"/> |
| Paths                                 | <input type="checkbox"/> |
| Gravestones, memorials and kerbstones | <input type="checkbox"/> |
| Walls                                 | <input type="checkbox"/> |
| Trees                                 | <input type="checkbox"/> |
| Cemetery grounds                      | <input type="checkbox"/> |
| Seating                               | <input type="checkbox"/> |
| Fencing                               | <input type="checkbox"/> |
| Newly dug graves                      | <input type="checkbox"/> |

### ANY COMMENTS / ACTION NEEDED:

*(NOTE: if a memorial is deemed to be dangerous, please complete Appendix A)*

Inspecting Councillor: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*(Form to be returned to Clerk for action/filing)*



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## **APPENDIX A**

### **DANGEROUS MEMORIAL LOG SHEET**

Section & Grave no	
Condition	
Work needed	
Photograph	
Date	
Action taken	Warning attached Taped off Laid down
Further review / comments	

Inspecting Councillor: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*(Form to be returned to Clerk for action/filing)*