BOURTON PARISH COUNCIL
SAFETY MANAGEMENT PLAN
THE OLD and NEW CEMETERY, NEW ROAD, BOURTON

1. INTRODUCTION

1.1 Responsibilities of Bourton Parish Council

Bourton Parish Council is defined in legal terms as the 'occupier' of the old and new cemetery and as such has a statutory responsibility to ensure that the cemetery grounds and memorials are maintained in a safe condition. The obligation exists regardless of ownership of the memorials and extends to
ensuring that all practicable measures are taken to provide a safe environment for all persons visiting and working in the cemetery.
The responsibilities include:

- ♦ Ensuring safety of memorials
- ♦ Maintaining cemetery grounds
- ♦ Taking action to minimise risk
- ♦ Keeping a statutory register of consents to erect memorials
- ♦ Encouraging the maintenance of memorials by owners
- ♦ Carrying out regular inspections

Bourton Parish Council accepts these responsibilities and recognises its duty to provide a safe environment for all persons. The council also recognises that visitors to the cemetery can be feeling sensitive and emotional and this will be taken into consideration when determining a course of action.

2. ACTION PROGRAMME

2.1 Bourton Parish Council will carry out an annual inspection of the memorials and a twice-yearly inspection of the cemetery grounds.
2.2 Advance notice of the inspections will be displayed on the council's website.
2.3 Inspections will be carried out by members of the Parish Clerk with at least one Parish Councillor using the guidelines as defined in Section 3.
2.4 Detailed records of the condition of each memorial, which may include photographs, will be held by the parish council and kept in the council offices.
2.5 Recommendations will be made by the inspectors for actions to eliminate hazards. These are to be presented to the Bourton Parish Council at the next appropriate meeting.
2.6 Records will be kept of all actions taken.

3. TESTING PROCEDURES

The following procedure will be adopted:-
Visually inspect the memorial and surrounds
Apply a push test to the memorial
Identify the memorial/grave by reference number
Record the condition of memorial and grave on record sheet
Recommend any action required and the degree of urgency.

3.1 Visual Inspection

Look for any obvious movement of the memorial stone or grave from the vertical.
Look for signs of wear or instability.
Check joints/fixings for decay, cracking.
Inspect grave site for signs of ground erosion, weed/plant growth in crevasses.

3.2 Push Test

Take sensible approach to rocking the memorial. Start with gentle pressure and gradually increase until stone either moves or remains stable under a reasonable manual effort. The level of manual effort applied must be a subjective assessment. Avoid damage to memorial by reckless testing or use of tools.

3.3 Grave reference number

A unique reference number will be allocated to each grave and a record of the reference number will be held on the records kept by the parish council.

3.4 Record of condition and action required

Each memorial will be assessed as follows:-

(Green) Good Stable and withstood the push test.

(Amber) Average No immediate danger but showing signs of instability.

(Red) Dangerous In an immediate dangerous condition. Remedial action to be taken as soon as practicable after the inspection.

3.5 Re-inspection

Memorials rated "Very Poor" or "Dangerous" will be re-inspected at a time agreed by the Parish Clerk. The time period will be commensurate with that allowed for repairs to be carried out.

4. SEQUENCE OF ACTIONS TO SECURE MEMORIALS/GRAVES

4.1 Temporarily secure memorial using either tape and fencing or a securing device if necessary.

4.2 Inform owner of memorial of action taken and request owner to put it in safe condition within stated time period.

4.3 If owner fails to make good within specified time period Bourton Parish Council to secure memorial.

4.4 Lay down memorial, after taking advice where appropriate from church authorities.

4.5 Remove memorial to designated area of the cemetery.

5. SAFE WORKING PRACTICES

The following safe working practices will be followed when carrying out the Inspections:-

♦ During the inspections work in pairs – never alone.
♦ The wearing of protective gloves and sensible footwear is recommended.
♦ Have means of communication to summon help in the event of an accident.
♦ Take extreme care when applying ‘push test’ to ensure memorial does not topple over.
♦ It is advisable to have a first aid kit available to treat minor injuries and cuts.
♦ Work carefully and methodically with regard to the inherent risks involved.

6. PARISH COUNCIL RECORDS

Detailed records will be kept listing:-

♦ The location of each grave and/or memorial.
♦ The grave and/or memorial identification reference number.
♦ Date of inspection.
♦ The inspectors names.
♦ Classification of the condition of the memorial with recommended actions.
♦ Re-inspection date for very poor/dangerous memorials.

Bourton Parish Council **1st April 2014**

RECORD OF INSPECTIONS

Date	Who	Amber	Red	Action Taken	Date Finalised