

Memorial Testing

The Estates Committee is responsible for maintenance of Wickhambrook Cemetery (and also the closed churchyard at All Saints Church).

In addition to grounds maintenance covered by the Grounds contract, volunteer days and ad hoc work dealt with under parish days, as the burial ground operator, Wickhambrook Parish Council has a legal obligation¹ to control the risks from memorials and do all that is reasonably practical to ensure that visitors and those working in burial grounds are not exposed to risks to their health and safety. The Ministry of Justice provides guidance on managing these risks². This approach includes periodic assessment of memorials as part of a planned exercise or when a programme of major work to the burial ground environment has taken place.

Wickhambrook parish council last completed an assessment of its memorials in 2017, and in the intervening period, period checking of memorials by means of visual checks and hand tests have been reported to the Estates Committee by lay members.

Whilst the responsibility for general safety lies with the burial authority there are specific responsibilities relating to memorials that lie with both the owner of the memorial and the memorial mason responsible for installing it. The owner of the memorial is responsible for maintaining the memorial in a good condition and should be properly informed, in writing, of their and other party's responsibilities.

Memorial masons are legally liable for the work they carry out³ and should ensure that memorials are erected safely and in accordance with current standards available within the industry. Claims for poor workmanship can be made up to 6 7 years after the memorial has been installed (5 years in Scotland). Should a burial authority identify a memorial that has become unstable due to non compliant installation within 6 years of installation the memorial mason must rectify the matter free of charge.

Therefore, in most cases, where the owner can be established, the cost of making the Memorial safe would not fall to the parish council (although any immediate temporary measures would be likely to).

With new interments and memorials being added to the cemetery management software, it is now becoming possible to schedule periodic checks of individual memorials based on the date(s) of their (re)installation. Recent amendments to the period for memorial licences and permits are now also making provision for contacting relatives or other memorial owners where necessary.

Provision has been made in the approved budget for 2023/24 for £750 to Cemetery and Churchyard (excluding grounds maintenance). A further unspent budget of £800 in the 2022/23 budget may be transferred to Earmarked Reserves (cemetery) if approved by the parish council in April, which could be drawn against if required.

The Local Authorities Cemetery Order 1977 provides the legal basis to grant rights of burial, to place and maintain tombstones or memorials on graves and to charge fees.

¹ the Local Authorities' Cemeteries Order 1977 (LACO) & Health and Safety at Work etc Act 1974

² Managing the safety of Burial Ground Memorials – Practical advice for dealing with unstable memorials

³ Consumer Protection Act 1987, the Sale of Goods Act 1979 (amended 1994), the General Product Safety Regulations 2005 and the Directive on Liability for Defective Products (85/374/EEC).

WPC.EC.23.04.02 – Memorial Testing

The clerk has obtained two quotes for Memorial Inspections, summarised below and details attached as Appendix A.

Contractor	Cost per memorial inspection	Make safe work Stake & Band/Lay Flat	Cost range/250 memorials (before any urgent make safe work)	Notes
Abbey Memorials*	£2.00 plus VAT	£15.00 plus VAT	£500	
I.M.I	£3.80 plus VAT	£5-10 plus VAT respectively	£1200	n.b. £250 surcharge for less than 500 memorials

Abbey Memorials are used by West Suffolk Council for Bury St Edmunds, Haverhill and Newmarket Cemeteries.

The estimated number of memorials across the burial ground and churchyard is between 600 – 750. Based on this estimate, the clerk has allowed for 20% of memorials to be tested each year across five years. This would allow for testing of 150 memorials/year at a make safe rate of just under 14%,

There may be a requirement to apply for a faculty for inspection(s) in the closed churchyard, but this is unlikely given the parish council's obligation to ensure general safety.

A draft policy on risk assessment of memorials will be prepared for the parish council's April meeting for the purposes of clarity and transparency.

Action:

Identify a preferred contractor based on value for money to the parish council.

Recommendation:

To appoint a contractor to undertake memorial testing in Wickhambrook Cemetery and All Saints Churchyard at a cost of not more than £600.00 plus VAT for the financial year 2023.24.

From: [Hilary Workman](#)
Bcc: [Kevin Emsden](#); suffolkmonuments@gmail.com; becky.ballinger@cmsgroup.co.uk; [Bev Wilkinson](#); [MSN Service](#)
Date: 20 October 2022 13:11:00
Attachments: [21.07.29_Cenotaph.jpg](#)
[War Memorial \(2021_06_10_17_06_50 UTC\).jpg](#)

Please could you quote me for:

Cleaning of War Memorial (image attached); and

Memorial Safety inspections – we have:

Old Cemetery – apx 100 extant memorials

New Cemetery – apx 500 memorials

Hilary Workman

Clerk & RFO for Wickhambrook Parish Council

Tel: 07508 039810

E-mail: parishclerk@wickhambrook.org.uk - Please note the new address

Website: <https://wickhambrook.org/parish-council/#parish-council-contact>

My normal working days are Monday, Tuesday, Thursday and Friday.

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From: [Kevin Durrant](#)
To: [Hilary Workman](#)
Subject: Memorial inspection
Date: 25 October 2022 07:05:28

Dear Hilary, nice to talk to you yesterday here as follows is the quote for the memorial inspection for the two Cemetery's for us to check every stone is £ 2.00 each plus vat and lay the stones flat and the other quote is to stake and tape which is £15.00 each per stone plus vat. The work involved is checking all the memorials in both Cemeteries writing a list of what has been done and what needs to be done and sending the names to you I would recommend putting a notice up if we are to lay the stones flat if they are dangerous so if families come to the cemetery they know there is a memorial inspection going on hope this makes sense looking forward to hearing from you

Kindest regards

Kevin

From: [imi](#)
To: [Hilary Workman](#)
Subject: Re: War Memorial Cleaning 2020
Date: 26 October 2022 10:48:04
Attachments: [wickhambrook war memorial cleaning covering letter 2022.pdf](#)
[wickhambrook war memorial cleaning estimate 2022.pdf](#)
[Wickhambrook memorial inspection tender 2022.pdf](#)

Dear Mrs Workman

Further to your recent enquiry regarding the above memorial and memorial inspections, please find attached a covering letter and priced document.

Please be aware that we only use methods and techniques approved by War Memorial Trust and English Heritage, we do NOT use pressure washers, chemicals or friction pads that damage the stone surface.

Also attached are photos of recent works for reference.

Regarding the memorial inspections, to undertake 500 memorials over five years would insure annual additional charge to cover expenses in the region of £175.per visit, ie each year. the inspections could be undertaken in one visit and the charge split over two financial years.

If you have any queries or require additional information please do not hesitate to contact me.

Regards

Jack Sills
IMI
07870 984556

IMI

Independent

Memorial Inspection

81 Main Road
Watnall
Nottingham
NG16 1HE
Tel: 0115 9135325
Mobile: 07870 984556
Email: i.m.i@ntlworld.com
Partners J & R Sills
VAT Reg: 829 5636 89

26th October 2022

Mrs. Hilary Workman
Clerk & RFO
Wickambrook Parish Council
3 Farriers Close
Great Barton
Bury St Edmunds
Suffolk
IP31 2FP

Dear Mrs. Workman

Re: Inspection and Making Safe of Memorials

Further to your recent enquiry and information regarding memorial inspections within your authority please find below a priced tender and relevant documentation.

As requested please find below details for:

- ! Methodology for assessing the memorial safety/risk
- ! Methodology/specification for remedial safety action
- ! The records will be recorded in spreadsheet format that can be changed to suitable programs along with photos of all memorials. (InspectEDGE system)
- ! Data recorded please see appendix 1
- ! All data captured is compatible with most cemetery management software and has already been imported to a number of systems including Gower, BACAS (Clear Skies) and Epitaph (Advantedge Software)
- ! Due to the size of the report it will be provided in electronic format
- ! The data will be captured directly via tablet.
- ! IMI only undertake inspection and immediate safety action. As IMI is independent, undertaking the action required for the long term stability of class three memorials could invalidate IMI's independence, as well as leave the client open to criticism.

- ! Please refer to IMI Customer Care statement with regard to staff interaction with the general public and dress code.
- ! Please refer to schedule of rates of estimate costing.
- ! Health and Safety Statement enclosed
- ! Environmental Statement enclosed
- ! Employment Statement enclosed
- ! Quality assurance is identified within Customer Care statement
- ! IMI is not affiliated to any National Association or Governing Body, to ensure complete independence is maintained.
- ! All IMI staff are fully trained and experienced.

Please find additional information regarding IMI's aims and objectives, company structure and company history.

Trained, experienced, qualified staff who are covered by Public/Employee Liability and Professional Indemnity insurance will undertake all works/inspections. IMI staff are ICCM (Institute of Cemetery and Crematorium Management), NAMM (National Association of Monumental Masons) and ABA (Association of Burial Authorities) trained and qualified. Following current guidelines/requirements including Ministry of Justice, Ombudsman's report, ICCM, BSi and ICCM.

By being an independent inspection, this can aid the Authority by reducing criticism, public complaints and publicity during this highly emotional period. As neither the authority, stone mason nor the grave owner has any influence on the health and safety inspection, hence being totally unbiased in the results.

To enable an inspection to be undertaken a plan of the cemetery will be required (if available), inspections will be undertaken normally between 7am and 7pm Monday to Saturday. Risk Assessments, COSHH data sheets and Safe System of Work will be available along with training records and copies of insurance upon works being commissioned. Inspections can be programmed to be undertaken as soon as an order is received.

For further information or a site meeting please contact Jack Sills on 07870 984556 or 0115 9135325.

Jack Sills

Tender for the Inspection of Memorials



IMI Independent Memorial Inspection

Aims of Independent Memorial Inspections:

- ! Help provide a safe, aesthetic and tranquil environment for public, mourners, staff and contractors.
- ! Assist landowners to undertake an asset register of all memorials within the cemeteries.
- ! Aid the Burial Authority to achieve it's requirements under Health & Safety requirements and comply with any other legal requirements.
- ! Advise regarding safe working practice with cemeteries.

Objectives of Independent Memorial Inspections:

- ! Ensure memorials are left in a safe condition once inspected, complying with Health and Safety at Work Act and Occupiers liability.
- ! Ensure public/staff safety at all times.
- ! To provide a professional service to clients.
- ! Be professional, polite at all times.
- ! Be completely independent of all parties involved, land owners, grave owners, insurance companies and stone masons.
- ! Provide a complete thorough report of all grave memorials inspected within the cemetery.
- ! Undertake works as requested by the client.
- ! Provide accurate invoicing.

INDEPENDENT MEMORIAL INSPECTION

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Company Details

Jack Sills: Managing Partner

- ! Worked within grounds maintenance since 1981,
- ! Assisted in managing cemeteries since 1992
- ! Managed cemeteries including ground maintenance 1994- 2003
- ! Managed cemeteries, worked with North Nottingham Cemetery Group in stream lining and updating paper systems, initiated use of “Earth Anchor Systems”, memorial inspections and safe methods of work
- ! Qualified Health and Safety `Managing Safely` The Institute of Occupational Safety & Health
- ! Numerous seminars and conferences.
- ! NAMM trained in memorial inspection
- ! NAMM MoJ guideline training
- ! ICCM trained in memorial inspection
- ! ABA trained in memorial inspection
- ! Trained in the safe use of mobile lifting gantry.
- ! Trained First Aider
- ! March 2003 established Independent Memorial Inspection

Robert Sills: Business Partner

- ! Manual worker
- ! Qualified driver, for the disabled
- ! ICCM trained in memorial inspection
- ! ABA trained in memorial inspection
- ! Trained in the safe use of mobile lifting gantry.
- ! Nominated First Aider

Staff: INDEPENDENT MEMORIAL INSPECTION

- ! Fully trained, experienced staff
- ! Full insurance

Independent Memorial Inspection

- ! Established March 2003
- ! Undertaken numerous inspections for District councils
- ! Undertaken numerous inspections for Borough Councils
- ! Undertaken numerous inspections for Parish Councils
- ! Undertaken numerous inspections for City Councils
- ! Undertaken inspection for London Borough
- ! On going programme of works
- ! On going War Memorial Cleaning/conservation

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References

Iona Taylor, Town Clerk, Weatherby Town Council, Town Hall, Market Place, Weatherby, LS22 6NE

Joanne Abbassi, Cemeteries & Services Officer, Culture & Community, South Derbyshire District Council, Civic Offices, Civic Way, Sawdlingcote, South Derbyshire

Additional references can be arranged if required.



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Memorial Safety Inspections:

General

- ! The inspection of memorials will only be undertaken following written confirmation from the respective landowner.
- ! All inspections will be undertaken in day light in suitable weather conditions.
- ! Staff will wear uniform and suitable protective equipment.
- ! A method of contacting assistance will be available, i.e. mobile phone, a third party will know the where about of staff.
- ! A joint risk assessment will be undertaken to asses the risks within the cemetery and provide a priority inspection programme.
- ! A joint risk assessment will be undertaken with the client regarding the action to be undertaken for memorials under 500mm

Stability Test

- ! Initial visual inspection will be undertaken from a safe distance from the memorial while the names and details of the interned are recorded.
- ! If the memorial passes the visual inspection. The memorial will be assessed and approached from the front or a direction that will not place the inspector in danger if the memorial moves.
- ! An initial finger tip test will be undertaken, to establish stability of the memorial.
- ! A hand test as instructed by the Ministry of Justice Guidance (MoJ), National Association of Memorial Masons (NAMM) and Institute of Crematorium and Cemeteries Management (ICCM) will be carried out to confirm stability.
- ! A calibrated force measurement equipment can/may if appropriate be utilised on memorials including failed memorials, to confirm and record a calibrated pressure reading of memorials, providing supporting evidence of failed memorials (as agreed with the client).
- ! The inspection will be carried out from the front and rear for standard memorials, crosses and other obelisk style memorials will be tested from four directions, using calibrated equipment.
- ! At each stage records will be updated.

Pitch Measurement

- ! After the stability test has been carried out and the memorial has passed.
- ! At either 1 metre above ground level or the top of the memorial (which ever is the lowest) a measure of the lean will be undertaken.
- ! This will be by measuring the angle in degrees from the vertical, both front/back and side to side angles, with calibrated equipment.
- ! At each stage records will be updated. Only angles of three degrees and over will be recorded.

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Kerb Sets

- ! Initial visual inspection will be undertaken from a safe distance from the memorial while the names and details of the interned are recorded.
- ! If the memorial passes the visual inspection. The memorial will be assessed and approached from the front or a direction that will not place the inspector in danger if the memorial moves.
- ! The memorial will then be inspected as per the stability and pitch test.
- ! Additionally the kerbs will be inspected by hand for secure fitting.
- ! At each stage records will be updated.

Plinths/Lawn Memorials

- ! Initial visual inspection will be undertaken from a safe distance from the memorial while the names and details of the interned are recorded.
- ! If the memorial passes the visual inspection. The memorial will be assessed and approached from the front or a direction that will not place the inspector in danger if the memorial moves.
- ! The memorial will then be inspected as per the stability and pitch test.
- ! These will be inspected for stability within the ground and for good sound condition.
- ! Inspected for trip points.
- ! At each stage records will be updated.

Tombs

- ! Initial visual inspection will be undertaken from a safe distance from the memorial while the names and details of the interned are recorded.
- ! If the memorial passes the visual inspection. The memorial will be assessed and approached from the front or a direction that will not place the inspector in danger if the memorial moves.
- ! Tombs will be inspected from all sides visually, to ensure all components are correctly installed.
- ! The memorial will then be inspected as per the stability and pitch test.
- ! Pressure will be applied both along and across the tomb to ensure stability.
- ! At each stage records will be updated.

Crosses

- ! Initial visual inspection will be undertaken from a safe distance from the memorial while the names and details of the interned are recorded.
- ! If the memorial passes the visual inspection. The memorial will be assessed and approached from the front or a direction that will not place the inspector in danger if the memorial moves.
- ! The memorial will then be inspected as per the stability and pitch test.
- ! At each stage records will be updated.

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One Piece Memorials

- ! Initial visual inspection will be undertaken from a safe distance from the memorial while the names and details of the interned are recorded.
- ! If the memorial passes the visual inspection. The memorial will be assessed and approached from the front or a direction that will not place the inspector in danger if the memorial moves.
- ! The memorial will then be inspected as per the stability and pitch test.
- ! At each stage records will be updated.

Memorials over 2.5 Metres High

- ! Initial visual inspection will be undertaken from a safe distance from the memorial while the names and details of the interned are recorded.
- ! If the memorial passes the visual inspection. The memorial will be assessed and approached from the front or a direction that will not place the inspector in danger if the memorial moves.
- ! The memorial will then be inspected as per the stability and pitch test although only a visual inspection will be carried out on these memorials.
- ! At each stage records will be updated and a separate report provided.

Books/Tablets

- ! Initial visual inspection will be undertaken from a safe distance from the memorial while the names and details of the interned are recorded.
- ! If the memorial passes the visual inspection. The memorial will be assessed and approached from the front or a direction that will not place the inspector in danger if the memorial moves.
- ! The memorial will then be inspected as per the stability and pitch test.
- ! At each stage records will be updated.

Vases

- ! Initial visual inspection will be undertaken from a safe distance from the memorial while the names and details of the interned are recorded.
- ! If the memorial passes the visual inspection. The memorial will be assessed and approached from the front or a direction that will not place the inspector in danger if the memorial moves.
- ! Additionally the vases will be inspected by hand for secure fitting.
- ! At each stage records will be updated.

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Make Safety Systems:

Memorial Failed

- ! The result of a failed inspection will be recorded.
- ! Upon confirmation from the client the following action may be undertaken.
- ! The memorial will be assessed for weight and suitability, one of the following methods will be utilised:
 - o Signage: A self adhesive Safety Sign will be placed on the front of the memorial, where possible not covering lettering or any embellishments.
 - o Laying Flat: This will be achieved where possible by walking the memorial forward on to the grave and then laid backwards flat on the ground or the use of mechanical equipment for large memorials.
 - o Staked Vertical: This will be achieved by driving a stake into the ground behind the memorial and the stake then being strapped to the memorial. The stability of the memorial will be rechecked to ensure safety. Multiple stakes may be used
 - o Cordoned: If the memorial is to unsafe to carry out either of the two methods above then an area around the memorial will be fenced with pins and red/white tape or barrier fencing.
- ! Make safe will be undertaken on the day of inspection or as soon as possible after then, work reliant.

Laying Flat

Style 1 (hand)

- ! The memorial will be assessed to ensure staff safety.
- ! The memorial will where ever possible be “walked” forward within the grave space, to a position where once the memorial is laid flat, no parts of the memorial will project outside the grave space.
- ! The memorial will then be lowered backwards into the grave space

Style 2 (mechanical)

- ! A visual inspection will be undertaken from a safe distance from the memorial while the names and details of the interned are checked to ensure correct memorial is identified.
- ! A calculation will be undertaken to ensure the full weight of the memorial to be lifted does not exceed the safe working limits of the gantry.
- ! The gantry will be positioned to run along the centre line of the grave front to back, levelled and secured as per manufacturer’s recommendations.
- ! Suitable slings will be positioned within the top third of the memorial and shackled to the lifting chains. The memorial will be lifted and moved along the gantry where it will be lowered to the ground then leaned back while continuing to lower.
- ! The slings to be removed.
- ! The gantry will be removed from the site.
- ! At each stage records will be updated.
- ! All equipment will be inspected as per manufacturer’s recommendations.

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Staking Vertical

Style 1 (single)

- ! A stake will be secured in to the ground behind the memorial (or in front if a space behind memorial not available). A post hammer will be used to ensure no damage is caused to the memorial during this operation.
- ! A wooden spacer may be inserted between the memorial and stake to reduce pulling the memorial from vertical.
- ! A binder will be used to secure the stake and memorial. A white polyester binder will be used to ensure no damage is caused to the memorial.
- ! The memorial will be re-inspected to ensure stability.

Style 2 (double)

- ! Two stakes will be secured in to the ground, one each side of the memorial. A post hammer will be used to ensure no damage is caused to the memorial during this operation.
- ! Wooden spaces may be used if required to reduce pulling the memorial from vertical.
- ! A binder (or two) will be used to secure the stake and memorial. A white polyester binder will be used to ensure no damage is caused to the memorial.
- ! The memorial will be re-inspected to ensure stability.

Style 3 (triple)

- ! Three stakes will be secured in to the ground, one each side of the memorial (normally used for crosses or pillar/statue memorials). A post hammer will be used to ensure no damage is caused to the memorial during this operation.
- ! Wooden spaces may be used if required to reduce pulling the memorial from vertical.
- ! A binder (or two) will be used to secure the stake and memorial. A white polyester binder will be used to ensure no damage is caused to the memorial.
- ! The memorial will be re-inspected to ensure stability.

Style 4(quad)

- ! Four stakes will be secured in to the ground, two each side of the memorial. A post hammer will be used to ensure no damage is caused to the memorial during this operation.
- ! Wooden spaces may be used if required to reduce pulling the memorial from vertical.
- ! A binder (or two) will be used to secure the stake and memorial. A white polyester binder will be used to ensure no damage is caused to the memorial.
- ! The memorial will be re-inspected to ensure stability.

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Cordoned Area

Style 1 (pin/tape)

- ! Road pins or similar will be installed into the ground around the memorial (enough to ensure a safe distance is maintained around the memorial).
- ! The distance from the memorial will be 1.5 times the height of the memorial.
- ! A row of red/white or black/yellow tape will be attached to the road pins or similar to define the cordoned area.

Style 2 (pin/barrier)

- ! Road pins or similar will be installed into the ground around the memorial (enough to ensure a safe distance is maintained around the memorial).
- ! The distance from the memorial will be 1.5 times the height of the memorial.
- ! Plastic blue coloured fencing (1.0m high) or similar will be attached to the road pins or similar to define the cordoned area.

Style 3 (stake/barrier)

- ! Wooden stakes or similar will be installed into the ground around the memorial (enough to ensure a safe distance is maintained around the memorial).
- ! The distance from the memorial will be 1.5 times the height of the memorial.
- ! Plastic blue coloured fencing (1.0m high) or similar will be attached to the wooden stakes or similar to define the cordoned area.

Cordoned Area Next to Footpath

- ! The same procedure will be carried out as per “Cordoned Area”.
- ! If areas extend into the footpath/road then this may result in a footpath being closed.

Signage

- ! Signs will be installed at the entrances to the cemetery, indicating a Health and Safety inspection is being carried out, this is the responsibility of the client.
- ! If signs (self adhesive) are required to be placed on each failed memorial, these will be supplied by IMI and attached as the memorial is inspected/made safe.

Dismantle Tomb

- ! A visual inspection will be undertaken from a safe distance from the memorial while the names and details of the interned are checked to ensure correct memorial is identified.
- ! A calculation will be undertaken to ensure the full weight of the memorial to be lifted does not exceed the safe working limits of the gantry.
- ! The gantry will be positioned levelled and secured as per manufacturer’s recommendations.

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- ! Suitable slings will be positioned to remove the tomb top and place on the ground. The corners and sides will be dismantled either by hand or with the gantry depending upon weight.
- ! All items dismantled from the tomb will be placed back within the grave space, piled in the centre, safely, neatly and with respect.
- ! Any items such as bricks etc may be removed from the grave space and placed within the cemetery where directed by the client.
- ! The gantry will be removed from the site.
- ! At each stage records will be updated.
- ! All equipment will be inspected as per manufacturer's recommendations.



IMI Independent Memorial Inspection

Customer Care Statement

Independent Memorial Inspection attempts to deliver all its services in a friendly, responsive and reliable way, staff will:

- ! Wear uniforms (blue top with logo, dark trousers) and carry identification at all times
- ! Vehicles will be parked in such a manner as not to cause a nuisance to cemetery users.
- ! No foul or abusive language will be used at any time.
- ! Staff will behave respectfully and in a dignified manner while undertaking any operation within the cemetery.
- ! Treat customers with courtesy and respect
- ! Deal with requests, enquiries and concerns promptly
- ! Provide customers, with accurate and reliable information and advice.
- ! Welcome customers views on the service
- ! Treat all members of the public fairly and without discrimination.
- ! If approached by a member of the public regarding issues beyond the scope of the contract then all enquires will be courteously redirected to the client officer.
- ! If approached by a member of the public regarding issues relating to the scope of works being carried out then the staff will courteously answer as appropriate any questions asked. If required the member of the public will be redirected to the client.
- ! If required notices will be erected at cemetery entrances informing the public of the reasons and the work being undertaken.
- ! Treat all complaint seriously.
- ! Review Customer Care Statement regularly and improve the service

Complaints Procedure

- ! All complaints are thoroughly investigated and the client is made aware of all complaints at all times.
- ! Copies of the complaints and result of the investigation are kept on record.
- ! A written reply to a written complaint is sent within ten days of receipt of the complaint.
- ! Any complaint not resolved will be passed to the client as an independent expert.

An employee hand book will be issued to all new staff and updates provided when required

IMI Independent Memorial Inspection

Environmental Statement

It is the policy of Independent Memorial Inspection to ensure that its activities are managed so as to minimise any impact on the environment, so far as is reasonably practicable, through its memorial inspection and make safe operations.

In order to achieve this:

- ! IMI will manage its product range to ensure that products in the range do not cause unacceptable environmental damage through its receipt, storage, use and disposal phases.
- ! IMI will develop the energy efficiency of its vehicle fleets, so far as is reasonably practicable. Future purchases will take account of the environmental impact of the models selected and we will use the minimum number possible.
- ! IMI will aim to improve the energy efficiency of its premises. Existing buildings will be adapted where practicable to improve their energy efficiency. When considering future purchases or leases, account will be taken of the energy efficiency of the building, and of the energy costs involved in running those buildings.
- ! Wherever possible IMI will seek to minimise waste:
 - Through reduction in unnecessary consumption
 - Through purchasing recycled products and packaging for its own use
 - By sending used products and packaging to be recycled.
- ! IMI will only use stakes:
 - From sustainable sources,
 - Use environmentally friendly wood preservative (Osmnose Nature Wood)
 - Reuse where possible.
 - Delivery will have the least environmental impact as possible.
- ! IMI will encourage the client to reuse the resources where possible.
- ! Travel will be reduced where possible by using local accommodation and resources.

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- ! Prior to any new or changes to existing operations IMI will address any possible adverse environmental impacts before their implementation.
- ! Materials, which are considered of a hazardous nature to the employee, public or the environment shall be avoided, but, where their use is deemed necessary use shall be minimized. However, wherever possible such materials shall be replaced by alternative materials of an environmentally friendly nature.
- ! IMI will promote environmental concern among its employees and seek to generate an overall awareness of the impact of their operational activities on the environment.
- ! All employees will be further encouraged to identify and promptly report potential environmental matters of concern to IMI.
- ! Any concern over the presence of Asbestos in any area of work will be logged and reported to the client. All works in the immediate area of suspected contamination will be suspended until authorised by the client.
- ! IMI will working towards Environmental ISO 14001 1996 Standard
- ! IMI is working towards the production of a site work guidelines handbook for all personnel that work on client sites including site Legislative Issues, Health & Safety and environmental Issues

IMI undertakes to continually review and seek to improve its operating procedures, equipment and other resources to ensure all operations do not impact on the environment.

An employee hand book will be issued to all new staff and updates provided when required

INDEPENDENT MEMORIAL INSPECTION

IMI Independent Memorial Inspection

Employment Statement

Independent Memorial Inspection, since it was founded in 2002, has had a policy of employment and advancement based solely upon qualification to do the work without regard to race, color, religion, sex, age, disability, national origin, or any other qualification unrelated to the position.

We pledge to:

- ! Recruit, hire and promote for all jobs without regard to race, color, religion, sex, age, disability, or national origin, except where the disability interferes with our ability to perform the job, or any other qualification unrelated to the position.
- ! Base hiring and promotion decisions upon an individual's qualifications to perform the job for which he or she is being considered.
- ! Administer personnel actions such as compensation, benefits, transfers, layoffs, recall from layoffs, termination, disciplinary action, and company sponsored training programs, without regard to race, color, religion, sex, age, disability, national origin, or any other qualification unrelated to the position.
- ! Comply with all applicable governing laws concerning employment practices and procedures.

Recruitment

We know that our future growth depends on the contribution made by our employees. We also know that we all work better when we are happy and satisfied with our jobs.

We believe in being open and honest with our employees, and in giving our employees the respect they are due. We will work to continually improve our working relationships at all times.

To achieve these goals we will:

- ! Provide prompt, courteous, and careful attention to our employees concerns and needs.
- ! Provide the opportunity, whenever we can, for our employees to advance and grow through job training leading to increased knowledge and skill.
- ! Provide promotion opportunities based on performance and ability.
- ! Provide wages, benefits, and working conditions equal to or better than the average in the community for similar types of work.
- ! Provide positive management and supervision.

An employee hand book will be issued to all new staff and updates provided when required.

IMI Independent Memorial Inspection

Health and Safety Statement

It is the policy of IMI to create an environment and culture where health and safety is a prime consideration in all areas of activity. IMI activities can not be undertaken other than in an environment that meets the requirements of this statement.

It is therefore IMI's policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards. IMI will carry out suitable assessments on the risks to health and safety of employees to which they are exposed whilst at work, and to persons not in our employment including the public, clients and contractors in so far as they come into contact with IMI or its services.

To assist in achieving these aims, IMI recognise the following:

- ! The owner of IMI is responsible for all Health and Safety within the company and the implementation of the statement as per the Health and Safety at Work Act 1974 and subsequent amendments.
- ! A member of staff has a suitable Health and Safety qualification.
- ! A members of staff will have a relevant first aid qualification.
- ! A method of contacting emergency service if required due to accident or emergency to staff or public (mobile phone 999).
- ! All accidents/dangerous occurrences will be recorded on an accident form.
- ! All accidents under RIDOR will be reported as required.
- ! Risk Assessments updated annually. (included)
- ! Booking in/out of site.
- ! Provide suitable safety equipment and personal protective clothing and maintain same.
- ! Provide information, instruction, training and supervision to employees to ensure the safe performance of work activities.
- ! If Asbestos is discovered, it will be reported immediately to the land owner. All procedures laid down by the authority will be followed.
- ! Welfare provision will be provided on each site location.

IMI also recognises that it has a duty to persons not in its employ that may be affected by IMI work activity and will, as far as is reasonably practicable, ensure that any such persons are not exposed to risk to their health and safety.

IMI also remind all employees and contractors, what ever their status, of their duties to take care of their own safety and that of others.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and if necessary revised in the light of legislation or organisational changes.

IMI Independent Memorial Inspection

Accident and Emergency Procedure

The following guidelines are to be followed in the case of an accident or emergency involving any members of staff, contractors or public.

When an accident /emergency occurs:

- ! Asses the incident
- ! If required administer First Aid
- ! If required call for Emergency Services through 999 system (mobile phone)
- ! Ensure area involved in the incident has been made safe
- ! Complete all relevant paperwork (accident book etc.)
- ! Report incident to client if relevant.

Fire Procedure

Upon discovering a fire:

- ! Immediately summon help (999)
- ! Ensure area is evacuated
- ! If adequate fire fighting equipment is available, without personal risk attempt to extinguish the fire.
- ! Complete incident form if required.
- ! Inform client of the incident

An employee hand book will be issued to all new staff and updates provided when required

Untoward Incident Policy

This policy deals with Accidents, Near Misses and Miscellaneous Occurrences

Accidents –

- use approved Accident Book
- all relevant information recorded
- stored for required period

Near Misses -

- full description of incident recorded
- root cause analyses is undertaken within 10 days
- lessons learned are stored and relevant policies and risk assessments updated in line with the root cause analysis

Miscellaneous Occurrences -

All other matters are discussed during site meetings held as required.
All concerns to be reported to supervisor and fully investigated, where needed escalated to client

IMI Independent Memorial Inspection

Pricing Schedule:

All work is to be undertaken in accordance with the requirements of the Council and the brief/specification detailed previously.

This Pricing Schedule and supporting documents are to be and returned to:
Mrs Workman

The following pricing structure represents pricing for budget purposes, final pricing will be confirmed when approximate number of memorials are known.

Cost of Inspection and recording	£3.80 per memorial
Cost of Vertical Staking Failed Memorials Up to 1.2m High – Per Memorial (Single Stake), pro-rotata for multi-staking	£10.00
Cost of Cordoning Off failed Memorials (including chambers), style 1	£10.00 (16 lm @ £0.63 per lm)
Cost of Cordoning Off failed Memorials (including chambers), style 2	£40.00 (16 lm @ £2.50 per lm)
Cost of Cordoning Off failed Memorials (including chambers), style 3	£50.00 (16 lm @ £3.13 per lm)
Laid Memorial (hand)	£5.00 per memorial
Memorial Signage – self adhesive – installed	£3.00 per sign
Mechanical Laid Memorial	£50.00 per memorial
Mechanical Lay Tomb	£275.00 per tomb
All prices plus VAT	

If less than 500 memorials then a one off surcharge of £250.00 will be incurred.

INDEPENDENT MEMORIAL INSPECTION

Company Name	Independent Memorial Inspection
Address	81 Main Road
	Watnall
	Nottingham, NG16 1HE
Signed	
Name & Company Position	Jack Sills
Date	26 th October 2022

All the information within this document is private, confidential and contractually sensitive, as such is covered in the exception within section 43 of the Freedom of Information Act and is not to be given to third parties.

IMI Independent Memorial Inspection

Appendix 1

The report is provided both in a paper form and computer CD/DVD (including photos). The report will include:

- ! Name of Cemetery
- ! Name of interned (first two)
- ! Grave number/section
- ! Year of death
- ! Type/size of memorial
- ! Material type/height
- ! Pitch of memorial front/back, side to side
- ! Stability of memorial (classification rating)
- ! Action taken/required
- ! Photo of memorial, before and after make safe
- ! Comments
- ! Date of inspection and weather conditions.
- ! Additional items can be recorded if required.

ie: topping grave, self sets, home made kerbs, hole in grave etc

INDEPENDENT MEMORIAL INSPECTION

A report will be undertaken showing the facilities and condition of the cemetery.



On 20 Oct 2022, at 12:59, Hilary Workman <parishclerk@wickhambrook.org.uk> wrote:

Hello, I have your details on file and am just preparing budgets for next financial year.

Please could you quote me for:
Cleaning of War Memorial (image attached); and
Memorial Safety inspections – we have:
Old Cemetery – apx 100 extant memorials
New Cemetery – apx 500 memorials

Would it perhaps be possible to quote to do say 100 memorials a year over a five year period?

Hilary Workman
Clerk & RFO for Wickhambrook Parish Council
Tel: 07508 039810
E-mail: parishclerk@wickhambrook.org.uk - Please note the
new address

Website: <https://wickhambrook.org/parish-council/#parish-council-contact>

My normal working days are Monday, Tuesday, Thursday and Friday.

Confidentiality and Privilege: This email and its attachments are intended for the above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please reply to this email and highlight the error. Click here to view our [privacy notice](#).

Security Warning and Viruses: Please note that this email has been created in the knowledge that Internet email is not a 100% secure communications medium. We advise that you understand and accept this lack of security when emailing us. Although we have taken steps to ensure that this email and attachments are free from any virus, we advise that in keeping with good computing practice the recipient should ensure they are actually virus free.

From: imi <i.m.i@ntlworld.com>

Sent: 03 August 2020 20:29

To: parishclerk@wickhambrook.org

Subject: War Memorial Cleaning 2020

War Memorial Cleaning 2020

Bring the Community Together

We offer Steam Cleaning Service, accross the country using methods approved by War Memorial Trust and Heritage England

For further information or any enquiries please do not hesitate top contact us.

Jack Sills
IMI
07870 984556

We also undertake Memorial Health and Safety Inspections.