BAWTRY TOWN COUNCIL

SAFETY METHOD STATEMENT & RISK ASSESSMENT FOR INSPECTION OF MEMORIALS

This document should be read in conjunction with The Guidelines issued by The Ministry of Justice 2009 entitled Managing the safety of burial ground memorials and Bawtry Town Council Memorial Safety Inspection Procedures.

# SCOPE OF WORK

Carry out routine inspection of all graves and memorials at Station Road Cemetery, Bawtry.

# SAFETY METHOD STATEMENT

All inspections carried out on site will be undertaken by a minimum of two persons. Both persons must be familiar with the Ministry of Justice guidelines detailed above and at least one person must be a competent person.

Work will be carried out in accordance with the above Ministry of Justice Guidelines.

Notices must be affixed to all entrances warning that an inspection is being carried out.

Inspection work and reporting will be carried out as laid down in the Council’s Memorial Safety Inspection Procedures

Before any work commences a Risk Assessment will be carried out by the Inspection Team as detailed below.

Personal Protective Equipment must be worn as deemed necessary by all members of the inspection team.

**RISK ASSESSMENT**

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| **HAZARD** | CONTROL MEASURES | **OTHER REFERENCE INFORMATION** |
| **Access to site** | Ensure any vehicles are safely parked. Vehicles will not be used on site except for emergencies.  Ensure notices are placed on all entrances warning members of the public that inspection work is in progress. | Managing the safety of burial ground memorials.  Memorial Safety Inspection Procedures.  Safety Method Statement |
| **Environment** | Ensure work is carried out in clement weather.  Ensure ground conditions are safe.  Care should be taken when working under overhanging trees.  Avoid working in windy conditions. | Managing the safety of burial ground memorials.  Memorial Safety Inspection Procedures.  Safety Method Statement  Weather forecast |
| **Trip** | Loose branches should be removed from inspection site prior to working.  Care should taken with tree roots.  Ensure kerb stones are in place and not loose.  Take care whilst working on loose gravel, wet grass, or moss covered stones. | Managing the safety of burial ground memorials.  Memorial Safety Inspection Procedures.  Safety Method Statement |

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| **Manual Handling** | Warning other personnel within vicinity.  Use of PPE. (Hard hat, safety foot wear, gloves) etc.  Should manual handling be deemed to be too difficult or the material too heavy then mechanical handling must be used.  Handling of headstones and kerbstones should only be considered where ground conditions are suitable. | Managing the safety of burial ground memorials.  Memorial Safety Inspection Procedures.  Safety Method Statement |
| **Mechanical Handling** | If mechanical handling is to be used then a separate risk assessment should be drawn up.  Adequately trained operators only should carry out mechanical handling. | Use of Trained Operatives |
| **Hand Testing** | Only one operative should carry out the hand testing (toppling), the other operative should stand to one side and well clear whilst the test is being performed.  The tester should also stand to one side whilst carrying out the test.  The memorial must always be pushed away from the operative and not pulled towards him/her. | Managing the safety of burial ground memorials.  Memorial Safety Inspection Procedures.  Safety Method Statement |
| **Observers** | Grave owners have a right to attend Safety Inspection and Testing of graves and memorials. In such instances a safety induction should be given to them.  Observation should be from a safe distance away from the test location, a minimum of two metres is required, further if memorial is higher than 1250mm | A copy of this document should be made available to observers |

**RISK ASSESSMENT (continued)**

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| **Emergencies** | At least one member of the inspection team must carry a mobile telephone. | Emergency telephone number |
| **Egress from site** | Before leaving site all graves and memorials etc must be left in a safe condition.  Any unsafe areas must be roped off and appropriate notices displayed | Managing the safety of burial ground memorials.  Memorial Safety Inspection Procedures.  Safety Method Statement |
| **Changes in site conditions** | This scope of work, safety method statement & risk assessment has been prepared prior to commencement of the inspection and testing. It is the responsibility of the team members to continually review their work methods, site conditions and risks during the duration of the inspection and testing and to take appropriate action.  Any adverse change in risk should be assessed and recorded below. | Managing the safety of burial ground memorials.  Memorial Safety Inspection Procedures.  Safety Method Statement |
| **Notes or changes in risk** | Record action taken here:- |  |