

# OLD BASING & LYCHPIT PARISH COUNCIL



## POLICY & PROCEDURE FOR HEADSTONE TESTING

The following procedure is carried out by a trained member of the Parish Council's grounds maintenance staff in accordance with the Directions and Guidance with Regard to Memorial Safety issued by the Diocese of Winchester and is based on the recommended "Topple Testing" procedure.

- Prepare and maintain a spread sheet detailing monuments, year erected, test date, risk level (high/medium/low), and re-test date.
- Obtain approval for testing from Diocese of Winchester (information to include spreadsheet and photos).
- Display notices in Parish Magazine (Basinga) or other local publication, parish notice boards and cemetery 3 months prior to scheduled work.
- A letter to be placed on failed headstones and sent to grave owner/family (if known) at last known address.
- Headstones to be tested by hand and any failed ones staked in accordance with the above guidelines and a notice displayed on the headstone and the grave owner/family (if known) contacted.

The above procedure should be followed every 5 years and failed headstones, if not repaired, checked to ensure stake is holding.

In addition to the above, the Parish Council issues guidelines to stonemasons and bereaved relatives to ensure all memorials are fitted to a quality specification based on the Namm code of working practice and BS8414 and stonemasons are required to issue a certificate of compliance prior to installation of a headstone.