



St. Helens Council

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St. Helens
Council

Memorial Mason Registration Scheme

Reviewed April 2012



Contents

Agreement to the Memorial Mason Registration Scheme

Rules and Procedures

1. Introduction
2. Requirements of the Scheme
3. Procedures for the Erection of Memorials
4. Disciplinary Procedures
5. Review, Modification and Payment

Appendices:

Appendix 1 - Permit to work form

Appendix 2 - Agreement form

Appendix 3 - Application to erect/carry out work on a memorial

Location supervised by: Signature: Date:

Supervisor print name:

Type of work carried out: **Please tick ✓ a box**

- Located
- Headstone removed
- Inscriptions
- Ground anchor fixing
- Install memorial/vase/kerbs
- Renew dowels

Work completed by Stonemason - Signature:

Supervised by - Signature:

Date:

Drawing must be shown with all measurements, method of fixing and dowel sizes:

Approver's comments:

Drawing approved by - Signature:

Date approved:



Memorial Work Application

Grave Section:

Grave Number:

Cemetery: St.Helens*/Newton* *(Please delete)
Application form to be sent (with applicable fee) to:

Cemeteries and Crematorium Office

Crematorium Building

Rainford Road, St.Helens WA10 6DF

Tel: 01744 677407/677406 • **Fax:** 01744 677411

Email: sthelenscemetery@sthelens.gov.uk

Office Use Only

Date:

Permit No:

Fee paid:

Receipt No:

Please tick ✓ box

New Memorial: (Drawing overleaf & inscriptions)

Additional Inscription: (See below)

Replacement Memorial - no additional inscription: (Drawing overleaf)

Replacement Memorial - with additional inscription: (Drawing overleaf & inscriptions)

Kerb Set (Extended garden form required if applicable): (Drawing overleaf)

Other (i.e. vase, figure etc.):

Description of other:

Ground Anchor (**Type of fixing method**): (Size of fixings to be shown overleaf)

A drawing showing ALL dimensions, dowel sizes etc. must appear overleaf.

Memorial Material:

Inscription Details:

I hereby authorise (**Stonemason**):

Name of Funeral Service arranging Stonemason (if applicable):

To carry out the work detailed above and in accordance with the drawing shown overleaf (if applicable)

Grave Owner(s)/Applicant: Print name(s):

Date:

Signature(s):

(All Grave Owners must sign)

Grave Owner contact address:

Re: Memorial Work

All Memorial work must be carried out by appointment only.

All Stonemasons must be off site by 4.00pm, Monday to Thursday, and 3.00pm on Friday.

No work to commence without Council Supervisor authority.

Memorial Mason Registration Scheme

1.0 Introduction

1.1 The Memorial Mason Registration Scheme aims to establish a uniform standard of workmanship and working practices throughout all of the Council's cemeteries and graveyards. The scheme will address the standards required for the installation, repair and maintenance of memorials, both new and existing, insurance cover, health and safety requirements and administrative requirements with a view to producing a common approach at every cemetery or graveyard under the Council's management. Through adoption of this scheme, it is the intention to identify and promote the best practice of the industry by all registered participants.

2.0 Aims

2.1 This Council is currently carrying out regular inspection programmes in its cemeteries. The survey will identify memorials that require attention to meet Health and Safety requirements and also establish a routine inspection procedure to ensure that the future condition of cemeteries is monitored. The registration scheme will support this initiative by ensuring that memorial masons working within Council cemeteries will operate to the highest standards of workmanship and competence. The establishment of this scheme will promote a partnership that will encourage formal and informal communication, long-term working relationships, innovation and development initiatives between all registered parties. The Council's ultimate objectives are to ensure that its cemeteries meet all Health and Safety standards and are safe environments for working in or visiting.

3.0 Scope of the Scheme

3.1 The scheme will be available to any memorial mason who presently works, or intends to work, within the Council's cemeteries or graveyards.

3.2 **Following the implementation of the scheme, those memorial masons not registered under this scheme will not be permitted to work within any cemetery or graveyard under the management of the Council.**

4.0 Administration of the Scheme

4.1 The scheme will be administered by the Council or its appointee, thereafter known as the 'Scheme Administrator'.

5.0 Requirements of the Scheme

5.1 All registered participants to the scheme will be expected and obliged to adhere to the following basic requirements. These are the minimum acceptable requirements of the Council and may be updated from time to time. Memorial masons are welcome to exceed these requirements and will be encouraged to propose suggestions or ideas that they believe will improve or enhance the scheme. Any suggestions or ideas adopted by the Council will be applied equally to all registered participants.

5.2 Eligibility

5.2.1 Memorial masons who have been barred from performing work in any cemetery, **whether in the Council's area or elsewhere**, within the previous **two years (2 years)** may be ineligible to join the scheme. In these instances, each case will be considered individually and membership offered, or withheld, at the discretion of the Scheme Administrator. Memorial masons must submit details of such disciplinary actions with their application to join the scheme. Failure to disclose details of disciplinary actions, which subsequently come to the attention of the Scheme Administrator, may result in the immediate expulsion from the Registration Scheme and the imposition of an immediate ban on working within the Council's cemeteries and graveyards for an agreed period between **3 months and**

two years (2 years), as agreed by the Scheme Administrator.

5.2.2 Memorial masons must be BRAMM-accredited and must hold the relevant fixer's licence. This licence must be produced to the Scheme Administrator upon request.

5.3 Insurance Requirements

5.3.1 General Risk - Every participant on the Registration Scheme shall be insured for Public Liability to the value of **Five Million Pounds (£5,000,000)** for any one incident.

5.4 Workmanship, Materials and Construction

5.4.1 Every participant shall guarantee each individual memorial in respect of safety and stability for a period of **no less than 10 years and no more than 30 years**. Memorial masons are encouraged to issue the guarantee for as long a period as possible, up to 30 years.

5.4.2 All memorial masons registering on the scheme must be able to demonstrate an acceptable standard of workmanship, to the approval of the Registration Scheme's Administrator. Memorial masons and their staff shall be suitably qualified, experienced and competent to perform all works necessary when erecting, dismantling and repairing memorials to meet current industry and statutory Health and Safety requirements and guidelines.

5.4.3 The standard of workmanship will be evidenced by qualifications obtained from an accreditation scheme operated by a recognised industry body, for example the National Association of Memorial Masons (NAMM), although in-house company schemes will be recognised if meeting the required standards. A letter detailing the qualification and experience of each contractor should accompany application for registration and, where available, trade references.

5.5 Registration Scheme Compliance

5.5.1 Each memorial mason signing the **'Agreement to the Memorial Mason Registration Scheme'** included in these documents will be deemed to have agreed to comply with the following:

- Local Authorities Cemeteries Order 1977
- Cemetery Rules and Regulations
- NAMM Code of Working Practice (Latest Relevant Edition)
- Health and Safety at Work Act 1974
- The Council's Safety Policy and Risk Assessment Scheme
- Memorial Mason's Registration Scheme
- All other relevant statutory requirements.

6.0 Procedures for the Erection of Memorials

6.1 All memorials installed by the participants of this scheme must fully comply with all of the Council's standard administration and operational procedures.

6.2 Application to Erect a Memorial

6.2.1 All memorials installed within the Council cemeteries must first be approved by the Scheme Administrator. The Scheme Administrator for all of the cemeteries can be contacted as follows:

St.Helens Council
 The Crematorium
 Rainford Road
 St.Helens WA10 6DF

Agreement to Memorial Mason Registration Scheme



I agree to adhere to all rules, byelaws, health and safety requirements, insurance liabilities, installation and maintenance, specifications, inspection procedures and all other requirements as laid down by this Registration Scheme

This agreement made day of

Company

Representative's signature

Address

Telephone

Fax

Email

13.0 Assignment

- 13.1 No aspects or obligations of the Registration Scheme agreement may be assigned, subcontracted or transferred to a third party without the approval of the Scheme Administrator, confirmed in writing.

Appendix 1

Form Mem 1



St. Helens Council

St. Helens Crematorium
Rainford Road
St. Helens
Merseyside
WA10 6DF

Contact: Name
Tel: (01744) 677405
Fax: (01744) 677411
sonianeighbour@sthelens.gov.uk

Date
Permit No: 37
Memorial Mason's Address

Dear Sir,

Permission to erect or carry out work on a memorial

Permission is granted to erect or carry out work on a memorial headstone in terms of the drawing and description submitted and set out in the Schedule below and in accordance with the Memorial Mason's Registration Scheme.

You will be aware that an appointment system is in place. I would be grateful if you would inform us of an approximate time that you will be on site, at least 24/48 hours before calling to erect the headstone.

Yours faithfully,

Scheme Administrator

Schedule

Name of the Cemetery:	St. Helens or Newton-le-Willows	
Description of Memorial:	Headstone	
	Section: A	Grave No: 99
Name and Address of Grave Holder:	Mrs. Smith 5, Any Street, Anytown	

IMPORTANT NOTE: It is a condition of this Permit that the Grave Section and Grave Number be carved at the base of the Memorial, as detailed above.

www.sthelens.gov.uk

Telephone 01744 677405/677406/677407
Fax 01744 677411
Email sthelenscemetery@sthelens.gov.uk

- 6.2.2 Applications must be submitted on Form Mem 3 and will detail the following:

Name and Address of Memorial Mason

Name, Address of Cemetery, Section and Grave Number

Name and Address of the Grave Owner

Name, Signature and Address of Next of Kin

Memorial Inscription

Memorial Details: Material

Size

Fixing Methods

Date and Time of Fixing

Sketch of Memorial

Grave Deed

6.3 Erection of Memorials/Additional Work to Memorials

- 6.3.1 Memorials must not be erected, nor shall any additional work be carried out to the memorial (including memorial cleaning or renovation work), unless the Application to Erect/Carry Out Work on a Memorial has been approved, and a Permit issued in writing (Form Mem 1). The memorial mason shall give the Scheme Administrator a clear indication of his/her programme to erect the memorial, especially the date and time, to allow monitoring of the operation.
- 6.3.2 All memorials shall be erected to conform to the most recent edition of the National Association of Memorial Masons' Recommended Code of Working Practice.
- 6.3.3 Following the erection of a memorial, it should be noted that they will be subject to inspection at least **every five years (5 years)** to ensure Health and Safety requirements are met. Memorial masons should take this into consideration in their Guarantee. The Guarantee should include all joints that fail during the period of the Guarantee. All joints shall be repaired within **one month (1 month)** of being notified.

7.0 Inspection of Memorials

- 7.1 The Scheme Administrator, or other Council staff, may inspect the erection of a memorial either, as the work proceeds, or shortly after the work is completed. Where work is found to be unacceptable, either not conforming to the NAMM Recommended Code of Working Practice or any other reason, the Scheme Administrator will instruct the memorial mason to return and rectify the work to meet the Council's standards. The standard of works should comply with the attached inspection procedures and inspection should withstand a combined manual and mechanical test.

8.0 Post-Work Inspection

- 8.1 The Scheme Administrator, or other Council staff, may inspect a memorial following erection, or completion of other work, either as part of routine maintenance, or in response to a complaint from the public or Council staff. Where work is suspected of being unacceptable, either not conforming to these specifications or any other reason, the Scheme Administrator may instruct the memorial mason to dismantle their work in order to verify compliance with the scheme's standards. In the event that work does not meet the required standards, the memorial mason will re-erect the work to the appropriate standards, the costs of dismantling and re-erection in these circumstances

being their responsibility. In the event that the work complies with the required standards, the costs of dismantling and re-erection will be the responsibility of the Council.

8.2 If, for any reason, the memorial mason refuses to co-operate with these post-work inspections, the Scheme Administrator shall have the right to employ a third party (a qualified memorial mason registered under the scheme) to perform the work. In these circumstances, whether the work complies, or fails to comply, with the scheme standards, the cost will be the responsibility of the mason originally installing the memorial. In the circumstances where there is a refusal to co-operate by a memorial mason, they will become eligible for action under Stage 2 of the Disciplinary Procedures of the scheme.

9.0 Tendering

9.1 From time to time, the Council may require tenders to be submitted for a range of memorial work, including inspection, repair, removal and replacement of memorials. Memorial masons registered under this scheme shall be eligible for registration on all such lists.

10.0 Disciplinary Procedures

10.1 To ensure that the Council's standards are maintained and that all participants to the Registration Scheme are operating uniformly to these standards, the Scheme Administrator will operate a disciplinary procedure which shall be applied fairly to all participants of the scheme.

10.2 The disciplinary procedure will be based on the Rules of this Registration Scheme and the Specification according to the following stages:

Stage 1: Minor Breach of the Rules or Specification

A minor breach of the Rules or Specification will result in a **Verbal Warning** given by the Scheme Administrator, assuming the breach is corrected timeously. A **Verbal Warning** shall be maintained on the memorial mason's record for a period of **twelve months (12 months)**, then, if no further breaches occur, the warning will be removed from the record.

Stage 2: Breach of the Rules or Specification

A breach of the Rules or Specification will result in a **Written Warning** issued by the Scheme Administrator, assuming the breach is corrected timeously. A **Written Warning** shall be maintained on the memorial mason's record for a period of **eighteen months (18 months)**, then, if no further breaches occur, the warning will be removed from the record.

Stage 3: Subsequent Breach of the Rules or Specification

If, during the 18-month period, imposed by Stage 2, another breach of the Rules or Specification is committed, or the original Stage 2 breach is not rectified timeously or to the satisfaction of the Scheme Administrator, this will result in the issuance of a **Final Written Warning**. A **Final Written Warning** shall be maintained on the memorial mason's record for a period of **thirty-six months (36 months)**, then, if no further breaches occur, the warning will be removed from the record.

10.3 Gross Misconduct

10.3.1 Certain circumstances shall be considered **Gross Misconduct** and will not be subject to the above stages of the disciplinary procedure. The Scheme Administrator will decide, at their discretion, the instances of Gross Misconduct. The following list – though not exhaustive – will be considered as Gross Misconduct:

- Installation or erection of a memorial not approved by the Scheme Administrator.
- Refusal to rectify an error in the installation or erection of a memorial when instructed to do so by the Scheme Administrator.
- Abusive or aggressive behaviour to any Council staff or members of the public.

- Failure to adhere to the Council Cemetery Management Rules or the Conditions of Permit Application.

10.4 Exclusion from the Registration Scheme

10.4.1 Exclusion from the Registration Scheme will result when memorial masons are found guilty of **Gross Misconduct** or commit further breaches of the Rules or Specification whilst the 36-month term, as described in Stage 3, is in effect. An exclusion from the Registration Scheme will be for an agreed period between **3 months and two years (2 years)**. During this period, a memorial mason will be forbidden to undertake any work whatsoever within the Council's cemeteries and graveyards. In instances of exclusion for **Gross Misconduct**, the Scheme Administrator may consider advising other local authorities of the circumstances, at their discretion.

10.5 Re-registration to the Scheme following an Exclusion

10.5.1 Any memorial mason re-registering on the Registration Scheme following exclusion will be monitored for a period of **eighteen months (18 months)**. A memorial mason committing any breach of the Rules or Specification, or an act of Gross Misconduct, during that period will be excluded from the Registration Scheme for an undetermined period, between **3 months and thirty-six months (36 months)**, at the discretion of the Scheme Administrator.

10.6 Disciplinary Procedure Appeal

10.6.1 A memorial mason not satisfied with treatment under the Disciplinary Procedures is entitled to appeal against any decision taken under these procedures. All appeals shall be made in writing within two weeks following the disciplinary decision, stating the reason for the appeal, and only these reasons will be admissible at the appeal. The exception to this appeals process is in the circumstances of a memorial mason excluded on a second occasion, as described in the clause '**Re-registration to the Scheme following an Exclusion**' above. In these instances, an appeal will not be permitted for a minimum period of **thirty-six months (36 months)**.

10.6.2 In the first instance, an appeal will be heard by the **Head of Service**. In the event of a failure to reach a conclusion, the memorial mason may make a **Final Appeal**, in writing, which will be heard by the **Chief Executive** of the Council.

11.0 Review

11.1 Either party, the memorial mason or the Council, may jointly review the rules, requirements and performance of the Registration Scheme annually. Following the conclusion of a mutual review of the Registration Scheme, masons shall be required to re-register for a period of one further year.

12.0 Modifications

12.1 All participants to the scheme may propose amendments to the scheme with a view to positive or innovative improvements. The Scheme Administrator shall conduct an initial appraisal of these proposed modifications and if these proposals appear, in the opinion of the Scheme Administrator, to indicate an improvement to the scheme, all participants will be advised on these proposals.

12.2 After consultation, all participants may mutually agree to omit any part of the Registration Scheme agreement, provide additional services or modify, temporarily or permanently, any part of the Registration Scheme agreement. Any modification must be confirmed in writing to all parties. Where such omissions, additions and modifications identify savings or financial advantages, these shall be used to improve the quality of service, reduce costs or provide other benefits to the participants of the scheme on mutual agreement and at the sole discretion of the Council. Any such changes shall be introduced at the next annual registration date.