

MEMORIAL MASON
REGISTRATION SCHEME

Agreement to the Memorial Mason Registration Scheme

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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. 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 under the Council's management. The scheme will ensure the best practice of the industry by all registered participants.

2.0 Aims

2.1 St Albans City and District Council has a rolling five year programme to assess the current condition of memorials in cemeteries and closed churchyards. The programme identifies memorials that require attention to meet Health and Safety requirements. The registration scheme will support this programme 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 the Council's cemeteries and closed churchyards 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.

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 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 obliged to adhere to the requirements listed. These are the minimum acceptable requirements of the Council and may be up-dated. Memorial masons are welcome to exceed these requirements and will be encouraged to make suggestions that they believe will improve or enhance the scheme. Any suggestions 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 for a period of **Two Years (2 years)**.

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 5 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 applying for registration 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 supported and demonstrated 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.

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
St Albans City & District Council 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
St Albans City & District Council Memorial Masons Registration Scheme
All other relevant statutory requirements.

- 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 installation 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 rectify the work to meet the Council's standards. The standard of works should be able to withstand a combined manual and mechanical test as defined by the industry.

8.0 Post Work Inspection

- 8.1 The Scheme Administrator, or other Council staff, may inspect a memorial following installation, 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 rectify the work to the appropriate standards, the costs of dismantling and re-installation in these circumstances being their responsibility. In the event that the work complies with the required standards the costs of dismantling and re-installation 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 to tender for such work.

10.0 Disciplinary Procedures

- 10.1 To ensure that the Council 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 within the time stated by the Scheme Administrator. 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 during that time, the warning will be removed from the record.

Stage 2: Breach of the Rules or Specification

Any breach of the Rules or Specification (not being a minor breach within Stage 1 above as determined by the Scheme Administrator in his/her absolute discretion) will result in a **Written Warning** issued by the Scheme Administrator, assuming the breach is corrected within the time specified in the Warning Notice. A **Written Warning** shall be maintained on the memorial mason's record for a period of **Eighteen Months (18 months)** then, if no further breach occurs during that time, 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 within the time specified in the Warning Notice 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 breach occurs, 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 a further breach 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 a period of **Two Years (2 years)**, during which 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 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 Specifications, or an act of Gross Misconduct, during that period will be excluded from the Registration Scheme for an undetermined period, but not less than **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 **Parks and Green Spaces Manager**. 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 **Head of Community Services**.

11.0 Review

11.1 The Registration Scheme shall be reviewed annually to allow either party, the memorial masons or the Council to review the rules, regulations and performance of the Registration Scheme. 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 of these proposals.

12.2 Any amendments which are agreed shall be made to the Scheme at the next annual review and implemented at the following annual registration date.

12.3

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.



AGREEMENT

To

MEMORIAL MASON REGISTRATION SCHEME

I agree to adhere to all Rules, Bye-laws, 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 madeday of

Company

Representative's Signature

Address

.....

.....

Telephone

Fax

E-mail

Qualifications (copy enclosed)

Experience

Membership of industry body

References enclosed

Public Liability Insurance
(current Schedule of Cover enclosed)

Copy of Form of guarantee to
be issued to memorial applicant enclosed

MEMORIAL MASON
REGISTRATION SCHEME

HEALTH AND SAFETY QUESTIONNAIRE

Company

Company address
.....
.....

Representative's name

Who is responsible for Health & Safety in your organisation?.....
.....

Please provide evidence of Health & Safety qualifications or experience:.....
.....
.....

How often do you/your employees attend a Manual Handling training course?
.....

**What copies of your companies risk assessments are you enclosing with this application?
Minimum required will be those for the removal, repair, erection and cleaning of memorials.**
.....
.....
.....
.....

Do you use hazardous substances?.....

If yes please provide details of your C.O.S.H.H. assessments.....
.....



APPLICATION FOR MEMORIAL WORKS

The completed form should be sent to the Cemeteries Manager, Hatfield Road Cemetery Office,
St Albans City and District Council, St Albans, Herts. AL1 4LU Tel: 01727 819362 Fax:
01727 835226

Please ensure that all details are completed in block capitals, giving a minimum of 7 days notice before permission is required. Cheques to be made payable to St Albans City & District Council

I..... being the owner of the Exclusive Right of Burial to
Grave Number:.....at.....Cemetery do hereby give my permission to:
.....
.....(Name & address of memorial mason) to
carry out memorial works on the above grave, the details of which are shown below.

Name of Deceased

Signature of Grave OwnerDate

Address of Grave Owner

DIAGRAM OF MEMORIAL, DIMENSIONS, FULL INSCRIPTION (INCLUDING GRAVE NUMBER), FIXING METHODS (ALL MEMORIALS MUST BE FIXED ACCORDING TO THE NAMM CODE OF WORKING PRACTICE INCLUDING MEMORIALS REMOVED FOR REPAIR OR AN ADDITIONAL INSCRIPTION):

Description of Work: NEW/ REPLACEMENT/ADDITIONAL INSCRIPTION/REFURBISHMENT

Guarantee period.....Approximate date memorial to be fixed.....

NB Please refer to the St Albans City & District Council's Cemetery Regulations for full details of regulations relating to memorials. Any incomplete or incorrect application will be returned for amendment. Work cannot be carried out until a permit has been issued. A member of staff will check all memorials.

FOR OFFICE USE ONLY APPROVED / NOT APPROVED / RETURNED FOR AMENDMENT

Grave No Fee Paid £..... Receipt No. Date

Burial No Grant No Permit No

Checked By Date

Comments.....