



Management of Memorials INSPECTION WORKSHOPS

In response to demand the Institute has arranged a one day training workshops to train officers and operatives who will have the responsibility for the inspection and making safe of memorials.

The day consists of a morning session dealing with the background, legislative/health and safety issues and all existing guidance available on this subject. The afternoon is a practical session based in the local cemetery.

A workshop will take place on **Monday, 20th April 20** at **East Grinstead Town Council, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT**. Full details will be forwarded to any authorities and/or persons interested in attending the workshop.

This is an ideal opportunity for those authorities wishing to make progress with their memorial safety programme and the workshop will ensure that all the staff involved will be suitably trained and competent in the work they are asked to carry out. ICCM Certificates of attendance will be issued following the course.

Those wishing to send delegates should complete and return the attached slip.

Numbers of delegates per workshop will be restricted to around 15. Additional workshops will be arranged in regions where added demand is identified. Early application is advised.

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I wish to send delegate(s) to the Memorial Management Course at **East Grinstead Town Council**, on **Monday, 20th April 20**. **Cost per delegate:** £135 for Professional and Corporate members and £185 for non-members +VAT per delegate and will include lunch / refreshments.

Name of Authority/Company:	Address:
Contact Name:	Post Code:
Email address:	Phone No:
	Fax. No:
Delegate(s) Name(s)	
1)	2)
3)	4)
5)	6)

Completed forms should be sent to: Julie Callender, Administration Officer, ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London E12 5DQ, email jcallender@instituteceandcrem.com or faxed to: 020 8989 6112

Management of Memorials Seminar

10.00am	Introductions Scope of the Problem Legal/Health & Safety Issues
11.00am	Short Break
11.15am	Inspection of Memorials <ul style="list-style-type: none">• How to Start• Initial Inspection• Inspection Forms• The Inspection – Visual & Physical• Actions• Programme of Work• Consecrated Ground (England only) Other Considerations and Guidance (MoJ/HSE guidance)
12.00pm	NAMM Code of Working Practice and BS8415 British Register of Accredited Memorial Masons Right to Erect a Memorial Unauthorised Memorials Questions & Discussion
12.30pm	Lunch
1.30pm	Practical Inspections in the Cemetery
3.30pm	Final Questions and Conclusion
4.00pm	Finish