



## 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, 17<sup>th</sup> February 2020** at **Chesham Town Council**  
**Chesham Town Hall, Chesham, Bucks, HP5 1DS**. 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 <b><u>Chesham Town Council</u></b> , on <b><u>Monday, 17<sup>th</sup> February 2020</u></b> . <b>Cost per delegate:</b> £135 for Professional and Corporate members and £170 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 <a href="mailto:julie.callender@iccm-uk.com">julie.callender@iccm-uk.com</a> or faxed to: 020 8989 6112                                |            |

# Management of Memorials Seminar

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