

## Rules and Regulations for Funeral Directors, Grave Diggers and Stonemasons.

These rules and regulations are to be strictly observed by all Funeral Directors who employ Grave Diggers working in Thorney Cemetery and should be read in conjunction with the general cemetery rules and regulations. Any persons or companies found to be in contravention may be prohibited from working at the cemetery.

No grave can be dug in Thorney Cemetery without the Clerk, or a member of the council being present to ensure that the grave is in the correct location.

Funeral Directors are to provide their own grave diggers subject to approval by the Council and it is their responsibility to ensure that the grave diggers employed, or contracted, by them are familiar with the cemetery and abide by these Rules and Regulations. Funeral Directors must advise the council of the details of all Grave Diggers prior to the commencement of any work.

Under HASAW act 1974, Funeral Directors are responsible for ensuring that Grave Diggers work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. No full grave or cremation plot should be dug more than 48 hours before the interment, except by prior arrangement. All excavations must be shored up and if left unattended for any period of time boarded and appropriately guarded. Secure covers must be used if an excavation is left overnight.

Adequate arrangements must be in place to ensure the safety of the public and those attending the burial.

Funeral Directors, Grave Diggers, Stonemasons and any other contractor must supply a copy of their Public Liability Insurance, Health and Safety Policy & site-specific risk assessment and method statement to Thorney Parish Council prior to working at Thorney Cemetery.

Grave Diggers must follow the ICCM Code of Safe Working Practice for Cemeteries<sup>4</sup> and must ensure the safety of all staff, contractors and visitors to Thorney Cemetery as a result of their work.

Memorials should be fixed according to BS 8415, which is supported by the current edition of the National Association of Memorial Masons Code of Working Practice.

Stonemasons must hold a current National Fixer Licence and Public Liability Insurance. A fixer licence must be from one of these organisations: The British Register of Accredited Memorial Masons (BRAMM) or The Register of Qualified Memorial Fixers (RQMF).

Thorney Parish Council may undertake spot checks at any time.

Any person, Grave Digger, Funeral Director, Stonemason or other contractor, failing to comply with these regulations may be ejected from and prevented from re-entering the cemetery.

No person shall disturb any interred human remains or remove any soil which is found to be offensive.

Adequate arrangements must be put into place to ensure the safety of all persons during the burial service. This must be covered in the risk assessment.

Any damage caused by grave-digging machinery must be reported to the council immediately and remedied by the Grave Digger within 14 days.

The interment area and surrounding graves and headstones are to be left clean and tidy. All equipment to be removed and the paths cleared of any debris.

It is the responsibility of the Funeral Director to arrange for the excavation of the grave and removal of any existing memorials or kerbstones and the replacement of same after burial.

Persons working in the cemetery should report any unusual circumstances relating to digging and backfilling of the grave or the erection / moving of memorials, to their employer and Thorney Parish Council.

The Burial Authority must be informed of any injury, disease or dangerous occurrence that happens on their premises.

Any person, Grave Digger, Funeral Director, Stonemason or other contractor, failing to comply with these regulations may be ejected from and prevented from re-entering the cemetery.

No operative or materials will be admitted to Thorney Cemetery before 7.30am or after 5.00pm, nor will they be permitted to work on Saturdays, Sundays or Bank Holidays, without prior permission from the Burial Authority.