

## **PRESTON UNDER SCAR PARISH COUNCIL**

### **Rules for Funeral Directors and Grave Diggers at Preston under Scar Cemetery**

1. These rules must be observed by all Funeral Directors who employ Grave Diggers working in Preston under Scar 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.
2. No grave can be dug in the Cemetery without the permission of the Preston under Scar Parish Council, through its representative which shall usually be the Clerk. In the Clerk's absence, the Council will nominate a Councillor to fulfil the Clerk's duties in relation to the Cemetery.
3. Funeral Directors shall provide their own grave diggers and it is their responsibility to ensure that the grave diggers employed by them are familiar with the Cemetery and abide by these Rules. Funeral Directors must advise the Council of the details of all Grave Diggers prior to the commencement of any work.
4. 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, unless the burial is scheduled for a Monday.
5. All grave digging is to be carried out on weekdays only. No grave digging is permitted on Saturdays, Sundays or on Bank Holidays.
6. All excavations must be shored up and if left unattended for any period of time boarded over and appropriately guarded. Secure covers must be used if an excavation is left overnight.
7. Grave Diggers or their employers must supply a copy of their Public Liability Insurance and Health and Safety Policy (risk assessment and method statement) to Preston under Scar Parish Council prior to working at the Cemetery.
8. Grave Diggers must follow the ICCM Code of Safe Working Practice for Cemeteries and must ensure the safety of all staff, contractors and visitors to the Cemetery as a result of their work.
9. Preston under Scar Parish Council may undertake spot checks at any time.
10. The grave space set aside for each burial shall not exceed 2.44m x 0.91m (8 feet long by 3 feet wide). No part of the coffin shall be at a depth less than 1.0m (3 feet) below the level of the surface of the ground adjoining the grave.
11. All cremation plots will measure 18" x 18" for a single casket and the top of the casket should be a minimum of 2'6" below ground level.

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

13. All graves should be prepared using imitation grass matting. The matting will be laid out neatly on staging leaving no folds or gaps which may cause any person to trip. Walk boards/staging must be laid along the length of the grave and supported at each end and must be capable of carrying the weight of the Pall Bearers and Coffin.

14. Any damage caused by either hand-digging or by grave-digging machinery must be reported to the Parish Council immediately and remedied by the Grave Digger within 14 days.

15. Any existing headstone damaged or dislodged during the course of the excavation works will be reinstated by the Parish Council who will Invoice the Funeral Directors concerned for the costs of the works.

16. The Funeral Director is responsible for the grave until it has settled; should subsidence occur the Funeral Director will be notified. If remedial work has not been completed by the Funeral Director within 21 days of so being notified, the Parish Council will engage its own contractor to remedy the defect and will seek to recover the cost from the Funeral Director responsible.

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

18. Spoil from the grave which is to be re-used after the interment is to be placed in the area designated by the Parish Council's nominated representative. The location of this area will be indicated by the positioning of a sign board as near as it practically possible to the grave to be excavated.

19. If in exceptional circumstances spoil has to be moved to an adjoining grave it shall be placed on a scaffold platform over the grave concerned. Prior notice must be given to the Parish Council 48 hours before this is due to occur.

20. In no circumstances whatsoever shall any spoil be placed on any grave that is not the adjacent grave of the direct relative of the deceased.

21. Grave Diggers should report any unusual circumstances relating to digging and backfilling of the grave to the Funeral Directors and/or the Clerk to the Parish Council.

22. These rules will be reviewed annually.

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Funeral Directors must sign the agreement overleaf prior to Grave Diggers being allowed to work in the Cemetery.

**DECLARATION**

I(name).....  
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on behalf of (Name of Funeral Director/Undertaker)

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acknowledge receipt of the Funeral Directors and Grave Diggers Rules for Preston under Scar Cemetery and undertake to comply with them. I shall make the Rules known to all concerned and accept that it is my responsibility to ensure they in turn comply with them. I understand that the Parish Council will inform me of any infringement of the Rules which occurs.

Signed.....

Date.....