



# **Cemetery Administrative & Operational Policy**

**(October 2016)**

Ledbury Town Council  
Town Council Office  
Church Street  
Ledbury  
Herefordshire  
HR8 1DL

## **Introduction**

Grave digging should not be taken in isolation from any other type of excavation and the requirements of the Construction Regulations will apply, as indeed will the requirements of the Health & Safety at Work Act. This safety note has been produced so that all personnel will be aware of the precautions to be taken and will therefore reduce the risk of injury to the lowest possible level.

## **Hand Tools**

Hand tools should be checked to ensure they are in good working order prior to use for an excavation. All tools found to be defective should be discharged until such time they can be repaired or renewed.

## **Shoring**

The appropriate shoring technique should be employed at all times during excavation.

## **Excavation**

All practicable steps must be taken to prevent damage and prevent burying or trapping in **any** depth of excavation. In carrying out an excavation, the soil conditions can vary widely, often in short distances. No soil, whatever its nature, can be relied upon to support its own weight for any length of time – let alone any additional loads which may be imposed by plan and materials. Even a small fall of earth is capable of inflicting serious injury, even if it does not kill.

- Whatever the ground conditions are the shoring must be used and must remain in place until the interment has taken place.
- Two personnel must be present at during all excavations.
- Access to and from the excavation must be carried out by the use of a pole ladder.
- All soil from the excavation must be placed at least 1m from the edge in order to minimise the risk of collapse. Nearby graves must not be affected or disturbed by any excavation.
- All edges of the grave must be protected by planks so that the weight of persons and tools will be evenly distributed over as large an area as possible.
- All excavations must be covered by boards or a grave cover when digging is not in progress or left unattended, particularly overnight as normal burial

procedure indicates that the grave is excavated on the day previous to the burial taking place.

### **Protective Clothing**

- Overalls and protective boots must be worn at all times.
- Protective helmets must be worn when working in the excavation.
- Eye protectors should be worn when breaking hard material.

### **Edge Boards**

On completion of the excavation and prior to the burial taking place, timber boards will be used to secure a safe and secure area for the family mourners to stand on around the perimeter of the grave.

- All timber boards must be at least one inch thick and must extend at least 2ft beyond the outermost edges of the grave.
- All imitation grass matting used to mask the inside of the grave walls must be in sound condition and must be laid smooth and level.

### **Hygiene**

- All cuts and abrasions should be protected by a waterproof plaster.
- Hands and arms should be washed thoroughly before partaking of any food or drink.
- All personnel employed in grave digging should ensure that TETANUS immunisation is obtained at the required intervals.

### **Administration**

Upon arrival of the hearse, and prior to the interment taking place, the Council representative should check that the name of the deceased on the 'green form' correlates with the name of the deceased on the coffin.