



LEDBURY TOWN COUNCIL

**Rules and Regulations for Funeral Directors and Grave Diggers
at New Street Cemetery**

These rules and regulations are to be strictly observed by all gravediggers working in Ledbury Town Council Cemetery and should be read in conjunction with the Cemetery Administrative & Operational Policy, Health & Safety Risk Assessment Record and General Cemetery Rules and Regulations. Any persons or companies found to be in contravention may be prohibited from working at the cemetery.

1. Funeral Directors are to provide their own grave diggers approved by the Council and it is their responsibility to ensure that the grave diggers employed 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 gravediggers prior to use
2. 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. All excavations must be shored up and if left unattended for any period of time boarded and appropriately guarded. Lock down covers must be used if an excavation is left overnight.
3. Grave diggers must supply a copy of their Public Liability Insurance and Health and Safety Policy prior to working at the cemetery.
4. 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
5. Ledbury Town Council may undertake spot checks at any time.
6. The grave space set aside for each person shall not exceed 2.75m x 1.37m (9 feet long by 4 feet 6 inches 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.
Burial, in a grave in which an interment has already taken place, shall ensure the new coffin is effectively separated from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than 150mm (6 inches) in depth.
No person shall disturb any interred human remains or remove any soil which is found to be offensive.
7. Vehicles taken into the Cemetery are to remain on the path and must not be parked on the grass or enter any unauthorised areas. Should any damage be caused this must be remedied by the grave digger within 14 days.

8. 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 fourteen days, Ledbury Town Council will engage its own contractor to remedy the defect and will seek to recover the cost from the funeral director responsible.

Comment [D1]: An addition for approval by E&L 13.10.16

9. The funeral director is responsible for marking all graves and ashes interments with a long term marker.

Comment [D2]: Addition as per recommendation from Cemetery Working Party 7th June, 2016 item 3 recommendation ii. for approval 13.10.16

10. The site is to be left clean, tidy and safe after an interment with all ornaments, chippings etc left neatly in an appropriate location adjacent to the grave. These must not encroach on any other grave space.

11. Spoil from the graves is to be placed in the area as directed by the Groundsman.

Comment [D3]: An addition for approval by E&L 13.10.16

12. It is the responsibility of the funeral director for the excavation of the grave and removal of any existing memorials or kerbstones and the replacement of same after burial.

Comment [D4]: An addition for approval by E&L 13.10.16

13. Grave diggers must sign the agreement below to be allowed to work in Ledbury Cemetery.

14. These rules and regulations will be reviewed annually.

DECLARATION

I (name).....on behalf of (Name of Undertaker)

..... acknowledge receipt of the

Funeral Directors' Rules and Regulations at Ledbury Cemetery and undertake to comply with it. I shall make the Rules and Regulations known to all concerned and accept that it is my responsibility to ensure they in turn comply with it. I understand that Ledbury Town Council shall inform me if any infringement of the Rules occur.

Signed..... Date.....