



Rules and Regulations for Funeral Directors and Grave Diggers at Gillingham (Dorset) Cemetery

1. These rules and regulations are to be strictly observed by all Funeral Directors who employ Grave Diggers working in Gillingham Town Council 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 Gillingham Cemetery without the permission of the Town Council.
3. 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 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.
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. 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.
5. 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 Gillingham Town Council prior to working at Gillingham Cemetery.
6. 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 Gillingham Cemetery as a result of their work.
7. Gillingham Town Council may undertake spot checks at any time.
8. 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.
9. 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.
10. 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.
11. No person shall disturb any interred human remains or remove any soil which is found to be offensive.

12. 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 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.
13. Any damage caused by grave-digging machinery must be reported to the council immediately and remedied by the Grave Digger within 14 days.
14. 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, Gillingham Town Council will engage its own contractor to remedy the defect and will seek to recover the cost from the Funeral Director responsible.
15. 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.
16. Spoil from the graves is to be placed in the area designated by the Gillingham Town Council Works Manager. The location of this area will be notified to the Funeral Director.
17. 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.
18. Funeral Directors must sign the agreement below prior to Grave Diggers being allowed to work in Gillingham Cemetery.
19. Grave Diggers should report any unusual circumstances relating to digging and back-filling of the grave to the Funeral Directors and/or Works Manager at Gillingham Town Hall.

These rules and regulations will be reviewed annually.

DECLARATION

I (name).....

on behalf of (Name of Funeral Director/Undertaker)

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acknowledge receipt of the Funeral Directors and Grave Diggers Rules and Regulations at Gillingham 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 them.

I understand that Gillingham Town Council shall inform me if any infringement of the Rules occur.

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