



Rules and Regulations for Funeral Directors and Grave Diggers at Whitwell Road Cemetery

These rules and regulations are to be strictly observed by all Funeral Directors and gravediggers working in Reepham 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.

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. Reepham 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 driveway and must not be parked on the grass. 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, Reepham Town Council will engage its own contractor to remedy the defect and will seek to recover the cost from the funeral director responsible.

9. The site is to be left clean, tidy and safe after an interment with all floral tributes left neatly on top of the grave. Where soil from the grave is temporarily placed over another grave, that grave must be left clean and tidy.
10. Spoil from the graves is to be placed in the area designated by the cemetery clerk. The location of this area to be made known to the grave digger.
11. 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.
12. Grave diggers and Funeral Directors must sign the agreement below to be allowed to work in Whitwell Road Cemetery.
13. Fees are due 72 hours prior to the interment taking place.
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 Whitwell Road 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 Reepham Town Council shall inform me if any infringement of the Rules occur.

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