

**City & Guilds NPTC Level 3 Award in  
Controlling Risks in Crematoria**

**Who is this course aimed at?**

Anyone who is currently involved in the management of, or the day to day running of a crematorium large or small, who has responsibility for the monitoring the Health & Safety and well being of staff, visitors and users of the facilities. This could include charge hands, supervisors, technicians, managers and administrators.

**What does the course involve?**

There are two parts to the course: there are three days of training and assessment during which, through group work, theory, practical demonstrations and discussion learners will be assessed on their understanding of the various elements of Health & Safety and formulating Risk Assessments *specific* to the learners place of work. The instructor will identify the latest and most up to date methods and techniques from receipt of the coffin through to disposal of ashes.

The instructors are experienced and in touch with the latest advice from industry professionals and suppliers and receive regular updates from the Health & Safety and Executive as to what they expect from us. During the three days learners will also get the opportunity to meet with and learn from, the wide range of experiences from within the learner group, this is often invaluable, learners will be thoroughly briefed on completing the second part of the assignment.

In part two, learners will use the experiences that they have learned from the course to create a bank of Risk Assessments in the workplace, looking at current practice, policy and guidance and any potential improvements that may need to be made, as well as procurement decisions for safety equipment, costs, and suitability to the work environment. Learners will be expected to submit the second part within 28 days of attending the course either by post or email.

**Is it like school?**

Absolutely not! We take pride in having a good relaxed atmosphere with participation encouraged, however it is a level 3 qualification, so there is a reasonable amount of written work, particularly in the second unit - we definitely don't mark spelling!!

**Does this mean that it'll be 'elf and safety gone mad? I've seen so many stories.....**

No, we follow HSE guidance and although there are some hard and fast rules, we want to encourage mourners and other users to visit our crematoria without daft rules and restrictions on their movements. Keeping users as safe as is reasonably practicable by applying common sense is our aim as we are here to support the bereaved.

**Do I need to be a crematorium technician or manager?**

Not at all, the instructors will carry out all the demonstrations, although if you want to get "hands on (supervised)", all help is gratefully received.

**Where will courses be held? I run a busy crematorium**

Courses can be held at your crematorium or at you may be able to join a course at a regional crematorium

**At your site** you can arrange a course solely for you staff.

**A regional crematorium** will host a course at which it receives a free place. The Institute will advertise the event to neighboring crematoria.

**What do I need to bring with me?**

For the practical elements you'll need suitable PPE: steel toe capped shoes or boots. We supply everything else. You'll also need one passport sized photograph, and open mind (a sense of humour helps)!!

### **How long will it take?**

On day one we start at 10 to give people time to arrive from different parts of the country. The next two days will start at 9am with regular breaks throughout the day. Finish times vary according to discussions and learners needs but we normally aim to finish around 4 pm at the very latest. Although you have 28 days to complete the assignment, it is a good idea to try and complete it while all the information is still fresh in your mind and should take no more than a couple of hours.

### **I need to stay in touch - home life and work life is complicated.....**

It's not school - if you need to take urgent calls and emails, that's fine and we try to make reasonable adjustments as long as there isn't too much disruption to the course for everyone else attending.

### **What qualification will I get and how will I know if I've been successful?**

Successful candidates will gain a nationally recognised and transferrable qualification, fully accredited by City & Guilds NPTC in Level 3 Controlling Risks in Cemeteries, on completion of the two units All candidates attending the three days of training will be informed of their result in Part 1 before leaving and will be informed of final result as soon and the assignment is marked, either by email or text. Certificates are sent to your home address by City & Guilds NPTC and usually within six weeks of completion of the assignment.

### **I have a few more questions.....**

For further information or to book any courses please contact Julie Callender on 020 8989 4661 [julie@iccm.fsnet.co.uk](mailto:julie@iccm.fsnet.co.uk) or [timiccm@btinternet.com](mailto:timiccm@btinternet.com)

