

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

Who is this course aimed at?

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

What does the course involve?

There are two parts to the course: there is are three days of training and assessment during which, through group work, theory, practical demonstrations, 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 instructors will demonstrate the latest and most up to date shoring methods, identifying the correct grave and all aspects leading up to and including the interment; utilising real world examples gained through the instructors breadth of knowledge gained through running courses throughout the British Isles in every type of ground condition and drawing on a wide experience of examples of good and bad practice.

The instructors are experienced and in touch with the latest advice from industry professionals, 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 Assessment in the workplace, looking at current practice 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, this cannot be submitted whilst attending training as the coursework needs to be based on their own place of work.

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 cemetery users to visit our cemeteries without daft rules and prescriptions on their movements, whilst keeping users as safe as is reasonably practicable and applying common sense and always remembering that we are here to support the bereaved.

Do I need to be a digger driver or have experience of grave digging?

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

Where will courses be held? I run a busy cemetery

Courses can be held on site or at our training centre at Berkshire College of Agriculture.

The Berkshire College of Agriculture is set in 450 acres of beautiful Berkshire countryside where we have access to classroom facilities in the mansion as well as a practical training area

with the main types of shoring, currently in use in the cemetery industry which allows us to work without causing distress or disturbance to the bereaved.

We can arrange accommodation nearby for those with long journeys, many of those attending courses find that shared experiences and new friendships made while attending courses over a pint and dinner afterwards are a major part of the whole experience. We supply tea coffee and biscuits and there is a canteen on site for lunches.

On site courses are those held at a cemetery location either solely for one authority or the authority acts as host and we arrange for delegates from neighboring authorities to attend. Local facilities are used for these courses.

What do I need to bring with me?

For the practical elements you'll need suitable PPE: steel toe capped shoes or boots (it can get muddy, so boots are recommended), warm waterproof clothing, a hard hat and gloves. We supply everything else. You'll also need one passport sized photograph, an 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 and each learner is met at the college reception by an ICCM officer, we are usually on site from 8am to meet any early arrivals, for hosted courses ICCM officers will aim to be onsite between 8am and 8.30 am. The next two days will start at 9am with regular breaks throughout the day. Finish times vary according to discussions, ground conditions and weather conditions 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 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 success before leaving and will be informed of final result as soon as the assignment is marked, either by email or text. Certificates are sent to your home address by City & Guilds NPTC, 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 or the COTS Training manager quentiniccm@gmail.com

