



Institute of Cemetery and  
Crematorium Management

### **Sexton Duties Course**

This course has been designed to enable your authority in providing a trouble free funeral service. The course is useful for managers, gravediggers and cemetery admin and operational staff who combine to ensure a sensitive and trouble free service. The course covers the legal aspects relating to the Local Authorities Cemeteries Order 1977 and current health and safety legislation as well as the customer care considerations in respect the grave digging process and both the chapel and committal services.

The course familiarises candidates with common problem scenarios and how these can be solved in a lawful manner thus protecting the bereaved and the authority. Good checking procedures are discussed in order to prevent error such as burial in the wrong grave, shallow depth of burial and ensuring correct dimension of graves to ensure safe passage of coffins.

Candidates are also familiarised with the various forms of disposal certificate and the need for correct authority required before burial can take place. The overall aims of the course are reproduced on the next page.

A training course will take place on **Wednesday, 13<sup>th</sup> May 20** at Enable Leisure & Culture, Conference Room, Staff Yard, Battersea Park, SW11 4NJ.

**Those wishing to send delegates** should complete and return the attached slip.

**Numbers of delegates per course will be restricted to around 15. Additional workshops will be arranged in regions where added demand is identified. Early application is advised.**

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I wish to send delegate(s) to the Sexton Duties Course at **Enable Leisure & Culture** on **Wednesday, 13<sup>th</sup> May 20**. **Cost per delegate:** £80 for Professional and Corporate members and £95 for non-members **+VAT per delegate and will include refreshments.**

Name of Authority/Company:	Address:
Contact Name:	Post Code:
Email address:	Phone No:
	Fax. No:
Delegate(s) Name(s)	
1)	2)
3)	4)
5)	6)

Completed forms should be sent to: Julie Callender, Administration Officer, ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London E12 5DQ, email [julie.callender@iccm-uk.com](mailto:julie.callender@iccm-uk.com) or faxed to: 020 8989 6112

Course will commence at 09.30am to 1pm

**The overall aim of the course is to equip members of staff at all levels with knowledge required to ensure a trouble free, sensitive service that is void of error.**

### **General Principles**

- Grave identification and cemetery plans
- Instructions to gravediggers
- Checking procedures – verification of location, depth and size
- Memorials removed from graves
- Preparation for interment
- Burial of cremated remains
- Legal requirements and implications
- Adjacent unstable memorials
- Dealing with the Bereaved
- Dealing with Funeral Directors and Clergy
- The chapel service
- Religious and ethnic requirements
- Secular services
- The graveside service
- Identification
- The committal
- Mourners bearing coffins
- Mourners backfilling
- Inclement weather
- Health and safety
- Customer Care – protection of memorials, turf etc. on nearby graves
- Dealing with shallow graves – legally
- Disposal certificates

### **Problem Solving**

Wrong grave!

Grave too small!

Wrong coffin!

Funeral Director forgetting disposal certificate or Coroner's Order!