

## Institute of Cemetery & Crematorium Management

### Burial process – Control and Compliance

This one-day training course is designed for burial authorities that rely on funeral directors and sub-contracted persons to excavate graves in their cemeteries.

Candidates will leave the course with a grave digging risk assessment, safe system of work and a draft agreement for implementation with funeral directors or sub-contracted persons that is designed to protect the authority and ensure that all burials are compliant with both burial law and health and safety legislation.

The course is in 2 parts:

**Part 1, Morning session** - As burial authorities have overall duty of care in their cemeteries, this session details the laws involved and enables delegates to control those working in their cemeteries and ensure that all graves are dug in the correct place and to a legally compliant depth. The session also covers the need for adequate shoring, burial documentation and its receipt, permissions required prior to a burial taking place and proper registration and recording of burials. Useful tips and suggestions will also be passed on that will help prevent burials in wrong graves and shallow burials.

A model risk assessment, safe system of work and draft agreement for funeral directors and sub-contracted persons will also be provided.

**Part 2, Afternoon Session** – This session consists of a practical demonstration of how a grave should be adequately shored in differing ground conditions and will identify risks and ways of eliminating or significantly reducing those risks. The session will amplify the content of the example risk assessment and safe system of work and equip candidates to modify these documents to suit local conditions. The draft agreement will specifically require all that work in the cemetery to comply with the authority's stipulated procedure. The need for correct location and depth will be further amplified.



This course will be of particular use to parish councils whose clerk may be part-time and not able to fully monitor all graves excavated and burials taking place.

The booking form is contained on the next page.

I wish to send delegate(s) to the **Burial process – Control and Compliance** course at **The Berkshire College** on **Thursday 16<sup>th</sup> August 2012**.  
**Cost per delegate:** £120 for Professional and Corporate members and £150 for non-members +VAT per delegate and will include lunch / 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 or faxed to: 020 8989 6112	

**NOTE:** The afternoon session will take place out of doors therefore please be prepared in case of inclement weather.