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CLARE TOWN COUNCIL CEMETERY GUIDELINES FOR GRAVEDIGGERS

Please note : Clare Town Council has adopted the iCCM Code of Safe Working Practice for Cemeteries.

1. **No grave can be dug in Clare Cemetery without the written permission** (usually via email) **of the Clare Cemetery Management Officer.**
2. Clare Town Council does not employ gravediggers and therefore the funeral director responsible for each interment must make arrangements for the excavation.
3. Gravediggers are expected to comply with current Health and Safety legislation and best practice guidance. If the legal requirements are not fully complied with, then the Town Council will refuse permission for the grave digger to carry out further work in the cemetery.
4. It is essential that gravediggers liaise with the Cemetery Management Officer so that graves are sited correctly and dug in line with health and safety requirements. Gravediggers will be recalled if plots are dug incorrectly or in the wrong place.
5. All cremation plots will measure 18" x 18" for a single casket and the top of the casket should be a minimum of 2'6" below ground level.
6. All burial plots will measure 9' x 4' (minimum) and the top of the casket should be a minimum of 3' below ground level. It is important that adequate adjustments are made to these measurements when the plot is to be for more than one casket/coffin. Triple depth graves will be allowed but may be subject to increased fees.
7. The type of soil found in Clare Cemetery is mixed. Therefore, adequate and appropriate shoring must be used in all grave construction to ensure the health and safety of those working in the cemetery, mourners and visitors.
8. No full grave or cremation plot should be dug more than 48 hours before the interment. Any grave that is left unattended for whatever reason must be completely boarded over in such a manner as to prevent any person falling into the grave.
9. All graves must be dug centrally within the respective grave space to the exact dimensions required, to reduce the risk of grave collapse.
10. All finished graves should be prepared using imitation grass matting. The matting will be laid out neatly on staging leaving no folds or gaps which may cause Funeral Director, members of the Clergy, mourners or member of staff to trip. Walkboards/staging must be laid along the length of the grave and supported at each end and must be capable of carrying the weight of the Pall Bearers and Coffin.
11. Graves should be back-filled following the interment and surplus earth **must** be removed to the compound.
12. Gravediggers should report any unusual circumstances relating to digging and back-filling of the grave, **and** the remaining depth to the Cemetery Management Officer when work is completed.

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