

Assessment of Competence for Inclusion on the Cork County Local Authorities' Approved List of Grave Diggers.

*** You must have read the Guidance Notes/Procedure before
completing this form.**

1. Applicants Business Details

| | | | |
|---------------------------|--|-------------|--|
| Applicants Business Name: | | | |
| Business Owner's Name: | | | |
| Business Address: | | | |
| | | | |
| | | | |
| Tel. No. : | | Mobile No.: | |
| Fax No.: | | | |
| Email: | | | |

List names, addresses and contact numbers of persons employed by you to dig graves.

| Name | Address | Contact Tel No |
|------|---------|----------------|
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If you do not employ any other person please fill in your own details below:

| Name (Applicant) | Address | Contact Tel No |
|------------------|---------|----------------|
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Please outline how you will avoid lone working. (If you do not have employees)

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2. Training

Please tick the mandatory training you and your employees have completed and the date of completion for each training course:

| Name | Manual Handling | Safe Pass | Trench Support & Grave Diggers |
|-------------|------------------------|------------------|---|
| | Date: | Date: | Date: |
| | Date: | Date: | Date: |
| | Date: | Date: | Date: |
| | Date: | Date: | Date: |
| | Date: | Date: | Date: |
| | Date: | Date: | Date: |
| | Date: | Date: | Date: |
| | Date: | Date: | Date: |
| | Date: | Date: | Date: |
| | Date: | Date: | Date: |

3. Task Specific Training:

| Training course | Name of Employee(s) | Date(s) Completed |
|--------------------------|----------------------------|--------------------------|
| CSCS Dumper | | |
| | | |
| | | |
| CSCS Mini Digger | | |
| | | |
| | | |
| First Aid | | |
| | | |
| | | |
| Risk Assessment | | |
| | | |
| | | |
| Banksman | | |
| | | |
| | | |
| Slinger Signaller | | |
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| | | |

Please attach copies of all relevant certificates.
 If particular training is not provided please explain why?

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4. Equipment

Please indicate which of the following equipment (by ticking as appropriate) is available to you on site and if it is owned by you or hired:

| Item | Available | Owned | Hired |
|-------------------------|-----------|-------|-------|
| Ladder | | | |
| Ladder stay | | | |
| Lockable grave cover | | | |
| Walk boards/staging | | | |
| Imitation grass matting | | | |
| Picks/Shovels | | | |
| Water Pump | | | |
| Winch & Bucket | | | |
| Dumper Truck | | | |
| Stop Blocks | | | |
| Putlogs & Webbing | | | |
| Mobile Phone | | | |
| Soil Box | | | |
| Cat & Jenny | | | |
| Kango | | | |

Equipment (Continued)

| Item | Available | Owned | Hired |
|--|----------------------------|-------|-------|
| Shoring: (one system may be sufficient) | Hydraulic | | |
| | Timber | | |
| | Mechanical Struts | | |
| | Coffin & wedge shape units | | |
| | Other (please specify) | | |

If any item is not available on site please give reason why:

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If hiring items, please indicate the arrangements in place to ensure hired equipment is readily available and suitable for purpose:

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5. Safety Documentation

Do you have the following documentation in place?

| Document | Yes | No |
|--|-----|----|
| Current Safety Statement (<i>please submit a copy</i>) | | |
| Method of Risk Assessment e.g. SSWP | | |
| Method Statement | | |

6. Personal Protection Equipment (PPE)

Please confirm which of the following will be provided to individual gravediggers:

| PPE | Yes | No |
|--------------------------|-----|----|
| Boots (EN345) | | |
| Gloves (EN388) | | |
| Gloves (EN374) | | |
| Safety Goggles (EN166B) | | |
| Safety Helmet (EN397) | | |
| Ear Defenders (EN352) | | |
| Phenolic Disinfectant | | |
| Hygienic Wipes | | |
| Drinking Water | | |
| First Aid Box | | |
| Appropriate Immunisation | | |
| Hi Visibility Wear | | |

If any item of PPE listed above is not provided, please give reasons why:

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Please provide a general statement as to how PPE is to be provided:

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7. Undertakers

List names and contact information of Undertakers for/with whom you work.

| Name | Address | Contact Tel. No. |
|------|---------|------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

8. Declaration

I have read Cork County Local Authorities Procedure entitled Safety Health and Welfare Requirements for Contractors, Undertakers, Grave Diggers and Masons carrying out work in Cork County Local Authority Graveyards Ref: G008 – Revision A.

If approved by Cork County Local Authority:

I agree to comply with the documents and the provision of all relevant safety legislation and any revisions thereof.

Signed: _____ Date: _____
(Applicant)

Witnessed by: _____ Date: _____
(Area Engineer/Town Engineer/District Supervisor/Town Foreman)

Please forward completed forms plus supporting documentation to your local divisional office as follows:

For South Cork:

Cork County Council, Burial Grounds Section, Floor 5, County Hall, Cork.

For West Cork:

Cork County Council, Environment & Recreation, Hume House, Wolfe Tone St, Clonakilty, Co. Cork.

For North Cork:

Cork County Council, Finance Section, Annabella, Mallow, Co. Cork.

Applications to be in sealed envelopes marked "Grave Diggers Approved List"

CORK COUNTY LOCAL AUTHORITIES

PROCEDURE: Safety, Health and Welfare Requirements for Cork County Local Authority Employees, Contractors, Grave Diggers, Masons ,Undertakers and Funeral Directors carrying out Works in Cork County Local Authority Cemeteries.

PROCEDURE NO: Draft G008 | DATE: 04/11/10 | REVISION: B

Legislation and References:

Safety, Health & Welfare at Work Act, 2005

Safety, Health & Welfare at Work (Construction) Regulations, 2006

Safety, Health & Welfare at Work (General Application) Regulations, 2007

National Association of Memorial Masons Code of Working Practice Supporting British Standard 8415 October 2006 Edition

Institute of Cemetery and Crematorium Management Code of Working Practice for Cemeteries Formulated in Conjunction with the Establishment of the Cemetery Operatives Training Scheme

H.S.A. Guidelines for Excavations

Controlling the Risks of Infection at Work from Human Remains, Health and Safety Executive.

Exhumation Handbook – Peter Mitchell

Cork County Council Guidelines for Exhumations

Guide for Burial Ground Managers Department for Constitutional Affairs November 2005

Guidelines for the Management of Deceased Individuals Draft 2007

Insurance Recommendation :

Please note that I.P.B. and Cork County Local Authorities strongly recommend that Undertakers and Grave Diggers have the following level of insurance:-

- Public Liability – €2.6 million

PROCEDURE:

All works to be carried out in accordance with this policy. All work places are subject to Safety, Health and Welfare at Work legislation. If risk assessment requires/ allows deviation from this procedure such deviations should be documented .

The lists within the procedure are non-exhaustive and the site specific risk assessment may highlight further control measures or that some items listed may not be required.

Part 1 : Normal Interments

Part 2 : Exhumations

Part 3 : Masonry works, cleaning and maintenance of graves

Note: the term cemetery is used in this document to indicate any cemetery, burial ground or graveyard under the control or in the ownership of Cork County Local Authorities”.

Part 1 Normal Interments

Having reviewed the Code of Safe Working Practice for Cemeteries developed by the Institute of Cemetery and Crematorium Management, the following are the minimum requirements for those involved in normal interments in Cork County Local Authority cemeteries:

Training : Approved Grave Diggers:

Mandatory Training:

- Manual Handling
- Safe Pass
- Trench Support/Grave Digging

Other Training:

- CSCS Dumper if dumper is being used*
- CSCS Mini Digger if digger is being used*
- First Aid*
- Risk Assessment*
- Banksman if Mini Digger being used*
- Slinger signaller if slinging trench box*

Refresher training to be undertaken as per the statutory requirements. If no statutory requirement in place refresher training is recommended every 4 / 5 years.

*** Adequate local numbers**

Equipment:

- Ladder – Good Condition
- Ladder Stay
- Means of covering Grave to ensure complete security from person falling in
- Walk boards/Staging
- Imitation grass matting
- Picks, shovels, spades, wheelbarrow.
- Shoring – types available : Hydraulic, Timber Shoring, Mechanical Struts, Coffin and Wedge shaped units are also available
- Grave-digging machine/mini digger with required SWL Cert for trench box if used
- Water pump
- Winch and bucket
- Dumper and Mini Digger.
- Stop blocks
- Putlogs and webbing
- Mobile phone
- Soil box
- Cat and Jenny
- Kango

It is noted that specialised grave digging equipment is available on the market and should be used in accordance with the ALARP (as low as is reasonably practicable) principal.

Council equipment only to be used by Council employees not by approved Grave Diggers, Masons or Undertakers.

PPE:

- Boots EN345
- Gloves EN388/EN374, anti sharps gloves may be required by risk assessment
- Safety Goggles EN166B
- Safety Helmet EN397
- Ear Defenders EN352
- Phenolic Disinfectant
- Hygienic Wipes
- Drinking Water
- First Aid Box
- Appropriate Immunisation
- Hi Viz

Procedures to be Implemented:

1. Lone working is discouraged but may take place if the site specific risk assessment deems it to be acceptable. Lone working is prohibited if the excavation requires hand digging or if it is necessary for any person to enter the excavation.
2. Each employer must have a current safety statement and generic method statement signed by the employer and or the Approved Grave Digger.
3. A written risk assessment must be completed before each excavation using a suitable Safe System of Work Plan (SSWP) and a copy of same available on site. An AF3 form to be completed before any person enters the excavation.
4. Ladders to be inspected regularly and documented on GA3 form.
5. All accidents and near misses must be reported, giving full details of accident, the causes and the proposed future corrective measures to Cork County Council Safety Section, County Hall, Undertaker and local Council Office in writing. All accidents requiring reporting to the H.S.A. to be forwarded to the H.S.A. by the Grave Digger and a copy provided to Cork County Council Safety Section, Undertaker and local Council Office.
6. Any faulty equipment must be repaired/replaced before further use. All equipment is to be well maintained. All statutory inspections to be completed.
7. Hard hats must be worn when working in the excavation or near mini-digger.
8. 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. Some manufacturers of mechanical shoring equipment provide a lockable cover to ensure complete security.

9. A ladder must remain in place whenever an operative is working in a grave in order to maintain an emergency exit.
10. An exclusion zone must be set up before digging operations commence.
11. All finished graves must be prepared using imitation grass matting before interment. The matting will be laid out neatly on staging, leaving no folds or gaps which may cause a trip hazard. Open graves must be supervised at all times by the Grave Digger.
12. Walk boards/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.
13. All graves must be dug centrally within the respective grave. Graves that are not dug centrally within the grave space will increase the risk of collapse as the internal wall of un-dug soil on one side will be of reduced thickness.
14. Any nearby/adjacent memorials which pose a hazard to the Grave Digger must be temporarily moved to a safe distance, or braced back, from the grave to be excavated and replaced immediately following interment. The decision to move or brace back the head stone is to be decided during the risk assessment.
15. Care must be taken when using a pick when shoring is in position so as to prevent striking and dislodging timber struts, screws, jacks or acro struts.
16. All equipment required to complete each grave must be available nearby before digging commences.
17. When hand-digging, shoring must be incorporated as digging proceeds. It is advised that shoring should be incorporated as soon as a depth equal to the depth of shoring equipment panel/timber is reached.
18. Hydraulic shoring must be inspected weekly to ensure rams are in good condition. Shoring timber and struts should be inspected prior to use for any sign of deterioration. Acro struts should be regularly lubricated. Only the proper pin must be used. Lowering webbing and putlogs must be inspected prior to each burial to ensure that no deterioration has occurred. Form GA3 may be used.
19. All graves to be excavated should be located and identified by the Undertaker after consultation with the bereaved family and Local Authority. The Undertaker is to retain and instruct an approved Grave Digger to carry out the excavation in accordance with this procedure.
20. All grave digging to be carried out in accordance with this policy. All work places are subject to Safety, Health and Welfare at Work legislation. If risk assessment requires/ allows deviation from this procedure such deviations should be documented and available for inspection.
21. Each excavation must be pegged out; the grave spaces for the burial of persons shall be 2.5m (8.202 FT) by 1.22m wide (4 ft) approx. excluding beam dimension.
NOTE: **Width of excavation** required is calculated by adding the width of coffin to be interred, the thickness of the shoring to be used on either side of the excavation plus sufficient clearance to allow free passage of the coffin.

Approx. size of coffins: standard coffins are 22” (0.558 8 meters) at shoulders length 6ft 3” (1.905 meter). Medium size is 26” (0.660 4 meter) at shoulders 7ft (2.133 meter) length, caskets are larger and heavier.

- 22.** A soil box to be erected to contain the excavated material. This structure must be securely erected so that pressure from the soil inside does not cause it to collapse. A bridging frame to be placed under soil box to protect kerbing stones. Weight of soil box to be equally distributed over kerb stones.
- 23.** The soil box to be situated no less than 0.6 metres from the edge of the excavation. If the risk assessment identified poor ground conditions, a greater distance should be applied.
- 24.** Excess soil not required for back-filling should be removed from the site and placed in the designated area.
- 25.** The amount of shoring equipment required should be assessed according to the required depth of excavations, soil type and weather conditions and the depth of the shoring timbers/hydraulic units. When assessing the amount and type of shoring required to support a grave, consideration must be given to:
 - a) Type of ground:
 - Cohesive ground
 - Non-cohesive ground
 - Stratified ground
 - Over-filled ground – imported soil in order to create depth in which new burials may take place.
 - b) Depth of excavation:
Shoring to remain in place until after the interment.
- 26.** Machine digging should be the preferred option where possible. Only authorised trained persons should be permitted to operate grave digging machine.
- 27.** When excavating deep graves by hand, a point may be reached where the Grave Digger cannot throw the soil out of the grave without risk of stones and/or debris falling back. Lifting equipment such as a winch and a bucket should be used.
- 28.** If dumper truck is used, driver to ensure that it is not over-laden and stop blocks are used. Driver to ensure safe driving practice are followed. Safety belts worn. Driver should have the relevant CSCS card.
- 29.** Walk boards should be placed before digging commences and not removed until after back-filling is complete.
- 30.** All shoring and method of installation to comply with relevant procedures and training. Shoring to remain in place until after the coffin is in place unless the site specific risk assessment deems it not to be necessary.
- 31.** Prior to interment Grave Digger to check area for trip hazards, ensure safe access for funeral party.

Walk boards must be checked for stability.

32. Two putlogs to be placed across the grave onto which the coffin may be placed prior to the committal. Distance between putlogs should be no less than 1.07 metres.
33. Two lowering webbings are to be placed to the outside of the putlogs. Care must be taken to ensure that sufficient webbing is in place on either side of the grave to ensure that each pall bearer can lower the coffin to the bottom of the grave. Contingency to be put in place if space does not allow for this.
34. Back-filling should commence immediately after all mourners have left the cemetery and be completed fully on the same working day. Walk boards to be left in place during the whole of the backfilling procedure so as to prevent persons walking on any unprotected grave edges. All materials to be removed to designated area or if no designated area to be removed from the cemetery.

35. Mourner Participation:

Some mourners may request to participate in the carrying of coffin or backfilling of graves. Should the Undertaker decide to permit mourners to participate in the carrying of coffins or backfilling of graves the approved Grave Digger and/or Undertaker must be present and supervise such participation.

36. Graves should only be dug by Approved Grave Diggers. All grave digging operations to comply with this procedure.

As an interim measure to facilitate funeral traditions the Approved Grave Digger may decide to allow the graves to be dug by members of the bereaved family under the supervision of an Approved Grave Digger until the **first January 2012 to a symbolic depth of half a meter**. The Supervising Approved Grave Digger must be present at all times during the excavation and over see all aspects of the excavation. The Grave Diggers are not covered under the Council's Combined Liability policy whilst supervising the digging of graves by bereaved family members, or at any other time. It is at the approved Grave Diggers discretion to allow the bereaved families to dig to the symbolic depth or not.

37. In all cases the Approved Grave Digger must be in attendance for the interment.
38. All official cemetery signage must be complied with. All relevant bye laws must be complied with.
39. All kerbing and head stones must be protected from scratching, chipping or other damage. Excess soil must be deposited in the designated area/skip.
40. Three breaches of this procedure may result in the Grave Digger being removed from the approved list of Grave Diggers. Serious statutory breaches may result in immediate removal from the approved list. Reports of breaches of this policy must be in writing, Local Authority Staff may use form E1. Written Reports to be submitted to the Council's Divisional Office, with a copy forwarded to the Safety Section in a timely fashion but no later than one month after the incident.

Contact details: South

Cemetery Section
Cork County Council
County Hall Cork.

Contact Details: North

Cemetery Section
Cork County Council
Annabella
Mallow
Co. Cork.

Contact Details : West

Cemetery Section
Cork County Council
Hume House
Wolfe Tone Street
Clonakilty
Co. Cork

Phone: 023 885 8812

Fax: 023 885 8814

41. Familiarity with and knowledge of the Grave Yard should be considered when Undertakers are selecting an approved Grave Digger on the premise that familiarity and knowledge with the Grave Yard would result in a safer operation.
42. **The Grave Digger must be in possession of a Cork County Local Authority permit if such a system is in place in the particular location.**

PART 2 EXHUMATIONS

1. The Undertaker who is to carry out the exhumation procedure is required to give at least 10 days notice to the Environmental Health Officer, Cork County Council, Waterworks Building, Environment Directorate, Inniscarra, Co. Cork, Tel: 021-4532776, Fax: 021-4532777 of the date and time of the exhumation. The Undertaker should contact the Environmental Health Officer as soon as possible to arrange a mutually convenient time and date to carry out the exhumation.
2. The exhumation procedure shall be supervised by an Environmental Health Officer to ensure the safety of public health and decency. Excavation of the burial plot shall be commenced only in the presence of the Environmental Health Officer. The exhumation should take place as early in the morning as possible to ensure privacy and suitable screening shall be available and placed around the existing grave to protect same from public view.
3. The exhumation must be carried out in a manner which is not prejudicial to public health and decency or in a manner which is prejudicial to the safety, health and welfare of any person.
4. Disinfectants and suitable disposable clothing i.e. disposable overalls, disposable latex gloves and

respirable face masks must be provided for and used by the gravedigger(s)/and other person(s) handling human remains. Access to hand washing facilities and first aid facilities is recommended also.

5. Once exhumed, all remains including fragments of the existing coffin must be transferred to a hermetically sealed large outer coffin of sufficient dimensions to properly enclose the exhumed coffin. The lid of the exhumed coffin shall be sealed and screwed/nailed in place. A name plate indicating the name and date of death of the deceased shall be attached to the exterior lid of the new coffin.
6. The remains shall, without undue delay, be interred in new plot. The re-interment procedure shall also be supervised by the Environmental Health Officer.
7. Approved Cork County Local Authority Grave Diggers are to carry out the exhumation in the presence of an Undertaker. Safety, health and welfare issues not related to the safety of public health and decency are the responsibility of the Undertaker and the approved Grave Digger.
8. Notwithstanding this, any issues of concern to the Environmental Health Officer should be acted upon in accordance with Cork County Local Authority Policy. The exhumation must be carried out in a manner which is in compliance with Health and Safety legislation and Cork County Local Authority requirements.
9. Ascertain beforehand the history of the burial and type of coffin to be exhumed. Coffins sheeted lengthwise or with chipboard are more prone to break apart. Information as to the cause of death would also be helpful in identifying biological hazards.
10. Workers should wear protective gloves and those with cuts, hacks or abrasions on their hands should not be allowed to work in connection with the exhumation. Wounds received during the exhumation should receive immediate attention.
11. Approximately two pints of suitable deodorising agent for use during the process of exhumation should be available. Protective gloves, muslin or other suitable type face masks should be available for the workers. Water, soap and towels for hand washing should be provided. An adequate supply of disinfectant for use during and after the exhumation should be available.
12. Three broad boards for underneath and the side of the coffin if collapse is likely should be available.
13. When exhuming from a soil burial, most of the soil will be used to refill the excavation; the soil that was removed immediately above and around the coffin should be replaced first. Where there are mass exhumations, there may be large quantities of coffin waste, which should be securely bagged and sent to landfill. Almost all mass exhumations will be from old burial grounds, so the infection risk is low and landfill disposal is usually appropriate. However, you should check with the Environment Section as to the exact classification and disposal of waste associated with such activities.
14. If soil from exhumation becomes contaminated with body fluids or the results of body decomposition, disinfectant will have little effect because the soil would soak up the disinfectant making it ineffective. The risks from using disinfectants outweigh any minor benefits. Refilling the excavation site with the soil and other waste, without disinfection, is the safer approach.

- 15.** See procedure for grave digging for equipment and training. All equipment is to be well maintained and all statutory inspections to be completed. Basic protective clothing should include:
- Heavy duty overalls;
 - Waterproof trousers and jackets;
 - Working boots with toe and sole protection;
 - Waterproof heavy duty gloves;
 - A standard construction site helmet (hard hat);
 - A face visor, if there is a likelihood of splashing/face mask.
- 16.** Respiratory protective equipment should be used when carrying out exhumations in crypts. This will protect against the inhalation of infectious micro-organisms, but the main purpose of wearing this equipment is to protect workers from wood and lead dust.
- 17.** Mask, a half facemask, or a filtering face piece (commonly referred to as a disposable mask) needs to be fit-tested to ensure adequate protection for individual wearers. Employees should be trained how to wear and use the RPE correctly.
- 18.** A site specific risk assessment using a suitable SSWP to be completed by the Grave Digger and a copy available on site. All relevant statutory forms to be used.

During the Exhumation, those involved should have regard to the following biological hazards:-

| Agent/disease | Means of transmission | Survivability | Notes for guidance |
|--|--|---|--|
| Bacillus anthracis/anthrax | Breathing in aerosols, direct contact with broken skin, and by hand to mouth contact | Probably indefinitely in the spore form | Anthrax spores may be found in the exhumed body, and also in items such as pillows and linings stuffed with horsehair. Anything stuffed with animal hair should be bagged and disposed of as clinical waste. |
| Variola major virus/smallpox | Inhalation and contact | Can survive for long periods of time in dry scabs (13 years has been documented). However, in normal environmental conditions, the virus is very unlikely to survive for more than 48 hours | The virus that caused smallpox has been eliminated from the world population and the last cases that occurred in this country were mainly in the 1930s, however, there were sporadic cases after that date but none after the 1970s. Intact virus was found in a body exhumed at Spatfields in 1985; this body was more than 100 years old. But the virus could not be grown, so was not considered to be infective. |
| Clostridium tetani/tetanus | Skin-penetrating injury | Commonly found in soil | Employees should be immunised against tetanus. You should ensure that this remains current. |
| Leptospira icterohaemorrhagiae/Weils disease | Contact with broken skin | Found in association with rats | Agent is excreted in infected rat urine, so soil/water present on site may be contaminated. |

19. Pre Exhumation Requirements:

- Procedures in place for recording all remains removed (mass exhumation).
- Procedures in place for recording and accounting for any valuable artefacts/jewellery etc.
- Suitable and sufficient risk assessment completed. AF3 completed before entering into a trench.
- Site welfare and administration facilities, including shower(s) and segregated storage for clean/soiled clothing if required.
- Sufficient staff suitably trained and supervised, including insistence on adherence to a policy of no smoking, eating or drinking before thorough washing.
- Staff should ideally have been previously inoculated against smallpox for work in crypts.
- Grave(s) correctly identified.
- Grave(s) sufficiently screened (2,400mm/8 feet opaque barrier) and site security established.
- Memorial(s) removed, and relocated, both on the grave and adjoining graves if required.
- Provision made for temporary storage of excavated soil.
- Vaults/crypts ventilated and checked for stability.
- Permit to work system in place for work in vaults/crypts.
- Suitable and sufficient tools and equipment provided:
 - Lifting bars and rollers for memorials
 - Excavator
 - Hand digging tools
 - Shoring
 - Ladders
 - Lifting ropes/webbings
 - Lifting bars (for coffins)
 - Protective sleeving/padding for memorials
 - Phenolic disinfectant [where it is within 6 months of burial and coffin has disintegrated]
 - Pine disinfectant [to mask odours where desired]
 - Fresh casing(s)/transport cases/heavy duty plastic sheeting
 - Heavy duty plastic bags (for collection of human remains where the coffin has disintegrated)
 - Foul water pump with sufficient hoses to reach full depth of grave and to discharge into drain/soakway.
 - Grave Diggers shelter for placing over the excavation during inclement weather if required.
- Suitable and sufficient personal protective equipment:
 - Heavy duty polycotton overalls
 - Waterproof clothing as necessary
 - Safety boots and Wellington boots to BS/EN345
 - Gloves to protect hands from cuts and abrasions
 - Gloves, rubber/neoprene to BS/EN 1651 where remains have to be handled.
 - Safety helmet
 - Full-face respirators fitted with filters for protection against wood and lead dust for use in specified circumstances (entry into confined spaces such as crypts) to EN 146 or equivalent if deemed necessary by risk assessment.

20. Requirements during Exhumation:

- Screening and security maintained.
- Grave dug extra large to facilitate removal of coffin(s)
- Correct use of appropriate tools and equipment e.g. ladders secured at the correct angle for

access to and egress from the grave.

- Correct use of appropriate shoring e.g. close-boarding from ground level, e.g. hydraulic shoring not over-pressurised, but sufficiently expanded to secure the excavation.
- Adherence to safe systems of work e.g. placing of excavated soil at least 600mm (2 feet) away from graveside, e.g. provision of a stable and sufficiently large platform around the grave.
- Correct use of appropriate personal protective equipment.
- Sufficient staff available to lift the coffin/remains from the grave.
- Maintenance of full records of exhumed remains (mass exhumation).
- Correct dilution of phenolic disinfectant (where exhumation takes place within 6 months of burial and the coffin disintegrated).

21. Requirements Post Exhumation:

- Proper removal/final disposal of exhumed remains.
- Full records, as far as practicable, kept of identities of exhumed remains.
- Proper removal of shoring and backfilling of opened grave.
- Correct cleaning/disposal of P.P.E.
- Thorough cleaning of equipment if necessary, e.g. shoring.
- Correct replacement of all memorials – safely, without damage and on the correct graves.
- Relevant entries made in burial records:
 - i. Burial Register,
 - ii. Grave Register,
 - iii. Register of Purchased Graves

22. Only approved Grave Diggers to be retained by Undertakers to carry out exhumations.

23. All official graveyard signage must be complied with. All relevant bye laws must be complied with. All work places are subject to Safety, Health and Welfare at Work legislation.

24. All accidents to be reported to Cork County Local Authorities Safety Section and local Council Office and Undertaker in writing giving the full details of the accident, the cause and the proposed future corrective measures. Any accident requiring notification to the H.S.A. to be forwarded to the H.S.A. by the employer and a copy provided to Cork County Local Authorities Safety Section and local Council Office.

25. All kerbing and head stones must be protected from scratching, chipping or other damage.

26. Familiarity with and knowledge of the Grave Yard should be considered when Undertakers are selecting an approved Grave Digger on the premise that familiarity and knowledge with the Grave Yard would result in a safer operation.

27. Three breaches of this procedure may result in the Grave Digger being removed from the approved list of Grave Diggers. Serious statutory breaches may result in immediate removal from the approved list. Reports of breaches of this policy must be in writing. Local Authority Staff may use form E1. Written Reports to be submitted to the Council's Divisional Office, with a copy forwarded to the Safety Section in a timely fashion but no later than one month after the incident.

Contact details: South

Cemetery Section
Cork County Council
County Hall Cork.

Contact Details: North

Cemetery Section
Cork County Council
Annabella
Mallow
Co. Cork.

Contact Details : West

Cemetery Section
Cork County Council
Hume House
Wolfe Tone Street
Clonakilty
Co. Cork

Phone: 023 885 8812
Fax: 023 885 8814

**Part 3 Masonry Works, Cleaning and
General Maintenance of Masonry and Graves**

Mandatory Training:

- Fully certified Council approved Mason:
 - Manual Handling
 - Safe Pass

Other Training:

- Slinging/Signalling *
- Banksman
- First Aid*
- Risk Assessment*
- All relevant equipment training*

- Adequate Local Numbers.

- **P.P.E.:**
 - Boots EN345
 - Gloves EN388/EN374
 - Safety Goggles EN166b
 - Safety Helmet EN397
 - Ear Defenders EN352

- Drinking Water
- Hygiene Wipes
- First Aid Box
- Appropriate Immunisation

Procedures:

1. All works to be carried out in accordance with these procedures. Height of head stones to comply with the Bye Law in force at the time of erection.
2. Lone working is not recommended.
3. All accidents and near misses to be reported to the Safety Section, County Hall giving full details of the accident, the causes and the future proposed corrective measures. Any accidents requiring reporting to the H.S.A. to be reported by the Mason and a copy of the report given to the Safety Section, Cork County Council.
4. Any faulty equipment must be repaired and replaced before further use.
5. A written risk assessment using SSWP must be completed before each job and a hard copy to be available on site. Each employer must have a current Safety Statement and generic method statement(s) signed by the employer.
6. All equipment required to complete works must be available before work commences.
7. Movement of head stones and equipment must be carried out in accordance with good manual handling principals and the General Application Regulations, 2007.
8. All equipment and vehicles must be fit for purpose and in good mechanical order. All statutory inspections to be completed.
9. The caretaker must be contacted and agree with him/her when work can commence.
10. All works must be carried out in accordance with Safety, Health and Welfare at Work Act, 2005.
11. All head stones must display the grave number on the front of the headstone.
12. Note insurance requirements at start of document.
13. All signage/bye laws must be complied with.
14. Kerbing must have no pillar features at corners, keeping kerbing flat avoids trip hazards and provides better supports for soil boxes, walk boards, etc.
15. All kerbing and head stones must be protected from scratching, chipping or other damage.
16. Any material damage to property and / or persons in the cemetery arising from the masonry works is the responsibility of the mason.
17. Three breaches of this procedure may result in the Grave Digger being removed from the approved

list of Grave Diggers. Serious statutory breaches may result in immediate removal from the approved list. Reports of breaches of this policy must be in writing, Local Authority Staff may use form E1. Written Reports to be submitted to the Council's Divisional Office, with a copy forwarded to the Safety Section in a timely fashion but no later than one month after the incident.

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18. All unused material/waste must be removed from the cemetery by the Mason.

19. The Mason must be in possession of a Cork County Local Authority permit if such a system exists in the Area.

20. All works to comply with the National Association of Memorial Masons Code of Working Practice Supporting British Standard 8415 October 2006 Edition and any updates there of.

REASON FOR REVISION: Version B Insurance requirements changed
Rewording following further consultation.

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|---------------------|--|-----------------------|
| Prepared by: | Grave Digging Working Group | Date: 01/03/10 |
| Checked by: | Eddie Ronayne | Date: |
| Approved by: | Safety Management Sub-Committee | Date: |