

Cork County Council

Safety Management System

**POLICY AND PROCEDURE FOR
THE MANAGEMENT OF WORKS IN COUNCIL CEMETERIES**

Document reference number:	SMS/PP/G/001	Revision Number:	004
Document drafted by:	Safety Advisor	Date drafted:	17/11/20
Document approved by:	Safety Management and Monitoring Committee	Date approved:	18/03/21
Document adopted by:	Management Team	Date document adopted:	11/05/21
Issued by:	Safety Advisor	Date of Issue:	26/05/21
Assigned Review Period	3 Years	Next Review Date:	26/05/24
Responsibility for Review	Safety Management and Monitoring Committee	Date of withdrawal obsolete document	N/A

Amendment History:

Date	Revision Number	Details of amendment
17/11/20	004	3 Year Review



Contents

Section	Title	Page
1.	Policy statement	3
2.	Purpose	3
3.	Scope	3
4.	Legislation, codes of practice, standards and guidance documents	3
5.	Objectives	3
6.	Definitions	4
7.	Key hazards	4
8.	Roles and responsibilities.	4
9.	Procedure	5
10.	Training	10
	Appendix 1: Method Statement Contact details	13
	Appendix 2 : Evidence Assessment Guidance Notes	27
	Appendix 3: Application form - Grave Diggers	29

1. Policy statement

It is policy so far as is reasonably practicable to eliminate the hazards that give rise to safety, health and welfare (SH&W) risks for employees and those who may be affected by their activities, where this is not possible, implement control measures that will manage the hazards and risks, that may arise, so as to prevent injuries at work.

It is policy to protect employees and others who may be affected by the hazards and risks associated with carrying out work in cemeteries.

2. Purpose

To provide guidance and a series of actions, on how to prevent injury and/or ill-health associated with the carrying out of work in Council cemeteries.

3. Scope

Applicable to all employees and contractors, grave diggers, masons, undertakers and funeral directors carrying out work in Council cemeteries.

4. Legislation, codes of practice, standards and guidance documents

The following documents were referred to in the preparation of this Policy and Procedure:-

- 4.1 Safety, Health & Welfare at Work Act, 2005
- 4.2 Safety, Health & Welfare at Work (Construction) Regulations, 2013 - 2020
- 4.3 Safety, Health & Welfare at Work (General Application) Regulations, 2007-2020
- 4.4 National Association of Memorial Masons Code of Working Practice Supporting British Standard 8415 October 2006 Edition.
- 4.5 Institute of Cemetery and Crematorium Management Code of Working Practice for Cemeteries Formulated in Conjunction with the Establishment of the Cemetery Operatives Training Scheme.
- 4.6 Health & Safety Authority – A Guide in Excavations, ISBN 1-84496-017-X
- 4.7 Controlling the Risks of Infection at Work from Human Remains, Health and Safety Executive.
- 4.8 The Exhumation Handbook by Peter Mitchell, ISBN-13:9780953425006, ISBN : 0953425002 published by the Institute of Burial and Cremation Administration.
- 4.9 Guide for Burial Ground Managers Department for Constitutional Affairs November 2005
- 4.10 Cork County Council Guidelines for Exhumations
- 4.11 Guidelines for the Management of Deceased Individuals Draft 2007 produced by the Health Protection Surveillance Centre.

5. Objectives

- 5.1 Demonstrate compliance with legislation
- 5.2 Document roles and responsibilities
- 5.3 Provide evidence of required record keeping
- 5.4 Implement the control measures
- 5.5 Provide appropriate training
- 5.6 Ensure system of approved grave diggers in place and associated requirements.
- 5.7 Include graveyards in the program of safety tours of inspection.

Policy and Procedure for the Management of Works in Council Cemeteries.	SMS/PP/G/001	Revision 004
		Page 3 of 35

6. Definitions

- 6.1 Cemetery: The term cemetery used in this document indicates any cemetery, burial ground or graveyard under the control
- 6.2 Gravediggers: the use of the term gravediggers in this document relates to those who have been assessed by Cork County Council and have satisfied prescribed health and safety standards associated with grave digging and have been placed on the Council's pre-approved list of grave diggers.
- 6.3 Coffin Size: approximate size of coffins: standard coffins are 22" (0.5588 meters) at shoulder and 6ft 3" (1.905 meters) in length. Medium size is 26" (0.6604meters) at shoulders and 7ft (2.133 meters) in length, caskets are larger and heavier.
- 6.4 Excavations: shaft, pit or opening (of any depth)

7. Key hazards

- 7.1 Unstable ground conditions
- 7.2 Loose rock or soil
- 7.3 Materials falling onto people working in the excavation
- 7.4 Superimposed loads within the angle of repose
- 7.5 Unprotected excavations
- 7.6 Plant and machinery
- 7.7 Undermining of nearby structures
- 7.8 Access and egress
- 7.9 Confined space (hazardous atmospheres)
- 7.10 Biological agents
- 7.11 Members of the public
- 7.12 Contaminated ground.

8. Roles and responsibilities.

The following roles and responsibilities are specific to this policy and procedure and are in addition to the other roles and responsibilities assigned to the post-holder.

- 8.1 Directors of Service/Heads of Function/County Engineer and equivalent grades:
 - 8.1.1 Shall ensure the objectives specified in section 5 of this policy and procedure are delivered.
- 8.2 Line managers and supervisors shall ensure that Direct Employees:
 - 8.2.1 Implementation of this policy and procedure
 - 8.2.2 Ensure a site-specific risk assessment is undertaken
 - 8.2.3 Integrity of nearby structures is considered, where required, prior to excavation being carried
 - 8.2.4 Adequate PPE is provided for employees working in or adjacent to excavations
 - 8.2.5 Personnel on site have received the appropriate training
 - 8.2.6 Suitable measures are provided to ensure the safety of members of the public.
 - 8.2.7 Line managers and supervisors shall ensure that for approved grave diggers:
 - 8.2.8 Ensure signage required re approved grave diggers is in place at all cemeteries.
 - 8.2.9 Carry out safety tours of inspection in graveyards if included in the program of safety tours.
 - 8.2.10 provide toolbox talks to approved grave diggers if required.

- 8.3 Employees shall ensure that they:
- 8.3.1 Are familiar with and comply with the requirements of this policy and procedure
- 8.4 Safety Advisor shall:
- 8.4.1 Coordinate the safety management system (SMS)
- 8.4.2 Advise on the implementation of this policy and procedure
- 8.4.3 Undertake inspections of this policy and procedure
- 8.4.4 Undertake audits of this policy and procedure.

9. Procedure

- 9.1 Part 1 : Normal Interments:
- 9.1.1 **Warning:** Grave digging is a dangerous activity and should not be undertaken by unapproved persons. For details of approved grave diggers please contact the Council or log onto www.corkcoco.ie. Take notice that Cork County Council accepts no liability for any injuries caused by grave digging activities including those engaged in voluntary grave digging.
- 9.1.2 Having reviewed the Code of Safe Working Practice for Cemeteries developed by the Institute of Cemetery and Crematorium Management, the following is guidance on the requirements for those involved in normal interments in Council cemeteries.
- 9.1.3 Note: It is the Council's recommendation that graves should be machine dug in all cases except exceptional circumstances.
- 9.1.4 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:
- 9.1.4.1 Familiarity with and knowledge of the graveyard/cemetery should be considered when undertakers are selecting an approved grave digger on the basis that familiarity and knowledge of the graveyard can result in a safer operation.
- 9.1.4.2 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.
- 9.1.4.3 Each employer must have a current safety statement, and a generic method statement (document in appendix 2 may be used for method statement) signed by the employer and/or the approved grave digger.
- 9.1.4.4 Ladders to be inspected regularly.
- 9.1.4.5 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.
- 9.1.4.6 Any faulty equipment must be repaired/replaced before further use. All equipment is to be well maintained. All statutory inspections to be completed and documented.

- 9.1.4.7 All workplaces 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.
- 9.1.4.8 All graves to be excavated should be located and identified by the undertaker after consultation with the Council and the bereaved family. It is strongly advisable for the undertaker to retain and instruct an approved grave digger to carry out the excavation in accordance with this procedure.
- 9.1.4.9 A site specific written risk assessment must be completed before each excavation using a Safe System of Work Plan or other system of site-specific risk assessment. A copy of the completed site-specific risk assessment must be available on site.
- 9.1.4.10 All equipment required to complete each grave must be available nearby before digging commences.
- 9.1.4.11 An exclusion zone must be site up before digging operations commence.
- 9.1.4.12 Any nearby/adjacent memorials which pose a hazard to the approved grave digger must be assessed and attended to in accordance with the outcome of the risk assessment.
- 9.1.4.13 All kerbing and headstones on neighbouring plots must be protected from scratching, chipping or other damage.
- 9.1.4.14 Walk boards should be placed before digging commences and not removed until after back-filling is complete.
- 9.1.4.15 Each excavation must be pegged out; the grave spaces for the burial of persons shall be 2.5m (8.202ft) by 1.22m wide (4ft) approx. excluding beam dimension.
- 9.1.4.15.1 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.
- 9.1.4.16 A soil box should 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.
- 9.1.4.17 The soil box to be situated a safe distance from the edge of the excavation. If the risk assessment identified poor ground conditions, an increased distance should be applied.
- 9.1.4.18 Excess soil not required for back-filling should be removed from the site and placed in the designated area where available.
- 9.1.4.19 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:
- 9.1.4.19.1 Type of ground:

- 9.1.4.19.1.1 Cohesive ground
- 9.1.4.19.1.2 Non-cohesive ground
- 9.1.4.19.1.3 Stratified ground
- 9.1.4.19.1.4 Over-filled ground – imported soil in order to create depth in which new burials may take place.
- 9.1.4.19.2 Depth of excavation:
 - 9.1.4.19.2.1 Shoring to remain in place until after the interment.
- 9.1.4.20 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.
- 9.1.4.21 Hard hats must be worn when working in the excavation or near mini digger.
- 9.1.4.22 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.
- 9.1.4.23 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.
- 9.1.4.24 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.
- 9.1.4.25 When excavating deep graves by hand, a point may be reached where the approved 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 or suitable alternative if required as determined by risk assessment.
- 9.1.4.26 Graves to be dug by machine and only in exceptional circumstances should hand digging be undertaken. Only authorised trained persons should be permitted to operate grave digging machine.
- 9.1.4.27 If dumper truck is used, driver must ensure that it is not over-laden and stop blocks are used. Driver to ensure safe driving practice is followed. Safety belts to be worn. Driver should have the relevant CSCS card.
- 9.1.4.28 Graves are not to be opened for an excessive amount of time before the interment. Any grave that is left unattended for whatever reason must be completely secured 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.
- 9.1.4.29 A ladder must remain in place whenever an operative is working in a grave in order to maintain an emergency exit.
- 9.1.4.30 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 approved grave digger.
- 9.1.4.31 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.

- 9.1.4.32 Prior to interment, approved grave digger to check area for trip hazards, ensure safe access for funeral party. Walk boards must be checked for stability.
- 9.1.4.33 Approved grave digger must be in attendance for the interment.
- 9.1.4.34 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.
- 9.1.4.35 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.
- 9.1.4.36 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.
- 9.1.4.37 All official cemetery signage must be complied with. All relevant by-laws must be complied with. The Council shall accept no liability for any persons failing to comply with regulations.
- 9.1.4.38 All accidents and near misses must be reported in writing, giving full details of accident, the causes and the proposed future corrective measures to the Council's Safety Section, the undertaker and the local Council office in writing. Reports must be submitted in a timely fashion i.e. no later than 5 working days after the incident. All accidents requiring reporting to the H.S.A. to be forwarded to the H.S.A. by the approved grave digger and a copy provided to the Council's Safety Section, undertaker and local Council office.
- 9.1.4.39 Three breaches of safety legislation may result in the approved grave digger being removed from the approved list of grave diggers. Serious statutory breaches may result in immediate removal from the approved list.
- 9.2 Part 2 : Exhumations:
- 9.2.1 The procedure to be followed hereunder assumes that a licence for exhumation has already been applied for and obtained from the Council. Conditions attached to the licence must be fully complied with.
- 9.2.2 The procedure is non-exhaustive and the site specific risk assessment and/or specific exhumation licence conditions may highlight other required control measures than those listed hereunder.
- 9.2.3 This procedure should be adhered to in addition to the general procedures in Part 1.
- 9.2.3.1 The undertaker who is to carry out the exhumation procedure is required to give at least 10 days notice to the Environmental Health Officer (EHO), Cork County Council, Waterworks Building, Environment Directorate, Inniscarra, Co. Cork. Tel. 021-4532776, Fax: 021-4532777 to arrange a mutually convenient date and time for the exhumation.
- 9.2.3.2 The exhumation shall be supervised by an EHO to ensure the safety of public health and decency. Excavation of the burial plot shall be commenced only in the presence of the EHO. 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.
- 9.2.3.3 Any issues of concern to the EHO should be acted upon in accordance with the Council's Policy and Procedure for the Management of Site Visits, Site Inspections and Contractor Control. The exhumation must be carried out in a manner which is in compliance with health and safety legislation and the Council's requirements.
- 9.2.3.4 The undertaker who is to carry out the exhumation should ensure access to hand washing facilities and first aid facilities are also recommended.
- 9.2.3.5 The undertaker carrying out the exhumation must be in possession of an exhumation licence.
- 9.2.3.6 The undertaker must ensure that the conditions attached to the exhumation licence are complied with.
- 9.2.3.7 The undertaker must ensure that occupational safety, health and welfare legislation is complied with.
- 9.2.3.8 The undertaker must only use approved grave diggers for the exhumation.
- 9.2.3.9 The undertaker must carry out a risk assessment for the exhumation. Note: special regard to be given to welfare facilities due to the nature of the work.
- 9.2.3.10 During exhumation, those involved should have regard to the biological hazards .
- 9.2.3.11 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 Directorate as to the exact classification and disposal of waste associated with such activities.
- 9.2.3.12 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.
- 9.2.3.13 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 should 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.
- 9.2.3.14 All accidents and near misses must be reported in writing, giving full details of accident, the causes and the proposed future corrective measures to the Council's Safety Section, the undertaker and the local Council office in writing. Reports must be submitted in a timely fashion i.e. no later than 5 working days after the incident. All accidents requiring reporting to the H.S.A. to be forwarded to the

H.S.A. by the approved grave digger and a copy provided to the Council's Safety Section, undertaker and the local Council office.

9.2.3.15 Three breaches of safety legislation may result in the approved grave digger being removed from the approved list of grave diggers. Serious statutory breaches may result in immediate removal from the approved list.

9.3 Part 3: Masonry Works, Cleaning and General Maintenance of Masonry and Graves:

- 9.3.1 The Mason must carry out the work in accordance with the relevant Bye laws.
- 9.3.2 The mason must ensure the occupational safety, health and welfare legislation is complied with.
- 9.3.3 The mason must carry out a risk assessment for the works.
- 9.3.4 The Area Engineer must be contacted and agreement reached with him/her as to when work can commence in relation to the erection of headstone in accordance with permit.
- 9.3.5 The mason must ensure that the row and plot number must be discreetly but clearly displayed on either the headstone or surrounding kerbing to ensure easy identification of the burial plot.
- 9.3.6 Kerbing must have no pillar features at corners, keeping kerbing flat avoids trip hazards and provides better supports for soil boxes, walk boards, etc.
- 9.3.7 All kerbing and headstones on neighbouring plots must be protected from scratching, chipping or other damage.
- 9.3.8 Any material damage to property and/or persons in the cemetery arising from the masonry works is the responsibility of the mason.
- 9.3.9 All unused material/waste must be removed from the cemetery by the mason.
- 9.3.10 All official cemetery signage must be complied with. All relevant bye-laws must be complied with. The Council shall accept no liability for any persons failing to comply with regulations.
- 9.3.11 All accidents and near misses must be reported in writing, giving full details of accident, the causes and the proposed future corrective measures to the Council's Safety Section, the undertaker and local Council office in writing. Reports must be submitted in a timely fashion, i.e. no later than 5 working days after the incident. All accidents requiring reporting to the H.S.A. to be forwarded to the H.S.A. by the mason and a copy provided to the Council's Safety Section, undertaker and local Council office.

10. Training

10.1 Appropriate training on this policy and procedure shall be provided to all relevant employees by way of a toolbox talk/safety meeting/briefings.

10.2 The Council will implement a system to subsidise certain training costs of a select number of qualified grave diggers i.e. grave diggers who dig 3 or less graves per annum.

10.3 Mandatory training for approved grave diggers includes manual handling, safe pass and trench support/grave digging. Other training is as identified by the site specific risk assessment.

NOTE:

I.P.B. and Cork County Council strongly recommend that undertakers and grave diggers have public liability insurance cover of €2.6m.

Cork County Council will not provide equipment or storage facilities to any third party, to any private grave digger or to Council employees who operate as grave diggers in a private capacity and will remove any equipment provided heretofore.

Cork County Council will instruct Council employees that they must not supervise any works associated with grave digging.

Appendix 1

Method Statement

Third parties carrying out Grave Digging, Exhumations, Masonry works, in Cork County Council Cemeteries¹.

DATE: 12/11/20	REVISION: 1
-----------------------	--------------------

Technical Documents:

- National Association of Memorial Masons Code of Working Practice Supporting British Standard 8415 October 2006 Edition. Contact the National Association of Memorial Masons, Head Office, 1 Castle Mews, Rugby, Warwickshire CV21 2XL.
- Institute of Cemetery and Crematorium Management Code of Working Practice for Cemeteries Formulated in Conjunction with the Establishment of the Cemetery Operatives Training Scheme National Secretary, 107 Parlaunt Road, Langley, Slough, Berks, SL3 8BE.
- Health and Safety Authority a Guide to Safety in Excavations , ISBN 1-84496-017-X , www.hsa.ie
- Controlling the Risks of Infection at Work from Human Remains, Health and Safety Executive. This document is available web only at: www.hse.gov.uk/pubns/web01.pdf . © *Crown copyright* This publication may be freely reproduced, except for advertising, endorsement or commercial purposes. First published 06/05. Please acknowledge the source as HSE. Published by the Health and Safety Executive 06/05 .
- The Exhumation Handbook by Peter Mitchell, ISBN-13:9780953425006 ISBN:0953425002 Publisher: The Institute of Burial and Cremation Administration
- Guide for Burial Ground Managers Department for Constitutional Affairs November 2005. copies of this guide, and alternative format versions, may be requested from: Brian Webb, Coroners Division, DCA, tel 020 7035 5532. Produced by DCA (November 2005) DCA 62/05 © Crown Copyright
- Cork County Council Guidelines for Exhumations (unsigned undated) (see appendix 2 attached)
- Guidelines for the Management of Deceased Individuals produced by the Health Protection Surveillance Centre. [The document is available on www.hpsc.ie website](http://www.hpsc.ie). Tel no +353 1 8765336
Fax no +353 1 856 1318

¹ *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*”.

Insurance Recommendation:

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

- **Public Liability – €2.6 million**

Method :

The purpose of this document is to ensure in so far as is reasonably practicable the Health & Safety of those involved in works in cemeteries owned or in the control of Cork County Council

All workplaces are subject to Safety, Health and Welfare at Work legislation. If risk assessment requires/ allows deviation from this procedure such deviations should be documented.

Part 1 : Normal Interments

Part 2 : Exhumations

Part 3 : Masonry works, cleaning and maintenance of graves

Part 1 Normal Interments

WARNING

GRAVE DIGGING IS EXTREMELY DANGEROUS. IT CARRIES A SUBSTANTIAL RISK OF DEATH OR SERIOUS HARM AND SHOULD NOT BE UNDERTAKEN BY UNAPPROVED PERSONS.

FOR DETAILS OF APPROVED GRAVE DIGGERS PLEASE CONTACT CORK COUNTY COUNCIL

TAKE NOTICE THAT CORK COUNTY COUNCIL ACCEPTS NO LIABILITY FOR ANY INJURIES CAUSED BY GRAVE DIGGING.

Having reviewed the Code of Safe Working Practice for Cemeteries developed by the Institute of Cemetery and Crematorium Management, the following is guidance on the requirements for those involved in normal interments in Cork County Council cemeteries:

Note: It is Cork County Council recommendation that graves should be machine dug in all cases except exceptional circumstances.

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.

Training : Approved Grave Diggers²

Mandatory Training:

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

Other Training:

- As identified by the Site Specific Risk Assessment.

Equipment & PPE & Resources

As identified by the site specific risk assessment.

Procedures

1. Familiarity with and knowledge of the Graveyard/ Cemetery should be considered when Undertakers are selecting an Approved Grave Digger on the premise that familiarity and knowledge of the Grave Yard can result in a safer operation.
2. 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.
3. Each employer must have a current safety statement and generic method statement signed by the employer and/or the Approved Grave Digger.
4. Ladders to be inspected regularly.
5. Hydraulic shoring must be inspected weekly to ensure rams are in good condition. Shoring timber and struts

² Grave diggers who have been assessed by Cork County Council and have satisfied prescribed Health and Safety standards associated with grave digging and have been placed on the Council's pre-approved list of grave diggers.

Policy and Procedure for the Management of Works in Council Cemeteries.	SMS/PP/G/001	Revision 004
		Page 14 of 35

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.

6. Any faulty equipment must be repaired/replaced before further use. All equipment is to be well maintained. All statutory inspections to be completed and documented.
7. 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.
8. All graves to be excavated should be located and identified by the Undertaker after consultation with the Local Authority and the bereaved family. It is strongly advisable for the Undertaker to retain and instruct an Approved Grave Digger to carry out the excavation in accordance with this procedure.
9. A Site Specific written risk assessment must be completed before each excavation using a Safe System of Work Plan (SSWP-working in Graveyards and Cemeteries see attached) or other system of site specific risk assessment. A copy of the completed site specific risk assessment must be available on site.
10. All equipment required to complete each grave must be available nearby before digging commences.
11. An exclusion zone must be set up before digging operations commence.
12. Any nearby/adjacent memorials which pose a hazard to the Approved Grave Digger must be assessed and attended to in accordance with the outcome of the risk assessment.
13. All kerbing and head stones on neighbouring plots must be protected from scratching, chipping or other damage.
14. Walk boards should be placed before digging commences and not removed until after back-filling is complete.
15. 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 coffin³.
16. A soil box should 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.

³ Approx. size of coffins: standard coffins are 22" (0.5588 meters) at shoulder & 6ft 3" (1.905 meters) in length. Medium size is 26" (0.6604 meters) at shoulders & 7ft (2.133 meters) in length, caskets are larger and heavier.

17. The soil box to be situated a safe distance from the edge of the excavation. If the risk assessment identified poor ground conditions, an increased distance should be applied.
18. Excess soil not required for back-filling should be removed from the site and placed in the designated area where available.
19. 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.
20. 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.
21. Hard hats must be worn when working in the excavation or near mini-digger.
22. 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.
23. 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.
24. 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.
25. When excavating deep graves by hand, a point may be reached where the Approved 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 or suitable alternative if required as determined by risk assessment.
26. Graves to be dug by machine and only in exceptional circumstances should hand digging be undertaken. Only authorised trained persons should be permitted to operate grave digging machine.
27. If dumper truck is used, driver must 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.
28. Graves are not to be opened for an excessive amount of time before the interment. Any grave that is left unattended for whatever reason must be completely secured 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.

29. A ladder must remain in place whenever an operative is working in a grave in order to maintain an emergency exit.
30. 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 Approved Grave Digger.
31. 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.
32. Prior to interment Approved Grave Digger to check area for trip hazards, ensure safe access for funeral party. Walk boards must be checked for stability.
33. Approved Grave Digger must be in attendance for the interment.
34. 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.
35. 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.
36. 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.
37. All official cemetery signage must be complied with. All relevant bye laws must be complied with. The council shall accept no liability for any persons failing to comply with regulations.
38. Waste material must be removed.
39. All accidents and near misses must be reported in writing, giving full details of accident, the causes and the proposed future corrective measures to Cork County Council's Safety Section, the Undertaker and Local Council Office in writing. Reports must be submitted in a timely fashion i.e. no later than 5 working days after the incident. All accidents requiring reporting to the H.S.A. to be forwarded to the H.S.A. by the Approved Grave Digger and a copy provided to Cork County Council's Safety Section, Undertaker and Local Council Office.
40. Three breaches of Safety Legislation may result in the Approved Grave Digger being removed from the approved list of Grave Diggers. Serious statutory breaches may result in immediate removal from the approved list.

PART 2 EXHUMATIONS

The procedure to be followed hereunder assumes that a licence for exhumation has already been applied for and obtained from Cork County Council. Conditions attached to the exhumation licence must be fully complied with.

The procedure is non-exhaustive and the site specific risk assessment and/or specific exhumation licence conditions may highlight other required control measures than those listed hereunder.

This procedure should be adhered to in addition to the general procedures in relation to grave digging (see Part 1).

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 (EHO), Cork County Council, Waterworks Building, Environment Directorate, Inniscarra, Co. Cork, Tel: 021-4532776, Fax: 021-4532777 to arrange a mutually convenient date and time of the exhumation.
2. The exhumation procedure shall be supervised by an EHO to ensure the safety of public health and decency. Excavation of the burial plot shall be commenced only in the presence of the EHO. 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. Any issues of concern to the EHO should be acted upon.
4. The Undertaker who is to carry out the exhumation should ensure access to hand washing facilities and first aid facilities are also recommended.
5. The Undertaker carrying out the exhumation must be in possession of an exhumation licence.
6. The Undertaker must ensure that the conditions attached to the exhumation licence are complied with.
7. The Undertaker must ensure that Occupational Safety Health and Welfare legislation is complied with.
8. The Undertaker must only use approved Grave Diggers for the exhumation.
9. The Undertaker must carry out a risk assessment for the exhumation. Note: special regard to be given to welfare facilities due to the nature of the work.

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.

10. 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.

11. 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.
12. 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.
13. All accidents and near misses must be reported in writing, giving full details of accident, the causes and the proposed future corrective measures to Cork County Council Safety Section, the Undertaker and local Council Office in writing. Reports must be submitted in a timely fashion i.e. no later than 5 working days after the incident. All accidents requiring reporting to the H.S.A. to be forwarded to the H.S.A. by the Approved Grave Digger and a copy provided to Cork County Council Safety Section, Undertaker and local Council Office.
14. Three breaches of Safety Legislation may result in the Approved Grave Digger being removed from the approved list of Grave Diggers. Serious statutory breaches may result in immediate removal from the approved list.

Contact Details:

Section	Address	Phone No.
Cork County Council Safety Section	County Library Building, Carrigrohane Road, Cork.	021- 4285770
County Municipal Services – Approved gravediggers	Macroom Municipal District, Macroom Town Hall, Macroom, Co. Cork. P12 YX48	026- 41545

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


Procedures:

1. The Mason must carry out the works in accordance with the bye laws.
2. The Mason must comply with the specific rule of the graveyard.
3. The Mason must ensure that Occupational Safety Health and Welfare legislation is complied with.
4. The Mason must carry out a risk assessment for the works.
5. The area engineer must be contacted and agreement reached with him/her as to when work can commence in relation to the erection of headstone in accordance with permit.
6. The Mason must ensure / certify that the headstone is constructed in such a manner as to ensure its stability.
7. The mason must ensure that the row and plot number must be discreetly but clearly displayed on either the headstone or surrounding kerbing to ensure easy identification of the burial plot.
8. Kerbing must have no pillar features at corners, keeping kerbing flat avoids trip hazards and provides better supports for soil boxes, walk boards, etc.
9. All kerbing and head stones on neighbouring plots must be protected from scratching, chipping or other damage.
10. Any material damage to property and / or persons in the cemetery arising from the masonry works is the responsibility of the mason.
11. All unused material/waste must be removed from the cemetery by the Mason.
12. All official cemetery signage must be complied with. All relevant bye laws must be complied with. The council shall accept no liability for any persons failing to comply with regulations.
13. All accidents and near misses must be reported in writing, giving full details of accident, the causes and the proposed future corrective measures to Cork County Council Safety Section, the Undertaker and local Council Office in writing. Reports must be submitted in a timely fashion i.e. no later than 5 working days after the incident. All accidents requiring reporting to the H.S.A. to be forwarded to the H.S.A. by the Mason and a copy provided to Cork County Council Safety Section, Undertaker and local Council Office.

Contact Details:

Section	Address	Phone No.
Cork County Council Safety Section	County Library Building, Carrigrohane Road, Cork.	021-4285770
County Municipal Services – Approved gravediggers	Macroon Municipal District, Macroon Town Hall, Macroon, Co. Cork. P12 YX48	026-41545

Copy of Safe System of Work Plan (SSWP) Working in Graveyards and Cemeteries.




HEALTH AND SAFETY AUTHORITY

SAFE SYSTEM OF WORK PLAN (SSWP)

WORKING IN GRAVEYARDS AND CEMETERIES

Plan No.

Job Details	Resources Required	Emergency Details																								
Employer Name: _____ Supervisor/Lead Person: _____ Number of Workers: _____ Specific Location: _____ Description of Work: _____ Start Date: _____	Worker Skills: _____ Plant/Equipment: _____ Hazardous Materials: _____	Contact Names & Tel No. 1. _____ 2. _____ 3. _____ First Aider: _____ Location of First Aid Box: _____																								
NOTE: A new SSWP must be completed when the task or the environment changes.		WORK PERMITS REQUIRED Hot <input type="checkbox"/> Electricity <input type="checkbox"/> Excavation <input type="checkbox"/> Confined Space <input type="checkbox"/> Other <input type="checkbox"/> Method Statement: Yes <input type="checkbox"/> No <input type="checkbox"/>																								
Before Works Starts the following MUST be in place. Tick the <input type="checkbox"/> circle when confirmed.																										
																										
Arrangements for implementing all the selected controls below must be in place before the work described starts																										
SELECT HAZARD OR ACTIVITY	SELECT CONTROL <input checked="" type="checkbox"/> to identify controls required; <input checked="" type="checkbox"/> when control is in place.																									
Substances	<table border="1" style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>Substances</td><td>Proper Labels</td><td>Safe use/Prod</td><td>Secure Storage</td><td>Approved Containers</td><td>No eating/drinking</td><td>Hand Wash</td><td>Sanitiser</td><td>Other</td><td>Other</td><td>Other</td><td>Other</td></tr> </table>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Substances	Proper Labels	Safe use/Prod	Secure Storage	Approved Containers	No eating/drinking	Hand Wash	Sanitiser	Other	Other	Other	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
Substances	Proper Labels	Safe use/Prod	Secure Storage	Approved Containers	No eating/drinking	Hand Wash	Sanitiser	Other	Other	Other	Other															
Biological Agents	<table border="1" style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>Biol Agents</td><td>Procedures</td><td>Proper Genes</td><td>Label/Prod</td><td>Good Use/Prod</td><td>Work Levels</td><td>Sanitiser</td><td>Other</td><td>Other</td><td>Other</td><td>Other</td><td>Other</td></tr> </table>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biol Agents	Procedures	Proper Genes	Label/Prod	Good Use/Prod	Work Levels	Sanitiser	Other	Other	Other	Other	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
Biol Agents	Procedures	Proper Genes	Label/Prod	Good Use/Prod	Work Levels	Sanitiser	Other	Other	Other	Other	Other															
Hand held equipment	<table border="1" style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>Hand held equipment</td><td>Handing/Label</td><td>Procedures</td><td>Safe Use/Prod</td><td>Label/Prod</td><td>Good Use/Prod</td><td>Work Levels</td><td>Sanitiser</td><td>Other</td><td>Other</td><td>Other</td><td>Other</td></tr> </table>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand held equipment	Handing/Label	Procedures	Safe Use/Prod	Label/Prod	Good Use/Prod	Work Levels	Sanitiser	Other	Other	Other	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
Hand held equipment	Handing/Label	Procedures	Safe Use/Prod	Label/Prod	Good Use/Prod	Work Levels	Sanitiser	Other	Other	Other	Other															
Working close to the public	<table border="1" style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>Working close to the public</td><td>Warning Signs</td><td>Barriers</td><td>Procedures/Prod</td><td>Procedures/Prod</td><td>Good Use/Prod</td><td>Work Levels</td><td>Sanitiser</td><td>Other</td><td>Other</td><td>Other</td><td>Other</td></tr> </table>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working close to the public	Warning Signs	Barriers	Procedures/Prod	Procedures/Prod	Good Use/Prod	Work Levels	Sanitiser	Other	Other	Other	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
Working close to the public	Warning Signs	Barriers	Procedures/Prod	Procedures/Prod	Good Use/Prod	Work Levels	Sanitiser	Other	Other	Other	Other															
Mech and Equipment	<table border="1" style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>Mech and Equipment</td><td>Selecting equipment</td><td>Good Practice & Inspection</td><td>Safe Use/Prod</td><td>Label/Prod</td><td>Good Use/Prod</td><td>Work Levels</td><td>Sanitiser</td><td>Other</td><td>Other</td><td>Other</td><td>Other</td></tr> </table>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mech and Equipment	Selecting equipment	Good Practice & Inspection	Safe Use/Prod	Label/Prod	Good Use/Prod	Work Levels	Sanitiser	Other	Other	Other	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
Mech and Equipment	Selecting equipment	Good Practice & Inspection	Safe Use/Prod	Label/Prod	Good Use/Prod	Work Levels	Sanitiser	Other	Other	Other	Other															
Lifting Operations	<table border="1" style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>Lifting Operations</td><td>Equipment suitability</td><td>Equipment & Inspection</td><td>Safe Use/Prod</td><td>Label/Prod</td><td>Good Use/Prod</td><td>Work Levels</td><td>Sanitiser</td><td>Other</td><td>Other</td><td>Other</td><td>Other</td></tr> </table>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting Operations	Equipment suitability	Equipment & Inspection	Safe Use/Prod	Label/Prod	Good Use/Prod	Work Levels	Sanitiser	Other	Other	Other	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
Lifting Operations	Equipment suitability	Equipment & Inspection	Safe Use/Prod	Label/Prod	Good Use/Prod	Work Levels	Sanitiser	Other	Other	Other	Other															

© Copyright The Health and Safety Authority - January 2011

HAZARD OR ACTIVITY	RISK	CONTROL									
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART 2

Hazards, activities and controls on this SSWP identified by: _____

Date: _____ Time: _____

PART 3

Competent person identified to ensure implementation of the required controls at the appropriate time is: _____

I have been made aware of the hazards & controls for this activity. Signed by Team: _____

NOTE: This list of Hazards and Controls is not exhaustive and is in no particular order.

IF IT'S NOT SAFE DON'T DO IT AND INFORM SITE MANAGEMENT

© Copyright The Health and Safety Authority - January 2011

CORK COUNTY COUNCIL

GUIDELINES FOR EXHUMATIONS

RESTRICTIONS

A licence for the exhumation must be obtained from the Local Authority.

Conditions of licence must be fulfilled. Exhumations must be carried out with due care and decency and in such a manner as not to endanger public health.

It must be carried out under the supervision of an Environmental Health Officer of Cork County Council.

REQUISITES

A large outer coffin of sufficient dimensions to properly enclose the coffin to be exhumed. The outer coffin should be lined with metal or other suitable material and sealed so as to prevent liquid leaking there from.

Approximately two pints of formaldehyde or other suitable deodorant for use during the process of exhumation. 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.

Three broad boards for underneath and the side of the coffin if collapse of it is likely.

PROCEDURE

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.

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.

The exhumation should be carried out early in the morning- as near to daybreak as possible.

Appendix 3

Evidence Assessment Guidance Notes

1 Manual handling training:

Every Grave Digger must have this training: The evidence is deemed to be satisfactory if the applicant provides: a manual handling training cert, not older than 3 years, from a competent training provider

2. Safe Pass card:

Every Grave Digger must have this training: The evidence is deemed to be satisfactory if the applicant provides: a photocopy of a current Safe Pass card.

3.Trench support (grave digging):

Every Gravedigger must have this training. While the applicant can source the training anywhere attendance at the BRTC course will also qualify the applicant for General Requirement No. 4 (Risk Assessment Training). The evidence is deemed to be satisfactory if the applicant provides evidence of attendance at Grave Digging Course within the last 5 years e.g. certificates, invoices, letter from trainer etc. Approved Grave Diggers will require refresher training on trench support / grave digging every 5 years or attend an annual briefing / tool box talk organized by Cork County Council
Cork County Council accept if an applicant has done the grave diggers course in BRTC that they are trained in risk assessment.

4. Risk assessment training:

At least one person present on site digging the grave must have Risk Assessment Training. The evidence is deemed to be satisfactory if the applicant provides:
evidence of attendance at a Risk Assessment Course eg certificates, invoices, letter from trainer etc. Or if the applicant did the Trench Support / Grave Digging Course in Ballincollig with in the last 5 years or the applicant did the Trench Support/Grave Digging course not with in the last 5 yeas but attended any annual briefings / tool box talks organized by Cork County Council for Grave Diggers.

5. Shoring equipment:

Confirmation on application form that equipment is available either owned directly, hired , other is acceptable.

6.Minimum PPE:

Confirmation on application form that equipment is available is acceptable No submission of evidence required.

7.Current (signed) safety statement:

The evidence is deemed to be satisfactory if the applicant has submitted a Safety Statement signed and dated by the applicant with in the last 3 years,

8. Method of Risk Assessment indicated (eg. SSWP)

The evidence is deemed to be satisfactory if the applicant confirms that the applicant uses a system of risk assessment eg HSA SSWP for Working in Graveyards.

9.Method statement available:

The evidence is deemed to be satisfactory if the applicant confirms that they have a method statement, if the applicant confirms that they use the ccc police procedure that is adequate.

10. Occupational first Aider:

No submission of evidence is required. Cork County Council Recommends that a First Aider be available but will not insist upon each gravedigger being trained at this time.

Evidence Assessment Guidance Notes

11. Insurance documentation:

The evidence is deemed to be satisfactory if the applicant has submitted current insurance details with specific indemnity to Cork County Council as per Insurance Policy.

12.CSCS Dumper training:

If Dumper is used / indicated on application form, the applicant must have a current CSCS ticket that covers use of this equipment.

13. CSCS Mini digger training:

If Mini Digger is used / indicated on application form the applicant must have a current CSCS ticket that covers use of this equipment.

14. General Equipment:

The evidence is deemed to be satisfactory if the applicant confirms that this equipment is available if required.

15. Water pumps / generators / kangos equipment:

The evidence is deemed to be satisfactory if the applicant confirms that this equipment is available if required.

16. Additional PPE:

The evidence is deemed to be satisfactory if the applicant confirms that this equipment is available if required.

**Assessment of Competence for Inclusion on the Cork County Councils
Approved List of Grave Diggers.**

Please read the Procedure and Guidance notes before completing this form.

1. Applicants Business Details

Applicants Name:			
Business Owner's Name if relevant:			
Address:			
Tel. No. :		Mobile No.:	
Fax No.:			
Email:			

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

Name	Address	Contact Tel No

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:

3. Task Specific Training:

Training course	Training required?	Name of Employee	Date(s) Completed
CSCS Dumper (if used)	Yes		
	No		
CSCS Mini Digger(if used)	Yes		
	No		
First Aid	yes		
	No		
Risk Assessment	yes		
Banksman(if relevant)	yes		
	no		
Slinger Signaller(if relevant)	yes		
	No		

Please attach copies of all relevant certificates.

If particular training is not provided please explain why?

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				
Secure grave cover				
Walk boards/staging				
Imitation grass matting				
Picks/Shovels				
Water Pump				
Winch & Bucket				
Dumper Truck				
Stop Blocks				
Putlogs & Webbing				
Mobile Phone				
Soil Box				

in exceptional circumstances scanning and kango may be required.

Equipment (Continued)

Item	Systems	Available	Owned	Hired
Shoring: (one system must be available)	Hydraulic			
	Timber			
	Mechanical Struts			
	Coffin & wedge shape units			
	Other (please specify)			

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. HSA SSWP		
Method Statement e.g. follow CCC Policy		

6. Insurance Documentation

Do you have the following documentation in place?

Document	Yes	No
<p>Public liability insurance with an indemnity limit of not less than €2.6 million. (please submit a copy)</p> <p>This document should state:</p> <ul style="list-style-type: none"> • Name of the Insurer(s) referenced on policy: • Policy Number(s): • Cover Period (s): • Name of Policyholder: - (is the name of the User the same as the policyholder) • The Insured Business Description: - (Detail the activities that they are insured to undertake) • Specific notation of an indemnity to the Council / Indemnity to Principal 		

7. Personal Protection Equipment (PPE)

Please confirm that the following equipment will be made available to grave diggers if required by the risk assessment.

PPE Mandatory	Provided if required:
Safety Boots	
Hi viz , Helmet	
PPE Task specific	
Safety Goggles if required	
Suitable gloves if required	
Ear Defenders if required	

Phenolic Disinfectant if required (exhumation)	
Hygienic Wipes if required	
Drinking Water	
First Aid Box	
Appropriate Immunisation offered if required	

8. Undertakers

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

Name	Address	Contact Tel. No.

9. Declaration

I have read Cork County Councils Relevant Policy and guidance note.

If approved by Cork County Council:

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/Municipal Officer/District Supervisor/)

Please forward completed form, plus supporting documentation to:

**Municipal District Officer, Cork County Council, Blarney/Macroon Municipal District,
Town Hall, Macroon, Co. Cork – Tel: 026/41545.**

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

