

Prepare for burials and restore internment plots

Overview

This standard is for those involved in preparation for burials and the restoration of internment plots.

Throughout operations you will demonstrate respect for the deceased and the mourners.

All operations must be carried out with due regard to relevant legislation and industry codes of practice.

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Performance criteria

You must be able to:

1. assess risks associated with the activity to be carried out
2. wear suitable clothing and personal protective equipment (PPE)
3. check that the required authorisation prior to burial has been given
4. locate the correct plot for the appointed burial
5. assess the site for readiness and safety prior to burial and take relevant action where required
6. dress the bottom of the grave where required
7. check the condition and positioning of equipment such as ropes, putlogs and grass mats in preparation for burial
8. restrict access to internment plot from members of the public
9. keep the condition of the internment plot for the burial in a safe and appropriate condition prior to the arrival of the cortège
10. direct the cortège to the graveside correctly
11. deal with problems within the limits of your responsibility
12. show respect for the deceased, mourners and those officiating throughout the ceremony
13. carry out all operations following the departure of the mourners according to specifications
14. backfill the internment plot according to specifications and soil conditions
15. arrange floral tributes in an orderly manner, showing respect for the deceased and bereaved
16. restore and leave the internment plot in a tidy and safe condition
17. remove equipment and resources in a safe and correct manner
18. clean and store equipment safely and correctly
19. confirm that records are maintained and stored as required by relevant legislation and the organisation
20. carry out your work in accordance with relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and organisational policies

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Knowledge and understanding

You need to know and understand:

1. how to identify hazards and assess risks associated with the preparation and restoration of internment plots
2. the type of clothing and personal protective equipment (PPE) suitable for the activity
3. the authorisation procedures for burials
4. how to locate the correct internment plot
5. how to assess the site prior to burial
6. the allocated time required to prepare the site to meet the specifications
7. the equipment and resources required to prepare for burials and restore internment plots and how to check they are in good working order
8. details of shoring, dressing material and soil box construction
9. why it is important to restrict public access to the internment plot
10. how to confirm the burial site is in the correct condition prior to the arrival of the cortège
11. how to position lowering ropes safely and in a way appropriate to the coffin and the conditions
12. how to respond to problems that may arise within the limits of your responsibility
13. the behaviour which is suitable for different types of ceremonies, cultures and customs and why this is important
14. why it is important to show respect to all those involved throughout the ceremony
15. why all operations should take place after the mourners have left
16. the appropriate way to carry out preliminary backfilling of the internment plot
17. how to check the remaining backfilling is safe and appropriate to the soil conditions
18. how to arrange the floral tributes in an orderly way which shows respect for the deceased and bereaved and why it is important to do so
19. how to remove equipment and resources in a safe and correct manner
20. how to restore the internment plot to ensure that it is left in a clean and tidy condition
21. how to clean and store the equipment and resources in a safe

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manner

22. the records that need to be completed
23. your responsibilities under relevant environmental and health and safety legislation, codes of practice and organisational policies

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Scope/range

- A. use the following types of equipment when preparing for burials and restoring internment plots:
1. hand tools
 2. grass mats
 3. lowering ropes
 4. put locks
 5. pumps and excavator (if the situation requires)
 6. mechanical
 7. soil box
- B. check the following types of authorisation:
1. oral instruction
 2. presentation of disposal form
- C. deal with the types of soil conditions when preparing for burials and restoring internment plots:
1. wet
 2. dry
 3. clay
 4. sand / shingle

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Glossary

Equipment:

- hand tools
- grass mats
- lowering ropes
- putlogs
- pumps
- excavators
- soil boxes

Specifications:

- drawings
- schedules
- method statements
- Standard Operating Procedures (SOPs)
- manufacturers' guidelines
- organisational policies

Types of authorisation:

- oral instruction
- presentation of disposal form

Types of soil conditions:

- wet
- dry
- clay
- sand/shingle
- made up ground

Unexpected problems:

- water
- collapse
- shrinkage
- unexpected find
- poor weather conditions

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Developed by	Lantra
Version Number	4
Date Approved	January 2019
Indicative Review Date	January 2024
Validity	Current
Status	Original
Originating Organisation	Lantra
Original URN	LANH22
Relevant Occupations	Grave Digger
Suite	Horticulture
Keywords	grave; burial; soil; soil box; lowering ropes; coffin; mourners; deceased
