

Document title		
Method Statement / Safe System of Work (SSoW) Template		
Document reference	Date	Authorised by
ODSHSF06	01/04/2022	1.1 [REDACTED]



ODS is obliged under health and safety legislation in accordance with the Health and Safety at Work etc Act 1974, Section 2 (2) (a) to provide safe system of work. The Method Statements is part of the Safety Systems of Work and must be coupled with suitable and sufficient risk assessments. Safe Systems of Work must be available for all work tasks and employees must be brief on the details of the method statement and associated risk assessments.

Description of the task / Activity	Committal Services
Person(s) involved	Parks and Open Spaces Services
Supervisor In charge (Contact details)	Parks and Open Spaces Supervisor /Manager (inc Out of Hours Duty Officer) 01865 252516 or 01865 252240 or 07711439090
Plant and tools required for the task.	1. Excavator (if required) 2. Dumper (if required) 3. Walk boards 4. Soil boards 5. Putt logs 6. Lamp pins 7. Trestles 8. Webbing 9. Tarpaulin 10. Shovels 11. Wheelbarrow 12. Grave lock down lid
Sequence of work	1. Be aware of traffic and pedestrian movements. 2. Assess the weather and ground conditions before starting. 3. Assess the work area and remove any items that may be a trip hazard or get damaged (including litter). 4. Maintain a clear access and egress route at all times. 5. Correct PPE (safety boots) to be worn at all times in line with training and instructions. 6. Task to be carried out by trained and competent individuals. 7. Supervisor/ Manager arrives 30 minutes before committal service is due to commence: • Check correct grave has been excavated • Check grave have not collapsed/ no water ingress (if there is cover with leaves/mulch) • Grave is matted out for committal e.g. walk boards and covers are in place, tarpaulin covers grave spoil/ putt logs are in place over grave and are damage free / webbing straps are clean/dry and there are 2 for a 4 person carry or 3 for a 6 person carry • Trestles are securely footed on the ground, clean and damage free 8. Check burial certificate details (e.g. name of deceased/ date of death/ age) match the coffin plate before funeral cortege approaches grave side. 9. Ensure that members of the public / mourners are kept at a safe distance from the open grave at all times, paying particular attention to children.

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	10. Ensure that all bearers have good control over the coffin / casket and that the positioning and lowering of the coffin / casket is undertaken in a controlled and safe manner. 11. In the event the funeral cortege wish to see the grave backfilled. An excavator will be operated by a qualified driver following the instructions given by the site supervisor. 12. Ensure no one approaches excavator during the operation without getting the attention and then permission from the driver. Dead arm up. 13. Any major movements of the excavator must be done with a banksman in attendance. 14. Use a dumper with a qualified driver to remove the spoil and take particular care if mourners are still present. 15. A Banksman MUST be used to oversee any manoeuvres. 16. Any heavy lifting to be carried out as a two person operation, and only if safe to do so in line with Manual Handling training. 17. If the site is left overnight it must be secured to prevent access, excavations to be covered and plant and machinery to be immobilised by having keys removed. 18. If there are any safety concerns or you are not sure about something Stop work immediately and contact your supervisor. Works Completion: (What final checks and clear up operations need to be carried out before the works can be completed?) 1. The site should be left clean and tidy 2. Sweep any spillages or debris from footpaths and roads 3. All tools to be put away and accounted for once the job is complete							
Details of any sub-contractors used	Not applicable							
Associated Risk Assessments attached (reference)	Standard Risk Assessment	Parks RA 009 / 015						
	Manual Handling Risk Assessments	Parks RA 026						
	COSHH Assessments	Parks RA 028						
	Young Person Risk Assessment	Not Applicable						
	DSEAR Assessments	Not Applicable						
	Noise Assessments	Not Applicable						
	Vibration Assessments	Not Applicable						
	Environmental Assessments	Not Applicable						
Personnel Protective Equipment for the task (from Risk Assessments)	 Safety Footwear BS 20345	 Hard Hats BS 397	 High Viz BS 471	 Safety Gloves BS388	 Dust Mask BS 149 FFP3	 Safety Harness BS 361	 Ear Protection BS 352-1	 Eye Protection BS 166
	YES	NO/ YES around machine	NO	YES	NO	NO	NO	NO

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Other PPE / RPE required	None noted but extenuating circumstances may require the operative to review requirements if the site and working conditions differ from the norm and contact their Line Manager		
Emergency Arrangements	First Aid	Supervisors/ Manager are first aid trained. Member of team trained in emergency first aid. Nearest hospital – John Radcliffe (999).	
	Rescue	Not applicable.	
	Security	If the site is left overnight, excavations must to be covered with a lock down lid. All Cemeteries have electronic gates which close at night.	
	Spillage Control	Not applicable	
Work Monitoring (Details of briefings / supervisor checks etc)	Supervisors or Managers attend burials to ensure committal service proceeds without any health and safety incidences. Supervisors / Managers arrive at burial half an hour before committal takes place to ensure trip hazard are removed, grave hasn't collapsed etc.		POWRA to be complete ☐
Permits to Work requirements	Team issued with digging order and section map when excavating graves. Graves are checked prior to excavation by supervisor/manager.		
Environmental Protection Requirements	Not applicable		
Completed by:	3.1	Signature	Date 01.12.2026

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Redaction Summary

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Exemptions/exceptions:

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Exemptions/exceptions:

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