

North East Lincolnshire Council

Crematorium policies, procedures and regulations

These policies, procedures and regulations have been written in plain language and the use of legal phraseology has been avoided wherever possible. These policies, procedures and regulations shall be used by the Council carefully and with due compassion. If you are not clear on any point, please contact:

Bereavement Service Office
Great Grimsby Crematorium
Weelsby Avenue
Grimsby
North East Lincolnshire
DN32 0BA

Telephone: 01472 324869
Fax: 01472 324870
Email: bereavementservices@nelincs.gov.uk

The Bereavement Service Team is willing to assist you – particularly if this will avoid any unnecessary distress.

1. INTERPRETATION

In these policies, procedures and regulations, unless the context otherwise required, the words: -

“Cremation Authority” means North East Lincolnshire Council;

The “Manager” means the Registrar or the person for the time being carrying out the duties of the Registrar;

“The Medical Referee” means one of the Cremation Authority’s duly appointed Medical Referees;

“Funeral Director” means any person having on behalf of the relatives of a deceased person the carrying out of the arrangements for cremation;

“Crematorium” means the Chapel, Cloisters and grounds;

“Scale of charges” means the scale of charges from time to time in force for the use of the Crematorium.

2. STATUTORY REQUIREMENTS

All cremations shall be conducted strictly in accordance with the Statutory Instruments 2008 No. 2841, Orders and Regulations made by the Secretary of State for Constitutional Affairs, under Section 7 of the Cremation Act 1902, Section 2 of the Cremation Act 1952 and Section 10 of the Births and Deaths Registration Act 1926 and subsequent amendments and regulations current at the date of cremation. Cremations shall be conducted in accordance with the Code of Cremation Practice issued by the Federation of Burial and Cremation Authorities (FBCA), which is reproduced at Appendix 1 to these Regulations and the Institute of Cemetery and Crematorium Management (ICCM).

3. OFFICE AND BOOK OF REMEMBRANCE HOURS

The Bereavement Service Office is open for public business from 09.00am to 16.45am Monday to Thursday and 09.00am to 16.15am Fridays, for the purpose of affording information, the registration of cremation, applications for memorials etc. The office will not be open on Saturdays, Sundays or Public and local fixed holidays, which include Good Friday, Christmas Day, Easter, etc.

4. HOURS FOR USE OF CREMATORIUM CHAPEL

The Chapel is available for Funeral Services Monday to Friday 9.00am (being the first service time) to 3.40pm (being the last service time), additional chapel time can be allocated, if required.

5. CREMATORIUM GROUNDS

The Cemeteries and Crematorium grounds shall be open to visitors, unless otherwise determined by the Council:

Month	Monday - Saturday
January, November, December	9am – 4pm
February, March, October	9am – 5pm
April, September	9am – 6pm
May, June, July, August	9am – 7pm
Sunday, Good Friday & Christmas Day	10am – close according to month

6. CREMATION BOOKINGS AND BOOK OF REMEMBRANCE HOURS

Cremation bookings may be made during the following hours and outside these hours an online booking facility is available:

Monday to Thursday 9.00am to 4.45pm and Friday 9.00am to 4.15pm

The Cremation Authority reserves the right to close the Crematorium on any day should circumstances so warrant.

7. ADMISSION TO CREMATORIUM

No person who is not an employee of the Cremation Authority or who has not been so authorised by on behalf of the Cremation Authority shall enter or remain in the Crematorium when it is closed to the public. At times when the Crematorium is not in use for cremation or other services, the public will be admitted at the discretion of the Manager.

8. ADMISSION OF CHILDREN

Children under 16 years of age are not allowed within the Crematorium or Grounds except under proper care.

9. ANIMALS

Dogs must be kept on short leads and under control and dog(s) must not interfere with, or disturb, any other person in the Crematorium grounds; and all faeces excreted by dogs must be promptly removed from the Crematorium grounds in an appropriate manner. Failure to do so may lead to prosecution. Dogs must not be exercised within the Crematorium grounds.

No animals except guide dogs permitted into the Crematorium building and Cemetery Chapels. Requests for other working animals to attend a service must be placed in writing to the Bereavement Service Manager for approval.

10. VEHICLES

No motor vehicles except those belonging to funeral directors and registered disabled may enter the Crematorium grounds. There is sufficient parking allocated outside the Crematorium grounds in the official car park for the Crematorium.

Vehicles must not exceed 5 mph and must not obstruct paths. The requirements of the Highway Code must be observed at all times. Vehicles must not be parked in a position that obstructs other motor vehicles or any other form of access. The Council will not accept responsibility for loss from or damage to any vehicle howsoever caused.

11. BICYCLES

Bicycles shall not be ridden on footpaths, grass areas or planted areas. Bicycles must not be placed against memorials, benches or trees and shrubs and if laid on the ground must not cause an obstruction. The Council accepts no liability for loss or damage to any bike, moped or bicycle whilst on the premises.

12. EXCLUSION OR REMOVAL OF PERSONS FROM THE CREMATORIUM

All persons admitted into the Crematorium shall conform in all respects with the Regulations of the Cremation Authority and shall be subject to the requirements of the Manager or nominated officer, who, in the case of any misconduct, shall have full power to remove or exclude from the Crematorium any person or persons who are not mourners or officially connected with the cremation of any deceased person, whom he/she, in his/her discretion, considers it advisable to remove or exclude in order to maintain satisfactory conditions or secure compliance with the Regulations. Any service or demonstration in connection with a funeral shall be subject in all things to the control of the Manager.

13. CONDUCT

All persons shall conduct themselves with due reverence.

14. SMOKING

Smoking is strictly prohibited in the Crematorium's buildings. Visitors are requested to refrain from smoking near to where mourners are gathering and to dispose of cigarette ends in a proper manner.

15. WASTE AND LITTER

No person shall drop, throw or otherwise deposit and leave in the Crematorium any wastepaper or refuse of any kind except in the litter bins provided.

16. PLAYING OF MUSIC

Playing of any musical instrument, compact disc player, radio or any device used to generate and/or amplify any sound is not permitted in the Crematorium unless written consent has been obtained from the Manager.

The playing of musical instruments, compact disc player or any other device used to generate and/or amplify any sound as part of a funeral service is only permissible with the prior approval of the Manager.

17. CANVASSING

No person shall within the Crematorium seek or solicit orders, exhibit designs, distribute business cards, ask or attempt to obtain from any employee, either directly or indirectly, any information as to grave owners etc, nor take a measurement, photograph or copy of any monument or grave unless the written permission of the owner thereof be first produced to the Manager.

18. DISTRIBUTING LITERATURE OR OTHER ADVERTISEMENTS

No person shall be permitted, by himself or any agent, to distribute leaflets, business cards, or any other advertisement within the Crematorium. This regulation does not apply to the distribution of information relating to the Crematorium by bodies such as Friends groups and similar organisations, in respect of which specific arrangements have been made with the Cremation Authority.

19. TREES, SHRUBS AND FLOWERS

Visitors are not permitted to plant or cut trees, flowers or shrubs. Articles are not permitted to be attached to any tree, flowers or shrubs which are maintained by the Council.

20. PHOTOGRAPHS

The permission of the Manager in writing shall be obtained before any objects in the Crematorium or Grounds are photographed or video recordings are commenced.

21. GRATUITIES

No employee of the Council is to demand or receive any gratuity, or to undertake privately work of any kind connected with the Crematorium / Cemetery, either in his own time or in the Council's time. The receipt or demand of a gratuity, fee or unauthorised charge by any Officer or servant of the Council will subject such offender to disciplinary action.

22. UNSEEMLY CONDUCT

All persons shall conduct themselves in a decent, quiet and orderly manner and will not:

- wilfully create any disturbance;
- commit any nuisance;
- wilfully interfere with any cremation taking place;
- wilfully interfere with any memorial or any plants on any such grave; or
- play at any game or sport in the Crematorium or grounds.

Any person who contravenes may be liable to summary conviction.

Other examples of behaviour not acceptable within the Crematorium grounds/building are to behave in a noisy, disorderly, or unseemly manner, consume alcohol or other controlled substance, gamble, hold any picnic or barbeque, sunbathe or play any game, use improper or indecent language, trespass on any portion of the grounds of buildings, damage, destroy, or touch any tree, shrub, plant, monument, memorial or any other property within the Crematorium or its grounds.

23. OFFENCES

The provision of cremation facilities is a statutory responsibility and as such governed by Acts, Regulations and Codes of Practice. As such any persons knowingly in breach of these requirements may be liable to prosecution.

24. RESERVATIONS

Reservations for cremation services may be made by telephone, in writing or in person at the Bereavement Service Office, or by the computerised remote booking facility. A telephone service will be provided each weekend from 10 am to 2pm for the booking of cremation times. Reservations will be regarded as provisional until the formal notice required by Regulation 23 is received.

25. NOTICE OF CREMATION

Notice of Cremation is given when Preliminary Instructions for Cremation and the Application for Cremation (Form 1) have been delivered to the office of the Manager.

26. PRELIMINARY INSTRUCTIONS FOR CREMATION

Preliminary Application for Cremation must be made to the Manager, Great Grimsby Crematorium, Weelsby Avenue, Grimsby during normal working hours at least 48 hours before the proposed cremation. When Sundays and/or Bank Holidays intervene at least 72 hours' notice is required. Details of the arrangements must be confirmed to the Bereavement Service Office on the prescribed printed form.

27. STATUTORY APPLICATION FOR CREMATION

The statutory Application for Cremation (Form 1), should be made by an executor of the deceased wherever practicable, but may be made by the nearest surviving relative or any other person who can show reason, satisfactory to the Medical Referee, why it is not made by an executor or nearest surviving relative.

28. FEES AND CHARGES

The fees and charges that the Council make for the various burials, cremation and memorial services are listed in tables. These are available from the Bereavement Service Office and the Council's web page.

The fees are reviewed annually and run from 1 April to 31 March each year.

Bereavement Services are authorised to agree fees for matters not included in the tables, subject to consultation with the Director of Finance, Resources and Operations.

Fees for any service must be paid in advance. No credit facilities are given or offered.

29. UNAUTHORISED MEMORIALS

Crematorium grounds

Visitors may choose to leave floral tributes within the gardens and you are respectfully requested to place these on the areas provided or within the Cloisters. All ornaments and trinkets will be removed and these will be retained for your collection for one month. This is done so that the gardens can be maintained and cared for and that their overall appearance is one that visitors find to be pleasant.

30. WINTER CONDITIONS

In winter we do not treat frozen surfaces on graves. Only roads and paths to imminent funerals are salted and/or gritted and the majority of paths, roads and parking places can be covered with ice and/or snow. As anniversaries occur every day of the year, and the bereaved feel an overwhelming need to visit, we never close our sites even though ice and snow exist. Please exercise extreme care throughout winter and avoid visits when ground conditions may result in a fall or some form of injury.

31. NUMEROUSLY ATTENDED FUNERALS

In order that appropriate arrangements may be made wherever possible, every endeavor should be made to notify the Bereavement Service Office if a public or military funeral or one at which a large number of persons is expected.

32. VERBAL INSTRUCTIONS

The Cremation Authority will not be responsible for any delay or misunderstanding which may occur if instructions are given verbally or by telephone. Neither will the Cremation Authority accept responsibility for any documents lost or delayed by the Post Office.

33. FACSIMILE / EMAIL DOCUMENTS

Facsimile / Email transmissions of statutory documents are acceptable in extreme circumstances and with the consent of the Manager. Documents sent by Fax / Email will only be accepted as temporary notification(s) and must be confirmed by the submission of originals.

34. MEDICAL REFEREE

No cremation will be permitted to take place except on the written authority of the Medical Referee (Form 10) who must be satisfied that the cause of death has been definitely ascertained and who may in any case decline to allow a cremation without stating a reason. The Medical Referee will, before allowing the cremation, examine the application and certificates and ascertain that they are such as are required by these Regulations and that adequate inquiry has been made by the persons giving the certificates. He/she may make any inquiry with regard to the application and certificates that he/she may think necessary.

35. POWERS OF MEDICAL REFEREE

The Medical Referee may, after making proper inquiries, decline to allow the cremation unless an inquest is opened and a certificate be given by the Coroner in Form 6. Provided that in any case to which the foregoing rule applies it is shown to the satisfaction of the Secretary of State that by reason of any special circumstances it is impractical or undesirable that an inquest shall be held, he may by order under his hand authorise the Medical Referee to allow the cremation without an inquest being opened and certificate given by the Coroner.

36. MEDICAL CERTIFICATES

No cremation shall be allowed to take place unless:

- (a) A Certificate of Medical Attendant in Form 4 has been given by a registered medical practitioner who has attended the deceased during his or her last illness and who can certify definitely as to the cause of death, and a Confirmatory Medical Certificate in Form 5 has been given by another medical practitioner qualified to give such a form; or
- (b) A post-mortem examination has been made by a medical practitioner expert in pathology appointed by the Cremation Authority (or in case of emergency appointed by the Medical Referee), and a certificate given by him/her in Form 11; or
- (c) A post-mortem examination has been made and the cause of death has been certified by the Coroner under Section 19 (3) of the Coroners Act 1988 and a certificate has been given by the Coroner in Form 6; or
- (d) An inquest has been opened and a certificate has been given by the Coroner in Form 6; or
- (e) In relation to a person who has undergone anatomical examination pursuant to the provisions of the Human Tissue Act 2004 a certificate has been given in Form 7.

37. RIGHT TO INSPECT

The applicant has the opportunity when completing Form 1 (Application for cremation of the body of a person who has died) to nominate themselves or another person to inspect Cremation Forms 4

(Medical Certificate and 5 (Confirmatory Medical Certificate) prior to the Medical Referee authorising the cremation.

38. DEATHS IN SCOTLAND

In the case of the remains of a person who has died in Scotland the Medical Referee may accept an application and certificate in the form normally used in Scotland.

39. DEATHS ELSEWHERE

In the case of the remains of a person who has died in any place out of England, Wales and Scotland, the Medical Referee may accept a declaration containing the particulars in Form 1; and he/she may accept certificates in Forms 4, 5 and 11 if they be signed by any medical practitioners who are shown to his satisfaction to possess the necessary qualifications substantially equivalent to those prescribed in the case of each certificate by these regulations or, in the case of the remains of a person who has died in any place outside the British Islands, Form "6" issued by a coroner.

40. CREMATION OF EXHUMED REMAINS

The foregoing regulations 32 to 34 shall not apply to the cremation of the remains of a deceased person who has already been buried for not less than one year. Such remains may be cremated subject to such conditions as the Secretary of State may impose in the exhumation license granted by him or otherwise; and any such cremation in which those conditions are not observed shall be deemed a contravention of these regulations.

41. CREMATION AFTER AN INQUEST

If a Coroner has given notice that he/she intends to hold an inquest on the body, the Medical Referee shall not allow the cremation to take place until the inquest has been opened.

42. STILL-BORN CHILDREN

Cremation Form 3 (Application for cremation of stillborn baby) is either accompanied by a Cremation Form 9 or by a declaration given by a person who can give information concerning the birth (see regulation 20(2)). Where the stillbirth took place outside England and Wales, a broadly equivalent form to form Cremation 9 can be given (refer to regulation 14(4)). There is no right to inspect the certificate of stillbirth as there is no cause of death.

43. DEATHS FROM INFECTIOUS DISEASES

In the case of any person dying of plague, cholera or yellow fever on board ship or in a hospital or temporary place of reception of the sick provided by a Port or other local authority under the Public Health Acts or by a Hospital Committee under the Isolation Hospital Acts, the Medical Referee, if satisfied as to the cause of death, may dispense with the requirements of these regulations. These regulations may also be suspended or modified in any district during an epidemic or for other sufficient reason by an order of the Secretary of State.

44. DELIVERY OF MEDICAL CERTIFICATES

These forms, duly completed, together with the Certificate of Disposal issued by the Registrar of Births and Deaths, (or the Coroner's Certificate for Cremation in Form 6) must be delivered to the Manager not later than 9am on the day previous to the cremation, except in the case of Monday cremations when the forms must be delivered not later than 9am on the previous Friday. Forms provided, or approved by, the Cremation Authority must be used, which can be obtained from the Manager.

45. AUTHORITY TO CREMATE

The Manager will obtain Form 10 (Authorisation of cremation of deceased person by Medical Referee) in all cases, and will advise in circumstances where documents other than those listed above are required.

46. REFUSAL OF CREMATION

The Cremation Authority reserves the right to decline to undertake cremation for any good and sufficient reason.

47. CREMATORIUM CHAPEL

Only one funeral will be allowed in the Chapel at any one time, unless prior permission for alternative arrangements is obtained from the Manager.

48. LENGTH OF SERVICE

Services or ceremonies in the Chapel shall not exceed 30 minutes in duration from the time the service commences. An additional allocation can be booked if, for example, the congregation will be particularly large or that the service is likely to require more than the usual 30 minutes. Services will normally be booked at 40-minute intervals. The Crematorium Chapel is non-religious and can therefore be used for all beliefs, religions and faiths.

49. MINISTERS OF RELIGION

Relatives or representatives of the deceased should make their own arrangements for the service, which may be conducted by a Minister, Priest, Celebrant and member of the family or a friend. The Cremation Authority will not be responsible for arranging a Minister of Religion or any other person to conduct a service. The Cremation Authority will not in any circumstances make payments to Ministers of Religion in the form of fees or expenses and will not enter into discussions regarding the levels of such fees or expenses.

50. ORGAN AND ORGANIST

The Cremation Authority will provide an organ and organist as required for singing hymns or as an accompaniment for soloist etc. It is the responsibility of the Funeral Director to make the necessary arrangements with the Crematorium regarding music requirements. If the organist does not already possess the arrangement, the Funeral Director should supply sheet music – adapted for the organ – at least 24 hours prior to the funeral service.

Should the applicant wish to arrange for musicians to be play in the chapel, this is acceptable but we would ask to be informed prior to their arrival. However, if backing tracks are required for the performance a cd/tape player must be provided (PAT tested) by the applicant or funeral director.

51. RECORDED MUSIC

Where recorded music is required at any part of the funeral service, it is the responsibility of the Crematorium staff to operate the equipment.

If a piece of music is not available on the Wesley system, the Funeral Director, with prior authority from the Manager arrange for the music to be played on a PAT tested piece of equipment.

52. MOBILE PHONES

Mobile phones shall be turned off or put on to silent mode before entering the Chapel.

53. LEAVING THE CHAPEL AFTER THE SERVICE

All persons attending funerals at the Crematorium shall leave the building immediately after the conclusion of the ceremony.

54. FLOWERS

The Funeral Director is responsible for removing the flowers from the coffin, and placing all other floral tributes by the plaque provided in the area set aside for floral tributes.

55. OPEN COFFINS

Coffins may be open within the Crematorium chapel, if the family wish, however, Funeral Directors should make sure that all mourners are aware.

56. PARTS OF COFFINS NOT TO BE REMOVED

After the Service of Committal, no coffin or part of a coffin shall be removed from the Crematorium except as authorised by law.

57. BODIES NOT TO BE REMOVED

No body shall be removed from the Crematorium for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction, a Chief Constable or the Manager.

58. DEATH FROM INFECTIOUS DISEASE

The use of the chapel for a service of a person having died of a notifiable disease shall be at the discretion of the Manager. The Manager may require that the coffin is not taken into the chapel until he/she is satisfied that precautions taken against the risk of infection are adequate.

59. VIEWING THE COMMITTAL

No person shall be allowed to enter the Crematory or Committal Room without the permission of the Manager. By prior arrangement with the Manager, two representatives of the deceased may see the coffin placed into the cremator if desired, but no inspection of the actual process of cremation will be permitted.

60. SEPARATELY CREMATED

Each coffin and its contents shall be cremated separately. The coffin will be placed into the cremator exactly as it is received on the catafalque.

61. INSTRUCTIONS FOR FUNERAL DIRECTORS

The Funeral Director must observe the regulations regarding the length of notice to be given for a cremation; the delivery of the cremation forms and the time of the cremation service as agreed must be strictly adhered to.

62. BEARERS

Funeral Directors are responsible for providing sufficient bearers to convey the coffin reverently from the hearse to the catafalque. When the coffin is in position on the catafalque his responsibility towards it ceases, and that of the Cremation Authority begins.

63. IDENTIFICATION

The body of a person shall not be accepted at the Crematorium unless it is enclosed in a coffin or shroud bearing a nameplate establishing the identity of the body contained therein. If the materials of the coffin are in any way unsuitable or the identity of the body not established, the Manager may decline to cremate.

64. NOT MORE THAN ONE BODY IN EACH COFFIN

Not more than one body will be allowed in any one coffin, except in the case of a mother and her newly born child (or twins) not exceeding one month.

65. JEWELLERY

Rings, jewellery and personal items, on or about the body must be removed before the coffin is sealed (except wedding rings) and the Cremation Authority shall not be liable to account for such articles after Cremation has taken place.

66. CONSTRUCTION OF THE COFFIN / SHROUD

The construction of coffins / shrouds should comply with the current specification issued by the National Association of Funeral Directors and Funeral Furnishings Manufacturers' Association. The coffin / shroud must be made of easily combustible material, wood or wood derivatives, which when placed in a cremator and subjected to the accepted cremation process, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. Ecologically friendly coffins will be permitted. Resinous or badly seasoned wood must not be used in the construction of coffins. No metal furniture or fittings whatever shall be used on a coffin for cremation; and no metal shall be used in the manufacture of such coffins except as is necessary for its safe construction, and then only metal of a high ferrous content. Hardwood plugs should be used whenever possible. Plastic handles and fittings are permitted if they are made from a base material of polypropylene. Products manufactured in polyvinylchloride (PVC), polystyrene, melamine or other plastic materials are not acceptable in the construction of the coffin or its furnishings. The nameplate may be of polystyrene and must not weigh more than 90 gms. (ideally the nameplate will be manufactured from solid wood). The coffin must not be highly varnished, but may be covered with a suitably coloured cloth.

If a coffin / shroud is brought to the crematorium, which, due to its poor construction is unsuitable or odoriferous, it will be allowed into the Chapel at the discretion of the Manager. A coffin leaking body fluids will not be allowed into the Chapel under any circumstances.

67. CLOTHING

Any material, which is likely to give rise to the emission of smoke, odours, toxic gases or other harmful pollutants during the cremation process, must not be placed in a coffin. The coffin must not contain items of clothing, footwear or personal items liable to produce undesirable or toxic emissions or containing any polyvinylchloride (PVC) or any form of residual chlorine. Where the deceased is dressed in personal clothing, the minimum of clothing should be used and cotton should be the preferred material.

68. LINING OF THE COFFIN

The use of sawdust, wood shavings or cotton wool must be avoided. Wadding, side linings and gowns should be of cellulose based fibre. The use of polyester or acrylic fibres should be avoided where possible. If circumstances require, suitable sealing materials may be used, but no metal or rubber will be allowed and on no account must polyvinylchloride, pitch or similar bituminous substances be used. Plastic linings must be of polyethylene (Cremfilm). Packaging for still birth, neonatal and foetal remains shall not include chlorinated plastics. Lead, zinc or other metal linings are not permitted. All coffins will need to be constructed to satisfy the Health and Safety at Work etc Act 1974 and the Pollution Prevention and Control Act 1999. This regulation does not preclude the use by Health Authorities of sealed transportation bags, which may be left in the coffin for hygiene or public health reasons.

69. PACEMAKERS, RADIOACTIVE DEVICES AND FIXIONS

Pacemaker, radioactive device or "Fexion" intramedullary nailing systems can cause an explosion or damage cremation equipment if not removed from the body of the deceased before cremation and some radioactive treatments may endanger the health of cremation staff.

70. SIZE OF THE COFFIN

The maximum external dimensions permitted for coffins are:
Length: 86 in Width: 40 in Depth: 25 in

Prior arrangements must be made with the Manager in any instance where the weight of a coffin exceeds 36 stone. The maximum weight permitted is 44 stone.

71. REDUCING THE CREMATED REMAINS

Cremated remains are routinely reduced to granular consistency and placed in separate containers awaiting the final disposal on instructions given by relatives.

72. INSTRUCTIONS FOR DISPOSAL OF CREMATED REMAINS

After the cremation the cremated remains shall be given into the charge of the person who applied for cremation or his/her representative if he/she so desires. The removal of "token" remains is not permitted, nor will crematorium staff divide cremated remains in any way.

73. COLLECTION OF CREMATED REMAINS

The Cremation Authority will require a receipt to be signed if the cremated remains are removed from the Crematorium. Cremated remains may not be removed from the Crematorium unless they are contained in either a suitable and secure urn or casket, or such other containers the Manager considers appropriate for that purpose. Cremated remains may be collected Monday to Friday (excluding public holidays) on the next working day following the cremation. If remains are required on the day of cremation, the service should be held no later than 11.40 pm.

74. STREWING OF CREMATED REMAINS

Alternatively, the cremated remains may be strewn in the Garden of Remembrance on the applicant's signed authority on a form provided; the strewing can be either witnessed or un-witnessed with a Crematorium Attendant present.

75. STORAGE OF CREMATED REMAINS

Unless the relatives give other instructions, cremated remains will be sealed in a simple urn and may be retained free of charge at the Crematorium for a period not exceeding one month, then a charge will be levied.

Correspondence will be sent to the applicant giving notice of the intentions of the Cremation Authority to scatter the cremated remains unless they are collected in 14 days. In the absence of any further instructions, after the expiration of 14 days, the cremated remains will be strewn in the Garden of Remembrance. The Cremation Authority will not be held responsible for ensuring that the Applicant for Cremation has received the notification referred to above.

76. MEMORIALS

Memorials are available for dedication in the Crematorium Gardens of Remembrance. Inscriptions on these memorials will be subject to approval to ensure that no offence is caused to any person, race or religion.

77. FEES AND CHARGES FOR MEMORIALS

Applications for memorials must be accompanied by the appropriate remittance.

78. INSCRIPTIONS IN BOOK OF REMEMBRANCE

Inscriptions in the Book of Remembrance provided by the Cremation Authority will be inserted by the approved persons appointed by the Cremation Authority. The Cremation Authority reserves the right to refuse to make an entry in the Book of Remembrance that it considers unsuitable.

79. FLOWERS

Flowers are allowed only in the areas and containers provided by the Cremation

80. INSPECTION

The public can obtain permission to inspect the building, when no cremation is proceeding, between the hours of 10.00 am and 4.00 p.m. Monday to Friday.

81. LIABILITY

All persons entering the Crematorium and grounds do so at their own risk and the Cremation Authority will not accept any liability for loss, injuries or damage sustained for any reason whatsoever.

82. LOSS OR DAMAGE

The Cremation Authority shall not be held responsible for the safe keeping of any wreaths, flowers, plants placed in the Crematorium nor for any damage caused to memorials by winds, storms, inclement weather, vandalism or other factors outside of their control.

83. AMENDMENTS

The Cremation Authority reserves the right from time to time to make any alterations or additions to these Regulations as necessary. The Cremation Authority's ruling on these Regulations shall be final.

84. REPEAL OF FORMER REGULATIONS

Any Rules or Regulations previously in force in respect of the Crematorium are hereby revoked.

POLICY STATEMENT – FOR INFANT CREMATION – ENGLAND AND WALES

Great Grimsby Crematorium is committed to the sensitive and respectful care of all of those entrusted to us. Our policies and processes for infant cremation are aligned to the latest guidance on Infant Cremation, as per the recommendations of Lord Bonyom's Infant Cremation Commission (June 2014 Scotland). Full statement here: <http://www.gov.scot/Publications/2014/06/8342/3>
In accordance with this guidance, which is fully supported by the national representative bodies, the Federation of Burial and Cremation Authorities (FBCA), the Institute of Cemetery and Crematorium Management (ICCM), the Cremation Society of Great Britain (CSGB) and the Association of Private Crematoria and Cemeteries (APCC) our ashes policy is set out below:

Definition of ashes

In line with Lord Bonyom's recommendations Great Grimsby Crematorium considers cremated remains and ashes to be one and the same thing and supports the commission's definition that ashes are "all that is left in the cremator at the end of the cremation process, and following the removal of any metal."

Return of ashes

Our approach to the cremation of babies and infants is designed to maximise the recovery of ashes. This includes the use of a cremation tray designed to retain ashes where practicable, and the maintenance of operational conditions that will minimise the loss of any ashes during the process of cremation.

We will employ best practice e.g. the use of specialist computer programmes and metal trays and our staff will be vigilant during the cremation process and if appropriate will adjust operational conditions when necessary in order to protect the ashes of babies and infants and maximise their recovery.

We are confident that the equipment and processes adopted for infant cremation at Great Grimsby Crematorium maximise the likelihood of recovering ashes. In any rare instance of non-recovery of ashes, we will conduct a review of the cremation process within 48 hours to understand why this is the case. The results of this review will be documented and contain details of any adjustments of our procedure deemed to be necessary, and will be available to next of kin/parent(s) if they wish to view these. We will adhere to our identification procedure that guarantees that the ashes resulting from individual cremations returned to parents are those of their baby.

Shared cremations

Where a shared cremation has been authorised, and hence ashes are not individually identifiable, we will take the same care throughout the cremation process, including steps to maximise the recovery of ashes, and will scatter/bury the ashes within the crematorium's designated area. The location will be recorded for future reference.