



# Barrowby Parish Council

Email: [clerk@barrowbyparishcouncil.gov.uk](mailto:clerk@barrowbyparishcouncil.gov.uk)

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

## Grave Excavation Contractor Agreement Barrowby Burial Ground

This Agreement sets out the terms and conditions under which a contractor may undertake grave excavation and associated works within burial grounds operated by **Barrowby Parish Council** (“the Council”), acting as Burial Authority.

### 1. Parties

#### Burial Authority:

Barrowby Parish Council  
The Reading Room  
Church Street  
Barrowby, Lincolnshire NG32 1BX

#### Contractor:

Name:

Company (if applicable):

Address:

### 2. Purpose of Agreement

The Contractor agrees to undertake grave excavation, preparation for interment, backfilling and reinstatement within the Council’s burial ground in accordance with:

- Burial Ground Regulations and Management Policies of the Council
- The **Local Authorities’ Cemeteries Order 1977**
- The **Health and Safety at Work etc. Act 1974**
- The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**
- The **Provision and Use of Work Equipment Regulations 1998 (PUWER)**
- The **Confined Spaces Regulations 1997**
- **ICCM Code of Safe Working Practice for Cemeteries**

### 3. Contractor Status

The Contractor shall be deemed **self-employed and independent** and shall not be considered an employee of the Council.

The Contractor is responsible for:

- All staff, subcontractors and equipment used
- Payment of taxes and National Insurance
- Compliance with all applicable legislation

#### **4. Scope of Works**

The Contractor shall undertake the following services as instructed by the Council or the appointed funeral director:

- Excavation of graves for burial or interment
- Re-opening of existing graves
- Excavation of ashes plots where required
- Preparation of grave surrounds prior to the funeral
- Backfilling of graves after the service
- Reinstatement of turf and site condition

All works must be undertaken **sensitively, respectfully and professionally.**

#### **5. Grave Dimensions and Depth**

All graves must comply with the **minimum requirements of the Local Authorities' Cemeteries Order 1977**, including:

- Coffins must be separated by at least 150mm (6 inches) of earth when reopening graves.
- No part of a coffin shall be less than 900mm (3 feet) below ground level.

Typical minimum depths:

<b>Burial Type</b>	<b>Minimum Depth</b>
--------------------	----------------------

Single burial	approx. 4'6"
---------------	--------------

Double burial	approx. 6'0"
---------------	--------------

The Council may specify alternative depths depending on ground conditions.

#### **6. Health and Safety**

The Contractor shall:

- Comply with all Health and Safety legislation
- Provide risk assessments and method statements
- Ensure all staff are competent and trained
- Ensure safe working around excavations
- Use appropriate shoring equipment where required
- Ensure graves are securely covered or protected when unattended

A ladder must remain in place when working within a grave excavation and appropriate PPE must be worn.

#### **7. Insurance**

The Contractor must hold the following minimum insurance:

- Public Liability Insurance – £5,000,000 minimum cover
- Employer's Liability Insurance (if staff employed)

Copies of valid insurance certificates must be provided annually.

The Contractor shall indemnify the Council against any claims arising from their work.

#### **8. Equipment**

The Contractor shall supply all equipment necessary for grave excavation including:

- Excavation machinery (where appropriate)
- Shoring equipment
- Boards, staging and grass matting
- Tools required for hand excavation
- Protective barriers

All equipment must comply with PUWER regulations.

### **9. Timing of Works**

Unless otherwise authorised:

- Graves must not be excavated more than 48 hours before the interment
- All graves must be properly protected when unattended.

The grave must be ready in advance of the funeral service.

### **10. Protection of Surrounding Graves**

The Contractor shall ensure:

- Adjacent memorials and graves are protected
- Turf and soil are stored appropriately
- Vehicles remain on designated routes
- Any damage is repaired immediately at the Contractor's expense.

### **11. Spoil and Waste**

Excavated spoil must:

- Be placed in the designated location
- Be removed from site where required
- Not obstruct pathways or adjacent graves

### **12. Backfilling and Reinstatement**

Following the funeral service the Contractor shall:

- Backfill the grave safely
- Compact soil appropriately
- Reinststate turf
- Leave the site clean and safe
- Place floral tributes on the grave where appropriate

### **13. Incident Reporting**

The Contractor must immediately report to the Council:

- Any accident or dangerous occurrence
- Any damage to memorials or graves
- Any ground instability or safety concern

Incidents must be reported in accordance with RIDDOR.

### **14. Compliance with Burial Ground Regulations**

The Contractor agrees to comply with:

- All Burial Ground Regulations
- Directions issued by the Parish Clerk or authorised officer
- Any additional instructions issued on site.

Failure to comply may result in suspension from working within the burial ground.

### **15. Termination**

The Council may terminate this agreement immediately where:

- Health and safety requirements are breached
- Insurance lapses
- Work is undertaken negligently or unsafely
- Burial ground regulations are not followed.

### **16. Fees**

Fees for grave excavation shall be agreed between the Council and the Contractor and may be reviewed annually.

### 17. Duration

This agreement shall remain valid for:

**One year**

**Three years**

Unless terminated by either party with **30 days written notice**.

### 18. Signatures

#### For Barrowby Parish Council

Name: \_\_\_\_\_

Position: Clerk / Authorised Officer

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Contractor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Document control

- **Owner:** Burial Ground Committee
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Burial Ground Committee meeting for formal adoption at Parish Council May 2027