



Friends of Newport & Carisbrooke Cemeteries

www.foncc.org.uk



Volunteers helping to care for the cemeteries and record the lives of those resting there

Volunteer Cemetery Guidelines

Friends of Newport & Carisbrooke Cemeteries (FoNCC) is a group of volunteers whose aim is to tidy-up and maintain the IWC cemeteries in the Newport and Carisbrooke areas.

- It must be noted that Cemeteries present some hazards and risks to people (see the FoNCC Cemetery Risk Assessment), IWC Cemetery Regulations specify that children must be accompanied by a responsible adult. This also applies when FoNCC volunteers are working on-site and any children accompanying a volunteer must be closely supervised and not allowed to 'run around and play between the headstones'; failure to do so may result in the volunteer being asked to stop their contribution.
- The works is to be executed in a manner that ensures the Cemetery maintains the Council's reputation. The best horticultural practice will be applied and rigorous standards of cleanliness and tidiness will be adhered to at all times;
- In carrying out any work within the cemetery, volunteers will conduct themselves in a caring and respectful manner and adhere to appropriate and protective clothing policy;
- Each volunteer will wear a hi-vis tabard or similar while carrying out clearing work;
- Volunteers to supply their own manually operated hand tools; to include, secateurs, shears, loppers, rakes and hand bow saws;
- Volunteers will be advised of the current area being cleared and should restrict their efforts to that unless otherwise agreed;
- No attempt should be made to tackle any vegetation more than 'a broom handle' in diameter or use any specialised equipment i.e. chainsaws, chemicals and spraying equipment even if a relevant certificate is held;
- All activities will be undertaken to directly reflect the activity and timeframes agreed with Bereavement Services and in conjunction with the Contractors programme;
- The removal of uncompostable material to be undertaken by the group with no bonfires or dumping of spoil allowed. It would be helpful if volunteers would be willing to bag and remove waste; waste can be kept in discrete, tidy locations for members to remove within 24 hours of a session;
- No attempt will be made by Volunteers to move any grave memorial or other heavy object within the cemetery;
- All Volunteers to read and sign a copy of the FoNCC risk assessment for working in cemeteries; any allergies of the volunteer to be listed on the form together with an emergency contact number; the signed copy to be held by FoNCC;
- A record will be kept by FoNCC of the attendance of each volunteers (so if we ever want to apply for funding, we can show the effort put in) and a summary of the work undertaken;
- Any volunteer wishing to attend a cemetery during the working week should check with Bereavement Services to ensure there is no funeral or contractor activity scheduled;