CREMATION SERVICES CHANGES

Although very difficult for everyone, the numbers of people attending funerals needs to be kept to a minimum and should only include immediate family.

A limit of 12 mourners has been put in place at the Woodvale chapels. This is to prevent the spread of COVID-19 by making sure the government’s social distancing measures can be met.

Anyone over the age of 70 and/or anyone with an under underlying health condition is strongly discouraged from attending. While we realise this may be very upsetting, the advice is given to try to keep people well and follows UK Government guidance.

Please do not visit Woodvale, if you (or anyone in your household) is showing any symptoms including a fever and/or a continuous cough.

Bereavement Services have removed all the hymn books from our chapels. An upgrade is being put in place to allow hymn lyrics to appear on the TV screens in the chapels. This applies to the 90 most popular hymns. Download the list of hymns (PDF 36.2KB). If you require a different hymn then you need to add the lyrics to your Orders of Service

Bereavement Services also ask that the following requirements and guidance are adhered to:

- We have taken great care to place the chairs in the chapels in accordance with government guidelines. Please do not move them from their position.
- We ask that no mourners touch the coffin if the curtains remain open. A spray of flowers is permitted on the coffin but we ask that no additional flowers be placed on the coffin by mourners during the service.
- Please can Funeral Directors advise families to stay in their cars until the service is due to start.
- We have closed the waiting room. The disabled toilet, which is situated opposite, will remain open
- Where possible, a member of staff will be outside to assist in car parking and queries. They will observe the physical distancing guidance, please respect this.
- When discussing cues, checking music and visual tributes, please can all Funeral Directors and Celebrants remain in the chapel, at a safe distance, rather than enter the vestry. The vestry door will be left open in order for you to communicate with the chapel attendant.
- To ensure the wellbeing of our families, clients and staff, we have had to close the Bearers Room. We request that all bearers wait in their cars until needed.
- We will no longer be offering speakers outside the chapels at Woodvale Crematorium. This due to the government directive to limit mourners to close family only and as a result of people gathering outside of the chapel

COLLECTION OF ASHES
Woodvale Lodge is no longer open to the public. For this reason, ashes can longer be collected by applicants. Funeral Directors are asked to advise families that the current options are that ashes must be either retained at Woodvale, collected by the Funeral Director or scattered with no witness. Currently, we are not taking bookings for witnessed scatterings or interment of ashes.

**BURIAL SERVICES**

Burials will go ahead with a graveside service but we ask that you please do not approach our ground staff who will no longer be removing the putlocks. If you have any questions please call Woodvale Lodge on 01273 604020

Whilst cemeteries remain open for burial services to take place, please adhere to the government advice for non-essential travel.

**OTHER CLOSURES**

The Hall of Memory, Extra Mural chapel and Hove Cemetery chapel are closed until further notice.

**CREMATION & BURIAL FORM CHANGES &**

**RECEIPT OF THE GREEN FORM FROM REGISTER OFFICE**

The Brighton & Hove Register Office will be emailing a copy of the Green form to the relevant crematorium/burial authority following the death registration – where the relevant authority is known at the time of registration.

If the informant has made the Register Office aware of the appointed Funeral Director - a copy of the Green will also be emailed to them. Where the Register Office have not been made aware of the relevant authority it may be necessary for the Funeral Director to email the Green to the relevant authority.

**FORMS TO BE EMAILED TO WOODVALE**

The following forms will need to be scanned to Woodvale:

- Cremation Form 1
- Cremation Form 4
- Disposal of Ashes Form

**APPLICATION FOR CREMATION FORM 1**

Ideally the funeral director would not sign a Form 1, but would advise the applicant to complete it electronically and email it to the crematorium. The Medical Referee would need to be satisfied that such a form has come from a reliable source; if so the form would be deemed to have been signed.

**CAN A FUNERAL DIRECTOR SIGN A CREMATION FORM 1?**
In cases where it is not possible for the applicant to complete a Form 1 electronically, the funeral director can apply instead. In these circumstances, the funeral director should take the relevant details over the phone, complete the Form 1 and sign it, stating the reason why the near relative/executor is unable to do so. The funeral director should include the contact details for the person who would have been the applicant. The Medical Referee can then make any enquiries that they deem necessary.

When the FD completes the Cremation Form 1, on behalf of the applicant, the client’s details should be included and the reason why they cannot complete themselves e.g. Self-isolating – no internet. The Med Ref can then check with this person if needed before signing.

The best place for this information is in Part 4 of the Cremation Form 1 where it asks if you are a near relative or executor and if not to state your relationship. This box should therefore include the reason and the details for the person instructing the FD – including address and phone number/email.

**CREMATION FORM 4**

- **a)** The requirement to complete the confirmatory medical certificate (Cremation Form 5) is suspended. Cremations should be authorised on the basis of Cremation Form 4 only.

- **b)** Cremation Form 4 remains unchanged and a PDF version continues to be available [here](#). It can be submitted electronically and an electronic signature includes being sent from the secure email account of the person completing the Cremation Form 4.

- **c)** The requirement for Cremation Form 4 to be completed by the attending medical practitioner is suspended. Any medical practitioner can now complete Cremation Form 4, even if they did not attend the deceased during their last illness or after death, if the following conditions are fulfilled:
  
  i) The medical practitioner who did attend the deceased is unable to sign the Cremation Form 4 or it is impractical for them to do so and,
  
  ii) A medical practitioner has seen the deceased (including audiovisual/video consultation) within 28 days before death, or has viewed the body in person after death.

- **d)** Examination of the body is not required for completion of Cremation Form 4 if the deceased was seen by a medical practitioner (including audiovisual/video consultation) in the 28 days before death.

- **e)** When a medical practitioner who did not attend the deceased completes form Cremation 4, the following applies:
  
  i) **Question 5.** ‘Usual medical practitioner’. Where the certifying doctor did not themselves attend the patient either during their illness or after death, the certifying doctor should provide the GMC number and name of the medical practitioner who did attend at Question 9. This should also include the date when the deceased was seen and a report of the record made by the attending doctor.
  
  ii) **Question 6.** ‘Not applicable’ is acceptable.
  
  iii) **Question 7.** ‘Not applicable’ is acceptable.
  
  iv) **Question 8.** ‘Not applicable’ is acceptable. As at (iii) above, if the Cremation Form 4 is being completed on the basis of another medical practitioner having seen the deceased
after death, the date, time and nature of their examination should be recorded at Question 9.

f) Any completed Cremation Form 5s that you may receive will not form part of the application and there will be no duty to retain them.

g) There will be no need for a medical referee to re-authorise any cremation that they have already authorised under the arrangements which applied prior to implementation of the 2020 Act.

**FUNERAL DIRECTOR INFORMATION**

**DIRECT CREMATIONS**

We are increasing our Direct Cremation slots to include Thursday and Friday with four extra slots per day. We are also going to stagger the times you bring them in to observe the government guidelines to self-distance. When you make the booking you will be given a time to arrive (this will be before 9am). Please respect this and work with us.

**EARLY COFFIN TRANSFER**

We are no longer accepting coffins up early; this will further reduce the risk to our staff having to handle coffins unnecessarily and will mean only one visit to the crematorium by the funeral director thus limiting contact. It also means we will be freeing up our limited storage capacity.

**FLOWERS**

We will continue to place the flower cards outside so mourners can look at the flowers but they need to respect the social distancing and not congregate together. We are no longer going to keep them for three days and ask that all flowers are removed after each service.

**PACEMAKER CHECKING**

The medical papers are now coming directly to Woodvale. The pacemaker status will be checked by Woodvale staff, as soon as possible, and the Funeral Director informed if a pacemaker removal is required. Funeral Directors will need to bear in mind the time required to act on this information when setting the date of the funeral.

**UPDATED COVID-19 – CARE FOR DECEASED GUIDANCE**