

H Kemp and Son Limited
Ashes Management Policy

- Upon receipt of Ashes, they will be labelled with the next of kin details and stored in a secure area accessible only to staff and with the option to be securely locked when not in use.
- The Cremation Certificate is stored inside the ashes container.
- The Ashes Management Log must be completed with the name of deceased, name of person entitled to receive the ashes, signature of person collecting ashes, date of cremation and date when handed over before the ashes are handed over.
- Any instructions to deliver the ashes to someone other than the next of kin must be given by the applicant and recorded on the ashes container.
- If ashes are to be divided this should only be carried out by a member of staff trained in this and the correct procedure must be followed. A note should be recorded on the deceased record sheet.
- Should an ashes container be damaged or lost or ashes accidentally spilt out during being divided then it must be reported immediately to a senior person and a note made in the log.
- If ashes are scattered or interned by a member of staff this must be recorded on the deceased's record card, showing date, time, place of scattering/internment, and any persons present.
- The Ashes Management Log must be maintained and stored to provide an audit trail should it become necessary for future research.