



Salisbury Crematorium

Retention of Deceased's - Code of Cremation Practice

1. Introduction

- 1.1. The cremation of a human body is a highly emotional occasion for those taking part in the service. This must never be forgotten by the staff of the Crematorium, who must combine to create and maintain an atmosphere of reverence and respect throughout the entire proceedings which will include the management of the retention of bodies and their subsequent cremation

2. Consent

- 2.1. In accordance with the Code of Cremation Practise a body not cremated on the same day as the coffin is received at the Crematorium may only be retained on the written consent of the Applicant for cremation and in circumstances deemed necessary by the Cremation Authority, including impacts on the environment.
- 2.2. This means that the **Particulars of Cremation Form** must be completed in full by the Applicant before committal for cremation.
- 2.3. The Salisbury Crematorium has appropriate facilities to retain bodies to cremate on a day other than the day of committal and will undertake this, with the permission of the Applicant for Cremation, in order to lessen the environmental impact as much as possible. It is more energy efficient to preheat a cremator and undertake more than three cremations in order, thus reducing preheats to carry out less than three cremations in any operational day.
- 2.4. It will be made clear to families when booking a cremation at Salisbury Crematorium that bodies can be held in cold storage and cremated within 72 hours. Families will be given information about this from their funeral director or directly by from the Crematorium staff.

3. Retention of Deceased's

- 3.1. If four or more cremations are booked on any day, then there will be no storage of bodies and the cremation will go ahead on the day of the service.
- 3.2. There will be no storage of bodies if it is clear that the cremation cannot take place within 72 hours.
- 3.3. Bodies will be retained for a maximum 72 hours and bodies will be cremated within this period after the committal.
- 3.4. Bodies will be cremated at the earliest opportunity within the 72 hour period.
- 3.5. The Crematorium Staff will handle a retained coffin and body with all the dignity and respect that they would any other cremation and all other appropriate parts of the code of Practice will be adhered to.

4. Record Keeping

- 4.1. The Crematorium Manager will produce and maintain records to show the date & time of committal and date & time of cremation along with a signed **Particulars of Cremation** form for each retained body. This will be available for public inspection on request.
- 4.2. These forms are retained in hard copy for 15 years.