

## Bereavement Services

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<https://www.sheffield.gov.uk/privacy>

Ref: KR/MR/COVID19

Date: 8 April 2020

### FAO:

Registrar

Funeral Director (FD)

Coroners Officer

Doctor (via LMC/STHFT)

Dear Colleagues

The Coronavirus Act 2020 (Commencement No 1) Regulations 2020

Advice on a new way of working in relation to the cremation and burial process.  
We all have our part to play!

**ALL FORMS RELATING TO CREMATIONS AND BURIALS IN SHEFFIELD CITY COUNCIL OWNED PREMISES ARE TO BE SUBMITTED ELECTRONICALLY FROM TUESDAY 14 APRIL 2020.**

We are writing to you to request your assistance with the new processes involved in cremation and burial as stipulated by the new Coronavirus Act Regulations and the advice of various national organisations.

Our hope is that this document will aid the seamless transfer of appropriate information to enable cremations and burials to continue smoothly during this stressful time.

Historically, the Funeral Director has not only been central to organising the funeral arrangements but has also been at the centre of data collection of the appropriate paperwork.

With the advent of electronic transmission, we do not propose that this will change dramatically, but we wanted to give you some guidance in achieving a co-ordinated approach.

As Sheffield City Council do not manage all cemeteries and crematoria in the city, we feel that the Funeral Director should remain the key person in collating all the information and forms required. We would be most grateful if paperwork relating to other crematoria and cemeteries is **not** sent to Sheffield City Council Bereavement Services.

### **FAO Registrar:**

Advice has been issued by the Deputy Registrar General regarding the electronic transmission of documents. As the 'relevant authority', we would ask that the disposal certificate ('green form') pertaining to cremations at City Road and Hutcliffe Wood Crematorium and burials in Sheffield City Council owned cemeteries is sent directly to: [sheffield.bereavement@sheffield.gov.uk](mailto:sheffield.bereavement@sheffield.gov.uk) **with the Funeral Director copied into the e-mail**. The reason for this is to keep the Funeral Director informed at all stages of the process. Please put the name of the deceased in the subject line of the e-mail.

Deputy Registrar General's letter

<https://www.iccm-uk.com/iccm/wp-content/library/GROCircular-5-2020.pdf>

### **FAO Funeral Director:**

We would be grateful if completed Cremation Form 6 (Coroners) pertaining to cremations at City Road and Hutcliffe Wood Crematorium and burials in Sheffield City Council owned cemeteries could be scanned and sent to the Sheffield City Council Bereavement Services e-mail address [sheffield.bereavement@sheffield.gov.uk](mailto:sheffield.bereavement@sheffield.gov.uk)

Advice has been issued by the Institute of Cemetery and Crematorium Management (ICCM) regarding electronic transmission of forms. The Ministry of Justice (MoJ) have produced revised guidance to Cremation Authorities and Crematorium Managers detailing the requirements for electronic submission of forms.

The Cremation Form 1 can be downloaded from the MoJ website and completed either manually or electronically and then sent to Sheffield City Council Bereavement Services at [sheffield.bereavement@sheffield.gov.uk](mailto:sheffield.bereavement@sheffield.gov.uk)

You should also issue the Notice for Cremation (for either City Road or Hutcliffe Wood), and the interment form by electronic means during the pandemic (please see attached documents). All music requirements must be on the forms, as later amendments will not be accepted, due to the work this involves.

We are also directing that Cremation form 4 is sent to you, so that you can forward all relevant documents (except the Registrars certificate) relating to a single funeral. Please send all documents together to [sheffield.bereavement@sheffield.gov.uk](mailto:sheffield.bereavement@sheffield.gov.uk). Please put the name of the deceased in the subject line of the e-mail. Please note that when forwarding any forms that do not have a physical signature you must include the original e-mail in order to comply with electronic signature legislation.

The ICCM letter also includes guidance on what information to provide on Cremation Form 1 in the exceptional circumstances whereby Funeral Directors sign Cremation Form 1 on behalf of the applicant.

ICCM advice

<https://www.iccm-uk.com/iccm/covid-19-and-cemeteries-and-crematoria-frequently-asked-questions/>

The Cremation (England and Wales) Regulations (2008) – guidance for cremation authorities and crematorium managers (with regard to electronic signatures – see points 11-14)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/878094/revised-guidance-for-cremation-authorities-and-crematorium-managers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878094/revised-guidance-for-cremation-authorities-and-crematorium-managers.pdf)

Cremation 1 Form

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/697075/cremation-form-1-app-for-cremation-of-body.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/697075/cremation-form-1-app-for-cremation-of-body.pdf)

The only original documents we require following electronic submission is the Registrar's Certificate for Disposal (which is to be supplied directly by the Registrars), so please do not forward any other paperwork to us.

### **FAO Doctor:**

***We would be most grateful if you would add your mobile phone number and bleep or surgery number to the Cremation Form 4 to avoid any delays to the funeral***

New revised guidance for Medical Practitioners on completion of Cremation Form 4 has been issued by the MoJ.

The Cremation Form 4 can be downloaded from the MoJ website and completed electronically or manually. You can either print the form off, complete by hand then scan and send or complete the form online. Advice on electronic signatures is available in the MoJ guidance to Crematorium Managers, as noted above. \*\*Please note that we can accept a printed name in place of a signature, in the signature box, if the form is sent from your own @nhs.net e-mail address but **not** if it is sent from a generic @nhs.net e-mail address (e.g. practice or trust)\*\*.

We ask you to send the completed Cremation Form 4 from an @nhs.net e-mail address to the Funeral Director co-ordinating the funeral (please see the attached list of Funeral Director e-mail addresses).

***In view of the potential for a reduced level of scrutiny of the body after death, doctors should be aware that the Medical Referees will require a comprehensive and detailed answer to question 9 (the narrative concerning the events leading up to the patient's death).***

For cremations to be held at City Road or Hutcliffe Wood Crematoria, the Crematorium Medical Referees are available via City Road Crematorium (0114 2396068) during normal working hours for advice. Please note that Grenoside Crematorium is privately owned, with their own Medical Referee, should you need to contact them for advice.

For your information, advice has been issued on completion of the Medical Certificate of Cause of Death (MCCD) by the Chief Coroner and NHS England and NHS Improvement. We also attach a useful flow chart from the Royal College of Pathologists regarding completion of the MCCD.

MoJ Revised Guidance for Medical Practitioners

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/878093/revised-guidance-to-medical-practitioners-completing-form-cremation-4.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878093/revised-guidance-to-medical-practitioners-completing-form-cremation-4.pdf)

Cremation Form 4

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/832911/cremation-form-4-medical-certificate.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832911/cremation-form-4-medical-certificate.pdf)

NHS England and NHS improvement advice

<https://improvement.nhs.uk/documents/6590/COVID-19-act-excess-death-provisions-info-and-guidance-31-march.pdf>

Chief Coroner's letter

<https://www.judiciary.uk/wp-content/uploads/2020/03/Chief-Coroners-Office-Summary-of-the-Coronavirus-Act-2020-30.03.20.pdf>

RCP flowchart on completing MCCD

<https://www.rcpath.org/uploads/assets/742a20f2-f0d3-4e46-8a76843c32882cbf/G213-MCCD-completion-during-COVID-19-outbreak-flowchart.pdf>

Although the guidance is clear, we have summarised some of the main changes below:

- For the purposes of cremation, examination of the deceased after death is not required if the deceased was attended by a Medical Practitioner in the 28 days before death
- Attendance before death can be visual or by video but cannot be by audio (telephone) alone.
- If required, attendance after death must be **in person**
- Cremation Form 5 (the old 'part 2') is no longer required during the pandemic
- Please ensure the answer to question 9 is comprehensive and includes details of the attending doctor (if this is not the signatory to Cremation Form 4)

**Request from Sheffield Register Office:**

Regarding electronic transfer of the MCCD, could you please (a) tear off the informant slip before scanning the MCCD and (b) scan both sides of the MCCD if the coroner is involved.

They are unable to receive the scanned MCCD from the informant - the transfer must be secure and from the GP, hospital or Coroner.

Thank you for your help

Kay Rodgers

Assistant Bereavement Services Manager

&

Dr Rosy McNaught, Dr Martin France, Dr Sandra Brinkley and Dr Maggie McKenna  
Medical Referees for Sheffield City Council