

Code of Practice for Funeral Directors and other Visitors to the Mortuary

At both sites:

1. Care must be taken when driving. Use the correct routes, drive within the speed limit and comply with traffic signage.
2. The loading/unloading bays are used by other vehicles and pedestrians, and extreme care MUST be taken when manoeuvring, particularly during reversing exercises.
3. When loading/unloading, the vehicles should be parked in the following manner:
 - With brakes on
 - Engine off
 - Key out
 - Equipment safe
 - Within the area designated for loading/unloading
 - Not causing an obstruction/ to other traffic or pedestrians
4. Drivers using the loading/unloading bays should be prepared to move their vehicles if at any time the situation requires it, this may include the following instances (please note this is not an exhaustive list).
 - Use of the Air Ambulance Route at CGH (Rear of building)
 - Preparation for a Major Incident at CGH (Front of building)
 - Attendance by the Fire and Rescue Service (Either)
 - Arrival of the 99 Shuttlebus (Front of building)
5. The driver must avoid excessive noise while on site, such as the playing of loud music in the cab which has the potential to disturb the departments surrounding the un/loading) area.
6. Where trolleys are used to assist in the (un)loading process, they should be suitable for the task, not overloaded, and parked so as not to cause an obstruction or danger to other pedestrians or vehicles.

Scope: This applies to all Funeral Directors and visitors to the Mortuary who have arrived at the site by motor vehicle. It applies to the sites at both Cheltenham General Hospital and Gloucestershire Royal Hospital.

1. There are no designated parking spaces for visitors adjacent to either of the Mortuaries.
2. There are designated loading/unloading bays which may be used for temporary parking whilst loading/unloading patients. Once loading/unloading is complete, the vehicle must be either moved off site, or parked in one of the Public Parking (Pay and Display) areas.
3. Diagrams of the access routes and loading/unloading bays are shown below.
4. Your compliance with this code of practice is required as a condition of your being given access to the Mortuary Department.