

Risk assessment for COVID secure funeral homes for visitors and colleagues

Location:	Description of space	Steps taken to control the risk of COVID-19 transmission	Action required	Date	Actioned by:
Heritage and Sons - Aylesbury					
Access / exit from building	Lobby area	<p>Wait and allow time and space for people to enter / exit with sufficient space.</p> <p>Stagger arrival / departure times when clients come to funeral home (utilise car park) or both reception rooms at front to separate visitors.</p> <p>Display relevant signage</p> <p>Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter.</p>	<ul style="list-style-type: none"> • Daily cleaning of bell for attention • Daily cleaning of door handles throughout building • Put up Sign 1 • Purchase further disinfectant wipes (Quality Services) • Replenish face mask supply in reception, so can be worn if people request them 	<p>Immediate</p> <p>On receipt 10.6.20</p> <p>10.6.20</p>	<p>Branch team (on rota)</p> <p>BB Done</p> <p>Done</p>
Waiting area	Large enough for 2 visitors from the same household only	<p>Avoid using unless necessary</p> <p>Display relevant signage.</p> <p>Do not allow more than 2 visitors (who must be from the same household).</p>	<ul style="list-style-type: none"> • Put up sign 3 	On receipt	BB



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Arranging/meeting room	Large enough only for 3 people to maintain 2m distance if 2 visitors are from same household	<p>Follow the guidance on hand washing and hygiene linked below.</p> <p>Do not shake hands, hug or otherwise make physical contact with visitors.</p> <p>Maintain 2m social distancing.</p> <p>Regular handwashing.</p> <p>Do not allow more than 2 visitors (who must be from the same household) to enter the room.</p> <p>Do not allow anyone displaying symptoms of COVID-19 into the funeral home.</p> <p>Appropriate use of PPE.</p> <p>Display signs to remind colleagues & visitors of social distancing guidance.</p> <p>Surfaces wiped down with Anti- Bac Spray after meetings have finished specific attention to surfaces such as wood or metal.</p> <p>Hand sanitiser present</p>	<ul style="list-style-type: none"> • Need a bin for tissues • Put up sign 4 	<p>10.6.20</p> <p>On receipt</p>	<p>Ordered/awaiting delivery</p> <p>BB</p>
Chapel of rest	2 chapels – use larger chapel where possible	<p>Visitors are guided to room and not accompanied unless necessary to minimise number in chapel</p> <p>Direct to toilet for hand washing facilities</p>	<ul style="list-style-type: none"> • Need pump dispenser hand sanitiser 	10.6.20	Ordered
Office - Arrangers	2 desks are 2 metres apart	Clean phone, keyboard and mouse at end of day	<ul style="list-style-type: none"> • Disinfectant wipes needed 	Immediate	Daily – MH/SB



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Office - Ben		Clean phone, keyboard and mouse at end of day	<ul style="list-style-type: none"> Disinfectant wipes needed 	Immediate	BB
Toilets - public	Downstairs	Paper towels available	<ul style="list-style-type: none"> Remove fabric hand towel Put up laminated hand hygiene poster 	Immediate ASAP	Completed AB laminating for display
Toilet/changing room - staff	Upstairs	Cleaning products available	<ul style="list-style-type: none"> Put up laminated hand hygiene poster Regularly Cleaned 	ASAP	AB laminating for display
Welfare facility / kitchen area	Sink counter and table	<p>No more than 2 people in room at one time</p> <p>Ensure shared products such as milk, butter Containers etc. are cleaned with anti-bac regularly</p> <p>Ensure cutlery, cups, plates and utensils are thoroughly cleaned using dish washer</p>	<ul style="list-style-type: none"> Tea towel!!! Cleaning regime 	Removed	BB – paper towels only
Mortuary	Fridge, racking and worktop pace	<p>Classed as a dirty area, no access to unauthorised personnel.</p> <p>Cleaning product available</p> <p>PPE available</p> <p>Hand hygiene facilities</p>	<ul style="list-style-type: none"> Routine cleaning regime 	10.6.20	Actioned.



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DATE:	10.6.20	Reviewed by: BB (shared with SB/MH and discussed.) Copy left for FSTMs, will brief individually when come into branch on local procedures.			Updated AJH 9/7
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Remember:

Continuous and Regular Handwashing is the best prevention against the spread of infection

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

Appendix 1

Signage for public areas in your funeral home (to be provided centrally for all)

- Appropriate holders will be provided to assist you in ensuring these signs are as sympathetically and effectively displayed as possible.
- HSE/PHE/NHS good handwashing technique posters by sinks (All ready provided)
- Rules for visiting our funeral homes to go in the window / on the door. Example – Sign 1



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CORONAVIRUS: STOP AND READ

When visiting our funeral home, please:



1. Keep visitors to 1 or 2 people from the same household.



2. Make an appointment to visit in advance.



3. Do not enter if you or anyone in your household is experiencing symptoms (raised temperature, persistent cough or changed sense of smell or taste). Contact us by phone or arrange a Zoom call instead.



4. Visitors must observe social distancing guidance at all times. Look out for the signs that help you keep the right space between you.



5. Wash your hands regularly. Use the hand sanitiser provided or use warm water and soap available at sinks in the lavatory.



6. Catch a sneeze in your sleeve or a disposable tissue and place it in the bin immediately and clean your hands. Keep contact with your face to a minimum.



7. Wear a face covering if you feel more comfortable, and you can ask our colleagues to do the same.



8. The time will come for a handshake or a hug. For now, we'll have to make do with a wave, as much as we want to demonstrate to you how much we care and give you comfort.

- Marker for the floor showing 2m from the reception desk. Example – Sign 2



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- Catch it, bin it, kill it signs for the meeting rooms. Example- Sign 3



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For everyone's safety, please:

CATCH IT
Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT
Germs can live for several hours on tissues. Please dispose of your tissue as soon as possible.

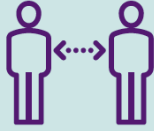


KILL IT
Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



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- Social distancing reminder signs (in plastic holders) for public areas. Example – Sign 4



Social Distancing

For everyone's safety, please keep 2 metres (6ft) from those from another household.



Tissues

Please use the tissues provided should you need them.



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