

Risk assessment for COVID secure funeral homes for visitors and colleagues

Location: Ballard & Shortall Crawley	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	Front door into main office. Rear door into holding area. Rear access used by colleagues and wheelchair	Clients ring bell on door, we usher into office. Keeping 2m distance. Appointment only meetings avoid double booking so 2 clients at a time from same household. Sanitise door handles and spray Dettol ant-bac on to soft furnishings. Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter	Signage Hand gel / sanitiser Disposable face coverings Anti-Bac Spray
Arranging/ meeting room	Arranging room can be used for arranger and one other person (max 2) For three people, arranger and 2 clients from same household main office to be used.	Clients invited to wash hands upon arrival. Maintain social distancing at all times. No contact with clients. Hand shake, hugs. Ask anyone wishing to come into funeral home if they are showing symptoms of Covid-19. Entry is prohibited to anyone with symptoms. Appropriate PPE and display signs to remind colleagues and visitors of social distancing guidelines. Area to be wiped with Anti-Bac wipes, soft furnishings sprayed with Dettol spray	Hand sanitizer Tissues Disposable gloves, apron and masks. Anti-bac wipes and spray
Reception	Large enough for 3 people to social distance	All surfaces wiped with Anti-bac wipes and soft furnishings sprayed with Dettol spray. Tissues and hand sanitizer supplied.	Anti-bac wipes and spray. Tissues Hand sanitizer
Visiting room / Chapel of rest	Large enough for 2 people from same household to maintain 2M distance	All surfaces including coffin wiped down after visit with Anti-bac wipes	Tissues Hand sanitiser
Office	2 people can social distance in this office. 2 desks more than 2m apart.	Computer, keyboard, phones and equipment wiped over with Anti-bac wipes morning and night. Soft furnishings sprayed with Dettol spray. Hand sanitizer supplied	Anti-bac wipes and spray Hand sanitiser

Toilets		Regularly cleaned. Bin emptied daily.	Cotton hand towel replaced with paper towel dispenser. Anti-bac hand wash supplied.
Welfare/Kitchen area	Very small area	Regularly cleaned and wiped down with anti bac wipes Ensure shared products such as milk, butter Containers etc. are cleaned with anti-bac regularly Ensure cutlery, cups, plates and utensils are thoroughly cleaned using dish washer	Cups cleaned in dishwasher no need for drying with tea towels. Hand sanitizer and ant-bac wipes
Mortuary	Not possible to maintain 2m distance	Cleaned regularly and trays and door handles wiped down when FSTMS have been into funeral home	
DATE:	10 th June 2020	Reviewed by: Clare Shortall-Emery	Updated AJH 9/7