

Risk assessment for COVID secure funeral homes for visitors and colleagues –

Location: Haine & Son Eastbourne	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	Front outer door open small lobby inner glass top door to reception area	<p>Allow time and space for people to enter / exit with sufficient space.</p> <p>Arrange arrival / departure times.</p> <p>All persons entering must wash or sanitise hands upon entering.</p> <p>Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter.</p>	<p>Signage</p> <p>Hand gel / sanitiser</p> <p>Disposable face coverings</p> <p>Anti-Bac Spray</p>
Reception Area	Large enough for 2 visitors.	<p>No more than 2 people from the same household.</p> <p>Maintain 2m social distancing. Keyboards and mouse, phones and desks wiped down with surface disinfectant wipes every day.</p> <p>Door handles and seating wiped after visitors have left.</p> <p>Surfaces wiped down with Anti-Bac Spray after meetings have finished specific attention to surfaces such as wood or metal.</p>	<p>Sign in window</p> <p>Signs on display</p> <p>Hand sanitiser</p> <p>Surface disinfectant wipes</p> <p>Tissues</p>
Two Arrangement rooms	Both Large enough for up to 2 visitors whilst still maintaining 2m social distancing	<p>Maintain 2m social distancing.</p> <p>All seating wiped down after every use.</p>	<p>Reminder signs.</p> <p>Hand Sanitiser</p> <p>Tissues</p>



C.P.J. Field.

More than a funeral director since 1690.

Office	Same as Reception.	Maintain 2m social distancing and no physical contact with visitors. Surfaces wiped down with Anti-Bac Spray after meetings have finished specific attention to surfaces such as wood or metal	Reminder signs Hand Sanitiser Tissues
Toilets	1 person maximum.	Wait and allow time and space for people to enter / exit with sufficient space. Display sign. Sanitation of surfaces and door furniture regularly. Wash hands in hot water for 20 seconds with soap. Good hand washing guide displayed. Bins emptied every day.	Soap Surface disinfectant wipes Reminder signs Disposable paper towels
Welfare facility / kitchen area	One person maximum.	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 or hot water & washing up liquid	Hand soap Surface wipes Disposable paper towels Reminder signs



C.P.J. Field.

More than a funeral director since 1690.

Mortuary	Three access points, one to the rear of the building large barn doors for staff only, entry two the side of the building access again staff entry only locked from the outside, third door to the front of the building single doorway for staff and authorised personnel only (Doctors) 3 persons maximum.	Maintain 2m social distancing guideline Sanitise hands on entry and exit Stagger arrival / departure times Any PPE used placed in Clinical Waste Door handles and equipment wiped after Doctor left Display signage Good handwashing guide displayed	Masks Aprons Gloves Sleeve covers Face shields Sanitiser Wet Floor Signs First Aid Box Eye Wash Station Clinical Waste Bin
DATE:11/06/2020		Reviewed by: AJH 28/07/20	HC

<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 -



C.P.J. Field.

More than a funeral director since 1690.



CORONAVIRUS: STOP AND READ

When visiting our funeral home, please:



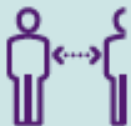
1. Keep visitors to 1 or 2 people from the same household.



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.



CPJ Field

More than a funeral director since 1690.

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



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



C.P.J. Field.

More than a funeral director since 1690.

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.



C.P.J. Field.

More than a funeral director since 1690.



C.P.J. Field.

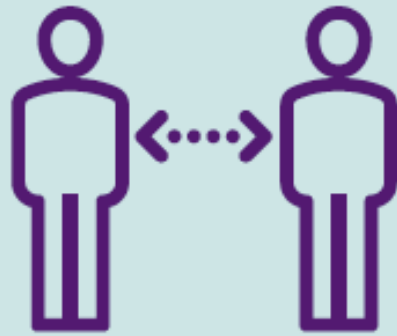
More than a funeral director since 1690.

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



C.P.J. Field.

More than a funeral director since 1690.



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.



C.P.J. Field.

More than a funeral director since 1690.