

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

Location: B & S Horley	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Front access/exit from building	Front door entrance directly from pavement in to front office.	Use of sanitiser wipes/spray every time public/colleagues enter/exit. Ask public to use sanitiser spray/wash hands upon entering.	Hand sanitiser spray/wipes. Door sign to confirm we are open but reminding public of social guidance.
Front Office	Large enough for 2 visitors Two workstations for two colleagues	No more than 2 people from the same household Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter. All computer/phone equipment wiped with sanitiser wipes every morning and evening and every time some else uses. Door handles wiped after visitors have left	Signs Hand sanitiser Surface disinfectant wipes Tissues



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Arrangement room	Adequate room for 2 people to arrange the funeral.	<p>Maintain 2m social distancing by sitting at opposite ends of the room.</p> <p>Wipe door handles and chairs with sanitiser wipes prior to and after family have left. Providing tissues for families if getting upset.</p> <p>Surfaces wiped down with Anti-Bac Spray after meetings have finished specific attention to surfaces such as wood or metal.</p>	<p>Reminder of social distancing signs. Catch It, Bin It, Kill It signs to remind families of the use of tissues if needed.</p> <p>Invite family to sit at one end of the room on arrival whilst gently reminding them of social distancing.</p>
Toilets	1 person maximum	<p>Hand soap Paper towels</p> <p>Regular cleaning throughout the day where necessary.</p>	Signs to remind the importance in washing hands with warm soapy water for 20 seconds
Chapel of Rest	2 persons from the same family at any one time. If multiple visiting's, stagger timings.	<p>Wipe handles prior to and after every visit. Provide tissues and waste paper bin discreetly placed in the corner of room. This is to be emptied after every visit.</p>	<p>Hand sanitiser spray</p> <p>Tissues</p>



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Mortuary	2 colleagues at any one time maintaining 2M social distancing whenever possible	All mortuary trays to be cleaned with sanitiser spray after every use. Use of disposable gloves at all times. Use of disposable aprons/ sleevelets whenever deemed appropriate. Wipe handles and surfaces after every use. Disinfect at regular intervals.	Disposable gloves, aprons & sleevelets. Sanitiser wipes. Disinfectant.
Updated 9/7 AJH			
DATE:	10.06.2020	Reviewed by:	Damian Norman

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 -



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CORONAVIRUS: STOP AND READ

When visiting our funeral home, please:



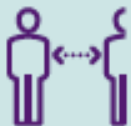
1. Keep visitors to 1 or 2 people from the same household.



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.



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



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



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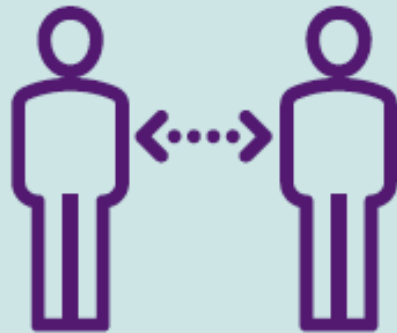
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- Social distancing reminder signs (in plastic holders) for public areas. Example -



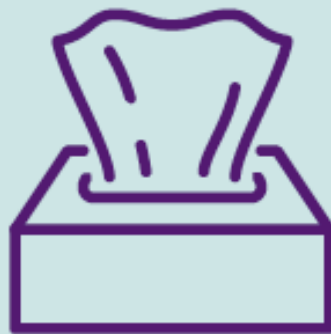
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Social Distancing

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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