

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

Location: Cooper & Son, Lewes	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 One workstation	No more than 2 people from the same household All computer/phone equipment wiped with sanitiser wipes every morning and evening and every time some else uses. Social distance markings to be placed on the floor to allow for social distancing between visitors signing in and receptionist (receptionist to sign in visitors to prevent cross contamination using pens etc.) Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter. Door handles wiped after visitors have left	Signage Hand gel / sanitiser Disposable face coverings Anti-Bac Spray



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Arrangement room	Adequate room for 2 people to arrange the funeral.	<p>Follow the guidance on hand washing and hygiene.</p> <p>Do not shake hands, hug or otherwise make physical contact with visitors. Maintain 2m social distancing.</p> <p>No more than 2 visitors (who must be from the same household) to enter the room.</p> <p>Appropriate use of PPE and 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 gel / sanitiser</p> <p>Tissues</p> <p>Disposable face coverings</p> <p>Anti- Bac Spray</p> <p>Signage</p>
Toilets	1 person maximum	<p>Hand soap</p> <p>Paper towels</p>	<p>Signs to remind the importance in washing hands with warm soapy water for 20 seconds</p>
Chapel of Rest	<p>2 persons from the same family at any one time.</p> <p>If multiple visiting's, stagger timings.</p>	<p>Wipe handles prior to and after every visit.</p> <p>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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Back Preparation Area.	2 colleagues at any one time maintaining 2M social distancing whenever possible	Use of disposable gloves at all times. Use of aprons/sleevelets whenever deemed appropriate. Wipe handles and surfaces after every use. Disinfect at regular intervals.	Disposable gloves, aprons & sleevelets. Sanitiser wipes. Disinfectant. Clinical waste bin.
Mortuary	2 colleagues at any one time maintaining 2M social distancing whenever possible	Use of disposable gloves at all times. Use of aprons/sleevelets whenever deemed appropriate. Wipe handles and surfaces after every use. Disinfect at regular intervals. Clean mortuary trays with disinfectant after every use.	Disposable gloves, aprons & sleevelets. Sanitiser wipes. Disinfectant. Clinical waste bin.
DATE:	12.06.2020	Reviewed by:AJH 287	Damian Norman

<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:



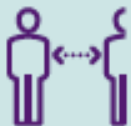
1. Keep visitors to 1 or 2 people from the same household.



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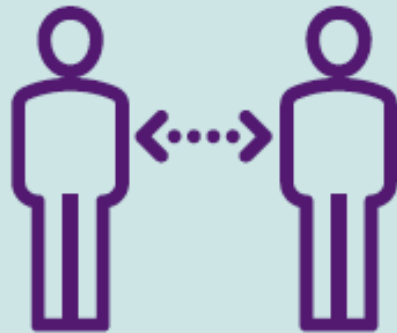
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- Social distancing reminder signs (in plastic holders) for public areas. Example -



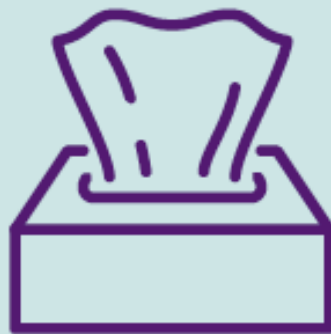
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Social Distancing

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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