

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

Location: Cooper & Son, Seaford	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	<p>Front door: Into wide open space</p> <p>Rear door: Short stairwell, small bottom landing to open space before back door</p>	<p>Ask visitors to enter and keep to the right side.</p> <p>Wait and allow time and space for people to enter / exit with sufficient space.</p> <p>Stagger arrival / departure times.</p> <p>Sanitise door furniture between visits</p>	Hand sanitiser dispenser in reception area and in FDs office
Reception area	Large enough for maximum of 2 visitors from the same household only	<p>Visitors cannot approach desk but socially distance at the seats placed 2 metres away or in the doorway</p> <p>Relevant signage displayed on the desk.</p> <p>Do not allow anyone displaying symptoms of COVID-19 into the funeral home.</p> <p>Do not allow more than 2 visitors (who must be from the same household). Bin regularly emptied</p>	<p>Hand sanitiser</p> <p>Surface disinfectant wipes</p> <p>Face Coverings Available</p> <p>Disposable tissues</p>

Arranging/ meeting room	Visitors are not invited into Arranging Room at present.	Follow the guidance on hand washing and hygiene linked below. Do not shake hands, hug or otherwise make physical contact with visitors. Maintain 2m social distancing. Regular handwashing. Do not allow more than 2 visitors (who must be from the same household) to enter the room. Do not allow anyone displaying symptoms of COVID-19 into the funeral home. Appropriate use of PPE. Display signs to remind colleagues & visitors of social distancing guidance. Sanitation of surfaces and door furniture between visits.	Tissues Reminder signs
Visiting room / Chapel of rest	Entry door not far from front door, inside Chapel, Large enough for maximum of 2 visitors from the same household only	Sanitation of surfaces and door furniture between visits.	Disposable Tissues
Office			
Toilets	Small space	Hand washing signs Regular Cleaning as necessary	Anti bac soap and paper towels

Welfare facility / kitchen area	Open area	<p>Hand washing signs</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>	<p>Anti bac soap, paper towels, hand sanitiser. Anti bac surface spray.</p>
Updated AJH 9/7			
DATE:	12.06.20	Reviewed by:	N.Skilton

<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 -



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 -



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

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 1890.

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



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.