

Risk assessment for COVID secure funeral homes for visitors and colleagues

Location: Heritage and Sons Wendover	Description of space	Steps taken to control the risk of COVID-19 transmission	Action required	Date	Actioned by:
Access / exit from building	Reception/office	<p>Do not allow anyone displaying symptoms of COVID-19 into the funeral home.</p> <p>Wait and allow time and space for people to enter / exit with sufficient space.</p> <p>Stagger arrival / departure times.</p> <p>Display relevant signage</p> <p>Clean phone, keyboard/mouse and desk at end of working hours i.e. end of a.m. and end of p.m. shifts.</p> <p>Wipe down areas such as door handles, desks, chair arms etc. after visitors leave building.</p>	<ul style="list-style-type: none"> • Daily cleaning of door handles throughout building • Put up Sign 1 • Need disinfectant wipes • Need pump dispenser hand sanitiser • Face Coverings in kitchen to be worn by clients & Staff 	<p>Immediate</p> <p>On receipt 12.6.20</p> <p>12.6.20</p> <p>12.6.20</p>	<p>Branch team (on rota)</p> <p>BB</p> <p>AB</p> <p>BB</p>



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Arranging room	Large enough only for 3 people to maintain 2m distance if 2 visitors are from same household	<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>	<ul style="list-style-type: none"> • Need a bin for tissues • Put up sign 4 • Put up sign 3 • Need hand sanitiser pump • Face Coverings 	12.6.20 On receipt On receipt 12.6.20	AB AB
Chapel of rest		<p>Visitors are guided to room and not accompanied unless necessary</p> <p>Direct to toilet for hand washing facilities.</p>	<ul style="list-style-type: none"> • Need hand sanitiser pump 	12.6.20	AB
Toilet		<p>Paper towels available.</p> <p>Cleaning products available.</p>	<ul style="list-style-type: none"> • Put up laminated hand hygiene poster 	12.6.20	AB



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Kitchen	Sink/cupboards/ worktops/fridge	No more than 2 people in room at one time	• Replace tea towel weekly	12.6.20	AB/ES
		Regularly cleaned and wiped down with anti bac wipes	• Need hand sanitiser pump	12.6.20	AB
		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 and washing up liquid.			
Ante Room					
Garage		Staff only access Cleaning products and PPE available	• Need automatic hand sanitiser dispenser	12.6.20	BB
Date: 15.6.20		Reviewed by: AJH 28/7	Ben Blunt		

<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)



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- 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 – Sign 1

**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 – Sign 2



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- Catch it, bin it, kill it signs for the meeting rooms. Example- Sign 3



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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.



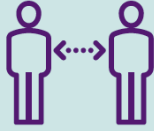
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- Social distancing reminder signs (in plastic holders) for public areas. Example – Sign 4



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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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