

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

Location: Shires Letchworth	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	Front door: Narrow doorway	-Wait and allow time and space for people to enter / exit with sufficient space. -Stagger arrival / departure times. -Sanitise door furniture between visits	-Hand sanitiser dispenser in reception area.
Reception area	Large enough only for maximum of 2 visitors from the same household only	-Visitors cannot approach desk. -Only 1 visitor can sit at 2m distance, so would move to arrangement room. -Relevant signage displayed on the desk. -Bin regularly emptied -Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter.	-Hand sanitiser -Surface disinfectant wipes -Anti-bac spray -Disposable tissues Face Coverings
Arranging/meeting Visiting room / Chapel of rest room	Large enough only for a maximum of 3 people to maintain 2m distance (just about) if 2 visitors are from same household	Follow the guidance on hand washing and hygiene.  Do not shake hands, hug or otherwise make physical contact with visitors. Maintain 2m social distancing.  No more than 2 visitors (who must be from the same household) to enter the room.  Appropriate use of PPE and display signs to remind colleagues & visitors of social distancing guidance.  Surfaces wiped down with Anti-Bac Spray after meetings have finished specific attention to surfaces such as wood or metal.	Hand gel / sanitiser  Tissues  Disposable face coverings  Anti- Bac Spray  Signage



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Welfare facility / kitchen area /Toilet	Only room for 1 person	-Room is behind desk so would move for people to pass safely	-Towels only at the moment
DATE:	10/6/2020	Reviewed by: AJH 28/7	Lisa Rogers



**CORONAVIRUS:  
STOP AND READ**

When visiting our funeral home, please:

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

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 2. Make an appointment to visit in advance.

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 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.

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 4. Visitors must observe social distancing guidance at all times. Look out for the signs that help you keep the right space between you.

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 5. Wash your hands regularly. Use the hand sanitiser provided or use warm water and soap available at sinks in the lavatory.

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 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.

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 7. Wear a face covering if you feel more comfortable, and you can ask our colleagues to do the same.

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 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 -



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- 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.

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- 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.



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