

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

Location: Shires Sandy	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	<p>Front door entrance onto brick porch and then carpark with adequate space.</p> <p>Back door entrance into carpark with adequate space.</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 hands on entering and leaving. Hand sanitiser placed at both doors.</p> <p>Door Handles wiped with disinfectant at the beginning and end of each day and after visitors.</p> <p>Doorbell on the front door so visitors can announce their arrival before coming in.</p> <p>Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter.</p>	<p>Hand sanitiser at both entrances</p> <p>Door signs</p> <p>Surface disinfectant wipes.</p> <p>Liquid surface disinfectant</p> <p>Disposable paper towels</p> <p>Face Coverings</p> <p>Doorbell</p>



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<p>Reception Area</p>	<p>Large enough for up to 2 visitors whilst still maintaining 2m social distancing.</p> <p>Separate visitor seating area away from the office desk.</p>	<p>No more than 2 people from the same household at one time.</p> <p>Maintain 2m social distancing.</p> <p>Door handles, seating and table surfaces wiped with disinfectant after visitors have left and once at the beginning and end of the day.</p> <p>Keyboard, mouse, desk and desk phone wiped with disinfectant at the beginning and end of each day and if a different colleague is going to use.</p> <p>Phone or video arrangements undertaken instead when possible.</p> <p>Follow the guidance on hand washing and hygiene. Do not shake hands, hug or otherwise make physical contact with visitors.</p> <p>Appropriate use of PPE and display signs to remind colleagues & visitors of social distancing guidance.</p>	<p>Signs</p> <p>Hand sanitiser</p> <p>Surface disinfectant wipes</p> <p>Liquid surface disinfectant</p> <p>Disposable paper towels</p> <p>Face Coverings</p> <p>Tissues</p> <p>Waste bin</p>
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Chapel	Large enough for up to 2 visitors whilst still maintaining 2m social distancing	<p>No more than 2 people from the same household at one time.</p> <p>Maintain 2m social distancing i.e. 2 x chairs placed 2m apart.</p> <p>All seating wiped down after every use.</p>	<p>Surface disinfectant wipes</p> <p>Liquid surface disinfectant</p> <p>Disposable paper towels</p> <p>Tissues</p> <p>Waste bin for tissues etc</p>
Back Office	Only the Funeral Director using this currently and used for storage.	<p>1 person maximum at a time.</p> <p>Keyboards and mouse, phones and desks wiped down with surface disinfectant at the end of every day.</p> <p>Door Handles wiped with disinfectant at the beginning and end of each day.</p>	<p>Surface disinfectant wipes</p> <p>Liquid surface disinfectant</p> <p>Disposable paper towels</p> <p>Waste bin</p>



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<p>Toilets</p>	<p>1 person maximum as only a small area.</p> <p>Small holding room with sink which leads into another small room with toilet, sink, handdryer and mirror.</p>	<p>Wait and allow time and space for people to enter / exit with sufficient space.</p> <p>Sanitation and cleaning of toilet, sinks, hand dryer external surfaces, and mirror every two/three days.</p> <p>Door handles wiped with disinfectant after visitors have left and once at the beginning and end of the day</p> <p>Wash hands in hot water for 20 seconds with soap.</p> <p>Good hand washing guide displayed.</p> <p>Bin emptied every two/three days.</p>	<p>Soap</p> <p>Surface disinfectant wipes</p> <p>Liquid surface disinfectant</p> <p>Toilet cleaner</p> <p>Hand sanitiser</p> <p>Reminder signs</p> <p>Hand dryer</p> <p>Disposable paper towels</p> <p>Bin with lid</p>
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<p>Kitchen area</p>	<p>2 persons maximum.</p> <p>Open area with no doors.</p> <p>Kitchen Units (Ground and Wall), Sink, Fridge, Kettle and microwave.</p>	<p>All surfaces disinfected once a day.</p> <p>Cups, plates, and cutlery washed in soapy warm water after every use.</p> <p>Tea towels used to dry cups, plates and cutlery and hand towels washed in a washing machine once a week.</p> <p>Ensure shared products such as milk, butter containers etc. are cleaned with anti-bac regularly</p> <p>Bins emptied every two/three days.</p> <p>First Aid Box</p> <p>Good hand washing guide displayed.</p> <p>Separate mops and buckets used to clean client facing areas and mortuary area.</p>	<p>Hand sanitiser</p> <p>Hand soap</p> <p>Surface disinfectant wipes</p> <p>Liquid surface disinfectant</p> <p>Disposable paper towels</p> <p>Reminder signs</p> <p>Bin with lid</p> <p>First Aid Box</p>
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<p>Mortuary</p>	<p>Back door into public carpark with adequate space.</p> <p>Large Mortuary area with fridge unit, embalming table, coffin storage rack and coffin fitting area.</p> <p>4 persons maximum.</p>	<p>Only 2 FSTM's in the mortuary area at one time as FSTM's split between two bases.</p> <p>Possibility of a FAA and an FD being in the mortuary at the same time as the 2 FSTM's but enough space for 4 people to socially distance by 2 metres.</p> <p>Mortuary floor cleaned with disinfectant once a week.</p> <p>Mortuary floor swept two/three times a week.</p> <p>Trays and surfaces wiped with disinfectant every day and after use by FSTM's.</p> <p>Fridge unit inspected and sanitised twice a year.</p> <p>All clinical waste is double bagged.</p> <p>Necessary hazard, clinical waste and chemical signage displayed.</p> <p>Large outdoor clinical waste yellow storage bin next to the back door. Clinical waste is collected by the coffin manufacturers at least once a week and sometimes twice a week.</p> <p>Dusters, polish, and cloths provided for FSTM's to clean down coffin exteriors.</p> <p>Covid-19 Positive and Covid-19 Suspected noted in mortuary register and in red on mortuary whiteboard to highlight to all concerns regarding deceased</p>	<p>Face masks</p> <p>Aprons</p> <p>Gloves (different sizes)</p> <p>Sleeve covers</p> <p>Two hand sanitisers in different areas</p> <p>Eye Wash</p> <p>Small indoor clinical waste bin</p> <p>Large outdoor lockable yellow clinical waste bin</p> <p>Face Coverings</p> <p>Mortuary register</p> <p>Mortuary whiteboard</p> <p>Hazard Signs (ie smoking, chemicals etc)</p> <p>Signs on clinical waste bins</p> <p>Mortuary red coloured mop and bucket</p>
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DATE:17/06/2020

Reviewed by: AJH 29/7

Ros Price
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