

<p><u>Location:</u></p> <p><u>Polegate Funeral Home (Haine & Son)</u></p>	<p><u>Description of Space</u></p>	<p><u>Steps taken to control the risk of COVID-19 Transmission</u></p>	<p><u>Available Resources</u></p>
<p>Access / exit from building</p>	<p>Single doorway from the high street.</p>	<p>Wait and allow time and space for people to enter / exit with sufficient space. Stagger arrival / departure times.</p>	<p>Hand Sanitiser upon arrival and exit. Signage</p>
<p>Reception/Office area</p>	<p>Large enough for 2 visitors from the same household only</p>	<p>Display relevant signage. Do not allow Staying 2 meters apart. No more than 2 visitors (who must be from the same household). Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter.</p>	<p>Signage Hand gel / sanitiser Disposable face coverings Anti-Bac Spray</p>
<p>Arranging/Meeting room</p>	<p>Large enough only for 3 people to maintain 2m distance if 2 visitors are from same household.</p>	<p>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.</p>	<p>Hand gel / sanitiser Tissues Disposable face coverings Anti- Bac Spray Signage</p>
<p>Visiting room / Chapel of rest</p>	<p>Large enough for 2 visitors from the same household only.</p>	<p>Maintain 2m social distancing. Regular handwashing. Do not allow more than 2 visitors (who must be from the same household) to enter the room.</p>	<p>Hand sanitiser Tissues</p>
<p>Toilets</p>	<p>2 separate toilets. Entered only by 1 person at a time.</p>	<p>Follow the guidance on hand washing and hygiene. Supply of antibacterial hand soap and paper towels to be disposed of into supplied bin. Cleaned regularly.</p>	<p>Handwash and paper towels.</p>

Kitchen area	Small area. Big enough only for one colleague at any time.	<p>Regularly cleaned and wiped down with anti bac wipes</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 or hot water and washing up liquid.</p>	Handwash and paper towels.
Mortuary	Large area. Entered by only 1 or 2 colleagues at any time maintaining social distancing.	Signage supplied. Follow guidance on hand washing and hygiene. Cleaned regularly.	Hand sanitiser on wall. Gloves and masks provided along with aprons is necessary.
DATE:	11/06/2020	Reviewed by: AJH 28/7	Jodie Hart

Risk Assessment for COVID secure funeral homes for visitors and colleagues

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.

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.



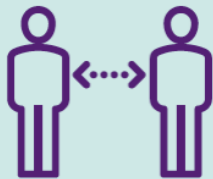
C.P.J. Field.

More than a funeral director since 1690.

SOCIAL DISTANCING



For the safety of you and our colleagues please keep 2 metres (6ft) from each other



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.