

Risk assessment for COVID secure funeral homes for visitors and colleagues

Location:	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Deric Scott Funeral Home			
Access / exit from building	Narrow doorway	Door to be held open by hook to prevent people having to break 2m distance Stagger arrival / departure times.	Hand sanitiser dispenser Signage
Reception area	Large enough for 2 visitors from the same household only	Floor markings showing 2m from desk. Display relevant signage. Do not allow 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.	Signage Hand gel / sanitiser Disposable face coverings Anti-Bac Spray
Arranging/meeting rooms (Wentworth and Abbot Room)	Large enough only for 3 people to maintain 2m distance 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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Salisbury Chapel	Large enough only for 2 people to maintain 2m distance if 2 visitors are from same household	<p>Leave door open so visitors don't need to touch handles</p> <p>Do not enter chapel at the same time as visitors</p> <p>Follow the guidance on hand washing and hygiene linked below.</p> <p>Do not shake hands, hug or otherwise make physical contact with visitors.</p> <p>Maintain 2m social distancing.</p> <p>Regular handwashing.</p> <p>Do not allow more than 2 visitors (who must be from the same household) to enter the room.</p> <p>Do not allow anyone displaying symptoms of COVID-19 into the chapel.</p> <p>Appropriate use of PPE.</p>	<p>Hand sanitiser</p> <p>Tissues</p> <p>Reminder signs</p> <p>Disposable face covering & gloves</p>
Canterbury chapel	Large enough only for 2 people to maintain 2m distance if 2 visitors are from same household	<p>Leave door open so visitors don't need to touch handles</p> <p>Do not enter chapel at the same time as visitors</p> <p>Follow the guidance on hand washing and hygiene linked below.</p> <p>Do not shake hands, hug or otherwise make physical contact with visitors.</p> <p>Maintain 2m social distancing.</p> <p>Regular handwashing.</p> <p>Do not allow more than 2 visitors (who must be from the same household) to enter the room.</p> <p>Do not allow anyone displaying symptoms of COVID-19 into the chapel.</p> <p>Appropriate use of PPE.</p>	<p>Hand sanitiser</p> <p>Tissues</p> <p>Reminder signs</p> <p>Disposable face covering & gloves</p>



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Winchester/ Canterbury combined chapel	Large enough only for 3 households people to maintain 2m distance with a maximum of 8 visitors	Leave both doors open so visitors don't need to touch handles Do not enter chapel at the same time as visitors 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 8 visitors (3 Households) to enter the room. Do not allow anyone displaying symptoms of COVID-19 into the chapel. Appropriate use of PPE.	Hand sanitiser Tissues Reminder signs Disposable face covering & gloves
Office	Large enough only for 2 people to maintain 2m distance if 2 visitors are from same household	Floor markings showing 2m from desk. Display relevant signage. Do not allow more than 2 visitors (who must be from the same household). Surfaces wiped down with Anti- Bac Spray after meetings have finished (specifically phone handsets, wooden surfaces, metal etc.).	Hand sanitiser
Downstairs Toilet	Large enough for only 1 person	only Clients to use downstairs toilet clean down area after use with antibacterial spray and wipes	paper towels soap and warm water
Upstairs toilet	Large enough for only 1 person	only colleagues to use upstairs toilet clean down area after use with antibacterial spray and wipes	paper towels soap and warm water



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Welfare facility / kitchen area	Large enough for only 1 person	Regularly cleaned and wiped down with anti bac wipes 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.	White roll in place of tea towels, disposable dish cloths. Signage Hand sanitiser and hand soap dispenser
Garage	Large enough for 4 people to maintain 2m distance	No client accesses No more than 4 colleague at a time	Hand sanitiser Tissues Reminder signs Disposable face covering & gloves
Mess room	Large enough for 3 people to maintain 2m distance	No client accesses No more than 3 colleague at a time clean down area after use with antibacterial spray and wipes wash up cutlery, crockery and glasses in warm soapy water	Hand sanitiser Tissues Reminder signs Disposable face covering & gloves
Mortuary	Large enough for 4 people to maintain 2m distance	No client accesses No more than 4 colleague at a time clean down area after use with Dodge Dis Spray	Hand sanitiser Reminder signs Disposable face covering & gloves Disposable aprons and sleeves
DATE:	10/06/20	Reviewed by: AJH 28/7	Jack Stanisstreet

<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



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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 -

- 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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