

Risk assessment for COVID secure Rampion House Garage for visitors and colleagues –

Location: Rampion House Garage	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	From the side entrance and the Garage entrance	<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</p> <p>Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter.</p>	<p>Hand sanitiser</p> <p>Signage</p>
Coffin Preparation Area	Large enough for 3 staff to make coffins or 2 staff to make coffin and 1 to make name plates	<p>Maintain 2m social distancing.</p> <p>Regular handwashing.</p> <p>Display signs to remind colleagues of social distancing guidance.</p>	<p>Hand sanitiser</p> <p>Surface disinfectant wipes</p> <p>Face Coverings</p>
Garage	Large enough only for a maximum of 6 people to maintain 2m distance	<p>Maintain 2m social distancing.</p> <p>Regular handwashing.</p> <p>Do not allow anyone displaying symptoms of COVID-19 into Rampion House garage.</p> <p>Appropriate use of PPE.</p> <p>Display signs to remind colleagues & visitors of social distancing guidance.</p> <p>Sanitation of surfaces and door furniture regularly.</p>	<p>Hand sanitiser</p> <p>Surface disinfectant wipes</p> <p>Reminder signs</p> <p>Face Coverings</p>



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Office	Large enough for a maximum of 2 people at 2m distance	2 nd person to stay on the other side of the desk near the door when the other person is at the desk Display signs to remind colleagues & visitors of social distancing guidance. Sanitation of surfaces and door furniture regularly.	Hand Sanitiser near the door Surface disinfectant wipes Reminder signs
Toilets	1 person maximum in east toilet at any one time	Wait and allow time and space for people to enter / exit with sufficient space. Display signs to remind colleagues & visitors of social distancing guidance. Sanitation of surfaces and door furniture regularly. Wash hands in hot water for 20 seconds with soap	Soap Surface disinfectant wipes Reminder signs
Welfare facility / kitchen area	Large enough for 2 people to me in the space at 2m distance	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
Mortuary			N/A
DATE: 10/06/2020		Reviewed by: AJH 28/7	Louise Norman

<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)

- 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)



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- Rules for visiting our funeral homes to go in the window / on the door. Example -



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CORONAVIRUS: STOP AND READ

When visiting our funeral home, please:



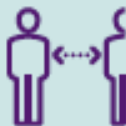
1. Keep visitors to 1 or 2 people from the same household.



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.



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- Marker for the floor showing 2m from the reception desk. Example -



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



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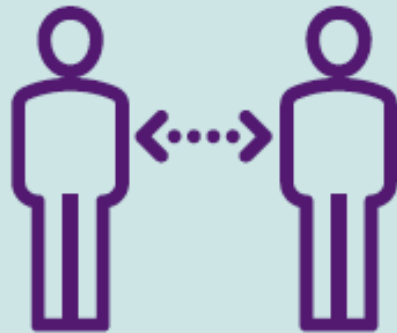
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- Social distancing reminder signs (in plastic holders) for public areas. Example -



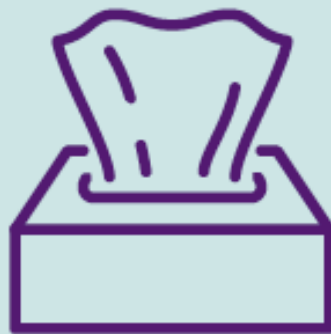
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Social Distancing

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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