

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

Location: Haine & Son Battle	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	Front door: Narrow doorway	<p>Wait and allow time and space for people to enter / exit with sufficient space.</p> <p>Stagger arrival / departure times.</p> <p>Sanitise door furniture between visits</p> <p>Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter.</p>	<p>Signage</p> <p>Hand gel / sanitiser</p> <p>Disposable face coverings</p> <p>Anti-Bac Spray</p>
Reception area	Large enough only for maximum of 2 visitors from the same household only	<p>Visitors cannot approach desk but socially distance at the seats placed 2 metres away or in the doorway</p> <p>Relevant signage displayed on the desk.</p> <p>Do not allow more than 2 visitors (who must be from the same household).</p> <p>Bin regularly emptied</p> <p>Surfaces wiped down with Anti-Bac Spray after meetings have finished (specifically phone handsets, wooden surfaces, metal etc.).</p>	<p>Hand sanitiser</p> <p>Surface disinfectant wipes</p> <p>Anti-bac spray</p> <p>Disposable tissues</p>



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Arranging/meeting room	Large enough only for a maximum of 3 people to maintain 2m distance if 2 visitors are from same household	<p>Follow the guidance on hand washing and hygiene.</p> <p>Do not shake hands, hug or otherwise make physical contact with visitors.</p> <p>Maintain 2m social distancing.</p> <p>No more than 2 visitors (who must be from the same household) to enter the room.</p> <p>Appropriate use of PPE and display signs to remind colleagues & visitors of social distancing guidance.</p> <p>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</p> <p>Tissues</p> <p>Disposable face coverings</p> <p>Anti- Bac Spray</p> <p>Signage</p>
Visiting room / Chapel of rest	Large enough for 2 people from the same household at any one time.	Relevant signs	<p>Hand sanitiser</p> <p>Tissues</p>
Toilets		Regularly cleaned and wiped down with anti bac.	Hand dryer or paper towels
Welfare facility / kitchen area		<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</p>	<p>Hand gel / sanitiser</p> <p>Tissues</p> <p>Signage</p> <p>Anti- Bac Spray</p>



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DATE:	10 th June 2020	Reviewed by: AJH 29/7	Debbie Carter Signed :- Nicky Woodgate Signed :-
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<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)
- 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.

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



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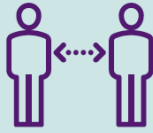
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- Catch it, bin it, kill it signs for the meeting rooms. Example-



- 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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