

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

Location: Belvedere – Constable and Toop	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	Double doorway	Door is kept locked Should someone knock on the door we will open it, leave it open and take a few steps back	Hand sanitiser on front desk Anti-bac wipes
Reception area	2 x visitors from the same household	Advise visitors to follow government guidelines on social distancing and to use hand sanitiser provided. All surfaces inc. door handles wiped with anti-bac between visits Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter.	Hand gel / sanitiser Tissues Disposable face coverings Anti- Bac Spray Signage
Arranging/meeting room	4 people (2 from each household or 4 from the same household) plus FD/FAA to maintain 2m	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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Visiting room / Chapel of rest x 2	Single door	Allow only 2 members from same household to visit at one time and at a pre-arranged appointment. Advise use of PPE Encourage handwashing Do not allow anyone showing symptoms of COVID-19 to visit. Sanitise between visits - paying attention to door handles, light switches and chairs	Hand sanitiser Tissues Disposable gloves Anti-bac wipes
Office	Single door - Staff area only.	Colleagues reminded of social distancing, appropriate use of PPE, encourage handwashing etc. Office telephone and keyboard sanitised daily	Disposable gloves Bins Face masks Hand sanitiser Anti-bac wipes
Toilets	Single door to small toilet facilities.	Obviously only one person at a time. Hand washing facilities available Sanitise regularly Cleaned after each use – floor mopped and toilet cistern/sink/ door handle/light switch all cleaned at the end of each day - Towels have been removed and replaced with paper towels	Hand sanitiser Hand wash paper towels Bins provided
Welfare facility / kitchen area	Single door - Staff area only.	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



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Washroom	2 x entry points – single back door or through the branch via single door	Follow the guidance on hand washing and hygiene. Colleagues reminded of social distancing PPE worn when identifying deceased or when a Dr/ removal team visit. Hands washed and hand sanitiser used by ALL visitors Floors mopped when necessary – PPE placed into clinical waste bin	Wall mounted Hand sanitiser – Hand wash paper towels Bin provided
DATE: 12.06.2020		Reviewed by: AJH 28/7	Becky Gray

<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 -



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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.

- 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

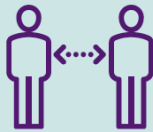
Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



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- 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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