

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

Location: Heritage & Sons - Bletchley	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	Front door entrance onto pavement and steps with adequate space. Back door entrance onto yard/driveway – staff access only.	Wait and allow time and space for people to enter / exit with sufficient space. Stagger arrival / departure times. Sanitise hands on entering Observe 2 Metre social distancing 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
Reception Area	Large enough for 2 visitors	No more than 2 people from the same household Keyboard and phone wiped down every morning and evening Door handles wiped after visitors have left	Signs Hand sanitiser Surface disinfectant wipes Tissues
Arrangement room	Large enough for up to 2 visitors whilst still maintaining 2m social distancing	Maintain 2m social distancing. Surfaces wiped down with Anti-Bac Spray after meetings have finished specific attention to surfaces such as wood or metal.	Reminder signs Surface disinfectant wipes.
Office	Large enough for two visitors maintaining social distancing.	Visitors can sit at communal table whilst FAA/FD sits at desk to maintain social distancing. Wipe down table/chairs after visit.	Reminder signs. Hand sanitizer and surface wipes.



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Toilets	1 person maximum	Wait and allow time and space for people to enter / exit with sufficient space. Display sign. Sanitation of surfaces and door furniture regularly. Wash hands in hot water for 20 seconds with soap.	Soap Surface disinfectant wipes Reminder signs Paper towels in place
Large chapel of rest/ small chapel of rest	Up to 2 people from the same household maximum.	Surface cleanse all areas – including door handles	Hand sanitizer
Welfare facility / kitchen area	1 person only	Surfaces wiped down after use. 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 Hand washing sign in place. Hand washing facilities available.	Hand washing facilities available and hand sanitizer in place. Surface wipes available. Reminder signs



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<p>Mortuary/Service Chapel/Garage</p>	<p>Mortuary: Enough space for 2 – 3 people maintaining social distancing.</p> <p>Service Chapel: Can be for up to 10 people maintaining social distancing if funeral service taking place. Household groups to group together and maintain social distancing from other groups.</p> <p>Garage: Up to two people maximum, maintaining social distancing.</p>	<p>Mortuary: Maintaining social distancing. Only coming into close contact when absolutely required i.e. embalming deceased/dressing etc.</p> <p>Service chapel: Hand sanitizer supplied.</p> <p>Surfaces wiped down after use.</p> <p>Face coverings used.</p> <p>Garage: Hand washing facilities adjacent to garage.</p> <p>Maintaining social distancing.</p>	<p>Hand washing sign already in place.</p> <p>Hand washing facility is available.</p> <p>Reminder signs.</p> <p>Hand sanitizer made available in all areas.</p>
<p>DATE:</p>	<p>11.06.2020</p>	<p>Reviewed by: Jordan Cattell</p>	<p>Updated AJH 9/7</p>

Continuous and Regular Handwashing is the best prevention against the spread of infection

<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>



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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:



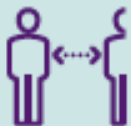
1. Keep visitors to 1 or 2 people from the same household.



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.



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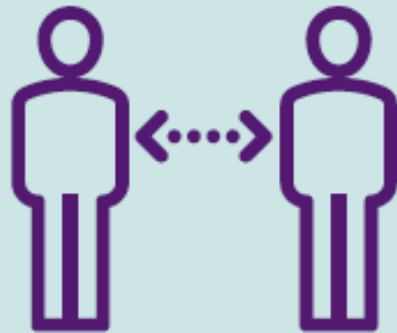
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- Social distancing reminder signs (in plastic holders) for public areas. Example -



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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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