

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

Location: 402 Fuller & Scott - Uckfield	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	Narrow doorway	<p>Allow time and space for people to enter / exit with sufficient space.</p> <p>Arrange arrival / departure times.</p> <p>All persons entering must wash or sanitise hands upon entering.</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 for 2 visitors from the same household only	<p>No more than 2 people from the same household.</p> <p>Maintain 2m social distancing. Keyboards and mouse, phones and desks wiped down with surface disinfectant wipes every day.</p> <p>Door handles and seating wiped after visitors have left.</p> <p>Surfaces wiped down with Anti-Bac Spray after meetings have finished specific attention to surfaces such as wood or metal.</p>	<p>Sign in window</p> <p>Signs on display</p> <p>Signage</p> <p>Hand sanitiser</p> <p>Surface disinfectant wipes</p> <p>Tissues</p>
Arranging/meeting room	Large enough only for 3 people to maintain 2m distance if 2 visitors are from same household	<p>Maintain 2m social distancing and no physical contact with visitors.</p> <p>Surfaces wiped down with Anti-Bac Spray after meetings have finished specific attention to surfaces such as wood or metal</p>	<p>Reminder signs</p> <p>Hand Sanitiser</p> <p>Tissues</p>



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Visiting room / Chapel of rest	4 visitors from same household	Following Government guidelines, hand sanitising, PPE used, signage displayed	Hand sanitiser Signs Gloves Masks Tissues
Office	2 visitors from same household	Do not shake hands, hug or otherwise make physical contact with visitors. 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 (specifically phone handsets, wooden surfaces, metal etc.).	Hand gel / sanitiser Tissues Disposable face coverings Anti- Bac Spray Signage
Toilets	1 person	Allow enough space between visitors entering & vacating toilet Regularly cleaned and wiped down with anti bac.	Tissue paper to be placed in suitable refuse bin Hand sanitiser and hand soap dispenser Signage Anti-Bac Spray



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Welfare facility / kitchen area	1 person or two where 2 metre distance applies	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: 16/06/2020		Reviewed by: AJH 28/7	

<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.



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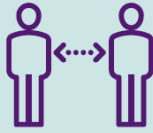
- Marker for the floor showing 2m from the reception desk. Example -



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



- 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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