

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

Location: Cooper and Son, Heathfield	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	Front door: Narrow doorway Narrow hallway	<p>On entering main entrance, table available in open space to have hand gel available &amp; disposable face coverings available. (Door handles &amp; handrails to be cleaned using anti-bac spray)</p> <p>Signage visible with 2m social distancing and hand washing advise.</p> <p>Appropriate floor markings</p> <p>Social distance markings to be placed on the floor to allow for social distancing between visitors signing in and receptionist (receptionist to sign in visitors to prevent cross contamination using pens etc.)</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 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>Hand sanitiser</p> <p>Surface disinfectant wipes</p> <p>Anti-bac spray</p> <p>Disposable tissues</p>
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 &amp; 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 to enter safely.	Signs displayed	Hand sanitiser.
Office	FAA office located downstairs separate to FSTM'S and arranging room. Contains 2 armchairs at safe distance.	<p>Do not shake hands, hug or otherwise make physical contact with visitors.</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 &amp; visitors of social distancing guidance.</p> <p>Surfaces wiped down with Anti- Bac Spray after meetings have finished (specifically phone handsets, wooden surfaces, metal etc.).</p>	<p>Hand gel / sanitiser</p> <p>Tissues</p> <p>Disposable face coverings</p> <p>Anti- Bac Spray</p> <p>Signage</p>
Toilets	<p>Downstairs toilet for use of FAA's and clients</p> <p>Upstairs toilet for the use of the FSTM's only</p>	Toilet disinfectant is used every night after use.	<p>paper towels</p> <p>Hand wash</p>

Welfare facility / kitchen area	Large enough space, but only 2 people permitted to use at any one time.	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	Small space, big enough for 3 people to work comfortably.	Safety signs in place, only access where necessary.  Keypad lock in place on the outside of the door to restrict access to only staff.	Hand Wash  Hand Sanitiser.
DATE:	12.06.2020	Reviewed by: AJH 28/7	Emma Tipler

<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 -



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

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

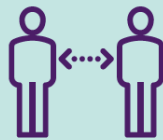
Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



C.P.J. Field.

More than a funeral director since 1890.

- 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.