

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

Location: Horsham Funeral Home	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	Narrow doorway	Wait and allow time and space for people to enter / exit with sufficient space. Stagger arrival / departure times. Clean door handles with anti-bacterial wipes	Hand sanitiser Anti-bacterial wipes
Reception area	Large enough for 2 visitors from the same household only to maintain 2m distance	Follow the guidance on hand washing and hygiene. Do not shake hands, hug or otherwise make physical contact with visitors. Maintain 2m social distancing. Floor markings showing 2m from desk. Display relevant signage. Do not allow more than 2 visitors (who must be from the same household). Do not allow anyone displaying symptoms of COVID-19 into the funeral home. Appropriate use of PPE. Display signs to remind colleagues & visitors of social distancing guidance. Clean down seating areas, workstations and door handles with anti-bacterial wipes.	Hand sanitiser Anti-bacterial wipes



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Arranging/meeting room	Large enough only for 2 visitors from same household only to maintain 2m distance	<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>Regular handwashing.</p> <p>Do not allow more than 2 visitors (who must be from the same household) to enter the room.</p> <p>Do not allow anyone displaying symptoms of COVID-19 into the funeral home.</p> <p>Appropriate use of PPE.</p> <p>Display signs to remind colleagues & visitors of social distancing guidance.</p> <p>Clean down seating areas, tables and door handles with anti-bacterial wipes</p>	<p>Hand sanitiser</p> <p>Tissues</p> <p>Reminder signs</p> <p>Disposable face covering & gloves</p> <p>Anti-bacterial wipes</p>
Visiting room / Chapel of rest	Large enough for 2 people from the same household	<p>Follow the guidance on hand washing and hygiene.</p> <p>Do not allow more than 2 visitors (who must be from the same household) to enter the room.</p> <p>Do not allow anyone displaying symptoms of COVID-19 into the funeral home.</p> <p>Appropriate use of PPE.</p> <p>Display signs to remind colleagues & visitors of social distancing guidance.</p> <p>Clean down seating, coffins/ caskets and door handles with anti-bacterial wipes</p>	<p>Hand sanitiser</p> <p>Tissues</p> <p>Reminder signs</p> <p>Anti-bacterial wipes</p> <p>Disposable face covering & gloves</p>
First and Second Floor Office spaces	Large enough for 2 people to maintain 2m distance	<p>Follow the guidance on hand washing and hygiene.</p> <p>Wipe down door handles with anti-bacterial wipes</p>	<p>Hand Sanitiser</p> <p>Anti-bacterial wipes</p>



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Toilets	Single toilet cubicle	Follow the guidance on hand washing and hygiene. Clean down toilet with anti-bacterial spray and clean down door handles with anti-bacterial wipes	Paper towels. Liquid hand soap and warm water. Anti-bacterial wipes and spray
Welfare facility / kitchen area	Large enough for 1 person to maintain 2m distance	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.	Paper towels. Liquid hand soap and warm water. Anti-bacterial wipes and spray
DATE:	12/06/2020	Reviewed by: 28/7 AJH	David Holmden

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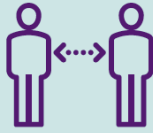
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- Catch it, bin it, kill it signs for the meeting rooms. Example-



- 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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