	Risk Assessment for COVID secure Funeral Home for visitors and coll				
	Heritage Winslow				
Location	Description of Space	Steps taken to control the risk of COVID-19 transmission			
Main entrance to building	Double set of doors with steps and narrow doorway	Leave outer doors open. Wait and allow time and space for people to enter/exit with sufficient space. Stagger arrival/departure times. Wipe down doorhandles on departure of visitors.			
Entrance Hall	Wide enough for only one person at a time	Manage use of corridor allowing one person along at a time. Explain on arrival.			
Arranging Room	Space for two people from same household and one arranger	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.			
Toilet	Space for one person, access through middle office and kitchen	Signage asking people to wash hands. Sanitise doorhandle and lock after visitors leave. Maintain clear path through middle office and kitchen.			
Chapel of Rest	Access from Arranging Room through French window and along narrow path. Space for two people from same household in chapel.	Ask visitors to stay on large sofa until French window is open. Visitors to remain 2m from chapel while Arranger explains internal layout. Sanitise chapel door, chapel furniture and French window handles on departure of visitors.			

Front Office	Difficult to maintain 2m distance during handover. Shared office equipment.	Sanitise equipment and table between shifts. Staff to wear gloves when itemising clothing brought in for deceased. Visitors who call into the office for purposes other than arranging to be asked to wear gloves if appropriate e.g signing ashes receipt Surfaces wiped down with Anti- Bac Spray after meetings have finished (specifically phone handsets, wooden surfaces, metal etc.).
Middle Office	DL sole use of desk and equipment. Colleagues and visitors passing through to kitchen and toilets	Keep path clear to kitchen. Maintain 2m distance from people passing through. Surfaces wiped down with Anti- Bac Spray after meetings have finished (specifically phone handsets, wooden surfaces, metal etc.).
Kitchen	Colleagues and visitors passing through to toilet. Shared use by staff of kettle and cups etc.	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.

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Available resources	
Hand sanitiser between inner and outer doors. Put up a sign requesting people not to enter if they have symptoms (most shops are currently doing this) Face Coverings	
Hand gol (conitionr	
Hand gel / sanitiser	
Tissues	
Disposable face coverings	
Anti- Bac Spray	
Signage	
Bottle soap and paper towels.	
Hand sanitiser in chapel of rest. Line marked on path to show 2m distance from door.	

Disinfectant wipes, gloves and	
hand sanitiser.	