

Risk assessment for COVID secure funeral homes for visitors and colleagues

Location: Rampion House (H.O)	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	<p>Main front door entrance</p> <p>Downstairs Open Space</p> <p>Stairway (to first floor) (Inc. Hallway on first floor)</p> <p>Reception desk</p>	<p>On entering main entrance, table available in open space to have hand gel available & disposable face coverings available. (Door handles & 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>
Arranging/ meeting rooms	<p>Large enough for 3 people to maintain 2m distance</p> <p>2 visitors from the same household</p>	<p>Follow the guidance on hand washing and hygiene.</p> <p>Do not shake hands, hug or otherwise make physical contact with visitors. 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 & 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>

Office Spaces	Not possible to maintain social distance of 2m when two people are working in the office 1m distance should be observed	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
Open spaces, shared desk areas	Not possible to maintain social distance of 2m when two people are working in the office 1m distance should be observed	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	Limited space one person in toilets at any one time	Regularly cleaned and wiped down with anti bac.	Hand dryer Tissue paper to be placed in suitable refuse bin Hand sanitiser and hand soap dispenser Signage Anti-Bac Spray

Kitchen area	Limited space one person in kitchen at any one time	<p>Regularly cleaned and wiped down with anti bac wipes</p> <p>Ensure shared products such as milk, butter containers etc. are cleaned with anti-bac regularly</p> <p>Ensure cutlery, cups, plates and utensils are thoroughly cleaned using dish washer</p>	<p>White roll in place of tea towels, disposable dish cloths.</p> <p>Signage</p> <p>Hand sanitiser and hand soap dispenser</p>
Coffin Room	<p>Large enough for 2 people to maintain 2m distance</p> <p>2 visitors from the same household</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 & visitors of social distancing guidance.</p> <p>Surfaces wiped down with Anti- Bac Spray after any visit has finished, specific attention to surfaces such as wood or metal.</p>	<p>Hand gel / sanitiser</p> <p>Tissues</p> <p>Signage</p> <p>Anti- Bac Spray</p>
DATE:	27 th June 2020	Reviewed by Andy Holter	

Remember: *Handwashing is the best prevention against the spread of infection*