

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

Location: Ballard & Shortall East Grinstead	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / exit from building	<p>Front door into main office.</p> <p>Rear door into holding area.</p> <p>Rear access used by colleagues and wheelchair</p>	<p>Clients ring bell on door, we usher into office. Keeping 2m distance.</p> <p>Appointment only meetings avoid double booking so 2 clients at a time from same household.</p> <p>Sanitise door handles and spray Dettol ant-bac on to soft furnishings.</p> <p>Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter.</p>	Anti-bac wipes and spray
Arranging/ meeting room	<p>Arranging room can be used for arranger and one other person (max 2)</p> <p>For three people, arranger and 2 clients from same household main office to be used.</p>	<p>Clients invited to wash hands upon arrival. Maintain social distancing at all times. No contact with clients. Hand shake, hugs.</p> <p>Ask anyone wishing to come into funeral home if they are showing symptoms of Covid-19. Entry is prohibited to anyone with symptoms.</p> <p>Appropriate PPE and display signs to remind colleagues and visitors of social distancing guidelines.</p> <p>Area to be wiped with Anti-Bac wipes, soft furnishings sprayed with Dettol spray</p>	<p>Hand sanitizer</p> <p>Tissues</p> <p>Disposable gloves, apron and masks.</p> <p>Anti-bac wipes and spray</p>
Reception	Large enough for 3 people to social distance	<p>All surfaces wiped with Anti-bac wipes and soft furnishings sprayed with Dettol spray.</p> <p>Tissues and hand sanitizer supplied.</p>	<p>Anti-bac wipes and spray.</p> <p>Tissues</p> <p>Hand sanitizer</p>
Visiting room / Chapel of rest			
Office	<p>2 people can social distance in this office.</p> <p>2 desks more than 2m apart.</p>	<p>Computer, keyboard, phones and equipment wiped over with Anti-bac wipes morning and night. Soft furnishings sprayed with Dettol spray.</p> <p>Hand sanitizer supplied</p>	<p>Anti-bac wipes and spray</p> <p>Hand sanitiser</p>

Toilets		Regularly cleaned. Bin emptied daily.	Cotton hand towel replaced with paper towel dispenser. Anti-bac hand wash supplied.
Welfare/Kitchen area	Very small area	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	Cups cleaned in dishwasher no need for drying with tea towels. Hand sanitizer and ant-bac wipes
Mortuary	Not possible to maintain 2m distance	Cleaned regularly and trays and door handles wiped down when FSTMS have been into funeral home	
DATE:	10 <sup>th</sup> June 2020	Reviewed by: Clare Shortall-Emery	Updated AJH 9/7

**Remember:**

***Continuous and Regular Handwashing is the best prevention against the spread of infection***