

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

Location: Eastbourne Garage Commercial Road	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Access / Exit from building	Wide Sliding concertina Garage Door allowing access into Garage working area Rear Fire Exit door: Emergency use only.	Door to be open fully whilst staff on premises working to allow good air flow. Entry and Exit points indicated allowing 2meter distancing. Visitors to ring Bell and await outside. Staff to wait and allow time and space for people to enter / exit with sufficient space. Stagger arrival / departure times. Sanitise door furniture between visits. Display signs to remind colleagues & visitors of social distancing guidance.	Hand sanitiser dispenser at Entry / Exit points. Signage Face Coverings
Coffin preparation area	Large enough area for preparation trestles to be marked 2 meters apart maximum of 3 staff to work safely and distance.	Restricted to authorised personnel only. Regular clean down and sanitizing of tools and area. Bins to be regularly emptied. Display signs to remind colleagues & visitors of social distancing guidance.	Hand sanitiser. Surface disinfectant wipes. Anti-bac spray. Disposable tissues. Face Coverings

<p>Vehicle preparation area.</p>	<p>Large enough area for a maximum of 2 people to maintain 2m distance whilst working on a vehicle.</p>	<p>Restricted to authorised personnel only.</p> <p>Regular clean down and sanitizing of tools and area.</p> <p>Bins to be regularly emptied.</p> <p>Maintain 2m social distancing.</p> <p>Regular handwashing.</p> <p>Appropriate use of PPE.</p> <p>Display signs to remind colleagues & visitors of social distancing guidance.</p>	<p>Hand sanitiser.</p> <p>Surface disinfectant wipes.</p> <p>Anti-bac spray.</p> <p>Disposable tissues.</p> <p>Face Coverings</p>
<p>Staff access to Changing area, Rest Room, kitchen and WC.</p>	<p>Narrow Stairway 1 person at a time up / Down.</p>	<p>Restricted to authorised personnel only.</p> <p>One person at a time to either go up or go down maintaining social distancing.</p> <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 or hot water and washing up liquid</p>	<p>White roll in place of tea towels, disposable dish cloths.</p> <p>Signage</p> <p>Hand sanitiser and hand soap dispenser</p>

FSM Office.	Large enough Office for 4 persons to socially distance.	Restricted to authorised personnel only. Seating placed at least 2 meters apart. Regular clean down and sanitizing of FSM work station.	Hand sanitiser. Surface disinfectant wipes. Anti-bac spray. Disposable tissues. Window open to maintain airflow.
Toilets.	One-person occupancy.	Regular cleaning and sanitizing after each use.	Hand sanitiser. Surface disinfectant wipes. Anti-bac spray. Disposable tissues. Paper towels. Window open to maintain airflow.
Welfare facility / kitchen area.	Sufficient room for one person at a time.	Restricted to authorised personnel only. One person at a time to use facilities. Regular cleaning and sanitizing. <i>As above Staff access to Changing area, Rest Room, kitchen and WC.</i>	Hand sanitiser. Surface disinfectant wipes. Anti-bac spray. Disposable tissues. Paper towels. Window open to maintain air flow.
Welfare facility / changing area/ seating area.	Sufficient room to accommodate 4/6 personnel allowing social distancing of 2 meters.	Restricted to authorised personnel only. Seating placed at least 2 meters apart. Stagger arrival / departure times.	Hand sanitiser. Surface disinfectant wipes. Anti-bac spray. Disposable tissues. Paper towels. Window open to maintain air flow
DATE: 11/06/2020		Reviewed by: AJH 28/7	Steve Oglesby