

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

Location: Clapham	Description of space	Steps taken to control the risk of COVID-19 transmission	Available resources
Reception Area and office	Large enough for 2 visitors.	<p>Wait and allow time and space for people to enter / exit with sufficient space.</p> <p>Ask everyone who visits if they are displaying symptoms of COVID-19. If they are, they cannot enter.</p> <p>Maintain 2m social distancing.</p> <p>Stagger arrival / departure times.</p> <p>Sanitise hands on entering.</p> <p>No more than 2 people from the same household.</p> <p>Door handles and seating wiped after visitors have left.</p> <p>Keyboards and mouse, phones and desks wiped down with surface disinfectant wipes every day.</p>	<p>Door sign</p> <p>Signs</p> <p>Hand sanitiser</p> <p>Surface disinfectant and wipes</p> <p>Tissues</p> <p>Face Coverings</p>



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Arrangement room	Large enough for up to 2 visitors whilst still maintaining 2m social distancing	<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>Signs</p> <p>Hand sanitiser</p> <p>Surface disinfectant and wipes</p> <p>Tissues</p> <p>Face Coverings</p>
Toilets	1 person maximum.	<p>Wait and allow time and space for people to enter / exit with sufficient space.</p> <p>Sanitation of surfaces and door furniture regularly.</p> <p>Wash hands in hot water for 20 seconds with soap.</p> <p>Good hand washing guide displayed.</p> <p>Bins emptied every day.</p>	<p>Reminder sign</p> <p>Soap</p> <p>Surface disinfectant wipes</p> <p>Reminder signs</p> <p>Disposable paper towels</p>



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Welfare facility / lobby area	2 persons maximum.	All surfaces regularly disinfected, bins emptied weekly/fortnightly. 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.	Hand sanitiser Surface wipes Disposable paper towels Reminder signs Masks Aprons Gloves
Back office	Large enough for up to 2 staff whilst still maintaining 2m social distancing	Maintain 2m social distancing. All surfaces wiped down after every use.	Reminder signs Hand Sanitiser
DATE:16/06/2020		Reviewed by: AJH 28/7	Angela Kingston

<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>

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 (All ready provided)
- Rules for visiting our funeral homes to go in the window / on the door. Example -



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CORONAVIRUS: STOP AND READ

When visiting our funeral home, please:



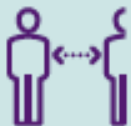
1. Keep visitors to 1 or 2 people from the same household.



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.



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- Marker for the floor showing 2m from the reception desk. Example -



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



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For everyone's safety, please:

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Please dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



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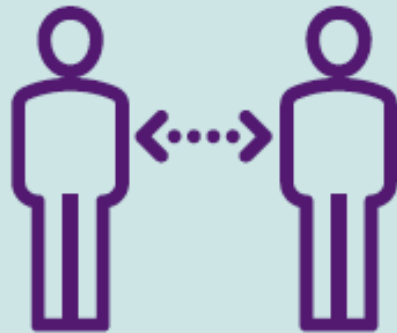
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- Social distancing reminder signs (in plastic holders) for public areas. Example -



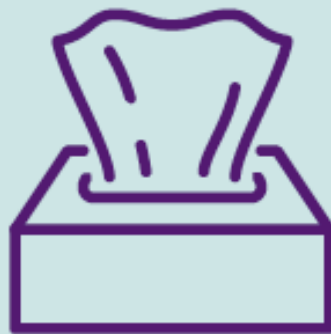
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Social Distancing

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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