

Covid Secure Risk Assessment

Location/Dept: Bereavement Services – Tixall Road Chapel and Burial Grounds

Date Assessment Completed: 13 May 2021

Assessor: Debbie Hendon, Health and Safety Advisor

Task or Activity Assessed: Management of visitors to Tixall Road Chapel and Burial Grounds during Covid Restrictions

Who is at Risk	(tick as appropriate)	Y / N	Other (please specify)
	Employee	Y	
	Volunteer	Y	
	Members of the Public	Y	
	Visitors	Y	
	Contractors	Y	

Hazards Identified	Outcome and Injury	Likelihood	Severity	Risk Rating
Public exposure to the virus	From mild to moderate flu like symptoms to death	2	3	Substantial

Examine each of the hazards involved in the task and note down any preventative or safety measures you already have in place.

Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p>General</p> <ul style="list-style-type: none"> • All employees at the Crematorium have received both doses of the Covid Vaccine • All employees have their own Later Flow Test which they can do prior to coming into the office • All employees feeling unwell should inform manager • Employees with symptoms of a dry cough, fever (high temperature), loss of taste or smell should not attend work and should self-isolate for 10 days from the first day of their symptoms. • Employees who live in a household where someone else has symptoms should self-isolate for 14 days from the first day of that persons symptoms • Employees to report to Manager of any underlying health issues • Employees should wash their hands: before leaving home, on arrival on site, after leaving site, after using the toilet, after breaks, before food preparation, before eating any food, including snacks, before leaving work, on arrival at home • Prior to the service the funeral director checks with the family to ensure that none of those attending are symptomatic 	1	3	Moderate
<p style="text-align: center;">Exposure to the Virus</p> <p>Protecting the Service</p> <ul style="list-style-type: none"> • In order to protect the service employees within the chapel and crematory are split into two teams, working fixed days (Each Team has 1 in crematory and 1 in Chapel) • Office staff are working normally days but limit their movement between work areas • Face coverings must be worn, unless you have a medical exemption, in all areas of the building • Lunch cover for crematory provided by Streetscene, chapel lunch cover provided by the cremator operator of the day then they take their break • Employees from the office, crematory and chapel restrict the movement between buildings • A table is in place at the entrance to crematory for the receiving and collection of ashes, paperwork and to restrict access 	1	3	Moderate

Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p>Pedestrian Access</p> <ul style="list-style-type: none"> • Entrances are not restricted to encourage the flow of people • Signage on main entrances regarding social distancing within the grounds and good hand hygiene • Doors within the chapel are left in open position where possible to allow for ventilation and avoid touching handles 	1	3	Moderate
<p>Social Distancing within the Chapel and Grounds</p> <ul style="list-style-type: none"> • Funeral Directors arrange transport to and from the site and have their own procedures in place for this. • Hand sanitiser will be available at the entrance along with information signage • Prior to the service starting the celebrant reads a notice to congregation regarding social distancing during the service and then out into the grounds • Seating has been arranged within the chapel to ensure social distancing can be maintained • The maximum number in the chapel will be 56 people with a further 12 standing in the entrance if required can watch the service via the screen. • A video link is available for those than cannot attend • Scatterings and interment of ashes are restricted to 30 people • All those attending a service in the chapel are required to wear face covering throughout the service, unless they have a medical exemption • There will be no live singing during the service • Once the service is completed the family members will be asked to leave one row at a time and to maintain social distancing whilst leaving • The funeral directors take the coffin and family to the burial plot and are responsible for the committal • The chapel office/music room is restricted to essential staff only (maximum 2 persons at one time) • Book of Remembrance Room is open <ul style="list-style-type: none"> ○ Hand sanitiser will be available at the entrance along with information signage ○ Restricted to one person or family group at a time ○ No flowers or personal effect to be left 	1	3	Moderate

Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<ul style="list-style-type: none"> Administration office is open for booked appointments only 			
<p>Moving around the building</p> <ul style="list-style-type: none"> Face coverings must be worn, unless you have a medical exemption, in all areas of the building Keep to the left in corridors has been implemented around the building Corridors have been made into “no chatting zones” to enable social distancing 	1	3	Moderate
<p>Cleaning the workplace</p> <ul style="list-style-type: none"> Cleaning has been increased so that before each service the catafalque, lectern, seats and any frequently touched items in the communal areas are cleaned After every third service there will be a ½ hr break to allow more time for any additional cleaning required. 	1	3	Moderate
<p>Hygiene - handwashing, sanitation facilities, toilets and showers</p> <ul style="list-style-type: none"> Hand sanitisers are located at the entrance to the chapel and around the building and is refilled on a daily basis Toilets within the chapel are closed but the one in the grounds are open and are restricted to one person at a time only, unless from the same family groups Paper Towels are available as well as hand dryers. Consideration will be made to isolating hand dryers so that they cannot be used. When cleaning of communal areas is taking place signage will used to prevent access 	1	3	Moderate
<p>Communications and training</p> <ul style="list-style-type: none"> The Council will continue to provide clear, consistent and regular communications to employees and alert them to new or revised guidance Consultation with unions and safety representatives will continue using established consultation processes Information relating to safe working at home, wellbeing and mental health is available for all employees to access 	1	2	Tolerable


Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
Accidents and incidents <ul style="list-style-type: none"> Employees are aware that in an emergency social distancing rules are not required and priority on dealing with the emergency will take precedence. If evacuation is required social distancing rules will be applied when everyone have vacated the building 	1	3	Moderate

Further Action Needed to Decrease Risks	Person Responsible	Date Required	Date Implemented	Likelihood	Severity	Risk Rating

Date Completed: 13 May 2021

Assessor Signature: 

Date Agreed and Signed off : 14 May 2021

Signed by: 
Anthony Evans, Bereavement Services Managers

Reviews:
(If there are no changes then the assessment should just be signed. However, if anything changes a new assessment must be completed)

1st Reassessment Date: _____

Assessor Signature: _____

2nd Reassessment Date: _____

Assessor Signature: _____