

RISK ASSESSMENT

COVID-19 Funeral Service - Risk Assessment	Completed by Sam Gritt Assistant Bereavement Services Manager 13/07/2020
Assessment to be reviewed annually or as required after an incident	Assessment to be reviewed July 2021

Since the Coronavirus pandemic, Adur & Worthing Councils (AWC) Bereavement Services have had to continuously review and revise their procedures and guidance for staff, stakeholders and the general public. These procedures and guidance have been created to maintain the safety and well being of all when using Bereavement Services. The relaxing of lockdown and amendment to government guidance has resulted in the need to review the services offered again as AWC has a duty of care to their employees and all users of their facilities. This risk assessment demonstrates the main services offered and what can be done to reduce the risk level and protect staff, stakeholders and the public in all Bereavement Services locations.

Task or Activity	Hazard	Who might be harmed	Risk Level	Control Measures Currently in Place or Required	New Risk Level
Chapel service	Spread of COVID-19	Staff/members of the public	15 (3x5)	<ul style="list-style-type: none"> • Waiting rooms closed • Chapel services attendance reduced to 30 in the Kingswood and 15 in the Muntham Chapel and Durrington Cemetery. • Chapel Attendant to monitor attendees and refuse entry where necessary. • Guidance issued to all FD's and celebrants. • Guidance issued to all staff. • PPE provided to staff (face covering, gloves and goggles/glasses where appropriate). • Windows and or doors to be open throughout the service to facilitate fresh air flow. • Sanitiser available on entry and exit to chapels. • Toilet and handwashing facilities open to the public by the cloisters. Social distancing to be advised by signage. • Activities such as singing, chanting, shouting and/or playing of instruments that are blown into should be specifically avoided • Social distancing to be maintained when entering/exiting the chapel and when seated. • Face coverings are advised. • No person should attend if symptomatic. • Isolating and shielding persons can attend (if not symptomatic) but are advised to socially distance throughout. • 20 minute buffer added between funeral services to allow for cleaning and disinfection by on site Cleaning Operative and or Chapel Attendant. Disinfectant spray and disposable cloths to be used whilst wearing PPE including face shield, disposable gloves and where appropriate safety glasses. • No physical items to be used within service such as hymn books, candles etc. • Guidance advising all to not touch doors, walls, windows when on site. Chapel Attendants to assist with this via opening the chapel doors and windows. • Any items left behind to be placed in refuse and refuse collected and disposed of at least daily. • Public should use their own transport. 	10 (2x5)
Waiting area	Spread of COVID-19	Staff/members of the public	15 (3x5)	<ul style="list-style-type: none"> • Waiting for service to be outside the facility or in their own vehicles to enable social distancing measures. • Sanitiser available on entry and exit to chapel. • Regular cleaning to be performed where necessary. 	10 (2x5)

				<ul style="list-style-type: none"> • Guidance advising all to not touch doors, walls, windows when on site. Staff will assist with this. • Any items left behind to be placed in refuse and refuse collected regularly. • Toilet and handwashing facilities open to the public by the cloisters and social distancing advised in the form of signage. • Advice provided (signs and guidance) that face masks are advised. • Guidance to advise as few attendees as possible to be sent to FD's, celebrants and placed on our website. • No person should attend if symptomatic. • Isolating and shielding persons can attend (if not symptomatic) but are advised to socially distance throughout. 	
Flow of traffic through facility	Spread of COVID-19	Staff/members of the public	15 (3x5)	<ul style="list-style-type: none"> • Social distancing to be adhered to throughout the facility. Advice on social distancing to be issued to FD's, celebrants, displayed on the website and through signage within the facility. • Signage to advise this dotted throughout. • Staff presence to ensure social distancing adhered to. Tool box talk to be delivered by Assistant Manager on how to achieve this. • Guidance issued to FD's and celebrants. • Guidance issued to staff. • Guidance available on website and social media. http://www.worthingcrem.co.uk/news/ • Attendees to be encouraged to make their way to their transport post service. • Regular cleaning to be performed where necessary. • Guidance advising all to not touch doors, walls, windows when on site. Staff will assist with this. • Re-entry to the chapel after the service has finished is not permitted. 	10 (2x5)
Graveside service	Spread of COVID-19	Staff/members of the public	15 (3x5)	<ul style="list-style-type: none"> • Social distancing to be adhered to throughout service. Advice provided to FD's and celebrants as well as displayed on our website. Chapel Attendant and or Cemetery Operative to also advise where necessary. • Attendance restricted to government advisory capacity of up to 30 persons. • Attendees not to attend graveside until deceased is lowered into the ground (must be at least 2m away). • Staff presence to ensure social distancing adhered to. • Guidance issued to FD's and celebrants. • Guidance issued to staff. • Guidance available on website and social media. http://www.worthingcrem.co.uk/news/ • Attendees to be encouraged to make their way to their transport post service. • Regular cleaning to be performed where necessary on equipment used such as grave digging equipment, straps, putlogs and soil boxes. Disinfectant spray and clean water to be used whilst wearing disposable gloves, safety glasses and a face shield. • Activities such as singing, chanting, shouting and/or playing of instruments that are blown into should be specifically avoided 	10 (2x5)

Instructions for employees

- All staff made aware of ways to mitigate risk in area of work either through tool box talks and or inductions.
- Staff are to be provided with PPE and informed of when and how to use it.
- Staff to be made aware of guidance and their role in the service.
- Staff are expected to remain professional and polite at all times.
- Staff must remain vigilant and adhere to safe working practices.
- Staff must report any incidents to the line and service manager(s) to ensure the information is captured.
- Adequate first aid supplies must be available at all locations.
- Wellbeing is to be discussed every 1-2-1 which should be no fewer than four times per year.

Sources of Information

Risk Assessments - www.hse.gov.uk

The Health and Safety at Work Act 1974 - www.hse.gov.uk

Health and Safety Policy awintranet/

[COVID-19 safety at work guidance](#)

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5