

# COMMERCIAL SERVICES

## Risk Assessment



<b>TASK: Social distancing procedure - Crematoria staff and visitors.</b>			
Original Risk Assessor:	Print: Nick Bates	Signed:	
Reviewed: Monthly	Print:	Signed:	
Bereavement Services Manager	Print: Ross Fawbert	Signed:	
Date of Assessment:	29/09/2020	Task:	<b>Social distancing procedure for Crematoria staff/stakeholders/visitors.</b>

<b>Vibration Exposure</b>

<u>Comments</u>
N/A

<b>C.A.T. &amp; Genny</b>

<u>Comments</u>
N/A

**P.P.E.**  
Requirements for this Risk Assessment

Safety Footwear		Hard Hat		Protective Gloves		Ear Defenders		Coveralls		Safety Glasses		Visor		Dust Mask		Respirator		High Visibility		Harness		Other	
					✓										✓							<b>Hand Sanitiser and Face Coverings</b>	
<u>Comments</u>		<u>Comments</u>		<u>Comments</u>		<u>Comments</u>		<u>Comments</u>		<u>Comments</u>		<u>Comments</u>		<u>Comments</u> Face covering required		<u>Comments</u>		<u>Comments</u>		<u>Comments</u>		<u>Comments</u>	

What are the Hazards?	Who might be Harmed & How?	Risk	What are you Already Doing?	What Further Action is Necessary?	Residual Risk	Action by Who?	Action by When?	Done
<b>THIS ASSESSMENT TO BE READ IN CONJUNCTION WITH METHOD STATEMENT SPECIFIC TO THIS JOB</b>								
Person to person viral infection	Employee's/stakeholders/visitors	High	<ul style="list-style-type: none"> <li>Cemeteries Team split into two teams (team A and B), single</li> </ul>	<b>Funerals to be attended by Friends and Family to a maximum within the</b>	High		Immediate and ongoing	

			<p>occupancy in vehicles advised when PHE 2m guideline cannot be consistently maintained.</p> <ul style="list-style-type: none"> <li>• Cleaning and disinfecting regime regularly carried out in operational areas between each service throughout the day.</li> <li>• Hand sanitizer available - given to all entering chapel and again whilst leaving. <b>Automatic/Sensor dispensers installed to remove staff from close contact with mourners.</b></li> <li>• Hand shaking and hugging to be strongly discouraged amongst mourners and Ministers and to be forbidden amongst our own staff and stakeholders.</li> <li>• Limitations on numbers of mourners attending</li> <li>• Stakeholder media advises</li> </ul>	<p><b>Crematorium Chapel and Graveside of 30.</b></p> <p><b>Mourners will wear Face Coverings in Chapel, Public Indoor areas and outside at any time Social Distancing becomes difficult.</b></p> <p><b>Members of staff must wear face coverings at Graveside and Chapel Entrance if Social Distancing becomes difficult.</b></p> <p><b>Staff to wear Face Coverings when moving around the buildings.</b></p> <p><b>Each seating row in the Chapel is a minimum of 2m away from the next. 3 members from the same household or Social Bubble advised to use each available row.</b></p> <p><b>If an organist is playing at the service then the last row on the left hand side will be closed off.</b></p> <p><b>Adequate signage regarding Social Distancing and signposting hand washing facilities is in place to build awareness.</b></p> <p><b>Signage advising on maximum capacity in</b></p>				
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			<p>that those with symptoms not to attend.</p> <ul style="list-style-type: none"> <li>• Service Sheets and Books are no longer in the Chapel.</li> <li>• Individual Service Sheets will be provided, the deceased's representatives should take these sheets home at the end of the service.</li> <li>• Bereaved should not touch the coffin and should be encouraged to wave or blow a kiss. <b>Ceremonial barriers in situ around catafalque to prevent access.</b></li> <li>• Use sanitiser on all equipment coming into physical contact with staff members.</li> <li>• Office Restrictions in place – <b>two</b> visitors at a time only and members of the public dealt with wherever possible over phone or by comms. <b>Perspex</b></li> </ul>	<p><b>place (incl. 30 Chapel, 3 Waiting Room, 2 Book of Remembrance Room, 1 Office Reception). <b>Mess Room capacity must be observed with no congregating in communal areas.</b></b></p> <p><b>Singing and playing of instruments in chapel has been restricted until further notice.</b></p> <p><b>Windows opened between services for ventilation.</b></p> <p><b>NHS Test and Trace Scheme in place for all visitors and rotas available for staff working patterns.</b></p> <p><b>Manager and Officers will work in separate offices or work from home to reduce person to person contact to maintain business continuity.</b></p> <p><b>Crematorium, Chapel and Grounds Staff separated into Teams for business continuity and to limit the number of people staff regularly have contact with.</b></p> <p><b>Clean down Wesley PC, Cremator Equipment Before and After use including any telephones</b></p>				
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			<p><b>shield in place on reception.</b></p> <ul style="list-style-type: none"> <li>• Staff breaks alternated at Crematorium <b>and Cemeteries</b> to minimise social contact</li> <li>• Staff areas are off limits to stakeholders.</li> <li>• Staff at burials should lead family to grave, remove batons then retreat to social distance of a minimum of 2 metres.</li> <li>• Chapel attendants must leave the chapel areas during services.</li> <li>• Staff assist stakeholder access, carry out checks and tidying, and should then retreat to control or music rooms during the service observing events via monitors.</li> <li>• <b>Webcasting is made available free of charge to help reduce funeral attendances to a modest number.</b></li> </ul>	<p><b>and touch points, rakes etc.</b></p> <p><b>Monthly refresher/toolbox talks to revue this risk assessment.</b></p>				
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			<ul style="list-style-type: none"> <li>• Separate entrance and exit for different gatherings to separate those that would be unknown to one another.</li> <li>• Mourners are not seated face to face, rather side by side.</li> </ul>					
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Review Date / reviewed by:								
Amendments Made:								