

Covid-19 Risk Assessment

July 2021

WHAT ARE THE HAZARDS	WHO MIGHT BE HARMED AND HOW	WHAT ACTION NEEDS TO BE TAKEN TO CONTROL RISK	WHO NEEDS TO CARRY OUT THE ACTION	WHEN THE ACTION IS NEEDED BY	DONE
Person-to-person transmission	Staff and guests/users	One-way system throughout the Centre	Everybody using the building	On-going	X
		Recommend wearing face coverings in corridors	Everybody using the building	On-going	X
		Designated in and out doors in all meeting rooms except Brook	Everybody using the building	On-going	X
		Use of plastic chairs only	Everybody using the building	On-going	X
		Removal of all unnecessary items throughout the building	Staff	On-going	X
		Good ventilation to be maintained throughout the building	Staff	On-going	X
		Screen provided if requested for speakers and trainers	Users	As required	
		Screen at main reception	Contractor	Done	X
		Side-to-side set up only in all meeting rooms	Staff	On-going	X

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 Lower Galdeford, Ludlow SY8 1RZ • 01584 873882
www.ludlowmascallcentre.co.uk
 Registered as Bishop Mascall Centre Foundation. Charity Number: 1084326

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		Ample signs promoting hand and respiratory hygiene	Staff/contractor	On-going	X
		Lift use limited to one bubble at a time	Everybody using the building	On-going	X
		Staff training	All staff	On-going	X
The infection being brought into the building					
	Staff and guests/users	'Touch points' and hard surfaces cleaned regularly	Staff	On-going	X
		Meeting rooms and toilets cleaned between groups	Staff	On-going	X
		Fixed hand sanitiser points at all entrance and exit doors	Contractor	Done	X
		Appropriate PPE for staff	All Staff	On-going	X
Transmission to or from guests					
	Staff and guests	Sanitising wipes provided in residents kitchenette and lounge	All housekeeping staff	On-going	X

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		All rooms to be cleaned, sanitised and locked after use	Housekeeping staff	On-going	X
		All unnecessary items to be removed from rooms	Housekeeping staff	Done	X
		All fabric items in rooms to be steam cleaned between guests	Housekeeping staff	On-going	X
		Pump bottle toiletries to be replaced with individual welcome packs	Housekeeping staff	On-going	X
		Loose refreshments to be replaced with individual welcome packs	Housekeeping staff	On-going	X
		Guests advised to wear face coverings in corridors, on stairs, and in the residents lounge.	All guests	On-going	X
		Guests must return their keys to the box at the top of the stairs on their departure	All guests	On-going	X

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		Guests asked to leave their room windows open on their day of departure	All guests	On-going	X
		On return all keys to be steam-cleaned and sanitised before being placed in a sealed envelope	Housekeeping staff	On-going	X