

Covid-19 Risk Assessment

September 2020

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	Social distancing controls on entering the building and in all corridors	Everybody using the building	On-going	X
		One-way system throughout the Centre	Everybody using the building	On-going	X
		Mandatory wearing of 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
		Install vending machine	Director	When user numbers make this viable	
		Fixed screens at main reception	Contractor	Done	X

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 Lower Galdeford, Ludlow SY8 1RZ • 01584 873882
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		Side-to-side set up only in all meeting rooms	Staff	On-going	X
		Ample signs promoting hand and respiratory hygiene	Staff/contractor	On-going	X
		Lift use limited to one person 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	Temperatures recorded on entering the building	Everybody using the building	Ongoing	X
		'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

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		Appropriate PPE for staff	All Staff	On-going	X
Transmission to or from guests	Staff and guests	Rooms well-ventilated and appropriate PPE worn while cleaning and sanitising rooms	All housekeeping staff	On-going	X
		Staff to maintain social distancing at all times	All staff	On-going	X
		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

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		Guests required to wear face coverings in corridors and on stairs	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
		Guests must 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

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