

COVID-19 – Risk assessment Housekeeping and General

Example points of customer contact	What is the risk?	Level (High, Medium, Low)	Controls already in place that would manage Coronavirus risk	Additional control measures to manage Coronavirus risk	Who will action?
Staff Safety when going about their work	<p>RGF Housekeeping, Office and Welcome Room Staff and Volunteers, including vulnerable and 70+ persons.</p> <p>Contamination of all surfaces and floors throughout the Ground floor, including seats, entrance doors and light switches.</p> <p>Desk area, telephone, printer, computer, keyboard, mouse, all office and working equipment including Housekeeping items.</p>	High	<p>Awareness of 2 metre social distance, where to source hand sanitizer, face masks, gloves and disposable aprons, hand washing areas.</p> <p>Awareness of visitor arrival appointments made by email and phone, forward planning as to who should meet arrivals and who should deal with deliveries.</p> <p>Housekeeping Training sheets updated to include Covid 19.</p> <p>Training given on protocols, wearing of protective items, hand washing, using sanitizer with awareness any of skin conditions arising.</p> <p>Extra caution for the vulnerable and 70+ group, keeping away from high risk areas where social distance may be difficult – use of face masks and gloves.</p> <p>Generic sanitizing cleaning of all areas, floors, surfaces, light switches, door handles - electrical equipment wiped with sanitizer,</p>	<p>One way system in place throughout whole facility clearly marked.</p> <p>All unnecessary items removed to avoid handling.</p> <p>Directional notices in place.</p> <p>Washing facilities notices in place.</p>	All RGF Staff

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	Personal belongings and clothing		<p>not sprayed. Handling and cleaning of all equipment in alignment with normal and Covid 19 training protocols – see separate training forms available for all areas.</p> <p>Separate working items for each operative. Disposable, single use cleaning cloths and wipes available. Safe disposal of used items into knotted plastic bin bags.</p> <p>Hand sanitizer available.</p> <p>Request staff to bring inside only necessary items.</p> <p>Dedicated personal area for each person for handbags, coats etc.</p> <p>Advice on changing and washing clothing after each visit.</p>		
Ladies Staff Toilet Gents Staff Toilet	Contamination of floor, door handles and locks, light switches, sanitary ware and taps.	Low	<p>Single person Staff Only separate female and male toilets.</p> <p>Sanitizing wipes available for after use by person using the facility.</p> <p>Paper towels for hand drying.</p> <p>Disposal bin available for paper towels and sanitizing wipes.</p> <p>Hand washing soap and hand sanitizer available.</p> <p>Floors and other surfaces cleaned regularly during working hours.</p>	All unnecessary items removed.	All Staff
Staff Stairway		Medium	Staff only stairs.	Disinfect floor daily.	Housekeeping

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	<p>Social Distancing not observed. Surface contact contamination such as bannisters.</p> <p>Contamination of door handles, floor.</p>		<p>Staff to observe hand washing regime to minimise risk of transference or wear disposable gloves. Regular cleaning of entire area. Regular sanitizing of bannister and door furniture, light switches throughout working hours.</p>	<p>Regularly clean and disinfect other surfaces such as window ledges..</p>	<p>Staff</p>
<p>Black and White Corridor and stairway lobby</p>	<p>Two way corridor. Social Distance may be difficult at times. Possible contamination by deliveries into the kitchen,surfaces and floor contamination.</p>	<p>High</p>	<p>Staff to wear face masks at potentially busy times. Surfaces kept clear. Generic cleaning of corridor, surfaces and lobby at regular times. Floor cleaned daily. Hand sanitizer available.</p>	<p>Clear corridor, central floor tape for one way foot traffic to allow opportunity to social distance.</p>	<p>Staff</p>
<p>Flag stone entrance area and stairway</p>	<p>Social Distancing not observed.</p> <p>Incoming equipment/deliveries may be contaminated.</p> <p>Door handles, steps and banister, possible, contamination</p>	<p>High</p>	<p>Markers to remind 2 metre distance at entrance. Face masks, disposable gloves and disposable apron to be worn during unpacking. Packaging to be removed for burning</p> <p>Sanitizing bannister during working hours at regular intervals.</p> <p>Generic cleaning of door furniture, doors open in advance of arrival. Rear entrance door wedged open for deliveries and air flow. Large area is available for supplies to be left. Toilet, basin, soap, paper towels and sanitizer available for drivers in the Shower Block.</p>	<p>Staff member available to meet deliveries and control numbers entering the house.</p> <p>One way system in place inside with clear directions.</p>	<p>Staff member</p>

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			Social distancing of staff receiving goods. Generic cleaning of whole area.		
Flower Room and Cleaners Store Room	Social Distance may be forgotten as difficult. Surfaces and floor possible contamination.	Medium	Social Distance markers. Regular generic cleaning Hand Sanitizer available Only one person at a time in each room.	Keeping equipment in place and tidy to assist the time spent inside each room to be kept to a minimum. Items to be wiped after use with sanitizer.	Staff Member
Staff Room and Entrance to outside smoking area	Contamination of doors, surfaces and floors to outside and into house Surface contamination	High	Regular generic cleaning of room, entrances, door furniture, all surfaces, floor. Hand washing facilities available. Face masks available. Hand sanitizer available	Outside doors may be propped open for ease of use and air flow. The Staff Room to be used as little as possible.	All Staff
Therapy Room 1&2	Contamination of all surfaces, floor, door furniture, Therapy couch.	Low	Regular cleaning before and after use of all areas inside and immediately outside the rooms. Hand washing facilities available. One person only with Therapist. Therapist to bring own products to use with client and be responsible for these herself. Hand Sanitizer available.	Clear markings of which room to use. Separate toilet available	Staff and Therapist
Therapy Room Toilet	Possible contamination of all surfaces and floor.	Medium	Toilet, hand washing, paper towel and bin facility – Sanitizing wipes for available for before and after use of toilet.	For use by Therapist and client only.	Staff

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			<p>Regular generic cleaning of entire area.</p> <p>Hand Sanitizer available in Therapy Rooms</p>		
Ironing and Chefs Room	<p>Entrance from Laundry room and flagstone area. Possible contamination of equipment and surfaces.</p> <p>Chef changes his Chefs' Jacket in this room ready for laundering and keeps his kitchen records on shelves, Contamination possible.</p>	Low	<p>Staff only area restricted to iron use for laundry by one member of staff at a time and Chef.</p> <p>Chef only touches the kitchen records. Used jacket removed to laundry room.</p> <p>All surfaces and equipment regularly wiped with sanitizing wipes kept in the room.</p> <p>Hand washing before entry of room. Hand sanitizer available.</p>	<p>Iron operative to use a clean disposable apron before entering the room</p> <p>Chef responsible for his designated area and relevant items except for cleaning.</p>	Staff and Chef