

PREPARING THE NEW SERVICE USER'S ROOM

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This Policy summarises the arrangements in place within the Home for preparing a room for a new service user:

1. Upon notification of the imminent admission of a new service user, the Home Manager will generate an Admission Check-list Form in readiness. Part of this Form will have a section detailing the action to be taken by Domestic Staff for preparing a room for the new service user. The Home Manager will pass this Form to the Domestic who will then take the following action:
2. The Domestic is responsible for checking off relevant sections of the Form as work is completed, enlisting the help of a Care Assistant where needed. Tasks will include:
 - 2.1 Vacuuming floors, dusting and polishing ledges, sills and shelving.
 - 2.2 Polishing mirrors and windows.
 - 2.3 Ensuring that all light switches and other electrical units are working properly.
 - 2.4 Ensuring that there are no obvious risks or hazards associated with the decor, fittings, fixtures or furniture.
 - 2.5 Making the bed, with assistance from a Care Assistant.
 - 2.6 Tidying fixtures and placing air fresheners in the room.
 - 2.7 Cleaning sinks, taps, toilets and commodes (as relevant), and checking satisfactory working of taps and cistern, as relevant.
3. Any hazards or any item requiring attention will be reported to the Home Manager for appropriate corrective / preventive action.
4. When completed, the Domestic will initial the sections completed and hand the Check-list Form back to the Home for completion of the Admissions Procedure.

FORMS REFERENCES:

Form No: 3-04 Service User Admissions Checklist