

RISK ASSESSMENT

COVID-19 Coronavirus – working in properties and communal areas



TYPE:	Coronavirus – Silcoa operatives	CONTRACT TYPE:	Repair & Maintenance of Selwood Housing Stock
ASSESSOR:	Fee Nunn	DATE:	22.05.2020
SIGNATURE:		REVIEW DATE:	22.07.2020

- ✓ **Any employee presenting with symptoms of COVID-19 or living in a household where someone has the symptoms, such as a high fever and new persistent dry cough should not work but should self-isolate for 7 days from the start of their symptoms. These symptoms may be added to or changed by the government.**
- ✓ **For further guidance about the Coronavirus COVID-19 refer to the NHS and public health England websites, and other guidance provided by Selwood Housing Group.**
- ✓ All operatives who are involved in this work activity must be briefed into this Risk Assessment and sign receipt to confirm understanding and compliance with its content.
- ✓ All operatives will undergo a contract HSEQ induction.
- ✓ Relevant training on specific working at height equipment will be provided as necessary.
- ✓ Needles and drug related waste awareness training will be provided for all operatives.
- ✓ All personnel to have received asbestos awareness training.
- ✓ Associated documentation will be provided to all operatives consisting of the following where applicable: Method Statements, COSHH Assessments, Statutory Inspection Records, and Guidance Documents.
- ✓ Operatives must ensure that they carry with them a copy of the Silcoa Health, Safety & Environmental Work Instruction Booklet at all times.
- ✓ ID Cards and lone working devices must be worn at all times.
- ✓ All operative to work in accordance with the mandatory gloves policy.
- ✓ Appropriate PPE must be worn at all times and removed when works are completed.
- ✓ Smoking – operatives are not to smoke in the areas they are working

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HAZARD	PERSON AT RISK	RISK			RISK CONTROL MEASURES	RESIDUAL RISK		
		L	S	R		L	S	R
Contracting COVID-19 from visiting a potentially infected site or passing it on if you're a carrier	Operatives/ customers	3	3	5	<ul style="list-style-type: none"> ✓ Since lockdown commenced, all non-urgent tasks, including that in communal areas, were postponed until restrictions on movements are relaxed. This is now starting to happen, and new government guidance has been adopted to ensure we remain compliant, and that our business is COVID-19 secure and safe to carry out tasks. ✓ Working in pairs should be avoided where-ever possible and maintaining a distance of 2 meters from each other is very important where-ever possible. ✓ In addition, no more than two people should occupy the same room at the same time. ✓ When visiting sheltered schemes strict hand hygiene is required. Arrangements must be made for the tenant to be in a different room whilst works are completed to minimise the risk of passing on the virus or contracting the virus. ✓ Clean surfaces before and after works are completed. ✓ If there are confirmed cases of COVID-19 or a member of the household is symptomatic, works should only be started if they are an emergency, or when the isolation period has been fully completed. ✓ After visiting a potentially infected site ensure all tools and equipment are cleaned once the work has been completed. Wipe down all surfaces which have been touched and if nitrile gloves have been worn, take them with you when you leave the property and dispose of them. ✓ Appropriate PPE must be worn to complete the job safely, in accordance with the method statement. ✓ The wearing of face-coverings to reduce the risk of spread of infection is optional. If you have worn a mask whilst out in public since the pandemic began then you can continue to do so. Government guidance states if you have not worn a mask whilst out in public you do not need to start wearing one now. If the customer would prefer you to wear a face-covering we would ask that you do so. ✓ Until restrictions are further relaxed by the government, the only time a sheltered scheme should be visited is if there is a requirement to undertake a task which overcomes an immediate risk to the health and safety of our customers and property. This is because customers in our sheltered schemes are far more vulnerable to the coronavirus (COVID-19) than others. This will be reviewed when such restrictions are relaxed. 	1	3	3

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<p>Contracting COVID-19 from visiting a potentially affected site</p> <p>Non-urgent works</p>	Operatives	3	3	5	<ul style="list-style-type: none"> ✓ At the booking-in stage communication with households is essential, using the script provided. Any household with symptoms of COVID-19 must have works postponed until the isolation period is completed. ✓ All members of the household must understand social distancing and what they need to do whilst works are completed in their home. ✓ All members of the household must remain in a different room whilst works are completed where-ever possible, and social distancing must be maintained at all times. ✓ Areas worked in must be cleaned before and after works are completed. ✓ Operatives should follow good hygiene, wash hands before and after works, using hand sanitiser if there are no washing facilities. ✓ To reduce the frequency of visiting suppliers, materials should be collected in bulk where possible. ✓ If follow-on works are required at a property, the same operative should be sent back to reduce the amount of contact between customers and staff members. ✓ To reduce the risk of potentially coming into contact with or spreading the virus, where works require more than one operative in attendance, fixed teams must be introduced. ✓ If social distancing is not possible in a property, the operative should wear the face mask which has been provided to them as part of their PPE. ✓ All waste should be removed from the property for disposal by the operative. 	1	3	3
<p>Urgent Works</p>	Operatives	3	3	5	<ul style="list-style-type: none"> ✓ Upon asking, if the customer responds that they are self-isolating or are displaying symptoms ask the customer to keep their distance from you. ✓ Public health England guidelines state the risk of infection is low so long a distance of 2 metres is upheld. ✓ Ensure the customer is moved to another room to the one you are working in. By making sure they are not in the room whilst this is being done will reduce the risk of them coughing near where you are working. ✓ If social distancing is not possible in the property, the operative should wear the face mask which has been provided to them as part of their PPE. ✓ Make safe on the job and advise the customer to contact customer support when they are symptom free (if they are displaying symptoms of Coronavirus) to book in the permanent repair. ✓ Hands should be thoroughly cleaned once the job is completed. ✓ Avoid touching your eyes or face with your hands until they have been thoroughly washed. 	1	3	3

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Working in communal areas	Operatives / Customers / MOPs	3	2	4	<ul style="list-style-type: none"> ✓ Check the job sheet for an alert of any cases of self-isolation or someone experiencing coronavirus symptoms in the block you are working in. ✓ Ensure all work signs are up to discourage people from entering the area you are working in. ✓ Wear all PPE that you feel is appropriate to enable you to do the job safely. ✓ Frequently clean hands with soap and water, or hand sanitiser if hand washing facilities are not available, especially when leaving and entering the communal area, after works are completed, before eating any food or touching your face. ✓ Avoid touching your eyes, face or mouth with your hands until they have been thoroughly washed. ✓ Wipe down all surfaces in the area you are working before and after works have been completed. 	2	1	2
Visiting suppliers	Operatives / MOPs	3	2	4	<ul style="list-style-type: none"> ✓ Suppliers should only be visited where it is essential for the completion a job. ✓ Ensure all supplier arrangements/instructions around coronavirus precautions are followed when visiting their premises. ✓ You are advised to stand two metres away from anyone else in the suppliers. ✓ Upon leaving thoroughly clean your hands. ✓ Avoid touching your eyes, face or mouth with your hands until they have been thoroughly washed. 	2	1	2
Supplier deliveries to site	Operatives / Customers / MOPs	3	2	4	<ul style="list-style-type: none"> ✓ Delivery drivers should be kept at a distance of 2 meters from you whilst they are unloading materials. ✓ If a signature is required, the driver can put your initials on the handheld device with your permission for electronic signatures. ✓ If a hand-written signature is required, the driver can place the delivery note with the materials for you to sign. You can then sign the form and the driver can take the copy required. Hand washing must be completed following signatures to ensure good hygiene is maintained. 	2	2	4

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Minimize group working where possible	Operatives	3	3	5	<ul style="list-style-type: none"> ✓ Groups of operatives must be decreased where possible to no more than two operatives per job, and only when it is essential. ✓ You must maintain the safe distance of two meters from each other whilst working. If closer working is required, it should be for the minimal amount of time possible, working side by side or back to back. If working face-to-face cannot be avoided this should be limited to 15 minutes. ✓ When you leave or enter the job your hands must be washed as well as when works are completed. This is essential before eating food or touching your face. ✓ Avoid touching your eyes, face or mouth with your hands until they have been thoroughly washed. ✓ If group working cannot be avoided, operatives must work in fixed teams to ensure minimal risk of spreading and contracting the virus. 	2	2	4
Use of work vehicles	Operatives	3	3	5	<ul style="list-style-type: none"> ✓ Where possible there should only be one operative per van. ✓ Where vehicle sharing is unavoidable the windows should be opened to allow ventilation of air through the vehicle and the passenger should keep their head turned away from the driver. ✓ The vehicle and contents should be regularly cleaned and disinfected, giving particular attention to the frequently used touch points, such as keys, door handles, hand brake, gear stick etc. ✓ Hands must be washed or sanitized before entering and exiting the vehicle. 	1	3	3
Use of tools, equipment and plant	Operatives	3	2	4	<ul style="list-style-type: none"> ✓ Where possible tools and equipment must not be shared between people. ✓ If tools have to be shared operatives must wipe them down and clean them after they had finished with them before the next person can pick them up and use them. ✓ Any tools and equipment used on a job must be cleaned once the job is finished before putting it back in the van. ✓ Any plant equipment hired or owned by the company must be cleaned before and after it used. ✓ Hands should then be thoroughly washed or sanitized if there are no hand washing facilities. 	2	1	2

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Manual handling	Operatives	3	3	5	<ul style="list-style-type: none"> ✓ All manual handling guidelines must be followed for correct lifting and reducing the risk of injury. ✓ If a two-person lift cannot be avoided the operatives must keep the activity time as short as possible, no longer than 15 minutes. ✓ If it is safe to so lifting side by side would be best, if the lift requires working face to face operatives should wear the face mask provided by the company. ✓ Wash hands once the moving of materials has been completed and resume working with social distancing in place. 	1	3	3
Young persons	Apprentices , Operatives	3	3	5	<ul style="list-style-type: none"> ✓ No work experiences or apprentices are allowed on site at the moment due to operatives not being able to fully support under the current Government guidelines. 	1	1	1
Risk of contracting the virus through another person coughing or spitting at you.	Employees/ customers / MOPs / contractor	3	2	4	<ul style="list-style-type: none"> ✓ Wash blood/saliva off your skin straight away with soap and running water ✓ If you have an open wound that you believe it has got into encourage it to bleed and rinse thoroughly with running water, but don't scrub or suck the wound. ✓ Wash the blood or saliva out of your eyes, nose or mouth, with lots of cold water and if you wear contact lenses remove them and clean them thoroughly. If you rinse your mouth out spit out the water, don't swallow it. ✓ If you feel you are at risk of infection, see advice from your GP, or accident and emergency department. 			

I the undersigned confirm that I will work in accordance with this documented Risk Register & any other associated Trade Specific Risk Assessment.

Name:		Position:	
Signature:		Date:	

REMEMBER PPE IS ALWAYS A LAST RESORT

PERSONAL PROTECTIVE EQUIPMENT APPLICABLE TO THIS ASSESSMENT *AS DETAILED	✓ gloves	✓ hand sanitiser	✓ Safety / Sensible Footwear

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