

<b>Task / Process / Activity Description:</b>	Carrying out planned works in properties where there has been <b>NO</b> indication that persons are self-isolating or have been diagnosed with COVID – 19	<b>Start Date</b>	04 <sup>th</sup> Jun 2020
		<b>Review Date</b>	Due to the pace of the potential spread of Covid-19 and the daily updates from NHS this document will be regularly updated.
<b>Assessors Name:</b>	S West– SHEQ Department	<b>Risk Assessment Approved By Branch Managers:</b>	<b>Branch:</b>
<b>Assessors Signature:</b>	<i>S West</i>		<b>Print Name:</b>
			<b>Signature:</b>

Note: It is the responsibility of the property owner / tenant to declare if they are under self-isolation or have been diagnosed with the virus. The Client / Landlord is then to inform Mears of this at the time the repair is raised. If this is the case, only emergency repairs will be allocated and carried out under the appropriate risk assessment controls. If this has not been confirmed, attempt to call ahead prior to the visit to obtain this information, discuss the works in question and the safety arrangements. However, for all routine repairs where this has NOT been confirmed, on arrival and before entering the property the operative is to ask:

**“is there is anyone in the property who is either diagnosed with COVID-19 OR self-isolating due to potentially having been exposed, OR does anyone have any of the symptoms or any other flu like symptoms”**

**If they answer yes OR refuse to answer, DO NOT enter the property, refer to the Emergency Covid 19 RA (IMSP Covid-19) and report the situation to your line manager!**

Hazard (Something with the potential to cause harm)	Hazard Cause (How will the hazard be realised)	Hazard Effect (The potential injury sustained)	Who Can Be Harmed <small>Employee = E Contractor = C Visitor = V Public = P</small>	Risk Level	Mandatory Control Measures	Residual Risk Level	Additional Requirements <small>e.g. Monitoring, Training, Advice to Others etc.</small>
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COVID – 19	Travelling to site in proximity of workmates / team members	Contracting COVID – 19	E / C	H	Only driver to be in vehicle at any time. Where this cannot be achieved refer to the close working risk assessment IMSP COVID19I  Driver to ensure that vehicle remains clean and that hard surfaces (Steering wheel, gear stick etc.) are regularly disinfected using wipes or spray. Especially if drivers are changing over.	L	<b>It is vitally important that staff who are vulnerable or are experiencing the symptoms of COVID-19 do not attend work and contact their line manager.</b>
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					<p>If property is in a communal block refer to the communal risk assessment IMSP COVID19E.</p> <p>Stairs should be used in preference to lifts. If a lift has to be used, ensure that no one else uses the lift at the same time.</p>		
COVID – 19	Attendance to property for planned works where no indication of infection has been given.	Contracting COVID – 19.	E	H	<p>If the property has a warning attached for two person attendance ensure 2m distance is maintained at all times, where this cannot be achieved refer to the close working risk assessment IMSP COVID19I</p> <p>On arrival at the property, knock at the door and stand back 2m, explain what you are there to do.</p> <p>Ask if as a precaution, the occupants can move to another room / area while the work is being completed. As a minimum a distance of 2m must be maintained. <b>Persons deemed vulnerable must move to another room.</b></p> <p>Carry out work in accordance with relevant Sig / Trade or specific RA requirements and training. No additional PPE to standard requirements is needed.</p> <p>If the relevant Sig trade or specific RA does not require the use of RPE a surgical type II mask maybe worn.</p> <p>Where work in a room cannot be finished in one day i.e. kitchen or bathroom replacements, only take into the room tools, equipment and materials essential for the day’s work. At the end the day remove all surplus tools, equipment and materials from the room. Ensure the room/work area is safe, then clean the immediate work area with disinfectant wipes / spray to allow the service user(s) to use the room.</p>	L	<p>If the repair becomes an emergency, it is to be conducted under the emergency repairs in properties COVID – 19 RA</p> <p>NHS guidelines on social distancing must be followed at all times. If the occupants do not maintain the 2m distance, leave the property and report the situation to your line manager.</p> <p>In line with Gov advice: If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection</p>

					<p>On return the following day and prior to entering the property, check to see if there have been any changes to the service user's health and that no one in the household has developed symptoms. If symptoms have developed do not enter the property and contact your line manager to get permission to finish any outstanding work,</p> <p>Clean the immediate work area with disinfectant wipes / spray prior to commencing work.</p>	
					<p>Operatives are to strictly follow these good hygiene controls:</p> <ul style="list-style-type: none"> <li>• Do not eat or drink while carrying out work.</li> <li>• Avoid touching nose, mouth and eyes.</li> </ul> <p>Wash or sanitise hands routinely during the day and always before and after eating and at the end of the working day.</p>	

Additional Information.

1. All internal work is to be carried out in accordance with Mears Specific and Trade Risk Assessments (or relevant contractors' assessments), with the additional precautions of maintaining distance and ensuring good hygiene practices.

2. The PDA Customer Service Questions are not required.

**Should any operative consider that the above precautions are not being applied or adhered to they should report this matter to their Site / Void Manager immediately.**