

<b>Task / Process / Activity Description:</b>	Carrying out routine repairs in properties where the 2m rule cannot be achieved.	<b>Start Date</b>	5 <sup>th</sup> Jan 21
		<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>	John Henry – SHEQ Department	<b>Risk Assessment Approved By Branch Managers:</b>	<b>Branch:</b>
<b>Assessors Signature:</b>	<i>J Henry</i>		<b>Print Name:</b>
			<b>Signature:</b>

Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, the activity is to be planned by the manager/supervisor to consider first of all, if it can be avoided by adopting a different work method. If not, it is to be undertaken (with regards to safety), with the minimum n<sup>o</sup> of operatives present and in the shortest possible time. Where an employee is deemed to be vulnerable as defined by the NHS, close working is not allowed until a specific risk assessment for the Management of these at-risk staff has been conducted and has concluded it is safe to do so.

As an additional precaution the operatives involved are to wear masks and eye protection. The masks required are surgical type IIR masks, except for tasks where dust is being created where an FFP3 should be worn.

At the earliest opportunity either during the task, or when it is finished operatives should be released to resume 2m of separation and should immediately wash their hands as detailed in this assessment.

NOTE: It is already mandatory for face coverings to be worn on public transport and from the 10<sup>th</sup> July (in Scotland) and the 24<sup>th</sup> July (in England) a face covering is also mandatory for all staff when visiting shops and supermarkets.

<b>Hazard</b> (Something with the potential to cause harm)	<b>Hazard Cause</b> (How will the hazard be realised)	<b>Hazard Effect</b> (The potential injury sustained)	<b>Who Can Be Harmed</b> Employee = E Contractor = C Visitor = V Public = P	<b>Risk Level</b>	<b>Mandatory Control Measures</b>	<b>Residual Risk Level</b>	<b>Additional Requirements</b> e.g. Monitoring, Training, Advice to Others etc.
COVID – 19	Travelling to site in proximity of workmates / team members	Contracting COVID – 19	E / C	H	Wherever possible staff should travel to site alone using their own transport. If staff have no option but to share transport, they must seek approval first from their line manager:  Journeys should be shared with the same individuals and with the minimum number of people at any one time (fixed teams or partnering).	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>When in a shared vehicle, Surgical type IIR masks are to be worn.</p> <p>Maintain good ventilation (i.e. keep windows open) and face away from each other.</p> <p>The vehicle should be cleaned regularly using gloves and standard cleaning products, particularly handles and other areas where passengers may touch surfaces.</p> <p>Wash hands for 20 seconds using soap and water if available, or hand sanitiser, before entering and after getting out of the vehicle.</p> <p>Where public transport is the only option for staff, management should consider:</p> <p>Changing and staggering working hours to reduce congestion on public transport.</p> <p>Inform staff to avoid using public transport at peak times.</p> <p>Inform staff to maintain social distancing where possible and wear a face covering at all times.</p> <p>A face covering must also be worn by all staff when visiting shops and supermarkets.</p>		
COVID – 19	Manual Handling loads that can't be broken down resulting in close proximity of workmates / team members	Contracting COVID – 19.	E	H	<p>Before manual handling tasks are carried out operatives should wash their hands with soap and water for 20 seconds or more or use hand sanitiser when they cannot wash their hands.</p> <p>Consider alternative or additional mechanical aids to reduce worker interface.</p> <p>Where face to face working is essential, keep this to as short a period as possible and wear a surgical type IIR mask (unless an FFP3 mask is required)</p> <p>Minimise the number of workers involved in these tasks.</p>	L	

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					<p>Workers should work side by side, or facing away from each other, rather than face to face whenever possible to avoid skin to skin and face to face contact.</p> <p>Workers should wash / sanitise their hands immediately before and after any close working activity.</p> <p>Increase ventilation in enclosed spaces.</p> <p>Where possible the same operatives should be paired together rather than working with multiple different colleagues.</p> <p>Carry out work in accordance with relevant Sig / Trade or specific RA requirements and training.</p>		
COVID – 19	Working in communal areas where members of the public may be present.	Contracting COVID – 19	E	H	<p>Before entering and leaving communal areas operatives should wash their hands with soap and water for 20 seconds or more or use hand sanitiser when they cannot wash their hands.</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> <p>Where a member of the public tries to enter a lift, you should politely ask them if they can wait for the next unoccupied lift.</p> <p>Where this cannot be avoided a surgical type IIR mask should be worn.</p> <p>Bulky items should be loaded into lifts following manual handling guidance above with only one person traveling with the item(s).</p> <p>If working in a communal area with public access, cordon off the area to maintain the 2m distancing rule. If this cannot be achieved or if there are public doorways leading into the area contact your Line Manager so a safe system of work can be developed. This could include signage to</p>	L	

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				<p>doors, barriers or sentries. EVACUATION IN AN EMERGENCY MUST BE CONSIDERED WHEN USING BARRIERS</p> <p>When working in close proximity to customers property doors leading on to communal areas, knock on the door, step back maintaining 2m, and let the customer know that you are working outside their property, asking them to remain inside until you have finished the task.</p> <p>When working in corridors or tight spaces and a member of the public needs to pass, retire to a place where the 2m rule can be followed, until they have passed.</p> <p>Where the 2m rule cannot be maintained operatives involved are to wear a surgical type IIR mask.</p>		
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Additional information.

1. All 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 social distancing and ensuring good hygiene practice at all times.
2. Operatives are to strictly follow these good hygiene controls:
  - Do not eat or drink while carrying out work.
  - Avoid touching nose, mouth and eyes.
  - Wash or sanitise hands routinely during the day and always before and after eating and at the beginning and end of each working day.
3. The PDA Customer Service Questions are not required.
4. Where there is a need to enter the property, the internal works risk assessment must be followed.

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