

Task / Process / Activity Description:	Carrying out routine external repairs on properties where there has been NO indication that persons are self-isolating or have been diagnosed with COVID – 19	Start Date	5 th Jan 21
		Review Date	Due to the pace of the potential spread of Covid-19 and the daily updates from NHS this document will be regularly updated.
Assessors Name:	Keith Mottershead – SHEQ Department	Risk Assessment Approved By Branch Managers:	Branch:
Assessors Signature:	<i>K Mottershead</i>		Print Name:
			Signature:

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”

Ask if as a precaution, the occupants can remain inside the property while the work is being carried out, if this is not possible contact 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 Employee = E Contractor = C Visitor = V Public = P	Risk Level	Mandatory Control Measures	Residual Risk Level	Additional Requirements e.g. Monitoring, Training, Advice to Others etc.
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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	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.
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<p>COVID – 19</p>	<p>Attendance to property for routine repairs where no indication of infection has been given.</p>	<p>Contracting COVID – 19.</p>	<p>E</p>	<p>H</p>	<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 and ask the occupants to remain in the property.</p> <p>Where appropriate signage may be used advising others to maintain 2m distance.</p> <p>If the 2m distancing rule cannot be achieved please see close working risk assessment IMSP COVID19I</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>On completion knock at the door and stand back 2m to inform the occupant the work is finished.</p> <p>Operatives are to strictly follow these good hygiene controls:</p> <ul style="list-style-type: none"> • Do not eat or drink while carrying out work. • Avoid touching nose, mouth and eyes. <p>Wash or sanitise hands routinely during the day and always before and after eating and at the end of the working day.</p>	<p>L</p>	<p>If internal access is required, then you must refer to the covid 19F Internal Works RA</p> <p>NHS guidelines on social distancing must be followed at all times. If the occupants do not maintain the 2m distance, report the situation to your line manager.</p> <p>If any verbal instruction is to be given to the occupants, this must be done at a 2m distance.</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>
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Additional information.

1. All external 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.
3. 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 Site / Void Manager immediately.

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