

<b>Task / Process / Activity Description:</b>	Carrying out routine repairs in communal areas taking into account covid19.	<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>	Peter Rose - SHEQ Department	<b>Risk Assessment Approved By Branch Managers:</b>	<b>Branch:</b>
<b>Assessors Signature:</b>	<i>P Rose</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, where there is a reception or buildings manager the operative should ask the following question.

**“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 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>
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.
COVID – 19	Attendance to property for routine repairs where no indication of	Contracting COVID – 19.	E/C/P	H	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	L	NHS guidelines on social distancing must be followed at all times. If the occupants do not maintain the 2m

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	infection has been given.			<p>If there is a reception/ reporting point, ask if as a precaution, the occupants can be kept out of the immediate work 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/area.</b></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>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 IIR mask/face covering maybe worn.</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> <p><b>Important note:</b> It is also vital you do not enter a property if you are experiencing any of the symptoms or have been in direct contact with anyone who has either been diagnosed or is self-isolating. Inform your line manager immediately and follow NHS guidance.</p>	<p>distance, leave the property and 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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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	Risk Level	Mandatory Control Measures	Residual Risk Level	Additional Requirements e.g. Monitoring, Training, Advice to Others etc.
Covid 19	Contact with members of the public.	Contracting COVID – 19	ECVP	H	<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 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 letting 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>	L	<p>Depending on the type of building (flats etc) the relevant NHS (England / Scotland) QR Code posters may be displayed at main entrances.</p> <p>Where displayed all operatives who have a suitable device are to scan the code before entry. Attendance will also be recorded via the job record.</p>
Covid 19	Close working (within 2m)	Contracting COVID – 19	ECVP	H	See close working risk assessment IMSP COVID19I	L	

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