

COVID 19 – RISK ASSESSMENT

(Based on UK Government Advice issued 16/3/2020)

Job / Task Assessed:	Management and Control of COVID 19	Area:	Calico Homes	Assessor:	B Gallagher – Asset Manager K Jackson – Repairs/Income Manager Liz Dewell – Group H&S Manager Dawn Cardwell – Neighbourhood Manager
Person assessed (if any):	Neighbourhood Management Team	Date:	20.5.20	Job Number:	Version 2

Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is Affected	Controls Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			
Employees being exposed to the COVID 19 virus whilst at work and carrying out their day to day duties	<p>Infection being spread to people who are nearby (within 2m) or possibly being inhaled into the lungs</p> <p>Someone becoming infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching their own face)</p> <p>NB: There is currently little evidence that people who are without symptoms are infectious to others</p>	4	3	12	<p>Employees</p> <p>Contractors</p> <p>Agency Staff</p> <p>Customers</p> <p>Service Users</p>	<p>1. COVID-19 There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. Please read the internal guidance document that has been issued and check emails for daily advice.</p> <p>The official information plus further guidance regarding what to do whilst at home can be found here https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection</p> <p>2. Action to take if you are displaying symptoms: The latest advice is that if you are displaying symptoms of the virus (a new continuous cough and/or high temperature of 37.8C (100F) or more and/or loss of taste/smell) you should self isolate for 7 days from the start of your symptoms. You should also arrange to be tested.</p> <p>If you are displaying the above symptoms, sickness should be reported in the normal way to your line manager and as per the official advice self isolate for 7 days avoiding all but essential contact with others. A self isolation note should be sent to your Supervisor, the link for the form is as follows https://111.nhs.uk/isolation-note/</p> <p>3. Action to take if someone within your home is self-isolating: If someone within your home is self isolating with symptoms of Coronavirus all family members must self isolate for 14 days. You should arrange to be tested and a self isolation note should be sent to your Supervisor, the link for the form is as follows https://111.nhs.uk/isolation-note/.</p> <p>4. If you consider yourself to be in a high risk category You should follow the official government guidelines and ensure the CHIPS system is updated with any medical information that we should be aware of. You should take precautions as per the government’s official advice to reduce the risk of contracting the</p>	8

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						virus and let your Supervisor know should you have any concerns. Guidelines to working safely and PPE are included below. 5. What visits are we completing to customer sites: The services we are currently providing are: - Lettings – we are continuing to advertise, provide unaccompanied viewings and sign-ups for new homes. - We will continue to keep the external parts of our neighbourhoods tidy including grass cutting and caretaking services. - We will respond to anti-social behaviour or concerns about someone’s wellbeing if they are being abused or suffering hardship. 6. Process to follow if responding to serious anti-social behaviour or concerns about someone’s wellbeing if they are being abused or suffering hardship: - All initial concerns should be raised by telephone or e-mail if appropriate. - Customers should be contacted by phone prior to any appointments and asked whether they have any symptoms of COVID-19 are self isolating or have any vulnerability that could make them more at risk. - If a home visit is the only option, a Manager should be informed prior to arrange a visit. - Check for involvement of partner agencies and assess who is best placed to deal. - If the customer does not answer the phone, knock on the door and move back at least 2 metres from the door area and ask the customer directly. Symptoms of Coronavirus include: o a new continuous cough and/or high temperature of 37.8C (100F) - Where there are no concerns, advise the customer that we are complying with the governments guidance on managing the risk of COVID-19, and follow the process below: o Apply hand sanitiser or wash hands before entering the property.		

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					<ul style="list-style-type: none"> ○ Disposable gloves are also provided. ○ Stay at least 2 meters away from the customer while speaking to them ○ Avoid contact with surfaces and items that you do not need to come in to contact with. ○ On leaving the property ensure you wash your hands or use sanitiser. ○ Dispose of all disposable PPE in a bag and tie it up, dispose as soon as possible into another bag. ○ Wipe down any tools or equipment that have been used ○ Wash hands and sanitise <p>7. Process to follow when conducting viewings and handovers of void properties:</p> <ul style="list-style-type: none"> - Appointment should be arranged by telephone or email. - Customers should be contacted by phone prior to any appointments and asked whether they have any symptoms of COVID-19 are self isolating or have any vulnerability that could make them more at risk. - If a customer is not displaying any symptoms, an appointment can be arranged. - Customer should be advised about how the visit will be conducted. - Advise customer that we are complying with the governments guidance on managing the risk of COVID-19 and follow the process below: <ul style="list-style-type: none"> ○ Apply hand sanitiser or wash hands before unlocking the door to the property. ○ Disposable gloves are also provided. ○ Ensure there is nobody working in the property (operative/engineer etc). If there is, ask them to vacate the property whilst the viewing is being carried out. ○ Stay at least 2 meters away from the customer while speaking to them. You may wish to wait in your car but must ensure the property is not at risk. ○ Avoid contact with surfaces and items that you do not need to come in to contact with. ○ If handing the property over to a customer, agree where the keys will be left 		

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					<p>for the customer to pick up, example – kitchen drawer.</p> <ul style="list-style-type: none"> ○ If viewing a property once the customer has exited and is more than 2 meters away, lock the door of the property leaving it secure. ○ Once the viewing or handover has been completed and on leaving the property ensure you wash your hands or use sanitiser. ○ Dispose of all disposable PPE in a bag and tie it up, dispose as soon as possible into another bag. ○ Wipe down any tools or equipment that have been used ○ Wash hands and sanitise <p>8. Disposing of Used PPE All PPE should be bagged and can then be put in another bag in the boot of vehicle. After 72 hours the bag should be tied and this can be thrown into the general waste skip. Only PPE that has been used in direct contact with a customer or within 2 metres of a customer who has COVID-19 symptoms would need to be disposed of as clinical waste. There are yellow bags at Burnham Gate should these be required. If these are used, please let Dave Ramsbottom or another Supervisor know so that they can be disposed of appropriately.</p> <p>9. Lone Working</p> <ul style="list-style-type: none"> ○ Ensure loan worker devices are charged and on your person at all times. ○ Follow loan worker guidance <p>10. Safe Operating Procedures Further guidance is provided in document CH(D)02.01 on safe working practices on site across all work areas. This includes reference to the guidance on hierarchy of control CH(D)01.01.</p> <p>11. Travelling in Vehicles Should it be necessary for more than 1 person to travel in 1 vehicle then the process outlined in document CH(D)02.01 should be followed and the vehicle cleaning checklist</p>		

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					followed. 12. Safe Guarding With the increase in people being at home, there is a high chance that domestic abuse incidents will increase. If you have any concerns about anything you see or hear about, the asb procedure should be followed. 13. General Advice: Public Health England (PHE) recommends that the following general cold and flu precautions are take to help prevent people from catching and spreading COVID-19. <ul style="list-style-type: none"> - Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See Catch it, Bin it, Kill it - Put used tissues in the bin straight away - Wash your hands with soap and water often. Use hand sanitiser gel if soap and water are not available. See hand washing guidance. - Try to avoid close contact with people who are unwell - Clean and disinfect frequently touched objects and surfaces - Do not touch your eyes, nose or mouth if your hands are not clean. 		

Providing the recommendations are followed and the training and instructions provided then the risks can be reduced to acceptable levels.

Overall Risk Rating: 6	Date of Next Review: ONGOING AS ADVICE IS UPDATED
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PPE REQUIRED FOR TASK (tick/complete as appropriate – Refer to Control Measures over page making specific)



Hard Hat		Ear Protection		Welding Helmet	
Safety Footwear	Y	Goggles		Respirator (Type)	Surgical or disposable respirator
High Vis Vest	Y	Overalls		Gloves (enter type)	As appropriate
Gas Welding Goggles		Safety Spectacles		Other (specify type)	

Col (A) - Likelihood of Injury or Hazard	Col (B) - Severity of Injury or Hazard	Who Could Be Affected
1. Improbable - (Extremely Unlikely To Occur)	1. Minor (No First Aid Required)	Operators
2. Remote (Small Chance Of Occurring)	2. Harmful (Minor First Aid Required)	Maintenance / Quality
3. Occasional (Could Occur Sometime)	3. Critical (Serious Fractures, Burns, L.T.A.)	Contractors
4. Probable (Unsurprised If It Happened)	4. Severe (Amputations, Loss Of Eyesight)	Visitors



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5. Frequent (Almost Certain To Happen)	5. Catastrophic (Fatality, Explosions Etc)				Special Cases (Pregnant Worker/Young People Under 18)		