

Designer Contracts Ltd

Risk Assessment

Reference: COVIDUNOCCPROP

Title	Coronavirus (COVID-19) – Working in Unoccupied Properties	Date Of Assessment	Tue 28 Feb 2023
Site	Designer Contracts Ltd Unit 8	Location	All Sites
Risk Assessor	Antony Maidens	Assisted By	Laura Cross
Non-Employees Involved	–	People At Risk	Sub-Contractors, Members of the Public, Employees
Task Description	Working in Unoccupied Properties during the Coronavirus pandemic		
Review Date	Wed 06 Mar 2024	Reviewer	Antony Maidens

Hazards

Hazard	Failure to follow Government policies
Risk Of Harm	Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with
Existing Control Measures	<ol style="list-style-type: none"> 1. We follow the Construction Leadership Council's site operating procedures for COVID controls measure 2. Staff with family members in at risk categories or believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working in accordance with Govt. policy are taken on a case by case basis. 3. Our arrangements and procedures are reviewed daily in the light of additional Govt. guidance as published at Gov.uk/Coronavirus 4. The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance

Hazard	Uninformed Workforce
Risk Of Harm	Uninformed staff and sub-contractors who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others
Existing Control Measures	<p>1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.</p> <p>2. Warning posters are displayed at all our fixed workplaces.</p> <p>3. Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place</p>

Hazard	Initial Checks Prior to Arrival
Risk Of Harm	To ensure safety measures are adhere to
Existing Control Measures	<p>1. Ensure the Customer Service team has obtained permission from the customer prior to arrival. If the customer expresses any doubt, the works must be postponed.</p> <p>2. Prior to visiting unoccupied premises a call must be made to the customer to check if: There will be any other trades in the property at the same time? A member of the Site Team will be accompanying you to the property?</p> <p>3. If any of the above are yes please ask the following questions:Have any of these people been diagnosed with Coronavirus?;Is anyone living with someone who is self isolating?;If no, visit as normal. If yes rearrange</p> <p>4. Ensure that if the customer has recently been to the property, point 2 and 3 are checked</p>

Hazard	Travel and Vehicles
Risk Of Harm	Risk of the spread of infection from vehicles and during travel
Existing Control Measures	<p>1. Where company vehicles are used they will be issued with sanitisers and are required to routinely sanitise surfaces and controls throughout the working day.</p> <p>2. We will regularly clean common contact surfaces.</p> <p>3. Cleaning shared vehicles between shifts or on handover.</p>

Hazard	Personal Hygiene
Risk Of Harm	Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces
Existing Control Measures	<ol style="list-style-type: none"> 1. Workforce instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser has been provided to employees and sub-contractors will provide their own. 2. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean. 3. Workforce instructed that a disposable tissue, should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed. 4. Workforce instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action

Hazard	PPE
Risk Of Harm	Contact with potentially cross contaminated PPE may transmit infection
Existing Control Measures	<ol style="list-style-type: none"> 1. Where personal protective equipment is required in the course of work it has been provided. Workers instructed that it must be used when required. If it may have become contaminated it must be bagged and the contamination notified to the regional office. 2. PPE that is usually worn e.g. safety boots, hi-vis must continue to be used. The Government have stated that workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19

Hazard	Tools and Equipment
Risk Of Harm	Cross contamination from multiple person using the same tools, plant & equipment may have a detrimental effect on health.
Existing Control Measures	<ol style="list-style-type: none"> 1. All tools and equipment should be properly sanitised to prevent cross contamination. 2. The tools should be cleaned before and after use to prevent contamination. Tools/implements should not be held by teeth etc. (for example, holding a screw by your mouth). 3. Ensure all waste is taken with you upon completion of the job

Hazard	Developing Covid-19 Symptoms
Risk Of Harm	Danger of spreading the infection
Existing Control Measures	<ol style="list-style-type: none"> 1. If you develop symptoms of Covid-19 which are a new persistent cough and/or a high temperature and/or a loss of or change in your normal sense of taste or smell (anosmia) you must alert your Designer Contracts office. 2. If you develop symptoms whilst working you must immediately alert your Designer Contracts office who will contact the customer. 3. You must then wash/sanitise your hands, go home, taking your belongings with you, avoiding touching anything, cough or sneeze into a tissue and bin it, or into the crook of your elbow

Past Reviews

Review Date	Reviewer	Comments
Sun 05 Mar 2023	Antony Maidens	Updated and reviewed
Sun 04 Sep 2022	Stacey Brereton	Risks and Control Measures reviewed and updated