

 EAST RIDING OF YORKSHIRE COUNCIL		Risk Assessment Number	HMU/SSW/35	
Operation/ Task and Location:	Risk of exposure to COVID-19 (Coronavirus) through day to day activitiesV4			
Date of Assessment	18/3/2020	People at Risk	Employees	✓
			Public	✓
Premises: ERYC Properties throughout the East Riding of Yorkshire		Assessor(s) Chris Inglis (amendments made 28/8/20)		

SAFE WORKING METHOD

Details of how the task will be carried out

- This risk assessment covers all officers and operational staff who may have to visit domestic properties and communal areas as part of their day to day duties.

In addition to the above employees will;

Where inspections by an officer are required

- Prior to the officer attending a property / communal area every effort should be made to avoid visiting. An attempt should be made to advise the tenant on the issue over the telephone where possible.
- Inspections to view an issue at the property can be conducted by a pre-arranged appointment only and/or in the case of an emergency.
- In the case of void properties, ensure a maximum of 2 persons at any one time and that social distancing below is maintained.
- The officer must ensure that the tenant is advised to stay in another room of the property to where access is required. Where this is not possible then social distancing measures should be adopted and a safe distance of approximately 2 metres kept between the officer and the tenant/occupant. It is recommended that the officer wears a face covering.
- Where 2 metres is not possible then 1 metre 'plus' can be adopted. In this scenario the officer must wear a face covering.
- Prior to visiting the property, the officer should ensure the tenant has been contacted prior to determine if they or anyone in the household is self-isolating or suffering from any of the COVID-19 (Coronavirus) symptoms as per NHS guidelines².
- If the appointment is made within 14 days or less of your visit the tenant will be asked the above.
- This information is entered onto the physical job ticket and is visible on the device through total mobile.
- As an additional measure, or if there is no information on the job ticket / device relating to the above then the officer attending should also ask the same questions before entering the property.
- If the tenant states they or anyone in the household is self-isolating or suffering from any of the COVID-19 (Coronavirus) symptoms as per NHS

guidelines² then the officer must not undertake the inspection.

- PPE requirements detailed below must be adhered to along with the control measures in the below risk assessment.
- At all times where access to a property or communal area is required then the officer must ensure hands are cleaned and sanitised before entering and when leaving the area.

Repair visits by an operative

- Prior to visiting the property the operative should check on the job ticket or the electronic job on their device to ensure the tenant has been contacted to determine if they or members of the household are self-isolating or if they are suffering from any of the COVID-19 (Coronavirus) symptoms as per NHS guidelines².
- If the appointment is made within 14 days or less of your visit the tenant will be asked the above.
- This information is entered onto the physical job ticket and is visible on the device through total mobile.
- As an additional measure, or if there is no information on the job ticket or device relating to the above then the operative attending should also ask the same questions before entering the property.
- If it has been determined that the tenant or anyone in the household is self-isolating or if they are suffering from any of the COVID-19 (Coronavirus) symptoms as per NHS guidelines² then the operative must not undertake the repair work unless it is external to the property or the work is an A or B priority.
- The operative must ensure that the tenant is advised to stay in another room of the property to where access is required. Where this is not possible then social distancing measures should be adopted and a safe distance of approximately 2 metres kept between the operative and the tenant/occupant(s). It is recommended that the operative wears a face covering.
- Where 2 metres is not possible then 1 metre 'plus' can be adopted. In this scenario the operative must wear a face covering.
- Work external to the property can be conducted without the need to access the property. Where applicable, social distancing measures should be adopted and a safe distance of approximately 2 metres kept between the operative(s) and the tenant/occupant(s) should they need to be informed of your arrival or any job progress.
- In the case of void properties, ensure a maximum of 2 persons at any one time and that social distancing as detailed above is maintained.
- PPE requirements detailed below must be adhered to along with the control measures in the risk assessment.
- At all times where access to a property or communal area is required then the operative must ensure hands are cleaned and sanitised before entering and when leaving the area.

¹ <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

Emergency Arrangements

No specific emergency arrangements.

Personal Protective Equipment Required

Normal access to properties / communal areas

Disposable gloves to be used within the property when required to come into contact with surfaces or items where contamination could occur.

Should access to a device be required then ensure hands are sanitised before and after use and that the 'non gloved hand' needed for the use of the device does not come into contact with any surfaces etc.

It is recommended that face coverings are worn when working inside properties and communal areas even if social distancing of 2 metres or more is being maintained. A face covering must be worn when adopting the 1 metre 'plus' rule.

Access to properties with confirmed self-isolation or COVID-19 (Coronavirus) symptoms

Disposable coveralls, disposable nitrile gloves and fluid repellent respiratory protection to be worn.

Please refer to asbestos task sheet em6 for PPE use and removal along with the below guidance;

Remove disposable coveralls first, turning inside out on removal and place in polythene bag

Grab the outside edge of the glove, peel the glove away from the hand, turning the glove inside out. Hold it in the opposite gloved hand. Slide an un-gloved finger under the wrist of the remaining glove, then peel it off from the inside, creating a "bag" for both used gloves. Place in same polythene bag as coveralls.

Training Requirements

- Government guidelines¹ and NHS guidelines² provided on how to recognise symptoms of the COVID-19 (Coronavirus).
- How to remove and dispose of PPE. This should be done in line with asbestos CAT A&B training and guidance in this risk assessment.
- Government guidelines¹ and NHS guidelines² provided on what to do in the event that the COVID-19 (Coronavirus) symptoms occur following a suspected exposure.

RISK ASSESSMENT

This Risk Assessment has been completed in accordance with the Council's guidance relating to the Management of Health and Safety at Work Regulations.

The risk rating has been deduced from the following formula – Likelihood x Severity.

Note – The likelihood of an accident/incident occurring may increase with the frequency of the task. The severity of an accident/incident may be affected by the number of persons at risk.

	Severity	Low -Causing a minor injury. Cuts or bruising	Medium – Absence from work for less than 3 days/strain and sprain	Major – Absence from work for more than 3 days/ fractures, burns etc	High – Long term absence from work/slipped disc	Fatality
Likelihood		1	2	3	4	5
Almost impossible	1	1	2	3	4	5
Improbable/ not very likely to happen	2	2	4	6	8	10
Possible/could happen	3	3	6	9	12	15
Very likely would not be surprised	4	4	8	12	16	20
Inevitable certain to happen	5	5	10	15	20	25

Colour	Action
	No further action, considered to be normal day to day activity with a tolerable risk
	Complete and record a risk assessment and document a safe working procedure
	Introduce further measures to reduce the risk, complete and record a risk assessment and document a safe working procedure.
	Stop, do not carry out the task, and consult the Safety Services Section for further advice.

Significant Identified Hazards	L	S	Total Score L x S =	Control Measures Required to Reduce Level of Risk to Acceptable Level
<p>Exposure to COVID-19 (Coronavirus) when working in properties where;</p> <ul style="list-style-type: none"> • Tenant has confirmed they are in self-isolating • Tenant has confirmed they are showing the symptoms of Coronavirus as per NHS guidelines₂ 	3	4	12	<p>Prior contact with the tenant to confirm medical situation before entering property.</p> <p>Ensure hands are cleaned and sanitised prior to entering property.</p> <p>Ensure tenant is advised to stay in another room whilst the work/inspection is undertaken.</p> <p>Adopt social distancing measures and keep a safe distance of approximately 2 metres from the tenant/occupant.</p> <p>Where a 2 metre distance is not possible then 1 metre 'plus' can be adopted with the use of a face covering.</p> <p>Where possible do not come into contact with the front door (mainly handle) and any subsequent doors to the room where the repair is required.</p> <p>Ask the tenant to open and close all doors.</p> <p>Ensure PPE is donned and worn as detailed in PPE section prior to entering property.</p> <p>Where possible wipe down and disinfect the outside of item where contact is required for the repair.</p> <p>Keep all tools and materials as sterile as possible by not placing them directly onto un-sanitised surfaces. Where possible disinfect an area or place tools back in tool box/bag.</p> <p>Once outside the property on completion of work, disinfect your</p>

				<p>tool box outside and underside, whilst still wearing PPE.</p> <p>Remove and dispose PPE as per guidance in PPE section.</p> <p>Wash (where possible) and sanitise hands.</p>
--	--	--	--	---

Assessor's Signature	Manager's Signature
C Inglis	D Hill

Record of Risk Assessment Reviews where there has been no changes:		
Assessor Name	Assessor Signature	Date of Review