

# Risk Assessment

## Summary

Reference: RA003340/13

Sign-off Status: Approved

<b>Date Created:</b> 23/02/2022	<b>Confidential?</b> No
<b>Assessment Title:</b> COVID-19 Working in Void Properties.	
<b>Assessment Outline:</b> Undertaking works within untenanted, Void properties during the Covid-19 outbreak. This risk assessment should be read in conjunction with RA003419-RA003419_6-Pandemic (i.e. Covid-19) Corporate Risk Assessment.	
<b>Area Responsible (for management of risks)</b>	<b>Location of Risks</b> Off-Site
<b>Directorate:</b> All Directorates	<b>Site:</b>
<b>Department:</b> All Departments	<b>Area:</b>
<b>Team:</b> All Teams	<b>Dept/Area:</b>
<b>Further Location Information:</b> Various properties across Plymouth and the outlying areas.	
<b>RISK_HE_FORMA_COUNTRYLABEL:</b> UNITED KINGDOM	<b>RISK_HE_FORMA_COUNTRY_HEADER</b>
<b>Assessment Start Date:</b> 23/02/2022	<b>Review or End Date:</b> 23/02/2023
<b>Relevant Attachments:</b>	
<b>Description of attachments:</b>	
<b>Location of non-electronic documents:</b>	
<b>Assessor(s):</b> Harris, Keith	
<b>Line Manager:</b> Barbara Bottomley	
<b>Reason fo Review</b>	
<b>Type:</b>	
<b>Reason:</b>	
<b>Signed Off:</b> Barbara Bottomley (25/02/2022 14:35)	

**PEOPLE AT RISK (from the Activities covered by this Risk Assessment)**

CATEGORY
Employees
Contractors

Who Made By	Date/Time Received	Comments
Harris, Keith	24/02/2022	Hazard 1 Potential of contracting or transmitting COVID-19 virus. Amended from may. • Face coverings are encouraged to be worn by PCH staff and operatives when entering and working in voids and whilst moving around shared indoor workplaces. Amended close proximity working - Wear face coverings and disposable gloves. Face to face working should be limited to as short a period of time as possible (ideally no more than 15 mins). To: • Staff are encouraged to wear face coverings, and to be mindful of other colleagues wishes / preferences, • Work face to face for as short as period as possible.

## 1. Working in Void properties during the COVID-19 outbreak

### Description of Activity:

Undertaking works in untenanted, Void properties during the Covid-19 outbreak. In accordance with CVPR008-Void Properties process flow.

If the property needs a Void clearance, the Void clearance will be undertaken by the Rangers

If the property is deemed unhygienic or in a state of disrepair, a Pre-Clean or Covid Clean will be determined (by the Key Handover Officer). Cleaning is undertaken using the Biocidal products (Floorit, /Cleanit, Freshnit and Cif), in accordance with the guidance on suitable cleaning practices.

Standard Covid-19 control measures "hands, face, space and fresh air" apply.

Operatives can enter to undertake works.

Prior to starting work Trades must clean their working area using cleaning products provided, before commencing work.

### Hazard 1. Potential of contracting or transmitting COVID-19 virus

Operatives contracting or transmitting COVID-19.

#### Existing Control Measures

Maintain high personal hygiene standards.

Hand washing to be completed regularly using the provided hand washing kits or facilities in the property if they are hygienically safe to do so. Operatives should sanitise their hands when leaving their allocated working area (room) and when re-entering their allocated working area (room).

Wash hands with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, entering or leaving residents homes, when you blow your nose, sneeze or cough, eat, handle food, drink or smoke.

Operatives are to use the provided cleaning products to clean down their allocated work area before commencing work and before leaving the premises, when using the the toilet and kitchen facilities after each and every use.

With Existing Controls:

**Medium**

#### Further Control Measures

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Operatives to be aware of 'high touch point' areas, such as intercoms, door handles, lift buttons, handrails and, should they be required, key safes etc.

Operatives to wipe down high touch point areas, and any other surfaces they may have made contact with before leaving the premises.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands, if no tissue available cough into the crook of your elbow.

### PPE

Face coverings are encouraged to be worn by PCH staff and operatives when entering and working in voids and whilst moving around shared indoor workplaces

On occasions where two or more people are working together, adopt the following measures:

- Work side by side or facing away from each other
- Staff are encouraged to wear face coverings, and to be mindful of other colleagues wishes / preferences,
- Wear disposable gloves
- Work for as short as period as possible.

Where Operatives are alone in the room, face coverings can be removed.

Work wear must be clean.

Wear appropriate PPE for the tasks.

Where gloves are required, select gloves appropriate for the task, or as a minimum wear disposable nitrile/latex or other water resistant gloves. Used disposable gloves can be disposed of as general waste.

Distancing-

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Maintain a distance from other staff members, tenants and members of the public wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.

If at any time the employees' safety may be considered as being compromised, by the behaviour of others, employees should (assuming no greater risk is created by doing so) withdraw from the area.

Signage may be displayed outside the property to remind personnel of to keep their distance. Yellow "Operative at work" signs may be deployed outside of each allocated work area(room) to act as a warning and provide a form of physical barrier to access.

Should you be approached by a tenant or member of the public, move away and politely ask them to maintain their distance should you need to. Hi-Vis vests with the distancing message on the back can also be utilised.

Where possible, do not share lifts with tenants or members of the public.

Do not eat or drink in Void properties that are not clean, and maintain distancing when taking breaks. Where possible, take breaks outside.

Where possible ensure premises are well ventilated, e.g. by leaving windows and internal doors open, by mechanical ventilation using fans and ducts, or through a combination of both.

Emergency Procedures-

If an Operative falls ill or displays symptoms of the pandemic, they should avoid touching any surfaces, inform their line manager, return home and self-isolate following government guidelines.

People at higher-risk of infection from the pandemic, including Clinically Extremely Vulnerable people follow the same guidance as everyone else (unless specific government guidance is issued) and the control measures in this risk assessment (such as good hygiene, cleaning and ventilation) are strictly applied.

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Deliveries to site-

Give consideration to methods to reduce frequency of deliveries, for example by ordering larger quantities less often, or increasing Van stocks.

Where possible and safe to do so, have single workers load or unload vehicles.

If loads are unmanageable for one person, Where possible, use the same pairs of people for unloading.

Consider asking drivers to stay in their vehicles where this does not compromise their safety and existing safe working practices.

## Hazard 2. Face-to-Face Viewings during Void period

Exposure to and contraction of Covid-19 Coronavirus

### Existing Control Measures

Face-to-face viewings, during the void period (i.e. after clearance and cleaning but prior to Ready to Let) may be undertaken where there is a need to check for suitability for adaptations or where applicants do not have internet access, to determine property suitability.

The Voids team must be consulted, to ensure there is a suitable time for the applicants to view and the the property is safe and accessible for the proposed tenant.

All Covid-19 control measures, i.e. hand washing/sanitising, ventilation etc. identified above and in work instruction CVPR002 must be adhered to.

With Existing Controls:

**Low**

### Further Control Measures

## Actions

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### Actions associated with this Risk Assessment

\*\*\* No Actions have been recorded\*\*\*