

# Risk Assessment

## Summary

Reference: RA003346/9

Sign-off Status: Approved

<b>Date Created:</b> 23/02/2022	<b>Confidential?</b> No
<b>Assessment Title:</b> Void clearances, fly tip waste, cleaning and Re-Use Centre during the Coronavirus outbreak.	
<b>Assessment Outline:</b> To support Plymouth City Council in providing homes to vulnerable people; void clearances, void cleaning and the Reuse Centre have been identified as essential services by senior managers. Void properties require emptying and cleaning prior to re-letting. Items removed from void properties are transferred to the Reuse Centre for sorting, disposal or reuse by tenants in need. Fly tipped waste will need removing to reduce infestations, diseases spreading and keeping our communities safe. The current operational risk assessments must be used and adhered to in conjunction with the additional hazards and control measures identified below during the Coronavirus pandemic. RA000256 Property and garden waste clearances RA001183 Reuse operations RA000694 General cleaning on estates. See work instruction CVPR003-Void Cleaning Covid-19 Procedure and CVPR008-Void Properties - process flow.	
<b>Area Responsible (for management of risks)</b>	<b>Location of Risks</b> Off-Site
<b>Directorate:</b> Corporate Services (new)	<b>Site:</b>
<b>Department:</b> Environmental Services	<b>Area:</b>
<b>Team:</b> All Teams	<b>Dept/Area:</b>
<b>Further Location Information:</b> Void properties across the PCH estate.	
<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> Void cleaning procedure.	
<b>Assessor(s):</b> Harris, Keith	
<b>Line Manager:</b> Keith Harris	
<b>Reason fo Review</b>	
<b>Type:</b>	
<b>Reason:</b>	
<b>Signed Off:</b> Keith Harris (25/02/2022 14:38)	

<b>PEOPLE AT RISK (from the Activities covered by this Risk Assessment)</b>
<b>CATEGORY</b>
Employees
Inexperienced Workers/Trainees

Who Made By	Date/Time Received	Comments
Harris, Keith	24/02/2022	Hazard 1 Driving to the property or site - Clearance and fly tip teams. Amended from must. • Staff are encouraged to wear face covering in shared transport. • Staff are encouraged to check their temperature prior to sharing work vehicles. Hazard 2 Clearance and Fly Tip (Bulk) Waste teams Amended - 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. Hazard 4 Sorting at the Reuse Centre - Reuse team Added • Staff are encouraged to wear face coverings. Amended - 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 / preferen

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## 1. Void clearances, fly tip waste, cleaning and Re-Use Centre during the Coronavirus outbreak.

### Description of Activity:

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

Void properties require emptying/clearance and cleaning prior to re-letting.

Items removed from void properties are transferred to the Reuse Centre for sorting, disposal or reuse by tenants in need.

Fly tipped (Bulk) waste, needs to be removed to keep communities safe.

### Hazard 1. Driving to the property or site - Clearance and fly tip teams.

Operatives contracting or transmitting COVID-19.

#### Existing Control Measures

Limit sharing of vehicles when travelling to and from jobs or when coming into and going home from work.

Use a consistent pairing system if people have to travel together, Separate occupants as much as possible by leaving seats empty, with windows open for ventilation and facing away from each other (not face-to-face).

Staff are encouraged to wear face covering in shared transport.

Staff are encouraged to check their temperature prior to sharing work vehicles.

Clean shared vehicles between shifts or on handover.

With Existing Controls:

**Low**

#### Further Control Measures

### Hazard 2. Clearance and Fly Tip (Bulk) Waste teams

Operatives contracting or transmitting COVID-19.

#### Existing Control Measures

Work should be planned, to enable distancing, where possible.

Signage may be displayed outside Void properties to remind personnel to keep their distance.

With Existing Controls:

**Low**

## Risk Assessment

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.

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 colleagues wishes / preferences,
- Wear disposable gloves,
- Work face to face for as short as period as possible.

When manual handling, assess the route as per good manual handling techniques and identify and agree any rest points where necessary, to reduce staff getting out of breath, heavy breathing and coughing within close proximity of each other.

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

Do not eat or drink in Void properties that have not been cleaned, 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.

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.

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.

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

Cover your cough or sneeze with a tissue, then throw

### Further Control Measures

# Risk Assessment

the tissue in a bin and wash your hands, if no tissue available cough into the crook of your elbow.

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.

### Hazard 3. Cross contamination with in the property - All teams

Operatives contracting or transmitting COVID-19.

#### Existing Control Measures

On leaving the property the clearance teams must wipe down high risk touch points such a light switches, door handles and banisters.

And leave all internal doors open to aid ventilation.

With Existing Controls:

**Low**

#### Further Control Measures

### Hazard 4. Sorting at the Reuse Centre - Reuse team

Operatives contracting or transmitting COVID-19.

#### Existing Control Measures

Reuse staff must adhere to all the general principles of prevention and spread of the virus.

Keep your distance -  
Where possible, maintain your distance from other staff members, tenants and members of the public.

Display appropriate signage to remind people to respect distancing.

Staff are encouraged to wear face coverings.

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.

With Existing Controls:

**Low**

#### Further Control Measures

## Risk Assessment

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.

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.

Select gloves appropriate for the task, as a minimum wear disposable nitrile/latex or other water resistant gloves at all times.

Used disposable gloves may be disposed of as general waste

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.

# Risk Assessment

## Hazard 5. Cleaning void properties - Cleaning team

Operatives contracting or transmitting COVID-19.

### Existing Control Measures

Properties will be cleaned using the following products:  
 FRESHNIT - PC8: Biocidal products (e.g. Disinfectants).  
 CLEANIT - PC35: Washing and cleaning products (including solvent based products).  
 FLOORIT - PC35: Washing and cleaning products  
 Cif Professional Power Cleaner Degreaser

A separate work instruction has been developed for cleaning void properties. See CVPR003-Void Cleaning Covid-19 Procedure.

Cleaners must observe the general principles of reducing cross infection at all times, e.g. maintaining your distance, encouraged to wearing face coverings and personal hygiene measures, as detailed above.

On leaving the property the cleaning team must wipe all high risk touch points such as light switches, door handles and banisters.

And leave all internal doors open to aid ventilation.

With Existing Controls:

**Low**

### Further Control Measures

## Actions

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### Actions associated with this Risk Assessment

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