

SITE RISK ASSESSMENT

Date of Issue: 13/05/2020
Assessor: Amanda Hurrell - Health & Safety Advisor

Ref: Covid – 19 (Domestic Properties)

		Impact		
		Low	Medium	High
Probability	High	low	medium	high
	Medium	low	medium	medium
	Low	low	low	low

OPERATION BEING CARRIED OUT: Covid-19 (Domestic Properties)

HAZARDS	WHO IS AFFECTED	INITIAL RISK RATING	PREVENTIVE / CONTROL MEASURES	RISIDUAL RISK RATING
Transmission of Covid-19	Employee / Operative / Resident	High	<p>Any employee and operatives will inform the company of any symptoms, self-isolating or person they live with having symptoms immediately, either when work is offered or as the situation occurs.</p> <p>Any employee and operatives who has any symptoms, is self-isolating, is living with any person with symptoms will not report for work, or travel to site.</p> <p>If an employee or operative develops symptoms, they will follow government guidance immediately.</p> <p>Employees / operatives will complete the company's online coronavirus questionnaire prior to starting work.</p> <p>If an employee or operative suspects or observes another individual has coronavirus symptoms, they will report their concerns to the site contact and the Line Manager immediately.</p> <p>Employees and operatives who are shielding or are vulnerable will not be permitted to work within residents' properties.</p> <p>Numbers of operatives within installation teams will be reduced, to reduce the footfall within properties.</p> <p>Work areas to be exclusively given over to the installation team, to prevent contact with other individuals.</p> <p>Operatives must not use equipment that has been used by other operatives unless they have evidence that it has been cleaned or there is appropriate paraphernalia present for the operative to clean it down safely before use.</p>	Medium
Allocating Work	Employee / Operative	High	<p>All work will be booked with the resident prior to operatives / employees attending.</p> <p>Employees will conduct a questionnaire must be completed with the resident, which asks if they are self-isolating, have symptoms themselves or anyone within the household etc when booking an appointment.</p> <p>Residents will be advised to inform Kingfisher if their situation changes.</p> <p>Where appointments are booked, but the residents then inform the company, they are self-isolating or have tested positive for coronavirus the appointment must be cancelled.</p> <p>Any resident who is self-isolating or anyone within their property will not be allocated an appointment.</p> <p>Anyone who is shielding will not be allocated an appointment.</p> <p>Anyone who is clinically vulnerably (e.g. over 70) must prior to arrival have received communication explaining the work to be carried out and the process for it to be safely carried out – segregation, strict hygiene, leaving internal doors open to prevent using door handles, no face to face contact.</p>	Medium

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			Operatives will receive information as to the property/resident prior to attending. Fixed teams of operatives / employees will be used for the duration of the work	
Arrival at a property	Employee / Operative / Resident	High	When an operative/employee arrives on site they will knock at the door and then stand to the side 2m back from the door to allow for social distancing. If an operative/employee suspects a person has symptoms, they must not enter the property or carry out any work – this must be reported to the office and logged If possible, work can be carried out from the external of the building (surveying only) if the employee feels this is appropriate but social distancing must be maintained and hygiene measures maintained. Employees and operatives will wash (sanitise) their hands before entering a property. Residents should be advised to retreat to their safe room, or area away from the operatives. They should be advised not to re-enter until the work is complete.	Medium
General Hygiene	Employee / Operative / Resident	High	Wash/sanitise hands regularly throughout the day especially when arriving and leaving properties, before eating and after going to the toilet. Coughs and sneezes should be caught in a tissue, which should be placed in the bin or into the crook of the elbow. Always maintain a 2m distance from other individuals. Used PPE should be thrown away once used (only use for one shift or as per the manufacturer's instructions). Avoid contact with common touch points – door handles, handrails, light switches etc unless wearing appropriate PPE. Operatives should bring their own food to site in a sealed container and refillable drink cannister. Beverages or food must not be accepted from residents. Refreshments should be eat/drank outside where possible (not within a resident property). The work area should be cleaned prior to starting work and once all work is complete. Residents should be advised to clean down the area once operatives leave the property.	Medium
Travel to a property	Employee / Operative	High	Employees and operatives will travel to the property in separate vehicles unless they are from the same home (living together) and will travel directly to site. Where this is not possible, vehicle windows will be open (ventilation), individuals will site as far apart as possible, the journey will	Medium

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			<p>take the shortest route, individuals will wash (sanitise) their hands before and after the journey.</p> <p>Vehicles will be used by /allocated to the same two operatives constantly to reduce cross contamination.</p> <p>The vehicle will be cleaned before and after the journey – door handles, gear knob, steering wheel etc.</p>	
Work within a domestic property	Employee / Operative / Resident	High	<p>Residents should be advised to retreat to their safe room, or area away from the operatives. They should be advised not to re-enter until the work is complete.</p> <p>Employees and operatives will maintain as far as is always reasonably practicable a 2m distance from others.</p> <p>Where this is not possible, work within a 2m distance will be minimised as much as possible and workers will work side by side or face away from each other, rather than face to face.</p> <p>Working within 2m of one another will be minimised to no longer than 15 minutes.</p> <p>Where possible tasks will be carried out by one operative.</p> <p>Team lifts will be carried out, where social distancing can be maintained</p> <p>Operatives / Employees will limit the amount of movement around and in/out of the property during the works.</p> <p>Materials/tools/ancillary items will be brought into the property in as few loads as possible.</p> <p>Waste must be removed in bulk to reduce movement around the property.</p> <p>When work is completed within a room the surfaces/touchpoints should be wiped down.</p> <p>Waste from cleaning should be bagged and removed from the property and placed in a bin for disposal.</p>	Medium
PPE	Employee / Operative	High	<p>PPE will be provided in line with this risk assessment and the job specific method statement.</p> <p>PPE will be suitable and sufficient for the task.</p> <p>Employees and operatives must wear the PPE provided as per instruction within this risk assessment and method statement</p> <p>PPE must be worn as per the manufacturer's instruction.</p> <p>Any shortage of PPE or problem with that provided must be reported to the contract's manager or H & S adviser immediately.</p> <p>PPE must be used as guided and be disposed of in line with guidance at the end of each shift, when damaged/worn or when replaced in line with the manufacturer's guidance.</p> <p>PPE is to be used as a last resort and should only be used as guided within this document or the site method statement.</p>	Medium

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			In line with Government guidance RPE will not be worn when the 2m social distancing guidelines can be met, work arrangements can be made to prevent face to face working, good hygiene standards can be maintained. PPE is to be used as a last resort and should only be used as guided where social distancing and other safe working guidance cannot be achieved the activity will be risk assessed.	
Behaviour	Employee / Operative / Resident	High	Employees and operatives must always follow guidelines and instructions on site regarding Covid-19 safety measures. Employees and operatives are responsible for their own safety and that of others around them. Individuals must take responsible for their own actions and behaviour whilst working for Kingfisher and any breach will result in removal from site and disciplinary action.	Medium
Accident or Incident	Staff / Operative	High	In an emergency, people do not have to remain 2m apart if it is unsafe to do so. Few people as possible should be involved in dealing with any situation that may occur. Those who aid people should pay particular attention to sanitation measures immediately afterwards, including washing hands.	Medium

Monitoring compliance:

This risk assessment will be reviewed periodically to ensure that the control measures are suitable and sufficient for the operations being carried out within the current government guidance for Working safely during COVID-19 in other people’s homes - Guidance for employers, employees and the self-employed 11 May 2020
 This risk assessment must not be deviated from without prior approval from Kingfisher Windows.

Operatives / Site Staff signing and dating the form below confirm that they have read and understood this risk assessment and will adhere to it at all times. If, at any point, you are unsure as to how to proceed you shall stop work and seek further advice from your line manager or health and safety advisor.

I have read and understood the content of this risk assessment. If I do not follow the instructions within this risk assessment disciplinary action will be taken against me.

Signed

Date

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Name