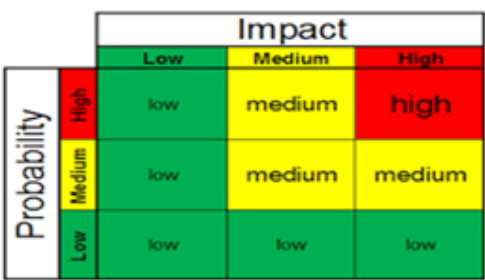


# SITE RISK ASSESSMENT

**Date of Issue: 14/07/2020**  
**Assessor: Amanda Hurrell - Health & Safety Advisor**  
**Ref: Covid – 19 (Domestic Properties)**



## 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 with symptoms, is self-isolating, is within 14 days of someone in their household showing symptoms, has been contacted by track &amp; trace will not report for work, or travel to site. Symptoms include, high temperature, continuous new cough, loss or change to sense of smell or/and taste</p> <p>If an employee or operative develops symptoms, they must inform their manager immediately, leave sight immediately, avoid touching anything, return straight home, get a coronavirus test.</p> <p>They must then follow the guidance on self-isolation and not return to work until they have received a negative test result, or, in the event of a positive test result, their period of self-isolation has been completed.</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 Contracts Manager immediately.</p> <p>Employees and operatives who are shielding or are vulnerable must follow current government guidance</p> <p>Works will not be carried out in properties where individuals are shielding or vulnerable.</p> <p>Operatives will work in 'bubbles' and will remain on the job until completion.</p> <p>Records of operatives and work locations are kept if required for track and trace purposes.</p> <p>Work areas to be exclusively given over to the installation team, to prevent contact with other trades and operatives.</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>Operatives attending domestic properties will be part of a 'bubble' and will remain on site until the works are complete.</p> <p>Records of operatives and work locations are kept if required for track and trace purposes.</p> <p>All work will be booked with the resident prior to operatives / employees attending.</p> <p>Employees will conduct a questionnaire with the resident, which asks if they are self-isolating, have symptoms themselves or anyone within the household etc when booking an appointment. Any resident who is self-isolating, shielding or anyone within their property will not be allocated 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>	Medium

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		High	<p>Operatives will receive information as to the property/resident prior to attending.</p> <p>Prior to arrival residents must 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, no face to face contact.</p>	Medium
Travel to a property	Employee / Operative	High	<p>When travelling at work or between locations, employees/operatives should travel alone. If workers have no option but to share a vehicle, workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable. Risk mitigations include: Share with the same individuals and with the minimum number of people at any one time, Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey, Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle, Avoid touching their faces, use face coverings, Regularly clean the vehicle using gloves and standard cleaning products with particular emphasis on handles and other surfaces which may be touched during the journey.</p>	Medium
Arrival at a property	Employee / Operative / Resident	High	<p>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.</p> <p>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</p> <p>Where possible, work should be carried out from outside the property if the employee feels this is appropriate but social distancing and good general hygiene measures maintained.</p> <p>Employees and operatives will wash (sanitise) their hands before entering a property.</p> <p>Residents should be advised to retreat to their safe room. They should be advised to remain there until the works are complete or the operative informs them, they can re-enter.</p> <p>Operatives should not touch or move any furniture, soft furnishings etc, this must be done prior to their arrival.</p>	Medium
General Hygiene	Employee / Operative / Resident	High	<p>Wash/sanitise hands regularly throughout the day especially when arriving and leaving site, before eating and after going to the toilet.</p> <p>Coughs and sneezes should be caught in a tissue, which should be placed in the bin or into the crook of the elbow.</p> <p>Always maintain a 2m distance from other individuals or one metre with risk mitigation where two metres is not viable.</p> <p>Used PPE should be thrown away once used (only use for one shift or as per the manufacturer’s instructions).</p> <p>Avoid contact with common touch points – door handles, handrails, light switches etc unless wearing appropriate PPE.</p>	Medium

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General Hygiene Cont'd			<p>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).</p> <p>Residents toilets must not be used.</p> <p>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.</p>	
Work within a domestic property	Employee / Operative / Resident	High	<p>Employee and operatives should be reminded (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families, and the UK population.</p> <p>If work cannot be carried out whilst maintaining a two-metre distance, or one metre with risk mitigation where two metres is not viable, you should consider whether the activity should continue.</p> <p>Employees and operatives will maintain as far as is always reasonably practicable a 2m distance from others or one metre with risk mitigation where two metres is not viable.</p> <p>Risk mitigation includes side by side working, minimising face to face working, working outdoors, installing screens, hand washing facilities, operatives working in a 'bubble'.</p> <p>Where social distancing cannot be maintained the number of employees/operatives involved in the task will be kept to a minimum</p> <p>The frequency and duration of working within 2m of one another will be minimised.</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> <p>Further guidance should be taken from the government guidance – Working safely during covid-19 – Other people's homes.</p>	Medium
PPE	Employee / Operative	High	<p>PPE will be provided in line with this risk assessment and the site-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>	Medium

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PPE Cont'd	Employee / Operative	High	Any shortage of PPE or problem with that provided must be reported to the contract's manager or H & S adviser immediately. 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. PPE is to be used as a last resort and should only be used as guided within this document or the site method statement. In line with government guidance RPE will not be worn when the social distancing and hygiene guidance can be met. Where this cannot be achieved the activity will be risk assessed as to whether the task should go ahead. Face coverings can be worn but are not mandatory.	Medium
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 at work and any breach will result in removal from site and disciplinary action. Employees and operatives must raise any concerns and work collaboratively with the company.	Medium
Accident or Incident	Staff / Operative	High	In an emergency, accident or incident people do not have to maintain social distancing 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 ..... Name .....