

RISK / HAZARD ASSESSMENT & METHOD STATEMENT



Project If Applicable: All Occupied homes	Date Created / Reviewed DATE: 01st June 2020
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RISK ASSESSMENT	
Prepared by: Davidsons H&S	General work activity: Covid – Post Occupation Works

Specific operation covered by this assessment (scope):
Covid-19 Risk assessment for working in occupied plots

Examples of Common Hazards (Please put an 'X' by the ones which apply)							
Fall from Height	<input type="checkbox"/>	Uneven ground	<input type="checkbox"/>	Falling Objects	<input type="checkbox"/>	Fragile Material	<input type="checkbox"/>
Explosion	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Dust	<input type="checkbox"/>	Striking Object	<input type="checkbox"/>
COSHH	<input type="checkbox"/>	Fire	<input type="checkbox"/>	Poor Lighting	<input type="checkbox"/>	Cutting Accident	<input type="checkbox"/>
Collapse of Excavation	<input type="checkbox"/>	Contact with Hot & Cold Surfaces	<input type="checkbox"/>	Collapse of Structure	<input type="checkbox"/>	Lifting Equipment Failure	<input type="checkbox"/>
						Contact with Covid-19	<input checked="" type="checkbox"/>

Using the List Above and your own knowledge of the activity, Select the SIGNIFICANT HAZARDS

		Consequences				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospital / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) [Often Occurs / once a week]	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years perhaps?	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

Description of Significant Hazards	Persons @ Risk (Type & No.s)	Likelihood	Consequence	Rating
Contact with Covid-19	Employees, Customers, Visitors and members of the public	Possible	Catastrophic	High

CONTROL MEASURES

Transmission of Covid-19 from employee to others:

All employees starting back to work will undertake a COVID-19 risk Assessment to ensure they are fit for work, are not displaying signs of Covid-19 or living with someone who has had Covid-19 issues raised.

Any persons who falls under the category of Clinically Extremely Vulnerable (as classified by the Government) will not be permitted to work at any of Davidsons Projects.

Any person who falls under the category of Clinically Vulnerable (but not extremely clinically vulnerable) who cannot work from home, should be offered the option of the safest available role, enabling them to stay 2m away from others. If they must spend time within 2m of others, Davidsons will carefully assess whether this involves an acceptable level of risk.

Any person who has been advised that they should be 'shielding' should discuss this with their line manger before returning to work.

Do Not Attend Work if there is any possibility that you or a member of your family may be infected with COVID-19 or displaying symptoms.

If any Customer Care Operatives develop a high temperature, a persistent cough, loss or change of taste or smell while at work, they should phone their Line Manager and return home immediately; avoid touching anything; they must advise where they have been working.

They must then follow the latest government guidance on self-isolation and not return to work until their period of self-isolation has been completed. A 'deep' clean of all shared facilities will be carried out.

The Line Manager will report any instances of ill-health connected with COVID-19 and all confirmed cases on the HS19A Accident/Incident form and inform health and safety and HR immediately.

Customer Care Operatives will wash their hands thoroughly for more than 20 seconds upon arrival at the homeowner's property, throughout the day and prior to leaving the Homeowners property (as per government guidelines).

All persons must comply with the social distancing (2-meter rule) at all times when working within homeowners' properties.

Staff are being encouraged to bring enough food for the entire day to help eliminate the need to visit local shops for provisions.

Transmission of Covid-19 from potentially infected homeowners:

Attendance at the homeowner's property will be by appointment only. Appointment times for all aftercare / post occupation works will be arranged only after an Appendix C: Post Occupation Questionnaire has been issued via email and completed by the homeowner to identify any Covid-19 issues with the occupants of the house.

This must be completed digitally and returned. If not returned within 48 hours, then the appointment will be cancelled.

On arrival the Customer Care Operative will remotely sign in using the Davidsons app. Before entering the house and works commence the Customer Care Operative will carry out a dynamic risk assessment (Appendix D). When Emergency works are to be carried out the Customer Care Operative must have read and understood the Appendix B Emergency Post Occupation Works Risk Assessment.

All occupants of the house must ensure that they stay away from the work area during work activities.

Access and egress to the work area will be made clear of any obstructions, furniture or belongings by the homeowner in preparation. Furthermore, all internal doors will be left open to the work area to reduce contact with touch points and where possible windows will be left open to enable adequate ventilation to the work area.

At all times during the appointment 2 meters distance will be maintained between the Customer Care Operative and the household group.

During this time, you should not shake hands with any of the customers on entry to the homeowner's property or thereafter.

All work areas and touch points must be sanitised before and after use, this will include any handwash facilities made available by the homeowner for the Customer Care Operative

Food and beverages potentially offered by the homeowner must be politely refused.

Close Working:

The majority of work activities will be carried out by a single operative.

Where this is not possible Davidsons will employ a “buddy system” that will incorporate fixed teams of operatives carrying out 2-man operations including ladder works, heavy lifting or some extensive works incorporating the following mitigating procedures:

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).

Also, when certain activities are to be undertaken the Customer Care Operative will make a call before and after their works to their dedicated “buddy”.

Personal Protective Equipment:

When carrying out emergency works in homes with known Covid-19 issues the Customer Care Operative MUST wear the following PPE.

The Customer Care Operative will change into full Personal Protective Equipment including:

- Goggles
- Latex gloves (CCO must inform Davidsons of any allergies to certain types of gloves)
- Dust masks N95 if possible or P3
- Face shields
- Coveralls
- Overshoes

All used disposable PPE must be double bagged and deposited in either Davidsons on site or office contaminated waste bin to be disposed of after 72 hours as normal waste.

Any reusable PPE such as face shield’s and goggles must be wiped and cleaned down before storing in the works vehicle

The cleaning of the Homeowners property:

All work areas and touch points throughout the house must be sanitized before and after use to prevent the transfer of infection.

Travel to work:

All Customer Care Operatives have been allocated their own vehicle that they alone will use. If at any time, there is more than one operative required to travel in the same vehicle the following guidelines must be followed:

- Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.

Cleaning shared vehicles between shifts or on handover

Communication with Homeowners:	<p>All initial communication with homeowners will be via phone or email only. All homeowners will be required to complete an Appendix C Post Occupation Questionnaire.</p> <p>24 hours before the appointment the Customer Care Operative will contact the homeowner to confirm a time for the appointment.</p> <p>On the day of the appointment the Customer Care Operative will contact the homeowner 1 hour before arrival.</p> <p>Once at the property and before works can commence the Customer Care Operative will knock on the homeowner's door and stand 2 meters back. Before entry to the property the Customer Care Operative will carry out a dynamic risk assessment Appendix D which will include a number of questions for the homeowner that will determine if the works can still go ahead safely.</p>
First Aid, Accident & Emergency:	<p>In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe.</p> <p>Anyone involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands</p> <p>First aid will not be given to members of household, contact the emergency services.</p> <p>The construction site team may be able to help and have additional safety provisions within their First Aid kit for protection from the virus.</p>
Deliveries & Suppliers:	<p>Deliver drivers must leave all items externally.</p> <p>Delivery drivers must only use the Davidsons site toilet facilities where possible.</p> <p>Customer Care Operatives and homeowners are not to sign for any deliveries. All documentation such as delivery slips must be issues electronically to the office at a later date</p>
Poor Behaviour:	<p>If at any time during the works, the Customer Care Operative or Homeowner breach social distancing requirements or demonstrate poor behaviour posing a risk to health then the appointment will be cancelled immediately, and the Customer Care Coordinator informed.</p> <p>All Davidsons Customer Care Operatives have read and agreed to Davidsons After Care Covid-19 Code of Practice.</p>

personal protection: <ul style="list-style-type: none"> • Goggles • Latex Gloves (CCO must inform Davidsons of any allergies to certain types of gloves) • Dust Masks N95 if possible or P3 • Face Shields • Coveralls • Overshoes 	Head Protection		Eye Protection	X	FFP3 Dust Mask	X
	Toe Protection		Ear Protection		Over shoes	X
	High Vis. Clothing		Coveralls	X	Face Shield	X
	Gloves (at times)	X	Safety Torch flooding.			
Permit to work required:					YES	NO
Assuming the measures indicated are fully complied with give an estimate of the residual risk by marking "x" in the matrix below:						
	Slightly harmful		Moderately harmful		Extremely harmful	
Highly unlikely	Trivial risk		Acceptable risk	X	Moderate risk	
Unlikely	Acceptable risk		Moderate risk		Substantial risk	
likely	Moderate risk		Substantial risk		Intolerable risk	

What actions are required?