

<b>Risk Assessment Title:</b>	Coronavirus (Covid-19)	<b>Locations:</b>	SLH properties throughout the South Liverpool area	<b>Date:</b>	25/06/2020
<b>Team:</b>	Assets & Development Team	<b>Manager:</b>	Michael Gibney	<b>Risk Assessment Number:</b>	C19-009
		<b>H&amp;S Manager:</b>	Danny McDonagh CMIOSH		

**NB: This Risk Assessment is based on design hazard analysis, further assessment may be required as necessary. This assessment must be supported by a Dynamic Risk Assessment (DRA) carried out on-site before and during the work activity being carried out.**

**The Manager is responsible for ensuring all safety measures are implemented and for monitoring the safety controls put in place.**

**The Health & Safety Manager will audit the site(s) and advice of safety matters and improvements periodically.**

<b>Task/ Activity</b>
<p>Visits to tenanted and empty homes to complete pre &amp; post inspections, property surveys, complaints visit and to gain access for compliance works.</p> <p>Visits to development schemes and to view land</p>
<b>Supporting Documents (Policies, procedures, assessments)</b>
<ul style="list-style-type: none"> <li>• Government Guidance (this risk assessment will also consider government updates and adjust accordingly)</li> <li>• Existing Risk Assessments and Safe Systems of Work</li> <li>• SLH - Health, Safety &amp; Wellbeing Policy</li> <li>• IOSH: Covid-19 Risk Assessment Guidance</li> <li>• <a href="https://liverpool.gov.uk/covidcases">https://liverpool.gov.uk/covidcases</a></li> </ul>

Hazard (Something with the potential to cause harm, how will it be realised and what is the potential injury?)	At Risk (who might be harmed)	Risk			Control Measures	Additional Control Measures	Risk after control measures implemented		
		4 Severity	5 Probability	6 Risk			8 Severity	9 Probability	10 Risk
<p><b>Coronavirus (COVID 19)</b> <b>High Risk</b></p> <p>Presence of viruses and bacterial in the workplace</p> <p>Viruses and bacteria entering the body via ingestion, injection, direct contact with contaminated surfaces, mucosal membranes (mouth/nose/eyes).</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands</p>	<p>Employees</p> <p>Members of the public (tenants)</p>	5	4	20	<p><b>General working arrangements</b></p> <ul style="list-style-type: none"> <li>Flexible working allows for staggered start/finish and lunch times to minimise group contact</li> <li>Office rota to ensure limited number of team members in the office at any one point</li> <li>Team members are not to meet up during working hours unless required to do so, under instruction from their line manager</li> <li>Single site or property visits using existing lone working arrangements</li> <li>Risk assess visits to all 01 alerts – consider if visit necessary at this time or if it can be</li> </ul>	<p><b>General working arrangements</b></p> <ul style="list-style-type: none"> <li>Briefing on the dangers of the virus, occupational hygiene, use of PPE, emergency procedures and open discussion given to team before site visits commence (1 July 2020)</li> <li>Regular morning briefings to outline work to be completed that day and assess any potential issues that might occur</li> <li>Government guidance and advice to be made available and updated/reviewed regularly</li> <li>Hand sanitisation stations installed in office</li> </ul>	5	2	10

At Risk (column 2)	Severity (column 4 and 8)		Probability (column 5 and 9)		Risk Rating (column 6 and 10)		
E - Employees	1	No Injury, property damage	1	Very Unlikely	Severity X Probability = 1 to 5	Low	Acceptable Risk
C - Contractors	2	Minor Injury	2	Unlikely			
V - Visitors	3	+3 Day Absence	3	Likely	Severity X Probability = 6 to 14	Med	Requires Continuous Review (Proceed with Caution)
P - Public	4	Major Injury	4	Very Likely			
A - All	5	Death	5	Virtually Certain	Severity X Probability = 15 to 25	High	High Risk – (Stop Work)

<p>and from there to surfaces.</p> <p>It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> <p>If it is passed from one person to another, you may suffer from flu like symptoms, or breathing difficulties that may need hospitalisation. While many survive infection, some may die from the disease.</p>					<p>done remotely. Cases may need to be escalated to your manager to review.</p> <ul style="list-style-type: none"> <li>Individuals to maintain 2m distancing at all times if possible and wear masks provided at all times during the visit.</li> <li>PPE including masks, gloves, sanitising gel provided, and stocks replenished as required.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between workers.</li> <li>Single use PPE should be disposed of so that it cannot be reused</li> <li>All work surfaces including equipment, work benches and facilities shall be decontaminated regularly (using antiseptic wipe or cleaning materials)</li> <li>Hands to be washed if visibly dirty or sanitised thoroughly</li> </ul>	<p><b>Property visits</b></p> <ul style="list-style-type: none"> <li>Only enter where absolutely necessary and safe to do so– for emergency cases to help prevent transmission</li> <li>Purpose of visit to be confirmed on doorstep 2m apart and tenant asked to go into another room during inspection</li> <li>All pre &amp; post inspections by appointment – opportunity to remind tenant to keep distance, move to another room during inspection and ask if they have any symptoms</li> <li>No property visit to last longer than 15 minutes</li> <li>PPE waste in the car (gloves/masks etc.) to be double bagged before going into general waste. Bags to be provided</li> <li>If tenant does not adhere to social distancing or showing Covid-19 symptoms, visit to be ended immediately</li> <li>Back to back visits then go home and change clothes</li> <li>Clean surfaces of vehicle (especially if shared with</li> </ul>			
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					<p>after the removal of the PPE</p> <ul style="list-style-type: none"> <li>• Handling contact lenses is prohibited in areas where there is a likelihood of occupational exposure</li> <li>• No physical contact</li> </ul> <p><b>Property visits</b></p> <ul style="list-style-type: none"> <li>• Personal PPE stock to be reviewed before visit (stock available at head office if required).</li> <li>• Lone working device/phone to be fully charged and ID badge displayed during visits.</li> <li>• Individuals to keep personal sanitising gel bottles provided with them at all times</li> <li>• Masks to be worn at all times</li> <li>• If mask becomes damp change it</li> <li>• Gloves to be worn during property visits and disposed of when exiting the property</li> <li>• Do not handle potentially contaminated materials</li> </ul>	<p>another household member) regularly.</p> <ul style="list-style-type: none"> <li>• Manage communication as we would expect there to be more reported as tenants have spent more time at home</li> <li>• Reminder to tenants that it will there make be a backlog therefore lead in times to complete inspections will take longer. Be really clear that the inspection is only for the issue raised</li> <li>• Any major works in the property to take more than half a day to be made safe and postponed</li> <li>• Outcome of the visit to be discussed outside 2m apart, or by phone/letter</li> <li>• No member of the team from outside of the Liverpool City Region to visit Speke Garston to complete home visits</li> </ul>		
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					<ul style="list-style-type: none"> <li>Eating, smoking or applying cosmetic or lip balm is prohibited in work areas</li> <li>No physical contact with people</li> <li>No physical contact with surfaces/objects unless necessary – wipe down surface if touched</li> </ul>				
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**Additional Comments** (Actions identified by personnel on site, to make the task safer)

All team members have supported the development of this risk assessment in advance of visits re-commencing. It was read through by the H&S Manager at a briefing conducted before visits started to ensure the team clearly understand its contents and the actions they need to take to complete their tasks safely. It was agreed and an acknowledgement sheet signed to confirm this. The assessment will now be reviewed every week to ensure its encouraging safe working practices are being followed or adjustment made if necessary

Authorised by The Responsible Manager	<b>Name (Print):</b>	<b>Signed:</b>	Assessment Date:	Review Date:
	Michael Gibney	M Gibney	25/06/2020	04/01/2021
Agreed by The Health & Safety Manager	<b>Name (Print):</b>	<b>Signed:</b>	Dated :	
	Danny McDonagh		25/06/2020	04/01/2021

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## Review History

Date of Review	Significant changes	Completed By	Reviewed By
03/08/2020	None	Michael Gibney	D McDonagh
15/09/2020	Changes as a result of rising cases in Liverpool and Speke Garston Ward – no team members from outside the area to complete visits at this present time.	Claire Ryan	D McDonagh
06/10/2020	No changes were made	Michael Gibney	D McDonagh
02.11.2020	No changes were made	Michael Gibney	D McDonagh
01.12.2020	No changes were made	Michael Gibney	D McDonagh
04.01.2021	No changes were made	Michael Gibney	D McDonagh

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