

Risk Assessment Title:	Coronavirus (Covid-19)	Locations:	SLH properties throughout the South Liverpool area	Date:	01/04/2021
Team:	TSL (Think South Liverpool) Team	Manager: H&S Manager:	Chris Halliday Danny McDonagh CMIOSH	Risk Assessment Number:	C19 - 003

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.

Task/ Activity
<ul style="list-style-type: none"> To arrange viewing appointments for applicants, meeting them at vacant homes before ensuring safe access for them to view the designated home in question. This includes homes for both letting and selling in line with the SLH's Allocations & Tenure Procedure & Shared Ownership Sales Procedure <p>The work activity and the location of the sites are familiar to all officers.</p>
Supporting Documents (Policies, procedures, assessments)
<ul style="list-style-type: none"> Government Guidance (this risk assessment will also consider government updates and adjust accordingly) TSL - COVID-19 Viewing Operating Procedures Existing Risk Assessments and Safe Systems of Work SLH - Health, Safety & Wellbeing Policy IOSH: Covid-19 Risk Assessment Guidance

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><u>Coronavirus (COVID 19)</u> <u>High Risk</u></p> <p>Presence of viruses and bacterial in the workplace (properties)</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 and from there to surfaces.</p> <p>It can survive on surfaces for a period after transfer</p>	<p>Employees</p> <p>Members of the public (tenants viewing properties)</p>	5	4	20	<p>TSL general working arrangements</p> <ul style="list-style-type: none"> • Only one member of staff per viewing. • No children allowed to attend the viewing. • Staff members working alone are to do so throughout the day in line with existing lone working procedures • Staff to maintain 2m distancing at all times if possible and wear masks and gloves provided at every viewing. • PPE including lone worker device, masks, gloves, sanitising gel provided, and stocks replenished as required. • Re-usable PPE should be thoroughly cleaned after use and not shared between workers. • Single use PPE should be disposed of so that it cannot be reused • Used PPE to be double bagged and disposed of to avoid cross contamination. 	<p>TSL general working arrangements</p> <ul style="list-style-type: none"> • Briefing on the dangers of the virus, occupational hygiene, use of PPE, emergency procedures and open discussion to be given to all staff work can commence. • Additional Viewing Operation Procedures will also be discussed. • Daily morning briefings (by video call) to outline work to be completed that day and assess any potential issues that might occur • Government guidance and advice to be made available and updated/reviewed regularly. • Personal hand sanitisation carry bottles to be issues 	5	2	10

(depending on such things as the surface type, its moisture content and temperature).

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.

- Handling contact lenses is prohibited in areas where there is a likelihood of occupational exposure

On site working

- Operatives to keep personal sanitising gel bottles provided with them at all times
- Masks to be worn at all times
- Staff member to enter property alone to unlock and ensure safe to enter. Ensure aired and doors and windows open.
- Staff member to exit property to allow applicant to view alone or with 1 other person (agreed prior)
- Staff member only to re-enter property after applicant left, in order to secure and lock up.
- Viewing form will now be completed before and after viewing with applicant over the telephone.
- Staff in schemes will follow the same process and direct applicants safely to where flat is within the building but not attend viewing with applicant.
- Scheme flats will be locked only after applicant has left the building.
- Staff will then enter when safe to do so and open the flat door for the applicant to enter, before leaving the building. When the

and carried by staff at all times.

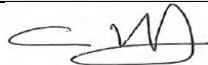
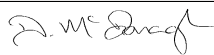
- A letter sent to tenants before viewing a property to explain how the viewing will be carried out and to remind them to comply with Social Distancing Rules at the property.
- The Lettings Executive can cancel a viewing at any time if they do not feel it is safe to carry out the viewing.
- If an applicant cannot attend a viewing due to COVID19 the Lettings Executive or NMO can record a video of the flat and send to the applicant.
- Viewing form to be completed over the phone and completed using an on-line referral form.

					<p>applicant arrives, they will be given advice not to touch surfaces and where they need to go. The staff member will then swipe the key fob for the applicant to enter the building and view the property themselves as they wait outside.</p> <ul style="list-style-type: none"> • Gloves to be worn during work activity. • Do not handle potentially contaminated materials. • Eating, smoking or applying cosmetic or lip balm is prohibited in work areas (at properties) 				
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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)

Additional Comments (Actions identified by personnel on site, to make the task safer)
<p>Staff members have been given this risk assessment to review and return comment before being issued as a live document.</p> <p>It was read through by the H&S Manager at a briefing on 20.05 2020 and staff will be asked if they clearly understand its contents and the actions they need to take to complete their tasks safely - All agreed. The Health & Safety Manager is a Mental Health First Aider and will be available for staff to speak to at any time if needed and provide assistance to access external agencies if necessary.</p>

This risk assessment will be reviewed monthly and staff members informed of any changes – it may also change according to government updates, in this instance colleagues will be informed of any changes immediately. The risk assessment should be read in addition to existing risk assessments in place for the team.

Authorised by The Responsible Manager	Name (Print):	Signed:	Assessment Date:	Review Date:
	Chris Halliday		31/03/2021	01/05/2021
Agreed by The Health & Safety Manager	Name (Print):	Signed:	Dated :	
	Danny McDonagh		01/04/2021	01/05/2021

Review History

Date of Review	Significant changes	Completed By	Reviewed By
01/11/2020	Reviewed in Voids Group Performance meeting.	Tom Constantinou	Cathy Bennett
25/11/2020	Reviewed in Voids Group Performance meeting.	Tom Constantinou	Cathy Bennett
29/01.2021	No changes were made	Cathy Bennett	D McDonagh
01.03.2021	No changes at present	Tom Constantinou	D McDonagh
30.03.2021	Removed need to complete viewings in flats before 11:00am Amended the action that we send a letter to the applicant prior to viewing as the advice regarding COVID will be discussed over the phone prior to viewing Added NMO to the risk assessment as they are currently completing viewings on behalf of TSL Added that viewing form is completed over the telephone and via on-line digital form.	Chris Halliday	D McDonagh