

COVID-19 Risk Assessment – Attending a site for Estate Management Inspection/Compliance Checks/Attending Abandoned Properties



Risk assessment completed by					Date risk assessment completed								
Description of the activity							Time the activity usually takes place						
<p>This risk assessment has been written as a generic template to cover Home Group colleagues attending sites to undertake work not related to tenanted properties. Visits to sites must only be carried out where essential to do so. If physical attendance can be avoided, it MUST be.</p> <p>Activity dependent PPE that may be required could include:</p> <table border="1"> <tr> <td>Gloves</td> <td>Face mask (COVID-19)</td> </tr> <tr> <td>Hi Vis outerwear if available (waistcoat or jacket)</td> <td>Hand sanitiser (COVID-19)</td> </tr> </table> <p>Please ensure that in addition to PPE used, that clothing and footwear appropriate to the activity being undertaken and the environmental conditions are worn. Specifically, closed toe footwear.</p> <p>All PPE and wipes should be bagged after use, stored for 72 hours and then disposed of in a general waste bin.</p> <p>In line with Government advice, colleagues must stay alert and dynamically risk assess their working environment, taking immediate action to stay safe as needed.</p>							Gloves	Face mask (COVID-19)	Hi Vis outerwear if available (waistcoat or jacket)	Hand sanitiser (COVID-19)			
Gloves	Face mask (COVID-19)												
Hi Vis outerwear if available (waistcoat or jacket)	Hand sanitiser (COVID-19)												
People involved in the task/activity							Where the task/activity takes place						
Housing Manager/Estate Compliance Inspectors													
Cause	Possible consequences	L (1-5)	S (1-5)	Risk level	Risk control measures	L (1-5)	S (1-5)	Revised risk level					
Contracting COVID-19	Contraction of the disease leading to illness, potential hospitalisation / death.	3	5	15	<p>If you experience any signs or symptoms of COVID-19 you must cancel the visit, self-isolate in line with the latest Government guidance and inform your line manager.</p> <p>Before a visit to site / abandoned property, colleagues must contact the relevant local Manager requesting a copy of the COVID-19 risk assessment and rules, these must be read and understood, and</p>	2	5	10					

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				<p>any PPE required taken with you.</p> <p>Colleagues to make themselves fully aware of the 'new' COVID-19 site rules and expectations which must always be adhered to.</p> <p>All PPE to be worn as expected, this could include additional items to the above list as directed by the site COVID-19 risk assessment which you must read ahead of the visit Hands must be washed / sanitised before entering site and upon leaving. There may well be additional times this is required during the visit.</p> <p>A safe distance of 2m must always be maintained from any other person to comply with the social distancing rules. This will include any contactor assisting with access to an abandoned property</p> <p>Contact with any surface must be avoided. Where necessary, surfaces should be wiped down before touching and cleaned again following activity. This includes all windows and door handles.</p> <p>Visits to sites /abandoned properties (where necessary) must be kept to a minimum duration to avoid contact with other people. If these durations are kept 'short' this will alleviate the potential requirement for comfort breaks and tea / coffee breaks where the distancing and contact with surfaces will be harder to manage.</p> <p>As a Notice of Abandonment will have been served prior to access to the property, this will comply with not accessing the property within 72 hours. Any queries in relation to COVID-19 safety measures must be directed to the local Manager and to your direct line Manager.</p>			
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<p>Travelling by vehicle to the site including vehicle breakdown</p>	<p>Risk of injury / COVID-19 exposure</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Due to Covid-19 distance requirements, colleagues should travel in separate vehicles to site.</p> <p>Colleagues must be satisfied that the vehicle has been maintained in a fit and safe condition</p> <p>Before setting off, the following checks should be undertaken;</p> <ul style="list-style-type: none"> • Ensure the brakes are in good working order • Ensure the car lights are working both at the front and the rear • Check the fluid levels in the vehicle ensuring that the correct amount of screen wash has been added • Wiper blades must be in good working order • Ensure that all mirrors are in working order • Ensure that tyres are in a suitable condition and inflated to the correct pressure • Ensure the seat belts are in good working order • Check audible warning devices i.e. horn <p>Once driving, all road traffic legislation must be followed</p> <p>In the event of the vehicle breakdown, the colleague should consider;</p> <p>(towns and cities)</p> <ul style="list-style-type: none"> • pulling over to a safe place, away from the traffic • switching off the engine • turning on their hazard lights and if it is dark, or if visibility is poor, leave the sidelights on • put the red warning triangle at least 50 metres behind the vehicle – this will warn any oncoming traffic that the vehicle has broken down • use a mobile phone to call for assistance • stay in your car and wait for help to arrive ensuring the 2m social distancing rule is applied. 	<p>2</p>	<p>5</p>	<p>10</p>
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COVID-19 Risk Assessment – Attending a site for Estate Management Inspection/Compliance Checks/Attending Abandoned Properties



					<p>(on motorways)</p> <ul style="list-style-type: none"> • turn your front wheels towards the grass verge when you pull into the hard shoulder • switch on your hazard lights and if it's dark or visibility's poor turn the sidelights on too • don't display your red warning triangle – with fast moving traffic the risks far outweigh the benefits of doing this • the driver should move behind the crash barrier if there is one. • Use your mobile phone and call for assistance ensuring the 2m social distancing rule is applied when help arrives. 			
Travel to / from a site on public transport	COVID-19 exposure	4	5	20	<p>Plan your journey ahead of time and try to limit the number of 'modes of transport' used. Ensure you leave plenty of time for your journey as it may take longer than you are used to. If you must use public transport, try to travel "off Peak" so that less commuters are on the public transport system.</p> <p>A safe distance of 2m must always be maintained when queuing, from any other person to comply with the social distancing rules.</p> <p>Purchase tickets via apps where possible to reduce the requirement to physically touch any ticket machines. If no app available use contactless payment methods wherever possible.</p> <p>Face coverings must be worn when using public transport.</p> <p>Sitting / Standing while travelling, try and maintain a level of social distance bearing in mind the 2m rule. Follow any guidance given by transport staff. If unable to maintain a comfortable distance, wait for the next available service.</p> <p>Ensure you clean your hands with your hand sanitiser after touching any surface, the touching of</p>	3	5	15

COVID-19 Risk Assessment – Attending a site for Estate Management Inspection/Compliance Checks/Attending Abandoned Properties



					surfaces must be avoided as much as possible.			
Parking or travelling by foot (walking)	COVID-19 exposure	4	5	20	<p>Plan your journey and where possible park the vehicle and travel by foot in well- lit populated areas (even when not lone working)</p> <p>A safe distance of 2m must always be maintained from any other person to comply with the social distancing rules.</p> <p>Ensure you clean your hands with your hand sanitiser after touching any surface, the touching of surfaces must be avoided as much as possible.</p> <p>If an act of violence occurs, please follow the measures identified in the 'violence at work risk assessment'.</p>	3	5	15
Lone working	Risk of injury	3	4	12	Colleagues should follow the guidance and measures within their local lone working risk assessment	2	4	8
Lack of knowledge/training	Risk of injury due to lack of competency	3	4	12	<p>Colleague to have the required competency to attend site i.e. experience and knowledge.</p> <p>Should the colleague not have the required competency, they must be supervised by a competent member of staff until such competency is developed or accompanied by a competent contractor</p>	2	4	8
Access and egress	Risk of injury due to lack of PPE, Home Group unaware of Colleague attendance to site	3	4	12	<p>Before entering site, colleagues must:</p> <p>Ensure that they are wearing the required level of Personal Protective Equipment as identified in the relevant site-specific risk assessments</p> <p>Undertake a dynamic risk assessment of their surroundings</p>	2	4	8

COVID-19 Risk Assessment – Attending a site for Estate Management Inspection/Compliance Checks/Attending Abandoned Properties



Attending an estate/scheme or undertaking estate/scheme inspection	Assault leading to major injury	3	4	12	<p>Walk in well-lit areas</p> <p>If lone working, follow the measures identified in lone working risk assessment</p> <p>Should an act of violence occur, please follow the measures identified in the 'violence at work risk assessment'.</p> <p>Immediately before setting off Check for red flags/covid-19 alerts associated with the property and implement identified measures when in the vicinity of red flagged premises</p>	2	4	8
Presence of clinical waste i.e. human blood, urine, faeces, vomit, other bodily secretions or excretions and needles	Risk of encountering clinical waste	3	3	9	<p>When entering the site, the colleague should always be mindful of the risk of clinical waste and adopt the following measures;</p> <p>Needle-stick injuries Refer to the premises clinical waste risk assessment, specifically the general measures for needle stick injuries</p> <p>Other forms of clinical waste At no time should clinical waste be cleaned up without adopting the correct control measures as identified in clinical waste risk assessment</p> <p>Should the colleague identify any clinical waste that may be a risk to your health and safety, consideration should be given to terminating the visit and reporting this to their line manager and if necessary, the health and safety department by means of a near miss form.</p>	2	3	6
Obstructions, miscellaneous items on the floor, tools, work equipment, missing	Risk of injury from trips and falls	3	4	12	<p>Colleague to always wear required PPE i.e. safety footwear</p> <p>Before entering the abandoned property, a visual dynamic risk assessment must be undertaken of the</p>	2	4	8

COVID-19 Risk Assessment – Attending a site for Estate Management Inspection/Compliance Checks/Attending Abandoned Properties



floorboards, rubbish, overgrown gardens, snow/ice					working area to assess any possible slipping, tripping hazards. If the colleague has any doubts, they do not have to enter the area until suitable remedial measures are taken by the contractor Adverse weather conditions may increase the risk of slipping (e.g. snow/ice) and the colleague must ensure they always have a secure footing			
Lighting	Risk of injury due to poor lighting and not being able to clearly identify the safe way of travel	3	4	12	As part of the constant dynamic risk assessment of the premises, colleagues must be careful where negotiating through premises if there is no electric or supply lighting is limited.	2	4	8
Violence at work	Risk of physical/verbal assault	3	4	12	Before attending site, the colleague must make themselves aware if the premises are red flagged and take suitable remedial measures. Should a violence at work incident occur, colleagues must follow measures identified in their violence at work risk assessment and report it immediately to the Line Manager.	2	4	8

Details of other relevant risk or safety assessments (i.e. what they are and where can they be found)		Additional comments	
Once identified risk control measures are in place, can this task be carried out by one person with a manageable level of risk?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

All colleagues carrying out this task must sign here when the risk assessment and risk management plan have been read and understood.

Name	Signature	Date read	Name	Signature	Date read

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Note: COVID-19 risk assessments must be reviewed at least once a week, the ideal opportunity being after the CEO update. They must also be reviewed if there are any significant changes to work tasks, the environment, following a related incident or any change in Government guidance.

Comments to be considered when developing or reviewing the risk assessment and risk management plan including your assessment of the impact on disadvantaged or excluded groups:

Risk assessment review date	Review completed by	Description of changes	Team updated

Version history

Version Number	Effective Date	Amendment made by	Version approved by	Description of Changes
1.0	July 2020	David McGill, Health, Safety and Fire Business Partner	Sara Winterburn Health and Safety Manager	Document created