


Risk Assessment

NB: This Assessment is based on the design hazard analysis further assessment may be required as necessary. This assessment must be supported by a Dynamic Risk Assessment (DRA) on-site

**The Project Manager/Site Manager is Ultimately Responsible for all on-site safety activity
The Site Manager/Supervisor is responsible for ensuring all safety measures are implemented and for monitoring safety controls
Site Safety Officers will audit the site and advise of safety matters and improvements periodically**

Task Details		Improvement and repairs inclusive of electrical upgrades, plumbing works and the renewal of fixture and fittings Additional measures for the consideration of viral diseases within the workplace					
Assessment Date:	1/5/2021	Review Date:	1/6/2021				
Assessment carried out by:	Shaun Langley						
Scope of works:	Responsive Repairs, Investment Works, Electrical Testing, Gas Servicing						
Signature:							
Role:	Head of Operations						
Revision Number:	013						



* Exposure Ratings	1=Highly Unlikely, 2=Unlikely, 3=Possible, 4=Probable, 5=Common, 6=Regular, 7=Continuous
** Severity Ratings	1=Trivial, 2=Minor, 3=Break minor bone, temporary minor illness, 4=Break major bone, 5=Major Injury/Illness, 6=Fatality (1 person), 7=Multiple Fatality (2+ persons)

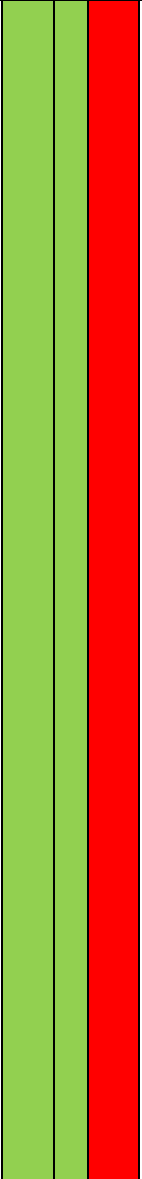
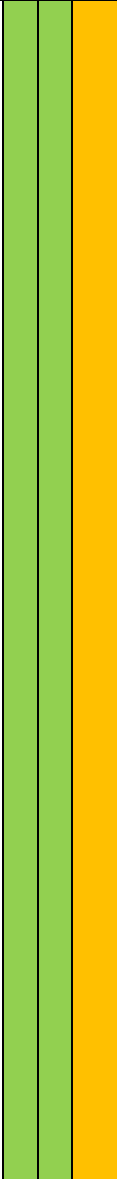
Severity Rating	Exposure Rating						
	1	2	3	4	5	6	7
7	7	14	21	28	35	42	49
6	6	12	18	24	30	36	42
5	5	10	15	20	25	30	35
4	4	8	12	16	20	24	28
3	3	6	9	12	15	18	21
2	2	4	6	8	10	12	14
1	1	2	3	4	5	6	7

Matrix Key

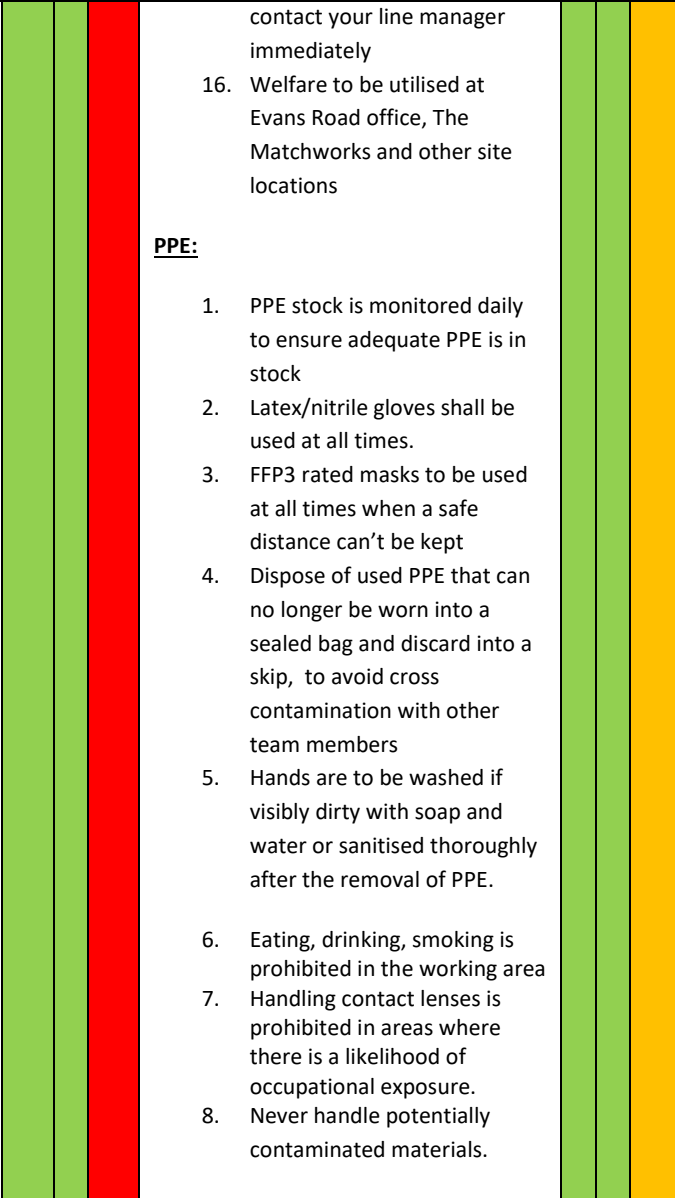
Low Risk = 1-10 Medium Risk = 11-24 High Risk = 25-49

This document has been created using the Working Safely during COVID – 19 in other people’s homes and The Construction Leadership Council Guidance Version 7

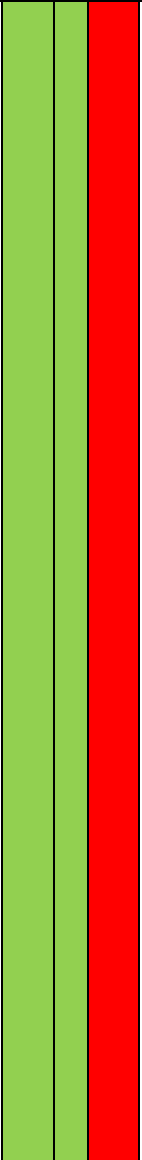
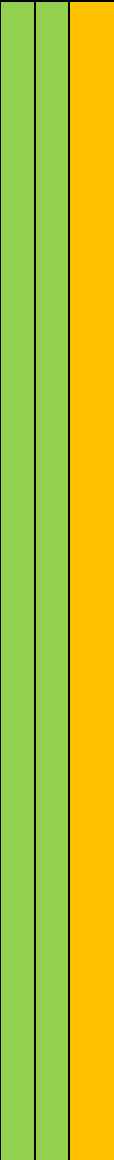
<p><u>Occupational hygiene/ COVID 19</u></p>	<p>Presence of viruses and bacterial in the workplace</p>	<p>Viruses and bacteria entering the body via ingestion, injection, direct contact with contaminated surfaces, mucosal membranes</p>	<p>5 5 25</p>	<p><u>Control Measures</u></p> <ol style="list-style-type: none"> 1. Avela Home Service continue to have in place an in house COVID testing programme for all office and operational staff which is currently completed three time per week. (Sunday, Tuesday & Thursday evenings). Results are collated and monitored by the HR & HS teams. All staff are required to carry out the tests (mandatory) 2. Travelling to work – avoid public transport were possible, if that is not possible avoid using during peak times: (8:15 – 9.00 and 17:00 - 18.00) 3. Staggered start times: Void and Investment operatives are to start works at 8.00am. Responsive Repairs operatives are to start at 8.30am 	<p>2 5 10</p>	<p><u>Additional Control Measures</u></p> <p> Briefing on occupational hygiene to given to operatives on return to work</p> <p>Emergency procedures/government guidance to be issued to all operatives</p> <p> PPE</p> <p>First aid kit with anti-septic wipes, sterile dressings, eye protection, FFP3 dust masks, eye wash. Latex or nitrile gloves, disposable overalls</p> <p>Hand sanitisation stations installed in Evans Road office in entrance area and stores area</p>
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				<p>This is to reduce the number of operatives at the stores area during peak time in the morning</p> <ol style="list-style-type: none"> 4. Operatives are encouraged to bring their own food and drink to work and avoid unnecessary visits to shops, cafes etc 5. Lunch times are to be staggered to reduce the chance of operatives being in contact with other operatives not in their work bubble or team 6. Operatives are not to bring anyone to work other than members of their own team who they will work with throughout the day 7. Operatives to maintain good ventilation when travelling in their vehicle with two occupants in the crew cab 8. If Operatives are not required to wear PPE for their specific task and the working area meets the following criteria: <ul style="list-style-type: none"> • Enclosed space where there is no ventilation • Where social distancing isn't always possible 		
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				<p>contact your line manager immediately</p> <p>16. Welfare to be utilised at Evans Road office, The Matchworks and other site locations</p> <p><u>PPE:</u></p> <ol style="list-style-type: none"> 1. PPE stock is monitored daily to ensure adequate PPE is in stock 2. Latex/nitrile gloves shall be used at all times. 3. FFP3 rated masks to be used at all times when a safe distance can't be kept 4. Dispose of used PPE that can no longer be worn into a sealed bag and discard into a skip, to avoid cross contamination with other team members 5. Hands are to be washed if visibly dirty with soap and water or sanitised thoroughly after the removal of PPE. 6. Eating, drinking, smoking is prohibited in the working area 7. Handling contact lenses is prohibited in areas where there is a likelihood of occupational exposure. 8. Never handle potentially contaminated materials. 		
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			<div style="background-color: #90EE90; width: 100%; height: 100%;"></div> <div style="background-color: #FF0000; width: 100%; height: 100%;"></div>	<p>9. Equipment used for works shall be decontaminated after use (a simple antiseptic wipe cloth will do).</p> <p>10. All work surfaces and benches shall be decontaminated after use (a simple antiseptic wipe cloth will do).</p> <p><u>Communications with tenants prior to visit:</u></p> <ol style="list-style-type: none"> 1. There is prior engagement with the tenants via the Customer Service Team to confirm their current health conditions regarding Coronavirus – self isolating or have contracted virus or displaying symptoms 2. Discussion with the occupants of household ahead of a visit to ask that social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) are maintained between workers and householders, if possible 3. Advise tenants if possible, to relocate themselves to a different room when the operative attends, whilst the works are being carried out, tenants are not to speak with 	<div style="background-color: #90EE90; width: 100%; height: 100%;"></div> <div style="background-color: #FFD700; width: 100%; height: 100%;"></div>	
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				<p>operatives face to face unless necessary to do so</p> <ol style="list-style-type: none"> 4. Advise tenants to leave all internal doors open to minimise contact with door handles and open windows to improve ventilation. 5. Identify busy areas i.e. hallway, staircase and advise the tenant to try and minimise movement within these areas where possible when operatives in their property <p><u>Cleaning procedures when in the property:</u></p> <ol style="list-style-type: none"> 1. Carry out frequent cleaning of objects or surfaces that are touched regularly during the visit 2. Remove all waste and belongings from the work area at the end of the job. 3. If you sneeze, cough cover your mouth using a tissue and not your hands. Discard the tissue through the arranged method with the householder. Sanitise your hands immediately after if hand washing facilities aren't available 		
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Overall Level of Risk (MUST NOT progress if High)			M e d i u m		
Persons at Risk E = Employees C = Contractors/Deliveries V = Visitors P = Members of Public A = All	Risk Rating Calculation Severity multiplied by Likelihood equals risk S X L = Level of Risk	Severity Rating 5 = Catastrophic Injury/III Health 4 = Major Injury 3 = Absence Injury 2 = Minor Injury 1 = No Injury	Likelihood Rating 5 = Virtually Certain 4 = Highly Likely 3 = Likely 2 = Unlikely 1 = Highly Unlikely	Level of Risk 1 – 5 = Low 6 – 14 = Medium 15 – 25 = High	
Name of Project Manager Reviewing and Accepting Risk Assessment and Controls			Signature		Date
Danny McDonagh					04.05.2021

The risk assessment will be reviewed in line with new government guidance published. Operatives will be informed of any changes immediately.