

## SAFE SYSTEM OF WORK

**Oak Tree HA SCS**  
Ref: 2510926

Hazard: **Covid-19**


- A.1 *PREAMBLE: This Safe System of Work note is to be read in conjunction with all of Pellings' relevant health and safety arrangements and guidance notes. One particularly in relation to this project is the "Pre-Survey Risk Register".*
- A.2 *PREAMBLE: Reference should be made to: "Working safely during COVID-19 in other people's homes - Guidance for employers, employees and the self-employed", dated 11<sup>th</sup> May 2020, published by HM Government.*
- 1.0 The project includes accessing housing blocks, flats and houses of varying sizes, ages and design, to undertake a visual, non-intrusive stock condition survey. Accessing the internals of 20% of dwellings is a requirement of the survey. Surveyors will access via the main entrance and inform the resident or Property Manager (if on site and to encourage Social Distancing, we advise that the PM does not enter the individual's dwelling as part of our inspection) that is expecting their visit. Note that prior appointment will have been made and no 'cold calling' will be undertaken.
- 1.1 Prior to the sitework, the residents or Property / Scheme Managers will be contacted and requested for information so that:
- 1.1.1 No household will be accessed which is self-isolating or where one or more family members has Covid-19 symptoms.
- 1.1.2 No household will be accessed where one or more family members are **Extremely Clinically Vulnerable** (these people will have received a letter or told so by their GP that they are in this group).
- 1.1.3 Prior arrangements can be made to avoid face-to-face contact for any household where someone is **Clinically Vulnerable** but has not been asked to shield (e.g. someone over the age of 70 or someone who has an underlying health condition).
- 1.1.4 If an obvious significant risk exists, the surveyor will not attempt to start / continue the survey and instead an alternative flat dwelling will be attempted for inspection. Only when no significant risks exist, or they can be suitably reduced and managed will the surveyors continue.
- 1.1.5 Note that the surveyor will travel to the property alone and most likely in a private car. No shared public or private transport systems will be used. The surveyor will work alone during the inspection.

- 1.1.6 Note that Social Distancing and physical contact may be reconsidered during times of emergency (for example fire or a serious accident / incident). Note that immediate handwashing and face washing should take place immediately afterwards with no touching of the face wherever reasonably practicable.
- 1.1.7 Note that the surveyor will carry a facemask and disposable gloves as part of their regular work equipment. However, they may not always have the need to wear these as the Covid-19 risk is best managed by Social Distancing and good hygiene. It will be at the surveyor's and the resident's discretion that these are worn on an individual basis. Wearing a face covering is not required by law. It is however likely that masks will be worn by the surveyor whilst inspecting the dwelling, particularly if Social Distancing is problematic. If a face covering is used, avoid touching the face or the face covering to prevent the cross contamination of germs from the hands. **THE USE OF FACE COVERINGS IS NOT A REPLACEMENT FOR SOCIAL DISTANCING AND GOOD HYGIENE.**
- 1.2 **Surveyors will:**
- 1.2.1 Wash hands often for at least 20 seconds using soap and hot water or will use antibacterial hand sanitising gel (surveyor will have this on his person). This will be undertaken more frequently should they sneeze, cough, blow nose. The surveyor will use their hand sanitising gel on entering the property, making it a visible act for the resident to see.
- 1.2.2 Reduce the spread of germs from coughing or sneezing by covering their mouth and nose with a tissue (if they have one) or sleeve (NOT a hand) if they have no tissue. Any used tissue will be thrown away / bagged after single use (the surveyor will carry a ziplock bag for this sole purpose).
- 1.2.3 Avoid touching the resident's objects and surfaces. This includes door handles and where possible the resident is asked to open doors in advance of the surveyor's entry to minimise the need to touch them. Note though that due to fire regulations and means of escape purposes, self-closing fire doors should be closed properly immediately after the inspection is completed.
- 1.2.4 Maintain Social Distance (2 metre minimum) as far as possible.
- 1.2.5 Have the correct tools and equipment for the job and will not ask to borrow anything from the resident (this may include for example, portable ladders, screwdriver, torch, stationary, etc.).
- 1.2.6 Frequently clean tools and equipment so that each item is clean before entering a different household. If a surface has been accidentally touched by them, the surveyor will explain and ask that you clean it using your usual cleaning products.
- 1.2.7 Have received suitable explanatory guidance for safely working in occupied and non-occupied properties; and for communicating with the household about Social Distancing and hygiene measures to be followed.

1.3 **Residents will:**

- 1.3.1 Wash hands often for at least 20 seconds using soap and hot water or will use antibacterial hand sanitising gel. This will be undertaken more frequently should they sneeze, cough, blow nose.
- 1.3.2 Reduce the spread of germs from coughing or sneezing by covering their mouth and nose with a tissue (if they have one) or sleeve (NOT a hand) if they have no tissue. Any used tissue will be thrown away after single use.
- 1.3.3 Clean regularly touched objects and surfaces ahead of the visit.
- 1.3.4 Maintain Social Distance (2 metre minimum) as far as possible and will not attempt to make physical contact with the surveyor, including shaking hands as a greeting for example.
- 1.3.5 Ensure that the dwelling is well ventilated ahead of and during the surveyor's visit.
- 1.3.6 Be asked to minimise movement during the inspection, especially in 'busy' areas such as stairways, corridors etc.
- 1.3.7 Be asked (if security permits) to vacate the dwelling and wait in the garden or on the outside balcony (if present) during the course of the survey to increase the potential for Social Distancing.
- 1.3.8 NOT offer the use of their own tools and equipment (this may include for example, portable ladders, screwdriver, torch, stationary, etc.).
- 1.3.9 NOT be asked to sign any document or device as part of the inspection.

END.

Name:	<b>Ian Filkins</b>
Signed:	
Date	1 <sup>st</sup> June 2020