



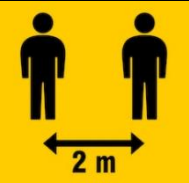
<b>Garbutt + Elliott</b> <b>RISK ASSESSMENT</b> Meeting Clients in their Home  <i>"Our Ways of Working"</i>	Assessed by:	Date:	Title of Assessment	
	Sarah Littlewood	04/07/2020	COVID-19: Meeting with clients in their home	RA-CV-07
			Consultation with the Workforce & Publishing of this Assessment	
	Date to be reviewed	Gov. Updates/ Monthly	The workforce has been consulted during the development of this risk assessment.	
	Date of last review	12/04/2021	The final version of this risk assessment has been shared with the workforce and published on our website (The Government expects all employers with over 50 workers to do so).	
Reviewed by	S Littlewood/ S Wright			

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<b>Social Distancing at Work</b>  Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Client's Home	G+E staff  Client	3	5	15	<b>High</b>	1. <b>The key company objective is to maintain social distancing wherever possible.</b> 2. G+E staff must remain at least two metres apart whilst completing work wherever reasonably practical.  3. Meeting area to be well ventilated (doors and windows opened) to allow fresh air circulation of the meeting area. 4. The numbers of G+E staff visiting clients in their own home will be reduced to as small as possible. 5. G+E staff will follow social distancing rules.	1. Clients to be monitored to ensure 2m separation is being adhered to. 2. If you feel unsafe or at risk at any point, undertake a personal risk assessment and leave the premises if necessary. We can re-plan a visit for a future date if appropriate, after ensuring everything is made safe.	2	5	10	<b>Medium</b>

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			L	S	R				L	S	R	
<p><b>Travelling to and Leaving Client's Home</b></p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	Client's Home	G+E staff  Client	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>G+E staff will be encouraged to drive/walk/cycle to the home where practical and avoid public transport.</li> <li>Car sharing will not be permitted until 17 May 2021 unless from the same household. (From 17 May two people can car share with masks/ventilation and as much social distancing as possible, subject to government roadmap out of lockdown rules remaining unchanged).</li> <li>G+E staff are required to wash/sanitise their hands whenever entering or leaving the client's home.</li> </ol>  <ol style="list-style-type: none"> <li>Only essential G+E staff are to visit client's homes to minimise number of persons on site and potential social interaction.</li> <li>All G+E staff to maintain social distancing when accessing and leaving client's home – keeping 2m apart.</li> </ol>	<ol style="list-style-type: none"> <li>G+E Staff will be provided with a personal PPE pack containing hand sanitiser, face masks, gloves and disinfectant wipes</li> </ol>	1	5	5	<b>Low</b>


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			L	S	R				L	S	R	
							 <p><i>If this cannot be achieved e.g. due to crowding, wait until safe to enter/exit.</i></p>					
<b>Moving around the Clients home</b>  Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Client's home	G+E staff  Client	3	5	15	<b>High</b>	<ol style="list-style-type: none"> <li>1. Wear a face mask throughout the visit. Client to be asked to also wear a mask.</li> <li>2. Always maintain 2m social distancing.</li> <li>3. No more than one person to use stairs at a time; G+E staff should yield to oncoming residents and retire to a social distancing point.</li> <li>4. G+E staff required to stick to the designated meeting area and not encroach into areas where not required.</li> <li>5. G+E Staff will be provided with a personal PPE pack containing hand sanitiser, face masks, gloves and disinfectant wipes</li> <li>6. G+E staff to request that the client arranges for any other household members to retire to another part of the home during the visit.</li> </ol>	<ol style="list-style-type: none"> <li>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required</li> </ol>	1	5	5	<b>Low</b>

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			L	S	R				L	S	R			
<b>Meetings</b>  Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Client's home	G+E staff  Client	2	5	10	<b>Medium</b>	1. Wherever possible meetings will be held by means of video/telephone conferencing.  <b>Only essential meetings will be held in person</b> , in which case: <ul style="list-style-type: none"> <li>- Only essential participants will attend.</li> <li>- Face masks must be worn.</li> <li>- Wherever possible / practical meetings should be held outdoors.</li> <li>- Attendees should be two metres apart from each other.</li> <li>- Rooms must be well ventilated / windows opened to allow fresh air circulation.</li> <li>- Sanitisation should take place of chairs/desktops and other touch points prior to and after any attended meetings.</li> <li>- Where meetings are attended, they will be kept as short as possible.</li> <li>- During meetings G+E staff will not share stationary resources e.g. pens/ highlighters/ documents/ workbooks etc.</li> </ul>				1	5	5	<b>Low</b>


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			L	S	R				L	S	R	
							<ul style="list-style-type: none"> <li>- G+E staff will be provided with hand sanitisers, anti bac wipes, gloves and masks.</li> <li>- Food stuffs should not be shared/passed around/consumed during meetings.</li> </ul>					
<b>Welfare (WC) Areas</b>  Failure to maintain compliance with social distancing and surface transmission prevention in the common areas resulting in increased risk of transmission.	Client's Home	G+E staff  Client	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>1. G+E staff may utilise the client's facilities unless instructed otherwise.</li> <li>2. Wash or sanitise hands before and after using the facilities.</li> <li>3. Provide hand sanitiser to all mobile workers (minimum 60% alcohol based) to use where hand washing facilities are unavailable</li> </ol>  <ol style="list-style-type: none"> <li>4. Avoid contact with frequently touched surfaces where possible e.g.:               <ul style="list-style-type: none"> <li>• Opening doors with feet/elbows.</li> <li>• Using tissue to switch off taps or contact surfaces.</li> </ul> </li> <li>5. Site Covid-19 management processes for W/C areas will be</li> </ol>		1	5	5	<b>Low</b>




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			L	S	R				L	S	R	
							respected e.g. one person at a time in W/C areas.					
<b>Accidents, Security and Other Incidents</b>  Failure to manage appropriately/ attempting to maintain social distancing during accidents and incidents.	Client's home	G+E staff  Client	2	5	10	<b>Medium</b>	1. If G+E staff develop symptoms of COVID-19 or are observed to be displaying symptoms, they should remove themselves from the house and <ul style="list-style-type: none"> <li>- Return home if safe to do so</li> <li>- If not able, driven home by another with additional controls:               <ul style="list-style-type: none"> <li>- Keep windows open</li> <li>- Keep distance (driver in front and passenger in rear)</li> <li>- Clean down vehicle following transport.</li> <li>- Ambulance to be used in an emergency.</li> </ul> </li> </ul> 2. In an emergency, for example a fire or accident, G+E staff do not have to stay 2m apart if it would be unsafe.	1. Emergency plans including contact details should be kept up to date.	1	5	5	<b>Low</b>
<b>Cleaning the Workplace</b> <ul style="list-style-type: none"> <li>- General Cleaning</li> <li>- Handwashing</li> <li>- Sanitation Facilities</li> <li>- Toilets</li> </ul>	Client's Home	G+E staff  Client	2	5	10	<b>Medium</b>	1. Provide G+E staff with their own pack of sanitising wipes/disinfectant/blue roll to use for sanitising when required.  2. G+E staff are required to maintain the working area in a clean and hygienic manner.	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	2	5	10	<b>Medium</b>

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			L	S	R				L	S	R	
Failure to reduce transmission through contact with contaminated surfaces by not keeping the workplace clean.							3. It is expected that our clients will have implemented robust hygiene processes throughout the meeting area. 4. G+E staff will dispose of cloths/tissues/wipes in the designated area in the home. 5. G+E staff to be reminded not to place personal items on client's home surfaces such as: <ul style="list-style-type: none"> <li>- Mobile phones</li> <li>- Bunches of keys</li> <li>- Bags</li> </ul>					
<b>Hygiene:</b> - Handwashing - Sanitation Facilities - Toilets  Failure to reduce transmission through contact with contaminated surfaces or direct exposure to airborne particulates by not enforcing good hygiene practices.	Client's home	G+E staff  Client	3	5	15	High	1. Regular hand washing breaks to be taken throughout the day. 2. Wear a face mask. 3. <b>Avoid Greetings:</b> Avoid physical greetings (hand shaking etc).    4. <b>Avoid Skin Contact:</b> Avoid touching eyes, nose and mouth.	1. If any waste is suspected to be contaminated by Coronavirus – it should be held for 72 hours prior to disposal as normal waste in alignment with DEFRA guidance.	1	5	5	Low

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			L	S	R				L	S	R	
							 <p>5. <b>Practice respiratory hygiene:</b> This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.</p>  <p>6. G+E staff to be advised to regularly machine wash work clothes at 60-90° with laundry detergent and wash hands for 20 seconds afterwards.</p> <p>7. All G+E staff must wash their hands for 20 seconds using soap and water when entering and leaving the clients site.</p> 					

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			L	S	R				L	S	R	
							<p>8. Wash or sanitise hands before and after using the client's W/C facilities.</p>  <p>9. Provide hand sanitiser (minimum 60% alcohol based) to workers to utilise where hand washing facilities are unavailable.</p> <p>10. Avoid contact with frequently touched surfaces where possible e.g.:</p> <p>11. Opening doors with feet/elbows.</p> <p>12. Using tissue to switch off taps or contact surfaces.</p> <p>13. No reusable towels/nail brushes/face cloths permitted to be used by workers.</p> <p>14. G+E staff instructed in good personal hygiene practice.</p> <p>15. Any surfaces recently contacted by affected individuals to be isolated and thoroughly cleaned in line with current guidance at:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>					

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			L	S	R				L	S	R	
							<p>16. If a member of G+E staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>17. If waste is considered to be contaminated with Covid-19 virus remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.</p> <p>18. Waste should be double bagged and sealed.</p>					
<p><b>Handling Goods, Merchandise and Other Materials. And Onsite Vehicles</b></p> <p>Failure to reduce transmission through contact with contaminated surfaces by not keeping the workplace clean</p>	Client's home	G+E staff  Client	2	5	10	Medium	<p>1. Personal issue equipment to be used throughout the work.</p> <p>2. Do not lend equipment to third parties or use other parties' equipment.</p> <p>3. Manual Handling to be completed in accordance with Garbutt + Elliott's manual handling risk assessment.</p> <p>4. G+E staff should avoid handling any client property (paperwork, files, stock, ladders etc.), wherever possible.</p>	<p>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p>	1	5	5	Low

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			L	S	R				L	S	R	
							<p>5. If electronic paperwork / files cannot be achieved, then hand hygiene must be strictly observed, and contact should be limited to the bare minimum.</p> <p>6. If equipment (ladders etc) must be used by multiple parties, the following must be completed:</p> <ul style="list-style-type: none"> <li>- Thorough wipe down using sanitisers/disinfectants of equipment before and after use.</li> <li>- Wash hands after use thoroughly.</li> <li>- Dispose of used cloths and tissue in designated site area.</li> </ul>					
<p><b>Personal Protective Equipment (PPE)</b></p> <p>Failure to provide and maintain appropriate PPE resulting in increased risk of transmission.</p>	Client's home	G+E staff  Client	2	5	10	<b>Medium</b>	<p>1. PPE (masks, gloves, visors) provided free of charge.</p> <p>2. G+E staff will wear PPE items as detailed in this risk assessment</p> <p>3. Where PPE is worn:</p> <ul style="list-style-type: none"> <li>- PPE must not be shared</li> <li>- PPE must fit properly</li> <li>- Reusable PPE should be sanitised after use. Reusable masks should be washed at 60C</li> <li>- Disposable PPE should be disposed of in designated client's site areas.</li> </ul>	<p>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p>	1	5	5	<b>Low</b>

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			L	S	R				L	S	R	
<b>Face Coverings</b>  Failure to support safe use of face covering by employees resulting in marginal increased risk of transmission from incorrect use.	Client's home	G+E staff  Client	1	5	5	<b>Low</b>	<b>1. In line with Government guidance (Aug 2020) face masks must be worn during client meetings.</b>  Where a face covering is worn, we require the wearer to do the following: <ul style="list-style-type: none"> <li>- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>- Change your face covering if it becomes damp or if you have touched it.</li> <li>- Continue to wash your hands regularly.</li> <li>- Change and wash your face covering daily.</li> <li>- If the material is washable, wash in line with manufacturer's instructions (60C). If it's not washable, dispose of it carefully in your usual waste.</li> <li>- Practise social distancing wherever possible.</li> </ul>	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	<b>Low</b>

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			L	S	R				L	S	R	
<p><b>Workforce Management: Shift patterns and Working Groups</b></p> <p>Failure to segregate cohorts to limit transmission potential.</p>	Client's home	G+E staff Client	2	5	10	Medium	<p>1. G+E will aim (where practical) to split the workforce into teams (cohorts) so that teams are kept the same on tasks where the work task requires more than one worker to attend the client's site.</p>	<p>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p>	1	5	5	Low
<p><b>Workforce Management: Work Related Travel</b></p> <p>Failure to minimise work related travel resulting in an increased risk of transmission due to failure to adhere to social distancing or increased surface contact.</p>	Client's home	G+E staff Client	2	5	10	Medium	<p>1. Staff should avoid staying overnight anywhere other than their primary residence. Current Government roadmap allows overnight stays within the UK from the 17<sup>th</sup> May (unless self-contained – 12/4)</p> <p>2. G+E will look to eliminate the need for staff to travel where practical.</p> <p>3. Suitable alternative options to travel will include:</p> <ul style="list-style-type: none"> <li>- Remote contact solutions</li> <li>- Email</li> <li>- Phone calls</li> </ul> <p>4. Where travel is required workers will be encouraged to drive rather than use public transport (where practical).</p> <p>5. When driving, G+E staff should use separate cars, unless travelling with someone from the same household. Car sharing will not be permitted until 17 May 2021. (From 17 May two people can car share with masks/ventilation and as much</p>	<p>1. Where a member of staff is required to stay overnight the accommodation chosen should be contacted by the manager and required to provide evidence of their Covid-19 management processes.</p> <p>A record of the details of the accommodation should be retained.</p> <p>2. Should any other travel be required that falls outside of current risk controls an additional assessment will be required.</p>	2	5	10	Medium

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			L	S	R				L	S	R	
							<p>social distancing as possible, subject to government roadmap out of lockdown rules remaining unchanged).</p> <p>6. If public transport is necessary, a face covering must be worn (in line with current Government rules).</p> <p>7. The member of staff will request information from the client regarding the Covid-19 risk controls at the home in question (ability to social distance, other people in household, face masks, hygiene of surfaces) – this information will be passed to the health and safety officer.</p> <p>8. Foreign travel will not take place.</p>					
<p><b>Workforce Management: Communications and Training</b></p> <p>Failure to provide appropriate communication and training to staff resulting in an increased potential for transmission of virus due to non-</p>	Client's home	G+E staff Client	2	5	10	<b>Medium</b>	<p>1. All G+E staff will be involved in the development of this risk assessment and their views considered.</p> <p>2. G+E staff will be regularly reminded of the company risk controls and expected behaviours whilst on our client's sites.</p> <p>3. G+E staff will be taken through the safe system of work provided with this risk assessment.</p> <p>4. Regular communication updates will be given to all G+E staff</p>	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	<b>Low</b>

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			L	S	R				L	S	R	
adherence to safe working practices.												
<b>Inbound and Outbound Goods</b>  Failure to maintain compliance with social distancing or limit surface contact during completion of the task resulting in increased risk of transmission.	Client's home	G+E staff  Client	2	5	10	<b>Medium</b>	1. Social distancing must be maintained between our workers and any visiting delivery operative to a clients home.	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	<b>Low</b>
<b>Site Handover</b>  Failure to leave work area/home in a safe state following work completion.	Client's home	G+E staff  Client	2	5	10	<b>Medium</b>	1. Surfaces that have been in contact with should be wiped clean and disinfected at the end of the visit.	1. Advise clients to keep clear of the work area for at least 30 minutes after you leave and then wipe down all worked on surfaces with warm soapy water and disinfect these surfaces with the cleaning products they normally use and then wash their hands for at least 20 seconds.	1	5	5	<b>Low</b>

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			L	S	R				L	S	R	

RISK		Severity	5	10	15	20	25	
LIKELIHOOD	SEVERITY		4	8	12	16	20	
1. Extremely Unlikely	1. Minor Injury/disease no lost time	3	6	9	12	15		
2. Unlikely	2. Injury/disease up to 7 days lost	2	4	6	8	10		
3. Likely	3. Reportable under RIDDOR over 7 days	1	2	3	4	5		
4. Very Likely	4. Specified Injury/Long term absence	Likelihood						
5. Almost Certain to happen	5. Death	Low	Medium	High				
		1-8	9-12	15-25				

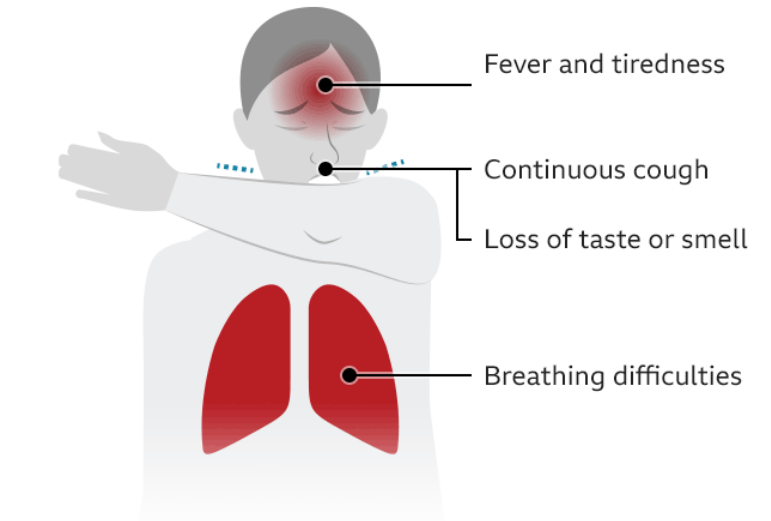
References used in the development of this risk assessment:
<ul style="list-style-type: none"> <li>HM Government 'Working Safely during COVID-19 in construction and other outdoor work – Guidance for Employers, employees &amp; self-employed 11 May 2020</li> <li>CLC Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19) Version 4</li> <li><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</a></li> <li><a href="https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance">https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</a></li> <li><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a></li> <li><a href="https://www.letsrecycle.com/news/latest-news/defra-coronavirus-waste-disposal-advice/">https://www.letsrecycle.com/news/latest-news/defra-coronavirus-waste-disposal-advice/</a></li> </ul>

Key COVID-19 Symptoms & Controls:

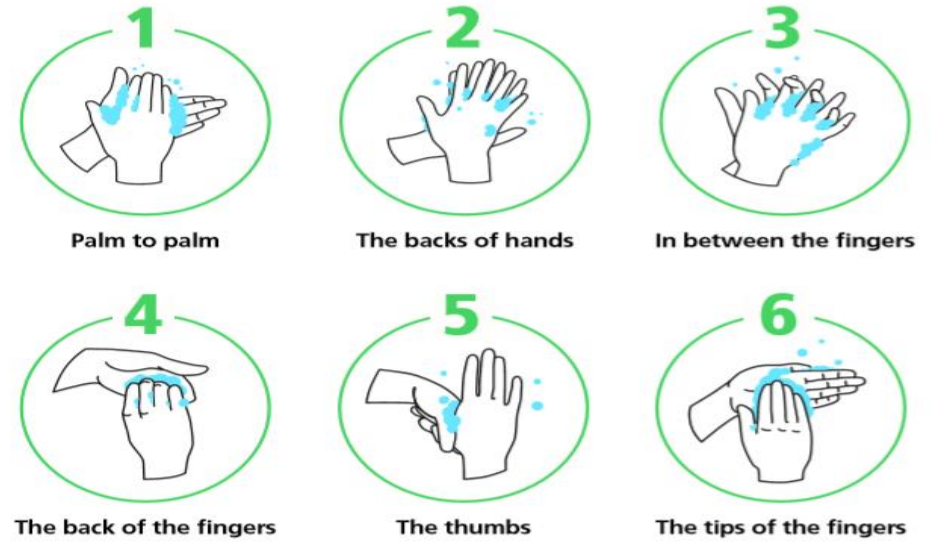


**Symptoms:**

**Coronavirus: Key symptoms**



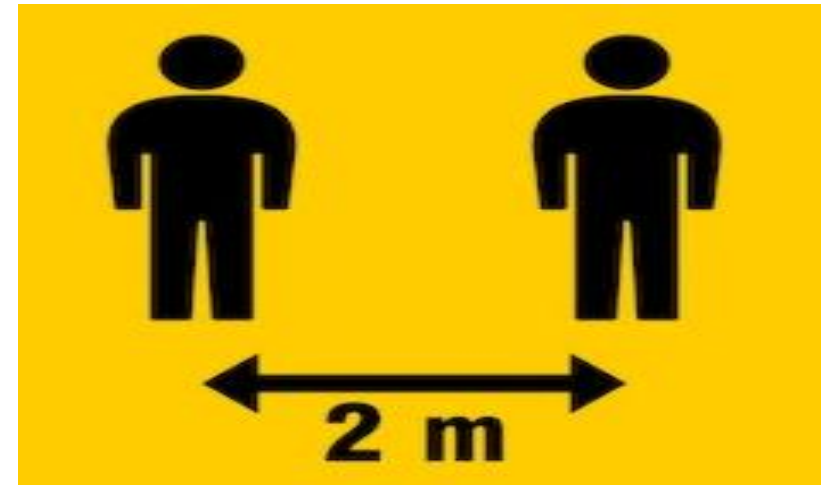
**Hand Washing:**



**General Precautions:**



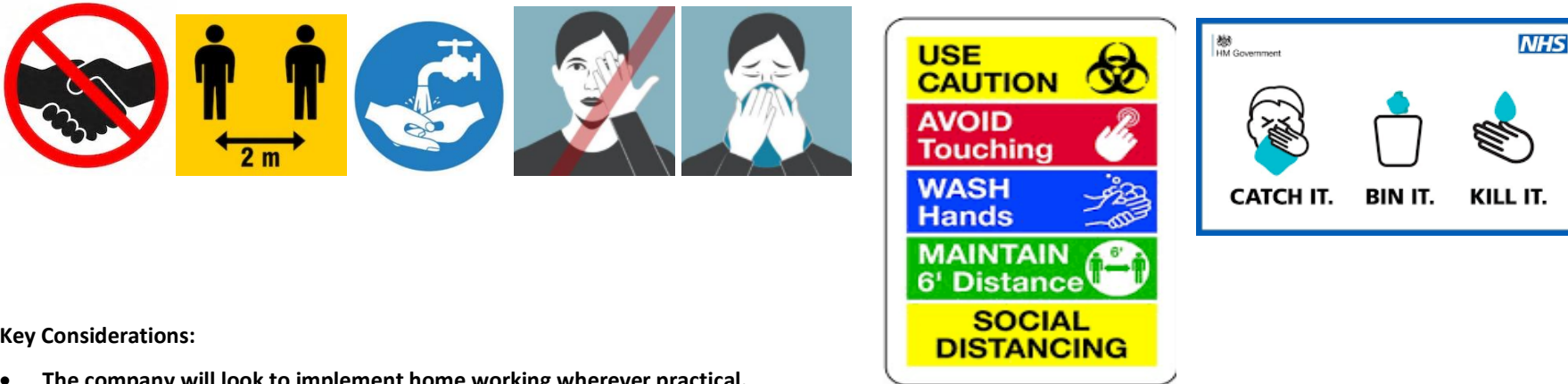
**Social Distancing:**



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## General Safe system of work for working during the COVID-19 Pandemic

The points below are provided to our workers to help keep them safe during the Covid-19 pandemic. They are based on Government recommendations, which change daily: <https://www.gov.uk/coronavirus> As your employer we will endeavour to update our guidance to you in line with current Government recommendations.



### Key Considerations:

- The company will look to implement home working wherever practical.
- The company will be particularly vigilant in safeguarding those persons currently identified as most at risk, such as -
  - Those classed as **extremely clinically vulnerable**
  - Those classed as **clinically vulnerable**
  - Others who may require **additional adjustments** to enable their health and safety.
- Before working at a client's home, the company will assess the following points:
  - is the work essential?
  - can the task be resolved another way, or at a better time?
  - are alternative options available to our client?

**Additional precautions** should be taken if the work is to proceed, which could include additional PPE, such as disposable overalls, disposable gloves, eye protection, suitable face mask, or temporary wider separation of occupants and operatives, e.g. other rooms or areas – these circumstances will require a risk assessment to be completed.

- G+E staff must protect themselves and consider the wellbeing of their colleagues and others in the home as appropriate.
- Avoid all physical contact. Do not shake hands with the client or any other person in the home.

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- Wash/sanitise your hands thoroughly for at least 20 seconds, at the start of the job and after (also during the work).
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth at all times.
- If you feel unsafe or at risk at any point, undertake a personal risk assessment and leave the home if necessary. We can re-plan for a future date if appropriate, after ensuring everything is made safe.
- Avoid client signatures or handling paperwork between yourself and them.
- Do not attend work – **a)** if you are unwell/displaying symptoms **b)** if someone in your household is self-isolating.

#### **Pre-Visit:**

- Ahead of the visit G+E will call the client to ask if they are comfortable with our visit taking place.
- We will explain to the client what we will be doing, and why, and that our staff must maintain a safe distance from them (at least 2m or 6 steps away is current Government advice), including when waiting to meet clients at their home.
- We will identify the client's requirements for management of Covid-19 in their home and communicate these to our mobile workers.
- In the absence of a Covid-19 risk assessment, we will request details of the Covid-19 safety measures that have been put in place. We will highlight areas of concern and review with the client any actions that need to be taken ahead of a home visit to protect our staff safety.

#### **Travel to the home:**

- G+E staff should avoid using public transport where possible. If public transport is necessary, a face covering must be worn.
- G+E staff should not share vehicles

#### **Arrival at the Client's Home:**

- Ensure you are familiar with the client's home Covid-19 risk controls and those put in place by G+E.
- Do not enter a client's home if you are feeling unwell or displaying symptoms of Covid-19 e.g. high temperature/cough/breathing difficulties.
- Observe the clients social distancing measures as soon as you arrive on site (parking area onwards).
- Use dedicated site access points.
- Wash your hands with soap and water for at least 20 seconds. Where facilities to wash hands are not available, hand sanitiser should be used.
- Do not shake hands with the client or any other person at the client's site.
- Wash/sanitise your hands thoroughly for at least 20 seconds, at the start of the job, during the work and at the end of the work.

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- Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.
- Do not use lifts

#### **During Work:**

- Maintain social distancing (**minimum two metres apart**).
- Wear a face mask.
- Allow time throughout the task to maintain good hygiene: wash your hands frequently using soap and water for 20 seconds, and especially after blowing your nose, sneezing or coughing and before and after eating.
- Avoid skin-to-skin and face-to-face contact with the client and other workers.
- If you must share equipment - wash your hands each time before sharing any equipment with others and wash your hands every time you finish using a shared item of equipment. Touch point surfaces of equipment that are shared must be sanitised before and after use.
- Avoid requesting client signatures or handling paperwork between yourself and them.
- If you or any other person on site are displaying any potential coronavirus symptoms; or if you have any concerns about the welfare facilities or the work environment (client's home) regarding measures to protect workers from coronavirus (e.g. social distancing, cleaning and hygiene regimes) then you should:
- **STOP** work.
- **REMOVE** yourself to a position of safety.
- **REPORT** immediately to your supervisor or manager (ideally by telephone).

#### **Job completion**

- Wipe down and sanitise equipment, tools and instruments used.
- Remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.
- Do not touch your face.
- Ensure you then clean/wash your hands, and where possible/appropriate any reusable PPE (e.g. safety glasses), using soap and water, or use suitable hand sanitiser on hands before leaving site.
- Advise clients or relevant parties in the home to keep clear of the work area for at least 30 minutes after you leave and then wipe down all worked on surfaces with warm soapy water and disinfect these surfaces with the cleaning products they normally use and then wash their hands for at least 20 seconds.
- Before leaving site wash your hands with soap and water for at least 20 seconds. Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.
- Do not eat/smoke/drink until you have washed/sanitised your hands.

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**When wearing a face covering**

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you have touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer’s instructions (60C). If it is not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.



*All employers should regularly update themselves with the current Government advice: <https://www.gov.uk/coronavirus> and NHS advice: <https://www.nhs.uk/conditions/coronavirus-covid-19> and operate accordingly.*

<b>Document Accepted By (Name)</b>		<b>Sign</b>		<b>Date</b>	
<b>Further Risk Controls Implemented By (Name)</b>		<b>Sign</b>		<b>Date</b>	

**The contents of this risk assessment and the resulting Safe System of Work should be shared with all workers as appropriate to its contents.  
Signatures will be gathered centrally**

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