

Risk Assessment



Section 1 – Visiting Occupied Homes					
Workplace, Activity, Hazard & Risk	Who is at risk and what could happen?	Inherent Risk Level	What are the controls in place, which reduce the risk?	Controlled Risk Level	Are the controls in place adequate and when are the controls refreshed?
<p>Activities</p> <p>Unaccompanied visits to occupied homes</p>	<p><u>It is a risk to:</u></p> <p>Department</p> <ol style="list-style-type: none"> 1. Operations 2. Finance and Development <p>Sections (Teams)</p> <ol style="list-style-type: none"> 1. Housing 2. Repairs and Maintenance 3. Customer Feedback 4. Development 5. Health and Safety 6. Assets <p>No Staff Affected</p> <p>One</p> <p><u>Resulting in:</u></p> <p><i>Various Minor Injuries:</i></p> <p>N/A</p> <p><i>Major Injuries:</i></p>	HIGH	<p><u>General Staff Instruction:</u></p> <p>All staff must follow government guidance on social distancing, hand washing/sanitising, self-isolation and staying home where required.</p> <p>Staff must travel using their own transport and are not permitted to carry passengers.</p> <p>If staff cannot travel using own transport they must contact their Line manager and not proceed with their mobile working activities.</p> <p>If staff are feeling unwell or have a temperature/cough, they must inform their Line Manger and not carry out any work including mobile working until authorised to do so by Line Manager and / or HR.</p> <p>Lone staff should not attend occupied homes where a UDC states do not visit alone. Any two-person visits must be agreed via Line Manager and a RA completed by the Health and Safety Team.</p> <p><u>Mobile Working – General Instruction</u></p>	LOW	<p>Training</p> <p>Training Video - How to wear and remove disposable Gloves safely</p> <p>Training Video - How to wear and remove disposable Masks safely</p> <p>Training Video - How to wear and remove disposable Aprons safely</p>
<p>Hazard & Risk</p> <p>Coronaviruses</p> <p>There are 2 routes people could become infected:</p> <p>Respiratory Secretions directly transferred into the mouths or noses of people who are nearby (within 2m) or possibly inhaled into the lungs.</p>			<p>Written Instruction</p> <p>Staff can obtain PPE at any time by contacting Livin's Health and Safety Team.</p> <p>PPE will be distributed using a non-contact safe system of work from Farrell House.</p> <p>Personal stocks of PPE should be managed by individual staff, and they should submit a timely email requests for replenishing items, identifying the activity</p>		

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<p>Touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face).</p>	<p>N/A <i>Ill-Health:</i> COVID-19</p>		<p>During any mobile work activity staff are require to maintain good personal hygiene including:</p> <ul style="list-style-type: none"> • Washing hands before leaving home/office with soap and hot water for at least 20seconds; • Cleaning hands upon entering a property using anti-bac gel; • Cleaning hands upon leaving the property using anti bac gel; • Washing hands when arriving back at home/office with soap and hot water for at least 20 seconds. 		<p>they will be undertaking and nature and quantity of PPE to: Health&Safety@livin.co.uk</p> <p>Staff are to wear PPE described within this RA as per manufacturers instructions and PPE training guidance available on Livin's intranet</p>
<p>Linked Risk Assessment(s)</p>			<p>Staff must at all times when mobile working:</p> <ul style="list-style-type: none"> • avoid touching their eyes, nose, and mouth with unwashed hands • keep to the social distancing advice keeping 2mtrs away from others e.g. member of the public passing in street when arriving at the property; • clean and disinfect frequently touched surfaces such as steering wheel, car door handles, gear stick and smart phone using hand wipes provided; • Not share equipment with customers or other staff including their mobile phones and pens; • Wash hands with anti-bac gel, particularly after coughing, sneezing and blowing nose. 		<p>Further Information</p> <p>n/a</p>

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			<ul style="list-style-type: none">• Cough or sneeze with a tissue. Staff should dispose of the tissue into a plastic bag and place into a bin and immediately wash hands with soap and water or anti-bac gel. <p><u>Mobile Working – Site Specific Guidance</u></p> <p>Staff must at all times adhere and follow the controls set out in Livin's</p> <p><u>"Visiting Occupied Homes – Safe System of Work – Covid-19 Controls" procedure.</u></p> <p><u>Training, Equipment & Services:</u></p> <p>The following equipment is available:</p> <ul style="list-style-type: none">Anti-Bac WipesHand Sanitiser 60% alcoholDisposable nitrile glovesDisposable Apron (only issued for inspection purposes)Plastic sealable waste bagsDisposable Paper Masks		
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