

# Peaks and Plains Housing Trust - Revised Risk Assessment

Date: 16/03/2020  
 Next Review: Each week on Monday until further notice  
 Dept.: General Management  
 Area: All occupational work areas for Trust staff

Job / Task / Activity: Office work at Ropewalks: Visits to PPHT Properties (occupant Self-isolating or Coronavirus confirmed):  
 Repairs / Mobile Employees  
 Assessors: Ian Scott. Reviewed by Julie Booker, Director of Resources, 16 March 2020  
 RA Ref: 1655

Cells shaded green must be completed / answered.

Electrical Isolation?:  Work at Height?:  Hazardous Substances?:   
 Mechanical Isolation?:  Confined Space Entry?:  (including biological) Fire Systems Work?:   
 Stored Energy?:  Other permit required?:  Energised Electrical Work?:   
 Use of MEWP?:  Hot Work?:  Excavation?:

### Answer Yes / No to all options.

Read the prompt when the box is selected.  
 Give thorough consideration to these aspects.  
 Remember to record what the site has in place regards the items selected as YES - e.g. Permit to work, Specific Training needs etc.

#### (Residual) Risk Rating Key (Score and Colour Coding)

Low Risk (1-5)

Medium Risk (6-12)

High Risk (13-25)

Final Residual Risk Rating - Enter highest Residual Risk number once RA is completed



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See Outcomes table below

Job Step / Activity	Hazard(s)	Existing Safety Procedures / Current Control Measures	Severity 1 - 5	Likelihood 1 - 5	Person(s) at Risk	Risk Rating 1 - 25	New or Revised Safety Procedures / Control Measures	Residual Likelihood 1 - 5	Residual Risk 1 - 25
Repair Teams etc	<p>Microbiological Viral hazard, principally by airborne transmission or skin contact.</p> <p>Uncontrolled contact with a person known or suspected to be a Coronavirus sufferer, either confirmed or self-isolating. Exposure to viral infection by way of close contact or contact with bodily fluids (sputum, nasal spray) (i.e. being sneezed at or coughed on). Exposure through contact with discarded used tissues, hand wipes or hard surface wipes.</p>	<p>Probably none except common sense, learnt occupational health skills and basic personal hygiene techniques.</p> <p>Learnt skills such as washing hands before eating, washing skinned fruit etc. and personal hygiene when using the toilet.</p> <p>Possibly avoiding being in a person's breathing zone.</p> <p>Avoiding physical contact, hand-shaking, hugging and kissing.</p> <p>Avoiding contact with used tissues.</p>	4	4	Employee(s) Staff Contractors General Public	16	<p>Avoid uncontrolled close contact - (i.e. face-to-face contact, for example talking to a known sufferer for more than a few moments, being within 2 metres of the person for more than 5 minutes. Ask the person to move to an area separate from the work area (i.e. different room in property). <b>Principally separate and segregate.</b></p> <p>Avoid unnecessary contact with hard surfaces which could be contaminated by touch, including doors, door handles and buttons / switches etc. Enhanced cleaning regime by office cleaners and personally.</p> <p><b>Using hard surface wipes and cleaners on all surfaces prior to touching. Good hygiene and better housekeeping.</b></p> <p>Follow strictly hand washing protocols with soap and warm water. Dry hands on paper towels or with hot air dryers. Discard paper towels safely. Wash before eating and after using the toilet. Follow public health safety information and following advice on notices around the office. Use handwashing or wipes when out of the office.</p> <p>Report first signs of illness to line manager, Departmental Director or HR. Enhanced awareness by all staff.</p>	2	8



## Action(s) Table

Process Location	Hazard / Activity	Action(s) to be taken - Ref Hierarchy of controls sheet to help decide the approach / steps to be taken to reduce the risk to an acceptable level.	Priority	Responsible (Only one person should be named, others can help.)	Target Date	Completed date
All staff etc. going off-site. Repairs Team.	Visits into the community. Repair Visits to Tenant Occupied Properties.	<p>Wash / sanitise hands often (more often than usual) for 20 seconds and following completion of works on customer property. Wash / sanitise hands before visits or work and especially before meals and following consumption of food, coughing or sneezing. Avoid touching facial areas with 'dirty' hands.</p> <p>Use of PPE - wear disposable gloves and discard safely following visit to customer property (if self isolating or confirmed). Attend TBT and briefings using WHO info / videos.</p> <p>Avoid close contact - (i.e. face-to-face contact, for example talking for more than a few minutes / being within 2 metres of the person for more than 15 minutes). Ask the person to move to an area separate from the work area (i.e. different room in property). undertake a TBT and implore staff to work safely.</p> <p><b>Assign staff to work primarily on Void properties as opposed to occupied buildings.</b></p>	H	Emma Richman	From 16/03/2020	TBA
Customer Services	Repair Visits to Tenant Occupied Properties	Add a flag to the system if the tenant is self-isolating or confirmed as a sufferer, where known.	H	D Squires	From 16/03/2020	TBA
All staff	Office work in Ropewalks	<p>Wash / sanitise hands often (more often than usual) for 20 seconds as and when necessary. Wash / sanitise hands before meals and following consumption of food, coughing or sneezing. Avoid touching facial areas with 'dirty' hands. Wash hands after using toilets and welfare facilities. AVOID shaking hands with visitors to the office. Use the external meeting room as opposed to internal meeting rooms.</p> <p>Use of PPE - wear disposable gloves and discard safely following visit to customer property (if self isolating or confirmed). Attend TBT using WHO info / videos.</p> <p>Avoid close contact - (i.e. face-to-face contact, for example talking for more than a few minutes / being within 2 metres of the person for more than 15 minutes).</p> <p>Encourage vulnerable staff to work from home where they are able to do so, particularly expectant mothers, this with known medical conditions, including heart issues, respiratory problems and diabetes.</p> <p>Informally monitor health of those &gt;65 years by routine personal contact.</p> <p>Current Coronavirus guidance to be monitored on a daily basis (see link below).</p>	H	Mark Howden, Director Responsible for Health and Safety. Supported by EMT and Safety Advisers as necessary.	From 16/03/20	TBA
		<a href="https://www.who.int/docs/default-source/coronaviruse/who-rights-roles-respon-hw-covid-19.pdf?sfvrsn=bcabd401_0">https://www.who.int/docs/default-source/coronaviruse/who-rights-roles-respon-hw-covid-19.pdf?sfvrsn=bcabd401_0</a>				