

Risk Assessment



Task / Activity:		Surveying of windows/doors by surveyor.					Assessment Number			35						
Assessment Date:		29/10/2012	Review By:		Annually	Review Date:			07/05/2020							
Task	Hazard	At Risk	Existing Control Measures			Severity	Probability	Risk Rating	Further Control Measures			Severity	Probability	Risk Rating	Acceptable?	Completed
Measuring a window opening/s	Work at Height	E	1. Avoidance of WAH 2. Ladder, spurs, stand-off, ladder belt 3. Measure from within the building using alternative equipment 4. WAH training 5. Access equipment provided by main contractor			5	2	10	1. Toolbox talks and refresher training on WAH regulation and practice 2. Restrict access of unauthorised people to the working area.			5	1	5	Y	Y
	Slips, trips, falls	E	1. PPE, safety shoes 2. Information 3. Vigilance			5	2	10	1. Information 2. Training 3. All to be aware of unfamiliar surroundings before surveying commences.			5	1	5	Y	Y
	Dust	E/P	1. PPE 2. Avoidance 3. Evacuate area			2	2	4	1. PPE - P3 dust mask with face-fit training 2. Ventilate - Can a window be opened to reduce dust.							Y
	Asbestos	E	1. Existing procedures and systems for planned and unexpected find 2. Checklist on hazard sheet 3. pre-construction information 4. Discussion with resident 5. Training			5	2	10	1. On-going, regular training and awareness.			5	1	5	Y	Y
Destructive survey	Cuts and puncture	E	1. Training, experience and qualification 2. PPE			2	2	4	1. First aid kit carried in vehicle 2. Safety gloves, and spectacles, safety shoes.							Y
Existing cables	Electricity	E	1. Training and qualification			5	1	5	1. MTC or ongoing supervision.							Y

At Risk	Severity		Probability		Risk Rating	Action
E - Employees	1	No Injury	1	Very Unlikely	1 - 5	Low
C - Contractors	2	Minor Injury	2	Unlikely	6 - 14	Medium
V - Visitors	3	+7 Day Absence	3	Likely	15 - 25	High
P - Public	4	Major Injury	4	Very Likely		
A - All	5	Death	5	Certain		

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Family pets	Bites, cuts, bruising.		1. Surveyor awareness	3	3	9	1. Surveyor to request animals are put out of harms way 2. Surveying letter to suggest residents keep potentially dangerous animals away. 3. Surveyor to ask before entering property to keep potentially dangerous animals away	3	2	6	Y	Y
Lone Working	Residents: Vulnerable or violent	E/P	4. Notification prior to visit 5. Long serving employees 6. Obtain register from client at pre start 7. Policy (information) 8. Code of conduct 9. Not to access the property if there is no one present over the age of 18. 10. Not to access the property if a person appears to be under the influence of substances	2	2	4	1. If in doubt to walk away and contact line manager 2. Surveyor to be accompanied by either a colleague or client/clients' representative. 3. DBS if required or necessary.	2	2	4	Y	Y
Authorised by: PF		Name: Paul Furness					Signed: P Furness				Dated: 07/05/2020	

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Additional risk assessment and method statement for Coronavirus (COVID-19)

Surveyor Updates

*Additional risk assessment and method statement for
Coronavirus (COVID-19)*

Prepared by: **Paul Furness**

File No. **A2** Revision: **0**

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May 2020

Risk Assessment



Contract:	Surveyor Updates , Additional risk assessment and method statement for Coronavirus (COVID-19)				RA	114	
Task / Activity:	Contact with people during the Coronavirus (COVID-19) pandemic - Customer facing teams						
Date Conducted:	21 April 2020	Review by Date:	As required	Date Reviewed:	04 May 2020	Revision:	2

	Task/Hazard	Hazard Effect	At Risk	Controls to reduce the risks	Severity	Probability	Risk Score	Risk Rating	Completed
11 4	Working in occupied properties	Contracting Coronavirus (COVID-19). Passing on Coronavirus (COVID-19).	All	<ul style="list-style-type: none"> • Following all government advice on the situation as it is issued • Information and instruction for operatives, reissued as new information develops • Management of operatives to ensure they comply • Avoid unnecessary visits • The NHS is encouraging people to maintain good hygiene to avoid possible infection or spreading of the virus which includes: <ul style="list-style-type: none"> ○ washing hands with soap and water often - do this for at least 20 seconds ○ always washing your hands when arriving at home or work ○ using hand sanitiser gel if soap and water are not available ○ covering mouth and nose with a tissue or sleeve (not hands) when you cough or sneeze ○ putting used tissues in the bin straight away and washing hands afterwards ○ avoid contact with people who are unwell ○ Not touching eyes, nose or mouth if hands are not clean • Upon arrival at a property: <ul style="list-style-type: none"> ○ Clean hands at the vehicle, prior to entering a property ○ Wear nitrile gloves where possible ○ Knock the door and step back to keep a distance from the resident. ○ Ask resident if they or others living at the property have been advised or chosen to self-isolate. ○ Ask resident if they themselves are showing any of the symptoms. ○ If resident refuses access, leave the property ○ Refrain from shaking hands with resident ○ Bag small rubbish, paper towels upon completion, and tie securely. • The working area 	3	1	3	A	Yes

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Risk Assessment



	Task/Hazard	Hazard Effect	At Risk	Controls to reduce the risks	Severity	Probability	Risk Score	Risk Rating	Completed
				<ul style="list-style-type: none"> ○ Where possible, work alone in a room/area, or if that is always not possible then with the same team-mate. ○ Where installing frames is not possible keeping 2 metres apart then work side-by-side, using a ffp3 facemask; always. ○ Avoid face-to-face working within 2 metres - or keep this to 15 minutes or less, where possible ○ If the above is not possible then stop work and seek further advice from supervisor. ○ There shall be no sharing of tools - each operative is responsible for their own equipment. ○ Refrain from touching surfaces that are not part of the installation. ○ Vacate the working area as soon as work is complete. • Driving company vehicles <ul style="list-style-type: none"> ○ Vehicles should not be swapped around unless there is a fault of breakdown ○ Teams should be kept consistent so that the same people are travelling together ○ All touchable surfaces should be cleaned/wiped before driving - this includes external handles as well as internal components ○ Take special care of the steering wheel that it does not become too slippery ○ No other passengers in the vehicle ○ It is preferable to have the same person drive, always ○ Only one person in the rear of the van at a time ○ Increase ventilation by keeping windows open • Follow Principal Contractors site rules, including the current BUILDUK / CLC- Site Operating Procedures - installers to be given a copy <ul style="list-style-type: none"> ○ Carry out instructions given by the site management team 					

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