



CITY BUILDING Coronavirus (COVID-19) RISK ASSESSMENT

City Building Site/s location	Mainly Greater Glasgow – Housing Clients		
Work activity	Repairs & Maintenance		
Assessment carried out by	Health & Safety Group / R&M Management	Date 29/05/20	Review Date On-going

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
Covid-19 Risk of infection	R&M Staff/Operatives	<p>Covid-19 Policy, procedures and arrangements developed and applied for working within the current Government and Public Health guidelines</p> <p>All R&M operatives have been receiving regular briefings/ toolbox talks on Covid-19 infection to ensure that they are aware of the risk and understand the rules and procedures that CB have put in place</p> <p>Clients provide CB with information on the status of properties being visited to ensure works can be carried out safely</p> <p>Non-emergency works are postponed until confirmation from that isolation is lifted</p> <p>Works are pre-screened to determine if there is anyone isolating within the property</p>	<p>R&M Management to monitor and ensure there is adequate provision of approved RPE/PPE for relevant R&M operatives carrying out essential repairs</p> <p>R&M Management to ensure maintenance /inspections records for re-usable RPE are being completed and kept for relevant R&M operatives carrying out essential repairs</p> <p>R&M Management to contact HR and H&S Group for advice on any R&M operatives highlighting an underlying condition</p>	R&M Management		Medium

<p>Covid-19 Risk of infection (continued)</p>	<p>R&M Staff/Operatives</p>	<p>R&M operatives are provided with suitable RPE/PPE and given instruction to wear for essential emergency works</p> <p>A supply of hand sanitiser and wipes are provided for R&M operatives use</p> <p>R&M staff/operatives advised to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60–95% alcohol, or to wash their hands with soap and water for at least 20 seconds</p> <p>There are reduced numbers of operatives working within R&M operations</p> <p>R&M operatives advised to ensure allowance is made for 2m spacing in properties between operatives and house occupants</p> <p>R&M staff/operatives advised to avoid touching their eyes, nose or mouth, if their hands are not clean</p> <p>R&M operatives advised on avoiding close or face to face contact</p> <p>R&M staff/operatives are advised to stay at home and isolate if showing symptoms of Covid-19</p>		<p>R&M Management</p>		<p>Medium</p>
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		<p>R&M staff/operatives advised that if diagnosed with Covid-19 by NHS/GP they must notify their Manager in line with CB's absence policy</p> <p>Vulnerable Persons Staff/operatives to ensure R&M Management are made aware of any existing underlying health condition Staff/operatives within this group may be at increased risk and as such, CB will support self-isolation measures.</p> <p>Shielding employees The HR Team are in contact and providing guidance for those colleagues who identify as having to shield</p>				
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Entering properties where an individual has been instructed to isolate	R&M Staff/Operatives	<p>Essential repairs On arrival, tenants are requested by R&M operatives to ensure that any person isolating is in another room away from the R&M operative and the works</p> <p>R&M operatives have been advised to maintain a 2m separation with all house occupants at all times R&M operatives are provided with and must wear the correct RPE/PPE</p>	R&M Management to monitor that current procedures are adequate and being followed	R&M Management		Medium

		<p>R&M operatives advised that good hand hygiene is essential at all times while in properties</p> <p>A supply of hand sanitiser and wipes are provided for R&M operatives use</p> <p>R&M operatives advised to wash/sanitise hands before and after works in each property</p> <p>R&M operatives instructed on the safe disposal of PPE, wipes etc.</p> <p>R&M operatives are not to accept any beverages such as tea/coffee</p>				
Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
Preventing Covid-19 infection being passed on due to multiple persons using the same tools, plant and work equipment	R&M Staff/Operatives	<p>As a rule, there is no sharing of plant, tools or equipment. If this is not possible due to some tasks then this must be strictly controlled and plant, tools/work equipment subject to an enhanced cleaning regime using an approved disinfectant after each use</p> <p>R&M staff/operatives advised that physical contact with others i.e. handshakes, are not permitted</p> <p>R&M staff/operatives advised to clean their hands frequently, using an alcohol-based hand sanitiser that</p>	<p>R&M Management to ensure all operatives receive instruction on the sharing of plant, tools/equipment not being permitted</p> <p>R&M Management to monitor that current procedures are adequate and being followed</p>	R&M Management		Medium

		<p>contains at least 60–95% alcohol, or to wash their hands with soap and water for at least 20 seconds</p> <p>R&M staff/operatives advised not to touch their eyes, nose or mouth if their hands are not clean</p>				
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Inadequate personal hygiene standards posing a risk of contracting Covid-19	R&M Staff/Operatives	<p>R&M operatives instructed to clean their hands frequently, using a hand sanitizer containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds</p> <p>R&M operatives instructed that a disposable tissue should be used when coughing/sneezing and the tissue safely disposed of</p> <p>R&M operatives instructed that any potentially contaminated clothing or RPE/PPE should be taken off and placed in a suitable plastic bag or designated container for safe removal and disposal</p> <p>R&M operatives advised not to touch their eyes, nose or mouth, if their hands are not clean</p>	R&M Management to ensure the provision of suitable containers/bags for the safe disposal of potentially contaminated materials	R&M Management		Medium

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<p>Commuting to the factory workplace</p>	<p>R&M Staff/Operatives</p>	<p>Travel is required where R&M staff/operatives cannot work from home Public transport to be used as a last resort</p> <p>R&M staff/operatives to practice social distancing on public transport where possible</p> <p>R&M operatives provided with CB vehicles</p>	<p>If R&M staff/operatives are not provided with CB vehicle</p> <p>R&M Management to advise R&M staff/operatives that commuting to the workplace by public transport should be avoided where possible.</p> <p>R&M staff/operatives advised to travel to the workplace using their own transport, cycle or walk if within a reasonable walking distance of site.</p> <p>R&M staff/operatives if using public transport advised that wearing a face covering is mandatory</p>	<p>R&M Management</p>		<p>Medium</p>

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Health and Well-being	R&M Staff/Operatives	<p>CB Directorate/Management have throughout the Covid-19 outbreak been regularly highlighting and promoting health and wellbeing inclusive of resources/support materials available from the CB Intranet</p> <p>R&M Management advised to be in regular contact and monitoring the wellbeing of CB colleagues</p>	R&M Management to ensure they continue to communicate with R&M staff/operatives and monitor their health and wellbeing	R&M Management		Medium
Safety Behaviours	R&M Staff/Operatives	<p>Provision of CB H&S Toolbox talks</p> <p>H&S Inductions/Briefings</p> <p>H&S communications such as Safety Bulletins/Flashes being issued on Covid-19 related issues</p>	R&M Management to promote an open and collaborative approach encouraging R&M staff and operatives to highlight any non-compliance in relation to Covid-19 site arrangements/procedures	R&M Management		Medium

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Welfare Inclusive of food and drinks	R&M Staff/Operatives	<p>R&M operatives are encouraged to prepare food and drink at home and bring it with them avoiding the need to visit takeaway outlets and the potential risk of exposure to infection</p> <p>R&M Operatives requested to use re-fillable drinking bottles</p> <p>Hand sanitiser and wipes provided</p>	R&M Management to monitor and ensure there is adequate provision of approved hand sanitiser and wipes for R&M operatives	R&M Management		Medium