

## COVID-19 Briefing V2

### 1. Primary routes of transmission

- Inhalation by mouth of infected respiratory particles/ close contact with symptomatic person
- Contact with contaminated surfaces/ materials followed by touching mouth, eyes, nose

### 2. Primary Control measures:

Primary Hazards	Control
<b>Social distance/ avoiding Close contact</b>	<ul style="list-style-type: none"> <li>• Residents screened by office before booking</li> <li>• Operative to screen resident on arrival at each job (if property is occupied)</li> <li>• Instruct residents to remain in separate room for duration of works</li> <li>• Set up work exclusion zone with tape (if required)</li> <li>• Social distance (2m) from others to be maintained where possible</li> </ul>
<b>Contaminated surfaces</b>	<ul style="list-style-type: none"> <li>• Where required wipe surfaces with disinfectant or alcohol gel and wipes</li> <li>• Wear disposable gloves if surface cannot be wiped</li> <li>• Take own bottle/ pen etc to site do not use residents</li> <li>• Don/ doff PPE carefully – guidance included</li> <li>• Dispose of PPE/ RPE correctly – guidance included</li> </ul>
<b>Hand hygiene/ welfare</b>	<ul style="list-style-type: none"> <li>• Use of resident's facilities permitted but you must wipe down before and after with wipes</li> <li>• Where facilities to wash hands are not available, hand sanitiser should be used.</li> <li>• Avoid touching your eyes, nose, and mouth. Do not touch face with unclean hands</li> <li>• When you cough or sneeze cover mouth/ nose with a tissue or your sleeve (not your hands) if you don't have a tissue.</li> <li>• Bag the tissue and take it away with you when you leave the property.</li> <li>• Wash your hands before and after touching face</li> </ul>
<b>Lone Working</b>	<ul style="list-style-type: none"> <li>• Preference for lone working at all times</li> <li>• Vehicle sharing not permitted</li> <li>• Use of mechanical aid where possible to reduce need for second person</li> </ul>
<b>Paired working (strictly controlled activity)</b>	<ul style="list-style-type: none"> <li>• No more than 2 persons working onsite</li> <li>• 2m distance maintained where possible</li> <li>• Limit close contact to shortest possible time</li> <li>• Mandatory use of surgical mask, nitrile gloves and goggles for duration of close contact</li> <li>• Work side by side opposed to face to face</li> <li>• Wash hands regularly</li> </ul>
<b>PPE/ RPE</b>	<ul style="list-style-type: none"> <li>• Task specific PPE/ RPE is required as per task risk management.</li> <li>• Additional PPE/ RPE may be required based on the work activity, location and individual's immunity health</li> <li>• See section 3 for additional CV19 control</li> </ul>

### 3. PPE/ RPE:

- PPE/ RPE is the last line of defence in risk control and usage should be assessed based on the specific location, activity, individual need.
- All PPE/ RPE used for CV19 protection must be disposed of safely without contaminating hands. Should be placed in double lined black sack and disposed of in general waste.

CV19 equipment check list for returning staff	Notes
Disposable face covering/ surgical Mask	<b>Cover nose and mouth – dispose after use</b>
Goggles	<b>Decontaminate after use with soap and water</b>
Nitrile Gloves	<b>Dispose after use</b>
Alcohol Gel and or soap	<b>70% alcohol in gel/ preference for soap use</b>
Wipes	<b>For use with disinfectant</b>
Disinfectant	<b>Employer to provide COSHH information</b>

### 4. At every job:

- **Screen resident (if occupied):** On arrival knock on door, stand back and ask resident questions below: (maintaining 2m distance, gloves optional):
  - Have you or anyone living in your home been abroad in the last two weeks?
  - Have you or anyone in your home decided to self-isolate?

- Are you or anyone in your home suffering from flu-like symptoms or confirmed as having the coronavirus?

Advise resident/ others reminded to stay in separate room for duration of works

- **Dynamic Risk Assessment:** All works to be conducted in line with task specific risk assessment method statement
- **Communal areas:** Encourage others to maintain 2m at all times. Residents are fully briefed on the requirement; however, it is good practice to remind persons that encroach on space. Use of temporary barriers or signage is acceptable
- **Site set up:** Where possible bring all tools, equipment and parts required to avoid need for multiple re-entry's
- **Good ventilation:** Achieve this by opening windows where possible.
- **PPE/ RPE waste:** All disposed PPE/RPE & CV19 waste shall be double bagged in black sack, tied and disposed of in general waste. Wash hands after handling waste
- **Before leaving:** Take all belongings with you when you leave




## 5. Sheltered Schemes: Occupied properties with vulnerable residents:

- Wear disposable gloves, face covering, safety shoes and lone worker device as minimum PPE.
- Residents with additional needs may not understand/ remember the need for social distancing – if work cannot be continued safely then Operatives shall contact their line manager who shall liaise with the Scheme Coordinator to control the worksite
- Be cautious of medical equipment such as needles when working in schemes and be sure to check under, inside, above and behind fittings and fixtures if the scheme houses persons with drug/alcohol issues
- **Hyde's risk register** identifies if there is a requirement for 2 operatives to attend. If this is the case, operatives shall travel to site separately, where possible maintain 2m distance from each other, avoid close contact and wear mask/ goggles/ gloves. Group working shall only be conducted in line with controlled conditions.

## 6. Empty Homes: Unoccupied properties:

- **Arrival on site:** Put on gloves, knock loudly and stand back to ensure no one else is in the property. Announce your arrival, if someone else is onsite check with scheduler.
- **Preference for lone working** so there should be no one else onsite. If someone is on site, check this with your scheduler before continuing.
- **Paired working** is only acceptable if authorised by Wayne Jarrett for manual handling or lone working risk purposes. Paired working must only be undertaken under controlled conditions by operatives that have been briefed on controlled conditions

## 7. CV19 PPE/ RPE removal sequence

<b>1. Remove Eye protection</b>	
	1.1 Do not touch the front of the goggles until you have decontaminated accordingly
	1.2 Reach to back of head and pull plastic strap away from head
	1.3 Pull away from head and lift off
	1.4 Dispose or decontaminate as required
<b>2. Remove disposable RPE</b>	
	2.1 Do not touch the front of the respirator which is contaminated
	2.2 Reach to the back of the head to find the bottom strap and bring it up to the top strap
	2.3 Lift straps over the top of the head
	2.4 Let the facemask fall away from your face and dispose as clinical waste
<b>3. Remove disposable gloves</b>	
	3.1 Roll gloves down from the wrist
	3.2 Ensure gloves are rolled to end up inside out
	3.3 Wash hands with soap and water

All used PPE/ RPE shall be placed in a waste bag that has been tied shut and disposed of in general waste

Signature :



Date : 23/12/2020

Position : Operations Director