



Workplace Risk Assessment Form

Covid-19 Workplace Risk Assessment Homeworks Solutions Ltd

| Information Source and location | Hazard | Who might be harmed? (Worker, Householder, Supplier, Delivery Driver, other) | Risk (Low, Medium High) | Control Measures |
|--|-----------------------|--|----------------------------|--|
| <p>Certass TA Verbal – Directors Government Guidance Verbal - Suppliers</p> | Travel to site | <ul style="list-style-type: none"> • Employee • Other workers • Employee immediate family • Anyone who comes within social distancing parameters (business or home) | Low | <ul style="list-style-type: none"> • Travel to and from site independently in own transport (vehicle, cycle or walk). • Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. • Where they must travel in the same vehicle then windows should be down to increase ventilation and face covering worn. • Consider parking measures to ensure social distancing from other workers, occupants and public. |
| <p>Certass TA Verbal – Directors Government Guidance Verbal – Suppliers Covid-19 Secure</p> | Access/egress to site | <p>Employee</p> <ul style="list-style-type: none"> • Other workers • Occupants • Employee immediate family • Anyone who comes within social distancing parameters (business or home) | Low | <ul style="list-style-type: none"> • Stop all non-essential visitors. • Introduce staggered start and finish times to reduce congestion and contact. • Monitor site access points to enable social distancing. • Do not use doorbells, in preference knock on the door. • Require all workers to wash or clean their hands before entering or leaving the site. • Allow plenty of space (2 metres) between people waiting to enter site. |

| | | | | |
|--|---|--|------------|--|
| | | | | <ul style="list-style-type: none"> • Regularly clean common contact surfaces in all areas. • Reduce the number of people in attendance at site meetings and consider holding them outdoors. • Consider introducing designated walkway routes to direct workers, visitors and occupants around the site to maintain social distancing. |
| <p>Certass TA Verbal – Directors Government Guidance Verbal – Suppliers Covid-19 Secure</p> | <p>Hygiene & welfare facilities</p> | <ul style="list-style-type: none"> • Employee • Other workers • Occupants • Employee immediate family • Anyone who comes within social distancing parameters (business or home) | <p>Low</p> | <ul style="list-style-type: none"> • Workers are required to stay on site once they have entered it and not use local shops. • Dedicated eating areas should be identified on site to reduce food waste and contamination. • Break times should be staggered to reduce congestion and contact. • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area. • Workers should be asked to bring prepared meals and refillable drinking bottles from home. • Workers should sit 2 metres apart from each other whilst eating and avoid all contact. • Drinking water should be provided with enhanced cleaning measures of the tap mechanism. • Tables should be cleaned between each use. • All rubbish should be put straight in the bin and not left for someone else to clear up. • Setting clear guidance for the use and cleaning of WC facilities. |

| | | | | |
|--|--|--|------------|---|
| <p>Certass TA Verbal – Directors Government Guidance Verbal – Suppliers Covid-19 Secure</p> | <p>Working with others</p> | <ul style="list-style-type: none"> • Employee • Other workers • Occupants • Employee immediate family • Anyone who comes within social distancing parameters (business or home) | <p>Low</p> | <ul style="list-style-type: none"> • Ensure continued use of required PPE and enough supplies are available. • Reducing the number of persons in any work area to comply with the 2 metre social distancing. • Redesigning processes to ensure social distancing in place. <p>Consider: Assigning one person per work area. Reducing the number of people in the work area. Keeping the number of people working less than 2 metres apart to a minimum.</p> <ul style="list-style-type: none"> • Using screens to create a physical barrier between people |
| <p>- Certass TA Verbal – Directors Government Guidance Verbal – Suppliers Covid-19 Secure</p> | <p>Deliveries to site</p> | <ul style="list-style-type: none"> • Employee • Other workers • Occupants • Employee immediate family • Anyone who comes within social distancing parameters (business or home) | <p>Low</p> | <ul style="list-style-type: none"> • Allow plenty of space (2 metres) between people waiting to enter site. • Drivers should remain in their vehicles if the load will allow and must wash or clean their hands before unloading goods and materials. |
| <p>Certass TA Verbal – Directors Government Guidance Verbal – Suppliers Covid-19 Secure</p> | <p>If anyone becomes unwell during working day</p> | <ul style="list-style-type: none"> • Employee • Other workers • Occupants • Employee immediate family • Anyone who comes within social distancing parameters (business or home) | <p>Low</p> | <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. • Line managers will maintain regular contact with staff members during this time. |

| | | | | |
|---|--|--|------------|---|
| <p>1) Homeworks Surveyor Self -Assessment Declaration 2) Homeworks Homeowner Self - Assessment Declaration (Survey/Pre - Installation) 3) Homeworks Installer Self -Assessment Declaration 4) Homeworks Homeowner Self – Assessment Declaration (Installation)</p> | <p>The overall management of the working environment is paramount to ensure working practices and additional criteria are adhered to under this current climate.</p> | <ul style="list-style-type: none"> • Employee • Other workers • Occupants • Employee immediate family • Anyone who comes within social distancing parameters (business or home) | <p>Low</p> | <ul style="list-style-type: none"> • Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. • Regular communication of mental health information and open -door policy for those who need additional support. • Information guides have been issued to workers and/or homeowners (as applicable). For example: Certass: Working safely in your home Certass: Working safely in the home • Self -assessment declarations are completed. • Ensure continued use of required PPE and enough supplies are available. |
| <p>https://covid19.nhs.uk/</p> | <p>People working in occupied premises and the occupants themselves, should be encouraged to download the NHS COVID-19 app.</p> | | <p>Low</p> | <p>If you develop symptoms of coronavirus, the app will:</p> <ul style="list-style-type: none"> • Anonymously warn other app users who have been near you. • Provide advice from the NHS on the right action to take to help stop the virus spreading further. • Help you to get a swab test. |

| | | | |
|---|--|------------------------------------|--|
| <p>Company Name:</p> | <p>Homeworks Solutions Ltd</p> | <p>Name of Responsible Person:</p> | <p>Martin Dera Technical Director</p> |
| <p>Signature of Responsible Person:</p> |  | <p>Date:</p> | <p>18th May 2020</p> |