

## Working safely during Coronavirus COVID-19 – a Risk Assessment

### 1. Carry out a COVID-19 risk assessment, in consultation with workers or trade unions

*“This guidance operates within current health and safety employment and equalities legislation and employers will need to carry out COVID-19 risk assessments in consultation with their workers or trade unions, to establish what guidelines to put in place. If possible, employers should publish the results of their risk assessments on their website and we expect all businesses with over 50 employees to do so”.*

Business name and address: Wallers Estate Agents Ltd.

Person carrying out risk assessment: Rowan Waller (having taken advice and then followed guidance from The Guild of Property Professionals)

Signed and dated:



14/12/2020

## 2. Develop cleaning, handwashing and hygiene procedures

*“Workplaces should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Employers should provide handwashing facilities or hand sanitisers at entry and exit points”.*

### **This business will reinforce cleaning processes by:**

As well as general cleaning we also supply antibacterial wipes to staff to keep on their person for more regular cleaning of personal objects and stationery when in the office, or for example to clean surfaces and doorhandles when out on viewing.

Aside from cleaning, we also provide staff with personal hand sanitizers, facemasks and protective gloves. Hand sanitizer, facemasks and protective gloves are also located in the office on: Central Coffee Table

### **What arrangements are there for sending people home if an employee or customer is displaying symptoms of COVID-19?**

Staff are required to report immediately if they feel unwell and particularly if their symptoms are those of Covid 19. They should immediately travel home if working, or if at home they should stay there and not travel to work. They should not return to work for 14 days.

If there is a suspected and especially if there is a confirmed case of Covid 19 in the workplace we will undertake a deep clean before other members of staff return to work.

### **What will you do if an employee informs you that members of his/her household are displaying symptoms of COVID-19?**

They must follow government guidance and self isolate for 14 days.

### 3. Help people to work from home

*“All reasonable steps should be taken by employers to help people work from home. But for those who cannot work from home and whose workplace has not been told to close, our message is clear: you should go to work. Staff should speak to their employer about when their workplace will open”.*

#### **Which employees can work from home?**

Administration tasks can be undertaken at home. Staff are able to return to the office when there are permitted appointments to be undertaken such as viewings or valuations or to meet contractors and surveyors for key release and collection and other similar tasks.

### 3. Maintain 2 metres social distancing, wherever possible

*“Employers should re-design workspaces to maintain 2 metre distances between people by staggering start times, creating one-way walk-throughs, opening more entrances and exits, or changing seating layouts in break rooms”.*

#### **This business will maintain 2 metre distances between people by:**

We have zoned the office so that staff will be ideally no closer than 2 metres when in the office or will be protected by screening. Members of the public can visit by appointment and we will operate a locked-door policy to prevent walk-ins. When members of the public enter – a maximum of 2 at a time from one household or bubble – they are to sit on the sofa, which is also more than two metres from any desk. In-office appointments are to be kept to a minimum and we should ideally ‘meet’ with members of the public on zoom or similar – for example, whereas in the past we may invite a potential client to meet us in the office to discuss requirements, this sort of meeting can certainly be done on zoom.

#### 4. Where people cannot be 2 metres apart, manage transmission risk

*“Employers should look into putting barriers in shared spaces, creating workplace shift patterns or fixed teams minimising the number of people in contact with one another, or ensuring colleagues are facing away from each other”.*

**This business will manage transmission risk where people cannot be 2 metres apart by:**

Protective Perspex screens to be installed at workstations to reduce risk of transmission. These should be sanitized every couple of hours whilst at desks and on leaving the office.