

# Covid 19 – Commercial Surveyors Direct Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

**Company name:** Commercial Surveyors Direct

**Date of risk assessment:** 12<sup>th</sup> May 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Transmission of Covid 19	<ul style="list-style-type: none"> <li>Surveyor and anyone they come in contact with</li> <li>Occupier and anyone they come in contact with. Particularly Vulnerable Individuals.</li> </ul>	<ul style="list-style-type: none"> <li>Surveyors showing symptoms will not attend a survey for a period of 14 days after symptoms end.</li> <li>Good hygiene.</li> <li>Avoidance of occupiers where possible.</li> </ul>	<ul style="list-style-type: none"> <li>Greater information gathering on the status of occupiers in relation to Covid 19 and briefing of our safety arrangements/requirements at booking stage. See separate process.</li> <li>Publicise our safety plans and requirements, including the website and issue during booking to client and any occupiers. Admin team to continue to work from home until further notice.</li> <li>On arrival Surveyor to ask if anyone is showing Covid 19 symptoms in the house and if so not enter and reschedule the survey.</li> <li>Wash hands (or use appropriate hand sanitizer), on arrival, during and on departure before entering their vehicles.</li> <li>Surveyors will wear face coverings for the protection of occupiers.</li> <li>No physical contact including hand shaking.</li> <li>Maintain a 2m distance from any occupiers.</li> <li>Occupiers to have opened all doors (including any garage or outbuilding and loft hatches) and turned on all lights to minimize the need for contact with hard surfaces.</li> <li>Only touch those surfaces absolutely necessary.</li> <li>Avoid touching face.</li> <li>Catch coughs and sneezes in single use tissues and then use hand sanitizer immediately.</li> <li>Any occupiers in the property should ideally wait in the garden, or outside the property, during survey. If this is not possible follow the instruction of the Surveyor on where they should stay and when/where they should move.</li> <li>Surveyor to communicate clearly to occupiers on where they will be in a property and when it is safe for the occupiers to move rooms.</li> <li>If the Surveyor at any time feels unsafe they should leave the property immediately.</li> <li>Surveyors should use their professional expertise and common sense.</li> </ul>	All	Immediately	<b>Yes</b>

You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14