

Void Property Safe System of Work



This document gives the safe working system designed to minimise the risk of either catching or spreading the Covid-19 virus. Please take time to read and understand the document. If you have any questions...please ask?

This document must be read in conjunction with:

- RAMS already in place for all tasks in Void Properties.

Standard Minimisation Procedures

Employees are working in Void Properties alone, this eliminates the risk of transmission of the virus. (See Lone Working below)

Employees are travelling to and from work in Company Vehicles or Private Cars, under no circumstances are employees to share a vehicle.

Ensure that where possible, you maintain the safe social distancing of 2 metres.

Wash / Sanatise your hands regularly, especially prior to eating and/or drinking

Personal Protective Equipment (PPE)

Ensure you have suitable and sufficient PPE as defined within the Risk Assessment

Wear PPE as required.

Challenge any employee who is not following this Mandatory Instruction.

Prior to Entry to Properties

Company Vehicles are equipped with Hand Sanitiser and Cleaning Products. Ensure that you cleanse your hands and wear gloves when opening the property.

(Keypads etc may have been touched by others)

Undertaking & Progressing Works

Clean Hands with Hand Sanitiser before starting work

Maintain a minimum distance of 2 metres from colleagues

If possible, wedge open internal doors into the open position, this minimises the risk of people touching the doors and handles

Do not allow visitors or the public into the Void Property

If a two-man operation is required, request this with the Site Manager. Once arranged, ensure all involved wear the appropriate FFP3 Face Mask. The operation must be carried out in the minimum time and then the additional team member is to leave the work area



Prior to Leaving the Property

When leaving the property for the day:

- Ensure you have all your tools (Wipe these with disinfectant to clean)
- Remove all rubbish that you have generated. (This reduces the amount of employees that are required to touch the waste)
- Clean the key and place in the key-box, wipe the keypad with disinfectant.

Lone Working

Due to the current procedures that are required. The time that you may be working alone has increased. The following procedures must be followed when working alone

- Ensure you have means of communication with the Site Manager and/or Head office.
- Call the Site Manager/Head office on your arrival at site, At Lunchtime (between 12 and 1pm) and prior to leaving site. The Site Manager may request additional calls, these must be adhered to.

Keep Up to Date

- Follow Daily Guidance from the Government and Public Health England

Hand Sanitiser – Method of Application

Follow the following procedure when applying Hand Sanitiser

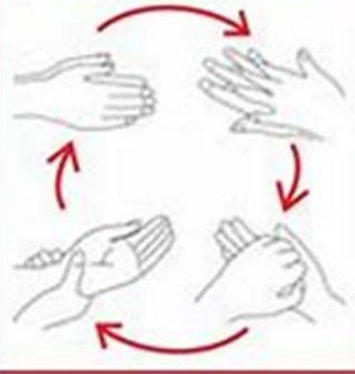
STEP 1

Apply one squirt



STEP 2

Rub hands together



STEP 3

Rub until dry



Hand Washing

Follow the following procedure when applying Hand Sanitiser



(a) Wet hands under running water



(b) Apply soap and rub palms together to ensure complete coverage



(c) Spread the lather over the backs of the hands



(d) Make sure the soap gets in between the fingers



(e) Grip the fingers on each hand



(f) Pay particular attention to the thumbs



(g) Press fingertips into the palm of each hand



(h) Dry thoroughly with a clean towel