

Removals Activities Under COVID-19 Conditions

Company					Depot				
GB Liners					All Branches				
Activity					R/A NO:				
The Move Itself during COVID 19					CW03				
Hazard	Potential 3(high) 2(med) 1(low)	Likelihood 3(high) 2(med) 1(low)	Risk Score H/M/L	Persons at risk	Controls	Further action required	By Whom	By When	Date completed
Spread and infection of COVID-19	3	1	M	All operative staff, customers and general public	<p>Pre move call to customer to confirm that nobody in their household has COVID-19 style symptoms and nobody in the household has contracted COVID-19 in the last 14 days, the answer to both questions must be logged in the AS400 F15 note system on the relevant enquiry.</p> <p>The customer will be informed only one member of the household can be present during the removal unless there are dependants in the household and no loose pets</p>	<p>If the answer to either question is yes then the move is postponed immediately.</p> <p>Customer will be issued with COVID-19 procedure sheet and SSOW prior to the</p>			

				<p>can be at the property. Social distancing must be maintained at all times and the customer must stay in a separate room to our staff at all times.</p> <p>Customer will be advised there must be hand washing facilities made available for our staff separate to the ones used by the customer themselves.</p> <p>During pre move call customer will be reminded to deep clean and sanitise any surfaces our staff are likely to touch to include but not limited to, door handles, window handles, kitchen cupboards/drawers, taps, remote controls. Confirmation to be logged in the F15 notes.</p> <p>Customer will be asked to carry out more of the packing than they normally would and our preference is to only pack</p>	<p>removal.</p> <p>Customer will be issued with COVID-19 procedure sheet and SSOW prior to the removal.</p> <p>Customer will be issued with COVID-19 procedure sheet and SSOW prior to the removal.</p> <p>Sales staff to explain to customers this proposal during quotation stage.</p> <p>Supply of gloves and</p>			
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				<p>the breakables.</p> <p>Operative staff should maintain social distancing where possible but when that isn't possible such as carrying a piece of furniture with another staff member gloves and face coverings are to be worn.</p> <p>Staff are to carry with them a plentiful supply of face covering, disposable gloves, latex dipped over gloves, hand sanitising gel and virucidal cleaner for the day.</p> <p>The initial walk around of the property is to be done by the foreman and the customer only maintaining social distancing at all times. The information will then be relayed by the foreman to the rest of the crew.</p> <p>Upon arrival at the new property the customer will be asked to clean and sanitise any surfaces our staff are likely to touch to include but not limited to, door handles,</p>	<p>face coverings available to all staff.</p> <p>Regular checks with staff to ensure stocks are carried and replacements are available in the office.</p> <p>Foreman to note this has been done on the worksheet.</p>			
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				<p>window handles, kitchen cupboards/drawers, taps.</p> <p>Office staff to be trained in our COVID-19 SSOW and briefed on the COVID-19 procedure document issued to all customers.</p> <p>When the work is completed and the crew arrive back at base the vehicle loading compartment of the van is to be misted with virucidal spray.</p> <p>Hand washing facilities available for frequent washing with soap, water and disposable towels.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>			
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Risk assessment carried out by	
Date	
Review Date	
<u>Notes</u>	