

Task: Building Control – Site Inspections	Work Activity: Work with COVID-19 exposure risk.	Date of Assessment: 25 th November 2020	Author: Gavin Whitman	Date of Review: December 2020
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Risk Assessment Purpose:	This Risk Assessment relates to Building Control Coronavirus site inspection protocols for both internal and external site inspections and also the use of IBC vehicles.
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Service delivery in outbreak period.

Signs and symptoms of COVID-19

The following symptoms may develop in the 10 days after exposure to someone who has COVID-19 infection:

The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature, lost sense of smell/taste.

For most people, coronavirus (COVID-19) will be a mild infection.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

How COVID-19 is spread

The risk of infection with COVID-19 is understood to be determined by a number of factors including:

- Routes of transmission (exposure to droplets/contact/airborne),
- Work with symptomatic and asymptomatic persons,
- All secretions (except sweat) and excretions are regarded as infectious,
- Virus survival in environment is believed to be variable with material/temperature/chemicals/sunlight – guidance advises reduced infectivity is achieved in 72 hours,
- Air borne aerosols are cleared by ventilation proportionate to the number of air changes per hour,
- Availability of hand washing facilities/materials,
- Degree of personal separation achievable,
- Disinfection regime,
- Availability of PPE

There are 2 routes people could become infected:

1. Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2m) or possibly could be inhaled into the lungs.
2. It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door handles or shaking hands then touching own face). There is currently little evidence that people who are without symptoms are infectious to others.

How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours. Regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection

What to do if someone develops symptoms of coronavirus (COVID-19) on site

If anyone becomes unwell with a new, continuous cough or a high temperature in the workplace they should be sent home and advised to follow the [stay at home guidance](#).

If they need clinical advice, they should go online to [NHS 111](#) or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. It is not necessary to close the workplace or send any staff home, unless specifically advised to by the Contact Track and Trace service. Keep monitoring the [government response page](#) for the latest details.

Guidance on facemasks

The need for facemasks should be determined by risk assessment in accordance with up to date Public Health England guidance (broadly this will be for close personal contact with symptomatic persons, contact with body fluids or work in a contaminated environment).

Universal Precautions

Everyone can help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice. Posters, leaflets and other materials are available.

Employees and customers should be reminded to wash their hands for 20 seconds more frequently than normal and maintain 2m distance from other people where practicable. Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

Where working from home is possible this has been enabled. Other work has been adapted to comply with the social distancing or PPE guidelines set out by the government.

A communication strategy has been adopted to ensure staff are fully briefed and appropriately supported. Stay at home guidance has been communicated to managers to ensure isolation procedures are followed.

N.B. The Risk Assessments below are only for specific Coronavirus measures. The main Health and Safety Risk Assessment documents are applicable in all instances and all measures within should be followed regarding safe working and PPE requirements at all times.

Task	Risk	Who might be harmed?	Reasonably Practicable Control Measures identified.	What further action is necessary?	Action by who?	Action by when?
<p>EXTERNAL site inspection request is taken by BC or CSC team.</p> <p>An external inspection is where the property or building does not have to be entered by the surveyor at anytime to undertake the site inspection.</p>	<p>Potential for Infection, illness for the visiting surveyor and members of the public.</p> <p>For healthy people a COVID-19 infection should be treated as a 'significant health effect' which could result in the person being unable to perform their normal duties for more than 3 days, causing non-permanent or reversible health effects.</p>	<p>BC Surveyors</p>	<p>When taking a request for a site inspection request all details below from the customer.</p> <p>If anyone in the building or property:</p> <ul style="list-style-type: none"> • Has a high temperature, a new continuous cough, or a loss of, or change in, their normal sense of taste or smell; • Is within 10 days of receiving a positive Coronavirus (Covid-19) test result; • Is within 10 days of the day when the first member of their household or support bubble showed symptoms of Coronavirus (Covid-19) or received a positive test result; • Has returned from a country that is not on the travel corridors list and is required to quarantine for 10 days; or • Has been contacted by the NHS Test & Trace Service; <p>If the customer confirms all of the above are satisfactory the site visit can be booked. The surveyor should confirm the above questions with the customer at the building before the visit is undertaken.</p> <p>If the visit can be undertaken advise them that social distancing will need to be maintained at all times and any vulnerable or shielding persons should not be present at the time of the inspection.</p> <p>If any of the above screening questions are not satisfactory by the person requesting the visit – the customer must be informed that we will not visit the property or building at this time.</p> <p>The customer details and request must be recorded and forwarded to the Building Control area surveyor to discuss further with the customer.</p>	<p>Visiting surveyor to adhere to EXTERNAL site visit protocol below.</p> <p>The Surveyor must at the time of inspection remind the customer that social distancing will need to be maintained at all times and any vulnerable or shielding persons should not be present at the time of the inspection.</p>	<p>All</p>	<p>On-going</p>

Task	Risk	Who might be harmed?	Reasonably Practicable Control Measures identified.	What further action is necessary?	Action by who?	Action by when?
<p>INTERNAL site inspection request is taken by BC or CSC team</p> <p>An internal inspection is where the inspection is either inside a property or building – or the only access to the works being undertaken is through a property or building.</p>	<p>Potential for Infection, illness for visiting surveyor. For healthy people a COVID-19 infection should be treated as a 'significant health effect' which could result in the person being unable to perform their normal duties for more than 3 days, causing non-permanent or reversible health effects.</p>	<p>BC Surveyors</p>	<p>When taking a request for a site inspection request all details below from the customer. If anyone in the building or property:</p> <ul style="list-style-type: none"> • Has a high temperature, a new continuous cough, or a loss of, or change in, their normal sense of taste or smell; • Is within 10 days of receiving a positive Coronavirus (Covid-19) test result; • Is within 10 days of the day when the first member of their household or support bubble showed symptoms of Coronavirus (Covid-19) or received a positive test result; • Has returned from a country that is not on the travel corridors list and is required to quarantine for 10 days; or • Has been contacted by the NHS Test & Trace Service; <p>If the customer confirms all of the above items are satisfactory the site visit details are to be recorded. The customer is to be advised that the Area Building Control Surveyor will contact them to discuss. From the initial information provided by the customer the surveyor is to undertake a dynamic risk assessment as to the perceived risk and action accordingly. This may require a site visit – or it may be possible to resolve the issue through submission of information to the BC team.</p> <p>If the visit can be undertaken advise the customer that social distancing will need to be maintained at all times and any vulnerable or shielding persons should not be present at the time of the inspection.</p> <p>If any of the above items are not satisfactory by the person requesting the visit – the customer must be informed that we will not visit the property or building at this time.</p>	<p>Visiting surveyor to adhere to INTERNAL site visit protocol below.</p> <p>The Surveyor must at the time of inspection remind the customer that social distancing will need to be maintained at all times and any vulnerable or shielding persons should not be present at the time of the inspection.</p> <p>The surveyor should at the time of arranging the site visit advise the customer that the building or property should ideally be vacated whenever possible and all rooms should be ventilated for a suitable period of time before the surveyor arrives at site for the site inspection.</p>	<p>All</p>	<p>On-going</p>
<p>Task</p>	<p>Risk</p>	<p>Who might be harmed?</p>	<p>Reasonably Practicable Control Measures identified.</p>	<p>What further action is necessary?</p>	<p>Action by who?</p>	<p>Action by when?</p>

<p>Use of IBC vehicles</p>	<p>Potential for Infection, illness. For healthy people a COVID-19 infection should be treated as a 'significant health effect' which could result in the person being unable to perform their normal duties for more than 3 days, causing non-permanent or reversible health effects.</p>	<p>BC Surveyors</p>	<p>Maintain good hygiene and hand-washing at all times. Use disposable sanitising wipes to clean all areas of the vehicle which present a potential for transmission of the virus. Pay particular attention to the key fob, door handles, hand brake, gear changer, start button, window control device, rear view mirror and steering wheel, etc. Ensure the car is suitably ventilated before entering into it and where possible drive with windows open to allow free flow of fresh air around the vehicle. On return to IBC ensure all wipes, disposable gloves, masks and other PPE items which have been used are safely removed from the car and placed in the disposable coronavirus bins in the IBC buildings. Clean all areas which you have been in contact with the reduce chances of transmission to any subsequent user of the vehicle.</p>	<p>On-going assessment each time the vehicle is used. Ensure vehicles are kept clean and tidy after each visit and all used PPE is safely removed from the car.</p>	<p>All using IBC vehicles</p>	<p>On-going</p>
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Task	Risk	Who might be harmed?	Reasonably Practicable Control Measures identified.	What further action is necessary?	Action by who?	Action by when?
External visits	Potential for Infection, illness for the visiting surveyor. For healthy people a COVID-19 infection should be treated as a 'significant health effect' which could result in the person being unable to perform their normal duties for more than 3 days, causing non-permanent or reversible health effects.	BC Surveyors	<p>A property/building should not be entered during an external site visit.</p> <p>Report to site manager - or property owner - on arrival.</p> <p>Enter property through external access space only.</p> <p>Maintain good hygiene and hand-washing at all times.</p> <p>Do not touch any surfaces, gate handles, scaffold, etc. If this is necessary during the inspection either use disposable PPE gloves or use hand sanitiser immediately afterwards.</p> <p>Conform with social-distancing requirements at all times.</p> <p>Wear PPE and any other protective clothing – e.g. gloves, masks, eye goggles, if dynamic risk assessment requires.</p> <p>In addition to the above current Public Health England and all government and employer guidance should be followed. Disposable gloves, sanitising wipes, eye protection and face-masks have been provided for each surveyor / vehicle. Each surveyor is to dynamic risk assess each situation and wear items as appropriate for each situation.</p>	<p>When arriving at the site undertake Dynamic Risk Assessment.</p> <p>Also, verbally confirm at the time of arrival that the site or property is safe to access by following using the current government and PHE information screening guidance and advice:</p> <p>If the answers to the screening questions are not satisfactory and that Covid-19 compliance can be achieved – the customer must be informed that we will not visit the property or building at this time.</p> <p>Regularly review guidance on Public Health England, in the BC TEAMS H&S drive and:</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work</p>	Surveyor	On-going

Task	Risk	Who might be harmed?	Reasonably Practicable Control Measures identified.	What further action is necessary?	Action by who?	Action by when?
<p>Internal visits</p> <p>Medium Risk</p> <p>e.g. Managed construction sites</p>	<p>Potential for Infection, illness, for the visiting surveyor.</p> <p>For healthy people a COVID-19 infection should be treated as a 'significant health effect' which could result in the person being unable to perform their normal duties for more than 3 days, causing non-permanent or reversible health effects.</p>	<p>BC Surveyors</p>	<p>Report to site or premises manager on arrival at site.</p> <p>Request details of site COVID management protocols from the responsible person and adhere to these as a minimum at all times.</p> <p>Maintain good hygiene and hand-washing at all times. Do not touch any surfaces, gate handles, scaffold, etc. If this is necessary during the inspection either use disposable PPE gloves or use hand sanitiser immediately afterwards.</p> <p>Conform with social-distancing requirements and if necessary wear a face covering at all times during the site visit.</p> <p>Wear PPE and any other protective clothing – gloves, dust mask, hard hat, toe cap boots, ear defenders, eye goggles if dynamic risk assessment requires.</p> <p>When inspecting completed new build dwellings, where possible request that the property or building is vacated of all persons before the visit is undertaken with all windows and doors left open to ventilate the premises. Maintain social distancing at all times.</p> <p>Wherever possible the visit should be undertaken without any other person present in the building.</p> <p>In larger buildings where social distancing can easily be maintained it may be possible to undertake the inspection with another site representative present.</p> <p>In addition to the above current Public Health England and all government and employer guidance should be followed. Disposable gloves, sanitising wipes, eye protection and face-masks have been provided for each surveyor / vehicle. Each surveyor is to dynamic risk assess each situation and wear items as appropriate for each situation.</p>	<p>When arriving at the site undertake Dynamic Risk Assessment.</p> <p>Also, verbally confirm at the time of arrival that the site or property is safe to access by following using the current government and PHE information screening guidance and advice:</p> <p>If the answers to the screening questions are not satisfactory and that Covid-19 compliance can be achieved – the customer must be informed that we will not visit the property or building at this time.</p> <p>Regularly review guidance on Public Health England, in the BC TEAMS H&S drive and:</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work</p>	<p>Surveyor</p>	<p>On-going</p>

Task	Risk	Who might be harmed?	Reasonably Practicable Control Measures identified.	What further action is necessary?	Action by who?	Action by when?
<p>Internal visits</p> <p>Higher Risk</p> <p>e.g. dwelling houses, blocks of flats, factories, shops and HMO's.</p> <p>(Also when inspection can only be facilitated by access through a property or building).</p>	<p>Potential for Infection, illness, for the visiting surveyor.</p> <p>For healthy people a COVID-19 infection should be treated as a 'significant health effect' which could result in the person being unable to perform their normal duties for more than 3 days, causing non-permanent or reversible health effects.</p>	<p>BC Surveyors</p>	<p>Report to property owner or premises manager on arrival at site.</p> <p>Step back from site entry point to ensure social distancing is maintained.</p> <p>Request details of site COVID management protocols from the responsible person and adhere to these as a minimum at all times.</p> <p>Maintain good hygiene and hand-washing at all times. Do not touch any surfaces, gate handles, scaffold, etc. If this is necessary during the inspection either use disposable PPE gloves or use hand sanitiser immediately afterwards.</p> <p>Conform with social-distancing requirements and if necessary wear a face mask at all times during the site visit.</p> <p>Wear PPE and any other protective clothing – gloves, dust mask, ear defenders, hard hat, toe cap boots, eye goggles if dynamic risk assessment requires.</p> <p>Where possible request that the property or building is vacated of all persons before the visit is undertaken with all windows and doors left open to ventilate the premises. Maintain social distancing at all times. Wherever possible the visit should be undertaken without any other person present in the building.</p> <p>In larger buildings where social distancing can easily be maintained it may be possible to undertake the inspection with another site representative present.</p> <p>In addition to the above, current Public Health England and all government and employer guidance should be followed. Disposable gloves, sanitising wipes, eye protection and face-masks have been provided for each surveyor / vehicle. Each surveyor is to dynamic risk assess each situation and wear items as appropriate for each situation.</p>	<p>When arriving at the site undertake Dynamic Risk Assessment.</p> <p>Also, verbally confirm at the time of arrival that the site or property is safe to access by following using the current government and PHE information screening guidance and advice:</p> <p>If the answers to the screening questions are not satisfactory and that Covid-19 compliance can be achieved – the customer must be informed that we will not visit the property or building at this time.</p> <p>Regularly review guidance on Public Health England, in the BC TEAMS H&S drive and:</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work</p>	<p>Surveyor</p>	<p>On-going</p>

Task	Risk	Who might be harmed?	Reasonably Practicable Control Measures identified.	What further action is necessary?	Action by who?	Action by when?
<p>Internal visits</p> <p>HIGHEST RISK</p> <p>e.g. Healthcare settings, hospitals</p>	<p>Potential for Infection, illness for the visiting surveyor.</p> <p>For healthy people a COVID-19 infection should be treated as a 'significant health effect' which could result in the person being unable to perform their normal duties for more than 3 days, causing non-permanent or reversible health effects.</p>	<p>BC Surveyors</p>	<p>Report to owner or premises manager on arrival at site.</p> <p>Step back from site entry point to ensure social distancing is maintained.</p> <p>Request details of site COVID management protocols from the responsible person and adhere to these as a minimum at all times.</p> <p>Maintain good hygiene and hand-washing at all times. Do not touch any surfaces, gate handles, scaffold, etc. If this is necessary during the inspection either use disposable PPE gloves or use hand sanitiser immediately afterwards.</p> <p>Conform with social-distancing requirements (2 metres without a face covering or 1 metre with suitable control measures) and if necessary wear a face mask at all times during the site visit.</p> <p>Wear PPE and any other protective clothing – gloves, dust mask, ear defenders, toe cap boots, hard hat, eye goggles if dynamic risk assessment requires.</p> <p>Wherever possible the visit should be undertaken without any other person present in the building.</p> <p>In larger buildings where social distancing can easily be maintained it may be possible to undertake the inspection with another site representative present.</p> <p>In addition to the above current Public Health England and all government and employer guidance should be followed. Disposable gloves, sanitising wipes, eye protection and face-masks have been provided for each surveyor / vehicle. The specific PPE requirements of each healthcare facility must be followed at all times and PPE is to be worn in accordance with their requirements, which may in critical care areas with aerosol generation include a face visor.</p>	<p>When arriving at the site undertake Dynamic Risk Assessment.</p> <p>Establish if any specialist H&S protocol / constraints are relevant and if any specialist PPE is required. E.g. Is the area a higher potential for COVID-19 or is it a specialist COVID-19 ward. etc.</p> <p>Also, verbally confirm at the time of arrival that the site or property is safe to access by following using the current government and PHE information screening guidance and advice:</p> <p>If the answers to the screening questions are not satisfactory and that Covid-19 compliance can be achieved – the customer must be informed that we will not visit the property or building at this time.</p> <p>Regularly review guidance on Public Health England, in the BC TEAMS H&S drive and: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work</p>	<p>Surveyor</p>	<p>On-going</p>

Task	Risk	Who might be harmed?	Reasonably Practicable Control Measures identified.	What further action is necessary?	Action by who?	Action by when?
Office working	Potential for Infection, illness. For healthy people a COVID-19 infection should be treated as a 'significant health effect' which could result in the person being unable to perform their normal duties for more than 3 days, causing non-permanent or reversible health effects.	All employee's	Maintain good hygiene and hand-washing at all times. Conform with social-distancing requirements at all times. Wear PPE and any other protective clothing – gloves, masks, etc; if required by employer and follow the Grafton House Covid-19 Risk Assessment In addition to the above current Public Health England and all government and employer H&S guidance should be followed.	Keep regularly apprised of all H&S requirements and Risk Assessments	All	On-going

Any other comments:

The shared responsibilities of complying with national, corporate and departmental health and safety risk assessments is shared by employees and the council.

It is not possible to foresee all scenarios for the construction and building control industry within the scope of this document and therefore each situation should be dynamically risk assessed by the employee on every occasion.

Should the employee not feel that measures within this document can be adhered to by the customer – they should not enter the site, premises or property and discuss with the applicant as to how a visit can be facilitated either by other means or by an alternative appointment.