



## COVID-19 Safe Working Policy V1.4

### References

1. *napit.org.uk*
2. *Working Safely During Coronavirus - gov.uk*
3. *NHS.uk*

### Introduction

This policy is designed to protect customers and operatives working from Nick Nacmanson Electrical Services from contracting or spreading COVID-19. It shall be adhered to at all times. In the event it appears impossible to comply with this policy, a dynamic risk assessment must be carried out and documented by the electrician. With government advice changing regularly this document shall be updated at least monthly or if government advice changes substantially.

### Identify

1. No work shall be carried out by the electrician if he/she (or anyone in his/her household) has any symptoms of COVID-19.
2. Customers will be asked over the phone if they are self-isolating, have or have had symptoms of COVID-19 in the last 14 days or are currently being shielded. If the customer answers yes to any of the above then no work may continue in the premises unless the work is to remedy a direct risk to the safety of the household, such as emergency repairs.<sup>1</sup>
3. On arrival at the property the electrician will repeat the above questions to make sure the situation has not changed since his/her previous contact with the customer. If any of the answers are 'yes' then the rules stated in para 2 apply.
4. The electrician will consult with the customer and will adhere to any further distancing stipulations the customer requires as far as reasonably possible.

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<sup>1</sup> <https://www.napit.org.uk/news/article/COVID-19-Communication-Update%20.aspx>

## Protect

5. The electrician will knock on the customer's door then take two steps back away from the door until invited in.
6. The electrician will remain at least 2 meters away from each member of the household at all times.
7. On entry into the property the electrician will wash his/her hands using soap and water for 20 seconds. Washing of hands will be regular particularly after blowing his/her nose, sneezing or coughing and when leaving the property. Where facilities to wash hands are not available, hand sanitiser should be used, and this will be carried at all times by the electrician.<sup>2</sup>
8. The electrician will avoid touching objects as much as reasonably possible when in the customer's home. This includes asking the customer to leave internal doors open in order to avoid touching door handles.
9. The electrician will identify busy areas of the house (stairs, hallways, etc) and aim to avoid these areas where possible.
10. Should the electrician require a short break, this will be conducted outside the property.
11. The electrician will wear a face covering<sup>3</sup> at all times unless operationally impractical. This will be applied and removed according with reference 2. Customers will be invited to wear their own face coverings but are not obliged to do so.
12. The electrician will ask that, if practical, all occupants of the property are out of the house while the work is being conducted. If this is not possible then the electrician will maintain 2 meters from any household occupant at all times, and ensure good ventilation in the area where he/she is working, including opening a window.
13. Cash payments will be taken using an intermediary surface (i.e. a table (in order maintain a 2-meter distance)) and all cash disinfected by the electrician. BACS payments will continue as normal.

## Mitigate

14. Waste removed from the customer's property will be sealed in a bag and disposed of safely by the electrician.
15. If the electrician, or any member of his/her household, shows any symptoms of COVID-19 the he/she is to self-isolate for a minimum of 14<sup>4</sup> days in accordance with current NHS

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<sup>2</sup> <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#tradespeople-and-working-in-peoples-homes>

<sup>3</sup> <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes#homes-3-2>

<sup>4</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>



guidelines. No work in customers' homes is to be conducted until symptoms have disappeared and a COVID-19 test proves negative.

16. Testing is now available for emergency tradesmen.<sup>5</sup> In the event that the electrician is in any doubt as to his/her state of health then he/she is to apply for a test and to self-isolate until receiving the results of the test.

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<sup>5</sup> <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#who-can-be-tested>

