



SquareFoot

Covid 19 Risk Assessment - December 16th 2020

COVID 19 RISK ASSESSMENT SQUAREFOOT DECEMBER 16TH 2020

SquareFoot have carried out the following risk assessment for continued work in occupied and unoccupied homes in line with the current government guidelines for working safely during the COVID-19 pandemic.

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

THE SQUAREFOOT TEAM

- Our Staff have been provided with PPE equipment, including face masks and hand sanitiser.
- Our Photography Video and Planning equipment will be sanitised fully before and after every appointment.
- Our Staff have received a copy and read and understood the Government advice called “Working safely during COVID-19 in other people’s homes”.
- Our Staff are in good health and exhibit no signs of COVID-19.
- Should our staff display any symptoms prior to the appointment we will cancel immediately and either provide a new member of staff or make suitable arrangements for a new appointment.
- Should any of our staff display symptoms after an appointment we will advise all parties that have been in contact with the member of staff in line with contact tracing guidelines.
- Our Staff have been given training on the correct use of PPE.

MAKING APPOINTMENTS AND ENTERING PEOPLE'S HOMES

Booking an appointment

Please advise if the household are in the shielding or vulnerable groups.

Appointments should not be booked if it is known that a member of the household are displaying any signs of COVID 19.

On the day of the appointment should you be made aware that a household is displaying symptoms then the appointment will be cancelled.

Householders Responsibility

We will ask that the household have fully prepared and cleaned the property prior to our visit as we will not be in a position to move any personal items

For guidance on preparing your home please visit our FAQ page on our website

<https://www.squarefootmedia.co.uk/faq>

We will ask the household to confirm they are displaying no symptoms and or are in isolation.

The household can show us around if required maintaining strict social distancing rules so we can advise if anything should be removed or rearranged for the appointment.

We would suggest leaving all doors ajar for easy access and open up storage rooms and garages for the floor plan survey.

After the initial walk around if required we would then ask that the household remain in a separate room if possible, or in smaller flats and houses if necessary step out into communal hallways or gardens.

We would ask that the household maintain a social distance of 2m at all times and avoid all physical contact.

Should mobility be an issue for an individual we would ask that that these circumstances be made clear when the appointment is booked so we can advise on the best way to proceed.

Key Appointments and Vacant Properties

Should the vendor/landlord prefer to provide a key to their agent or give access via a key box we would ask that the keys be sanitised prior to our use.

On return we will sanitise the keys and return to key box or agent.

The above Householder responsibility will also apply with respect to cleaning and preparation for vacant properties.

Executry Sales

Please advise how long the property has been unoccupied and any history of cleaning that has been carried out prior to our visit.

Larger homes and Projects

For larger homes and projects it maybe that two possibly three members of the SquareFoot team will be on site carrying out separate tasks; planning video, or photography.

Should this be the case the team will operate in separate areas and we will do our best to stagger the appointment.

Health and Safety

The Health and Safety of our clients and staff is our priority and we would ask that the above guidelines be passed on to all involved with the launch of a property to the market so all have the information to hand and can adhere to the guidelines and safeguards in place.

Should there be any concerns or additional queries please contact us directly

info@squarefootmedia.co.uk

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