



**SquareFoot**

**Covid 19 Risk Assessment - June 1st 2020**

In anticipation of the Property Market reopening in Scotland during June 2020. SquareFoot have carried out the following Risk assessment in anticipation of returning to work in people's homes in line with the current government guidelines "Working safely during COVID019 in other people's homes.

### **THE SQUARE FOOT TEAM**

- Our Staff have been provided with PPE equipment.
- This includes hand sanitiser, face masks and gloves.
- 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 COVID019 in other people's homes"
- Our Staff are in good health and exhibit no signs of COVID19.
- 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 HOME VACANT OR OCCUPIED**

### **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.

On arrival we would ask that the household meet us at the property. We will telephone on arrival.

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 vacate the property for the duration of the appointment.

Should the property have a garden then this is deemed a safe area, however if the property has no outside space we would ask that the household go for a local walk or similar.

We would ask that the household not remain in close proximity within the property

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](mailto:info@squarefootmedia.co.uk)

0131 357 2527

