



Issued on behalf of the Construction  
Industry Coronavirus (CICV) Forum

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# Work to be carried out in domestic properties

OPERATING PROCEDURES DURING THE COVID-19 CRISIS

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## INTRODUCTION

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The Scottish Construction Coronavirus (CICV) Forum includes representatives from the following bodies:

- British Constructional Steelwork Association (BCSA)
- Building Engineering Services Association (BESA)
- Builders Merchants Federation (BMF)
- Civil Engineering Contractors Association (CECA Scotland)
- Electrical Distributors' Association (EDA)
- Federation of Master Builders (FMB)
- Lift and Escalator Industry Association (LEIA)
- National Federation of Roofing Contractors (NFRC)
- Royal Incorporation of Architects in Scotland (RIAS)
- Royal Institution of Chartered Surveyors (RICS)
- The Scaffolding Association
- The Scottish Building Federation (SBF)
- The Scottish Construction Group
- The Scottish and Northern Ireland Plumbing Employers' Federation (SNIPEF)
- SELECT
- The Stone Federation (GB)

The Forum was set up with the aim of bringing together the main construction trade and professional bodies to allow us to gather intelligence, share advice and speak directly with the Scottish Government on issues affecting members in the current crisis.

### **What we are doing**

We are in regular contact with the Cabinet Secretary for Economy, Fair Work and Culture, Fiona Hyslop, and her officials and we are continuing to make them aware of the concerns of the industry and to ask her to use her influence to support our members especially around issues of employment and cashflow. These messages will change as the crisis develops.

The group held its first virtual meeting on 24 March and it was clear that the overriding issue for everyone was the conflicting messages issued by the Scottish and UK Governments over what construction work could or could not be undertaken. We believe that there is still a need for further clarity and the Forum has agreed to issue the guidance on the following pages to businesses which operate in Scotland.

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## WHAT WORK SHOULD THE CONSTRUCTION INDUSTRY IN SCOTLAND UNDERTAKE?

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On 11 June 2020, the First Minister, Nicola Sturgeon, stated that the construction industry could progress to Phase 2 of the Scottish Government restart plan, i.e. 'soft start', and "non-essential building works could commence". This includes work in domestic properties.

Therefore, the Forum recommends that:

1. Businesses follow the First Minister's advice regarding the commencement of non-essential building works.
2. Repair and maintenance and general construction related work can now be undertaken, as long as the social distancing rules, as stipulated by the Scottish Government, can be followed.

Examples of works include:

- Repairs to heating and plumbing and ventilation systems
- General construction related works
- Installation of new heating systems
- Rewiring of properties
- Building of extensions
- Fitting of new kitchens
- Householder maintenance works
- Maintenance works required to maintain statutory compliance
- Electrical and fire and security systems maintenance
- Roof and building fabric repairs
- Attending to lift breakdowns and releasing trapped users
- Telecom repairs etc.

The list above is not exhaustive, and your own trade association will provide further examples and guidance.

**We understand that the Scottish Government is reviewing the position and we will update this guidance as we receive further information.**

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## GUIDANCE

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The guidance on the following pages has been introduced to offer some form of clarity to the industry as we all work in the most unusual of times.

Every business must make their own judgements on the work they will do but they should understand the advice which the Scottish Government has issued over the steps to be taken to minimise the spread of Coronavirus.

We have produced two guides, one for those working in domestic properties (homes) and those who may work in commercial premises, e.g. nursing homes, medical centres, etc. Please note these premises may issue their own advice and this must be taken into account as well.

It is not “business as usual” for our industry and we must all play our part to protect our staff, our customers and the wider population from the spread of this terrible virus.

The advice is subject to change without notice depending on decisions taken by the Scottish or UK Governments and updated information will be issued as required.

For more information or guidance please keep visiting your trade or professional body’s website.

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## WORK CARRIED OUT IN PEOPLE'S HOMES

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- Tradespeople carrying out general construction-related work or domestic repair and maintenance can continue, provided that the tradesperson is well and has no symptoms.
- It is important to ensure that Government guidelines, including maintaining a 2m distance from any household occupants, are followed to ensure everyone's safety:



[www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public](http://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)

- No work should be carried out in any household which is isolating or where an individual is being shielded, unless it is to remedy a direct risk to the safety of the household, such as emergency plumbing, heating or electrical repairs, and where the tradesperson is willing to do so. In such cases, Health Protection Scotland or Public Health England can provide advice to tradespeople and households.
- No work should be carried out by a tradesperson who has Coronavirus symptoms, however mild.

We have prepared a letter which you should send to your customer/occupier before you start work explaining how they and your operative will be protected. A copy is available here for download:



[www.bit.ly/CICV\\_domestic\\_letter](http://www.bit.ly/CICV_domestic_letter)

This letter should be sent in advance, ideally via email and confirmation of receipt should be given by the customer/occupier before work commences. If it isn't possible to use email then a hard copy of the letter should be given to the customer/occupier.

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## KEY CONSIDERATIONS

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- When discussing a visit to a customer's home, ask if they or any occupants are self-isolating, displaying any symptoms of Coronavirus, and/or have received a positive diagnosis.
- Where the householders are not self-isolating, displaying any symptoms, and have not been diagnosed with Coronavirus, trades may attend for general construction-related work or domestic repair and maintenance, whilst exercising general best practice in line with the latest government guidance for the public:



[www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)

- Government guidance is continually evolving, but be especially vigilant of undertaking work for those persons currently identified as most at risk, such as the over-70s, and/or with underlying health issues
- As well as protecting yourself, and householders, you should also consider the welfare of your operatives and colleagues.

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## PRACTICAL STEPS WHEN WORKING IN THE FIELD

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- On the day of the work, call ahead to your customer to ask if they or any occupants have signs of the virus, have been diagnosed, or are self-isolating, and to check that they are comfortable with your visit to take place.
- Explain to your customers what you will be doing, and why, and that you will need to maintain a safe distance from them (2m or six steps away is current Government advice), including when waiting for the customer to open the door.
- Do not shake hands with the customer or any other occupants.
- Ask if all the occupants can stay in another room, away from the work area(s) while the work proceeds. With permission, ventilate the work area where appropriate, e.g. by opening a window.
- Wash your hands thoroughly for at least 20 seconds at the start of the job and after, and also during the work. It is recommended that you carry your own hand towel with your equipment. Please ensure that you wash/replace this hand towel with your equipment at the end of each day or shift.
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Wear suitable work gloves.
- If you or your operative feels unsafe or at risk at any point, undertake a personal risk assessment and leave the premises if necessary. You can always re-plan for a future date if appropriate, after ensuring everything is made safe.
- If a customer/engineer signature is usually required by the type of work you undertake, consider how it may be avoided, or if possible, send an electronic copy at a later date.



**Please note: Use and/or sharing of pens, tablets or mobile phones may pose a risk of contamination or infection.**



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## WHAT TO DO BEFORE STARTING WORK AND AFTER WORK IS COMPLETED

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- Wipe down any operational rubber gloves, tools and instruments before and after any work.
- Remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.
- Do not touch your face.
- Ensure you then clean/wash your hands, and where possible/appropriate any reusable PPE (e.g. safety glasses), using soap and water, or use suitable hand sanitizer on hands before moving to your next job.
- At the end of each day and following the appropriate local waste regulations dispose of any bagged waste in line with any existing business process and/or Government guidance.

## FURTHER INFORMATION

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Please note, this list has been prepared to offer some form of guidance and it is not exhaustive.

It is vital that every job, and potential risk, is judged on its own merits and that the key considerations around health and welfare are the primary concerns for any work you undertake.

Further advice and information will be available from your trade or professional body.

**Important notice:** This document has been prepared by way of guidance and anyone who proposes to use it should consider the details based on their businesses obligations and if necessary, take independent advice either from their own trade or professional body or legal advisors. This will of course include recognition of all relevant health and safety legislation. Again, your trade or professional body will be able to assist with this.

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## Current members of the CICV Forum:

- Association for Consultancy and Engineering
- Association of Project Safety
- British Constructional Steelwork Association
- Builders Merchants Federation
- Building Engineering Services Association Scotland
- Chartered Institute of Architectural Technologists
- Chartered Institute of Building
- Civil Engineering Contractors Association Scotland
- Construction Plant-hire Association
- Electrical Distributors' Association
- Federation of Master Builders
- Finishes and Interiors Sector
- Lift and Escalator Industry Association
- National Federation of Roofing Contractors
- Royal Incorporation of Architects in Scotland
- Royal Institution of Chartered Surveyors
- The Scaffolding Association
- The Scottish Building Federation
- The Scottish Contractors Group
- Scottish Plant Owners Association
- Single Ply Roofing Association
- SNIPEF
- SELECT
- The Stone Federation (GB)

### Further information



[www.cicvforum.co.uk](http://www.cicvforum.co.uk)



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