



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

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

- Association for Consultancy and Engineering (ACE)
- Association for Project Safety (APS)
- British Constructional Steelwork Association (BCSA)
- Builders Merchants Federation (BMF)
- Building Engineering Services Association (BESA)
- Chartered Institute of Architectural Technologists (CIAT)
- Chartered Institute of Building (CIOB)
- Chartered Institution of Civil Engineering Surveyors (CICES)
- Civil Engineering Contractors Association (CECA Scotland)
- Construction Plant-hire Association (CPA)
- DHF
- Electrical Distributors' Association (EDA)
- Federation of Master Builders (FMB)
- Finishes and Interiors Sector (FIS)
- Glass and Glazing Federation (GGF)
- 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)
- Scaffolding Association
- Scottish Building Federation (SBF)
- Scottish Contractors Group
- Scottish Plant Owners Association (SPOA)
- Single Ply Roofing Association (SPRA)
- SELECT
- SNIPEF
- Stone Federation (GB)

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

We are now in regular contact with the Scottish Government, making them aware of industry concerns and offering guidance and support. There is still an overriding demand for clarity and relevant information, which is why the Forum has updated this guidance for businesses operating in Scotland.

WHAT WORK SHOULD THE CONSTRUCTION INDUSTRY IN SCOTLAND UNDERTAKE?

Under current Scottish Government regulations, only **essential work** can be carried out in people's homes.

These regulations require that work carried out in someone else's home for the maintenance, upkeep or functioning of the home must only be carried out where it is essential or where that house is unoccupied. People must not go into other people's houses for that type of work where it is not essential.

This applies to anyone carrying out work, voluntary or charitable services. Businesses who employ people to carry out this work should consider if it is essential before asking their employees to enter someone else's home.

Examples of works include:

- To carry out utility - including electricity, gas, water, telephone, broadband - safety checks, repairs, maintenance and installations, where those cannot be delayed
- To carry out repairs and maintenance that would otherwise threaten the household's health and safety
- To deliver, install or repair key household furniture and appliances such as washing machines, fridges and cookers
- To support a home move, for example furniture removal
- A domestic cleaner providing services in support of a clean and safe living environment for people in vulnerable circumstance, living with a disability and as a result of that vulnerable circumstance or disability are unable to clean their own home.

The list above is not exhaustive. If you take the decision that the work to be carried out is essential this should be supported and justified using a risk assessment that will address all possible situations.

Where work to be carried out on someone else's home is not essential, it would be against the law for it to go ahead while the house is occupied under the current restrictions.

GUIDANCE

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 also be taken into account.

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

- If tradespeople are carrying out essential works it is advised that they follow all the government guidance to minimise any risk.
- It is important to ensure that Government guidelines are followed at all times:
 - 2 metres physical distancing
 - good ventilation
 - the wearing of suitable and sufficient face coverings
 - effective hygiene practices
 - appropriate risk assessment
 - contact tracing and appropriate self-isolation



www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/pages/work-in-other-peoples-homes-faq/

- 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

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.

KEY CONSIDERATIONS

- 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.scot/publications/coronavirus-covid-19-stay-at-home-guidance/

- 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

- 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.
- Wear a suitable and sufficient face covering.
- 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.

WHAT TO DO BEFORE STARTING WORK AND AFTER WORK IS COMPLETED

- 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

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.

Current members of the Construction Industry Coronavirus (CICV) Forum:

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Further information



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