



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

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# Work to be carried out in domestic properties

OPERATING PROCEDURES BEYOND THE COVID-19 CRISIS

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## INTRODUCTION

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

- Association of Brickwork Contractors (ABC)
- 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 Institute of Plumbing and Heating Engineering (CIPHE)
- Chartered Institution of Civil Engineering Surveyors (CICES)
- Civil Engineering Contractors Association (CECA Scotland)
- Construction Plant-hire Association (CPA)
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- Electrical Distributors' Association (EDA)
- Federation of Master Builders (FMB)
- Finishes and Interiors Sector (FIS)
- Lift and Escalator Industry Association (LEIA)
- National Federation of Demolition Contractors (NFDC)
- 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.

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

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Under current Scottish Government regulations, work in someone else's home can be carried out in areas that are in Levels 0 (and beyond Level 0) to 3. However, work should be done in a way that limits the risk of transmission of the virus.

In Level 4 areas, only essential works should be carried out.

For further information, consult the Scottish Government guidance here:



<https://www.gov.scot/coronavirus-covid-19/>

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## GUIDANCE

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The following pages have been created to offer guidance to contractors. However, all situations should be risk assessed and will warrant individual control measures suitable for each situation.

Every business must make their own judgement on the work they will do but they should understand the advice which the Scottish and UK Governments have issued over the steps to be taken to minimise the spread of COVID-19.

We have produced two guides, one for those working in domestic properties (homes) and those who may work in non-domestic premises, e.g. nursing homes, medical centres etc. Please note these premises may issue their own advice and this must also be considered.

As the COVID-19 restrictions relax it is not 'business as usual' and the relaxations do not mean the risk from the virus has gone. All businesses should still consider embracing good risk control measures to minimise harm to their employees and the risk of spreading of the virus. The virus is still a considerable risk to the health of our employees and their families even to those that have been vaccinated.

This 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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- If tradespeople are carrying out works it is advised that they follow government guidance at all times to minimise any risk.
- As good practice we still advise:
  - maintaining physical distancing where possible
  - good ventilation
  - wearing suitable and sufficient face coverings
  - effective hygiene practices
  - appropriate risk assessments
  - contact tracing and appropriate self-isolation



<https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/pages/test-and-protect-and-self-isolation/>

- Work should not be carried out in any household that is self-isolating unless it is to remedy a direct risk to the health, safety or wellbeing of the household, such as emergency plumbing, heating or repairs and where the tradesperson is willing to do so. In such circumstances, Health Protection Scotland or Public Health England can provide advice to tradespeople and households.
- If essential work is required in a location where the client is self-isolating, it is required that a full risk assessment of the situation is carried out.
- No work should be carried out by a tradesperson who has Coronavirus symptoms.

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, while exercising general best practice in line with the latest government guidance for the public:



<https://www.gov.scot/coronavirus-covid-19/>

- 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 would like to maintain physical distancing where possible.
- Do not make physical contact with the customer or any other person present.
- 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 with soap and water 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 towel at the end of each day/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 at all times.
- If you or your operatives feel 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.
- Avoid all processes that require sharing of equipment such as pens, phones, tools etc.



**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 equipment, tools, instruments and PPE using soap and water or anti-bacterial wipes.
- Dispose of any cleaning materials correctly in a bin or sealed bag.
- Do not touch your face.
- Ensure you then clean/wash your hands with soap and water or use suitable hand sanitiser. Clean any reusable PPE using soap and water or anti-bacterial wipes.
- 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.

## CARRYING OUT WORK WHERE SOMEONE IS SELF-ISOLATING

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It may be that work is required for a client/occupier who is self-isolating. Only work that is 'essential' to the health, safety or wellbeing of the client/occupier should be considered.

Due to the COVID-19 relaxations, people who have been in contact with a confirmed case of COVID-19 may not have to self-isolate if they have had their second vaccination more than two weeks prior to the contact with a confirmed case and have had a negative result from a PCR test. This means that any person self-isolating will highly likely be a confirmed case of COVID-19.

A full risk assessment of the situation is required to ensure COVID-19 security is maintained during any work.

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## TYPES OF WORK CONSIDERED 'ESSENTIAL'

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This includes work repairing/replacing essential building services or structures. Some examples are listed below, but this list is not exhaustive.

### **Essential plumbing and heating systems, such as:**

- Heating breakdown/essential maintenance
- Leaks/floods
- Drainage problems

### **Essential electrical systems and components such as:**

- Loss of power
- Failing/faulty safety systems
- Essential safety/security maintenance

### **Essential structural work such as:**

- Essential roof repairs
- Essential window/door replacement
- Failing structures

### **Access and health equipment, such as:**

- Essential access equipment, e.g. lifts/stair lifts etc
- Essential lifting equipment for health, e.g. bed/bath hoists
- Essential washing/hygiene systems.

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## BEFORE CARRYING OUT ESSENTIAL WORK

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- Consider if the work is not carried out, will the person impacted be at risk?
- If a person in the property is self-isolating, conduct a full risk assessment
- Covid-19 PPE may consist of the following:
  - Disposable overall
  - FFP3/FFP2 face mask
  - Eye protection/full face shield
  - Disposable gloves
  - RPE, if identified in risk assessment.

Other measures that should be taken:

- Ventilated work areas
- Work area cleaned before attendance
- Physical/social distancing – 2m where possible
- No face-to-face interaction with infected person
- All equipment cleaned on leaving the job
- Minimum contact with common touch points.

## 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 is available from your trade or professional body.

Further advice is available in this guidance note from ECA and BESA, which advises on the use of PPE for work in environments where there is an elevated risk of the spread of COVID-19:



<https://bit.ly/CICV-PPE>

**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 Construction Industry Coronavirus (CICV) Forum:

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### Further information



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



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