Working Safely During COVID-19 in Other People's Homes

This checklist is based on the document 'Working safely during Covid-19 in other people's homes'. The full document can be viewed at:

https://assets.publishing.service.gov.uk/media/5eb967e286650c2791ec7100/working-safely-during-covid-19-other-peoples-homes-240520.pdf

	What have you done to comply?
Risk Assessment: Carry out a COVID-19 risk assessment. See https://www.hse.gov.uk/simple-health-safety/risk/index.htm and use our checklists for trading safely and risk assessment template Share risk assessment results with employees and others working in a home or when visiting others' homes. Display notice (which can also be provided as cards, stickers etc) to show you have followed this guidance. See Poster Link: https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure-accessible.pdf	
Consider Alternatives: Is there a digital or remote alternatives to physical, in-home work (such as video or phone consultations)? Discuss working environment and practices with householders and clients in advance to confirm how the work will be carried out. Employers and agencies should keep in touch with workers, on their working arrangements including their welfare, mental and physical health and personal security.	
Consider Vulnerable Customers: No working in households which are isolating because one or more family members has symptoms or where an individual has been advised to shield unless it is to remedy a direct risk to the safety of the household. If working in a household where somebody is clinically vulnerable, but has not been asked to shield (for example someone over 70), prior arrangements should be made with vulnerable people to avoid any face-to-face contact, for example, when answering the door.	

Protect Vulnerable Workers: Provide support for workers around mental health and wellbeing. This could include advice or telephone support. Are workers **clinically <u>extremely</u> vulnerable**? These individuals have been strongly advised not to work outside the home. Are workers **clinically vulnerable** (for example those who are at higher risk of severe illness due to some pre-existing conditions)? They have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role. Are workers **clinically vulnerable but cannot work from home**? They should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to **people who live with clinically extremely vulnerable** individuals. Enabling workers to work from home while self-isolating if appropriate.	
Equality In The Workplace: Understand and take into account the particular circumstances of those with different protected characteristics. Involve and communicate with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them. Consider whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation. Make reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers. Ensure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	

Social Distancing: Aim to maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.	
Travel To and From Work And Between Sites: Consider travelling to sites alone using your own transport, where insurance allows. If workers have to travel together, for example, delivery teams, encourage: • Journeys should be with the same individuals and limited in the number of people travelling per vehicle. • Maintain good ventilation, for example, keep windows open and passengers facing away from one another to reduce risk of transmission. • Vehicles regularly cleaned using gloves and standard cleaning products, with emphasis on handles and other touchpoints. Where possible, employers or agencies should match workers to households local to them to minimise transportation. Wash hands on arrival and maintain social distancing when entering the home. Where workers are required to stay away from their residence, any overnight accommodation must meet social distancing guidelines.	
Working Inside Premises: Communicate with households prior to and on arrival, to ensure the household understands the social distancing and hygiene measures that should be followed. Discuss with households ahead of a visit to ask that a 2m distance is kept from those working, if possible. Avoid transmission during appointments, for example, from sharing pens and other objects. Hold meetings outdoors or in well-ventilated rooms whenever possible. Ask that households leave all internal doors open to minimise contact with door handles. Identify busy areas across the household where people travel to, from or through, for example, stairs and corridors, and minimising movement within these areas.	

Bring your own food and drink to households and having breaks outside where possible. Limit the number of workers within a confined space to maintain social distancing. Use a fixed pairing system if people have to work in close proximity, for example during two-person assembly or maintenance. If it isn't possible to maintain social distancing in the home then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk. Working materials, such as tools or domestic appliances, should be assigned to an individual and not shared if possible. If they must be shared, they should be shared by the smallest possible number of people. Allocate the same workers to a household where jobs are repetitive. Employers and agencies should introduce fixed pairing to have the same individuals allocated to a household where jobs are repetitive in nature.	
Accidents, Security and Other Incidents: In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe. People providing assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.	
Cleaning: Frequent cleaning of objects and surfaces that are touched regularly, using your usual cleaning products. Arrange methods of safely disposing waste with the householder. Remove all waste and belongings from the work area at the end of a shift and at the end of a job. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.	
Hygiene: Wash hands more often than usual for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose. Reduce the spread of germs when you cough or sneeze by covering your mouth and nose with a tissue or your sleeve, not your hands. Throw the tissue in a bin immediately, then wash your hands. Clean regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.	

If handwashing facilities are not accessible, you should carry hand sanitiser.	
Handling Goods and Merchandise: Ensure social distancing and hygiene measures are followed when supplies or tools are delivered. Collect materials in bulk to reduce the frequency of journeys required. Remove waste in bulk if possible.	
Deliveries To The Home: Minimise contact during delivery, for example, by calling to inform of your arrival rather than ringing the doorbell. Where possible and safe, have single workers load or unload vehicles. Where possible, use the same pairs of people for loads where more than one is needed. Minimise contact during payments and exchange of documentation, for example, using electronic payment methods and electronically signed and exchanged documents.	
Personal Protective Equipment (PPE) Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not usually beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. If you are in one of these groups you should refer to the advice at: https://www.gov.uk/government/publications/coronaviruscovid-19-personal-protective-equipment-ppe-plan/covid-19personal-protective-equipment-ppe-plan and https://www.gov.uk/government/publications/covid-19decontamination-in-non-healthcare-settings/covid-19decontamination-in-non-healthcare-settings Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.	

Face Coverings: There are some circumstances when wearing a face covering may be beneficial as a precautionary measure. Evidence suggests that wearing a face covering does not protect you, but may protect others if you are infected but have not developed symptoms. A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. **It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers**. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Employers should support workers in using face coverings safely if they choose to wear one. This means advising workers: • Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on and removing a face covering. • When wearing face covering, avoid touching your face or face covering, as you may contaminate it with germs from your hands. • Change face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. If not washable, dispose of it carefully in your usual waste. • Practise social distancing wherever possible. You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.	
Team Working: Where multiple workers are in a home, create fixed teams of workers who carry out their duties in those teams, and minimising contact between each team. Identify areas where people need to hand things to each other (such as shared tools and domestic appliances) and find ways to remove direct contact, for example, by using drop-off points or transfer zones. Allocate the same worker to the same household each time there is a visit, for example, the same cleaner each time.	

Communication and Training: Communicate with households prior to, and on arrival, to ensure the household understands the social distancing and hygiene measures that should be followed. Provide clear, consistent and regular communication to improve understanding and consistency of ways of working amongst your workers. Engage with workers, (including unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments and to explain and agree any changes in working arrangements. Consider the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). Use simple messaging (with images and plain language) to explain guidelines with consideration of groups for which English may not be their first language.	