

Repairs and Maintenance of Properties Managed by the DBF

Requirements by Contractors in Covid-19

To increase and maintain social distancing and to limit contact, we will continue to use with the following protocol to help manage and maintain our repairs and maintenance service. All reported repairs will be categorised and prioritised as follows;

1. Emergency (such as a severe water leak, major electrical failure (not a power cut), exposed electrical wires, no heating or hot water);
2. Urgent (such as blocked drains, water leak which can be contained, minor electrical faults);
3. Routine (such as low priority internal and external repairs);
4. Quinquennial Inspection work;
5. Planned improvement and programmed work.

To balance our Contractors safety along with our responsibilities to protect our staff, occupants and also to prevent the spread of Covid-19 we will be assessing all reported repairs to gauge the priority of the work and whether we need to instruct our contractors to attend.

- All approved contractors will be asked to supply a Covid-19 Risk Assessment that clearly sets out the measures taken to reduce the spread of Covid-19;
- Where possible we will ask our Contractors to make contact with the building occupant with a view to providing over the phone advice to resolve the problem. This may work as a temporary measure until such a time as an appropriate repair can be carried out;
- Where a site visit is required, we will need our Contractors to make direct contact with the building occupant on the day of visit, to check and ensure that the appointment can still go ahead. This will be providing that the Contractor and the building occupants are not showing any signs of the Covid-19 virus;
- Where the appointment does take place we will need our Contractors to follow the Government's most current advice for social distancing protocols, using hand sanitiser and/or washing of hands before entering and/or leaving an appointment. Where it is felt necessary our Contractors should wear a face mask and disposable gloves;
- Contractors should comply with the following Government guidance 'Working Safely During Covid-19 in Other People's Homes'
<https://assets.publishing.service.gov.uk/media/5eb967e286650c2791ec7100/working-safely-during-covid-19-other-peoples-homes-230720.pdf>
- If the building occupants do not want the appointment to proceed, the appointment can be rearranged accordingly to suit the situation. This information should be conveyed to the Property Department so the information can be logged onto the Property System.

For any further guidance or clarification on the matters set out above please contact property@leeds.anglican.org

Property Team

August 2020