

# SMART INVENTORY SERVICE

## Covid-19 Risk Assessment 1<sup>st</sup> June 2020

No work will be carried out inside properties where tenants are present

E mail is sent to all tenants prior to our visit to advise if they show any symptoms of Covid-19 to contact Smart Inventory.

### **Prior to our visit**

E mail template sent to tenant to advise how the work will be carried out to minimise risk for all parties, as below

### **For Inventory Check In**

*Please ensure you arrive at the scheduled time the clerk will be inside the property and the report will have been completed you will receive this a few days later by e-mail.*

*Our clerk will release keys from a safe distance, you will then be able to enter and move into the property.*

*Ensure you observe the safe distancing rule. And please inform us immediately if you are showing signs of any symptoms of this virus.*

### **For Check Out**

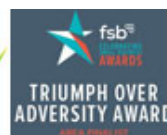
*Our clerk will arrive at the property at the scheduled time.*

*When they arrive please leave the keys on worktop and open the door for them and leave, they will then enter the property to conduct the report. You will not be able to stay or wait for them to do this.*

*Ensure you observe the safe distancing rule. And please inform us immediately if you are showing signs of any symptoms of this virus.*

All clerks travel by company car and do not use public transport thus minimising risk of contracting Covid-19

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Clerks need to move between different homes and locations to complete their work, they are aware of the hygiene required and social distancing needed to complete their work.

Tenants will not be required to sign for keys on our key exchange app, the clerk will complete on their behalf.

All clerks are aware of the need for washing hands thoroughly and when this is not possible, they carry hand sanitiser.

Clerks will

Carry Disposable gloves and masks.

Keys will be sprayed with an anti-bacterial spray on collection and return.

Please visit our website to view or download more information about

[Working safely during COVID-19 in other people's homes](#)

[Guidance for employers, employees and the self-employed can be found here.](#)

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