

# StudentPlaces.com

## Risk Assessment and Best Practice Policy for staff and tenants moving into a new property

The purpose of this Policy is to lay down strict rules which if followed, will remove the risk of the COVID-19 virus being passed between the staff of Student Places and new tenants.

### Known Hazards

Coronavirus is an invisible virus that can be transmitted between people by touch and airborne particles. The virus is believed to remain live for up to 72 hours on surfaces. Current understanding is that the virus can be transmitted by people who are asymptomatic, and this presents the greatest danger at house handovers as the parties will be unaware that they have the virus.

### Who could be harmed and how

Both staff and tenants are at risk from passing the virus to each other

### Evaluation of the risks and appropriate precautions

The risk of passing the virus between people can be reduced or eliminated by observing strict rules. **You must not attend a house move in if you have any symptoms of COVID-19.** These currently include a high temperature, persistent cough or loss of taste.

At the house handover the following procedures will be strictly observed:

- On arrival, tenants must remain outside the property until they are told that they may enter. Please maintain a distance of at least 2m with tenants and staff at all times. Our staff are not allowed to enter the property at the same time as the tenant.
- Our staff will do their best to arrive at the property before the tenant and will carry out a short visual check of the property. Before our staff enter the property they will fit a fresh face mask and gloves. The tenant must wait outside while this check is carried out.
- After the visual check has been carried out and our staff member has exited the property, the tenant may go in when told to do so. Only the tenant may enter the house. Parents, friends, siblings and partners **must not** enter.
- Our staff member will wait for a few minutes before leaving the property in case the tenant has any questions.
- Please note that the house may have been sanitised several days or even weeks before the handover and the settlement of dust is quite normal after a full house clean.
- Unless the tenants have requested differently, all the keys for the house will be left in a sealed plastic bag on the kitchen worksurface.
- The house handbook containing important information about the tenancy and the property, and the House Essentials Notice giving location of isolators and trip switches will also be in a sealed plastic bag on the kitchen worksurface.
- The House Inventory and Condition Report will be on the kitchen worksurface. This must be signed and returned by email or post within 7 days of the first tenant moving in with any amendments you wish to make to the inventory. If we do not receive the signed inventory within 7 days, the unsigned copy will be deemed to be accepted.
- If you have any questions after moving in, please do call the office and we will do our best to help you.
- [Click here for advice on safely forming your new household bubble – PDF version](#); [YouTube version](#).