

East Sussex Building Control Partnership is committed to maintaining services through the COVID emergency including periods of lock down, albeit at a reduced level. To do this we will put measures in place that reduce the risk to our staff and our customers and in return **we expect the same level of protection to be afforded our staff.**

The instruction from Government is that wherever possible we should work from home and for this reason the staffing at our Civic Centre will be minimal as staff will be working from home. As this is not the most efficient way to work, we ask for your patience in answering phone calls and emails. As we cover 4 districts these are quite considerable. Applications sent in by post will be subject to a minimum 72 hour period of quarantine.

It is the intention of central Government that the construction industry continue, and as sites are a temporary place of work, we have adopted the same policy in that we should work from home wherever possible rather than physically carry out a site inspection. To this end you may be asked to provide photographs or clips to the surveyors, or may be asked to have a face to face phone call.

Our default position will be to consider each individual inspection request and ask for alternative means of evidencing compliance. Physical site inspection will only take place where this evidence cannot be obtained through any other medium, and the inspection is considered essential, e.g. related to health & safety.

### **External Visits**

There should be few issues in conducting these visits as long as precautions are taken, these being:

- Distancing; keep at least 2m from our surveyors.
- Keep time on site to a minimum. We will see what we need to see and leave. If further discussion is necessary then please ensure this is conducted in a place where everyone can distance
- Make it known to our surveyors when arriving whether anyone on site has tested positive for COVID or is showing any symptoms.

### **Entering Homes**

#### New Homes

We will continue to carry out internal inspections of new homes, including finals if they are unoccupied. The precautions listed above for External Visits apply; plus:

- If there is a need to accompany our surveyors, please ensure distancing
- We would expect larger sites to have formal protocols but every site, whatever the size, has a responsibility to put measures in place.
- Avoid asking our surveyors into site offices for discussion or for signing in
- Our surveyors will wear a face covering, as should everybody on site
- All doors and hatches should be left open to avoid surface contact

### Occupied Homes

It is essential that we avoid going into people's homes wherever possible as this puts both our staff and occupants at risk. If we are unable to guarantee this, then **the visit may be refused**. The precautions listed above for External Visits apply; plus:

- We will not enter houses where any occupant is if in quarantine, self-isolating or they are vulnerable/at risk
- This lockdown period is initially for 4 weeks. If the visit is not essential, e.g. there is no conveyancing, then it would be best if this were moved outside of this period
- Windows should be opened 30 minutes before arrival and left open after our visit
- If there is a need to accompany our surveyors, please ensure distancing
- Site surveyors are empowered to make decisions as to whether to inspect, whether not to inspect or whether to ask for photos or video clips.
- As an alternative to inspection we may request, photographs, certificates, additional specification as appropriate.
- Everyone should be wearing a face covering.
- All doors and hatches should be left open to avoid surface contact

For further information please follow the link below:

<http://www.constructionleadershipcouncil.co.uk/news/site-operating-procedures-update-version-6-now-available/>