

FUNCTION: KARBON HOMES – Foundations for Life	ACTIVITY / TRADE: Various House visits and Meetings
RA Re; COV19/KH/FFL/DEL/ICT/V04	DATE; 27/01/2021
TASK: Covid 19 – Device delivery, paperwork/ evidence gathering and general appointments	Revision 4 Creator: S Dawson, S Jobson, B O'Doherty

KEYNOTE: Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing.

HAZARD	Who could be harmed		RISK	Initial Risk Rating (S x L)			CURRENT CONTROLS	WHAT MORE NEEDS TO BE DONE?	Residual Risk (S x L)		
	Employee	Public		Severity	Likelihood	Total			Severity	Likelihood	Total

<p>New Variant Covid-19 (Dec 2020 onwards)</p>	<p>Y</p>	<p>Y</p>	<p>The new variant is not thought to be any more threatening to health but is known to be more transmissible</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Key controls, Hands – Face – Space – Ventilate.</p> <p>The latest gov.uk guidance allows for work in other people's homes.</p> <p>When arranging appointments tenants will ascertain if they or anyone else in the household have a diagnosis or symptoms of the virus or have been instructed to self-isolate by NHS test and trace. If the answer is yes to any of these questions, then the job should be deferred until it is safer to attend.</p> <p>Any Karbon employee showing symptoms of COVID-19 shall not attend work, should obtain an NHS test and follow NHS instructions</p> <p>When attending an appointment and before entering the property, the Karbon employee shall repeat the Covid questions to confirm that the previous answers are still valid.</p> <p>Hygiene requirements to be followed in advance of meeting, every 20 minutes during meeting, and after. (Hand sanitiser to be provided to all staff members to aid this)</p> <p>Asking that households leave all internal doors open to minimise contact with door handles</p> <p>Identifying busy areas across the household where people travel to, from or through e.g. stairs and corridors and minimising movement within these areas.</p> <p>Largest accessible room in the property should be used, and</p>	<p>Where vulnerable or flagged tenants are an additional risk it may be beneficial to involve Housing Officers in the planning and organisation of the work.</p>	<p>5</p>	<p>2</p>	<p>10</p>
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							windows opened to allow ventilation. Leaving doors open also helps reduce the number of surfaces touched. Any sustained or intentional breach of the agreed social distancing rules could result in the job being abandoned / suspended.					
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<p>Covid 19 – Moving around when working in a home (ie installing devices etc) Maintain social distancing wherever possible while people move around the home</p>	Y	Y	<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>2M social distancing must be followed at all times.</p> <p>Face coverings are required in all indoor situations ‘where people may come into contact with others they don’t usually meet’</p> <p>Hygiene requirements to be followed in advance of meeting, every 20 minutes during meeting, and after. (Hand sanitiser to be provided to all staff members to aid this)</p> <p>Asking that households leave all internal doors open to minimise contact with door handles</p> <p>Identifying busy areas across the household where people travel to, from or through e.g. stairs and corridors and minimising movement within these areas.</p> <p>Largest accessible room in the property should be used, and windows opened to allow ventilation.</p> <p>Do not consume food and drink within household, Only consume food and drink prepared by yourself.</p> <p>Limiting the number of people within a confined space to maintain social distancing.</p> <p>Allocating the same workers to a household where meetings are repetitive.</p>		5	1	5
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<p>Covid 19 – Appointments in public outdoor spaces. Reduce Transmission due to face to face meetings to maintain social distancing</p>		<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	4	3	12	<p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>When necessary participants should agree an accessible and public outdoor space.</p> <p>Hygiene requirements to be followed in advance of meeting, every 20 minutes during meeting, and after. (Hand sanitiser to be provided to all staff members to aid this)</p> <p>2M social distancing must be followed at all times.</p> <p>Contact with household prior to attending to ensure no one is isolating or experiencing any symptoms.</p> <p>Avoiding transmission during appointments from sharing pens and other objects.</p>		5	1	5
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<p>Covid – 19 – Distributing devices and supporting set up. Reduce transmission due to handling of goods and meeting face to face to maintain social distancing</p>		<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>Only absolutely necessary participants should attend appointments and should maintain 2m separation where possible.</p> <p>Contact with household prior to attending to ensure no one is isolating or experiencing any symptoms.</p> <p>Ask question is anyone in quarantine following a recent trip overseas. If the answer is yes then the visit should not proceed.</p> <p>Appointments to be carried out outdoors, and an agreed location identified for the 'drop off' of items.</p> <p>Customer to be contacted upon advisor arrival, and requested to follow hygiene protocols (washing/ sanitising hands, using tissues for sneezing/ coughing).</p> <p>2M social distancing must be followed at all times..</p> <p>Face coverings are required in all indoor situations 'where people may come into contact with others they don't usually meet'</p> <p>Hands to be sanitised in advance of handling the device, and the device to be wiped down using 70% anti bacterial wipes before returning to box and wiping the box.</p> <p>Ensure hands of advisor and customer are sanitised before</p>		5	1	5
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						<p>touching the device, and repeated every 20 minutes, or if either party cough or sneeze; to ensure no germs are passed between each other on the object.</p> <p>Avoiding transmission during appointments from sharing pens and other objects.</p> <p>At the end of the appointment, hands are sanitised, and car is wiped down before entering (door handle, steering wheel etc.)</p>				
<p>Covid 19 – Gathering evidence and obtaining signatures on paperwork.</p>				4	4	<p>16</p> <p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>Contact with household prior to attending to ensure no one is isolating or experiencing any symptoms.</p> <p>Appointments to be carried out outdoors, (this can be outside the house).</p> <p>Customer to be contacted upon arrival, and requested to follow hygiene protocols (washing/ sanitising hands, using tissues for sneezing/ coughing).</p> <p>2M social distancing must be followed at all times.</p> <p>An agreed location identified for the 'set down' point of items that allows transference of items whilst both customer and advisor maintains 2m social distancing.</p> <p>Avoiding transmission during appointments from sharing pens and other objects.</p>		5	1	5

<p>Covid-19 Providing and explaining available guidance Ensuring people understand what they need to do</p>		<p>People unaware of what they need to do to maintain safety in the workplace.</p> <p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>2M social distancing must be followed at all times.</p> <p>Provide employees with information on how to operate safely in people's homes.</p> <p>Communicating with households prior to arrival to ensure the household understands the social distancing and hygiene measures that should be followed once work has commenced.</p>		5	1	5
<p>Covid-19 Keeping the work area clean</p>		<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>2M social distancing must be followed at all times</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, using usual cleaning equipment.</p> <p>Arranging methods of safely disposing of waste with the householder.</p> <p>Removing all waste and belongings from property at the end of meeting.</p>		5	1	5

<p>Covid-19 Hygiene Keep good hygiene throughout the day</p>		<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>2M social distancing must be followed at all times</p> <p>Where possible Washing your hand more often than usual for 20 seconds using soap and hot water, particularly after coughing sneezing and blowing your nose. If handwashing facilities are not accessible, you should carry hand sanitiser.</p> <p>Supplies of Hand Sanitiser, wipes and Gloves are issued. Disposal of gloves to be placed in a plastic bag then all bags to be placed into a 2nd bag, tied, removed from site and disposed of in Karbon's general waste at the end of each day.</p> <p>Reducing the spread of germs when coughing or sneezing by cover your mouth and nose with a tissue or your sleeve, not your hands. Throw the tissue in the bin immediately, then wash your hands.</p> <p>Cleaning regularly touched items and surfaces using your own cleaning products to reduce the risk passing infection on to others people.</p>		5	1	5
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<p>Covid 19 Handling goods, merchandise and other materials</p>		<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>2M social distancing must be followed at all times.</p> <p>Ensuring social distancing and hygiene measures are followed when supplies or paperwork is to be delivered to a home.</p> <p>Collecting materials in bulk to reduce the frequency of visits</p>		5	1	5
<p>Covid-19 Team Working Reduce the number of contacts each worker has</p>	Y	<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>2M social distancing must be followed at all times.</p> <p>Face coverings are required in all indoor situations 'where people may come into contact with others they don't usually meet'</p> <p>Only where it is necessary to have multiple workers in a home, creating affixed teams of workers who carry out their duties in those teams and minimising contact between each team.</p> <p>Identifying areas where people need to hand things to each other such as pens and finding ways to remove direct contact by using drop off points or transfer zones</p> <p>Allocating the same worker to the same household each visit.</p>		5	1	5
<p>Covid – 19 Avoid unnecessary work related travel and keep workers safe when they do need to travel between homes</p>		<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>2M social distancing must be followed at all times.</p>		5	1	5

							Where workers need to move between houses for work social distancing and hygiene advice should be consistent especially before entering the homes.					
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MANAGER RISK ASSESSMENT CHECKLIST

No	Action	Check frequency	Manager name	Manager signed
1	Are hand washing / sanitising facilities available?	Once		
2	Does the layout allow social distancing?	Once		
3	Does the work allow social distancing?	Once		
4	Is a new site induction required? (I.e. when different people go into the site or property)	Once		
5	Are SSOW in place for Medium to High risk activities?	Once		
6	Are contractors RAMS suitable and sufficient?	As required		
7	Have all individuals received, read, understood and confirmed their acceptance of the RA and any associated SSOW?	Once		
8	Have Trade Unions received and confirmed their acceptance of the RA and any associated SSOW?	Once		To be confirmed by H&S Mgr.
9	Is PPE required (ppe matrix)? Gloves, Coverall, Apron, Face covering Filtering respirator. Face shield / eye protection.	Once		
10	Any other equipment required? E.g. Additional Pens	Once		
10	Has any additional training and or instruction related to PPE been provided and recorded?	Once		
11	Has any additional training and or instruction related to new process been provided and recorded?	Once		
12	Have we responded to concerns raised by colleagues?	As required		

Risk Ratings

The risk rating is calculated as the product (multiplication) of the likelihood and severity of harm. The numbers for likelihood and severity are defined in the following table:

Number	Likelihood	Severity
1	remote	delay only
2	unlikely	minor injury
3	may occur	lost time injury
4	likely	major injury
5	very likely	fatality

		5 fatality	4 major injury	3 lost time injury	2 minor injury	1 delay only
5	very likely	25	20	15	10	5
4	likely	20	16	12	8	4
3	may occur	15	12	9	6	3
2	unlikely	10	8	6	4	2
1	remote	5	4	3	2	1

The calculated risk rating gives you a number with which to decide upon the outcome.

Activities with an outcome of 1-4 are considered **low** risk because controls are good (shown in green) and may be carried out using current good practice. Outcomes of 5 -10 are considered **medium** risk (shown in yellow) and may be carried out using specific identified control measures outlined in this document. Outcomes of 15+ are considered **high** risk (shown in red) and may only be carried out by trained personnel.

Revision History		
Date	Summary of revision	Revised by
May 2020	Covid-19 Foundations delivering of devices	S Dawson S Jobson B O'Doherty
11/6/2020	Updated to document disposal of gloves	S Dawson
August 2020	Insert - Face coverings are required in all indoor situations 'where people may come into contact with others they don't usually meet' to comply with latest gov.uk guidance	Karl Forman
27/1/2021	Updated to consider new variant and amended isolation days from 14 to 10	Sarah Dawson

Has the colleague been provided with the Managers' RA Checklist?

Signed & approved by Patricia Carr (Group H&S Manager)



Date: 01 February 2021

Manager to complete the Managers RA Checklist