

FUNCTION: KARBON HOMES	ACTIVITY / TRADE: All
RA Ref: COV19/KH/OFF/V03	Date: 14/8/2020
TASK: Generic Covid 19 Office Working	Revision: 3 Creator: S. Dawson / K. Heard / A. Bell

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 January 2021 states for all employees to work from home if/where this is not possible then go to work.</p> <p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>Only those which can not work from home should use the offices, and a desk booking system is in place.</p> <p>Wash / Sanitise hands on arrival and departure and each time you exit and enter the office.</p> <p>Wear a face covering when moving around offices and when near others.</p> <p>Social distancing must be always maintained at all times.</p> <p>Maintaining good ventilation for example open windows and doors to encourage air flow / change.</p> <p>Leaving doors open also helps reduce the number of surfaces touched.</p>		<p>2</p>	<p>10</p>
---	----------	----------	--	----------	----------	-----------	--	--	----------	-----------

<p>Covid 19 Access and Egress to office's Maintaining social distancing wherever possible, ensuring handwashing on arrival.</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	2	<p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>social distancing must be followed at all times.</p> <p>Hand washing facilities must be available if not possible sanitising hands-free dispenser to be provided on entrance and exit from building</p> <p>Face coverings worn when moving around the building to and from desks, toilets, kitchens and communal areas.</p> <p>Consider employees methods of transport – walking/ running/ cycling may need bike racks access to showers etc. is there enough parking</p> <p>Reduce any congestion by having more entry / exit points – Introduce one-way system – use markings and signage.</p> <p>External parties - Face coverings are required in all indoor situations 'where people may come into contact with others they don't usually meet'</p> <p>Remove any touch-based keypads where possible – alternatively provide Hand washing/sanitiser in these areas.</p>	<p>Follow the HM Government document Working safely in offices and contact centres on GOV.UK website.</p>	5	1	5
---	---	---	---	---	---	---	---	---	---	---	---

<p>Covid 19 – Moving around Buildings Maintain social distancing wherever possible while people move around the workplace</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>Social distancing must be maintained where possible,</p> <p>Discourage any non-essential movement – promote the use of technology to keep in contact keep this equipment clean #provide wipes#.</p> <p>Face coverings are required in all indoor situations when moving around office and communal areas including printing and scanning.</p> <p>Restrict access between different office areas.</p> <p>Introduce a one-way flow where possible – if space does not permit potential markings for stop/pass areas (area of safety).</p> <p>Lifts – One person at any one time signage in place, additional cleaning in place for high contact areas.</p> <p>Regulate high traffic areas one-way systems in corridors</p> <p>No passing on staircases if alternative routes are not available signage will need to be put in place</p> <p>If colleagues do need to work in close proximity of each other masks to be worn – keep the same teams together and as small as possible.</p>		5	1	5
---	---	---	---	---	---	----	--	--	---	---	---

<p>Covid 19 – Workplaces and Workstations Maintaining social distancing between individuals at work stations</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>Social distancing must be followed at all times</p> <p>Workstations should allow employees to maintain social distancing wherever possible.</p> <p>Desk booking system in place.</p> <p>Reviewed layout and processes to allow people to work further apart from each other.</p> <p>Use floor signage to mark areas to help workers keep 2m distance when moving around offices.</p> <p>Only where it is not possible to move workstations arrange people side by side or back to back.</p> <p>Manage correct occupancy levels to enable social distancing.</p> <p>cleaning of workstations is required start and end of working day by user.</p> <p>Highlight desks/ areas which are not to be used</p>		5	1	5
--	---	---	---	---	---	----	--	--	---	---	---

<p>Covid-19 Meetings Reduce transmission due to face to face meetings and maintain social distancing</p>	<p>Y</p>	<p>Y</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>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Any persons showing symptoms of COVID-19 do not attend office sites and isolate for a minimum of 10days.</p> <p>Promote the use of remote working tools such as Teams or Skype to avoid in person meetings where possible, alternatively Hold meetings in outdoor spaces well ventilated rooms.</p> <p>Guidance states if necessary, participants should attend meetings then social distancing must be maintained throughout.</p> <p>Meeting rooms must be booked prior online booking detail will state maximum numbers permitted.</p> <p>Signage on Meeting room doors dictate the numbers of persons allowed, and procedures to follow, numbers are not be exceeded.</p> <p>Furniture adjusted to suit numbers permitted in meeting rooms, instructions for furniture not to be moved,</p> <p>Details of attendees must be collected.</p> <p>Sanitiser and wipes in meeting rooms for use by all parties. Clean down before and after use by user.</p> <p>Meetings with external parties Face coverings are required in all indoor situations '<i>where people may come into contact with others they don't usually meet</i>'</p> <p>Do not share any tools – pens mouse etc.</p> <p>Additional cleaning measures in place for meeting room.</p>		<p>5</p>	<p>1</p>	<p>5</p>
---	----------	----------	---	----------	----------	-----------	---	--	----------	----------	----------

<p>Covid-19 Common areas maintain social distancing. Maintaining social distancing</p>	<p>Y</p>	<p>Y</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>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>Social distancing must be followed at all times.</p> <p>Staggering breaks times to reduce any pressure in Kitchen areas signage on doors dictates numbers allowed in at one time.</p> <p>Staff Encouraged to remain on site for lunch and take this at their desks or use of any available outside space, should they need to go off site then they are to remain social distancing while off site and follow hygiene rule on return.</p> <p>Use of appropriate signage to restrict access in communal areas..</p>		<p>5</p>	<p>1</p>	<p>5</p>
<p>Covid-19 Accidents security and other incidents</p>	<p>Y</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>5</p>	<p>4</p>	<p>20</p>	<p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>In an accident or fire people do not have to stay 2m apart if it would be unsafe. Emergency evacuation procedures are to be as normal</p> <p>People involved in first aid must pay attention to sanitation measures immediately afterwards</p> <p>Minimum PPE gloves, plastic apron and surgical mask (fluid repellent) goggles. As per the Gov.uk guidance for first responders.</p> <p>CPR chest compressions are to be carried out if necessary Mouth to mouth resuscitation is not</p>		<p>5</p>	<p>1</p>	<p>5</p>

							recommend if a decision is made to perform mouth-to-mouth ventilation in asphyxia arrest, use a resuscitation face shield where available shields to be placed in all offices and schemes.				
Covid-19 Visitors to Worksite Minimise the number of visitors			A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities. Catching the virus and becoming ill Spreading the virus to colleagues, family and or wider community	5	4	20	Any Person showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days. Social distancing must be followed at all times. Face coverings are required in all indoor situations ' <i>where people may come into contact with others they don't usually meet</i> ' Maintain a record of visitors where this is practical. Were visitors are required site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Encourage visits via remote connection. Limit the number of visits at any one time. Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people. Toilets NOT accessible to members of the public, public will not be permitted access to the offices.		5	1	5
Covid-19 Providing and explaining available guidance			People unaware of what they need to do to maintain safety in the workplace.	5	4	20	Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.		5	1	5

<p>Ensuring people understand what they need to do</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>			<p>Social distancing must be followed at all times.</p> <p>Provide clear guidance on social distancing and hygiene to people on arrival, e.g. Signage and visual aids and before arrival by phone, on website or by email.</p> <p>Signage in place at doors - Face coverings are required in all indoor situations <i>'where people may come into contact with others they don't usually meet'</i></p> <p>Establishing host responsibilities relating to covid-19 and providing any necessary training for people who act as hosts.</p> <p>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people</p> <p>Coordinate and working collaboratively with landlords and other tenants in multi-tenant sites, for example shared working spaces.</p>				
--	--	--	---	--	--	--	--	--	--	--

Managers 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 -14 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	New Document Generic Office working	SD
Aug 2020	Updated for the opening of meeting rooms and wearing of face masks when moving around communal areas.	SD / KH
12/01/2021	Updated to consider new variant and amend isolation days from 14 to 10 as per gov guidance	SD

Has the Manager seen and completed the Managers' RA checklist ?

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



Has the Team seen and understood the SSOW?