

FUNCTION: KARBON HOMES	ACTIVITY / TRADE: All
RA Ref: COV19/KH/CLEAN/CONS/V03	Date 15 <sup>th</sup> January 2021
TASK: Generic Covid 19 Cleaning of construction workplace	Revision 3 Creator Sarah Dawson / Karl Forman / KPS Managers

**KEY NOTE:** 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
Covid 19 <b>Before reopening / handing back any workplace Cleaning of workplace is required.</b>	Y	Y	Prevent transmission by touching surfaces.  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 employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.  2M social distancing must be followed at all times. <b>Face coverings are required in all indoor situations 'where people may come into contact with others they don't usually meet'</b>  Conduct individual RA for all sites/part of that have been closed before restarting work.  Carrying out cleaning procedures and providing hand sanitiser, before restarting work.	Follow the HM Government document Cleaning the Workplace on GOV.UK website.	5	2	10

<p><b>New Variant Covid-19 (Dec 2020 onwards)</b></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><b>Key controls, Hands – Face – Space – Ventilate</b></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>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>5</p>	<p>2</p>	<p>10</p>
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<p>Covid 19 – <b>Keeping the workplace clean</b> <b>Prevent transmission from contaminated surfaces</b></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>2M social distancing must be followed at all times.</p> <p>Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, and making sure there are adequate disposal arrangements.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</p> <p>Sanitisation of all hand tools, controls, machinery and equipment after use.</p> <p>If you are cleaning after a known or suspected case of COVID-19 then you should refer to the <a href="#">specific guidance</a>.</p>		<p>5</p>	<p>1</p>	<p>5</p>
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<p>Covid 19 – <b>Hygiene – Handwashing sanitation facilities and toilets Keeping good hygiene.</b></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>2M social distancing must be followed at all times</p> <p>To ensure everyone keeps good hygiene throughout the day.</p> <p>Providing additional handwashing facilities, for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site.</p> <p>Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Providing regular reminders and signage to maintain hygiene standards.</p> <p>Providing hand sanitisers in multiple locations in addition to washrooms.</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Enhancing cleaning for busy areas.</p> <p>Providing more waste facilities and more frequent rubbish collection.</p>		<p>5</p>	<p>1</p>	<p>5</p>
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							Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities			
Covid-19 <b>Changing rooms and showers Risk of transmission</b>	Y	Y	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 employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10 days.  Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.  Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	5	1	5
Covid-19 <b>Handling equipment, materials, waste, and onsite vehicles Risk of transmission</b>	Y	Y	Reduce transmission through contact with objects that come into the workplace and vehicles onsite.  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 employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.  2M social distancing must be followed at all times.  Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, printers, scanners,  Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.	5	1	5



### 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	New Document Generic cleaning of construction workplace	SD
August 2020	Insert - <b>Face coverings are required in all indoor situations 'where people may come into contact with others they don't usually meet' to comply with the latest gov.uk guidance</b>	Karl Forman
15/01/2021	Updated to consider new variant and updated 14 days to 10 days isolation as per gov guidance	SD

Has the Operative been provided with (Please tick to confirm)

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



Have operatives read and understood the SSOW?

Date : 22<sup>nd</sup> January 2021