

FUNCTION: KARBON HOMES	ACTIVITY / TRADE: ALL
RA Ref: CV19/KH/EM/V03	Date Aug 2020
TASK: Covid 19 working in empty homes (Construction)	Revision: 3 Creator: Karl Forman / M. McGrath / Sarah Dawson

**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
New Variants of Covid- 19 (Dec 2020 onwards)	Y	Y	The Delta is thought to be more threatening to health and is known to be more easily transmissible	5	5	25	<p><b>Key controls, Hands – Face – Space – Ventilate.</b></p> <p>The latest gov.uk guidance allows for work in other people's homes.</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>Wash / Sanitise hands on arrival and departure and each time you exit and enter the home.</p> <p>Wear a face covering when in doors and when near others and request that anyone in the same room also wears a face covering.</p> <p>Social distancing must be always maintained, request tenants isolate in another room or outside whilst you work.</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>		5	2	10

<p>Covid 19 – <b>Moving around Buildings and worksites.</b></p> <p><b>Failure to maintain social distancing</b></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>Social distancing must be followed at all times.</p> <p>Dis-courage any non-essential movement – promote the use of technology to keep in contact phone/video calling, keep this equipment clean provide wipes.</p> <p>Reducing job rotation and equipment rotation, e.g. single tasks for the day</p> <p>Wear a face covering when in doors and when near others and request that anyone in the same room also wears a face covering.</p> <p>Where required Using signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout site.</p> <p>Separating sites into working zones eg.2 people maximum per floor of property Planning of site access and "area of safety" points to enable social distancing.</p> <p>Regulate high traffic areas including corridors, lifts,</p> <p>Implementing a one way system where possible on walkways around the workplace</p>		5	1	5
<p>Covid 19 – <b>Workplaces/areas</b></p> <p><b>Failure to maintain Social Distancing</b></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>Social distancing must be followed at all times</p> <p>Changing layouts to allow people to work further apart from each other.</p> <p>Only where it is not possible to move workstations arrange people side by side or back to back rather than face to face</p> <p>Using a consistent pairing system if people have to work in close proximity, e.g. During a two person working, lifting or maintenance activities that can not be redesigned then masks are to be worn by both parties.</p>		5	1	5

<p>Covid-19 <b>Meetings</b></p> <p><b>Failure to reduce /eliminate transmission due to face to face meetings and failure to maintain social distancing.</b></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 10 days.</p> <p>Use of remote working tools – Teams, Skype avoid in person meetings.</p> <p>Guidance states if necessary participants should attend a meeting then social distancing must be maintained throughout.</p> <p>Provide hand sanitiser in meeting areas.</p> <p>Wear a face covering when in doors and when near others and request that anyone in the same room also wears a face covering.</p> <p>Do not share any tools – pens mouse etc..</p> <p>Hold meetings in outdoor spaces well ventilated rooms</p> <p>In areas where regular meetings do take place then floor markings are necessary.</p>		5	1	5
<p>Covid-19 <b>Common areas – failure to maintain social distancing.</b></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 10 days.</p> <p>Social distancing must be followed at all times.</p> <p>Staggering breaks times to reduce any pressure in Kitchen areas</p> <p>Toilet areas one person only at any time. Signage to ensure visibility of being occupied.</p> <p>Use of safe outside areas for breaks</p> <p>Use of other areas of the building for breaks separating employees</p>		5	1	5
<p>Covid-19 <b>Accidents security and other incidents</b></p> <p><b>Failure to prioritise safety during incidents</b></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>	5	4	20	<p>In an accident or fire people do not have to stay 2m apart if it would be unsafe.</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 recommend if a decision is made to perform mouth-to-mouth ventilation in asphyxia arrest, use a resuscitation face shield where available.</p>		5	1	5
Covid-19			A highly contagious biohazard, that	5	4	20	Any employee/visitor showing		5	1	5

<p><b>Visitors to Worksite</b></p> <p><b>Failure to minimise the number of unnecessary visits</b></p>		<p>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>			20	<p>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>Were visitors/contractors are required site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</p> <p>Encourage visits via remote connection</p> <p>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.</p> <p>Maintain a record of visitors where this is practical.</p>				5
<p>Covid-19</p> <p><b>A failure to provide and explain guidance to public</b></p> <p><b>A lack of visible notices for staff and public</b></p>		<p>Public unaware of works being carried out, guidance and signage will ensure safety working procedures are in place and deter any bad publicity.</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>Provide signage to inform public what work you are doing</p> <p>Provide signage at entrances to worksites to remind the public and workers to maintain social distancing.</p> <p>Providing signage on rights of way that cross your workplace to remind the public to maintain social distancing.</p> <p>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</p>		5	1	5

**MANAGERS 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

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

		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

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 Covid 19 working in empty homes	SD
Aug 2020	Amended the 72 hour rule to 48 hours as per request	SD
July 21	Reviewed as per the lifting of restrictions 19 <sup>th</sup> July 21 – amended face coverings wording	SD

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Has the Manager been provided with the Manager's RA Checklist?

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



Have Staff read and understood the Risk Assessment and SSOW?

Date 02 August 2021