

FUNCTION: KARBON HOMES	ACTIVITY / TRADE: ALL
RA Ref: CV19/KH/RR/V04	Date 05/01/2021
TASK: Covid 19 – Working in Peoples' Homes	Revision 4 Creator S.Dawson/K. Forman/KPS Managers

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.

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>Contracting Covid-19 Attending customer properties</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>5</p>	<p>25</p>	<p>On appointment being made scheduling teams carry out pre-appointment questions regarding Covid-19 to ensure there is no risk to colleagues. And Customer are requested to advise if any changes occur before appointment date.</p> <p>Colleagues call ahead before attending and carry out the following questions with customers.</p> <ul style="list-style-type: none"> • Are any of the resident/s self-isolating • Is there a risk of COVID -19 being present at the property • Are there any residents in quarantine following a recent trip overseas <p>If the answer is yes to any of the above colleagues do not attend the property and contact line manager as per Covid-19 Guidance Document.</p> <ul style="list-style-type: none"> • Is anyone in the property shielding <p>If yes check that they are happy for you to attend if not then line manager is informed.</p> <p>If there is no answer then above questions must be asked at the doorstep of the property, wearing a face masks and standing back at least 2m is required, when speaking with customers.</p>	<p>5</p>	<p>2</p>	<p>10</p>
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<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>Work scheduling will ask tenants 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>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>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>Any sustained or intentional breach of the agreed social distancing rules could result in the job being abandoned / suspended.</p> <p>If work needs to be stopped - immediately notify the Operations Manager and record decisions.</p>	<p>5</p>	<p>2</p>	<p>10</p>
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<p>Covid 19</p> <p>Arriving to a home for work. Maintain 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	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>Consider travelling to sites alone, using own transport, where insurance allows</p> <p>If workers have no option but to travel together, for example non drivers / roofers/ manual handling needs; the following should be encouraged;</p> <p>Journeys should be with same individuals and limited in the number of people travelling per site.</p> <p>Maintaining good ventilation for example keeping windows open and passengers facing away from one another wearing Masks and Gloves to reduce risk of transmission.</p> <p>Vehicles regularly cleaned using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces.</p> <p>Wash hands on arrival and maintain social distancing when entering the homes</p>	<p>Follow the HM Government document Working safely in other peoples' homes on GOV.UK website.</p>	5	2	10

<p>Covid 19 – Moving around when working in a home 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 10 days.</p> <p>Social distancing must be followed at all times.</p> <p>Discussion with households ahead of a visit ask that a 2m distance is kept from those working if possible</p> <p>Face coverings are required in all indoor situations 'where people encounter others they don't usually meet'</p> <p>Discussion with household ahead of a visit to ensure the work area is accessible and clear of personal belongings.</p> <p>Request households leave all internal doors open to minimise touch points and open windows to increase ventilation.</p> <p>Clean the immediate work area with surface wipes provided.</p> <p>Take breaks outside where possible</p> <p>Limiting the number of workers within a confined space to maintain social distancing</p> <p>Using a fixed pairing system if people have to work in close proximity.</p> <p>Allocating the same workers to a household where jobs are repetitive.</p>	5	1	5
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<p>Covid 19 – Appointments in the home. Reduce Transmission due to face to face meetings to 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 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>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>Using remote working tools such as telephone or video calls to avoid in-person appointments, .</p> <p>Only absolutely necessary participants should attend appointments and should maintain Social Distancing where possible, if this can not be maintained the masks are worn by all parties,</p> <p>Avoiding transmission during appointments from sharing pens and other objects</p>		<p>5</p>	<p>1</p>	<p>5</p>
<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>	<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 10 days.</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>		<p>5</p>	<p>1</p>	<p>5</p>

<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 10 days.</p> <p>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 work area at the end of job/task</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>Where possible Washing your hands 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 use hand sanitiser.</p> <p>All trades supplied with Hand Sanitiser and Gloves.</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 of passing infection on to other people.</p>		5	1	5

<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>Ensuring social distancing and hygiene measures are followed when supplies or tools are to be delivered to a home.</p> <p>Collecting materials in bulk to reduce the frequency of visits</p> <p>Removing waste in bulk if possible</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>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>Only where it is necessary to have multiple workers in a home, creating teams of workers who carry out their duties in those teams and minimising contact between each team.</p> <p>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>Identifying areas where people need to hand things to each other, such as tools, 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>Social distancing must be followed at all times.</p> <p>Where workers need to move between houses for work social distancing and hygiene advice should be consistent especially before entering the homes.</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?	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		
9	Is PPE required (ppe matrix)? Gloves, Coverall, Apron, Face covering Filtering respirator. Face shield / eye protection. Other.	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
27 May 2020	Covid-19 Generic working in peoples' homes	SD
10 Aug 2020	Updated to include gov guidance on wearing of face masks in indoor settings	SD
09/12/2020	Updated to include 'Christmas Bubbles'	KF
05 Jan 2021	Added section on new variant, Removed Christmas Bubble section, changed 14 days to 10 days when isolating, door step questions added.	KF

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 & SSOW?

11th January 2021

