

FUNCTION: KARBON HOMES	ACTIVITY / TRADE: Estate inspections
RA REF: COV19/KH/EST/INSP	Date 2/6/2020
TASK; Generic Covid 19 External Estate Inspections.	Revision 1 Creator: S Dawson, K Glen, J Robson, J McDonald, R Appleby

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
Covid 19 Travelling to and from estate. Maintaining social distancing wherever possible, ensuring handwashing on arrival.	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 14days. Consider travelling to sites alone, using own transport, where insurance allows. Prior consideration needed for parking of vehicles to reduce interaction with public Public Transport should be avoided where possible, if not possible masks should be worn. 2M social distancing must be followed at all times. Hand washing facilities must be available if not possible Hand sanitiser provided, must be used on arrival and departure.	Follow the HM Government documents for Working safely GOV.UK website.	5	1	5

<p>Covid 19 Moving around External Estates Maintain social distancing wherever</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>Consider parking where possible away from other parked cars</p> <p>Plan routes around the external Building, ensuring 2M social distancing is followed at all times.</p> <p>Do not attend during busy times, e.g. school/factory start and finish times.</p> <p>Where possible Do not touch anything. If this is necessary then hands must be sanitised immediately afterwards and before touching any other items.</p> <p>Only take the minimum items to site with you, and what you are able to carry comfortably.</p> <p>Refrain from setting any personal items down on to any surfaces – should this be necessary then items and hands to be cleaned/sanitised before putting away.</p>		5	1	5
<p>Covid-19 Visitors to Worksite/ Minimise the number of contractors / interested parties</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 contractor / employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 14days.</p> <p>2M social distancing must be followed at all times.</p> <p>Where meetings with contractors may be required, where possible arrange remote meetings/ video calls, if face to face meetings are required limiting the number of persons in one area is essential.</p> <p>Suspending inspections which cannot not be undertaken without social distancing.</p>		5	1	5
<p>Covid-19 Providing and explaining available</p>	Y	Y	<p>People unaware of what they need to do to maintain safety in the workplace.</p>	5	4	20	<p>Provide clear guidance on social distancing and hygiene to employees</p>		5	1	5

guidance Ensuring people understand what they need to do			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				Providing written or spoke communication of the latest guidelines to both contractor and customers, if necessary				
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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
02/06/2020	Generic Covid 19 Estate Inspection	SD, KG, JR, JM, RA

Has the Operative been provided with and completed the Manager's RA Checklist?

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



Date: 08 June 2020