

FUNCTION: KARBON HOMES – Property Services	ACTIVITY / TRADE: All trades
RA Ref; COV19/KH/KPS/ ALL/EXTERNAL	DATE; 15 th January 2021
TASK: Covid 19 – Property Services – External Works	Revision 2 Creator: K Forman/M McGrath/S 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.

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 concentration of any virus will be lower outdoors</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>On appointment being made scheduling teams carry out pre-appointment questions regarding Covid-19 to ensure there is no risk to colleagues. Customers 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>		<p>5</p>	<p>2</p>	<p>10</p>
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							<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>Covid 19 A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p>	Y		<p>Travel to site</p> <p>Catching the virus and becoming ill</p> <p>And / or</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	3	15	<p>Maintain Social Distancing.</p> <p>Avoid public transport if possible.</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>Wear face covering if travelling on public transport</p>	5	1	5

Covid 19	Y	Y	<p>Access and Egress to Sites.</p> <p>Catching the virus and becoming ill</p> <p>And / or</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>Maintain Social Distancing.</p> <p>The concentration of any virus will be lower outdoors</p> <p>Karbon employees (or contractors) must not attend work if they or if someone in their household have flu like covid-19 symptoms.</p> <p>Only attend site as directed by Management.</p> <p>Work is organised to limit the number of colleagues on site at any time.</p> <p>Observe the controls put in place by the site management this may include site induction, staggered start times / allotted appointment times, requirements to sanitise hands on each entry and exit, one-way systems, or restrictions on welfare facilities.</p>	<p>Additional guidance is published by the Construction Leadership Council and Gov.UK</p> <p>Any PPE required to access the site must be available for use, offer adequate protection and be suitable for the wearer.</p>	5	1	5
Covid -19	Y	Y	<p>Moving around Buildings and worksites.</p> <p>Catching the virus and becoming ill</p> <p>And / or</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>Maintain Social Distancing</p> <p>The concentration of any virus will be lower outdoors</p> <p>Discourage any non-essential movement.</p> <p>Follow site rules; one-way systems and 2m separation.</p> <p>Where work near others cannot be avoided additional PPE (gloves and face covering) may be required and time spent in close proximity should be as short as possible.</p> <p>Karbon employees (or contractors) must not attend work if they or if someone in their household have flu like covid-19 symptoms.</p>		5	2	10

Covid 19			<p>Handling materials and waste</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>Maintain Social Distancing</p> <p>Hand hygiene</p> <p>Ensuring social distancing and hygiene measures are followed when supplies or tools are to be delivered.</p> <p>Removing waste in bulk if possible</p>		5	1	5
Covid 19	Y	Y	<p>Workplaces</p> <p>Catching the virus and becoming ill</p> <p>And / or</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>Maintain Social Distancing</p> <p>Hand hygiene</p> <p>Limit the number of people on site at any time.</p> <p>Follow site rules; one-way systems and 2m separation.</p> <p>Do not share any tools</p> <p>Wash / sanitise hands at regular intervals.</p>		5	2	10
Covid-19	Y	Y	<p>Welfare</p> <p>Catching the virus and becoming ill</p> <p>And / or</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>Maintain Social Distancing</p> <p>Hand Hygiene</p> <p>Observe site rules for toilets and welfare facilities</p> <p>Staggering break times to reduce any pressure in welfare areas</p> <p>Sanitise hands regularly and always before eating drinking or smoking.</p>	Consider leaving site and sitting in your vehicle alone at lunchtime or using safe outside areas for breaks	5	2	10
Covid-19	Y		<p>Accidents security and other incidents</p> <p>Prioritise safety during incidents</p> <p>Catching the virus and becoming ill</p> <p>And / or</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	3	15	<p>Maintain Social Distancing</p> <p>In an emergency the immediate danger may be a higher risk than the virus – move to a place of safety as quickly and orderly as possible, re-establish social distancing and hand hygiene as soon as possible.</p> <p>People involved in first aid must be immediately aware of additional sanitation measures.</p>		5	2	10

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 -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
June 2020	Covid 19 External Working	KF MMG
15 th Jan 2021	Updated to consider new variant and amended isolation days from 14 to 10 as per gov guidance	SD

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



Date: 20th January 2021