

FUNCTION: KARBON HOMES and YHA	ACTIVITY / TRADE: All
RA Ref: COV19/KH/YHA/OFFICE/KEALIA V03	Date 15 th January 2021
TASK: Covid 19 Office Working Kealia Court YHA	Revision 4 Creator: S.Brookes/ N. Dennison/ B. Gray/ L. Owen / S Dawson

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 working in offices	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	5	25	Key controls, Hands – Face – Space – Ventilate Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days. Only those which cannot work from home should use the offices, and a desk booking system is in place. Wash / Sanitise hands on arrival and departure and each time you exit and enter the office. Wear a face covering when moving around offices and when near others. Social distancing must be always maintained at all times. Maintaining good ventilation for example open windows and doors to encourage air flow / change. Leaving doors open also helps reduce the number of surfaces touched.		5	2	10

<p>Covid 19 Access and Egress to office's Maintaining 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 10days.</p> <p>2M social distancing must be followed at all times.</p> <p>Staff can only work from the office if they cannot work from home, and desk booking is required.</p> <p>Hand washing available with additional sanitising hands-free dispensers on entrance and exit from building.</p> <p>Employees to travel to the office individually avoiding public transport if possible. If use of public transport is necessary then face coverings or masks are to be worn (from 15/06)</p> <p>Use posters to reaffirm measures to maintain social distancing and procedures to reduce risk.</p> <p>Remove any touch-based keypads where possible – alternatively provide Hand washing/sanitiser in these areas. Provide wipes for cleaning CCTV, kettle, fridge.</p>	<p>Follow the HM Government document Working safely in offices and contact centres on GOV.UK website.</p>	5	1	5
<p>Covid 19 – Moving around Buildings Maintain social distancing wherever possible while people move around the workplace</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 10days.</p> <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 keep this equipment clean wipes provided.</p> <p>Face coverings are required when moving around offices and when near others.</p> <p>Restrict access for office using a rota for when staff can use specific desks to maintain social distancing.</p> <p>Restriction on job location / rotation. Support staff not currently using the office.</p> <p>Prior to leaving the office check CCTV to ensure no tenants are in the communal corridor between the office and the exit door.</p> <p>No passing on staircases if alternative routes are not available</p> <p>If colleagues do need to work together – keep the same teams together and as small as possible.</p>		5	1	5

<p>Covid 19 – Workplaces and Workstations Maintaining social distancing between individuals at work stations</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>Social distancing must be followed at all times.</p> <p>Workstations set out to allow employees to maintain social distancing wherever possible. PMW to use desk prior to 9.30am. HO can use desk after 9.30am. Support staff not currently using the office. All workstations currently assigned to individual staff.</p> <p>Face coverings are required when moving around or near to others</p> <p>If it is not possible to maintain 2m apart then consideration has to be made to whether the activity is necessary for the business to operate, and if so, take all mitigating actions possible to reduce risk of transmission such as hygiene and wearing of masks.</p> <p>Floor tape marks areas to help workers keep 2m distance</p> <p>Managed occupancy levels to enable social distancing</p> <p>Avoid the use of hot desks and spaces if not possible cleaning of workstations is required start and end of working day #provide cleaning equipment#</p> <p>Highlight desks/ areas which are not to use</p> <p>Highlight floor area around desks in use to ensure employees do not enter 2m zone.</p>		<p>5</p>	<p>1</p>	<p>5</p>
<p>Covid-19 Meetings Reduce transmission due to face to face meetings and 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 10days.</p> <p>Use of remote working tools – Teams, Skype avoid in person meetings.</p> <p>No meetings to take place at Kealia Court. Office to remain locked and posters to be fixed outside to explain to tenants they have to telephone rather than face to face meetings.</p>		<p>5</p>	<p>1</p>	<p>5</p>
<p>Covid-19 Common areas maintain social distancing. Maintaining 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>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>Social distancing must be followed at all times.</p> <p>Staggering breaks times to reduce any pressure in Kitchen</p>		<p>5</p>	<p>1</p>	<p>5</p>

			Spreading the virus to colleagues, family and or wider community				<p>areas. Only make drinks for yourself.</p> <p>Wipe down kettle, microwave etc after use. Do not share crockery and cutlery. Wash your own, dry it and put it away.</p> <p>Face coverings are required when moving around and when near to others.</p> <p>Encourage staff to remain on site for lunches and if not to remain social distancing while off site, clean down on return.</p> <p>Use of appropriate signage to restrict access when social distancing is not possible/practical – only one person can use the kitchen/WC at any one time due to social distancing.</p>			
Covid-19 Accidents security and other incidents	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>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>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 recommended if a decision is made to perform mouth-to-mouth ventilation in asphyxia arrest, use a resuscitation face shield where available #shields to be placed in all offices and schemes#</p>	5	1	5
Covid-19 Visitors to Worksite Minimise the number of visitors			<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 10days.</p> <p>Social distancing must be followed at all times.</p> <p>No visitors allowed at Kealia Court</p>	5	1	5
Covid-19 Providing and explaining available guidance Ensuring people understand what they need to do			<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>	5	4	20	<p>Any employee showing 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>Provide clear guidance on social distancing and hygiene to people</p>	5	1	5

			<p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>				<p>on arrival, e.g. Signage and visual aids and before arrival by phone, on website or by email.</p> <p>Establishing host responsibilities relating to covid-19 and providing any necessary training for employees who act as hosts.</p> <p>Reviewing entry and exit routes for contractors to minimise contact with other people and staff.</p>				
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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		
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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 Office working Kealia Court	SDawson, S Brookes, N Dennison
27/08/2020	Updated to add face masks when moving around building meeting those you would not normally meet	SDawson
15/01/2021	Updated to consider new variant – and amended isolation days from 14 to 10 as per gov. guidance	SDawson
July 21	Reviewed in line with the lifting of restrictions 19 th July – amended wording for face masks	SDawson

Has the Service Manager been provided with and completed the Managers' RA Checklist?

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

Has the Team Reviewed and understood the SSOW?

Date :