

FUNCTION: KARBON HOMES	ACTIVITY / TRADE: ALL
RA Ref: CV19/KH/INV/K&B/V02	Date 7/08/2020
TASK: Covid 19 – Kitchen and Bathrooms (Investment)	Revision 2 Creator Chris Radcliffe, John Hepworth, S Dawson, D Milburn

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

<p>Covid 19 Arriving to a home for work. Maintain social distancing wherever possible, ensuring handwashing on arrival.</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 14days.</p> <p>Prior conversations are carried out with Tenants to ensure no one in household is showing symptoms, in quarantine following a recent trip overseas or confirmed Covid-19.</p> <p>2M social distancing must be followed at all times.</p> <p>Face coverings are required in all indoor situations 'where people may come into contact with others they don't usually meet'</p> <p>Consider travelling to sites alone, using own transport, where insurance allows. 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>	<p>5</p>	<p>2</p>	<p>10</p>
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<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 14days.</p> <p>2M social distancing must be followed at all times.</p> <p>Face coverings are required in all indoor situations ‘where people may come into contact with others they don’t usually meet’</p> <p>Discussion with households ahead of a visit ask that a 2m distance is kept from those working if possible</p> <p>Asking that households leave all internal doors open to minimise contact with door handles</p> <p>Identifying busy areas across the household where people travel to, from or through e.g. stairs and corridors and minimising movement within these areas.</p> <p>Bringing your own food and drink to households and having breaks outside where possible</p> <p>Limiting the number of workers within a confined space to maintain social distancing where this is not possible then additional PPE is to be worn face masks as a minimum</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 14days.</p> <p>2M social distancing must be followed at all times.</p> <p>Face coverings are required in all indoor situations ‘where people may come into contact with others they don’t usually meet’</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 2m separation where possible</p> <p>Avoiding transmission during appointments from sharing pens and other objects</p> <p>Take minimum personal items into property if not possible items to be cleaned before and after use.</p> <p>During survey Samples of kitchen and bathroom boards will be on view from rear of vehicles for tenants to select and cleaned down after each use.</p> <p>Tenants requested where possible to vacate area being surveyed if this is not possible masks to be worn.</p> <p>Clean down of any contact surfaces before and after visits.</p>	<p>5</p>	<p>1</p>	<p>5</p>
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<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>	5	4	20	<p>Any 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. Where this can't be maintained, then masks should be worn.</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>Customer Liaison Officer to advise household not to access work area, except in an emergency situation</p>		5	1	5
<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 14days.</p> <p>2M social distancing must be followed at all times. Where this can't be maintained, then masks should be worn.</p> <p>Plastic screens to be fitted to internal door from work area to remaining area of property</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, using usual cleaning equipment.</p> <p>Removing all waste and belongings from work area at the end of job/task/wipe surfaces at end of working day</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 however do not use the customers bin, 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>2M social distancing must be followed at all times.</p> <p>Ensuring social distancing and hygiene measures are followed when supplies or tools are to be delivered to a home.</p> <p>Kitchens to be delivered on a just in time basis, from supplier and left at front of property safely allowing access and covered from elements.</p> <p>Collecting materials in bulk to reduce the frequency of visits</p> <p>Removing waste in bulk if possible, all waste to be removed from property and left in a suitable safe place for driver to collect and dispose of daily</p>		5	1	5

<p>Covid-19 Team Working Reduce the number of contacts each worker has</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 14days.</p> <p>2M social distancing must be followed at all times.</p> <p>Face coverings are required in all indoor situations ‘where people may come into contact with others they don’t usually meet’</p> <p>Programme of work to be reduced to a minimum amount of days as possible,</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>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>		<p>5</p>	<p>1</p>	<p>5</p>
<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>	<p>5</p>	<p>4</p>	<p>20</p>	<p>2M social distancing must be followed at all times.</p> <p>Face coverings are required in all indoor situations ‘where people may come into contact with others they don’t usually meet’</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>		<p>5</p>	<p>1</p>	<p>5</p>

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
9 July 2020	Covid-19 Kitchens and Bathroom (investment)	CR, JH, SD, DM
August 2020	Insert - Face coverings are required in all indoor situations 'where people may come into contact with others they don't usually meet' to ensure compliance with latest gov uk guidance	Karl Forman

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

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



Has the Operative read and understood the risk assessment?

Date: 21 August 2020