

FUNCTION: KARBON HOMES	ACTIVITY / TRADE: Electricians
RA Ref: KH/KPS/ELEC/EICR V03	Date: 24/11/2020
TASK: Covid 19 – EICR – Working in Other Peoples Homes	Revision 3 Creator: Karl Forman GS Dave Fawcett IO AM

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

New Variant Covid- 19 (Dec 2020 onwards)	Y	Y	The new variant is not thought to be any more threatening to health but is known to be more transmissible	5	5	25	<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>Maintaining good ventilation for example open windows and doors to encourage air flow / change.</p> <p>Leaving doors open also helps reduce the number of surfaces touched.</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>	5	2	10
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<p>Covid 19 A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p>	<p>Y</p>	<p>Y</p>	<p>Not having the relevant information about the household, could increase the risk of exposure</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Key control – Share information.</p> <p>Customer to be contacted the day before the appointment - covid questions asked, if all answers are no then the appointment can go ahead.</p> <p>Customer should also be asked if they're in quarantine following a recent trip overseas. If the answer is yes, then the appointment must be re-arranged.</p> <p>Assure the tenant Karbon is Covid Secure.</p> <p>Electricians or Housing Officers will reconfirm the covid and quarantine questions on arrival at the property before the work commences.</p>	<p>If appointments need to be deferred record decisions and prioritise for completion at the earliest possible date.</p>	<p>5</p>	<p>1</p>	<p>5</p>
<p>Covid 19 A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p>	<p>Y</p>	<p>Y</p>	<p>Arriving to a home for work.</p> <p>Infectious employee or tenant could spread the virus to others / wider community.</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Key controls – Social Distancing and Hand Hygiene.</p> <p>Tenant Liaison / Housing Officers may be required on site to discuss / allay any issues the tenant or electrician may have.</p> <p>Any employee showing symptoms of COVID-19 is not to attend work</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>Prior to entering the property, the electrician(s) will don their PPE and sanitise their hands.</p> <p>The tenant will be required to open windows to increase natural ventilation around the property.</p> <p>The tenant is advised that they (and any others and pets) must stay in 1 area of the property – ideally a separate room to where the work is being completed, if the customer needs a comfort break then they must inform the electricians then return to the same position in the property afterwards.</p> <p>Electricians will travel to and from site in their own company vehicle.</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 notify Operations Management and record decisions.</p> <p>Guidance is published by GOV.uk for Working in other people's homes.</p>	<p>5</p>	<p>1</p>	<p>5</p>

Covid 19 –	Y	Y	Moving around when working in a home	5	4	20	<p>Key controls – Social Distancing and Hand Hygiene.</p> <p>Discussion with households ahead of a visit to determine the number of people resident at the property.</p> <p>To limit the number of contacts each person has priority is given to single person or two person households and thereafter households where the numbers can be reduced to either two or three persons by others attending work, school or other activities.</p> <p>Discussion will take place with households ahead of a visit to ensure that a 2m distance can be maintained.</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 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 contact with door handles</p> <p>Clean the immediate work area (socket / switch) with surface wipes provided.</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>Take breaks outside the property ensuring hands are sanitised each time you enter or exit.</p> <p>To complete work within an acceptable timeframe, electricians may work in pairs (observing their own social distancing) When work in pairs is required the pairings will be fixed to limit any spread of virus.</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 notify Operations Management and record decisions.</p> <p>Guidance is published by GOV.uk for Working in other people’s homes.</p>	5	1	5
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							Electricians will travel to and from site in their own company vehicle.				
Covid 19 –	Y	Y	Transmission due to face to face meetings	5	4	20	<p>Key controls – Social Distancing</p> <p>If a meeting / discussion is required with the tenant this should always be facilitated by the Housing Officer and ideally be conducted outdoors whilst maintaining social distancing.</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>Any handouts (documentation / equipment) should be passed in one direction and not returned to avoid repeated handling.</p>	Any employee showing symptoms of COVID-19 is not to attend work	5	1	5
Covid-19			Virus on surfaces in the work area.	5	4	20	<p>Key controls – Cleaning surfaces</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</p> <p>Waste – including disposable PPE is to be double bagged and disposed of in Karbons general waste stream.</p>		5	1	5

Covid-19			Hygiene Keep good hygiene throughout the day	5	4	20	<p>Key controls – Hand and Respiratory Hygiene.</p> <p>Washing / Sanitizing your hands more often than usual, particularly after coughing sneezing and blowing your nose.</p> <p>Reducing the spread of germs when coughing or sneezing by wearing a face covering, dispose of used masks responsibly, then wash / sanitise your hands.</p> <p>Cleaning regularly touched items and surfaces using your own cleaning products to reduce the risk passing infection on to other people.</p>	Any employee showing symptoms of COVID-19 is not to attend work	5	1	5
Covid 19	Y	Y	Handling goods, merchandise and other materials	5	4	20	<p>Key controls – Social Distancing and Hand Hygiene.</p> <p>Ensuring social distancing and hygiene measures are followed when supplies or tools are delivered.</p> <p>Collecting materials in bulk to reduce the frequency of visits to suppliers.</p> <p>Removing waste in bulk if possible.</p>		5	1	5
Covid-19	Y		Team Working Reduce the number of contacts each worker has	5	4	20	<p>Key controls – Social Distancing</p> <p>Any employee showing symptoms of COVID-19 is not to attend work.</p> <p>To limit the time spent in a property the electricians will work in pairs (observing their own social distancing)</p> <p>Pairs of workers will be fixed to limit any spread of virus.</p> <p>Where possible do not share tools and equipment.</p>		5	1	5
Covid – 19			Avoid unnecessary work-related travel and keep workers safe when they do need to travel between sites	5	4	20	<p>Key controls – Social Distancing and Hand Hygiene.</p> <p>Sanitize hands each time you enter or exit a property.</p> <p>Travel between sites using your own van do not share transport.</p>		5	1	5

							Clean the contact areas of the van daily.				
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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?	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, Mask Hand sanitiser	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
01.07.2020	Revised to consider aspects of EICR	IO AM GS DF KF
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 comply with latest gov guidance	K Forman
Nov 2020	Revised to allow work in households with school age children and with those previously isolated by shielding	K Forman
11 Jan 2021	Added section on new variant, Removed Christmas Bubble section, changed 14 days to 10 days when isolating, door step questions added.	S Dawson

Has the Manager completed the Manager's RA Checklist?

Signed & approved by Group H&S Manager



Date: 11th January 2021