

<b>FUNCTION:</b> KARBON HOMES	<b>ACTIVITY/TRADE;</b> Use of Guest Rooms Retirement Living
<b>RA REF:</b> COV/KH/RL/Guest01	<b>Date</b> 15/07/2021
<b>TASK;</b> Covid 19- Opening of Guest Rooms	<b>Revision</b> 1 <b>Creator:</b> S Dawson / P Wailes

**KEYNOTE:** ▪

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 <b>Residents Families using Guest Room</b></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 family members showing symptoms of COVID-19 do not attend scheme and isolate for a minimum of 10days.</p> <p>Advise family members to carry out a lateral flow test prior to stay.</p> <p>Booking system in place via Scheme Co-ordinator therefore track and trace details will be obtained, 48 hour gap between bookings. Maximum of 2 days stays.</p> <p>Hand sanitising station available in main entrance, and in rooms.</p> <p>Face coverings are mandatory in all indoor situations 'where people may come into contact with others they don't usually meet'</p> <p>Face coverings can be removed when sitting in the restaurant and in Guest room.</p> <p>If residents are showing any symptoms of Covid-19 they should not leave their property. If they develop any symptoms they should inform the staff and isolate as outlined by government guidelines, if family members have been in contact then they must leave and isolate at home.</p> <p>If family member shows any symptoms whilst visiting then they will be required to leave, isolate at home, and guest room will be fogged and deep cleaned, along with communal areas within the scheme.</p> <p>Any residents or Karbon staff who were in contact with family member</p>	<p>Follow the HM Government documents for Working safely GOV.UK website.</p> <p>After 19/07/2021, follow Karbon Homes' Health &amp; Safety controls if these are stricter than Government Guidance.</p>	<p>5</p>	<p>1</p>	<p>5</p>
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							will also be required to isolate for 10days.					
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<p><b>Cleaning of Guest rooms.</b></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>Full enhanced clean of all surfaces carried out 48 hours after check out of visitor.</p> <p>Soft furnishings to be removed, or covered by a wipeable surface.</p> <p>Bedding is stripped and placed on hot wash – spare bedding is required for all scheme's.</p> <p><b>CLEANING AFTER KNOWN OR SUSPECTED COVID-19 CASE</b></p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> <li>• Objects which are visibly contaminated with body fluids.</li> <li>• All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grabrails in corridors and stairwells.</li> <li>• Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</li> <li>• Use either a combined detergent disinfectant solution at a dilution of</li> </ul>	<p>5</p>	<p>1</p>	<p>5</p>
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						<p>1,000 parts per million available chlorine</p> <p>or</p> <ul style="list-style-type: none"> <li>a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</li> <li>Avoid creating splashes and spray when cleaning.</li> <li>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</li> <li>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</li> <li>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</li> </ul> <p><b>Waste</b></p> <p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> <li>Should be put in a plastic rubbish bag and tied when full.</li> </ul>				
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							<ul style="list-style-type: none"><li>• The plastic bag should then be placed in a second bin bag and tied.</li><li>• It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</li><li>• Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</li><li>• If the individual tests negative, this can be put in with the normal waste.</li><li>• If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.</li><li>• If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</li></ul>				
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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?	N/A		
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
15/7/2021	Covid-19 new RA Opening of Guest Rooms	P Wailes S Dawson

Has the Team read and understood the risk assessment?

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



Has the Managers been provided with and completed the Managers' RA Checklist

Date: 22/07/2021