

## Risk Assessment – RA 34

### Risk Assessment

Operation/Task:	Working at Portsmouth
Complete by	S Jose
Date	09.07.2020
Summary	Covid-19 Coronavirus risk assessment for working at Portsmouth

Multiple Fatality	5	10	15	20	25
Fatality	4	8	12	16	20
RIDDOR	3	6	9	12	15
Minor Injury	2	4	6	8	10
Negligible	1	2	3	4	5
	Improbable	Remote	Possible	Probable	Almost Certain

Hazard/Risk Identified	Who Might be Harmed	Pre-Control Risk Rating			Existing/Required Control Measures	Post – Control Risk Rating		
		S	L	RR		S	L	RR
Contracting and spreading Covid-19 Coronavirus due to lack of controls whilst working in the Portsmouth Office	Staff, visitors, family members, general public.	4	3	12	Ensure all workstation seating positions in the Portsmouth Office are at least 2 metres apart. Position hand sanitisers at the entrance/exit with signage informing everyone entering to clean hands prior to entering or leaving. Place sanitiser and wipes at each workstation for staff member to clean and sanitise the working area, as and when required the work station is in use. Provide information, instruction and training to all staff regarding good Covid-19 hygiene and social distancing controls. Face to face meetings with Halyard staff should be avoided and if unavoidable, 2 metre distancing and good hygiene practices must be adhered to at all times.	4	2	8
Contracting and spreading Covid-19 Coronavirus due to lack of visitor meeting controls.	Staff, visitors, family members, general public.	4	3	12	Do not hold non-essential face to face meetings. Use Teams or Zoom video conferencing if available and appropriate. Any face to face meeting must be approved by Senior Management. Essential meetings to be held in the Portsmouth Office with the maximum of 4 attendees. It is the responsibility of the meeting organiser to ensure the office is disinfected before and after use, including tables and chairs.	4	2	8

					Avoid printing documents including drawings. If document requires authorisation signatory, then E-mail document for approval.			
Contracting and spreading Covid-19 Coronavirus due to lack of delivery controls.	Staff, visitors, family members, general public	4	3	12	Place 'No Entry' signage at appropriate positions on the outside of the Portsmouth Buildings. Use signage to direct deliveries to appropriate entrance.	4	2	8
Contracting and spreading Covid-19 Coronavirus due to staff sharing the tea/coffee making facilities.	Staff, visitors, family members, general public	4	3	12	Only 1 nominated person allowed to make the tea/coffee for all staff in each unit on a daily basis and disposable gloves must be worn when handling other staff members drinking cups. All tea/coffee making equipment and cutlery must be cleaned and sanitised after use.	4	2	8
Contracting and spreading Covid-19 Coronavirus due to staff using the same toilets.	Staff, visitors, family members, general public	4	3	12	The male toilets to be designated to staff members and allocated within their working area to minimise multiple use. All touch points in the toilets must be wiped down by the user with disposable wipes. Wipes to be disposed of in suitable waste bins. Hands must be washed thoroughly for at least 20 seconds. Hand gel to be used on exit of toilets.	4	2	8
Contracting and spreading of Covid-19 Coronavirus due to infected visitors.	Staff, visitors, family members, general public	4	3	12	Visitor meetings at Portsmouth must only occur if all other options are not suitable. Use of video conferencing, including, Teams, Zoom, Skype, etc, should be the first option. Information and instruction regarding Portsmouth Covid-19 controls must be provided to the visitor prior to visit taking place. All visitors must inform Halyard staff if symptoms of Covid-19 appear before, during and up to a week following the visit.	4	2	8
Contracting and spreading Covid-19 Coronavirus due to lack of controls on shop floor.	Staff, visitors, family members, general public	4	3	12	Place non-slip hazard tape at 2 metres apart all around the shop floor walkways and where appropriate in the working areas. Place appropriate signage around the site to remind staff of precautions and controls. Ensure hand sanitisers are available at various points around the shop floor. Provide information, instruction and training to all Portsmouth staff regarding good Covid-19 hygiene and social distancing controls.	4	2	8
Contracting and spreading Covid-19 Coronavirus due to increased staff numbers as work increases.	Staff, visitors, family members, general public	4	3	12	Review equipment and space availability prior to agreeing to increase staff levels. Review staggered start and finish times, staggered break times and shift options if suitable and sufficient controls cannot be maintained as staff numbers increase.	4	2	8
Contracting and spreading Covid-19 Coronavirus due to inadequate general cleaning of the office and facilities.	Staff, visitors, family members, general public	4	3	12	Increase environmental cleaning, with special attention to be paid to frequently touched surfaces such as door handles, toilets, toilet flush handles, light switches, etc.	4	2	8
Contracting and spreading Covid-19 Coronavirus due to staff from other sites visiting the Portsmouth site.	Staff, visitors, family members, general public	4	3	12	Information, instruction and training regarding all the Covid-19 risk assessment controls must be provided for all Halyard staff from other sites that may visit the Portsmouth site.	4	2	8
Contracting and spreading Covid-19 Coronavirus due to staff not adhering to risk assessment controls.	Staff, visitors, family members, general public	4	3	12	All relevant staff to read and sign a toolbox talk which states that they have read, understand and will follow all Covid-19 risk assessment controls and that further action may be taken if not adhered to.	4	2	8

Contracting and spreading Covid-19 Coronavirus due to new government advice and guidelines not followed and rate of infection increases.	Staff, visitors, family members, general public	4	3	12	This risk assessment will be constantly reviewed by the Halyard Senior Management Team and will take into account any new government advice.	4	2	8
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### Risk Impact Matrix

<b>Key</b>	<b>S = Severity Rating</b>	<b>L = Likelihood of Occurrence</b>	<b>Risk Rating (RR) = Severity (S) X Likelihood of Occurrence (L) = Risk Rating (RR)</b>
	1 = Negligible	1 = Improbable	18-25 Unacceptable risk, plan out & add further control measures in place
	2 = Minor Injury	2 = Remote 1-10%	12-17 Acceptable only if no other methods viable & very high level control in place
	3 = Reportable Injury (RIDDOR)	3 = Possible 10 – 50%	6-11 Acceptable with suitable controls in place
	4 = Fatality	4 = Probable 50 -90%	1-5 Acceptable, no further action – monitor and review
	5 = Multiple Fatality	5 = Almost Certain >90%	