

Risk Assessment – RA 03

Risk Assessment

Operation/Task:	Working in Ferndown Head Office
Complete by	S Jose
Date	19.06.2020
Summary	Covid-19 Coronavirus risk assessment for working in the Ferndown Head Office

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 for working in the office.	Staff, visitors, family members, general public.	4	3	12	<p>Implement a '2-team office' (red and blue), where the red team works 1 week then the blue team the other. (See Office Plan)</p> <p>Ensure all workstation seating positions for each team are at least 2 metres apart, ideally diagonal.</p> <p>Position hand sanitisers at the entrance and exit points with signage informing everyone entering to clean hands prior to entering or leaving.</p> <p>Place sanitiser and wipes at each workstation for staff member to clean and sanitise their working area, as and when required throughout the day and prior to leaving at the end of each working day.</p> <p>Implement one-way system through the office from entrance to exit and through the workstation areas. Enter only by front entrance and leave by rear door to car park. (See Office Plan)</p> <p>Use signage to show one-way direction and display office layout at several points in the office area. (See Office Plan)</p> <p>Provide information, instruction and training to all staff regarding good Covid-19 hygiene and social distancing controls.</p> <p>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.</p>	4	2	8

					Essential meetings to be held in the Conference Room with the maximum of 4 attendees, positioned in each of the 4 corners. It is the responsibility of the meeting organiser to ensure the Conference Room is disinfected before and after use, including table and chairs. Avoid printing documents including drawings. If document requires authorisation signatory, then E-mail document for approval.			
Contracting and spreading Covid-19 Coronavirus due to staff sharing the kitchen facilities and equipment.	Staff, visitors, family members, general public	4	3	12	Only 1 person to be allowed in the kitchen area at any-time. If the kitchen facilities are used, then all the touch points must be wiped down and disinfected afterwards by user. Introduce staggered lunch breaks. All office staff must provide their own crockery and eating utensils daily. These items should remain with the owner and returned home at the end of the each working day. Any left items will be disposed of. Disposable gloves must be worn when using the cordless kettle and the kettle must be disinfected after use. Each office staff member must provide their own coffee, tea bags, sugar, etc, kept at their workstation and must not share. Milk is the only shared commodity and disposable gloves must be worn when handling the milk container. Microwave oven will be removed therefore, staff should be advised to bring pre-prepared cold meals and refillable drinking bottles from home. Food and drink to be consumed at the staff workstations only and wastes to be disposed of in the appropriate waste bins. Dishwasher is not to be used, disposable blue roll to be provided for drying cutlery and crockery.	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	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 contamination on clothing.	Staff, visitors, family members, general public	4	3	12	Staff should ensure they change their working clothes on return to their home address. Work clothes to be washed daily. If an insufficient number of Halyard work clothes are available to wear and clean daily, then smart casual clothing will be acceptable in the office, but clothes must be changed every day.	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 in the office 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 the office 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 increased staff numbers on site at any one time.	Staff, visitors, family members, general public	4	3	12	Introduce clear screen at each workstation and ensure no seating positions are less than 2 metres. Ensure the screens are at a height that the Covid-19 virus should not be spread when stood up at the workstation.	4	2	8
Contracting and spreading Covid-19 Coronavirus due to	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

inadequate general cleaning of the office and facilities.								
Contracting and spreading Covid-19 Coronavirus due to staff from other sites visiting the office.	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 at Ferndown Office and Fabrication, Whaddon and any staff from other sites that may visit the Ferndown Office.	4	2	8
Impact with moving vehicles entering and leaving carpark entrance due to no segregated pedestrian walkway	Staff, visitors and general public	4	3	12	Place driver/pedestrian awareness signage at both sides of the carpark entrance. Mark pedestrian walkway zone around the gate entrance. Inform and instruct staff and visitors of this guidance and ensure staff are aware of the risks and hazards at the carpark entrance.	3	2	6
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

Risk Impact Matrix

Key	S = Severity Rating	L = Likelihood of Occurrence	Risk Rating (RR) = Severity (S) X Likelihood of Occurrence (L) = Risk Rating (RR)
	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%	

