

Risk Assessment – RA 14

Risk Assessment

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| Operation/Task: | Working in Ferndown Fabrications |
| Complete by | S Jose |
| Date | 08.07.2020 |
| Summary | Covid-19 Coronavirus risk assessment for working in Ferndown Fabrications |

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|-------------------|------------|--------|----------|----------|----------------|
| 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 Fabrication Office | Staff, visitors, family members, general public. | 4 | 3 | 12 | <p>Ensure all workstation seating positions in the Fabrication Office are at least 2 metres apart, ideally diagonal.</p> <p>Transform Fabrication Meeting Room into an office for 2 personnel with seating positions at least 2 metres apart.</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 from the front entrance at the bottom of the stairs up to the office and leave using the stairs down to the factory floor and through the rest room.</p> <p>Ferndown Fabrication staff can use the stairs to the shop floor but must not cross on the stairs.</p> <p>Provide information, instruction and training to all staff regarding good Covid-19 hygiene and social distancing controls.</p> <p>Face to face production meetings with Halyard staff must be avoided and if unavoidable, 2 metre distancing and good hygiene practices must be adhered to at all times.</p> | 4 | 2 | 8 |

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| 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 Head Office 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. | 4 | 2 | 8 |
| 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 around the outside of the Fabrication Building. Introduce a buzzer for delivery drivers to press to alert Halyard staff that a delivery has arrived. | 4 | 2 | 8 |
| Contracting and spreading Covid-19 Coronavirus due to staff sharing the rest room 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 Fabrication 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. Hand sanitiser to be used just before using the cordless kettle and the kettle must be disinfected after use with a disposal wipe. Each office staff member must provide their own coffee, tea bags, sugar, etc, kept at their workstation and must not share. Hand sanitiser to be used just before handling the milk container and must be disinfected after use with a disposal wipe. 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, taps to be cleaned and rinsed after hand washing. Hand gel to be used on exit of toilets. After drying hands using the continuous hand towel, ensure plenty of unused towel is available for next use. Consider replacing the continuous towel with a hand dryer. | 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. Protective clothing supplied to factory staff will be kept at their respective work-stations during the week and placed in the laundry bin at the end of the week. | 4 | 2 | 8 |

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| Contracting and spreading of Covid-19 Coronavirus due to infected visitors. | Staff, visitors, family members, general public | 4 | 3 | 12 | Visitor meetings in the Fabrication 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 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 Fabrication 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 staff returning, ensuring no established Covid-19 controls would be compromised with the increase in staff numbers. 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 fabrication 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. | 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% | |