

## Risk Assessment – RA 08

### Risk Assessment

Operation/Task:	Working at Whaddon Stores
Complete by	S Jose
Date	23.09.2020
Summary	Covid-19 Coronavirus risk assessment for working at Whaddon Stores

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 at Whaddon	Staff, visitors, family members, general public.	4	3	12	Position hand sanitisers at the entrance points of each unit and signage informing everyone entering to clean hands prior to entering or leaving. Place sanitiser and wipes at each workstation for staff members 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. Place non-slip hazard tape at 2 metres apart all around the 3 units. 2 metre distancing and good hygiene practices must be adhered to at all times. Provide information, instruction and training to all staff regarding good Covid-19 hygiene and social distancing controls.	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 all the Whaddon Units. Use signage to direct deliveries to appropriate entrance and drop off points. Use belt type barrier across the shutter door entrance of unit 17, when open, to deter delivery drivers, visitors or the general public from entering the unit.	4	2	8

Contracting and spreading Covid-19 Coronavirus due to staff sharing the tea/coffee making facility in the office.	Staff, visitors, family members, general public	4	3	12	Only 1 nominated person allowed to make the tea/coffee for all staff 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	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 Whaddon 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 Whaddon 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 14 days following the visit.	4	2	8
Contracting and spreading Covid-19 Coronavirus due to inadequate general cleaning of the 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 Hordean 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 Hordean 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

### 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%	

