

Risk Assessment and Gap analysis

Covid-19 (Coronavirus)

RISK ASSESSMENT

Assessment details

Company Name	Fairline Yachts
Name of person completing the assessment	Jane Gadsby
Job role	Head of HR
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Risk Assessment and Gap analysis

Covid-19 (Coronavirus)

Avoiding Spread of the Virus

What is the hazard?	Covid-19 (Corona virus)		
Scenario	Avoiding spread of the virus within company premises		
Who might be harmed and how?	Company employees, other persons within company premises		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to do this?
Wash hands with soap and water often – for at least 20 seconds.	<p>Handwash station set up at site entrance, washroom facilities and canteen areas fully stocked with soap.</p> <p>Performing regular checks to ensure that stocks of soap remain.</p> <p>Displaying reminder signs for employees to wash their hands regularly and correctly.</p> <p>All current and returning employees informed via briefings.</p> <p>Briefs conducted by Leads to ask employees to report when stocks are low.</p> <p>Plenty of stock is in place if reported that stations are low.</p>	<p>Ensure constant hot running water is available in all washrooms and canteens.</p> <p>Provide paper towels as an alternative to hand dryers in handwashing facilities.</p>	J Husk
Increase the frequency of handwashing and surface cleansing.	<p>Cleaners on site, cleaning throughout the day, focussing on washroom facilities, door handles and handrails.</p> <p>Tables and chairs in all canteens disinfected after each break time.</p>	<p>Signs on vending machines to remind users to wash/sanitise hands and to social distance.</p> <p>Provide lockers for individuals to put away personal possessions to ensure canteen tables are kept clear for cleaning.</p>	J Husk

Risk Assessment and Gap analysis

Covid-19 (Coronavirus)

	<p>Touch points (ie buttons and access flap) cleaned on all vending machines after each break.</p> <p>Sanitisation provided for use in shared workspaces (ie workbenches, machinery, computers).</p>		
<p>Always wash your hands when you get home or into work.</p>	<p>Mandatory signs at entrance with hand sanitiser to clean hands before entry.</p> <p>All current and returning employees informed via briefings.</p> <p>Briefs conducted by Leads to remind people to wash hands regularly.</p>		
<p>Use hand sanitiser gel if soap and water are not available.</p>	<p>Hand sanitisation at entrances.</p> <p>All current and returning employees informed via briefings.</p> <p>Briefs conducted by Leads to remind people to report when sanitiser has ran out.</p>		
<p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze, put used tissues in the bin immediately and wash your hands afterwards.</p>	<p>Signs around the premises advising staff.</p> <p>All current and returning employees informed via briefings.</p>		
<p>Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.</p>	<p>Social distancing measures in place at clocking in machines, in washroom facilities and canteens.</p> <p>Visors and masks provided for use if desired.</p> <p>Notice issued to staff in relation to use of PPE.</p>	<p>Consider staggering shifts and splitting shifts when returning further numbers from furlough.</p> <p>Consider additional 2m markings and 1-way systems in congested areas, including entry and exit points.</p>	<p>J Gadsby J Husk P Hamlyn G Beedie</p>

Risk Assessment and Gap analysis

Covid-19 (Coronavirus)

	<p>Fixed teams on boats, reducing the number of people each person has contact with. Current and returning employees briefed on actions to take when working with others on boats.</p> <p>Some washrooms have been closed to ensure adequate cleaning in remaining open washrooms in addition to social distancing of handwash basins and urinals.</p>	<p>Consider reducing the maximum occupancy of lifts, using social distancing floor markers in lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs.</p> <p>Brief staff to encourage them to stay on-site during working hours.</p> <p>Brief staff in the event of an emergency (eg accident, fire, break-in etc) do not have to stay 2m apart if it would be unsafe.</p>	
Only travel on public transport if you need to.	Current and returning employees informed via briefings on the best way to travel to work.		
Everyone should work from home, unless they cannot work from home.	<p>The minimum number of people needed on site has been identified to operate safely and effectively.</p> <p>All employees who are able to work from home have been given the resources to do so.</p> <p>IT provision in support in place as required.</p> <p>Contact is maintained with off-site workers through the use of Teams, Outlook and phone.</p>	Consider initiatives to be put in place to provide information/contact to off-site workers in relation to their welfare, mental and physical health and personal security.	J Gadsby
Avoid events with large groups of people.	<p>Company announcements conducted over Zoom for access via personal / individual devices whilst social distancing.</p> <p>Social distancing signs on meeting room doors.</p>	<p>Provide hand sanitiser in meeting rooms.</p> <p>Put floor signage/remove excess chairs in meeting rooms to enable social distancing.</p>	J Husk

Risk Assessment and Gap analysis

Covid-19 (Coronavirus)

Use phone, online services, or apps to contact your GP surgery or other NHS services.	Current and returning employees informed via briefings on the methods to be used.		
DO NOT touch your eyes, nose or mouth if your hands are not clean.	Current and returning employees informed via briefings.		

Visitors to Site

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Visitors from outside of the company		
Who might be harmed and how?	Company employees and visitors		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to do this?
Minimise the number of unnecessary visits to site.	<p>Visitors to site have been limited and, instead, encouraged to use remote connection (eg videoing and photographs of finished boats).</p> <p>If the visit is necessary, this takes place outside of normal working hours with just one company representative and social distancing measures adhered to.</p> <p>Barrier constantly down, ensuring only authorised access.</p> <p>Guidance provided to suppliers and sanitisation procedure in place for delivery drivers and haulage.</p>		

Risk Assessment and Gap analysis

Covid-19 (Coronavirus)

Work-Related Travel

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Travel, including national and international travel		
Who might be harmed and how?	Company employees		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to do this?
Avoid unnecessary work travel and keep people safe when they do need to travel between locations.	<p>All business travel has been stopped, apart from travel to Fairline sites as required for the role.</p> <p>Company minibus has limited number to facilitate social distancing.</p> <p>Company pool cars have sanitisation for in between uses.</p> <p>Guidance issued re lift sharing.</p>	If and when workers are required to stay away from home. Maintain a record of their stay and ensure accommodation meets social distancing guidelines.	J Gadsby Line Manager
Ensure all workers understand COVID-19 related safety procedures.	Current and new employees briefed on social distancing when travelling.	Ensure continued understanding amongst all employees.	J Gadsby Line Manager

Risk Assessment and Gap analysis

Covid-19 (Coronavirus)

Person with Symptoms

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Company employee with Covid-19 symptoms at home		
Who might be harmed and how?	Company employees, other persons within company Premises		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to do this?
If the company employee has symptoms of corona virus, they should stay at home for seven days.	All employees advised to self-isolate. If employees are fit to work and their role enables them to do so, they may work from home.		
If the company employee lives with somebody that has symptoms of corona virus, they should stay at home for 14 days from the date that the person first started with the symptoms.	All employees advised to self-isolate. If employees are fit to work and their role enables them to do so, they may work from home.		

Risk Assessment and Gap analysis

Covid-19 (Coronavirus)

Protecting people who are at higher risk

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Individual is clinically vulnerable and clinically extremely vulnerable		
Who might be harmed and how?	Company employees and/or members of their household		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to do this?
Clinically extremely vulnerable individuals and/or those with household members who are clinically extremely vulnerable, not to work outside the home.	<p>If employees are fit to work and their role enables them to do so, they may work from home.</p> <p>If an employee is unfit or unable to work due to their role they are advised to self-isolate.</p>		
Clinically vulnerable individuals and/or those with household members who are clinically vulnerable, to take extra care in observing social distancing and helped to work from home.	<p>If employees are fit to work and their role enables them to do so, they may work from home.</p> <p>If an employee is unfit to work, they are advised to self-isolate.</p>	<p>When returning furloughed employees (whose role does not enable them to work from home) roles/duties that easily enable social distancing to be considered and risk assessed.</p> <p>Consider initiatives to be put in place to provide support for workers around mental health and wellbeing.</p>	J Gadsby Line Manager

Risk Assessment and Gap analysis

Covid-19 (Coronavirus)

Handling goods, merchandise and other materials and on-site vehicles

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Avoiding spread of the virus from outside of the premises		
Who might be harmed and how?	Company employees		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to do this?
Reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	Suppliers informed of changes to delivery procedures when coming on to site and relevant signage posted. Barrier permanently closed and drivers asked to contact Yardman who safely processes them through the site. Handwash station at entrance which is required to be used. Drivers not permitted to leave their vehicle whilst on site. Cleaning products and procedures in place within Goods Inwards for shared computer and shared pallet trucks and forklift trucks. Employees encouraged to use hand sanitisation.		

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