

Section 1: General Description

| | | | |
|---|---|--|---------|
| Assessment Title: | | Assessment Reference No: | VTS 002 |
| Servicing and breakdown of macerators | | Issue Number: | 20 |
| Assessment Date: | Assessment Review Date: | OVERALL RISK | MEDIUM |
| 21 May 2020 | 21 June 2022 | RESIDUAL RISK RATING | 3 |
| Location (Site/department/area): | People who may be affected: | Key Contact at Vernacare: | |
| Off Site - Hospitals | Engineers, hospital staff, residents and patients | Bill McKnight (UK & International Service Manager) 01204 555 999 | |
| Description of Operation Assessed: | | | |
| Engineers attend hospitals to complete routine servicing or breakdown maintenance of macerators located in sluice rooms. Hand tools and battery drills are used | | | |
| Specific Needs of people who may be affected | | | |
| Those deemed clinically vulnerable under the COVID-19 government guidance may be at increased risk, these people must be particularly stringent in following social distancing measures | | | |
| Safe System of Work or Procedure reference(s): | | | |
| All engineers are fully competent to work on the range of Vernacare Macerators (Copy of certificate of competence available on request) Method statement followed for all activities | | | |
| Incident history – previous accidents, incidents or near misses? | | | |
| Earth fault on supply to macerator resulting in > 50 volt touch voltage present | | | |
| Persons consulted: | Bill McKnight, Macerator engineers | | |

Section 2: Assessment of Risk

| Hazard | Operation leading to risk of exposure | RISK | | | Current risk control measures in place | RESIDUAL RISK | | | Risk Reduced SFAIRP | Action Ref |
|---|---|----------|----------|-----------|--|---------------|----------|-----------|---------------------|------------|
| | | L 1-4 | S 1-4 | R 1-16 | | L 1-4 | S 1-4 | R 1-16 | | |
| Access to electrical supply | Contact with live electrical parts when connecting or testing electrical supply or when testing operation of macerator resulting in electrocution or electrical burns | 2 | 4 | 8 | <p>Power supply is isolated/locked off before connecting the electrical supply to the Macerator in accordance with Guidance on the management of electrical safety and safe isolation procedures for low voltage installations Issue 2</p> <p>As part of the commissioning process, Earth Continuity and Non-Trip Earth Loop Impedance check carried out at macerator.</p> <p>All test equipment to comply with Guidance Note GS38</p> <p>All engineers completed electrical safety training covering Electrical Statutory Regulations and Electrical non – statutory Regulations - Electric Shock and Prevention</p> <p>Safe Isolation and Safe Working Requirements and are factory trained in the safe testing of component parts</p> <p>Method sequence document for task to be followed</p> | 1 | 3 | 3 | Yes | None |
| Access to water supply (pressurised system 1-5bar) | Risk of localised flooding Slips, trips and falls | 2 | 3 | 6 | <p>Water supply to be isolated before connections are made.</p> <p>Method sequence document to be followed</p> <p>Only experienced and suitably trained engineers with knowledge of any hazardous substances to be used.</p> | 1 | 2 | 2 | Yes | None |
| Access to foul drainage system | Risk of flooding foul waste & Infection | 2 | 3 | 6 | <p>PPE to be worn (Gloves / protective eyewear / face mask – where necessary)</p> <p>Other equipment using the same waste to be isolated/marked not for use whilst the installation takes place</p> <p>All engineers vaccinated against Hepatitis B</p> | 1 | 3 | 3 | Yes | None |

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|--|--|----------|----------|-----------|---|---------------|----------|-----------|---------------------|------------|
| | | L 1-4 | S 1-4 | R 1-16 | | L 1-4 | S 1-4 | R 1-16 | | |
| Access to Wards | Risk of infection from patients | 2 | 3 | 6 | Anti-bacterial hand wash used on arrival and leaving wards, hand sanitiser also available Ensure hand washing procedure followed at appropriate intervals | 1 | 3 | 3 | Yes | None |
| Manual Handling | Risk of back injury. VT Engineers – carrying tools and equipment from vehicle to workplace. Loading / unloading vehicle. | 3 | 3 | 9 | Delivery to site (normally) by vehicle with a tail lift to a prearranged delivery point. Transfer to installation location to be conducted by the Estates Department Mandatory use of PPE provided. Macerator to be moved by sack truck or mobile platform. Where required two people available to move around sluice room All staff trained in manual handling and good handling technique used | 1 | 3 | 3 | Yes | None |
| Hand Tools Test Instrumentation | Risk of injury. VT Engineers – using hand tools | 2 | 3 | 6 | All test equipment to comply with Guidance Note GS38 All hand tools used for electrical work to be rated for 1000 volts Vernacare provide all tools required to complete installation these will be replaced when required. | 1 | 3 | 3 | Yes | None |

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| | | L 1-4 | S 1-4 | R 1-16 | | L 1-4 | S 1-4 | R 1-16 | | |
| Lone working | Head injuries, slips, trips and falls, crush /trapping, electrical shock remote working, cuts, sudden illness, hazardous substances, violent assault, | 2 | 2 | 4 | <p>Lone worker means of communication via mobile phone, tablet will be provided. Check to see if the use of a mobile phone is permitted and if there is a signal at the place of work.</p> <p>All engineers trained in Lone Working arrangements</p> <p>A dynamic risk assessment may be required if further hazards have been identified before commencement of works.</p> <p>Engineers to sign visitor's book at all sites and ensure the site personnel are aware of where they are working, and activities being carried out.</p> <p>All work to be signed off when completed.</p> <p>Always leave details of your visits and report back to base at regular intervals.</p> <p>Report all accidents or near misses.</p> | 1 | 2 | 2 | Yes | None |
| Lack of suitable PPE | Risk of injury. VT Engineers | 2 | 3 | 6 | <p>Safety helmets must be worn when a risk of head injury is present.</p> <p>Safety glasses or goggles must be worn where there is risk of dust, debris or foreign objects entering the eyes.</p> <p>Suitable facemasks are provided to prevent inhalation of dust and debris where required.</p> <p>High visibility vests are provided and are worn on site where requested.</p> <p>Gloves are provided to protect the hands. Various types of gloves are provided including latex and rubber.</p> <p>All personnel working on site will wear safety footwear</p> <p>All personnel shall wear corporate branded protective workwear e.g. overalls or jacket and trousers etc.,</p> <p>Engineers aware of the dangers of failure to wear appropriate PPE</p> | 1 | 2 | 2 | Yes | None |

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| | | L 1-4 | S 1-4 | R 1-16 | | L 1-4 | S 1-4 | R 1-16 | | |
| Covid 19 (coronavirus) | Close and prolonged contact with others within the area, including patients who may be positive for Covid 19 Contact with contaminated surfaces | 3 | 3 | 9 | <p><u>General entry to hospitals</u></p> <p>Engineers will ask the hospital contact whether the location of the macerator is near to any area of concern regarding the Coronavirus.</p> <p>A dynamic risk assessment may be required if further hazards are identified before commencement of works.</p> <p>Under no circumstances will the engineer put themselves at significant risk</p> <p>NHS and Vernacare guidelines are followed</p> <p>The engineers will never be within 2m of or in an enclosed room with Covid 19 patients and will not enter any high-risk areas such as those carrying out Aerosol Generating Procedures (AGP's).</p> <p>Hands must be washed before entering, frequently throughout and following completion of work, hand sanitiser is also available</p> <p>Any tools used are cleaned with Azo wipes or Azo spray before and after use, this includes the equipment in the works vehicle. A nylon cover is used to protect the seats to avoid damaging due to excessive cleaning.</p> <p>Suitable barriers are used to prevent people entering the sluice rooms ensuring a 2-meter distance.</p> <p><u>Working in an area which has confirmed COVID-19 patients.</u></p> <p>Access to the sluice room may be through a ward where Covid 19 patients are present</p> <p>The sluice room area will be disinfected before work commences, this will be carried out by the hospital facilities team</p> <p>Mandatory use of area specific PPE determined and supplied by Vernacare or NHS health professionals is used including, coveralls, over shoes, Respiratory Protective Equipment, goggles, and gloves. Some hospitals will only allow PPE that has been supplied by the hospital.</p> | 1 | 3 | 3 | Yes | None |

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|--------|---------------------------------------|----------|----------|-----------|--|---------------|----------|-----------|---------------------|------------|
| | | L 1-4 | S 1-4 | R 1-16 | | L 1-4 | S 1-4 | R 1-16 | | |
| | | | | | <p>Where full / half face respirators are worn, Engineers are trained in their correct use to ensure the masks fit correctly. These masks are an improved alternative to the FRSM masks (Fluid Repellent Surgical Mask) and therefore do not require a formal face fit test.</p> <p>Donning of PPE is supervised by a member of the clinical team.</p> <p>Only essential tools, spares and materials will be taken into the sluice room. All tools will be disinfected with suitable wipes immediately upon leaving the room whilst PPE is still being worn.</p> <p>Before leaving the area engineers will confirm with clinical staff the correct location to remove and dispose of PPE, this will be supervised by a member of the clinical team.</p> <p>Hands are washed immediately after removal and disposal of PPE</p> <p>After leaving the area the handles, toolboxes, trolleys etc are disinfected with suitable wipes wearing gloves. Hands are washed following disposal of gloves.</p> <p>Hand gel facilities are used when entering and leaving wards.</p> <p><u>Working in an area that does not have COVID-19 patients</u></p> <p>In areas where there are no COVID-19 patients or other infection risks in the area you are to work, there is no requirement to wear additional PPE unless advised by NHS health professionals. Hand gel facilities are used when entering and leaving wards.</p> | | | | | |

Section 3: Further Action Plan

| Action Reference Number | Further Action Required | Priority (Residual Risk Rating) | Actionee | Actionee Signature | Timescale | Status |
|-------------------------|-------------------------|---------------------------------|----------|--------------------|-----------|--------|
| N/A | None | N/A | N/A | N/A | N/A | N/A |

Section 4: Risk Assessment Sign Off

| Risk Assessor: | |
|---|---|
| Print: | Mick Leatherbarrow |
| Signature: |  |
| Date: | 27 May 2020 |
| Signature below denotes agreement with both the risk assessment and the further action plan | |
| Risk Owner: | |
| Print: | Bill McKnight |
| Signature: |  |
| Date: | 27 May 2020 |
| Health & Safety Manager: | |
| Print: | Mick Leatherbarrow |
| Signature: |  |
| Date: | 27 May 2020 |

Section 5: Risk Matrix

Risk is assessed using a 4x4 risk matrix. The likelihood and the severity must be determined and an overall risk rating calculated.

| | | Severity | | | | RISK RATING |
|------------|-------------------------|-------------------|---------------------|-----------------------|-------------------------------|-------------|
| | | NEGLIGABLE (1) | MINOR INJURY (2) | SERIOUS INJURY (3) | FATALITY/ MAJOR INJURY (4) | |
| Likelihood | UNLIKELY (1) | 1 | 2 | 3 | 4 | VERY HIGH |
| | POSSIBLE (2) | 2 | 4 | 6 | 8 | HIGH |
| | PROBABLE (3) | 3 | 6 | 9 | 12 | MEDIUM |
| | LIKELY/ FREQUENT (4) | 4 | 8 | 12 | 16 | LOW |

If the Risk Rating is between:

| | | Priority |
|-------|--|----------|
| 1-2 | Continue with existing control, however monitor for changes | 4 |
| 3-5 | Reduce risk where practicable and regular ongoing monitoring | 3 |
| 6-11 | Additional control measures required to bring the risk down to an acceptable level | 2 |
| 12-16 | Immediate action necessary. Stop/do not start activity. Risk is not acceptable | 1 |