

The Organisation:	The Marine & Property Group Ltd	Risk Assessment Type	COVID-19	
Scope:	Reducing risk & spread of COVID-19 in the marina's environment– understanding coronavirus & what is required to protect yourself and your customers	Risk Assessment Reference:	RA-C19-A V2	11/-5/20 Reviewed: 09/07/20

Hazard	Risk	Persons Affected	Pb	Sv	RPN	Remedial Action	Pb	Sv	RPN
1 Potential exposure: Spread of COVID-19	Mild and severe respiratory infection. Pneumonias (Mild & severe) Severe disease leading to death. Asymptomatic (no symptoms)	All staff, visitors, all berth holders, all members of the public.	4	5	20 High	Social distancing measures must be implemented/adopted by all staff, berth holders and visitors to mitigate the impact of the epidemic and to reduce the chance of another epidemic peak. This can interrupt human to human transmission chains, reducing further spread and reduce the chances of any increase in cases. The Marine Group staff are to maintain 2 metres social distancing as much as possible. If 2 metres cannot be maintained, then staff should work side by side or facing away from each other rather than face to face and for minimal amounts of time. If these measures cannot be adhered to i.e. emergency situations, then a face mask can be considered. However, it is worth noting that the WHO states that masks are only effective to protect others from the wearer and there is little evidence to suggest how effective they are against the virus. There may also be an increased risk due to the increased touching of the face due to adjusting the mask and the mask becoming contaminated and wet. For these reasons The WHO recommends not wearing face masks as a matter of course outside of care settings. It must be emphasised to all that the wearing of face masks must not be used as an alternative to maintain social distancing. The immediate isolation of any person(s) suspected or confirmed to be infected with COVID - 19. The suspension of persons gathering in groups on site or on boats (unless self-isolating). Discourage non-essential travel and meetings, implementing alternatives where possible such as teleworking, conference calls. Ensure that all visitors to our sites, including staff and berth holders are aware of the seriousness of COVID-19. A high degree of understanding, solidarity and discipline is required to apply strict personal hygiene, coughing etiquette, self-monitoring and	2	5	10 Med

Probability			Severity				
1	Improbable - Unlikely	X	1	Negligible - remote possibility of harm	1-6	=	Low priority
2	Remote - May occur	X	2	Marginal - first aid injury possible	8-12	=	Medium priority
3	Possible - Likely to occur	X	3	Slightly dangerous - minor injury possible	15-25	=	High priority
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5	Very probable - very likely to occur soon	X	5	Very dangerous - could cause death			

					<p>social distancing measures at all times. Refrain from touching face, eyes, mouth until hands have been washed appropriately. Remember! The best way to reduce any risk of infection is good hygiene and avoiding direct or close contact with a potentially infected person. Appropriate signage to be installed in strategic positions.</p> <p>Where staff have the facility to work from home this should be continued. Marina receptions must have appropriate social distancing measures implemented and traffic should be kept to an absolute minimum.</p> <p>Adequate facilities should be provided to enable hand washing at all offices and any other places that it may be required. i.e. hand sanitiser stations.</p> <p>Maintain social distancing measures at all times and in the event of possible emergency situations including administering First Aid, appropriate PPE should be worn i.e. respirators/face masks/disposable gloves.</p> <p>Prior to, and on completion of equipment being used/touched it should be wiped down with alcohol swabs or soap and water. Disposable gloves should be used where required and disposed of appropriately on completion. Staff over 70 years old, that have an underlying health condition, or persons who are pregnant are strongly advised to stay at home. The Marine Group where possible, will help you to do this or find useful ways you can support the organisation through this difficult period. All employees should follow the public health official advice and guidance whenever possible, ensuring good hygiene practices, such as frequent hand washing and respiratory etiquette, to protect against infections. Employees should seek professional healthcare advice if feeling unwell as per the government guidelines</p>			
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2	Physical isolation/Uncertainty	Anxiety/Stress/Mental Health	All the Marina Group staff	3	4	15	Keep in touch with colleagues regularly, text, phone and make every effort to attend online meetings. Maintain a routine so colleagues know when you are available, dress for work to maintain routine and focus. Stay active and try to leave the house every day and get some fresh air. Take regular breaks, especially when sat in front of a screen all day. Take notice of your mood, and that of colleagues and discuss openly if you are struggling. Spend a few minutes settling into your workspace, prioritising your to do list and preparing to be at work. In the same way, practice a shut-down at the end of the day. A sensible worktop and screen arrangement are essential and consider the same principals from your office based DSE assessment. In due course if the need to work from home becomes more permanent then The Marine Group will offer remote Display Screen Assessments. In the meantime, make sure you are comfortable, at the very least you should use a comfortable chair. Regular contact, briefings and updates from Head Office and managers.	2	4	8
						High				Med
3	Boatyard Services and Contractors coming to site	Mild and Severe Respiratory infection, Pneumonias (mild and severe), Severe disease leading to death, Asymptomatic (no symptoms)	All staff, all visitors, all berth holders, all members of the public	4	5	20	Boatyard services and Contractors can only conduct their work where these services can be conducted safely, and social distancing measures can be maintained. Usual contractor procedure to be followed i.e. marina reception social distancing maintained however, COVID-19 must have been considered in the contractors' risk assessment. All of the relevant measures detailed in Section 1 above in this Marine Group risk assessment should be considered and adopted where appropriate. Active monitoring of contractors to continue with additional measures above considered and contractors must be asked to leave if they are not complying with government guidelines and recommendations. Ongoing dynamic risk assessment and maintain social distancing. The Marine Group to provide usual staffing and facilities for these services The Marine Group work processes should be adapted to accommodate 2m social distancing measures where possible. Where work is undertaken by staff and 2 metres social distancing is not achievable i.e. emergency situations then all of the relevant measures detailed in Section 1 above in this Marine Group risk assessment should be considered and adopted where appropriate. A face mask must never be considered or adopted as a substitute for social distancing. Staff undertaking any type of work must not be showing symptoms of the coronavirus. If wearing a mask, hands must be thoroughly washed prior to donning a face mask. Disposable gloves should be worn after donning a face mask. Staff must refrain from touching facial area wherever possible. Surfaces touched including tools should be wiped down and cleaned on completion of work. Gloves should be removed and disposed of or	2	5	10
						High			Med	

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							stored appropriately and hands washed thoroughly prior to removing the face mask. Gloves and masks should be disposed of correctly where appropriate and hands washed thoroughly on completion.			
4	Operating the dredger in various sites	Mild and Severe Respiratory infection, Pneumonias (mild and severe), Severe disease leading to death, Asymptomatic (no symptoms)	All staff, third persons	4	5	20 High	Social distancing measures must be implemented/adopted by all staff. Keeping third persons at a safe distance whilst the dredger is moored or being loaded or unloaded from the transport vehicle. If you become ill whilst operating the dredger mitigate the information in section 9 of this risk assessment. The dredger operators must read all sections of this risk assessment and ensure they implement the best practices as laid out in this risk assessment. Be prepared to stop operations should the risk of exposure to the coronavirus become apparent. Ongoing dynamic risk assessment to be used if required.	2	5	10 Med
5	Leisure Moorings	Mild and Severe Respiratory infection, Pneumonias (mild and severe), Severe disease leading to death, Asymptomatic (no symptoms)	All staff, all visitors, all berth holders, all members of the public	4	5	20 High	If berth holders are using or working on their boats, then ongoing dynamic risk assessment and maintaining social distancing should be adhered to by all. The boat owner should be reminded when this is not the case. Government social distancing measures apply. The Marine Group to provide usual staffing and facilities for these services.	2	5	10 Med
6	Commercial Moorings Fishing, Police, RNLI, RN etc.	Mild and Severe Respiratory infection, Pneumonias (mild and severe), Severe disease leading to death, Asymptomatic (no symptoms)	All staff, all visitors, all berth holders, all members of the public	4	5	20 High	Ongoing dynamic risk assessment and always maintain social distancing measures. The Marine Group are to provide usual staffing and facilities for these services.	2	5	10 Med
7	Fuel Provision - to supply essential commercial activities such as fishing, Police, RNLI, RN etc.	Mild and Severe Respiratory infection, Pneumonias (mild and severe), Severe disease leading to death, Asymptomatic (no symptoms)	All staff, all visitors, all berth holders, all members of the public	4	5	20 High	Ongoing dynamic risk assessment and maintain social distancing at all times. The Marine Group to provide usual staffing and facilities for these services. All other fuel delivery risk assessments and safe operating procedures should be followed	2	5	10 Med

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Hazard		Risk	Persons affected	Pb	Sv	RPN	Remedial Action	Pb	Sv	RPN
8	Contracting and or spreading the Coronavirus during emergency situations	Mild and Severe Respiratory infection, Pneumonias (mild and severe), Severe disease leading to death, Asymptomatic (no symptoms)	All staff, all visitors, all berth holders, all members of the public	4	5	20 High	Minimum staffing levels are crucial, and each marina should always have sufficient staff present to adopt emergency scenarios as detailed in the Marina fire risk assessment. In the event of an emergency situation normal emergency procedures will apply - specifically surrounding Fire Safety and the ability to meet the requirements of the Regulatory Reform Fire Safety Order 2005 in the event of a fire alarm activation normal emergency procedures will apply. Evacuation routes must be maintained and checked regularly with COVID-19 measures being considered. During an evacuation of a building or any other area relevant staff should understand the evacuation strategy, COVID-19 and social distancing measures must be maintained including Muster points. PEEP's (Personal emergency evacuation plan) must continue to be conducted and reviewed where appropriate.	2	5	10 Med
9	If someone falls ill	Mild and Severe Respiratory infection, Pneumonias (mild and severe), Severe disease leading to death, Asymptomatic (no symptoms)	All staff, all visitors, all berth holders, all members of the public	3	5	15 High	If a worker develops a high temperature (37.8°C or greater) or a persistent cough while at work, they should: <ul style="list-style-type: none"> • Ensure their manager or supervisor is informed • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on <u>self-isolation</u> and not return to work until their period of self-isolation has been completed. Their work area, any equipment or vehicle they have used should ideally be quarantined for 72 hours before thorough cleaning, any communal areas should be thoroughly cleaned.	2	5	10 Med
10	Traveling	Mild and Severe Respiratory infection, Pneumonias (mild and severe), Severe disease	Staff	4	5	20	Sharing vehicles for travel should be avoided unless strict control measures are introduced. If a vehicle is used by more than one-person careful cleaning should take place between swapping over. If a vehicle has been used by a person who is later believed to have contracted COVID 19 it should be thoroughly cleaned, preferably after being left for 72	2	5	10

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		leading to death, Asymptomatic (no symptoms)				High	hours. Travel on public transport should be avoided if possible, off peak travel should be considered to reduce potential exposure. Additional car and cycle parking to be provided at the workplace.			Med
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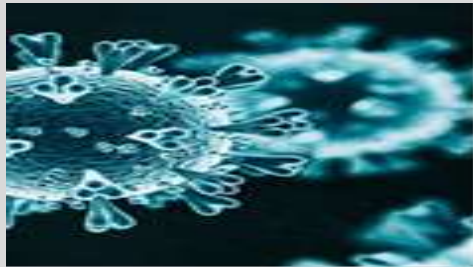
Hazard		Risk	Persons affected	Pb	Sv	RPN	Remedial Action	Pb	Sv	RPN
11	Moving / contact with work equipment or other items.	Residual virus on surfaces resulting in Mild and severe respiratory infection, pneumonia, severe disease leading to death, asymptomatic	Staff /third persons	4	5	20 High	Anyone moving materials should be aware of the possibility that virus may be present on items for a period if an item or surface has been exposed to COVID 19. Where possible items should be manually handled as little as possible and PPE such as disposable gloves may be required to reduce contact. Items that have been handled by a person who is later believed to have contracted COVID 19 should be thoroughly cleaned, preferably after being left for 72 hours. Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Consider introducing an enhanced authorisation process for these activities. Provide additional supervision to monitor and manage compliance. Work equipment e.g. mechanical handling equipment, scanners computer terminals should ideally be assigned to individual persons and cleaned regularly. Where work areas or equipment is shared e.g. multiple shifts or users then the area and equipment must be thoroughly cleaned between each person / shift. Where possible introduce one-way systems in the work area to enable the 2m physical distancing to be maintained	2	5	10 Med
12	Meetings and briefings	Mild and severe respiratory infection, pneumonia, severe disease leading to death, asymptomatic	Staff /third persons	3	5	15 High	Avoid meetings and briefings if possible, Using mobile phones, video conference or email. If meetings are required hold them outside or in a well-ventilated location, maintain 2-meter rule	1	5	5 Low
13	Using welfare facilities (Canteen and toilets)	Welfare not cleaned sufficiently, insufficient washing facilities.	Staff /third persons	3	5	15 High	Welfare areas must be clean washing hands before and after using the facilities is essential. Maintain the 2-meter rule as much as possible. Stagger break times to reduce the number of persons using the facility at any one time. Do not sit at tables facing each other. Ideally cups, crockery and utensils should be disposable or washed in a commercial dishwasher on a high temperature. Food should be ideally prepacked and brought from home to avoid leaving site during the shift. It may be beneficial to set up additional outdoor areas to take breaks.	2	5	10 Med

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14	PPE	Mild and severe respiratory infection, pneumonia, severe disease leading to death, asymptomatic	All staff, all visitors, all berth holders, all members of the public	4	5	20 High	Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy. Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Hand hygiene is to be applied prior to handing PPE. Single use PPE should be disposed, and double bagged. Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (COVID-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (COVID-19) risk.	2	5	10 Med
15	Lack of employee consultation and engagement in planning controls within the workplace	Increased staff anxiety at returning to work, potential claims that measures have not been adequately introduced.	Employees	3	3	9 Med	Employers have a duty to consult employees on matters that concern Health and safety issues, this may be directly with employees or by communicating with union representatives or staff appointed safety representatives. Staff are to be made aware of the risk assessment and required control measures which should be in line with current guidance: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 . The staying COVID-19 Secure poster should be displayed: https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf	1	3	3 Low

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1. What is Coronavirus?



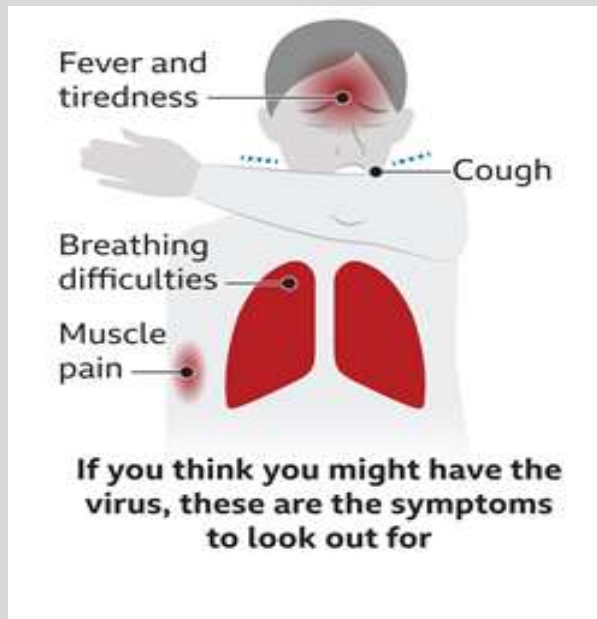
Coronaviruses are a group of viruses that cause diseases in mammals and birds. In humans, coronaviruses cause respiratory tract infections that are typically mild, such as the common cold, though rarer forms such as SARS, MERS and COVID-19 can be lethal.

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by SARS-CoV-2, a virus closely related to the SARS virus. It is primarily spread between people by small droplets from infected individuals when they cough. The coronavirus outbreak has been labelled a global pandemic by the World Health Organization (**WHO**).

How coronavirus is spread

Because it's a new illness, it is not known exactly how coronavirus spreads from person to person. Similar viruses are spread in cough droplets. It's very unlikely it can be spread through things like packages or food. There is currently no evidence that you can catch coronavirus from parcels and letters.

2. What are the symptoms of Coronavirus?



The initial symptoms are like other respiratory illnesses - such as the flu or the common cold
Other symptoms of the coronavirus include.

- a fever
- a dry cough, which can lead to breathing problems.
- shortness of breath
- and general body aches.

Some patients have also reported confusion and fatigue. In severe cases, coronavirus can cause a high fever, kidney failure and pneumonia. Having these symptoms do not necessarily mean you have the illness, as the symptoms are like other illnesses that are much more common, such as cold and flu.

People will be most infectious when they have symptoms, but there have been suggestions some can spread the virus even before they are sick. The early symptoms can easily be confused with other winter bugs including colds and flu.

RIDDOR – reporting Coronavirus (COVID-19)

HSE has issued details of when and how you should report coronavirus incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). You must only make a report under RIDDOR, relating to coronavirus, when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence
- a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

[Visit the HSE website for further details](#) on the above, along with examples.

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3. Safety before & during works



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with disposable tissues



Throw away used tissues (then wash hands)



If you don't have a tissue use your sleeve



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

These are exceptional circumstances and companies must comply with the latest Government advice on Coronavirus (COVID-19) at all times.

These Standard Operating Procedures (SOP) are based on Public Health England (PHE) guidance; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

EVERYONE MUST follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST**

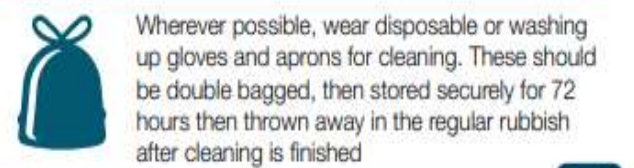
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin if no tissues are available cough and sneeze into the crook of your elbow.

Coronavirus (COVID-19) What you need to do:

Employers should also remind the workforce and keep them informed at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

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4. General Site Rules



The amount of virus living on surfaces will reduce significantly after

72 hours

If an area can be kept closed and secure, wait until this time has passed before cleaning

- ✓ Adhere to all company guidelines and ensure this is communicated to all employees
- ✓ Wherever possible employees should work from home.
- ✓ If an employee feels ill and displays or informs, they are displaying symptoms of COVID 19 to immediately contact line manager and self-isolate (current guidelines are 14 days)
- ✓ A record of staff movements is to be kept so that if they show symptoms their potential contacts can be traced for a minimum of 7 days.

General

Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the physical distancing guidelines set out by the government (keeping people 2 metre apart wherever possible).

Where the physical distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

- ✓ Keeping the activity time involved as short as possible
- ✓ Using screen or barriers to separate people from each other
- ✓ Using back-to back or side-to-side working (rather than face to face) whenever possible.
- ✓ Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- ✓ Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe environment.

Everyone should work from home, unless they cannot work from home, consider who is needed to be on-site, for example:

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Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely.

Workers in critical roles which might be performed remotely, but who are unable to due home circumstances or the unavailability of safe enabling equipment.

- ✓ Planning for the minimum number of people needed on site to operate safely and effectively
- ✓ Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.
- ✓ Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.
- ✓ Providing equipment for people to work at home safely and effectively, for example, remote access to work systems.
- ✓ Ensure individuals who are advised to stay at home [under existing government guidance](#) do not physically come to work. This includes individual who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.
- ✓ Enable workers to work from home while self-isolating if appropriate

Coming to work and leaving work

To maintain physical distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.

- ✓ Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics
- ✓ Providing additional parking or facilities such as bike-racks to help people walk, run or cycle to work where possible.
- ✓ Limiting passenger in corporate vehicles, for example, work minibuses, this could include leaving seats empty
- ✓ Reducing congestion, for example, by having more entry points to the workplace
- ✓ Providing more storage for workers for clothes and bags
- ✓ Using marking and introducing one-way flow at entry and exit points
- ✓ Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads
- ✓ Defining process alternatives for entry and exit points where appropriate, for example, deactivating turnstiles requiring pass checks in favour of showing a pass to security personnel as a distance.

Moving around buildings and worksites

To maintain physical distancing wherever possible while people travel through the workplace.

- ✓ Reducing movement by discouraging non-essential trips within buildings and site, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use
- ✓ Restricting access between different areas of a building or site
- ✓ Reduce job and location rotation



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- ✓ Introducing more one-way flow through buildings
- ✓ Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible
- ✓ Making sure that people with disabilities can access lifts
- ✓ Regulating use of high traffic areas including corridors, lift turnstiles and walkways to maintain physical distancing

Workplace and workstations

To maintain physical distancing between individuals when they are at their workstations.

For people who work in one place, workstation should allow them to maintain physical distancing wherever possible. Workstations should be assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people. If it is not possible to keep workstations 2metre apart then businesses should consider whether that activity needs to continue for the business to operate and if so, take all mitigating actions possible to reduce the risk of transmission.

- ✓ Review layouts and processes to allow people to work further apart from each other
- ✓ Using floor tape or paint to mark areas to help workers keep to a 2metre distance
- ✓ Only where it is possible to move workstations further apart, arranging people to work side or facing away from each other rather than face-to-face
- ✓ Only where it is not possible to move workstations further apart, using screen to separate people from each other
- ✓ Managing occupancy levels to enable physical distancing
- ✓ Avoid use of hot desks and spaces

Meetings

To reduce transmission due to face-to-face meetings and maintain physical distancing in meetings.

- ✓ Using remote working tools to avoid in-person meetings
- ✓ Only absolutely necessary participants should attend meetings and should maintain 2 metre separation throughout
- ✓ Avoiding transmission during meetings, for example, avoiding sharing pens and other objects
- ✓ Provide hand sanitiser in meeting rooms
- ✓ Holding meetings outdoors or in well-ventilated rooms whenever possible
- ✓ For areas where regular meetings take place, using floor signage to help people maintain physical distancing

Common areas

To maintain physical distancing while using common areas.

- ✓ Working collaborating collaboratively with landlords and other tenants in multi-tenant sites/building to ensure consistency across common areas, for example, receptions and staircase.
- ✓ Staggering break time to reduce pressure on break rooms or canteens
- ✓ Using safe outside areas for breaks
- ✓ Creating additional space by using other parts of the workplace or building that have been freed up by remote working

Probability		Severity			
1	Improbable - Unlikely	X	1	Negligible - remote possibility of harm	1-6 = Low priority
2	Remote - May occur	X	2	Marginal - first aid injury possible	8-12 = Medium priority
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- ✓ Installing screen to protect staff in receptions or similar areas
- ✓ Providing packaged meals or similar to avoid fully opening staff canteens
- ✓ Encouraging workers to bring their own food
- ✓ Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions
- ✓ Encourage staff to remain on-site and, when not possible, maintaining physical distancing while off-site
- ✓ Regulating use of lockers rooms, changing areas and other facility areas to reduce concurrent usage.
- ✓ Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts
- ✓ Considering use of physical distancing marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form

Managing visitors and contractors

To minimise the number of unnecessary visitors to offices.

- ✓ Encouraging visits via remote connection/working where this is an option
- ✓ Where site visits are required, site guidance on physical distancing and hygiene should be explained to visitors on or before arrival
- ✓ Limiting the number of visitors at any one time
- ✓ Limiting visitor time to a specific time window and restricting access to required visitors only
- ✓ Determining if schedules for essential services and contractor visitors can be revised to reduce interaction and overlap between people, for example, carrying out services at night
- ✓ Maintaining a record of all visitors, if this is practical
- ✓ Revising visitor arrangements to ensure physical distancing and hygiene, for example, where someone physically sings in with the same pen in receptions

Communication and providing information and guidance

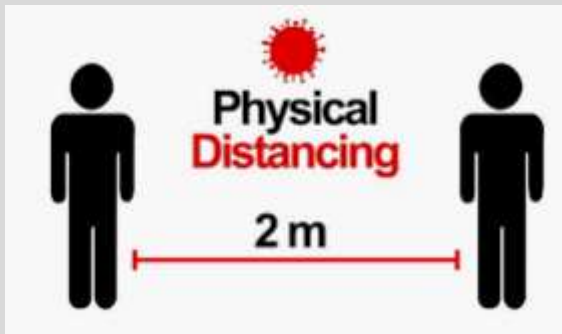
To make sure people understand what they need to do to maintain safety.

- ✓ Providing clear guidance on physical distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email
- ✓ Establishing host responsibility relating to COVID-19 and providing any necessary training for people who acts as hosts for visitors
- ✓ Reviewing entry and exit routes for visitors and contractors to minimise contact with other people
- ✓ Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces

Before reopening

To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:

- ✓ An assessment for all sites, or parts of sites, that have been closed, before restarting work
- ✓ Carry out cleaning procedures and providing hand sanitiser before restarting work



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- ✓ Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels
- ✓ Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.
- ✓ Opening windows and doors and frequently to encourage ventilation, where possible.
- ✓ For more information see the reopening risk assessment

Physical distancing in the workplace

You must maintain physical distancing in workplace wherever possible.

Where the physical distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Mitigating actions include:

- ✓ Further increasing the frequency of hand washing and surface cleaning
- ✓ Keeping the activity time involved as short as possible
- ✓ Using screen or barriers to separate people from each other
- ✓ Using back-to back or side-to-side working (rather than face-to-face) whenever possible.
- ✓ Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

Physical distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain physical distancing.

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Hand Washing

To help everyone keep good hygiene through the working day:

- ✓ Using signs and posters to build awareness of good handwashing techniques, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available
- ✓ Provide regular reminders and signage to maintain personal hygiene standards
- ✓ Allow regular breaks to wash hands and increase the frequency of hand washing and surface cleaning
- ✓ Provide hand sanitiser in multiple locations in addition to washrooms
- ✓ Setting clear use and cleaning guidance for toilets to ensure they are kept clean and physical distancing is achieved as much as possible
- ✓ Enhancing cleaning for busy areas
- ✓ Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- ✓ Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- ✓ Regularly clean the hand washing facilities
- ✓ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- ✓ Provide more waste facilities and more frequent rubbish collection
- ✓ Where possible, provide paper towels as an alternative to hand dryers in handwashing facilities

Changing rooms and showers

To minimise the risk of transmission in changing rooms and showers

- ✓ Where showers and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that physical distancing is achieved as much as possible
- ✓ Introducing enhanced cleaning of all facilities regularly during the day at the end of the day

Toilet Facilities

To minimise the risk of transmission in the rest rooms

- ✓ Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
- ✓ Wash or sanitise hands before and after using the facilities
- ✓ Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- ✓ Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- ✓ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Handling goods, merchandise and other materials and onsite vehicles

To reduce transmission through contact with objects that come into the workplace and vehicles at the workplace

- ✓ Cleaning precedes for goods and merchandise entering the site

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- ✓ Cleaning procedures for vehicles
- ✓ Introducing greater handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical
- ✓ Regular cleaning of vehicles
- ✓ Restricting non-business deliveries, for example, personal deliveries to workers

Canteens and Rest Areas

Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.

Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for physical distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.

- ✓ Consider increasing the number or size of facilities available on site if possible
- ✓ Break times should be staggered to reduce congestion and contact at all times
- ✓ Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- ✓ Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- ✓ Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- ✓ A distance of 2 metres should be maintained between users, one chair free between each or 2 person persons max per table (not sat opposite each other)
- ✓ All rubbish should be put straight in the bin and not left for someone else to clear up
- ✓ Tables should be cleaned between each use
- ✓ Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use
- ✓ Consider arrangements for monitoring compliance.

Work related travel

To avoid unnecessary work travel and keep people safe when they need to travel between locations:

Cars, accommodation and visits

- ✓ Minimising non-essential travel – consider remove options first.
- ✓ Minimising the number of people travelling together on any one vehicle, using fixed partners, increasing ventilation when possible and avoiding sitting face-to-face.
- ✓ Cleaning shared vehicles between shifts or on handover.
- ✓ Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets physical distancing guidelines.

Communications and Training

To make sure all workers understand COVID-19 related safety procedures.

- ✓ Providing clear, consistent and regular communication to improve understanding and consistency of ways of working
- ✓ Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements

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- ✓ Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work

To make sure all workers are kept up to date with how safety measures are being implemented or updated.

- ✓ Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understanding any unforeseen impacts of changes to working environments
- ✓ Awareness and focus on the importance of mental health at time of uncertainty. The government has published guidance on [mental health and wellbeing aspects of COVID-19](#)
- ✓ Using simple, clear messaging to explain guidance using images and clear language, with consideration of groups for which English may not be their first language
- ✓ Using visual communications, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortage to reduce the need for face-to-face communications
- ✓ Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.

Inbound and outbound goods

To maintain physical distancing and avoid surface transmission when goods enter and leave the site.

- ✓ Revising pick-up and drop-off collection points, procedures, signage and markings
- ✓ Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre booking.
- ✓ Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
- ✓ Where possible and safe, having single workers loads or unload vehicles.
- ✓ Where possible, using the same pairs of people for loads where more than one is needed
- ✓ Enabling drivers to access welfare facilities where required, consistent with other guidance
- ✓ Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.

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PPE

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Unless you are in situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must be properly fitted.

There are some circumstances where wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. A face covering can be very simple and may be work in enclosed spaces where physical distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards. It is important to know that the evidence of the benefit of using a face covering to protect other is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

Employers should support their workers in using face coverings if they choose to wear one. This means telling workers:

- ✓ Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- ✓ When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- ✓ Change your face covering if it becomes damp or if you have touched it.
- ✓ Continue to wash your hands regularly
- ✓ Change and wash your face covering daily
- ✓ If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste
- ✓ Practice physical distancing

You can make face-coverings at home and can find more guidance on how to do this safely on the government website. GOV.UK

Face Masks: face fit test

Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. Where masks are provided for COSHH purposes a face fit test should be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.

To ensure you put on tight-fitting RPE correctly, use a mirror or ask a colleague. Fit-testers should follow [government advice on physical distancing](#), as they can make observations from this distance and deliver any instructions verbally.

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First Aid and Emergency Service Response and other incidents

In an emergency, for example, an accident or fire, people do not have to stay 2 metre apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediate afterwards including washing hands.

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

If first aid cover for your business is reduced because of coronavirus or you can't get the first aid training you need, there are some things you can do so that you still comply with the law.

You should review your first aid needs assessment and decide if you can still provide the cover needed for the workers that are present and the activities that they are doing.

- ✓ When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- ✓ Emergency plans including contact details should be kept up to date
- ✓ Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- ✓ Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.
- ✓ Keep enough first aid cover; If there are fewer people coming into your workplace it may still be safe to operate with reduced first aid cover. You could also stop higher risk activities

Cleaning

To keep the workplace clean and prevent transmission by touching contaminated surfaces, particularly in communal areas and at touch points including:

- ✓ Frequent cleaning of work areas and equipment between uses, using your usual cleaning products
- ✓ Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements
- ✓ Clearing workspaces and removing waste and belonging from the work area at the end of a shift
- ✓ Limiting or restricting use of high-touch items and equipment's, for example, printers or whiteboards
- ✓ If you are cleaning after a known or suspected case of COVID-19 then you should refer to the [specific guidance](#)
- ✓ Taps and washing facilities
- ✓ Toilet flush and seats
- ✓ Door handles and push plates
- ✓ Handrails on staircases and corridors
- ✓ Lift and hoist controls
- ✓ Machinery and equipment controls
- ✓ All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- ✓ Telephone equipment
- ✓ Keyboards, photocopiers and other office equipment
- ✓ Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.
- ✓ Staff received clear/concise communication / TBT in respect of cleanliness routines consistent with Government guidelines.

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Drivers/ deliveries

- ✓ All drivers must have access to welfare facilities in the premises they visit as part of their work.
- ✓ Preventing access to drivers to use welfare facilities when they deliver is against the law, equally it's not the sensible thing to do.
- ✓ Those who already provide reasonable access to toilets and handwashing facilities should continue to do so.
- ✓ With the latest advice for hands to be washed regularly, failure to allow access to welfare facilities may increase the risk of the COVID-19 infection spreading

Waste

Exceeding waste storage limits at permitted sites because of COVID-19.

When you can temporarily store more waste than your permit allows during the coronavirus (COVID-19) outbreak. You must usually comply with the waste storage limits in your environmental permit. However, this COVID-19 regulatory position statements (RPS) allows you to temporarily exceed those limits if you cannot remove waste from your site because of COVID-19 restrictions.

- ✓ The COVID-19 RPS does not apply to radioactive waste or to mobile plant.
- ✓ You must notify the Environment Agency by email before using COVID-19 RPS

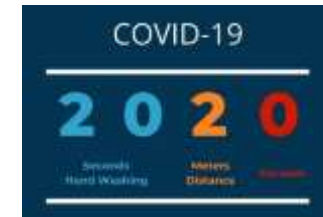
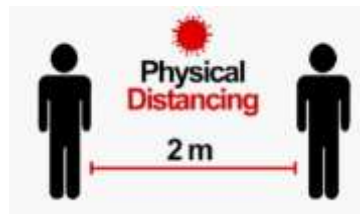
Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (and the government would expect all employers with over 50 workers to do so). Below you will find a notice you should display in your workplace to show you have followed this guidance.

Posters for the workplace below:

<https://psnc.org.uk/our-news/covid-19-updated-phe-posters/>

<https://coronavirusresources.phe.gov.uk/>



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Current control measures	See above		
	Risk Assessment carried out by	Signature	Date
	N. Jeffery	N.Jeffery	11.05.20

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