

Covid-19 is a new disease that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or even fatal.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<p>Staff Visitors Cleaners</p> <p>Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p> <p>Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Regular hand washing taking place. Gel sanitisers in any area where washing facilities not readily available <p>Cleaning of boats</p>	<p>Employees to regularly wash their hands for 20 seconds with water and soap</p> <p>Posters to remind of hand washing and to use hand sanitiser provided by each exit.</p> <p>Frequency increased to 3 times per day for toilets. Maximum of 2 persons in the toilet block cubicles at any one time.</p> <p>Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed:-</p> <p>Social distancing of 2m to be adhered to but where this is not possible, 1m+ can be used when working 'face to back' and 'side to side'. PPE to be worn when cleaning, touch service, switches, handles and tools using appropriate cleaning products, methods and disposing of paper towels.</p> <p>Maximum of two staff per boat. Social distancing of 2m to be adhered to, but where this isn't possible, 1m+ can be used when working 'face to back' or 'side to side'. All cleaning materials to be in place prior to entering the boat. PPE face masks apron and gloves to be worn.</p> <p>All linens to be pre-stripped by customers and bagged. All boats bagged linen should be carefully removed to open space, PPE including visor, mask, gloves and apron should be used when carefully sliding linen into the laundry bags for removal to Contractors. Linen for all boats should be done as one 'pack the dirty laundry job' rather than individually. All PPE (except visor which should be sanitised) to be disposed of, hands washed/ sanitised and new PPE to be worn before entering work areas/ boats or being near anyone to socially distance.</p> <p>Use of the disinfectant fogging machine once boat is vacated and then again once cleaned and prepped for new users.</p>	PRG	10/7/2020	
		<p>Social Distancing</p> <p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) or 1m+ where 2m isn't achievable. When using 1m+ 'face to back' or 'side to side' should be adopted.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in break/ smoking area.</p> <p>Wearing of Gloves</p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered too. Visual signs and markings to be put in place. In key areas.</p> <p>Staff to bring own refreshments and not to leave belongings on site. Outdoor socialising during breaks is encouraged using 2m Social Distancing or 1m+ with 'face to back' or 'side to side' distancing.</p> <p>Reception will be done through a window with Perspex shield, and if the office is opened in the future, only 1 customer at a time in the office in the reception area following the addition of desk Perspex shield.</p> <p>No more than 2 technicians on any boat at a time. No more than 2 cleaners on any boat at a time. No more than 1 crew training on any one boat at a time.</p> <p>Car parking - all visitors and staff to use social distancing.</p> <p>Appropriate gloves supplied and easy access. Gloves to be worn for cleaning and maintenance,</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. To wear PPE when appropriate.</p> <p>Suitable signage will be in place on boats to encourage social distancing, hand and equipment cleaning.</p>	PRG	10/7/2020	

		<p>PPE</p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>3 ply face masks shall be worn when 2m social distancing is not possible.</p> <p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>Reference</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	PRG	10/7/2020	
		<p>Boat Handover / return with Customer</p> <p>Only 1 member of staff and 2 customers to be present during "Walk through of the boat"</p> <p>Only 1 member of staff and 2 customers on Stern deck during orientation training and maintain 2m (or 1+m social distancing)</p>	<p>Customers and staff to wash hands prior to and after training, hand sanitiser also available if required</p> <p>Customers and staff will wear disposable 3 ply face masks.</p> <p>Customers will be asked to confirm they are complying with Gov guidelines reference households and numbers on board.</p> <p>Customers will be asked to confirm prior to arrival that no member of the party is self isolating or suffering symptoms.</p> <p>Customers are asked to notify us ASAP if someone in the party begins to show symptoms while on board.</p> <p>Customers will be sent our COVID information sheet prior to arrival</p>	PRG	10/7/2020	
		<p>RYA IWHC and Crew Courses</p> <p>Only 1 member of staff and 2 customers on Stern deck during training and maintain 2m (or 1+m social distancing). If a 3rd trainee is present – they should be inside the boat or on the bow deck as look out.</p> <p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Customers and staff to wash hands prior to and after training, hand sanitiser also available if required</p> <p>Customers and staff will wear disposable 3 ply face masks.</p> <p>Crew change over positions shall happen on the bank as there is no option to pass with 1+m inside the boat.</p> <p>Customers will be asked to confirm prior to arrival that no member of the party is self isolating or suffering symptoms.</p> <p>Customers will be sent our COVID information sheet prior to arrival</p> <p>Customers to make their own hot drinks and do own washing up / cleaning of equipment.</p> <p>Regular open-door policy for those who need additional support.</p>	PRG	10/7/2020	
		<p>Life Jackets</p> <p>Where issued, life jackets and PFDs will not be shared.</p> <p>Customers will retain ownership of PFDs / LJs for the duration of their course / holiday and when finished they should be wiped down with suitable wipes and will then be subjected to "Fogging" to ensure they are virus free. They will then be hung to dry and not used again for at least 72 hours.</p>		PRG	On -going	