CHC Risk Assessment

RA No.	ACTIVITY:		DATE CREATED:		NO. OF REVIEWS:	
F7		Coronavirus - Additional Controls		8 April 2020		11
			NEXT REVIEW DATE:	16/03/22	REVIEWED BY:	A Karn
					ON DATE:	17/01/22

Risk Categories	Pe	En	As	Po
Likelihood	2	2	2	2
Severity	2	1	1	2
Risk Factor	**4**	**2**	**2**	**4**

ALARP STATEMENT
Through the analysis of hazards and the application of the control measures listed, the risks in this assessment are currently deemed to have been reduced to As Low As Reasonably Practicable. This Risk Assessment will be reviewed monthly or sooner if subject to change in government guidance on Covid-19 or future incidents. This may necessitate the addition of further control measures.

HAZARDS	CAUSES	CONTROLS IN PLACE
Spread of Covid-19 through members of the public and contractors.	Incorrect PPE, lack of controls in place	Coronavirus cases again are increasing across the country due to the Omicron variant, although the government rules are changing there is no room for complacency, and it is more important than ever before to ensure that Chichester Harbour Conservancy operates within Covid secure measures and protects the business and our ability to continue to operate a safe harbour should we have an outbreak of Covid-19 PCR testing is available for staff and visitors. PCR tests will also be available to contractors working for the Conservancy that have not established their own testing procedures if required. The following are recent and upcoming changes in England: 17 January , You can stop self-isolating at the start of day 6 if you get 2 negative rapid lateral flow test results on days 5 and 6 and do not have a temperature. Tests must be at least 24 hours apart. If either test is positive, wait 24 hours before testing again. 11 January ,

HAZARDS	CAUSES	CONTROLS IN PLACE
		If you get a positive rapid lateral flow test result, most people will not need to take a PCR test to confirm the result. You must self-isolate immediately if you get a positive rapid lateral flow test result. 9 January , From 4am on 9 January, if you qualify as fully vaccinated, you can take either a rapid lateral flow or PCR test within 2 days of arriving in England. If you have a positive result on the rapid lateral flow test, you must take a PCR test. 7 January , From 4am on 7 January, if you qualify as fully vaccinated or are under 18, you do not need to take a PCR test before you travel to England or self-isolate when you arrive. The Conservancy will however have controls in place to protect staff and the business, particularly within an indoor environment. The Harbour Office reception will be open to members of the public and is operating a traffic light system to enter with one in one out and we ask that face coverings to be worn. It is still advised however that business be conducted over the phone or internet where possible Car park machines at Itchenor are to regularly sanitised and extra hand sanitising stations for the public are provided at Itchenor Harbour Office reception, Itchenor Jetty. All staff should maintain a safe working distance from members of the public of at least 1 meter+ where possible. Where this is not possible then wearing of face coverings, facemasks or physical screens should be used.
	Cash handling and collection of dues	Public toilets will remain open at Itchenor, Bosham Car Park and Emsworth High Street.

HAZARDS	CAUSES	CONTROLS IN PLACE
		The Itchenor Ferry and Water Taxi is open and the use of face coverings is advisory only Direct payments afloat to patrol staff can be made by card or cash for daily and overnight visitor dues. Annual payments should be made by phone or online where possible.
Spread of Covid-19 through members of staff	Washing of hands	Members of staff should wash hands when arriving at work, after blowing their nose, sneezing, or coughing. When entering the kitchen areas before making drinks or preparing food etc. After using the toilets. Extra hand washing facilities have been provided and hand sanitiser stations installed around the building and high use areas.
	Additional PPE requirements	All staff when working outside should avoid touching high contact areas such as handrails and other public facilities and wash hands regularly during the working day and before eating. Disposable gloves are available and should be used where necessary and are recommended for activities such as opening deliveries and post. Washing of hands should be done immediately after handling of post, deliveries, and cash transactions. Extra PPE provided to staff such as facemasks, high-vis tabards with social distancing guidance, face screens, gloves and to be use as identified within this document.
	Manual handling	Normal manual handling controls and procedures apply.
	Use of Conservancy vehicles	Vehicles can be double manned. Vehicles should be cleaned with an antibacterial cleaner after use.
	Breaks and lunch	Staff are to stagger break times where possible and should not crowd within communal areas and follow the guidelines about washing of hands.

HAZARDS	CAUSES	CONTROLS IN PLACE
	Use of tools and equipment including IT, phones etc	Follow the correct PPE requirements, using gloves if required. Clean tools, phones VHF etc with antibacterial cleaner before and after use.
	General work activities	Maintain a safe working distance and avoid touching your face, clean communal areas regularly with combined detergent/ disinfectant spray. Wash hands regularly. The cleaning by the Harbour Office cleaning contractor should be increased in line with usage and staff levels and all high contact areas cleaned with a combined detergent/ disinfectant spray.
	Use of Conservancy vessels	When manning a Patrol RIB then every effort should be made to maintain a distance between crews. Vessels fitted with a wheelhouse. The wheelhouse doors or windows should be left open to help ventilation. Each vessel carries facemasks, face screens and disposable gloves. The facemasks should be used when required when incident working with members of the public. After use the vessels should be cleaned with a combined detergent/ disinfectant spray.
	Staff segregation	Staff that can work from home should seek advice from their line manager and follow government guidance. Staff that cannot work from home will continue to work as usual The design of the Harbour Office with lots of small rooms and a narrow stair access to upper floors make maintaining a distance for staff very difficult. It is necessary to move teams to other sites and additional office space will be hired so this can be maintained where possible. The design and current layout of desks will be altered to avoid face to face working and the use of screens will be used where necessary.
	Working from home	Staff are to assess their need to travel to sites along with their line manager if their work can be done from home.

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		Working from home risk assessment must be completed by staff that are working from home.
	Use of PPE	All staff should only use PPE that has been assigned to them. If it is necessary to use equipment that has not been assigned to you such as Lifesaving apparatus on vessels it should be cleaned before and after use with a combined detergent/disinfectant spray.
	Staff feeling unwell whilst at work or at home	Staff feeling unwell or developing a persistent cough whilst at work, tell your colleagues and go home as soon as it is practical to do so taking personal possessions with you where practical. Notify the Shared Services Manager as soon as possible by phone or email. If you notice a colleague looking unwell or persistently coughing, then you should alert them to it and notify their line manager or the Shared Services Manager immediately. If you feel unwell at home, do not come in to work and inform the Shared Services Manager as soon as possible by phone or email. Illnesses will be suspected Covid-19 unless tests or other evidence show otherwise.
	Procedures for staff with suspected or confirmed Covid-19	Staff who have been in contact should be notified immediately and should be alert to changes in their own health. The area that the staff member has been working in should be cleaned thoroughly with a combined detergent/ disinfectant spray. Any personal possessions should be removed from site where practical or segregated. Addition zoning or controls may be required for remaining staff.
	Staff in an at-risk group, caring for people in an at-risk group or caring for people with Covid-19	If you are in an at-risk group of developing complications after developing Covid-19 or more prone to catch the virus then you must notify your line manager and the Shared Services Manager. If you are caring for someone in an at-risk group or caring for people who have Covid-19 then you must notify your line manager and Shared Services Manager.

HAZARDS	CAUSES	CONTROLS IN PLACE
		If a member of your household is in direct contact with people confirmed as having Covid-19 then you must notify your line manager and Shared Services Manager. Staff that fall into either of the above groups will have their individual circumstances risk assessed to see if they require additional controls in place.
	Manage contacts	Visits should be via remote connection/ working where possible Where contractors or site visits are required site guidance on social distancing and hygiene should be explained before arrival.
	Travel to work	Cycling and walking is recommended as an alternative for staff that would normally use public transport. Altering working hours might be possible to avoid peak times on public transport by consultation with line manager.

Add New Line...

FUTURE CONTROLS

Add New Line...

EARLY REVIEW TRIGGERED BY INCIDENT?

INCIDENT DATE	INCIDENT DESCRIPTION	REVIEW DATE

Add New Line...

NOTES: