

<b>RA No.</b>  F7	<b>ACTIVITY:</b> Coronavirus - Additional Controls	<b>DATE CREATED:</b> 8 April 2020	<b>NO. OF REVIEWS:</b> 4
		<b>NEXT REVIEW DATE:</b> 07/11/2020	<b>REVIEWED BY:</b> A Karn <b>ON DATE:</b> 07/10 2020

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	The Harbour Office reception is fitted with a traffic light system and entry into the office should only be done on a green light. Only one customer will be allowed into the office at a time (excluding partners or children) All public entering the reception must wear a face covering unless they are exempt from doing so. Electronic contactless thermometers are situated at the Harbour Office in reception and the workshop. All staff when arriving at work should check their temperature. If a high temperature is recorded, then the line manager must be notified immediately, and the precautions set out in this risk assessment under health implemented. All members of public visiting the harbour office for meetings and contractors working at the office should have their temperatures checked and details logged on the NHS track and trace system using the scan code. If visitors and contractors do not have track and trace their details will be recorded and held by the Conservancy for track and trace recording only. Members of public visiting the Harbour Office reception to pay dues and not crossing the barrier into the working office will not be required to provide track and trace or have their temperature scanned.

HAZARDS	CAUSES	CONTROLS IN PLACE
		<p>Car park machines at Itchenor are to regularly sanitised and extra hand sanitising stations for the public are provided at Emsworth Harbour office, Bosham Quay, Itchenor Harbour Office reception, Itchenor Jetty, Itchenor Hard, Dell Quay.</p> <p>All staff should maintain a safe working distance from members of the public of at least 2 metres where possible. Where this is not possible then wearing of face coverings, facemasks or physical screens must be used. If working on a footpath where people need to pass, they should be asked to wait until you can move clear for them. Staff working on busy footpaths should wear face coverings or facemasks. High-vis tabards will be worn by staff with printed reminders to maintain social distancing. If handing something to a member of the public, put it down and allow them to pick it up from a safe distance. If receiving something, ask them to put it down and pick it up from a safe distance. If you are not wearing gloves you must wash your hands using a hand sanitiser as soon as possible.</p>
	<p>Cash handling and collection of dues</p>	<p>Current Government restrictions allow the use of all forms of water sports practiced on open waterways, including sailing, windsurfing, canoeing, rowing, kayaking, surfing, paddle-boarding, and the use of privately-owned motorised craft.</p> <p>The collection of cash should be avoided where possible. When paying at the Harbour Office, Itchenor, payments can be made electronically. Electronic payments can also be taken by the Patrol Team operating from the temporary office outside the Harbour Office, Itchenor. Direct payments afloat can only be made in cash at this time however provisions are in place to email customers an invoice which they can then later pay online. The patrol staff afloat will wear face coverings or facemasks when taking payments while they are unable to maintain the 2 metre guidance and they may also ask the customer paying to also wear a covering.</p>

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		<p>Patrol staff will wear high-vis tabards with printed social distancing guidance when working around busy areas such as hards and jetties.</p> <p>Members of the public can call the Harbour Office to make payments if they do not want to make payments direct with the patrol team or at reception. This is especially important that members of the public identified as being in a high-risk group and are encouraged to do so.</p>
<p>Spread of Covid-19 through members of staff</p>	<p>Washing of hands</p>	<p>Members of staff should wash hands when arriving at work, after blowing their nose, sneezing, or coughing.</p> <p>When entering the kitchen areas before making drinks or preparing food etc. After using the toilets.</p> <p>Extra hand washing facilities have been provided and hand sanitiser stations installed around the building and high use areas.</p>
	<p>Additional PPE requirements</p>	<p>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.</p> <p>Staff working in the workshop should wear nitrile gloves or other suitable gloves and sanitise tools after use.</p> <p>There will be no requirement to wear gloves while working within the office within your own workspace however staff must wipe down IT equipment such as shared printers etc after use.</p> <p>Disposable gloves are available and should be used where necessary and are recommended for activities such as opening deliveries and post.</p> <p>Washing of hands should be done immediately after handling of post, deliveries, and cash transactions.</p> <p>Deliveries should be cleaned with a combined detergent/disinfectant spray and wrappers removed and disposed of if possible.</p> <p>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.</p> <p>Electronic contactless thermometers are situated at reception and the workshop for checking both staff and visitors.</p>

HAZARDS	CAUSES	CONTROLS IN PLACE
	Manual handling	Do not carry out any non-essential work or activities requiring 2 people where 2 metre separation cannot be maintained. If lifting, pushing or pulling cannot be avoided with regard to essential work and the 2 metre separation cannot be maintained then face coverings or face masks must be used.
	Use of Conservancy vehicles	Vehicles should be single manned. If this is not possible then line managers approval will be required and facemasks must be used with the exception of staff daily working together in a team bubble. Vehicles should be cleaned with an antibacterial cleaner after use and all personal possessions removed.
	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. Staff to remember the importance of zoning during this time.
	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	All staff when arriving for their days work should test their temperature using the testers provided at reception and the workshop. If the tester shows a temperature, then the line manager must be informed immediately. Maintain a safe working distance from all staff of a minimum of 2 meters, 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. Personal items should be locked away and or removed from site after each shift.
	Use of Conservancy vessels	Vessels should be single manned where possible with the exception of staff working in a team bubble

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		<p>If double manning a Patrol RIB then every effort should be made to maintain a 2 metre distance between crews.</p> <p>The use of the side by seating should avoided and the crew should use the rear bench seat or sit forward of the console where possible.</p> <p>Each vessel carries facemasks, face screens and disposable gloves.</p> <p>The facemasks should be used the 2 metre guidance cannot be maintained with either staff or members of the public.</p> <p>If a member of the public is on board for what ever reason then a face mask must be used by both the member of public and the crews.</p> <p>The additional face screens are available for when personal contact is required such as during a rescue or first aid incident. The disposable gloves should also be used</p> <p>After use the vessels should be cleaned with a combined detergent/ disinfectant spray and all personal possessions removed.</p>
	<p>Staff segregation</p>	<p>Staff that can work from home should continue to do so in line with current government advice.</p> <p>Staff that cannot work from home will be segregated into their teams where possible to avoid the spread of the virus.</p> <p>The design of the Harbour Office with lots of small rooms and a narrow stair access to upper floors make maintaining a 2 metre distance for staff very difficult.</p> <p>It is necessary to move teams to other sites and additional office space will be hired so this can be maintained where possible.</p> <p>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.</p> <p>The Harbour Office has been zoned to aid separation and staff should respect the zoning as far as possible.</p>
	<p>Working from home</p>	<p>The advice is to work from home where possible and all staff are to assess their need to travel to sites if their work can be done from home.</p> <p>Working from home risk assessment must be completed by staff that are working from home.</p>
	<p>Use of PPE</p>	<p>All staff should only use PPE that has been assigned to them.</p> <p>There should be no sharing of items such as Patrol wet weather gear, lifejackets, waders, ear defenders etc.</p>

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		<p>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.</p>
	<p>Staff feeling unwell whilst at work or at home</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>Illnesses will be suspected Covid-19 unless tests or other evidence show otherwise.</p>
	<p>Procedures for staff with suspected or confirmed Covid-19</p>	<p>Staff who have been in contact should be notified immediately and should be alert to changes in their own health.</p> <p>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.</p> <p>Addition zoning or controls may be required for remaining staff.</p>
	<p>Staff in an at-risk group, caring for people in an at-risk group or caring for people with Covid-19</p>	<p>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.</p> <p>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.</p> <p>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.</p>

HAZARDS	CAUSES	CONTROLS IN PLACE
		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. Visitors should be limited and approved by line managers so records can be kept.
	Travel to work	Staff should not travel to work together within vehicles and should avoid public transport where possible. 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**

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Add New Line...

**EARLY REVIEW TRIGGERED BY INCIDENT?**

INCIDENT DATE	INCIDENT DESCRIPTION	REVIEW DATE

Add New Line...

**NOTES:**

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