

TSHE 102 - Princess Yachts Risk Assessment

Title: RA/2019/117 - COVID 19

Date: 30/11/21

Next Review: 1 Year or as a result of situational change



Assessor(s): <i>(Insert FULL Names)</i>	HS&E Department	Reason for Assessment/ review <i>(Please Tick)</i>		Please provide details of reason for change: Review of Working safely during COVID-19 to confirm the RA remains suitable and sufficient in accordance with guidance following local government update and advice.
	Matthew Clark	Significant risk	<input type="checkbox"/>	
Participated by: <i>(Insert FULL Names)</i>	Unite Reps	Post-accident/hazard ID	<input type="checkbox"/>	
	Union Works Committee	Change in Organisation	<input type="checkbox"/>	
		Change/new process	<input checked="" type="checkbox"/>	
Department:	All operational areas	Change in legislation	<input checked="" type="checkbox"/>	
		Two yearly review	<input type="checkbox"/>	
Owner:	Directors/Management team	Communication method		

DESCRIPTION OF TASK

Operational controls to prevent the spread of Coronavirus (COVID-19) whilst manufacturing boats and conducting supporting/ associated activities across all sites including marinas and remote locations.

SCORING METHODOLOGY

Likelihood (L): <ul style="list-style-type: none"> 1 = Unlikely 2 = Occasional/Possible 3 = Frequent 4 = Regular 5 = Common 	Severity (S) <ul style="list-style-type: none"> 1= No Injury 2 = Minor/First Aid 3 = 7 Day absence 4 = Major 5 = Fatal 	RISK = Likelihood x Severity Tolerable risk target is 5 or less	5	10	15	20	25
			4	8	12	16	20
			3	6	9	12	15
			2	4	6	8	10
			1	2	3	4	5

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RISK ASSESSMENT												
(Prioritise risk from Highest to lowest risk)												
What are the Hazards?	What are the Risks & to whom?	Initial risk rating			Existing controls	Residual risk rating			Additional controls or comments	Action by whom?	Action by when?	Date reviewed
		L	S	R		L	S	R				
COVID 19 – Who should go to work?	Health risk and spreading of COVID 19 Employees, Visitors, contractors and members of public	5	5	25	SHEP 145 – COVID Methodology of Controls	1	5	5	Office staff are able to work from home at the discretion of management. More information can be found in HR's Blended Working Policy. Monitoring the well-being 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	Site Director/ Management Teams	Ongoing	Ongoing

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								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 from home safely and effectively, for example, remote access to work systems. Further information available: HSE - Working Safely during the coronavirus outbreak – A short guide				
COVID 19 – Protecting people	Health risk and spreading of	5	5	25	SHEP 145 – COVID Methodology of Controls	1	5	5	Providing support for workers	Site Director/ Management	Ongoing	Ongoing

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<p>who are at high risk</p>	<p>COVID 19 Employees, Visitors, contractors and members of public</p>								<p>around mental health and wellbeing. This could include advice or telephone support. See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups. Refer to specific Risk Assessment for Return to Work and Protection of Vulnerable Workers during Covid-19.</p>	<p>Teams</p>		
<p>COVID19- asymptomatic cases</p>	<p>Employees, Visitors, contractors and members of the public</p>								<p>Encourage employees to carry out at least 2 LFTs (rapid Lateral Flow Test) per week, as per government guidelines. LFTs can be obtained from local</p>	<p>Site Director/ Management Teams</p>	<p>Ongoing</p>	<p>Ongoing</p>

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						<p>pharmacies, or by post via https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests .</p> <p>If an LFT test displays a positive result, the worker must isolate and inform their line manager immediately. A PCR test should be taken to confirm the result. PCR test - preferably by appointment, but postal tests are also available via https://www.gov.uk/get-coronavirus-test</p>			
COVID 19 – People who need to self-isolate	<p>Health risk and spreading of COVID 19</p> <p>Employees, Visitors, contractors and members</p>			<p>SHEP 145 – COVID Methodology of Controls</p> <p>HR employee updates</p>		<p>Enabling workers to work from home while self-isolating if appropriate.</p> <p>See current guidance for</p>	Site Director/ Management Teams	Ongoing	Ongoing

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	of public						employees and employers relating to statutory sick pay due to COVID-19. Employee must follow current government guidance as specified on https://www.gov.uk/coronavirus Employee must follow any local enhanced response government guidance.					
COVID 19 – Equality in the workspace	Health risk and spreading of COVID 19 Employees, Visitors, contractors and members of public	5	5	25	SHEP 145 – COVID Methodology of controls Support function: HR team and Unite work representatives	1	5	5	Understanding and considering the particular circumstances of those with different protected characteristics. Involving and communicating appropriately with workers	Site Director/ Management Teams	Ongoing	Ongoing

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									<p>whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.</p> <p>Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.</p> <p>Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for</p>			
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							example, those with caring responsibilities or those with religious commitments.					
COVID 19 – Social distancing at work	Health risk and spreading of COVID 19 Employees, Visitors, contractors and members of public	5	5	25	SHEP 145 – COVID Methodology of controls	1	5	5	You must maintain social distancing in the workplace, of at least 1 metre. Where the social 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:	Site Director/ Management Teams	Ongoing	Ongoing

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								<p>works with only a few others).</p> <ul style="list-style-type: none"> • Social 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 and canteens and similar settings. These are often the most challenging areas to maintain social distancing. <p>Further information available: HSE - Working Safely during the coronavirus outbreak – A short guide</p>			
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<p>COVID 19 – Coming to work and leaving work</p>	<p>Health risk and spreading of COVID 19</p> <p>Employees, Visitors, contractors and members of public</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>SHEP 145 – COVID Methodology of Controls</p> <p>TSHE 102 – RA2019116 Transport and Vehicle use</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.</p> <p>Reducing congestion, for example, by having more entry points to the workplace.</p> <p>Using markings and introducing one-way flow at entry and exit points.</p> <p>Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.</p> <p>Providing</p>	<p>Site Director/ Management Teams</p>	<p>Ongoing</p>	<p>Ongoing</p>
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								alternatives to touch-based security devices such as ipads.				
								Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.				
								Further information available: HSE - Working Safely during the coronavirus outbreak – A short guide				
COVID 19 – Moving around buildings and site	Health risk and spreading of COVID 19 Employees,	5	5	25	SHEP 145 – COVID Methodology of Controls TSHE 102 – RA2019116 Transport and vehicle use	1	5	5	Reducing movement by discouraging non-essential trips within buildings	Site Director/ Management Teams	Ongoing	Ongoing

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	visitors, contractors and members of public								<p>and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.</p> <p>Reducing job and equipment rotation.</p> <p>Introducing more one-way flow through buildings.</p> <p>Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs wherever possible.</p> <p>Reducing occupancy of vehicles used for</p>			
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							onsite travel, for example, shuttle buses. Eg. lift practices					
							Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.					
							Making sure that people with disabilities are able to access lifts					
							Further information available: HSE - Working Safely during the coronavirus outbreak – A short guide					
COVID 19 – Workplaces and workstations	Health risk and spreading of COVID 19 Employees,	5	5	25	SHEP 145 – COVID Methodology of Controls	1	5	5	Reviewing layouts, line set-ups or processes to allow people to work further	Site Director/ Management Teams	Ongoing	Ongoing

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	Visitors, contractors and members of public							<p>apart from each other.</p> <p>Using floor tape or paint to mark areas to help workers keep to a 1 metre distance at high traffic areas (i.e. clock stations)</p> <p>Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.</p> <p>Only where it is not possible to move workstations further apart, installing screens to separate people from one another.</p>			
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								Using a consistent pairing system if people have to work in close proximity, for example, during two persons working, lifting or maintenance activities that cannot be redesigned. Further information available: HSE - Working Safely during the coronavirus outbreak – A short guide				
COVID 19 – Meetings	Health risk and spreading of COVID 19 Employees, Visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of Controls Conducted remotely whenever possible using virtual meeting platforms.	1	5	5	Using remote working tools to avoid in-person meetings. Only absolutely necessary participants should attend meetings and should maintain 1m separation	Site Director/ Management Teams	Ongoing	Ongoing

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								throughout. Avoiding transmission during meetings, for example, from sharing pens and other objects. Providing 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 social distancing.				
COVID 19 – Common areas	Health risk and spreading of COVID 19 Employees, Visitors, contractors and members	5	5	25	SHEP 145 – COVID Methodology of Controls Shift work (Days, Nights and weekends) to reduce footfall.	1	5	5	Staggering break times to reduce pressure on break rooms or places to eat. Using safe outside areas for breaks.	Site Director/ Management Teams	Ongoing	Ongoing

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	of public								<p>Creating additional space by using other parts of the worksite or building that have been freed up by remote working.</p> <p>Using protective screening for staff in receptions or similar areas.</p> <p>Specific guidance on the opening and operation of staff canteens can be found in SHEP 145. Measures are in place to reconfigure seating and tables to maintain spacing and reduce face-to-face interactions.</p> <p>Encouraging staff to stay on-site during working</p>			
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							hours. Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.					
COVID 19 – Accidents, security and other incidents	Health risk and spreading of COVID 19 Employees, Visitors, contractors and members of public	5	5	25	SHEP 145 – COVID Methodology of Controls Risk assessment – First aid – TSHE 102 RA2019116	1	5	5	In an emergency, for example, an accident, fire, or break-in, people do not have to stay 1m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.	Site Director/ Management Teams	Ongoing	Ongoing

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<p>COVID 19 – Managing customers, visitors and contractors</p>	<p>Health risk and spreading of COVID 19</p> <p>Employees, Visitors, contractors and members of public</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>SHEP 145 – COVID Methodology of Controls</p> <p>SSoW118 COVID 19 Controls – Site Visitors</p> <p>SHEP 146 - Contractors control procedure</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Encouraging visits via remote connection or remote working for visitors where this is an option. Limiting the number of visitors at any one time.</p> <p>Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</p> <p>Maintaining a record of all visitors, if this is practical.</p>	<p>Site Director/ Management Teams/Facilities</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>COVID 19 – Providing and explaining available guidance</p>	<p>Health risk and spreading of COVID 19</p> <p>Employees, Visitors,</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>SHEP 145 – COVID Methodology of Controls</p> <p>HR employee updates</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Providing clear guidance on social distancing and hygiene to people, for example, inbound delivery</p>	<p>Site Director/ Management Teams</p>	<p>Ongoing</p>	<p>Ongoing</p>

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	contractors and members of public				Support functions: Facilities, HR, HS&E Team, Unite Safety Representatives				<p>drivers or safety critical visitors, on arrival, for example, signage, visual aids, and before arrival, for example, by phone, on the website, by email.</p> <p>Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.</p> <p>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</p> <p>Coordinating and cooperating with other occupiers for those working</p>			
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									<p>(HVAC) engineers or advisers. Positive pressure systems can operate as normal.</p> <p>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, pump handles and printers, and making sure there are adequate disposal arrangements. Clearing workspaces and removing waste and belongings from the work</p>			
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							area at the end of a shift. If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance.					
COVID 19 – Hygiene, Handwashing, sanitation, facilities and toilets	Health risk and spreading of COVID 19 Employees, Visitors, contractors and members of public	5	5	25	SHEP 145 –COVID Methodology of controls Additional Contract cleaners covering all shifts	1	5	5	Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Providing regular reminders and signage to maintain	Site Director/ Management Teams	Ongoing	Ongoing

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								<p>hygiene standards. Providing hand sanitiser in multiple locations in addition to washrooms. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Enhancing cleaning for busy areas. Special care should be taken for cleaning of portable toilets.</p> <p>Providing more waste facilities and more frequent waste collection.</p>				
COVID 19 – Changing rooms and showers	Health risk and spreading of COVID 19	5	5	25	SHEP 145 – COVID Methodology of Controls	1	5	5	Where shower and changing facilities are required, setting	Site Director/ Management Teams	Ongoing	Ongoing

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	Employees, Visitors and contractors				Maximum number of employees in restricted space areas – signage in place One-way systems				clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.			
COVID 19 – Handling goods, merchandise and other materials, and onsite vehicles	Health risk and spreading of COVID 19 Employees, Visitors, contractors and members of public	5	5	25	SHEP 145 – COVID Methodology of Controls TSHE 102 – RA2019116 Transport and Vehicle use	1	5	5	Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.	Site Director/ Management Teams	Ongoing	Ongoing

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									<p>Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.</p> <p>Regular cleaning of vehicles that workers may take home.</p> <p>Regular cleaning of reusable delivery boxes.</p> <p>Remove all alcohol-based sanitisers from vehicles when they are not occupied, do not leave hand sanitiser in un-attended vehicles</p>			
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								as it has the potential to cause a fire risk. Further information can be located in the TSHE 102 – RA2019116 Transport and Vehicle use risk assessment.				
COVID 19 – Personal Protective Equipment (PPE) and Face coverings	Health risk and spreading of COVID 19 Employees, Visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of Controls SSoW 115 – COVID 19 Controls RPE Face fit testing	1	5	5	The higher transmissible strain of COVID-19 has been considered to ensure all controls are suitable and sufficient. PYL have mandated face coverings in enclosed or confined spaces and during any task where a worker may be in close contact (less than 1m) for over 15 minutes. Face coverings may be worn at the individual's discretion at all	Site Director/ Management Teams	Ongoing	Ongoing

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								other times, where it does not conflict with any safety critical work aspects; such as wearing PPE/RPE.			
COVID 19 – Workforce management	Health risk and spreading of COVID 19				SHEP 145 – COVID Methodology of Controls			As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or	Site Director/ Management Teams	Ongoing	Ongoing
Shift patterns and working groups	Employees, Visitors, contractors and members of public	5	5	25		1	5	5			

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								transfer zones.			
COVID 19 – Workforce management	Health risk and spreading of COVID 19				SHEP 145 – COVID Methodology of Controls			Minimising non- essential travel – consider remote options first. Consult UKGov for travel guidance and instruction	Site Director/ Management Teams	Ongoing	Ongoing
Work related Travel	Employees, Visitors, contractors and members of public				TSHE 102 – RA2019116 Transport and Vehicle use			PYL HR Department travel advice/ instruction issued			
Cars, accommodation and visits		5	5	25		1	5	5			
								Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.			
								Cleaning shared vehicles between shifts or on			

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								<p>handover.</p> <p>Remove all alcohol-based sanitisers from vehicles when they are not occupied, do not leave hand sanitiser in un-attended vehicles as it has the potential to cause a fire risk</p> <p>Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.</p> <p>Travel away from PYL sites is by Board approval only.</p>			
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<p>COVID 19 – Workforce management</p> <p>Work related travel</p> <p>Deliveries to Other Sites</p>	<p>Health risk and spreading of COVID 19</p> <p>Employees, Visitors, contractors and members of public</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>SHEP 145 – COVID Methodology of Controls</p> <p>TSHE 102 – RA2019116 Transport and Vehicle use</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Putting in place procedures to minimise person-to-person contact during deliveries to other sites.</p> <p>Maintaining consistent pairing where two-person deliveries are required.</p> <p>Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.</p> <p>Remove all alcohol-based sanitisers from vehicles when they are not occupied, do not</p>	<p>Site Director/ Management Teams</p>	<p>Ongoing</p>	<p>Ongoing</p>
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								leave hand sanitiser in un-attended vehicles as it has the potential to cause a fire risk.				
COVID 19 – Communications and Training	Health risk and spreading of COVID 19 Employees, Visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of Controls	1	5	5	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. Developing communication and training materials for workers prior to returning to site,	Site Director/ Management Teams	Ongoing	Ongoing

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								especially around new procedures for arrival at work.				
COVID 19 – Ongoing communications and signage	Health risk and spreading of COVID 19 Employees, Visitors, contractors and members of public	5	5	25	SHEP 145 – COVID Methodology of Controls HR employee updates	1	5	5	Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments. Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of COVID-19. Using simple,	Site Director/ Management Teams	Ongoing	Ongoing

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									<p>clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.</p> <p>Using visual communications, for example, whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications</p> <p>Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their</p>			
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								adoption and to Signage to promote share experience				
COVID 19 – Inbound and outbound goods	Health risk and spreading of COVID 19 Employees, Visitors and contractors	5	5	25	SHEP 145 – COVID Methodology of Controls	1	5	5	Revising pick-up and drop-off collection points, procedures, signage and markings. Minimising unnecessary contact at gatehouse security, yard and warehouse. Eg. 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	Site Director/ Management Teams	Ongoing	Ongoing

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								<p>single workers load or unload vehicles.</p> <p>Where possible, using the same pairs of people for loads where more than one is needed. Enabling drivers to access welfare facilities when 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.</p> <p>Specific risk assessment required to receive deliveries from 3rd parties post outbreak at supplier site.</p>			
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<p>COVID-19</p> <p>Operating at marinas and areas accessible to members of the public</p>	<p>Employees, Visitors, contractors and members of public</p>				<p>SHEP 145 – COVID Methodology of controls</p> <p>SSoW 113 - COVID 19 Controls</p> <p>SSoW 113b - COVID 19 Controls - Marinas</p> <p>SSoW118 - COVID 19 Controls – Site Visitors</p> <p>SHEP 146 - Contractors control procedure</p> <p>TSHE 146 – COVID 19 Workplace Compliance Inspection</p> <p>TSHE 147 - COVID 19 Contractor Compliance Inspection</p> <p>TSHE 154 – COVID 19 Marina Managers Check</p> <p>Maximum number of employees in restricted space areas – Signage in place</p> <p>One-way systems, access and egress</p>				<p>Ensure consideration is given to contact with members of the public when entering and exiting the marinas.</p> <p>Maintain hygiene controls for all points of entry and exit (including keypads and door furniture)</p> <p>Maintain social distancing and other controls contained in PYL COVID 19 procedures and systems when accessing boats within the area of other vessels belonging to members of the public.</p> <p>Adhere to all controls implemented by</p>			
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					Sanitising stations and hygiene facilities available at marinas				marina owners and managing bodies.			
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OTHER ACTIONS

Please indicate if other documents need to be reviewed, created or deleted following this risk assessment: *(if not applicable insert N/A)*

Document <i>(Please tick)</i> <i>(double click on box and press checked)</i>	Document REF number: (that requires review)	By Who? <i>(Insert FULL Name)</i>	Date By: <i>(DD/MM/YYYY)</i>	Date Completed: <i>(DD/MM/YYYY)</i>
Safe Systems of Work (SSoW) <input type="checkbox"/>				
Other risk assessments? <input type="checkbox"/>				
WES / CWI / GWI <input type="checkbox"/>				
Policy <input type="checkbox"/>				
Procedure <input type="checkbox"/>				
COSHH <input type="checkbox"/>				
Occupational Health Surveillance Required <input type="checkbox"/>				
OTHER: <i>(Please specify)</i> <input type="checkbox"/>				

SIGNATURES

Risk assessments must complete for SIGNIFICANT RISK and must be read and signed by all parties involved:

Employees FULL NAME (BLOCK CAPITALS)	Employees SIGNATURE	Date SIGNED

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RISK ASSESSMENT APPROVAL

Line Manager Approval

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"I" the Line Manager believe that the above risk assessments capture the relevant risks related to the work activity and agree that all the actions will be implemented in line with the "Action By" Date.

FULL Name:

Signature:

Date:

- All completed risk assessments must be signed and electronically sent to the SH&E dept. coordinator
- Any employee completing this task must be aware of the risks involved.