

Assessor: Leo Leeman Assessed on: 21-Jan-2021 Approver: Leo Leeman Approved On: 25-Feb-2021 Status: Live

Department: All

Details: COVID-19 is still spreading with a number of variants being identified recently causing an increase in cases. As a result another National Lockdown has been implemented to replace the Tier System. A vaccination programme has been implemented and is looking promising and as a result the government has introduced a Road Map to bring the country to some form of normality in a series of stages. Everyone in the population is still assumed to be susceptible. While the majority of cases are milder respiratory infections and pneumonias, severe illness and death is more common among the elderly and those with more chronic underlying conditions, with these groups accounting for the majority of severe disease and fatalities to date. All Premier Stakeholders should follow Government advice and specifically the National Lockdown Stay at Home Guidance first published on the 4 January 2021 which details measures underpinned by law. (Links to the latest government advice are within the corporate section of our 360 homepage, or can be found via a search engine) and adapt to their situation - dynamic risk assessment is to be carried out by all. Each marina has an individual COVID19 risk assessment that is included within its Marina Emergency Response Plan and read in conjunction with all emergency scenarios. The risk assessment should also be read in conjunction with Premier's other COVID-19 related risk assessments and Premier's COVID-19 Customer Safety in a Marina Environment document and any other relevant risk assessments and SOP's.

Hazards and Controls:

Identified Risk				Residual Risk			
Item No.	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	In Place	Control Measures	Residual Risk
1	COVID-19 Infection and/or Transmission	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 general public	Intolerable 20	Y	To be read in conjunction with the COVID-19 SOP for a marina environment. Current Social distancing measures must be implemented/adopted by all staff, berth holders and visitors in order 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. Premier staff when attending the workplace must have their temperature checked using a non-contact thermometer in accordance with Premier's Temperature Checks Protocol. Any person displaying a temperature reading of 38 degrees or more must return home immediately and follow government guidelines regarding self-isolation. Lateral flow/antigen test kits are made available for staff to administer a self-test after time off or at the start of shift changes etc. prior to leaving home. This is an additional measure to reduce the risk of transmitting or contracting the virus amongst colleagues and in no way replaces the need for adhering to all other Covid measures that are in place. Our sites are considered to be COVID-secure providing all measures contained within the risk assessment are adhered to. Premier staff and all within the marina are to maintain 2 metres social distancing wherever possible. 1m+ social distancing with risk mitigation (where 2m is not viable) will be acceptable in some circumstances from 4 July 2020. Risk mitigation measures include but are not limited to:	Substantial 10

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						<p>Limit the number of people or households that you come into contact with, e.g. avoid peak travel. Sit / stand side by side or behind other people, rather than facing them. Meet people outdoors, rather than indoors. Keep interactions brief. Use screens to segregate people and re-position desks and workstations. Wear a face covering on public transport, in shops or crowded indoor environments Increase ventilation. Avoid loud talking or shouting with others. To minimise the risk of transmission via surface contact, you should: Regularly wash your hands using soap and water or use hand sanitiser. Avoid touching surfaces and do not touch your face. Dispose of waste safely, including items such as paper face masks or gloves. In all cases, you must not go to work or attend other public spaces if you are symptomatic, or a member of your household is symptomatic. It is worth noting that current guidance states that face masks and face coverings are only effective to protect others from the wearer and there is little evidence to suggest how effective they are in protecting the wearer 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 wearing of face coverings at work as a matter of course is not recommended outside of care settings however, should they wish to any staff member may wear a face mask/covering whilst at work. It must be emphasised to all that the wearing of face masks must not be used as an alternative to maintaining social distancing.</p>	
					Y	The immediate isolation of any person(s) suspected or confirmed to be infected with COVID - 19.	
					Y	Discourage non-essential travel and meetings, implementing alternatives where possible such as teleworking, conference calls.	
					Y	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	

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						and 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.	
					Y	Where staff have the facility to work from home this should be considered in accordance with current guidance.	
					Y	Marina receptions and all offices must have appropriate social distancing measures implemented and screens installed where required. Foot traffic should be kept to an absolute minimum. Enhanced cleaning regimes should be implemented and maintained.	
					Y	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, disinfectant for surfaces. If marina receptions and offices have a kitchen/welfare facility then the following must be applied where possible and suitable disinfectant and kitchen roll provided: 1. Signage outside and inside the kitchen area detailing social distancing and enhanced cleaning measures. 2. Tape/signage on the floor by the kitchen entrance ensuring 2m social distancing is maintained. 3. All non-essential items should be removed from the kitchen area to reduce the amount of cleaning required and potential contamination. 4. One person in the kitchen at any one time. 5. All communal cups, items of crockery and cutlery to be removed or stowed away, staff to use their own and wash and put away immediately after use (in bags, own desk space, etc.). Dishwashers should remain empty and not used. 6. All surfaces must be wiped down after consuming food and drink. 7. All tea towels to be removed and kitchen roll/wipes used as an alternative. 8. Every item of equipment used and touched including all surfaces, kettles, switches etc. should be cleaned afterwards by the user with disinfectant cleaner. 9. Staff only to prepare their own food and drink and are advised to bring packed lunches requiring minimal preparation, pre-prepared meals and refillable drinking bottles from home. 10.	

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						No used or dirty items are to be left unattended in kitchens or work spaces at any time. 11. All items must be removed from the fridge apart from what is to be used that day and staff only to touch their items. All unused items should be taken away on completion of work. Fridges should be cleaned at least daily. 12. Kitchen to be deep cleaned each morning and evening and the bin must be lidded and emptied at least once daily and at the end of each working day.	
					Y	Maintain social distancing measures at all times and in the event of possible emergency situations including administering First Aid, appropriate PPE should be worn .	
					Y	Prior to, and on completion of equipment being used/touched it should be wiped down with alcohol based cleaning agent or soap and water. Disposable gloves should be used where required and disposed of appropriately on completion. Where staff are required to undertake training, i.e. e-learning, touching, reading and signing documentation - all staff if following procedures and advice should not be displaying COVID-19 symptoms and will be washing/sanitising their hands on a regular basis already however, they should sanitise their hands appropriately prior to touching and signing any paperwork as an additional measure. Also there must be enhanced cleaning regimes for workstations/laptops that may be used to deliver online training, ideally using alcohol based sprays or wipes and nobody is to share any headphones that may be utilised.	
					Y	Staff who are considered clinically extremely vulnerable should follow the latest government guidance regarding this category. Staff who are considered clinically vulnerable can continue to work providing the working environment is COVID-secure. Where normal work or alternative work may not be possible then Premier will endeavour to find useful ways that staff can support the organisation through this difficult period. These rare instances will be assessed on their own merit in conjunction with the Line Manager, Head of HR and the HSE Manager.	
					Y	All employees should follow the public health official advice and guidance whenever possible, ensuring good hygiene practices,	

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						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.	
2	Physical isolation/Uncertainty	Anxiety/Stress/Mental Health -	All Premier Staff	Intolerable 15	Y	Keep in touch with colleagues regularly, text, phone and make every effort to attend online meetings.	Substantial 10
					Y	Maintain a routine so colleagues know when you are available, dress for work to maintain routine and focus.	
					Y	Stay active and try to leave the house every day and get some fresh air.	
					Y	Take regular breaks, especially when sat in front of a screen all day.	
					Y	Take notice of your mood, and that of colleagues and discuss openly if you are struggling.	
					Y	Spend a few minutes settling into your work space, 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.	
					Y	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 Premier will offer remote Display Screen Assessments. In the meantime make sure you are comfortable, at the very least you should use a comfortable chair.	
3	Boatyard Services and Contractors	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 general public	Intolerable 20	Y	Boatyard services and Contractors should only conduct their work where current Government Guidance permits it, these services can be conducted safely and current social distancing measures can be maintained. The usual contractor procedure is to be followed i.e. marina reception door closed and 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 Premier risk assessment should be considered and adopted where appropriate. Active monitoring of contractors to continue with	Substantial 10

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				Intolerable 20		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. Premier to provide appropriate staffing and facilities for these services.	Substantial 10
					Y	All Premier work processes should be adapted to accommodate 2m social distancing measures where possible. Where work is undertaken by Premier employees 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 Premier risk assessment should be considered and adopted where appropriate.	
					Y	A face covering 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.	
					Y	If wearing a face mask, hands must be thoroughly washed prior to donning the mask. If wearing disposable gloves these 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 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	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 general public	Intolerable 20	Y	Berth holders should only use their boats as per current government guidance and the latest National Lockdown Stay at Home guidance. The UK Governments directive is for the population to stay at home in order to protect the NHS and save lives therefore, boat owners should not be using or visiting their boats during the Lockdown. Ongoing dynamic risk assessment and maintaining current social distancing should be adhered to by all. If and when necessary, the authorities should be contacted. All current government guidance measures apply.	Substantial 10
					Y	Overnight stays on board boats are not permitted as per the National Lockdown Stay at Home guidance.	
					Y	Premier to provide usual staffing and facilities for these services.	

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5	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 general public	Intolerable 20	Y	Ongoing dynamic risk assessment and maintain current social distancing measures at all times. Premier to provide usual staffing and facilities for these services.	Substantial 10
					Y	Government guidance must be adhered to at all times.	
6	Fuel Provision - only supplied to essential commercial activities including fishing, Police, RNLI, RN, Maintenance purposes 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 general public	Intolerable 20	Y	Ongoing dynamic risk assessment and maintain current social distancing measures at all times. Premier to provide usual staffing and facilities for these services. All other fuel delivery risk assessments and safe operating procedures should be followed.	Substantial 10
7	Residential Moorings - Formal Residential and Non-Formal Residential	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 general public	Intolerable 20	Y	Formal Residential - Ongoing dynamic risk assessment and maintain current social distancing measures as per current guidance. Premier to provide usual staffing and facilities for these services. Non Formal Residential - Where occupants are able to return to their primary residence they should be instructed to do so. Where the occupants primary residence is not available to them they should confirm this in writing/email and remove liability from the marina. Ongoing dynamic risk assessment and maintain social distancing. Premier to provide only essential staffing and facilities for these services. Current National Lockdown Stay at Home guidance is to be adhered to by all.	Substantial 10
8	Marina tenants - Marine and Non-Marine - Can these services be conducted safely and social distancing measures followed?	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 general public	Intolerable 20	Y	Tenants should only conduct their business in accordance with and where current Government Guidance permits it, their services can be conducted safely and current social distancing measures can be maintained. Tenants operating in a marina must have confirmed to the marina reception in writing that they are remaining open and have considered COVID-19 in a risk assessment for their activities. Ongoing dynamic risk assessment and maintain current social distancing measures as per current guidance. Premier to provide usual staffing and facilities for these services.	Substantial 10
9	Contracting and or spreading the Coronavirus during emergency situations	Mild and Severe Respiratory infection, Pneumonias (mild and severe), Severe disease leading to	- All staff, all visitors, all berth holders,	Intolerable 20	Y	Minimum staffing levels are crucial and each marina should always have sufficient staff present to adopt emergency scenarios detailed in the Marina Emergency Response Plan	Substantial 10

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		death, Asymptomatic (no symptoms) -	all members of the general public			(ERP). 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. Where not possible the ERP must be amended accordingly.	10
					Y	Fire alarm, emergency lighting and other fire safety systems /checks/statutory maintenance obligations should be maintained wherever possible, including maintenance by 3rd party qualified engineers. Where not possible then the number of local checks should be increased and this should be recorded ensuring that any systems remain fully functional with the qualified engineer attending at the first available opportunity. The organisation's insurance company must be notified when statutory 3rd party checks are not carried out or maintained.	
					Y	Evacuation routes must be maintained and checked regularly with COVID-19 measures being considered.	
					Y	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 at Muster points. Muster points must be capable of accommodating all personnel whilst maintaining social distancing measures. Where this is not possible then additional Muster points must be identified, clearly marked with additional signage and any emergency procedure updated and distributed accordingly. PEEP's must continue to be conducted and reviewed where appropriate.	
					Y	In order to reduce disruption, maintain fire safety and minimise the need for external persons (in this case Firefighters) to enter the premises at a time when there may be a COVID-19 transmission risk the following should be considered: If the fire alarm activates, commence the normal emergency procedures. Suitably trained staff should investigate the source of the alarm seeking to establish if it is a fire or a false alarm. If at any point during the investigation a fire is discovered or there is a smell of burning or smoke that cannot be accounted for, dial 999 and ask	



Premier Marinas Group

COVID-19 IN A MARINA ENVIRONMENT

Risk Assessment Number RA-00023-1

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						for the fire service immediately, stating that an evacuation is in progress. If, following the investigation, you are certain that there is no fire, and no suspicion of a fire, then the emergency procedures can be cancelled. Under these circumstances, do not call the fire service. The fire alarm system should be re-set by a competent member of staff and the fire alarm log book or Incident recorded on Engage updated with a record of the event. To prevent any unnecessary disruption, ensure that any known problems causing false fire alarms are immediately corrected, so that there is a high degree of confidence that fire alarms that do occur are genuine.	

Title

Risk Matrix

Risk Calculator Type

2-factor

Risk Rating = Probability x Consequence

	Probably	Likely	Unlikely	Negligible
Negligible / No effect	5	4	3	1
Minor Injuries	10	8	5	3
Major Injuries	15	11	8	4
Fatalities	20	15	10	5

Probabilites

Label	Description	Percentage
Probably		100%
Likely		75%
Unlikely		50%
Negligible		25%

Consequences

Label	Description	Percentage
Negligible / No effect		5
Minor Injuries		10
Major Injuries		15
Fatalities		20

Rating Categories

Label	Description	Colour	Threshold
Low		Light Green	1
Acceptable		Green	5
Substantial		Dark Green	9
Intolerable		Red	13



Premier Marinas Group

COVID-19 IN A MARINA ENVIRONMENT

Risk Assessment Number RA-00023-1

Actions Arising

Number	Type	Status	Assigned to / Location	Summary
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CM-001711	Corrective Action	Completed	<p>To be read in conjunction with the COVID-19 SOP for a marina environment.</p> <p>Current Social distancing measures must be implemented/adopted by all staff, berth holders and visitors in order 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.</p> <p>Premier staff when attending the workplace must have their temperature checked using a non-contact thermometer in accordance with Premier's Temperature Checks Protocol. Any person displaying a temperature reading of 38 degrees or more must return home immediately and follow government guidelines regarding self-isolation.</p> <p>Lateral flow/antigen test kits are made available for staff to administer a self-test after time off or at the start of shift changes etc. prior to leaving home. This is an additional measure to reduce the risk of transmitting or contracting the virus amongst colleagues and in no way replaces the need for adhering to all other Covid measures that are in place.</p> <p>Our sites are considered to be COVID-secure providing all measures contained within the risk assessment are adhered to.</p> <p>Premier staff and all within the marina are to maintain 2 metres social distancing wherever possible. 1m+ social distancing with risk mitigation (where 2m is not viable) will be acceptable in some circumstances from 4 July 2020.</p> <p>Risk mitigation measures include but are not limited to: Limit the number of people or households that you come into contact with, e.g. avoid peak travel. Sit / stand side by side or behind other people, rather than facing them. Meet people outdoors, rather than indoors. Keep interactions brief. Use screens to segregate people and re-position desks and workstations. Wear a face covering on public transport, in shops or crowded indoor environments Increase ventilation. Avoid loud talking or shouting with others.</p> <p>To minimise the risk of transmission via surface contact, you should:</p>
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Regularly wash your hands using soap and water or use hand sanitiser.
Avoid touching surfaces and do not touch your face.
Dispose of waste safely, including items such as paper face masks or gloves.

In all cases, you must not go to work or attend other public spaces if you are symptomatic, or a member of your household is symptomatic.

It is worth noting that current guidance states that face masks and face coverings are only effective to protect others from the wearer and there is little evidence to suggest how effective they are in protecting the wearer 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 wearing of face coverings at work as a matter of course is not recommended outside of care settings however, should they wish to any staff member may wear a face mask/covering whilst at work.

It must be emphasised to all that the wearing of face masks must not be used as an alternative to maintaining social distancing.

CM-001712	Corrective Action	Completed		The immediate isolation of any person(s) suspected or confirmed to be infected with COVID - 19.
CM-001713	Corrective Action	Completed		Discourage non-essential travel and meetings, implementing alternatives where possible such as teleworking, conference calls.
CM-001714	Corrective Action	Completed		<p>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 social distancing measures at all times.</p> <p>Refrain from touching face, eyes, mouth until hands have been washed appropriately.</p> <p>Remember! The best way to reduce any risk of infection is good hygiene and avoiding direct or close contact with a potentially infected person.</p> <p>Appropriate signage to be installed in strategic positions.</p>
CM-001715	Corrective Action	Completed		Where staff have the facility to work from home this should be considered in accordance with current guidance.
CM-001716	Corrective Action	Completed		Marina receptions and all offices must have appropriate social distancing measures implemented and screens installed where required. Foot traffic should be kept to an absolute minimum. Enhanced cleaning regimes should be implemented and maintained.

CM-001717	Corrective Action	Completed		<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, disinfectant for surfaces.</p> <p>If marina receptions and offices have a kitchen/welfare facility then the following must be applied where possible and suitable disinfectant and kitchen roll provided:</p> <ol style="list-style-type: none"> 1. Signage outside and inside the kitchen area detailing social distancing and enhanced cleaning measures. 2. Tape/signage on the floor by the kitchen entrance ensuring 2m social distancing is maintained. 3. All non-essential items should be removed from the kitchen area to reduce the amount of cleaning required and potential contamination. 4. One person in the kitchen at any one time. 5. All communal cups, items of crockery and cutlery to be removed or stowed away, staff to use their own and wash and put away immediately after use (in bags , own desk space, etc.). Dishwashers should remain empty and not used. 6. All surfaces must be wiped down after consuming food and drink. 7. All tea towels to be removed and kitchen roll/wipes used as an alternative. 8. Every item of equipment used and touched including all surfaces, kettles, switches etc. should be cleaned afterwards by the user with disinfectant cleaner. 9. Staff only to prepare their own food and drink and are advised to bring packed lunches requiring minimal preparation, pre-prepared meals and refillable drinking bottles from home. 10. No used or dirty items are to be left unattended in kitchens or work spaces at any time. 11. All items must be removed from the fridge apart from what is to be used that day and staff only to touch their items. All unused items should be taken away on completion of work. Fridges should be cleaned at least daily. 12. Kitchen to be deep cleaned each morning and evening and the bin must be lidded and emptied at least once daily and at the end of each working day.
CM-001718	Corrective Action	Completed		<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 .</p>

CM-001719	Corrective Action	Completed		<p>Prior to, and on completion of equipment being used/touched it should be wiped down with alcohol based cleaning agent or soap and water. Disposable gloves should be used where required and disposed of appropriately on completion.</p> <p>Where staff are required to undertake training, i.e. e-learning, touching, reading and signing documentation - all staff if following procedures and advice should not be displaying COVID-19 symptoms and will be washing/sanitising their hands on a regular basis already however, they should sanitise their hands appropriately prior to touching and signing any paperwork as an additional measure. Also there must be enhanced cleaning regimes for workstations/laptops that may be used to deliver online training, ideally using alcohol based sprays or wipes and nobody is to share any headphones that may be utilised.</p>
CM-001720	Corrective Action	Completed		<p>Staff who are considered clinically extremely vulnerable should follow the latest government guidance regarding this category. Staff who are considered clinically vulnerable can continue to work providing the working environment is COVID-secure.</p> <p>Where normal work or alternative work may not be possible then Premier will endeavour to find useful ways that staff can support the organisation through this difficult period. These rare instances will be assessed on their own merit in conjunction with the Line Manager, Head of HR and the HSE Manager.</p>
CM-001721	Corrective Action	Completed		<p>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.</p> <p>Employees should seek professional healthcare advice if feeling unwell as per the government guidelines.</p>
CM-001722	Corrective Action	Completed		<p>Keep in touch with colleagues regularly, text, phone and make every effort to attend online meetings.</p>
CM-001723	Corrective Action	Completed		<p>Maintain a routine so colleagues know when you are available, dress for work to maintain routine and focus.</p>
CM-001724	Corrective Action	Completed		<p>Stay active and try to leave the house every day and get some fresh air.</p>
CM-001725	Corrective Action	Completed		<p>Take regular breaks, especially when sat in front of a screen all day.</p>
CM-001726	Corrective Action	Completed		<p>Take notice of your mood, and that of colleagues and discuss openly if you are struggling.</p>

CM-001727	Corrective Action	Completed		Spend a few minutes settling into your work space, 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.
CM-001728	Corrective Action	Completed		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 Premier will offer remote Display Screen Assessments. In the meantime make sure you are comfortable, at the very least you should use a comfortable chair.
CM-001729	Corrective Action	Completed		Regular contact, briefings and updates from Head Office and managers. All employees to check 360 homepage regularly for corporate messages.
CM-001730	Corrective Action	Completed		Boatyard services and Contractors should only conduct their work where current Government Guidance permits it, these services can be conducted safely and current social distancing measures can be maintained. The usual contractor procedure is to be followed i.e. marina reception door closed and 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 Premier 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. Premier to provide appropriate staffing and facilities for these services.
CM-001731	Corrective Action	Completed		All Premier work processes should be adapted to accommodate 2m social distancing measures where possible. Where work is undertaken by Premier employees 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 Premier risk assessment should be considered and adopted where appropriate.
CM-001732	Corrective Action	Completed		A face covering 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.

CM-001733	Corrective Action	Completed		<p>If wearing a face mask, hands must be thoroughly washed prior to donning the mask.</p> <p>If wearing disposable gloves these should be worn after donning a face mask.</p> <p>Staff must refrain from touching facial area wherever possible.</p> <p>Surfaces touched including tools should be wiped down and cleaned on completion of work.</p> <p>Gloves should be removed and disposed of or stored appropriately and hands washed thoroughly prior to removing the face mask.</p> <p>Gloves and masks should be disposed of correctly where appropriate and hands washed thoroughly on completion.</p>
CM-001734	Corrective Action	Completed		<p>Berth holders should only use their boats as per current government guidance and the latest National Lockdown Stay at Home guidance. The UK Governments directive is for the population to stay at home in order to protect the NHS and save lives therefore, boat owners should not be using or visiting their boats during the Lockdown. Ongoing dynamic risk assessment and maintaining current social distancing should be adhered to by all. If and when necessary, the authorities should be contacted. All current government guidance measures apply.</p>
CM-001735	Corrective Action	Completed		<p>Overnight stays on board boats are not permitted as per the National Lockdown Stay at Home guidance.</p>
CM-001736	Corrective Action	Completed		<p>Premier to provide usual staffing and facilities for these services.</p>
CM-001737	Corrective Action	Completed		<p>Ongoing dynamic risk assessment and maintain current social distancing measures at all times.</p> <p>Premier to provide usual staffing and facilities for these services.</p>
CM-001738	Corrective Action	Completed		<p>Government guidance must be adhered to at all times.</p>
CM-001739	Corrective Action	Completed		<p>Ongoing dynamic risk assessment and maintain current social distancing measures at all times.</p> <p>Premier to provide usual staffing and facilities for these services.</p> <p>All other fuel delivery risk assessments and safe operating procedures should be followed.</p>

CM-001740	Corrective Action	Completed		<p>Formal Residential - Ongoing dynamic risk assessment and maintain current social distancing measures as per current guidance. Premier to provide usual staffing and facilities for these services.</p> <p>Non Formal Residential - Where occupants are able to return to their primary residence they should be instructed to do so. Where the occupants primary residence is not available to them they should confirm this in writing/email and remove liability from the marina. Ongoing dynamic risk assessment and maintain social distancing. Premier to provide only essential staffing and facilities for these services.</p> <p>Current National Lockdown Stay at Home guidance is to be adhered to by all.</p>
CM-001741	Corrective Action	Completed		<p>Tenants should only conduct their business in accordance with and where current Government Guidance permits it, their services can be conducted safely and current social distancing measures can be maintained.</p> <p>Tenants operating in a marina must have confirmed to the marina reception in writing that they are remaining open and have considered COVID-19 in a risk assessment for their activities. Ongoing dynamic risk assessment and maintain current social distancing measures as per current guidance. Premier to provide usual staffing and facilities for these services.</p>
CM-001742	Corrective Action	Completed		<p>Minimum staffing levels are crucial and each marina should always have sufficient staff present to adopt emergency scenarios detailed in the Marina Emergency Response Plan (ERP). 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. Where not possible the ERP must be amended accordingly.</p>

CM-001743	Corrective Action	Completed		Fire alarm, emergency lighting and other fire safety systems /checks/statutory maintenance obligations should be maintained wherever possible, including maintenance by 3rd party qualified engineers. Where not possible then the number of local checks should be increased and this should be recorded ensuring that any systems remain fully functional with the qualified engineer attending at the first available opportunity. The organisation's insurance company must be notified when statutory 3rd party checks are not carried out or maintained.
CM-001744	Corrective Action	Completed		Evacuation routes must be maintained and checked regularly with COVID-19 measures being considered.
CM-001745	Corrective Action	Completed		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 at Muster points. Muster points must be capable of accommodating all personnel whilst maintaining social distancing measures. Where this is not possible then additional Muster points must be identified, clearly marked with additional signage and any emergency procedure updated and distributed accordingly. PEEP's must continue to be conducted and reviewed where appropriate.

CM-001746	Corrective Action	Completed	<p>In order to reduce disruption, maintain fire safety and minimise the need for external persons (in this case Firefighters) to enter the premises at a time when there may be a COVID-19 transmission risk the following should be considered:</p> <p>If the fire alarm activates, commence the normal emergency procedures.</p> <p>Suitably trained staff should investigate the source of the alarm seeking to establish if it is a fire or a false alarm.</p> <p>If at any point during the investigation a fire is discovered or there is a smell of burning or smoke that cannot be accounted for, dial 999 and ask for the fire service immediately, stating that an evacuation is in progress.</p> <p>If, following the investigation, you are certain that there is no fire, and no suspicion of a fire, then the emergency procedures can be cancelled. Under these circumstances, do not call the fire service.</p> <p>The fire alarm system should be re-set by a competent member of staff and the fire alarm log book or Incident recorded on Engage updated with a record of the event.</p> <p>To prevent any unnecessary disruption, ensure that any known problems causing false fire alarms are immediately corrected, so that there is a high degree of confidence that fire alarms that do occur are genuine.</p>
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