

Assessor: Leo Leeman Assessed on: 26-Mar-2020 Approver: Leo Leeman Approved On: 13-May-2020 Status: Live

Department: All

Details: COVID 19 is still spreading worldwide, there are currently no vaccines available and little evidence on the effectiveness of therapeutic agents. In addition, there is presumably no pre-existing immunity in the population against the new coronavirus and everyone in the population is 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 with more chronic underlying conditions, with these groups accounting for the majority of severe disease and fatalities to date.

All should follow Government advice (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 to be carried out by all.

Each individual marina has its own specific COVID-19 Risk Assessment which has been included within the appropriate Marina Emergency Response Plan and read in conjunction with all emergency scenarios.

This risk assessment should be read in conjunction with Premier's COVID-19 Customer Safety in a Marina Environment document.

Hazards and Controls:

Identified Risk				Residual Risk		
Item No.	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	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	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 are to maintain 2 metres social distancing as much as possible. If 2 metres cannot be maintained then staff should work side by side, or facing away from each other rather than face to face and for minimal amounts of time. If these measures cannot be adhered to i.e. emergency situations then a face mask can be considered. However, it is worth noting that the WHO states that masks are only effective to protect others from the wearer and there is little evidence to suggest how effective they are 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 WHO recommends not wearing face masks as a matter of course outside of care settings. It must be emphasised to all that the wearing of face masks must not be used as an alternative to maintaining social distancing. The immediate isolation of any person(s) suspected or confirmed to be infected with COVID - 19. The suspension of persons gathering in groups on site or on boats	Substantial 10

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				High	<p>(unless self isolating).</p> <p>Discourage non-essential travel and meetings, implementing alternatives where possible such as teleworking, conference calls.</p> <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. 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.</p> <p>Where staff have the facility to work from home this should be continued.</p> <p>Marina receptions must have appropriate social distancing measures implemented and traffic should be kept to an absolute minimum.</p> <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.</p> <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 i.e. respirators/face masks/disposable gloves.</p> <p>Prior to, and on completion of equipment being used/touched it should be wiped down with alcohol swabs or soap and water. Disposable gloves should be used where required and disposed of appropriately on completion.</p> <p>Staff over 70 years old, have an underlying health condition, or are pregnant are strongly advised to stay at home. Premier where possible, will help you to do this or find useful ways you can support the organisation through this difficult period.</p> <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</p>	Low

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2	Physical isolation/Uncertainty	Anxiety/Stress/Mental Health -	All Premier Staff	Intolerable 15	<p>against infections. Employees should seek professional healthcare advice if feeling unwell as per the government guidelines.</p> <p>Keep in touch with colleagues regularly, text, phone and make every effort to attend online meetings.</p> <p>Maintain a routine so colleagues know when you are available, dress for work to maintain routine and focus.</p> <p>Stay active and try to leave the house every day and get some fresh air.</p> <p>Take regular breaks, especially when sat in front of a screen all day.</p> <p>Take notice of your mood, and that of colleagues and discuss openly if you are struggling.</p> <p>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.</p> <p>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.</p> <p>Regular contact, briefings and updates from Head Office and managers. All employees to check 360 homepage regularly for corporate messages.</p>	Substantial 10
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	Boatyard services and Contractors can only conduct their work where these services can be conducted safely and social distancing measures can be maintained. Usual contractor procedure 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	Substantial 10

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					maintain social distancing. Premier to provide usual staffing and facilities for these services. 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. A face mask 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. If wearing a mask, hands must be thoroughly washed prior to donning a face mask. Disposable gloves 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	Berth holders using their boats then ongoing dynamic risk assessment and maintaining social distancing should be adhered to by all and the boat owner should be reminded when this is not the case. When necessary the authorities should be contacted. Government social distancing measures apply. Boat owners should not stay on their boats overnight, as per government guidance. Premier to provide usual staffing and facilities for these services.	Substantial 10
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	Ongoing dynamic risk assessment and maintain social distancing measures at all times. Premier to provide usual staffing and facilities for these services.	Substantial 10
6	Fuel Provision - only supplied to supply essential commercial activities such as fishing, Police, RNLI, RN etc.	Mild and Severe Respiratory infection, Pneumonias (mild and severe), Severe disease leading to death,	- All staff, all visitors, all berth holders, all members of the	Intolerable 20	Ongoing dynamic risk assessment and maintain social distancing at all times. Premier to provide usual staffing and facilities for these services. All other fuel delivery risk assessments and safe	Substantial 10

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		Asymptomatic (no symptoms) -	general public		operating procedures should be followed.	
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	Formal Residential - Ongoing dynamic risk assessment and maintain social distancing. 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 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 usual staffing and facilities for these services.	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	Tenants operating in a marina must have confirmed in writing that they have considered COVID-19 in risk assessment for their activities. Ongoing dynamic risk assessment and maintain social distancing. 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 death, Asymptomatic (no symptoms) -	- All staff, all visitors, all berth holders, all members of the general public	Intolerable 20	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. 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. Evacuation routes must be maintained and checked regularly with COVID-19 measures being considered.	Substantial 10

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				High	<p>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 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.</p> <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: 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 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.</p>	Low

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

Actions Arising

Number	Type	Status	Assigned to / Location	Summary
CM-001000	Corrective Action	Live		<p>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 are to maintain 2 metres social distancing as much as possible. If 2 metres cannot be maintained then staff should work side by side, or facing away from each other rather than face to face and for minimal amounts of time. If these measures cannot be adhered to i.e. emergency situations then a face mask can be considered. However, it is worth noting that the WHO states that masks are only effective to protect others from the wearer and there is little evidence to suggest how effective they are 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 WHO recommends not wearing face masks as a matter of course outside of care settings.</p> <p>It must be emphasised to all that the wearing of face masks must not be used as an alternative to maintaining social distancing.</p>
CM-001001	Corrective Action	Live		The immediate isolation of any person(s) suspected or confirmed to be infected with COVID - 19.
CM-001002	Corrective Action	Live		The suspension of persons gathering in groups on site or on boats (unless self isolating).
CM-001003	Corrective Action	Live		Discourage non-essential travel and meetings, implementing alternatives where possible such as teleworking, conference calls.

CM-001004	Corrective Action	Live		<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-001005	Corrective Action	Live		Where staff have the facility to work from home this should be continued.
CM-001006	Corrective Action	Live		Marina receptions must have appropriate social distancing measures implemented and traffic should be kept to an absolute minimum.
CM-001007	Corrective Action	Live		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.
CM-001008	Corrective Action	Live		Maintain social distancing measures at all times and in the event of possible emergency situations including administering First Aid, appropriate PPE should be worn i.e. respirators/face masks/disposable gloves.
CM-001009	Corrective Action	Live		Prior to, and on completion of equipment being used/touched it should be wiped down with alcohol swabs or soap and water. Disposable gloves should be used where required and disposed of appropriately on completion.
CM-001010	Corrective Action	Live		Staff over 70 years old, have an underlying health condition, or are pregnant are strongly advised to stay at home. Premier where possible, will help you to do this or find useful ways you can support the organisation through this difficult period.
CM-001011	Corrective Action	Live		<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-001012	Corrective Action	Live		Keep in touch with colleagues regularly, text, phone and make every effort to attend online meetings.

CM-001013	Corrective Action	Live		Maintain a routine so colleagues know when you are available, dress for work to maintain routine and focus.
CM-001014	Corrective Action	Live		Stay active and try to leave the house every day and get some fresh air.
CM-001015	Corrective Action	Live		Take regular breaks, especially when sat in front of a screen all day.
CM-001016	Corrective Action	Live		Take notice of your mood, and that of colleagues and discuss openly if you are struggling.
CM-001017	Corrective Action	Live		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-001018	Corrective Action	Live		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-001019	Corrective Action	Live		Regular contact, briefings and updates from Head Office and managers. All employees to check 360 homepage regularly for corporate messages.
CM-001020	Corrective Action	Live		Boatyard services and Contractors can only conduct their work where these services can be conducted safely and social distancing measures can be maintained. Usual contractor procedure 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 usual staffing and facilities for these services.
CM-001021	Corrective Action	Live		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-001022	Corrective Action	Live		A face mask 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-001023	Corrective Action	Live		If wearing a mask, hands must be thoroughly washed prior to donning a face mask. Disposable gloves 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.
CM-001024	Corrective Action	Live		Berth holders using their boats then ongoing dynamic risk assessment and maintaining social distancing should be adhered to by all and the boat owner should be reminded when this is not the case. When necessary the authorities should be contacted. Government social distancing measures apply.
CM-001025	Corrective Action	Live		Boat owners should not stay on their boats overnight, as per government guidance.
CM-001026	Corrective Action	Live		Premier to provide usual staffing and facilities for these services.
CM-001027	Corrective Action	Live		Ongoing dynamic risk assessment and maintain social distancing measures at all times. Premier to provide usual staffing and facilities for these services.
CM-001028	Corrective Action	Live		Ongoing dynamic risk assessment and maintain social distancing 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.
CM-001029	Corrective Action	Live		Formal Residential - Ongoing dynamic risk assessment and maintain social distancing. Premier to provide usual staffing and facilities for these services.

CM-001030	Corrective Action	Live		<p>Non Formal Residential - Where occupants are able to return to their primary residence they should be instructed to do so.</p> <p>Where occupants primary residence is not available to them they should confirm this in writing/email and remove liability from the marina.</p> <p>Ongoing dynamic risk assessment and maintain social distancing. Premier to provide usual staffing and facilities for these services.</p>
CM-001031	Corrective Action	Live		<p>Tenants operating in a marina must have confirmed in writing that they have considered COVID-19 in risk assessment for their activities.</p> <p>Ongoing dynamic risk assessment and maintain social distancing. Premier to provide usual staffing and facilities for these services.</p>
CM-001032	Corrective Action	Live		<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.</p> <p>Where not possible the ERP must be amended accordingly.</p>
CM-001033	Corrective Action	Live		<p>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.</p>
CM-001034	Corrective Action	Live		<p>Evacuation routes must be maintained and checked regularly with COVID-19 measures being considered.</p>

CM-001035	Corrective Action	Live	<p>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 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.</p> <p>PEEP's must continue to be conducted and reviewed where appropriate.</p>
CM-001036	Corrective Action	Live	<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>