



COVID-19 Control in Marine Manufacturing Businesses

Back to manufacturing operations whilst working to minimise the transmission risk of COVID-19

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This document provides practical guidance to help manufacturing businesses ensure that all staff and users are properly protected from the Covid-19 virus so that boating can be practiced safely.

It is essential that businesses re-open in a responsible and safe way and that government advice and policy are adhered to.

On the 22nd of February the UK government published its roadmap with key dates for the easing and ultimately ending restrictions placed on businesses and consumers due to COVID-19. Although manufacturing has not had to close during any of the lockdowns the roadmap still has some key dates for the manufacturing sector (these dates are subject to the Governments reviews between each stage):

29th March – Travel restrictions on the general public are eased allowing clients to visit yards with social distancing in place. Sea Trials/acceptance trials with clients can commence again although this should be on open vessels only. The rule of six/2 households should be followed (the skipper and crew do not count as part of the rule of 6). Full COVID secure protocols should be applied including social distancing and enhanced cleaning regimes (as set out by this document).

17th May – Sea trials and acceptance trials can now commence on both open and enclosed vessels with the rule of six/2 households in place and full COVID secure protocols in place.

21st June – All restrictions lifted, COVID secure protocols both in the factory and for sea trials can be dropped.

British Marine Statement

The UK Government has been clear throughout the lockdown that only non-essential businesses and workplaces should shut. The manufacturing sector was considered a critical part of the UK economy and was therefore given permission to remain operational throughout the lockdown.

Sector-specific guidance was later published to help the manufacturing sector operate safely and ensure the wellbeing of all those working in the sector.

Whilst there was never a requirement to close, this document is designed to help manufacturers work safely and adhere to the guidelines on social distancing as further restrictions are lifted.

This document should be read in conjunction with the latest guidance from the UK Government and the Devolved Administrations.

The information in this document is provided as general guidance to members and is British Marine's interpretation of the Government's position with regards to the opening of manufacturing businesses due to Covid-19. Although British Marine tries to ensure that all of the information is accurate and up to date, this cannot be guaranteed owing to the very fast-moving situation. Members should review the Government's full guidance themselves by following the links in this document and should keep up to date with the Government's latest announcements. The information in this document should not be construed as constituting professional advice and we would always advise that members consider seeking appropriate professional advice before taking or refraining from taking any action.

Covid-19 Management Plan

Using this document as a guide, Manufacturing business are encouraged to develop a Covid-19 Control management plan and appoint a senior member of the management team to take responsibility for it. All staff must be informed and provided with specific training (and a record kept of all staff training and updates), so they fully understand the plan and what is expected of them. The plan should convey that all site users should strive to protect themselves and others from the Covid-19 virus and to 'control the virus, stay alert and save lives'.

This document is a guide only and the examples given are not prescriptive, each individual business must go through the government guidelines and create their own risk assessments and introduce protocols and risk mitigation measures against the transmission of Covid-19 that are suitable for their business.

Working Safely During the Coronavirus (Covid-19)

The government, in consultation with industry, has produced guidance to help ensure workplaces are as safe as possible.

The Department for Business, Energy & Industrial Strategy has developed and published useful guidance which identifies 8 workplaces. The guidance is written to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic for each type of workplace. It is down to individual business to check all the guidance documents and apply the relevant sections to their business.

The full guidance can be found [here](#):

The government workplace guidance documents cover the following areas:

	BEIS Workplace Category	Marina Workplace
1	Construction and other outdoor work	Outdoor boatyard work (Inc. lifting/moving) external site maintenance, dock work, lock operations etc.
2	Factories, plants and warehouses	Manufacturing plants, boat builders, refit yards etc
3	Labs and research facilities	NA
4	Offices and contact centres	Office/admin/reception
5	Other people's homes	Entering a private vessel to work on it
6	Restaurants offering takeaway or delivery	Café/restaurant (used for takeaway only)
7	Shops and branches	Food provision and Chandlery
8	Vehicles	Lifting/handling and shared company cars/vans/trucks/vessels

It is anticipated that the HSE will use this guidance to assess that businesses have implemented Covid-19 safe working practices so marinas are advised to study it carefully and use it to develop their Covid-19 Control Plan. Each guidance document has a check boxes included it is strongly advised industry uses these as they go through the guidance documents. The documents also have downloadable Covid secure poster to sign off and display on the premises, an example of this can be found in the appendix.

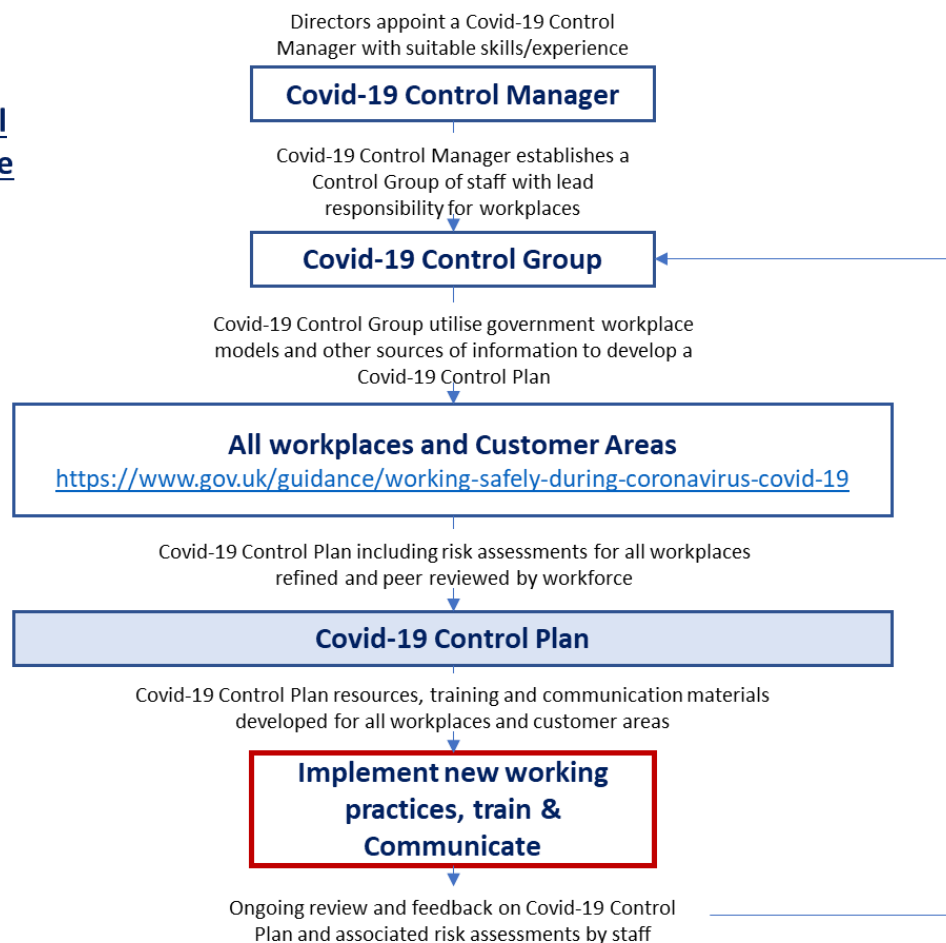
Cleaning

All cleaning of non-health care settings should be done in line with the government guidance which can be found [here](#)

Covid-19 Control Model for Marine Businesses

To effectively control Covid-19 it is recommended that marine businesses put in place a management process similar to the 'Covid-19 Control Model for Marine Businesses':

Covid-19 Control Model for Marine Businesses



Communication

Communication needs to be looked at for both communicating with employees and also how to communicate with clients (members of the public).

It is essential that good communication channels are set up with employees including those that are furloughed about the return to work protocols. Many members of staff will be worried about returning to work, it is essential that the business understands these concerns and mitigates against them by building them in to the return to work risk assessments and protocols. The employees will also have an excellent understanding of any issues they could face with social distancing and other essential measures they need to implement to ensure the business is Covid secure. It is therefore advised that employee representatives and where applicable union representatives are included and part of the drawing up of protocols and risk assessments.

It is also of great importance to continue to communicate with staff members who cannot return to work to check on their health (including mental) and wellbeing.

Even after the protocols are in place and the staff have returned to work it is essential that a process has been put into place for employees to report what is and what isn't working and this needs to be fed back into the protocols and risk assessments effectively creating a self-auditing system.

Many marine manufacturing businesses have clients come and check on build progress, this can be an important part of the process of buying a new build vessel or other manufactured goods. During the pandemic it is strongly advised that businesses keep these visits limited. When clients do visit the site is important to let them know of the protocols they will be expected to follow before they turn up to site. It is advisable to have any client visits during quieter periods when there are less staff on site such as weekends. Any visitors to the site must still follow all social distancing and hygiene procedures that the business has put in place as well as adhering to current government advice about meeting people from outside of their household.

All social distancing and hygiene measures implemented by the business and any new procedures must be clearly communicated and applied to all staff and guests. It is essential that all employees have seen and understood the new protocols before returning to work.

Communication channels may include:

- Regular staff training and staff communications to keep staff informed and to ensure distancing and hygiene standards are upheld
- The creation of groups and online platforms where customers can find the latest information and advice, so they can stay up to date with all developments.
- Proactively push relevant information to your customers at every opportunity
- keeping your local authority informed about your work to protect staff and site visitors
- Develop signage to clearly inform all staff and site visitors what they should do and what is expected of them
- All visitors to the site must be fully briefed when they check into the site

It is also strongly advised you communicate with your insurance companies keeping them up to date with your site operations and protocols.

Example Covid-19 Risk Mitigation by Area

1. Reception/Office Area

General Advice:

- The government have released full guidance on office workplaces with check sheets that each individual business will need to adhere to which can be found [here](#)
- Current Government advice is for those that can work from home should, this where possible, should apply to all office staff.
- Where possible obtain CAD licences that allow design staff to work from home as much as possible.
- As the businesses go through the government check sheets found in the above link they will need to perform risk assessments and mitigation measures for each office area, an example of this can be seen below, this is for guidance only and is by no means an extensive list.
- Keep doors open (other than fire doors) to negate contact with common surfaces
- Hand sanitiser throughout the buildings with signage to remind staff and guests about the importance of hygiene practices.
- Staff encouraged to move about the site as little as possible
- Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Providing more waste facilities and more frequent rubbish collection.

Risk Mitigation:

Area	Associated H&S Risks		Mitigation Measures
Reception	Direct	Covid-19 virus transfer due to close proximity to others	Maintain a minimum of 2m between people Consider: <ul style="list-style-type: none"> • Floor marking to encourage/maintain distancing • Check-in counter must have a physical barrier (rigid/robust type) between the client and the reception staff or all client meetings to take place outside with social distancing in place. • Staff to wear masks • Signage to advise and enforce distancing rules
	Indirect	Covid-19 virus transferred to common contact surfaces	Disinfect and Protect <ul style="list-style-type: none"> • All contact areas/surfaces must be regularly disinfected between users including (but not limited to) desks, chairs, screens, mouse/keyboards, telephone handsets, payment systems • Regularly clean door handles and common touch points, keeping as many internal doors open as possible (does not include fire doors). • Staff to disinfect hands regularly with hand sanitiser supplied throughout the premises • Signage to reinforce rules and encourage customers to wash their hands afterwards
Office Workstations	Direct	Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> • Have a minimum of staff possible in the office, section off work stations that shouldn't be used due to social distancing • Ensure workstations do not face each other • Where 2m distance between work stations can't be adhered to physical barriers between workstations such as Perspex screens to be implemented.

	Indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> All contact areas/surfaces must be regularly disinfected including (but not limited to) desks, chairs, screens, mouse/keyboards, telephone handsets etc No hot desking or shared equipment, if this is not possible all equipment and office space must be thoroughly cleaned between users Limiting or restricting use of high-touch items and equipment such as printers this could be done by designating certain staff to be in charge of that equipment and all use done through them.
Break Areas/canteens	Direct	Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> Stagger break times to minimise staff in break out areas Using safe outside areas for breaks Removal of some table and chairs to ensure 2m social distancing is adhered to Mark off seats that should and shouldn't be used in order to keep 2m spacing Regulating use of locker rooms, changing areas and other facility areas.
	Indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> Encourage staff to bring their own food and drink onto the premises and limit food preparation to a minimum Encourage staff to bring their own cutlery and other implements such as mugs Hand sanitiser distributed throughout the break out areas
Facilities such as toilets and showers	Direct	Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as far as possible If side by side urinals are in place some of these might need to be taped off to ensure social distancing.
	Indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> Enhancing cleaning for busy areas Providing hand drying facilities – either paper towels or electrical dryers Where shower and changing facilities are required, setting 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
Internal Meetings	Direct	Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> Using remote working tools to avoid in-person meetings. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. For areas where regular meetings take place, using floor signage to help people maintain social distancing.
	Indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> Providing hand sanitiser in meeting rooms. Avoiding transmission during meetings, for example, avoiding sharing pens and other objects Holding meetings outdoors or in well-ventilated rooms whenever possible

*guidance on cleaning non healthcare settings can be found [here](#)

Example Covid-19 Risk Mitigation by Area

To maintain social distancing between people and additionally protect through hygiene measures

2. Arrival at Site

General Advice:

- [Review Working Safely During Coronavirus \(Covid-19\)](#)
- Before arrival at site all staff should be reminded of their responsibilities under current government guidelines about who should and shouldn't return to work
- Staff to use their own transport as much as possible, encourage cycling and walking to work where possible
- Stagger shift times to limit the number of employees turning up at the same time

Risk Mitigation:

Area	Associated H&S Risks		Mitigation Measures
Car Park	Direct	Covid-19 virus transfer due to close proximity to others	Maintain a minimum of 2m between people <ul style="list-style-type: none"> • Advise users: 'When getting in or out of your car please ensure there is a 2-metre distance between you and others, wait in your car until others have passed if necessary' • Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics • Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible • Using markings and introducing one-way flow at entry and exit points
	Indirect	Covid-19 virus transferred	Disinfect and Protect <ul style="list-style-type: none"> • Advise users: 'Do not touch other vehicles or objects in the car park'.

Example Covid-19 Risk Mitigation by Area

3. Manufacturing Shop floor

General Advice:

- Review Working Safely During Coronavirus (Covid-19) following guidance for factories and warehouses found [here](#)
- All staff to be trained and all training recorded all updates to any protocols to be communicated to the staff and recorded. Daily briefings recommended.
- Staff encouraged to move about building as little as possible and to keep all belongings together in one place such as in lockers
- Introducing more one-way flow through buildings.
- No sharing of PPE, all shared tools (including but not limited to air lines/tools, remotes for gantry cranes, pallet truck handles etc) to be washed between users
- Increased cleaning regime with particular attention paid between shift changes and high touch points such as door handles, grab rails, light and other switches etc
- As many internal and external doors to remain open (excluding fire doors)
- Staggered shifts, where possible keep the same people working together in shifts to minimise contact between different staff members
- Please see below of possible manufacturing risks by area and example mitigation measures:

Risk Mitigation:

Area	Associated H&S Risks		Mitigation Measures
Factory Entrance/Exit	Direct	Covid-19 virus transfer due to close proximity to others	Maintain a minimum of 2m between people Consider: <ul style="list-style-type: none"> • Reducing congestion, for example, by having more entry points to the workplace • If routes to the vessels are busy consider one/priority walkways 2m apart • Signage to advise and enforce distancing rules
	Indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> • Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points. • 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 • Providing alternatives to touch-based security devices such as keypads. • Where possible keep doors open
Clock Machine	Direct	Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> • 2m separation between employees clocking in / out, process confirmed each shift by local leadership team. • 2m marking tape applied to floors to identify 2m gap. • Additional signage installed on wall and floors identifying 2m separation requirement at all clock areas. • One way systems implemented so that an orderly flow in one direction use the clock machine.

	Indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> Hand wash station or hand sanitiser to be before/after use of the clock machine with signage instructing staff Clock machine disinfected between shifts/at regular intervals
Changing Areas and lockers	Direct	Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> Where possible Lockers relocated to ensure minimum of 2m spacing between each, where not possible signage to remind staff to keep their distance and wait if other members of staff are accessing lockers next to theirs. Where possible designated lockers or other storage boxes for each staff member
	Indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> Increased cleaning regime Cleaning regime to include particular attention to high touch points such as locker doors
Canteens/break out areas	Direct	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> Defined canteen / social areas for teams across the site. Table seating reduced Additional break areas implemented where canteen space is too small. Encourage staff to prepare and bring provisions with them If food vans come to site have designated parking with 2m queue spacings marked on the floor Break times split for employees reducing numbers using facilities concurrently.
	indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> Staff reminded of the importance of hygiene measures particularly hand washing Break area cleaning regime increased and cleaned down after each break
Facilities such as toilets and showers	Direct	Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as far as possible If side by side urinals are in place some of these might need to be taped off to ensure social distancing. If necessary consider installing portaloos to increase capacity whilst maintaining social distancing
	Indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> Enhancing cleaning for busy areas Providing hand drying facilities – either paper towels or electrical dryers Where shower and changing facilities are required, setting 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
Meetings	direct	Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> Using remote working tools to avoid in-person meetings Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout Holding meetings outdoors or in well-ventilated rooms whenever possible For areas where regular meetings take place, such as start of shift briefings, using floor signage to help people maintain social distancing.
	indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> Avoiding transmission during meetings, for example, from sharing pens and other objects.
Factory floor general	Direct	Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> One way pedestrian routes implemented. Stairways made one way or with clearly signed priority, routes/priority systems communicated with teams locally. Signage implemented on pedestrian / traffic flows to be observed. Pinch points observed by Leadership Team and solutions implemented.
	indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> Increased cleaning regime of factory area with particular attention paid to high touch areas such as guard rails, door handles etc

			<ul style="list-style-type: none"> • Signage throughout the building reminding staff of their responsibilities to socially distance themselves, team leaders/managers to monitor
Shop floor workstations	Direct	Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> • Where possible keep 2m distance • Team Coordinators sharing duties with Process Managers to allocate work in smaller groups. • Entry points to work areas such as on the vessels to either have one way on and off points, where this is not possible clearly signed priority systems • Where 2m distance cannot be kept issue PPE such as masks • Where 2m distance cannot be kept ensure staff do not face each other i.e. working side by side or back to back
	indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> • No tools to be left at the station at the end of the shift, personnel tools to be stored, company tools to be cleaned after use and returned • All high touch point areas to be cleaned, particular attention to cleaning between shifts of staff.
Deliveries		Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> • Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways. • Where possible and safe, having single workers load or unload vehicles • Where possible, using the same pairs of people for loads where more than one person is needed
		Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> • Revising pick-up and drop-off collection points, procedures, signage and markings. • Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less frequently

Example Covid-19 Risk Mitigation by Area

4. Company Vehicles

General Advice:

- Review Working Safely During Coronavirus (Covid-19) working in vehicles which can be found [here](#)
- Minimise travel as much as possible and minimise the number of people in the vehicle
- Cleaning of vehicles between users is essential

Risk Mitigation:

Area	Associated H&S Risks		Mitigation Measures
Pool/Company cars	Direct	Covid-19 virus transfer due to close proximity to others	Maintain a minimum of 2m between people. <ul style="list-style-type: none"> • Minimising non-essential travel – consider remote options first. • 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.
	Indirect	Covid-19 virus transferred to common contact surfaces, showers, toilets etc	<ul style="list-style-type: none"> • Cleaning shared vehicles between shifts or on handover. • Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, fuel pumps and vehicle keys, and making sure there are adequate disposal arrangements. • Train staff to wash hands before and after use • Retaining sufficient quantities of hand sanitiser / wipes within the vehicle to allow staff to wash hands after fuelling and use. • Staff to ensure removal of waste and belongings from the vehicle at the end of the journey/use of the vehicle.
Site vehicles such as boat hoists, forklifts etc	Direct	Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> • Staff to maintain 2m distance where possible i.e. only one person in the vehicle
	Indirect	Covid-19 virus transferred to common contact surfaces	<ul style="list-style-type: none"> • If cab operated ensure cleaning between operators - Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, fuel pumps and vehicle keys, and making sure there are adequate disposal arrangements. • Shared tools/machines/remotes – implement cleaning regime • Train staff to wash hands before and after use

4. Sea Trials and Acceptance Trials

General Advice:

- Review Working Safely During Coronavirus (Covid-19) working in vehicles which can be found [here](#)
- Minimise the number of staff and clients/surveyors on the vessel at anyone time whilst still ensuring safe operation of the vessel.
- Careful consideration of the type of vessel and area of operation.
- Cleaning of vessels and equipment between users is essential
- Advise clients and surveyors of company protocols before they arrive via email and ask for written confirmation they have read and understood the protocols.
- Standard legislation such as MGN 599 and the IPV code must still be followed in full.

Risk Mitigation:

Area	Associated H&S Risks		Mitigation Measures
On The vessel for company sea trails	Direct	Covid-19 virus transfer due to close proximity to others	Maintain a minimum of 2m between people. <ul style="list-style-type: none"> • Where possible ensure social distancing is maintained • Where social distancing is not possible ensure staff do not face each other and consider PPE such as face coverings • Particular attention paid to embarkation and disembarkation to align to social distancing i.e. when boarding allow one person to board and move away from the embarkation point before the next boards the vessel
	Indirect	Covid-19 virus transferred to common contact surfaces, showers, toilets etc	<ul style="list-style-type: none"> • Cleaning the vessel between seatrials • Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, guard rails, steering wheels, throttle controls, keys, and making sure there are adequate disposal arrangements. • Have exact sea trial plans to ensure staff are only touching necessary areas and minimise time onboard • Train staff to wash hands before and after use • Retaining sufficient quantities of hand sanitiser / wipes onboard • Ensure removal of waste and belongings from the vessel • Company LSA such as lifejackets either allocated to staff members, thoroughly wash between users (washing in line with the OEM guidelines) • Consider onboard use of PPE such as gloves and masks in addition to normal PPE operational use, lifejackets, harnesses etc.
On the vessel for acceptance trials with surveyors/clients	Direct	Covid-19 virus transfer due to close proximity to others	<ul style="list-style-type: none"> • Meet clients/surveyors outside wherever possible, whilst maintaining social distancing • Where possible ensure social distancing is maintained on board the vessel • Particular attention paid to social distancing when embarking or disembarking from the vessel i.e when boarding allow one person to board and move away from the embarkation point before the next boards the vessel

			<ul style="list-style-type: none"> Where social distancing is not possible ensure staff/surveyors/guests do not face each other and consider PPE such as face coverings Achieve as much of the acceptance whilst berthed with only the client/surveyor on board unless space permits the social distancing with a staff member on board On board briefings should cover Coronavirus safety alongside existing safety briefing details.
	Indirect	Covid-19 virus transferred to common contact surfaces, lockers, toilets, handrails etc	<ul style="list-style-type: none"> Before the client/surveyor turns up remind them of the government guidance and if they are showing any symptoms or think they have been in contact with someone with symptoms to cancel. Limit vessel onboard numbers to only necessary attendees, Only one client on the vessel for acceptance i.e. they cannot bring the family/friends etc Provide hand sanitiser for clients/surveyors to wash hands before and after entering/exiting the vessel Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, guard rails, steering wheels, throttle controls, keys, and making sure there are adequate disposal arrangements. Surveyors/clients to bring their own PPE/equipment such as lifejackets Retaining sufficient quantities of hand sanitiser / wipes onboard Provide and instruct the surveyors/clients to wear gloves whilst looking at the vessel Ensure removal of waste and belongings from the vessel After acceptance trials are completed allow 72hrs before handover to ensure the vessel is Covid-19 free before the vessel goes to the end client or distributor.

In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m 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.

Appendix B

PPE

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and staying 2m away from each other in the workplace if at all possible.

When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers. If you are in one of these groups you should refer to the advice at: <https://www.gov.uk/government/publications/coronaviruscovid-19-personal-protective-equipment-ppe-plan/covid-19personal-protective-equipment-ppe-plan> and <https://www.gov.uk/government/publications/covid-19decontamination-in-non-healthcare-settings/covid-19decontamination-in-non-healthcare-settings>.

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

Further guidance for maximising PPE use:

- **Training to maximise use in line with the OEM guidelines. Staff will often discard PPE such as masks before it is necessary, proper training can extend the life of the PPE and reduce the amount of PPE the company needs.**
- **All PPE signed for and monitored, this will allow companies to keep track of PPE, where and who is using it, this will allow companies to monitor the use of PPE properly.**
- **Possible to make some PPE in house such as face coverings (not masks) and aprons.**
- **Talk to HSE about types of PPE what is needed and where.**

Remember covid 19 does not alter the PPE needed for day to day running of the manufacturing plant under normal HSE guidelines

As stated in the above guidance cleaning of non-healthcare settings must be done in line with the most current government guidelines found [here](#).

Current Government guidance states that cleaning for non healthcare settings should be done as follows:

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed in line with the government's guidance.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

When using any cleaning agent, it is down to the individual business to check if it is suitable for the surfaces it is intended for. Manufacturers guidelines for the cleaning products must be adhered to including any PPE that is needed when using it. Businesses are advised to get any data sheets for the products and file these with the risk assessments.

Particular attention should be taken when using cleaning products on any PPE including lifejackets and other operational kit. The OEM of the equipment must be consulted to ensure the cleaning product will not degrade the equipment and potentially invalidate any certification.

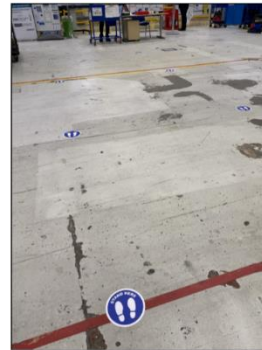
Appendix D

Ideas and Examples from Airbus

Examples of Implemented Measures – Floor Marking

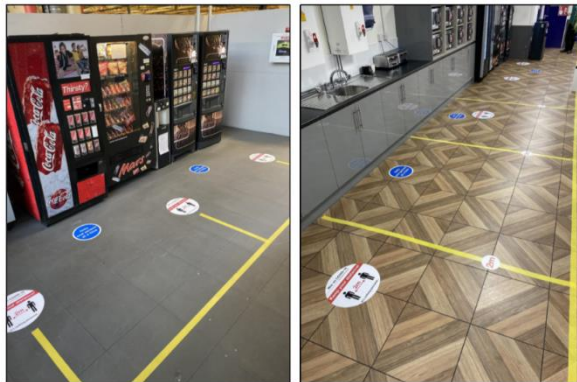


Painted white dots on external pathways every 2m. Internal walkways have white stickers.



Pre-defined standing points for start and end of shift team meetings.

Examples of Implemented Measures – Segregation Lines and One Way



2m yellow line marking used consistency across site on clock machines, water dispensers, vending machines etc.



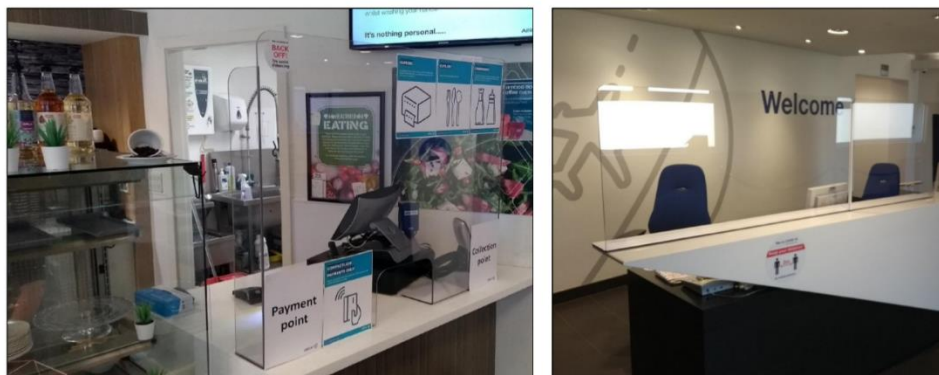
One way systems implemented using standard highway code signage on stairways and entry / exit doors.

Examples of Implemented Measures – Toilet Facilities

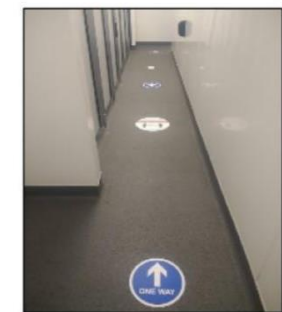


Toilets within 2m made out of use. Additional Toilets and Wash facilities where internal toilets are reduced in numbers.

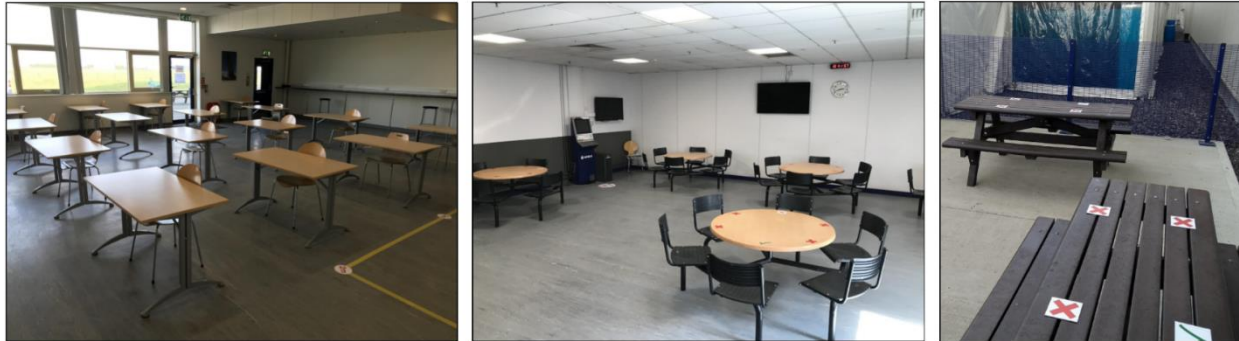
Examples of Implemented Measures – Perspex Screens



Perspex screen used where less than 2m interaction expected.



Examples of Implemented Measures – Break Area



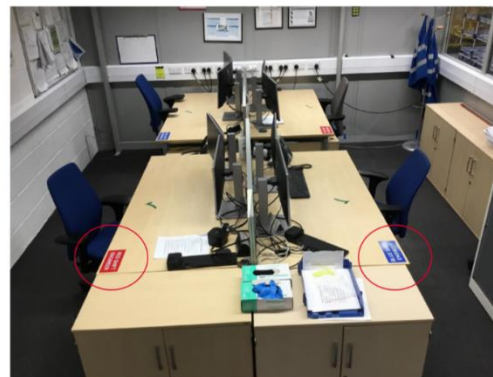
Chairs removed where possible. Where fixed, same standard of green ticks and red crosses identifying suitable seating location.

Examples of Implemented Measures – Desks and Meeting Rooms



Cleaning fluid and paper provided in all meeting rooms and offices for self cleaning (in addition to sub-contracted cleaning regimes).

Red and green ticks installed at approved seating positions to ensure 2m segregation. Applied to office spaces too.



Red and Blue teams (opposite shifts) implemented using different desks greater than 2m apart. Highlighted labelling marking desk allocation to shift.



Closure of meeting rooms with more than 5 person capacity.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)