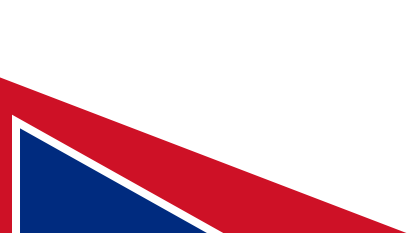


COVID-19 Control in Hire Boats and Charter Vessels

Back to hire boat and charter operations whilst working to minimise the transmission risk of COVID-19

Version 1.0

Published 27/05/20



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This document provides practical guidance to help hire boat and charter businesses ensure that all staff and users are properly protected from the Covid-19 virus so that boating can be practiced safely. It should be read in conjunction with the 'Covid-19 Return to Business' document published by British Marine on May 1st, 2020

<https://britishmarine.co.uk/Services/Representation-and-Promotion/Industry-Campaigns/Coronavirus/Back-to-Business>

The aim is also to strengthen confidence amongst authorities and consumers that the industry is ready to recommence activities and has taken necessary actions to stop the spread of Covid-19 virus. A key element to this is encouraging people to protect themselves and others, a suggested model to achieve this can be found in Appendix B.

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

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 potential closure and opening of boat hire and charter 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.

British Marine statement regarding the opening of charter and hire boats in England

On 11th May 2020 the UK Government published its *Covid-19 Recovery Strategy* which provided key information regarding what the English population can do away from their homes. The strategy identifies that the risk of infection outside is significantly lower than inside, therefore the Government has updated the rules (subject to social distancing protocols) so that:

- *As well as exercise, people can now also spend time outdoors*
- *People may exercise outside as many times each day as they wish*
- *People may drive to outdoor open spaces irrespective of distance*
- *Day trips to outdoor open space, in a private vehicle, are permitted*

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

On 13th May 2020 the Department for the Environment, Food and Rural Affairs (DEFRA) published 'Guidance on using green spaces and protecting yourself and others'. This provided further clarity for the boating sector on what water-based activities are permitted. Following the publication of this guidance, people in England can now participate in:

'all forms of water sports practiced on open waterways, including sailing, windsurfing, canoeing, rowing, kayaking, surfing, paddle-boarding and the use of privately-owned motorised craft (in line with the guidance issued by the relevant navigation authority) are allowed. You can continue to use towpaths for walking, running and cycling, being mindful of other users and people living in boats along the water'

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

Guidance for the devolved administrations of Scotland, Wales and Northern Ireland differs to England's and therefore all businesses must check the current devolved nations current guidance in which they operate.

British Marine can demonstrate through this document how commercial activity in the sector can resume in the coming weeks – with an initial focus on the day and holiday hire sectors. This document is intended to support Government to lift restrictions in the sector and understand how, as a trade association, British Marine can work with industry partners and members to safely resume commercial activity before the start of July. This is to enable boaters in the sector to become more self-sufficient and generate some of their own income throughout the remaining holiday season.

This document should be read in conjunction with the latest guidance from Government.

COVID-19 Management Plan

Using this document as a guide, hire boat and charter companies 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 guide is not designed to be prescriptive; it is to be used as an aid to help businesses think through their own business activities with example risks and example risk mitigations. Each business will need to individually risk assess based on their individual business, employee and premises. Other risk mitigation methods may be more suitable for individual businesses as long as these align with the government guidance.

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 | Indoor boatyard work |
| 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 habited hire boat |
| 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 Charter and hire boat companies 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 appendix D.

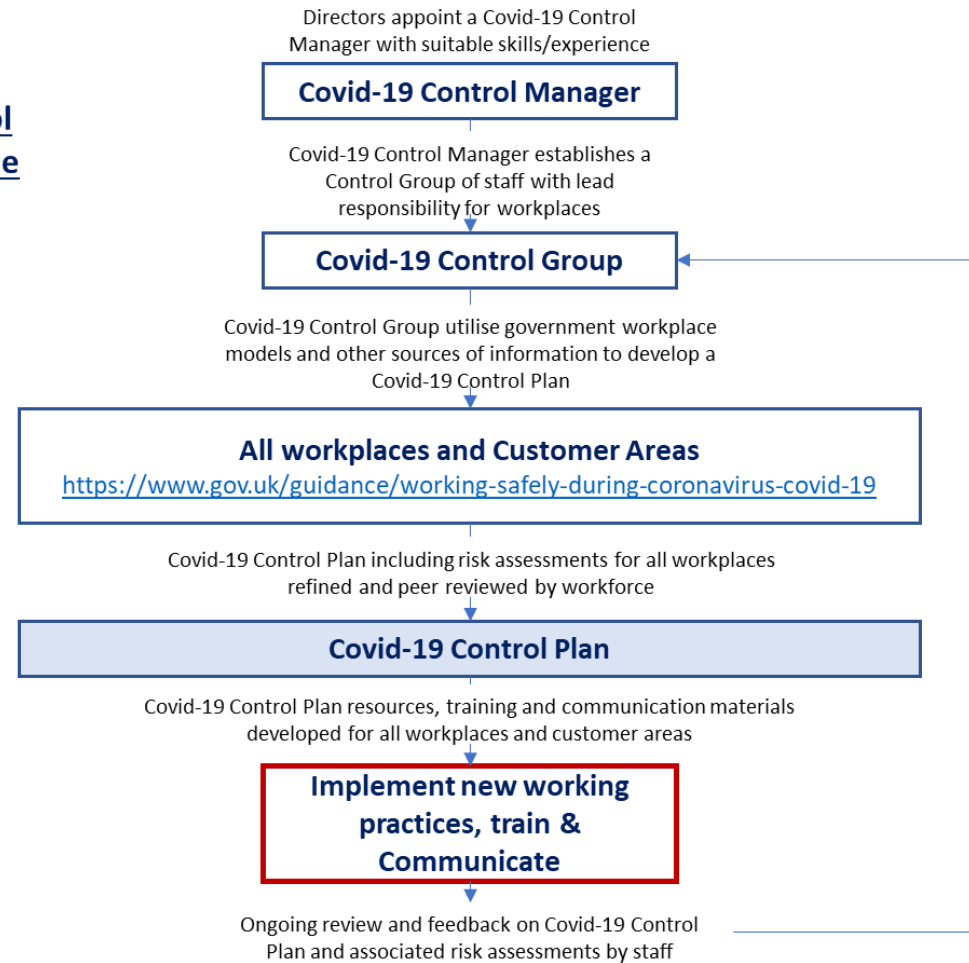
Cleaning

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 are included and part of the drawing up of protocols and risk assessments.

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.

Communicating with the public will form an essential part of building consumer confidence that it is safe to hire/charter vessels again. The more transparent the business is with its risk mitigating measures the higher the consumer confidence will be. Communication with customers at the point of booking should include reminding guests of the current government guideline on social distancing from 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, tenants 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 marina must be fully briefed when they check into the marina

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, where possible, should apply to all office staff.
- 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.
- 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. • 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"> • Encourage BACS or Card transactions, cash to be discouraged • All contact areas/surfaces must be regularly disinfected between users including (but not limited to) desks, chairs, screens, mouse/keyboards, telephone handsets, payment systems, laundry tokens etc • 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 through either wash facilities with soap and warm water or 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 • No hot desking or shared equipment, if this is not possible all equipment and office space must be thoroughly cleaned between users • 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 |

| | | | |
|----------------------------------------|----------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | <ul style="list-style-type: none"> 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 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 or physical barriers placed between each urinal. |
| | 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 of non-healthcare settings can be found [here](#)

Example COVID-19 Risk Mitigation by Area: 2. Customer Booking and Arrival at Site

General Advice:

- [Review Working Safely During Coronavirus \(Covid-19\)](#)
- Before arrival at site all customers should be reminded of their responsibilities under current government guidelines i.e. to stay at home and self-isolate if they have any symptoms and to maintain a 2m distance at all times, members of the hiring party should all be from the same household as social distancing is not possible on the vessels this could be done through email at the point of booking.
- Boat hire and charter companies should only accept prebooked bookings with a set time for turning up limiting the members of public on site
- Before arrival ensure that any documentation that is needed (qualifications, ID etc) is scanned and sent prior to arrival to prevent the unnecessary passing of paperwork
- Detailed arrival time along with any other site relevant protocols to be sent to the customer in advance of their arrival

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' • Signage in car park areas reminding guests to socially distance from others. • Have precise staggered times for arrival for hirers/charters |
| | Indirect | Covid-19 virus transferred to cars, parking meters etc | Disinfect and Protect <ul style="list-style-type: none"> • Advise users: 'Do not touch other vehicles or objects in the car park'. • If parking payment machines are normally used, they should be disabled, and signage should confirm that parking is free. |
| Greeting hirers/charters | Direct | Covid-19 virus transfer due to close proximity to others | Maintain a minimum of 2m between people <ul style="list-style-type: none"> • Meeting hirers/charters outside maintaining 2m distance • If meeting guests outside is not an option (due to the premises layout etc) only allow a single customer in office at any one time (others to wait outside) • Consider providing signage and ground marking to maintain separation |
| | Indirect | Covid-19 virus transferred to keypads, touch screens, latches and handles | Disinfect and Protect <ul style="list-style-type: none"> • Provide hand sanitiser at entrance points • Instruct through signage |

Example COVID-19 Risk Mitigation by Area: 3. Vessel Handover

General Advice:

- [Review Working Safely During Coronavirus \(Covid-19\)](#)
- As much of the handover to be done remotely limiting staff and client interaction on the vessel, this can be done via pre-prepared and sent packs or a vessel handover video could be prepared with as much of the vessel hand over as possible. An example inland vessel handover video can be found [here](#)
- The vessel handover must include clear guidance to follow the protocols of any local navigation authority, this could include but not limited to checking individual marinas protocols, the EA's/CRT etc protocols on navigating including the operation of locks and coastal authorities up to date information.
- The handover must include clear guidance on breakdown protocols (also see section 5).
- Any normal requirements of the handover are not superseded by Covid-19 precautions, QAB and legal requirements must still be met in full. Any risks associated with these procedures must be assessed and mitigated against.
- Any handover packs and manuals (paper based) should be placed into double bags and left for 72hrs before placing on board the vessel using clean disposable gloves or emailed to the client beforehand. Laminated packs can be washed before placing on board for the clients.

Risk Mitigation:

| Area | Associated H&S Risks | | Mitigation Measures |
|-----------------------|----------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Getting to the vessel | 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"> • Remind customers that a minimum of 2m to be kept between the staff member and themselves • On standard routes to the vessel, if busy and necessary, floor markings with 2m distance between them to ensure social distancing • If routes to the vessels are busy consider one/priority walkways 2m apart • Signage to advise and enforce distancing rules • If the vessel is in marina follow the marina's rules for access to the pontoons |
| On the Vessel | Direct | Covid-19 virus transfer due to close proximity to others | <ul style="list-style-type: none"> • Only one member of the hiring party on the vessel with the member of staff at anyone time, all other members of the party to wait ashore • When 2m distance cannot be maintained between the customer and the member of staff PPE should be worn by the member of staff, PPE to consider includes but not limited to gloves and a mask/face shield, gloves to be disposed of immediately after each handover to prevent contamination of cloths etc. • Provide and instruct the client on the vessel during the handover to wear a mask or ask the client to bring their own face covering for the handover. |
| | Indirect | Covid-19 virus transferred to common contact surfaces | <ul style="list-style-type: none"> • Steering wheel, throttle controls and other touch points to be wiped down and cleaned when/if switching between customer and member of staff • Vessel operating • Disposable gloves to be worn by the member of staff |

Example COVID-19 Risk Mitigation by Area: 4. Vessel Return and preparation for next guests

General Advice:

- [Review Working Safely During Coronavirus \(Covid-19\)](#)
- To minimise the risk of covid 19 transmission between guests it is essential the vessel and its contents go through a thorough clean between guests. For operators of large fleets if possible rotate the use of vessels as well as deep cleaning, WHO currently state that the virus can survive for up to 72hrs on some surfaces such as stainless steel.
- Cleaning of sensitive equipment such as lifejackets must be done in line with the OEM guidelines to ensure the product is not damaged and its certification is not invalidated.

Risk Mitigation:

| Area | Associated H&S Risks | | Mitigation Measures |
|---------------------|----------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Berthing | 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 the clients have clear guidance on where to berth the vessel so no staff contact necessary. • If the client needs help finding the berth ensure staff do this from a safe distance • Where possible avoid aiding clients to berth and tie up • If clients need help berthing either ensure the clients are off the vessel so staff can get on to berth the vessel or if the vessel is large enough ask the clients to move right away from where the staff will embark and berth the vessel from. When staff need to get on the vessel PPE such as gloves should be worn. |
| | Indirect | Covid-19 virus transferred to common contact surfaces, showers, toilets etc | <ul style="list-style-type: none"> • Try to avoid passing lines, if lines are passed for example from vessel to shore ensure that the correct PPE is worn such as disposable gloves |
| Disembarkation | Direct | Covid-19 virus transfer due to close proximity to others | <ul style="list-style-type: none"> • Staff to maintain 2m distance as guests disembark the vessel. |
| Cleaning the vessel | Direct | Covid-19 virus transfer due to close proximity to others | Maintain a minimum of 2m between people. <ul style="list-style-type: none"> • Staff to wear PPE including disposable gloves, masks and aprons, government guidance on cleaning non health care settings must be followed. |
| | Indirect | Covid-19 virus transferred to common contact surfaces | Disinfect and Protect. <ul style="list-style-type: none"> • All contact areas/surfaces must be disinfected between users • Particular attention paid to the cleaning of objects and surfaces that are touched regularly, such as door handles, vehicle keys, guard rails etc • All loose items onboard the vessel including but not limited to lifejackets, user manuals, kitchen equipment, laundry etc. must be cleaned/disinfected. |

| | | | |
|--------------------|----------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fuel Dock/pump-out | Direct | Covid-19 virus transfer due to close proximity to others (during mooring of boat) | Maintain a minimum of 2m between people <ul style="list-style-type: none"> • Ensure distancing during fending off boat and taking/passing lines • Ensure distancing between staff and customers who are disembarking • If multiple vessels are using the fuel dock/pump out, ensure distancing is maintained between people • If multiple vessels are using the fuel dock/pump out clients not being served should wait inside their boats |
| | Indirect | Covid-19 virus transferred to common contact surfaces | <ul style="list-style-type: none"> • Disinfect and Protect • Ensure staff wear disposable gloves whilst handling lines/fuel systems/pump-out systems • Provide disposable gloves and hand sanitiser for staff/clients • If using a marina fuel pontoon the marina guidance must be followed. |

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

Example COVID-19 Risk Mitigation by Area: 5. Call outs/technical support/Work place accidents and incidents

General Advice:

- [Review Working Safely During Coronavirus \(Covid-19\)](#)
- The government advice on workplace incidents and accidents such as injury or fire is; if it is an emergency 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
- It is important to consider what to do if the vessel has a breakdown and the advice given to the hirer upon handover:

Risk Mitigation:

| Area | Associated H&S Risks | | Mitigation Measures |
|-------------------------|----------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inland/Marina issue | Direct | Covid-19 virus transfer due to close proximity to others | Maintain a minimum of 2m between people. <ul style="list-style-type: none"> • Ensure all guests have disembarked the vessel before the staff member embarks ensuring to stay 2m apart from the clients • Staff member to disembark before clients reembark the vessel • If the vessels are large enough and the circumstances prohibit the clients from disembarking follow the procedure below for at sea or open water. |
| | Indirect | Covid-19 virus transferred to common contact surfaces, showers, toilets etc | <ul style="list-style-type: none"> • Gloves to be worn onboard, other PPE can be considered where needed • Staff member to wipe down and disinfect before leaving |
| At Sea/open water issue | Direct | Covid-19 virus transfer due to close proximity to others | <ul style="list-style-type: none"> • Staff to maintain 2m distance as far as possible asking the guests to move as far away from the member of staff as possible • Staff member to wear full PPE |
| | Indirect | Covid-19 virus transferred to common contact surfaces | <ul style="list-style-type: none"> • Staff to pay particular attention to sanitation measures immediately after visiting the vessel. |

Appendix A: Cleaning materials

As stated in the above guidance cleaning of non-healthcare settings must be done in line with the most current government guidelines.

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 governments 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.

Some products (but not limited to these products) that may be suitable for cleaning vessels include:

Super professional V2 Antiviral disinfectant

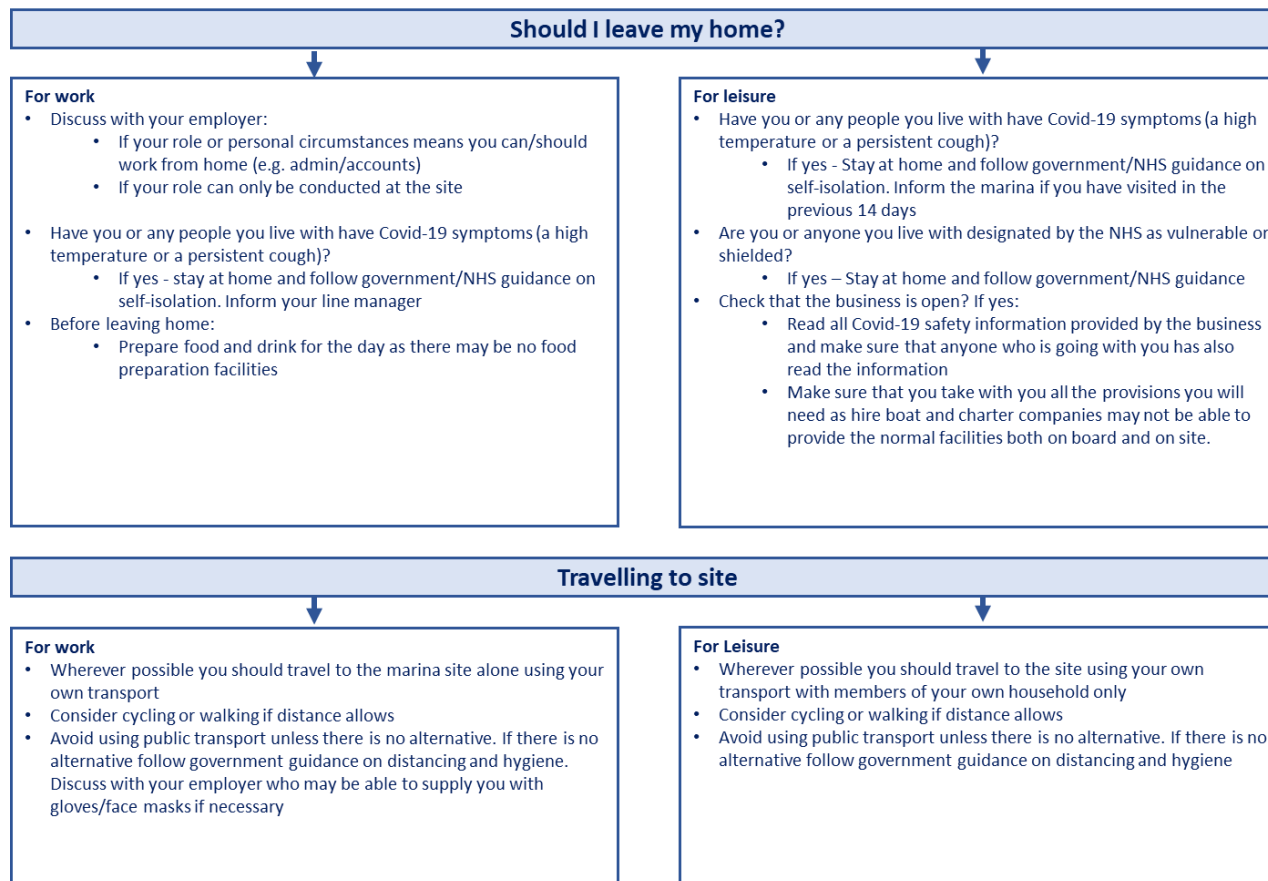
D2 and D10 cleaning agents

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 B: Encouraging people to protect themselves and others

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>



Appendix C: 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

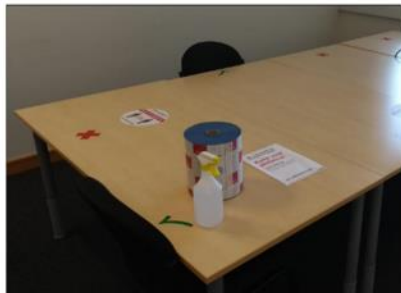


2m yellow line marking used consistency across site on clock machines, water dispensers, vending machines etc.



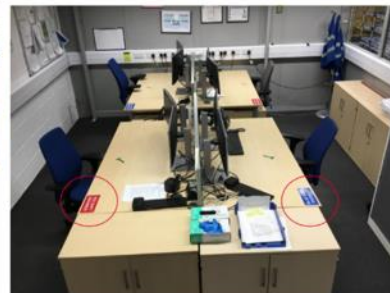
One way systems implemented using standard highway code signage on stairways and entry / exit doors.

Examples of Implemented Measures – 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.

Examples of Implemented Measures – Perspex Screens



Perspex screen used where less than 2m interaction expected.

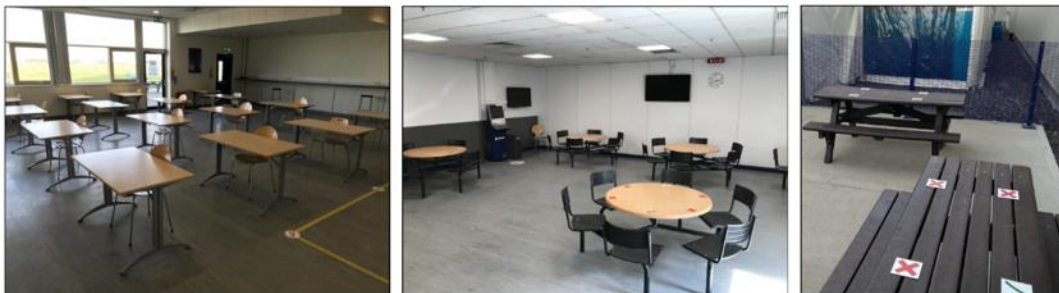


Examples of Implemented Measures – Toilet Facilities



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

Examples of Implemented Measures – Break Area



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



Appendix D: COVID-19 Secure Business poster to be displayed throughout the business premises

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)