

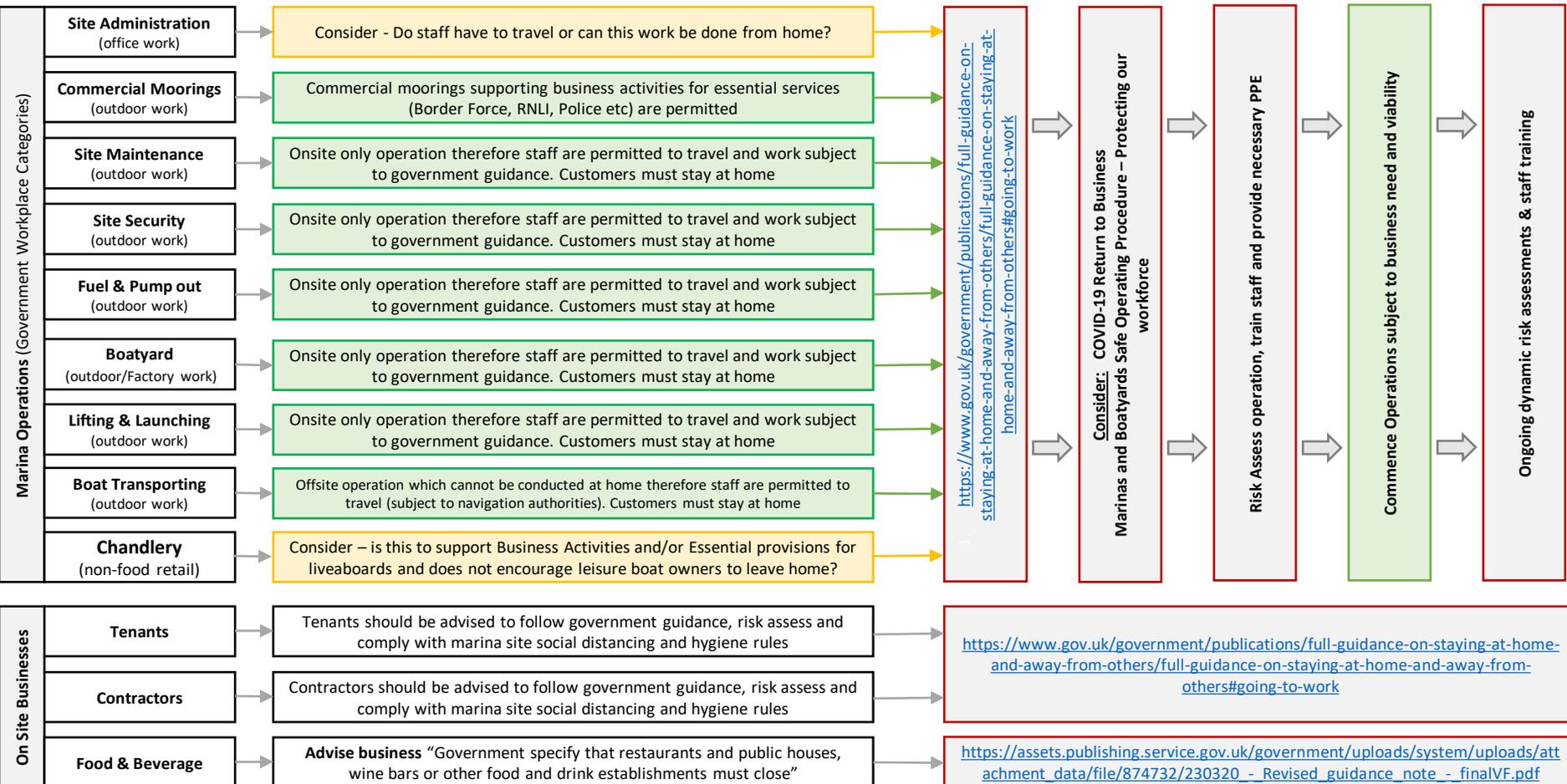
The UK Government is encouraging those businesses that are not identified as non-essential to continue to operate

Stay at Home, Protect the NHS and Save Lives: Any business operations commenced by marinas should not in any way require or encourage boat owners to leave their homes and visit the marina

Risk Assessment Considerations

- Can the business activity be conducted safely for employees/tenants/contractors
<https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others#going-to-work>
- Are you confident that leisure customers are not required to leave their homes to facilitate the business activity?
<https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others>

Key: Consider on-site viability carefully Commence subject to business need, viability and supply chain Study, prepare, risk assess & train



Communications: Marinas are encouraged to maintain regular communications with staff, customers, the local community and other stakeholders during this difficult time
Revisions: Due to the rapidly changing situation associated with the Covid-19 crisis marinas should actively seek new information from government and from TYHA/British Marine.

Marinas and Boatyards Safe Operating Procedure – Protecting our workforce

To be read in conjunction with:

- Usual risk assessments and SOP's and any subsequent site COVID-19 risk assessments that may have been implemented
- British Marinas Back to Business (part 1) publication

Introduction

We are in exceptional circumstances and are doing our utmost to keep marinas operational wherever it is practical and safe to do so. Whilst the guidance from Public Health England may change in future, for the time being marinas need to ensure they are protecting their workforce and minimising the risk of spread of infection during the Coronavirus Covid-19 pandemic.

This guidance is intended to introduce consistent measures across the marina industry in line with the Government's recommendations on social distancing. These are unprecedented circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.

The health and safety requirements of any marina/boatyard activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing measures being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual to a potential emergency.

The workforce should be reminded at every opportunity of the Safe Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population in general.

If a marina site cannot consistently implement the measures set out below, the management should consider closing the site. This may not be possible if the marina provides for residential moorers.

It is strongly recommended that a senior employee(s) is tasked to lead on the management of the Covid-19 'Protecting our Workforce' plan.

It is stressed that the latest Government guidelines and advice should be followed at all times.

General Considerations

Self-Isolation

Anyone who meets one of the following criteria should not come to site and should contact their manager:

- Has a high temperature or a new persistent cough - follow the Government/NHS guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person

Procedure if someone falls ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

The government is making Coronavirus testing available to anyone with symptoms whose work cannot be done from home. Full information is available here:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#who-can-be-tested>

Travel to Site

Wherever possible workers should travel to the marina site alone using their own transport and marinas and boatyards need to consider:

- Parking arrangements for additional cars and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- How someone taken ill would get home

Marina Site Considerations**Site Access Points**

- Stop all non-essential visitors
- Stop all leisure user access (except for residential moorers)
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access/egress points to enable social distancing – you may need to change the number of access/egress points, either increase to reduce congestion or decrease to enable monitoring
- Remove or disable entry/exit systems that require skin contact e.g. fingerprint scanners, push buttons
- Require all workers to wash or clean their hands before entering or leaving the site
- Allow plenty of space (two metres) between people waiting to enter site
- Regularly clean common contact surfaces in receptions, offices, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- Reduce the number of people in attendance at site briefings, inductions, toolbox talks etc. and consider holding them outdoors (or virtually) wherever possible and necessary
- Drivers of delivery vehicles should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. Refer to HSE website regarding the facilities that are required to be provided for delivery drivers:
<https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm>

Hand Washing

- Provide additional hand washing facilities to the usual welfare facilities if there are significant numbers of personnel on site
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant if and when necessary
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal
- Consider the requirements of any residential moorers

Marina Site Considerations**Eating and Drinking Arrangements**

With cafés and restaurants having been closed across the UK, cafes and canteens cannot operate as normal. Whilst there is a requirement for sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean in between use, kettles, microwaves etc. must be removed from use.

The workforce should also be required to stay on site once they have entered and be encouraged not to use local shops.

- Dedicated eating areas should be identified on sites to reduce the chance of contamination, consuming food in the office environment should be discouraged.
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit at least 2 metres apart from each other whilst eating and avoid all contact
- Where internal and external catering is provided on site (food delivery vehicles), it should provide pre-prepared and wrapped food only
 - Payments should be taken by contactless card wherever possible
 - Crockery, eating utensils, cups etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables and surfaces should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each use, including chairs, door handles, vending machines and payment devices.

Changing Facilities, Showers and Drying Rooms

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal
- Consider the requirements of any residential moorers

Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

General Principles

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Regularly clean touchpoints, doors, buttons etc. on all equipment
- Increase ventilation in enclosed spaces
- Regularly clean the inside of vehicle cabs and especially between use by different operators

Marina Site Considerations

Meetings

- Hold meetings online where possible
- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment

Key boards, photocopiers and other office equipment

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day

Site Signage

- Install signage to reinforce and remind staff, tenants, contractors and residential moorers of Covid-19 safe working practices, this may include:
 - Hygiene and distancing in shared washroom areas
 - Hygiene and distancing in shared kitchen areas
 - Hygiene and distancing in shared office areas
 - Hygiene and distancing in shared workspaces
 - Distancing on walkways/pontoons/fingers
- Consideration for, wording/graphics and location of site signage to be considered as part of the risk assessment process

Training and Communication

- Staff must be trained to perform their duties safely therefore preventing the transmission on of Covid-19
- Tenants and contractors must be informed about all site policies and procedures designed to prevent the transmission of Covid-19
- Regular Covid-19 safe operating procedure updates and reminders should be communicated to staff, tenants, contractors and residential moorers

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 marina 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.