

## Coronavirus or other Infectious Diseases - Risk Assessment – Companywide

**Likelihood (L) x Severity (S) = Risk Rating (R)**

Hazard	People at Risk	Initial Risk			Current Control Measures	Further Action Required	Residual Risk			Action By Whom	Date Action Taken
		L	S	R			L	S	R		
Spread of coronavirus or other infectious diseases	Employees, Family members, Visitors & Contractors	2	3	6	<p>We have a fully resourced NEBOSH Certified Health, Safety &amp; Security Manager employed within the business.</p> <p>Hand washing facilities with soap and water, hand sanitiser, tissues and bins are in place and team members can access these as and when required.</p> <p>Showers are available for staff who require them.</p> <p>Ticketless entry system.</p> <p>Britannia &amp; Fingal have a cleaning regime in place which covers all visitor accessible areas, staff workspaces and break and common areas.</p> <p>Paid sick leave above the statutory minimum for eligible employees.</p> <p>Free washing and laundering of uniform and protective work clothing on Britannia.</p> <p>Separate break and common areas for different staff groups.</p> <p>Staff have individual lockers or drawers for storing personal belongings.</p> <p>Where possible staff have staggered start, finish, and break times.</p>	<p>Employees to be reminded of the importance of not coming to work if they are exhibiting any of the symptoms of Coronavirus and to follow the government advice on self-isolating, tracing and testing.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap, and the importance of proper drying of their hands with disposable towels. Staff also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Rotas to be organised in such a way as to limit the number of interactions within each team and across the business.</p> <p>Remove shared crockery, cutlery, and encourage staff to bring their own eating/drinking utensils.</p> <p>Hand sanitiser stations available for visitors and guests throughout both vessels.</p> <p>Card payment is the preferred method, no cash transactions if possible.</p>	1	3	3	Dept Director	15/7/20

					<p>Online timed ticket sales to be encouraged to reduce the number of face-to-face interactions and spread visitor numbers throughout the day.</p> <p>Introduction of a downloadable audio tour to enable visitors to use their own devices.</p> <p>Issue free headphones to visitors who take an audio tour handset.</p> <p>Left luggage not to be taken.</p> <p>Working from home is still encouraged wherever possible whilst still meeting the needs of the business.</p> <p>Although social distancing rules have eased, face-to-face meetings should still be kept to a minimum.</p> <p>Cleaning regime to be maintained, and to include regular disinfecting of areas using a fogger. Cleaning focus to be on high touch areas such as door handles, taps, communal seating, etc.</p> <p>Systems are in place to ensure that the sharing of equipment is avoided or kept to a minimum.</p> <p>Work screens to remain installed where social distancing cannot be achieved. Where this is not practical PPE shall be used as a last resort.</p> <p>Face coverings are still mandatory and are to be worn by staff in communal areas &amp; passageways.</p>					
Entering and leaving the site	Employees, Family members, Visitors & Contractors	2	3	6	<p>Use of fobs to enter the building to assist with Track &amp; Trace, if required.</p> <p>Several entries and exit points to the workplace.</p> <p>Stagger arrival and departure times at work to reduce crowding into and out of the workplace.</p>	1	3	3	Dept Director	15/7/20

					Provide staff with the link on government on safe travel to work <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>						
Moving around the site & off-site travel	Employees, Family members, Visitors & Contractors	2	3	6	<p>Reducing movement of team members by discouraging non-essential trips within the business.</p> <p>Multiple routes to and from the various parts of the workplace including external walkways to most areas.</p> <p>Encourage use of radios and telephones and cleaning them between use.</p> <p>Discourage use of lifts within the workplace and encourage use stairs.</p>	<p>Maintain the one-way system for visitors and encourage staff to use the routes less travelled.</p> <p>Ensure that there is readily available access to hand sanitiser, tissues and bins.</p> <p>Discourage visitors from using the lifts unless completely necessary.</p> <p>Plan workload to ensure that as far as possible necessary travel is done out with peak times.</p> <p>Encourage staff to travel individually and limit the number of offsite meetings. If staff must travel together and cannot maintain safe social distancing, they should follow government guidelines and wear PPE.</p> <p>Where possible have materials delivered to site to avoid the need to travel to suppliers.</p> <p>Company vehicles to be cleaned internally after each use and regularly disinfected using a fogger.</p>	1	3	3	Dept Director	15/7/20
Lack of Social Distancing at work	Employees, Family members, Visitors & Contractors	2	3	6	<p>Britannia and Fingal are workplaces which normally have low staff density and there is little requirement to work in confined spaces. There are some areas where this is more problematic including the Galleys, certain maintenance tasks, some office spaces, the Tearoom and certain break and common areas.</p> <p>Visitor numbers are restricted on board by limiting the number of handsets available.</p>	<p>Although social distancing rules have been relaxed, staff are to be reminded of the importance of social distancing both in the workplace and outside of it.</p> <p>Review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of employees on site at any one time.</p> <p>Stagger the number of visitors allowed on board at any one time by continuing the timed ticketing system.</p>	1	3	3	Dept Director	15/7/20
Instance of coronavirus or other infectious disease reported on board	Employees, Family members, Visitors & Contractors	2	3	6		<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of will follow the Scottish Governments NHS Inform &amp; track and trace guidelines.</p>	1	3	3	Dept Director	15/7/20

					<p>We will ensure, wherever possible, that everyone who needs to be made aware of the situation, and of any possible contact is informed, whilst still observing the individual's right to privacy and protection the best we can reasonably do in these circumstances.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>						
First Aid	Employees, Family members, Visitors & Contractors	2	3	6	<p>Britannia currently has a first aid provision whereby first aiders are trained to use relevant PPE when dealing with someone who is unwell</p> <p>We have a first aid room available and several first aid kits around the building</p> <p>We have our own First Aid Trainer within the team.</p>	<p>Ensure that face coverings or visors, aprons and gloves are available with every first aid box, and within the first aid room.</p> <p>Ensure that the first aid room is cleaned after use and regularly disinfected with a fogger.</p> <p>Ensure that all first aid trained staff have refresher training with regards to the additional actions required to protect themselves and others from coronavirus or other infectious diseases.</p> <p>Ensure that first aiders are aware that they can call on the emergency services if they have concerns for their own safety or the safety of others.</p>	1	3	3	Health, Safety & Security Manager	15/7/20
Handling stock and other materials	Employees, Family members, Visitors & Contractors	2	3	6	<p>Provide hand sanitisers to employees and visitors.</p>	<p>Encouraging increased handwashing for team members and customers and provide hand sanitiser where this is not practical.</p> <p>Implement a cleaning regime to ensure that stock deliveries are cleaned before handling using a fogger where possible.</p> <p>Limiting customer handling of merchandise, for example, through different display methods, new signage or rotation, or cleaning of high-touch stock with your usual cleaning.</p> <p>Ensure, wherever possible, that deliveries are left for 72 hours before being taken to the stock rooms.</p>	1	3	3	Dept Director	15/7/20

					Minimising the number of team members who touch newly delivered stock.						
Mental Health	Employees, Family members, Visitors & Contractors	2	3	6	<p>Britannia has a mental health policy in place</p> <p>We operate an open-door policy which encourages staff to speak to their manager / supervisor whenever they have any concerns.</p> <p>Health, Safety &amp; Security Manager, &amp; Safety Committee in place to ensure that all measures are put in place to at a meet legal standard at a minimum.</p>	<p>Ensure staff and visitor receive enough information on the actions being taken to protect their health and the health of their family.</p> <p>Managers to communicate regularly with their team to ensure that the team are re-assured that we are treating this risk seriously.</p>	1	3	3	Dept Director	15/7//20

**Completed By: Robert Gill**

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