

Bruce Boats: Covid-19 Workplace Risk Assessment

This document provides practical guidance to all KACT personnel carrying out activities in connection with the operation of Bruce Boats whether at Great Bedwyn Wharf, on any Bruce Boat or elsewhere. Its intention is to ensure all employees, volunteers, contractors and clients are properly protected from the Covid-19 virus so that our boating activities can be safely practiced. It is also intended to ensure that our boats are Covid-19 safe to use by both ourselves and our hirers and that all handover procedures are carried out safely.

All volunteers are reminded that they are responsible for their own safety and well-being, supported by Bruce Boats as part of KACT. They should also be aware of current Government regulations and guidelines. The decision as to whether to engage in any Bruce Boats activity rests entirely with each individual, only undertake an activity if you are comfortable about doing so. It should be noted that it remains illegal to discriminate on grounds of age, sex or disability so, for example, where a volunteer over 70 years of age chooses to engage in Bruce Boats activities then the wishes of that volunteer will be respected but any activity whereby the social distancing guidelines cannot be strictly observed may not be undertaken.

This risk assessment will be regularly reviewed in line with changes in Government regulation, advice and our experiences, whilst Covid-19 remains a threat to public health.

Anyone who attends for turnaround or maintenance duties will receive additional Covid-19 training. Please observe any relevant notices, instructions and reminders posted on site and on the boats.

Key: BA = Bookings Administrator: BM = Boat Manager: BE = Branch Engineer

‘ALL SITE USERS SHOULD STRIVE TO PROTECT THEMSELVES & OTHERS THE FROM COVID-19 VIRUS’

‘CONTROL THE VIRUS, STAY ALERT & SAVE LIVES’

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<u>Area, Group or Activity</u>	<u>Risk</u>	<u>Mitigation Measures</u>	<u>Action by</u>
Before attending	Covid-19 virus transfer by contact with others	Anyone who has a relevant underlying health condition <i>should not attend</i> the wharf, be on a Bruce boat or meet with others in connection with any Bruce Boats activities.	
		Anyone who is displaying Covid-19 symptoms should not attend the wharf (etc.) and should follow Government guidelines on self-isolation. Anyone who has received a positive test should not attend until they have completed the recommended self-isolation period and their symptoms have ceased.	
		All personnel should be aware of current Government Regulations & guidelines & complete the KACT self-assessment health form before commencing any volunteer activity. The form can be download from the document library in KARS under the WHARF button. Send an e-copy by email to Bruce Boats Chair Martin Rubach at martinrubach01@gmail.com or leave a paper copy with the Branch Engineer.	Introduced by KACT
After attending Great Bedwyn Wharf or Bruce Boat	Covid-19 virus transfer by contact with others	Anyone who undertakes any volunteering activity which involves attending at the wharf, being on a Bruce boat or meeting with others in person and who then tests positive for Covid-19 is likely to be asked by the Track & Trace team for details of their contacts. This is done confidentially. Anyone who develops symptoms of Covid-19 after such activity should follow Government guidance, self-isolate & get a test, which can be booked on-line.	
Contractors	Covid-19 virus transfer by contact with others	<ul style="list-style-type: none"> Contractors should only attend the wharf or at a Bruce boat elsewhere by prior arrangement with either the Boat Manager or the Branch Engineer. Contractors should supply their own PPE as necessary and comply with social distancing and Bruce Boats guidelines 	BM BE
Travel to Great Bedwyn wharf	Covid-19 virus transfer by both direct & indirect contact with others	<ul style="list-style-type: none"> Unless from the same household all personnel should travel to the wharf independently and avoid public transport wherever possible 	
Arrival at Great Bedwyn Wharf	Covid-19 virus transfer by both direct & indirect contact with others	<ul style="list-style-type: none"> Park with care & safety Ensure you are signed in by the Branch Engineer or Team Leader Evidence suggests that wearing a face covering does not protect you, however it may provide some protection for others you come into close 	BE

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		<p>contact with. It is recommended volunteers wear face coverings whenever there is a risk that the social distancing of 2 metres cannot be maintained. Face coverings in the form of single use disposable masks will be available.</p> <ul style="list-style-type: none"> • Wash & sanitise your hands in PPE area of the portacabin • Use disposable paper towels provided • Obtain any necessary PPE such as disposable mask, gloves and apron 	
Wharf side working	Covid-19 virus transfer by both direct & indirect contact with others	<ul style="list-style-type: none"> • Maintain social distancing – 2 metres between people • Where this is not possible e.g. when moving a heavy item of equipment with the help of someone else wear face mask and disposable gloves • Wash/disinfect tools & equipment before & after use • Avoid sharing tools & equipment with others 	
Boat Preparation All Bruce personnel	Covid-19 virus transfer by both direct & indirect contact with others	<p><u>External Engineer & External Cleaner</u></p> <ul style="list-style-type: none"> • Maintain social distancing – 2 metres between people • Use disposable gloves at all times • Wash/disinfect tools/equipment before & after use • Avoid sharing tools & equipment with others • Wash/disinfect all contact areas and common touch points such as door handles, safety rails, hold points, tiller, boat equipment, outdoor chairs, single lever controls etc. 	BE
Boat Preparation All Bruce personnel	Covid-19 virus transfer by both direct & indirect contact with others	<p><u>Internal Engineer & Internal Cleaners</u></p> <ul style="list-style-type: none"> • When anyone is present on a boat the water system will be enabled & soap, hand sanitiser & disposable paper towels available at all sinks • Maintain social distancing – 2 metres between people • Use disposable gloves • The wearing of face masks is recommended if more than one person is aboard the boat • Use disposable aprons where safe to do so. • Wash/disinfect tools/equipment before & after use • Avoid sharing tools & equipment with others • Leave windows & doors open for ventilation • All contact surfaces, common touch points such as door handles, switches, lift controls to be disinfected after cleaning. 	BE

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		<ul style="list-style-type: none"> • Use disposable cloths • Disinfect mop heads after use • Seat covers/bed mattresses should be cleaned appropriately and sprayed/wiped with a suitable anti-viral cleanser. • Staff should wash & sanitise hands regularly during cleaning process 	
All Bruce personnel	Covid-19 virus transfer by both direct & indirect contact with others	<ul style="list-style-type: none"> • PPE such as face mask, disposable gloves and aprons should be removed with care in the PPE area of the portacabin & placed in the bin bag provided • Used disposable paper towels to be placed in the same bin bag, tied, double bagged & stored for 72 hours before disposal at the CRT waste point. • Avoid touching face & anything else before washing and sanitising hands 	BE
All Bruce personnel & members of the public	Covid-19 virus transfer by both direct & indirect contact with others	<ul style="list-style-type: none"> • Look out for members of the public passing through the wharf & maintain social distancing – 2 metres between people • No internal viewing of our boats without prior arrangement 	
All Bruce personnel, hirers and anyone in their group	Covid-19 virus transfer by both direct & indirect contact with others	<p><u>Managed resumption of hire boat operations</u></p> <ul style="list-style-type: none"> • Boats to be hired with at least 1 week between hires to enable virus dispersal for at least 72 hours before boat turnaround cleaning & preparation. Boat turnaround preparation to take place mid-week with the minimum number of volunteers necessary 	BA
Hirer group & despatcher	Covid-19 virus transfer by both direct & indirect contact with others	<ul style="list-style-type: none"> • Ensure any extra equipment required such as shower chair etc. has been cleaned, disinfected & placed on the boat • Hirer & party to be welcomed at the wharf by Wharf Manager or authorised despatcher at pre-arranged time • Remind group of social distancing requirements of minimum of 2 metres between themselves & Bruce Boats personnel • Avoid assisting with baggage etc. • Make hand sanitiser available at boat entrances 	BA BE

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		<ul style="list-style-type: none"> • Only skipper & lead crew to be inside the boat with the despatcher, all others in the party to remain ashore • When 2m distance cannot be maintained during handover and/or instruction both customer & despatcher to wear disposable gloves & face mask • Use anti-viral spray on items touched by both hirer & despatcher such as tiller & boat controls • Used PPE to be safely disposed of immediately at end of handover in line with previous instructions. 	
Hirer group & Branch Engineer	Covid-19 virus transfer by both direct & indirect contact with others	<ul style="list-style-type: none"> • Boat to be handed back only to the Branch Engineer at agreed time. • Boat to be handed back in clean condition with all rubbish bagged & disposed of at the CRT waste point by the hirer • Boat to be checked after hirer & party have disembarked but before they have left the wharf • Boat to be shut down, secured & left dormant for at least 72 hours before turnaround preparation 	BE BA
All Bruce personnel	Covid-19 virus transfer by both direct & indirect contact with others	<ul style="list-style-type: none"> • All meetings taking place in pursuit of Bruce Boats activities will take place remotely via zoom or similar technology 	
All Bruce personnel and external trainees	Covid-19 virus transfer by both direct & indirect contact with others	<p><u>Resumption of Training Activities</u></p> <p>Wharf based training such as Induction courses may take place provided:-</p> <ul style="list-style-type: none"> • Most training activity takes place outside where all attending observe social distancing of 2 metres. • Chairs if provided are treated with anti-viral spray before and after use • Teaching aids are similarly treated • Handouts etc. are prepared at least 72 hours in advance • Entrance to portacabin and workshop areas to be restricted to maximum of 3 persons, face coverings in the form of the face masks provided are worn, contact surfaces are wiped with anti-viral spray and each person hand sanitises before entering and after entering leaving 	

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		<ul style="list-style-type: none"> Promote good hygiene culture, regular hand washing/sanitising, frequent anti-viral treatment of surfaces and common touch points. 	
All Bruce personnel and external trainees	Covid-19 virus transfer by both direct & indirect contact with others	<p><u>Boat based training may take place provided:-</u></p> <ul style="list-style-type: none"> Boat to be used for training has been Covid 19 prepared or has been out of use for at least 72 hours Maximum of 6 persons to attend Maintain social distancing of 2 metres wherever possible Where this is not possible it may be reduced to 1 metre for minimum period of time necessary with additional mitigation measures such as the wearing of, face masks and disposable gloves where appropriate When underway personnel should avoid being together in one area Common touch and shared use items to be regularly treated with anti-viral spray and between operatives e.g. windlasses, tiller and single lever control Promote good hygiene culture, regular hand washing/sanitising, frequent anti-viral treatment of surfaces and common touch points. Use disposable paper towels, not fabric ones No overnight stays other than in line with Government restrictions Life jackets must be wiped after use with disposable cloth or tissue which has been sprayed with anti-viral spray and hung to dry. DO NOT SPRAY DIRECTLY ON TO LIFE JACKET AS THIS MAY INADVERTENTLY ACTUATE/ DEPLOY THE JACKET Boat must be left in a clean condition, all rubbish removed, all surfaces and other contact points anti-viral treated Crew to wash hands or use hand sanitiser on exiting the boat 	
All Bruce personnel and day trip clients	Covid-19 virus transfer by both direct & indirect contact with others	<p><u>Crewed day trips may take place provided:-</u></p> <ul style="list-style-type: none"> Boat to be used has been Covid 19 prepared or has been out of use for at least 72 hours Clients are responsible for ensuring the make-up of their group complies with current Government rules and advice. Hand sanitiser to be used by both crew and clients when boarding Maintain social distancing of 2 metres wherever possible 	

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- Where this is not possible it may be reduced to 1 metre for minimum period of time necessary with other mitigation measures such as face masks and disposable gloves where appropriate
- Where clients require assistance embarking/disembarking crew must comply with the above and clients encouraged to use a face covering
- Safety briefing should be given from the bow doorway
- When underway crew should avoid being together in one area and sharing confined internal space of the boat with our clients
- Skipper and crew to provide their own lunch and refreshments and take them separately from our clients
- Common touch and shared use items to be regularly treated with anti-viral spray and between operatives e.g. windlasses, tiller and single lever control
- Promote good hygiene culture, regular hand washing/sanitising, frequent anti-viral treatment of surfaces
- Soap and hand sanitiser to be made available at all sinks
- Use disposable paper towels, not fabric ones
- Clients to provide their own T cloths as necessary
- Life jackets must be wiped after use with disposable cloth or tissue which has been sprayed with anti-viral spray and hung to dry. **DO NOT SPRAY DIRECTLY ON TO LIFE JACKET AS THIS MAY INADVERTENTLY ACTUATE/ DEPLOY THE JACKET**
- No mitigation measure should prevent the appropriate supervision, guidance and assistance given to our clients to ensure both their safety and that of the crew.
- Boat must be left in a clean condition, all rubbish removed, all surfaces and other contact points anti-viral treated
- Crew to wash hands or use hand sanitiser on exiting the boat