



COVID-19 Risk Assessment and Mitigation Measures

Lyneal Trust encourages a culture of openness and all volunteers are able, at any time, to raise with the trustees or Management Group any areas of concern or near misses: this can be achieved informally or formally.

Date:
July 2020

Profiling of Risk

Risk profiling uses data collected on risk through identification processes to “score” the level of risk posed by the process/objectives. Risk is profiled according to its likelihood and severity:

Likelihood

Remote Little or no likelihood
 Unlikely Some likelihood
 Likely Significant likelihood
 Very likely Near Certainty

Severity

Major Total service failure, high financial losses, possible national media criticism, local media interest or possible fatalities/severe injuries.
 Serious Short-term total service failure or prolonged partial failure, possible local media interest, possible financial losses or injuries.
 Significant Short-term partial failure, no media interest, limited financial losses or disruption to service provision.
 Minor An annoyance that does not disrupt service provision or has only a localised impact contained within the council/service affected. No media or public knowledge of incident.

4 – Major	LOW	MEDIUM	HIGH	HIGH
3 – Serious	LOW	MEDIUM	MEDIUM	HIGH
2 – Significant	LOW	LOW	MEDIUM	MEDIUM
1 – Minor	LOW	LOW	LOW	LOW
Severity Likelihood	1 – Remote	2 – Unlikely	3 – Likely	4 - Very likely

Once the likelihood and severity of the risk have been assessed they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 4 – Major, the risk rating will be 3 x 4 = 12. This would mean the risk is high and would require a treatment plan.

Ares	Risk and Hazard		Risk Rating	Trustees / Volunteers	Customers / Public	Contractors
Meeting Room	Direct	Covid-19 virus transfer due to proximity to others	H	✓	✓	✓
	Indirect	Covid-19 virus transferred to common contact surfaces	H	✓	✓	✓
Meeting Room Toilet	Indirect	Covid-19 virus transferred to common contact surfaces	H	✓	✓	✓
Internal Meetings	Direct	Covid-19 virus transfer due to proximity to others	H	✓		✓
	Indirect	Covid-19 virus transferred to common contact surfaces	H	✓		✓
Car Park	Direct	Covid-19 virus transfer due to proximity to others	H	✓	✓	✓
	Indirect	Covid-19 virus transferred to cars.	H	✓	✓	✓
Greeting Customers	Direct	Covid-19 virus transfer due to proximity to others	H	✓	✓	✓
	Indirect	Covid-19 virus transferred to common contact surfaces	H	✓	✓	✓
On the Boat	Direct	Covid-19 virus transfer due to proximity to others	H	✓	✓	✓
	Indirect	Covid-19 virus transferred to common contact surfaces	H	✓	✓	✓
Returning Boat and Disembarkation	Direct	Covid-19 virus transfer due to proximity to others	H		✓	
	Indirect	Covid-19 virus transferred to common contact surfaces	H		✓	

Ares	Risk and Hazard		Risk Rating	Trustees / Volunteers	Customers / Public	Contractors
Engineering, Pump Out and Fuel	Direct	Covid-19 virus transfer due to proximity to others	H	✓		✓
	Indirect	Covid-19 virus transferred to common contact surfaces	H	✓		✓
Cleaning Regimes Not Effective.	Direct	Covid-19 virus transfer due to proximity to others	H	✓	✓	✓
	Indirect	Covid-19 virus transferred to common contact surfaces	H	✓	✓	✓
Ineffective Cleaning Materials Used / Cleaning Regimes Not Recorded	Indirect	Covid-19 virus transferred to common contact surfaces	H	✓	✓	✓
Changeover Clean	Direct	Covid-19 virus transfer due to proximity to others	H	✓	✓	✓
	Indirect	Covid-19 virus transferred to common contact surfaces	H	✓	✓	✓
Legionella Maintenance of Site	Direct	Infection of Legionella from standing water if the property has been lying empty	H	✓	✓	✓
Maintenance of Site	Direct	Covid-19 virus transfer due to proximity to others	H	✓	✓	✓
	Indirect	Covid-19 virus transferred to common contact surfaces	H	✓	✓	✓
Unwell Guest or Infectious Outbreak	Direct	Covid-19 virus transfer due to proximity to others	H	✓	✓	✓
	Direct	The spread of an infection outbreak	H	✓	✓	✓
Local COVID-19 Outbreak	Direct	The spread of an infection outbreak	H	✓	✓	✓

Area	Associated H&S Risks		Mitigation Measures	Mitigated Risk Level	By Whom	Completion Date
Meeting Room	Direct	Covid-19 virus transfer due to proximity to others	Maintain a minimum of 2m between people Signage to advise and enforce distancing rules	L	KL, RS, CS & CW	16/07/2020
	Indirect	Covid-19 virus transferred to common contact surfaces	Disinfect and Protect All contact areas/surfaces must be regularly disinfected between users including (but not limited to) desks, chairs, screens, Regularly clean door handles and common touch points, keeping as many internal doors open as possible. 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 individuals to wash their hands afterwards			
Meeting Room Toilet	Indirect	Covid-19 virus transferred to common contact surfaces	Disinfect and Protect Setting clear use and cleaning guidance for toilets to ensure they are kept clean. Providing hand drying facilities - paper towels	L	KL, RS, CS & CW	16/07/2020
Internal Meetings	Direct	Covid-19 virus transfer due to proximity to others	Maintain a minimum of 2m between people Only necessary participants should attend meetings and should maintain 2m separation throughout. Using remote working tools to avoid in-person meetings.	L	KL, RS, CS & CW	16/07/2020
	Indirect	Covid-19 virus transferred to common contact surfaces	Disinfect and Protect 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			
Car Park	Direct	Covid-19 virus transfer due to	Maintain a minimum of 2m between people	L	KL, RS, CS & CW	16/07/2020

Area	Associated H&S Risks	Mitigation Measures	Mitigated Risk Level	By Whom	Completion Date
	proximity to others	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 customers.			
	Indirect Covid-19 virus transferred to cars.	Disinfect and Protect Advise users: 'Do not touch other vehicles or objects in the car park'		KL, RS, CS & CW	16/07/2020
Greeting Customers	Direct Covid-19 virus transfer due to proximity to others	Maintain a minimum of 2m between people Provide a pre-arrival pack for customers explaining procedures. Meeting customers outside maintaining 2m distance Signage in car park areas reminding guests to socially distance from others. Have precise staggered times for arrival for customers. Provide Handbook on all aspects of the boat/cottage to minimise any call outs.	L	KL, RS, CS & CW	16/07/2020
	Indirect Covid-19 virus transferred to common contact surfaces	Disinfect and Protect Offer gloves and hand sanitiser at Wharf gate.		KL, RS, CS & CW	16/07/2020
On the Boat	Direct Covid-19 virus transfer due to proximity to others	Maintain a minimum of 2m between people Only one member of the hiring party on the boat with the volunteer at any one time, all other members of the party to wait in car. PPE to be worn by the volunteer, PPE to consider includes but not limited to gloves and a mask/face shield. Gloves to be disposed of immediately after each handover/day trip to prevent contamination of cloths etc. Provide and instruct the customer on the vessel during the handover to wear a mask and ask the client to bring their own face covering for the handover. Provide and instruct the customer on the vessel during the handover to wear a mask and ask the client to bring their own face covering for the reserve crew safety briefing.	L	KL, RS, CS & CW	16/07/2020

Area	Associated H&S Risks	Mitigation Measures	Mitigated Risk Level	By Whom	Completion Date
		For day trips, instruct customer not to come out onto the rear deck whilst the boat is travelling and if they need the assistance / advice of the Skipper to stand at the rear step to talk to them.			
	Indirect	Covid-19 virus transferred to common contact surfaces Disinfect and Protect Steering wheel, throttle controls and other touch points to be wiped down and cleaned when/if switching between customer and volunteer. Provide gloves/ disinfectant wipes for use of trolley to load customer possessions onto boat.		KL, RS, CS & CW	16/07/2020
Returning Boat and Disembarkation	Direct	Covid-19 virus transfer due to proximity to others Maintain a minimum of 2m between people Ensure the customers have clear guidance on where to berth. Ensure the customers have clear guidance on where to walk when disembarking and unloading possessions.	L	KL, RS, CS & CW	16/07/2020
	Indirect	Covid-19 virus transferred to common contact surfaces Disinfect and Protect Provide gloves/disinfectant wipes for use of trolley to unload customer possessions from boat		KL, RS, CS & CW	16/07/2020
Engineering, Pump Out and Fuel	Direct	Covid-19 virus transfer due to proximity to others Maintain a minimum of 2m between people Signage to advise and enforce distancing rules including A boards warning of maintenance.	L	KL, RS, CS & CW	16/07/2020
	Indirect	Covid-19 virus transferred to common contact surfaces Disinfect and Protect When contractors/volunteers need to get on the vessel PPE such as gloves to be worn. Ensure volunteers/contractors wear disposable gloves whilst handling lines/fuel systems/pump-out systems.		KL, RS, CS & CW	16/07/2020
Cleaning Regimes Not Effective.	Direct	Covid-19 virus transfer due to proximity to others Maintain a minimum of 2m between people Signage to advise and enforce distancing rules including A boards warning of cleaning.	L	KL, RS, CS & CW	16/07/2020

Area	Associated H&S Risks	Mitigation Measures	Mitigated Risk Level	By Whom	Completion Date	
	Indirect	Covid-19 virus transferred to common contact surfaces	<p>Disinfect and Protect</p> <p>Cleaning plan that cleaning contractors must follow and sign for each clean.</p> <p>Cleaning contractors provided with correct protective clothing and instructions for disposal.</p>	KL, RS, CS & CW	16/07/2020	
Ineffective Cleaning Materials Used / Cleaning Regimes Not Recorded	Indirect	Covid-19 virus transferred to common contact surfaces	<p>Disinfect and Protect</p> <p>Put a cleaning requirement document together, clearly stating what should be sanitised within the property for example:</p> <ul style="list-style-type: none"> • Touch points, door handles, banisters, surfaces, bathrooms • What should be disinfected, floors, walls <p>Ensure all cleaning materials are clean and fit for purpose</p> <p>Ensure all cleaning equipment is PAT tested and fit for purpose and the being used in the correct way.</p> <p>Put a health & safety file together with COSHH sheets for all cleaning products used if required,</p> <p>Cleaning schedules for boats and cottage to be kept/filed once completed.</p>	L	KL, RS, CS & CW	16/07/2020
Changeover Clean	Direct	Covid-19 virus transfer due to proximity to others	<p>Maintain a minimum of 2m between people</p> <p>All changeover cleans can only be completed once the guests have left the property.</p>	L	KL, RS, CS & CW	16/07/2020
	Indirect	Covid-19 virus transferred to common contact surfaces	<p>Disinfect and Protect</p> <p>All protective clothing is available to cleaning contractor.</p> <p>All cleaning procedures are followed and documented accordingly.</p>		KL, RS, CS & CW	16/07/2020
Legionella	Direct	Infection of Legionella from standing water if the property has been lying empty	<p>Disinfect and Protect</p> <p>Flush the whole water system for two minutes or more. First flush toilet, then let the kitchen taps and the hand basin taps run for two minutes or more to let both hot and cold water pass through.</p> <p>Flush the shower through if shower has not been used for two weeks or more, disinfect the showerhead. The showerhead should be removed, and the shower run for two minutes. The showerhead should be disinfected before being re-</p>	L	KL, RS, CS & CW	16/07/2020

Area	Associated H&S Risks		Mitigation Measures	Mitigated Risk Level	By Whom	Completion Date
			fitted by immersing for at least an hour in any solution designed for cleaning baby feeding bottles (e.g. Milton). Showerheads should be regularly disinfected about four times a year. Let any other taps run for two minutes.			
Maintenance of Site	Direct	Covid-19 virus transfer due to proximity to others	Maintain a minimum of 2m between people Any issues needing a maintenance visit to be arranged when customers are out of the boat/cottage where possible (unless an emergency).	L	KL, RS, CS & CW	16/07/2020
	Indirect	Covid-19 virus transferred to common contact surfaces	Disinfect and Protect When contractors/volunteers need to carry out maintenance PPE such as gloves to be worn. Provide disinfectant wipes to clean equipment.		KL, RS, CS & CW	16/07/2020
Unwell Guest or Infectious Outbreak	Direct	Covid-19 virus transfer due to proximity to others	Maintain a minimum of 2m between people Video call/call customers to clearly understand the situation and if the customers need to extend their stay and for how long	L	KL, RS, CS & CW	16/07/2020
	Direct	The spread of an infection outbreak	Protect Customer guidance provided if customer(s) suspect they are ill or have an infectious outbreak including relevant phone numbers and actions required. Deliver, medicines, food supplies and extra cleaning materials to the outside of the property Deliver clean linen and linen bag for the guests to place used linen in.		KL, RS, CS & CW	16/07/2020
COVID-19 Local Outbreak	Direct	The spread of an infection outbreak	Protect Adopt NHS Test & Trace Policy Statement Volunteers to complete attendance log on every visit	L	KL, RS, CS & CW	16/07/2020