

AAW COVID-19 RISK ASSESSMENT

Staff = Paid full time and part time staff, Casual paid staff, Volunteers

Risk Area	Who	Risks	Risk Level	Risk Control	Controls in place
Entry points	Staff	Touching padlocks & doors	Medium	Wear gloves, wash hands immediately. Reduce number of people entering this way by opening yard gate. Internal doors and door to yard to be wedged open to prevent the need for handling. Yard will need to be manned for security.	Low
Main Office	Office staff Staff who visit office	Contact with each other within 2m Contact with office equipment	Medium	Work from home if possible, No more than 2 people to be in office at any one time to observe 2m distance, Keyboards, phones and desks to be used by the same person only, Increase cleaning frequency to include desks, door handles and other surfaces, Stop people 'popping in' to ask questions, use email, phone or meet in boat yard/outside space, Consider one way system using both doors, Consider propping open doors to prevent need to use handles	Low
Upstairs Meeting Room*	Customers Staff Visitors	Contact with each other within 2m, Contact with each other as room is walkway to kitchen and female toilets,	Medium	Do not use unless absolutely necessary, meet outside if weather allows, No more than x people to be in this room at any one time, Tables and fabric chairs to be stacked and taped to prevent use, Mark walkway to allow access to kitchen and female toilet allowing for 2 m distances, Increase cleaning regime,	Low
Kitchen	Staff	Contact with each other, Contact with kitchen items that are not clean Contact with surfaces	High	No more than 1 person to be in the kitchen at any time, Increase cleaning regime, Access and egress to be kept clear by 2m if a person is in the kitchen, Use own mugs etc if possible and take home to clean, Mugs, plates etc. to be washed up in hot water immediately after use, Tea towels and wipe down cloths to be renewed/washed on hot wash	Low

				each day,	
Reception office	Staff	Contact with each other within 2m Contact with office equipment Close contact with visitors to reception	Medium	No more than 1 person to be in this room at any one time, Stop people 'popping in' to ask questions, use email, phone or meet elsewhere, People coming into reception to be spoken to with the sliding window as closed as possible or directed outside and spoken to outside All staff, volunteers and customers arriving for a session to be directed to gates into boat yard, Increase cleaning regime, Keyboard, phone and desk to be allocated to one person only,	Low
Downstairs meeting room	Customers Staff Visitors	Contact with each other within 2m Contact with surfaces	High	Do not use this room unless absolutely necessary, No more than X people in this room at a time, Use both doors to avoid contact outside the room to gain access/egress, Cleaning regime to be increased Avoid use of chairs covered by fabric, tape them off to prevent use	Low
Equipment Area	Customers Staff Visitors	Contact with each other, Not being able to move around without being within 2m of each other, Using equipment that is not clean	High	Use by staff only keeping 2m apart, No more than 4 people in the equipment area at a time, Access and egress to equipment etc. by staff (and, if necessary customers) to be controlled at the door, Equipment e.g. buoyancy aids to be taken outside by staff to be used by customers, Increase cleaning regime	Low
Instructors room	Staff	Contact with each other within 2m Contact with equipment	High	Only one person to be in the room as a time, Radios to be allocated to a person. Key fobs to powerboats and petrol containers to be cleaned everyday, Individuals to observe 2m distance when entering/leaving room Items to be moved to Instructors desks for ease of access	Low
Toilets	Customers Staff Visitors	Contact with each other within 2m Contact with surfaces	High	Ask customers to use public toilets if open Only 1 person in toilets (plus adult if a young child) at a time, Increased cleaning regime of area, Provide wipes for each person to wipe areas used, Adjust session lengths to avoid use of toilets if possible,	Low

				Paper towels to be provided with bins	
Changing rooms	Customers Staff	Contact with each other within 2m Contact with surfaces	High	Customers to be advised to come ready for the water and that changing rooms not available Use changing rooms only as last resort, Only 1 person in changing rooms at a time, Increase cleaning regime	Low
Boat Yard	Customers Staff Visitors	Contact with each other within 2m Contact with surfaces	Medium	Limit number of people to a maximum of 12 plus staff, Mark area with 2m spacing, Get equipment ready for customers and distributed to steps/pontoon ready for use to prevent a cluster of people and equipment in yard, Use for welcome and briefings/debriefing and putting on safety equipment, Install hand sanitiser stands	Low
Dutch Barn	Customers Staff	Contact with each other within 2m Contact with surfaces	Medium	Limit number of people to a maximum of 15 plus staff, Mark area with 2m spacing, Get equipment ready for customers and distributed to steps/pontoon ready for use to prevent a cluster of people and equipment in yard, Use for welcome and briefings and putting on safety equipment, Install hand sanitiser stands	Low
Equipment	Customers Staff	Contact with surfaces	Medium	Increase cleaning of areas where boats, canoes, kayaks are handled, Increase cleaning of oars, Avoid lending wet suits, wet weather gear if at all possible, Where wet weather gear is used, wipe with cleaning wipes after each use, All buoyancy aids to be washed in Milton solution after each use Wipe petrol can handles after each use, Wipe powerboat steering wheels/tillers and handles after each use,	Low
Access to water	General public Customers Staff	Contact with each other passing the virus Unable to distance by 2m	Medium	Customers and staff to take responsibility for 2m distancing walking to water, Where the public sit, a 2m wide lane to be installed asking public to keep access to water open. Removable barrier to be used. If public encroach on this lane we will re-consider and use a pontoon dedicated to Allaboard although this is away from the boat yard.	Low

*During the social distancing restrictions rowing training machines should not be used in the upstairs meeting room.

High = There is a significant risk of Government guidelines being broken and a risk people will be close enough for a sufficient length of time to pass the virus. Items touched may transmit the virus.

Medium = There is a possibility of Government guidelines being broken and there may be sufficient contact with items or people to transmit the virus.

Low = There is minimal possibility of the Government guidelines being broken and minimal risk of the virus being transmitted.