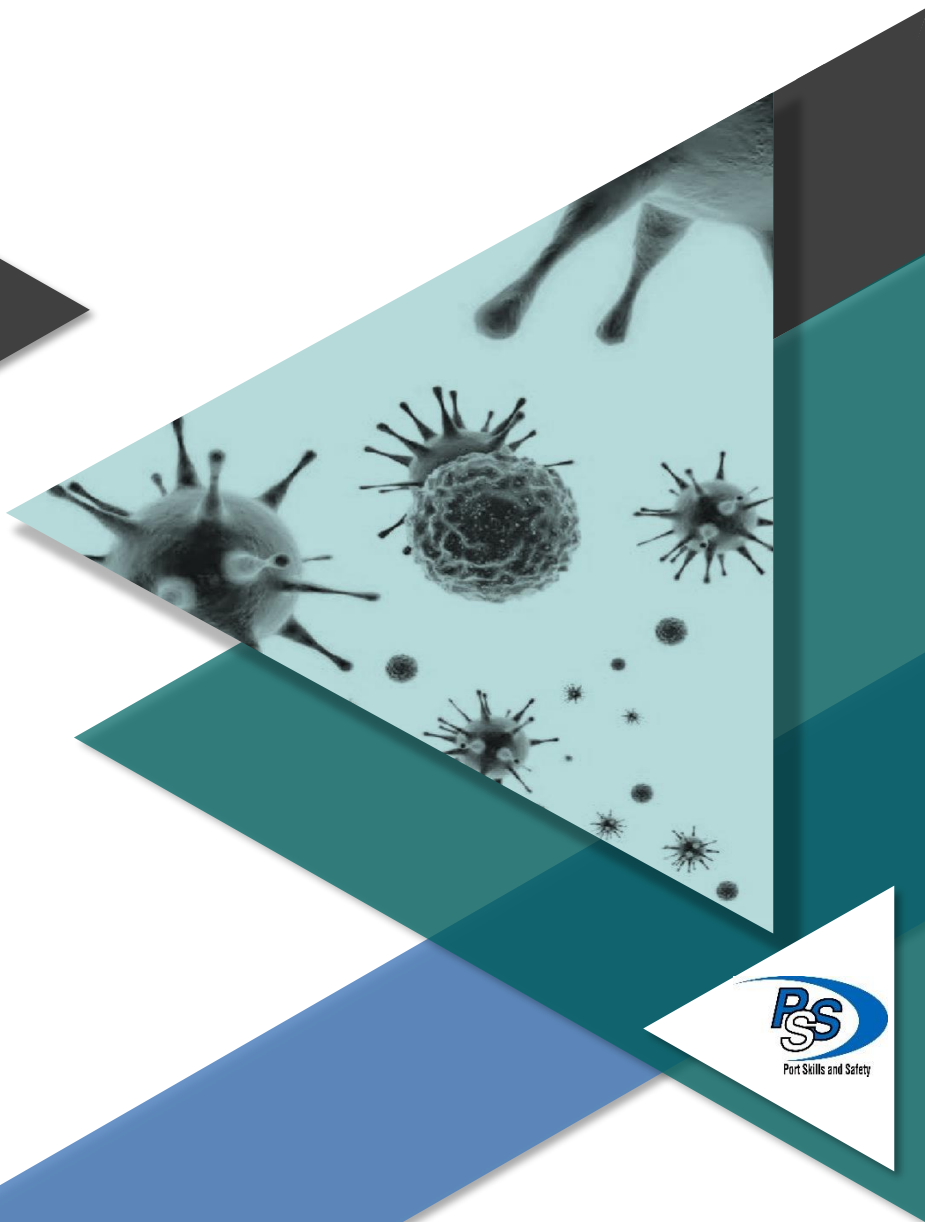


Issue: 1

11 June 2020

COVID
GUIDANCE
GAZETTEER

A map to sources
of guidance on
working safely
during the
COVID-19
pandemic



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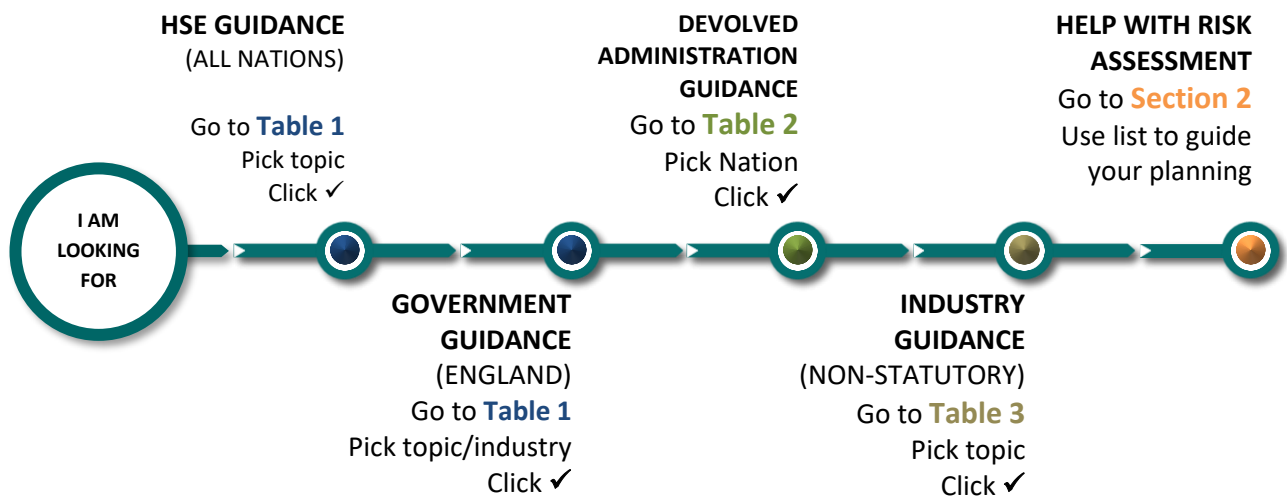
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We are delighted to acknowledge the help and support from the Department for Transport and colleagues in the Devolved Administrations along with Public Health England in the production of this gazetteer.

HOW TO USE THIS DOCUMENT

- Decide what you are looking for
- Go to **Tables 1, 2 or 3** and click on the ✓ links to go to the guidance
- Go to **Checklist of topics to consider in your covid planning** for risk Assessment ideas

I AM LOOKING FOR...



OVERVIEW

This document aims to help employers, employees and the self-employed in the UK understand how to work safely in and around UK Ports during the impact of COVID-19, keeping as many people as possible 2 metres apart from those that they do not live with and employing robust hand washing/sanitizing measures.

The gazetteer does not set out any new guidance itself. Instead it provides a map to multiple sources of guidance that you can then use to help you decide which actions to take.

The gazetteer is divided into two main sections

Link Tables

- **TABLE 1 - Sources of statutory and non-statutory guidance** that is approved by HSE or the Department for Business, Energy and Industrial Strategy (BEIS) or the Department for Transport
- **TABLE 2 – Sources of guidance from the Devolved Administrations** so that you can tailor to any appropriate National variation.
- **TABLE 3 – Sources of industry, non-statutory guidance** so that you can see examples of what industry are doing

Checklist

- This can be used to help you with your own **Safety Management System checklist** when you are considering what actions you need to take to fulfil your duties under law. It lists factors that you may want to consider as part of managing COVID-19 risk in your workplaces. Whilst not exhaustive, it provides a starting point for your planning.

The topics covered here are not exhaustive. You will need to adapt the guidance to fit with the needs of your own organisation and circumstances. Information is correct at time of going to press and will continue to be updated as new government and industry guidance is published, however employers/duty holders need to ensure that they have considered the most up to date information.

Please contact us at info@portskillsandsafety.co.uk if you spot something that has changed, links that are broken or you are aware of new relevant guidance that should be considered for inclusion in this document.

It is Port Skills and Safety (PSS) policy to obtain permission to link to external web sites, and contextual links are provided to such sites where appropriate to the industries business. PSS is not responsible for, and cannot guarantee the accuracy of, information on sites that it does not manage; nor should the inclusion of a hyperlink be taken to mean endorsement by PSS of the site to which it points.

TABLE 1 – HSE (ALL FOUR NATIONS) AND NON-STATUTORY UK GOVERNMENT (ENGLAND) GUIDANCE

To read the guidance please click on the relevant ✓ (tick) below.

	TABLE 1 HSE and Non-Statutory UK Government (England only) Guidance	HSE - Talking with your workers	HSE Risk Assessment Web	Construction and outdoor work <small>(.gov)</small>	Factories, plants, warehouses <small>(.gov)</small>	Offices and Contact Centres <small>(.gov)</small>	Restaurants, Take- Away, Delivery <small>(.gov)</small>	Shops and Branches <small>(.gov)</small>	Vehicles <small>(.gov)</small>	HSE Mental Health and Wellbeing	Transport Operator Guidance <small>(.gov)</small>	PHE Covid in maritime FAQs	Cleaning (non- healthcare) <small>(.gov)</small>	Shipping, Sea Ports Guidance <small>(.gov)</small>
PLANNING	Who should go to work (inc. Isolation & Shielding)			✓	✓	✓	✓	✓	✓	✓	✓			
	Social Distancing	✓		✓	✓	✓	✓	✓	✓		✓			
	Workplace Risk Assessment/Management	✓	✓	✓	✓	✓	✓	✓	✓		✓			
	Managing/Organising your workplace/Re-start	✓		✓	✓	✓	✓	✓	✓		✓			
CONSULTING	Consultation with workers	✓	✓	✓	✓	✓	✓	✓	✓		✓			
	Sharing risk assessment results	✓		✓	✓	✓	✓	✓	✓		✓			
	Providing Information and Guidance	✓		✓	✓	✓	✓	✓	✓		✓			

TABLE 1 HSE and Non-Statutory UK Government (England only) Guidance		HSE - Talking with your workers	HSE Risk Assessment Web	Construction and outdoor work <small>(.gov)</small>	Factories, plants, warehouses <small>(.gov)</small>	Offices and Contact Centres <small>(.gov)</small>	Restaurants, Take- Away, Delivery <small>(.gov)</small>	Shops and Branches <small>(.gov)</small>	Vehicles <small>(.gov)</small>	HSE Mental Health and Wellbeing	Transport Operator Guidance <small>(.gov)</small>	PHE Covid in maritime FAQs	Cleaning (non- healthcare) <small>(.gov)</small>	Shipping, Sea Ports Guidance <small>(.gov)</small>
ACCESS	Preparing for and Travelling to Work	See industry, non-statutory guidance												
	Face Coverings			✓	✓	✓	✓	✓	✓		✓			
	Site Access Points			✓	✓	✓	✓	✓	✓		✓			
	Arriving at Workplace (before job begins)			✓	✓	✓	✓	✓	✓		✓			
	Leaving Work/arriving home			✓	✓	✓	✓	✓	✓		✓			
WELFARE	Cleaning, Sanitising, Health and Hygiene	✓		✓	✓	✓	✓	✓	✓		✓		✓	
	Toilet Facilities			✓	✓	✓	✓	✓	✓		✓			
	Changing, Shower, Drying Rooms			✓	✓	✓	✓	✓	✓		✓			
	Galley, Canteen, Messroom, Eating			✓	✓	✓	✓	✓	✓		✓			

TABLE 1 HSE and Non-Statutory UK Government (England only) Guidance		HSE - Talking with your workers	HSE Risk Assessment Web	Construction and outdoor work <small>(.gov)</small>	Factories, plants, warehouses <small>(.gov)</small>	Offices and Contact Centres <small>(.gov)</small>	Restaurants, Take-Away, Delivery <small>(.gov)</small>	Shops and Branches <small>(.gov)</small>	Vehicles <small>(.gov)</small>	HSE Mental Health and Wellbeing	Transport Operator Guidance <small>(.gov)</small>	PHE Covid in maritime FAQs	Cleaning (non-healthcare) <small>(.gov)</small>	Shipping, Sea Ports Guidance <small>(.gov)</small>
OPERATIONS	PPE			✓	✓	✓	✓	✓	✓		✓			
	Operations			✓	✓			✓						
	Office, Control Room, Weighbridge, Cab	✓				✓			✓					
	Vehicles/Mobile Plant			✓					✓					
MARINE	Work in Ships and Floating Structures											✓	✓	
	Vessels, Crew, COVID on Board											✓	✓	
	Pilotage											✓		
SUPPORT	Wellbeing and Support	✓								✓		✓		
	Working from home	✓	✓							✓		✓		

	TABLE 1 HSE and Non-Statutory UK Government (England only) Guidance	HSE - Talking with your workers	HSE Risk Assessment Web	Construction and outdoor work <small>(.gov)</small>	Factories, plants, warehouses <small>(.gov)</small>	Offices and Contact Centres <small>(.gov)</small>	Restaurants, Take- Away, Delivery <small>(.gov)</small>	Shops and Branches <small>(.gov)</small>	Vehicles <small>(.gov)</small>	HSE Mental Health and Wellbeing	Transport Operator Guidance <small>(.gov)</small>	PHE Covid in maritime FAQs	Cleaning (non- healthcare) <small>(.gov)</small>	Shipping, Sea Ports Guidance <small>(.gov)</small>
OTHERS	Meetings			✓	✓	✓	✓	✓	✓		✓			
	Managing Customers, Visitors and Contractors			✓	✓	✓	✓	✓	✓		✓			
	Inbound and Outbound Goods			✓	✓	✓	✓	✓	✓		✓			
	Customer Sites										✓			

TABLE 2 – DEVOLVED ADMINISTRATIONS NATIONAL GUIDANCE

To read the guidance please click on the relevant ✓ (tick) below.

TABLE 2 Devolved Administrations National Guidance		Northern Ireland	Anticipate further National guidance	Scotland	Anticipate further National guidance	Wales	Anticipate further National guidance	Anticipate further National guidance
NATIONAL	Government					✓		
	Health websites	✓		✓		✓		
	Devolved administration business website	✓		✓		✓		
ACCESS	Travel and Transport					✓		
	Employers and Businesses					✓		
	Face Coverings					✓		
WELFARE	Physical Distancing					✓		
	Travel and transport					✓		
	Employers and Businesses					✓		
OPERATIONS	Physical Distancing					✓		
	Travel and Transport					✓		
	Operators Restarting Public Transport					✓		
	Employers and Business Guidance					✓		
	FAQs					✓		

	TABLE 2 Devolved Administrations National Guidance	Northern Ireland	Anticipate further National guidance	Scotland	Anticipate further National guidance	Wales	Anticipate further National guidance	Anticipate further National guidance
MA	Section in Public Guidance on Travelling Safely					✓		
SUPPORT	Public Health – Staying Well at Home					✓		
SUPPORT	Social Distancing					✓		

TABLE 3 – INDUSTRY BODY AND SECTOR GUIDANCE

To read the guidance please click on the relevant ✓ (tick) below.

TABLE 3 Industry Body and Sector Guidance		Pilot Transfer – suggested procedure	Soc of Maritime Industries	MPA Managers’ Guidance	MPA Employees’ Guidance	Anticipate further Industry guidance	Anticipate further Industry guidance	Anticipate further Industry guidance
PLANNING	Top Ten Rules/Principles		✓	✓	✓			
	Who should go to work (inc. Isolation & Shielding)		✓					
	Social Distancing		✓	✓	✓			
	Workplace Risk Assessment/Management		✓					
	Managing/Organising your workplace/Re-start		✓	✓				
CONSULTING	Consultation with workers							
	Sharing risk assessment results							
	Providing Information and Guidance							
	Preparing for and travelling to work		✓		✓			
ACCESS	Face Coverings		✓	✓	✓			
	Site Access Points		✓					
	Arriving at Workplace (before job begins)			✓	✓			
	Leaving Work/arriving home			✓	✓			
WELFARE	Cleaning, Sanitising, Health and Hygiene		✓	✓	✓			
	Toilet Facilities		✓	✓	✓			

	TABLE 3 Industry Body and Sector Guidance	Pilot Transfer – suggested procedure	Soc of Maritime Industries	MPA Managers' Guidance	MPA Employees' Guidance	Anticipate further Industry guidance	Anticipate further Industry guidance	Anticipate further Industry guidance
OPERATIONS	Changing, Shower, Drying Rooms		✓	✓	✓			
	Galley, Canteen, Messroom, Eating		✓	✓	✓			
	PPE		✓	✓	✓			
	Operations			✓	✓			
	Office, Control Room, Weighbridge, Cab			✓	✓			
	Vehicles/Mobile Plant			✓	✓			
	Maintenance				✓	✓		
MARINE	Work in Ships and Floating Structures	✓	✓					
	Vessels, Crew, COVID on Board	✓						
	Pilotage	✓						
SUPPORT	Wellbeing and Support			✓	✓			
	Working from home							
	Meetings		✓					
OTHERS	Managing Customers, Visitors and Contractors		✓					
	Inbound and Outbound Goods		✓					
	Customer Sites			✓	✓			

LINKS TO POSTERS AND LEAFLETS

Please click on the relevant poster image to access the health posters.



Health Posters for English Ports



Health Posters for Scottish Ports

CHECKLIST OF TOPICS TO CONSIDER IN YOUR COVID PLANNING

Have you considered in your risk assessment and safe system of work:		
	Who should go to work (inc. Isolation & Shielding), vulnerable workers, numbers of workers that can safely be accommodated in the workplace	<input type="checkbox"/>
	Eliminating the workplace COVID risk by working from home where it is practicable to do so	<input type="checkbox"/>
	Your Social Distancing arrangements in the workplace	<input type="checkbox"/>
	Conducting a COVID Workplace Risk Assessment which you have incorporated into your existing Safety Management System	<input type="checkbox"/>
	How to organise and manage your workplace including re-starting those who have not been in work	<input type="checkbox"/>
	Consultation with your workers, sharing risk assessments and providing information, instruction, training and guidance	<input type="checkbox"/>
	How your workers should prepare for and travel to work	<input type="checkbox"/>
	Your approach to face coverings	<input type="checkbox"/>
	Controlling access to your site(s), distancing people (e.g. through timing) at access points, creating one-way systems etc.	<input type="checkbox"/>
	How to get people from the site access point to their place of work safely and any changes in procedure before the job begins	<input type="checkbox"/>
	Controlling how people leave the site and travel home	<input type="checkbox"/>
	Cleaning and sanitising arrangements, for people including social distancing in toilet, changing, shower, drying facilities, personal hygiene provision (warm water, soap, sanitiser gel, etc.)	<input type="checkbox"/>
	Cleaning and sanitising arrangements, for the site, plant and equipment, via cleaning services and/or undertaken by own workers (e.g. cleaning cab controls on exiting machines)	<input type="checkbox"/>
	Laying out rooms, with floor markings, physical shields, taped off sections, personal areas	<input type="checkbox"/>

Have you considered in your risk assessment and safe system of work:		
	Arrangements for eating and breaks (including galleys, canteens, messrooms, etc.)	<input type="checkbox"/>
	Do you need to source and issue other PPE above and beyond that which workers need for their normal duties	<input type="checkbox"/>
	Do you have operations which increase the risk of persons being within 2m of each other for significant time periods	<input type="checkbox"/>
	Office, Control Room, Weighbridge, Cab – are there places where different people may use the same space, work area, equipment	<input type="checkbox"/>
	Vehicles/Mobile Plant – how will you manage shared vehicles and vehicle handover	<input type="checkbox"/>
	Work in Ships, Subs, floating structures – are there particular parts of marine vessels/structures that need additional arrangements	<input type="checkbox"/>
	Vessels, Crew, COVID on Board – have you plans in place to manage if vessels arrive with COVID on board	<input type="checkbox"/>
	Pilotage, do you need any additional arrangements, information and training for pilots	<input type="checkbox"/>
	Wellbeing and Support – have you considered measures to support workers with the virus, in isolation and vulnerable persons	<input type="checkbox"/>
	Working from home – home working risk assessments, social contact and reporting	<input type="checkbox"/>
	Meetings – eliminating or minimising face to face meetings through remote working technology	<input type="checkbox"/>
	Managing Customers, Visitors and Contractors - provision of hygiene facilities, information, signposting	<input type="checkbox"/>
	Inbound and Outbound Goods, contactless administration, set-aside/quarantine	<input type="checkbox"/>
	Customer Sites – mutual communication and coordination of arrangements and expectations, segregation of on/off site persons	<input type="checkbox"/>

LINKS TO EXAMPLES OF RISK ASSESSMENTS AND CHECKLISTS

Some UK ports have voluntarily supplied examples of risk assessments and these may be found at the *PSS web site* – *click on our logo below to link to the site.*



The documents on the site have been anonymised. Please note that they have not been approved by any statutory body and should only be used as an aid to your own competent risk assessments.

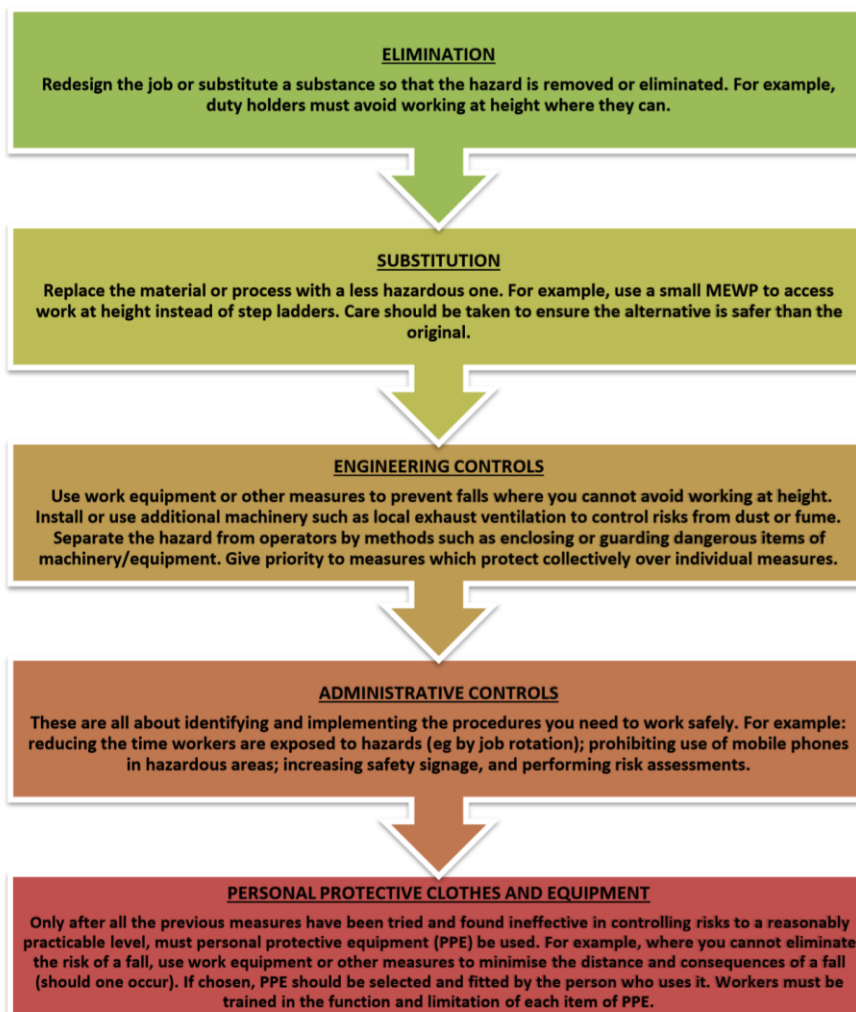
SUPPORTING INFORMATION

1. REGULATORY FRAMEWORK AND GUIDANCE

- 1.1. The two principal relevant pieces of law are the Health and Safety at Work etc. Act (HSWA) 1974, and the Management of Health and Safety at Work Regulations (MHSWR), which set out the basic requirements to ensure, so far as is reasonably practicable, the health, safety and welfare of all involved.
- 1.2. Port specific, Merchant Shipping and other legislation applies and should be referred to.
- 1.3. Approved Code of Practice (ACOP) L148 'Safety in Docks' was introduced on 6 April 2014: <http://www.hse.gov.uk/pubns/books/l148.htm>
- 1.4. The PSS/HSE Safety in Ports guidance suite, available from the PSS website at: <https://www.portskillsandsafety.co.uk/resources> is an important supplement to Safety in Docks ACOP L148.
- 1.5. The guidance is aimed at routine operations and does not cover some of the specialised and high-risk activities. Including those associated with handling dangerous goods and hazardous cargoes, or major hazards sites which are subject to the Control of Major Accident Hazards Regulations for which specialist advice may be required.
- 1.6. Reference can also be made to the International Labour Organisation's (ILO) Code of Practice on Safety and Health in Ports (ILO 152): http://www.ilo.org/sector/activities/sectoral-meetings/WCMS_546257/lang--en/index.htm

2. RISK ASSESSMENT

- 2.1. Risk Assessments must be undertaken in accordance with the Management of Health and Safety at Work Regulations. The risk assessment must consider the risks to everyone involved or affected by the activity. This includes but is not limited to non-permanent employees (NPE's), ship's crew, passengers and visitors. The appropriate control measures must be introduced and should consider collective measures before personal or individual measures.
- 2.2. Risks should be reduced to as low as is reasonably practicable by taking preventative measures in order of priority below. The diagram below sets out an ideal order to follow when planning to reduce risk.



3. CONSULTATION, COOPERATION AND COORDINATION

- 3.1. Consultation: Employers have a duty to consult with their employees, or their representatives, on health and safety matters. By gaining worker involvement on health and safety through two-way communication, concerns can be raised and solved together, and views and information can be sought and exchanged in a timely manner.
- 3.2. See HSE pages: Consulting and involving your workers
<http://www.hse.gov.uk/involvement/index.htm>
- 3.3. Cooperation and Coordination: Cooperation and coordination between shipside and landside employers is required. Employers must therefore carry out risk assessments and develop safe systems of work (in consultation with the workers involved) that all parties agree to, so that the respective employers can co-operate effectively with each other.