

## “COVID-19 Secure” Risk Assessment 1 July – 30 Sept 2020

Company name: Royal Institute of Navigation

Assessment carried out by: RIN HQ team

Date of next review: 1 October 2020

Date assessment was carried out: 22-24 June 20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Distancing at work</b>	All, Covid-19	Desk separation >1metre. No desks face each other. Screens in place in multi-occupancy office.	Move coffee point to Library (more spacious, further from Membership Secy's desk) New fridge needed. Distancing in line with government advice at all times. [Staggered arrivals and >1 team “bubble” not applicable as team is only 5 regular office workers]	MW MW	First day back	
<b>Catching or transmitting viral infections</b>	All, Covid-19	Societal norms only	Sanitiser in each office. Paper towels in each office.	JP JP All	Each day	Yes, team aware

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			Request hand wash on arrival & regularly for all. Hand wash or sanitise before making drinks.			and supports
<b>Visitor management</b>	All, Covid-19	Visitors booked in at reception	Level 4: no visitors Level 3: up to 2 visitors to be met and escorted by RIN team at all times. Level 2: up to 6 booked visitors	All	Case by case	Yes, team aware and supports
<b>Transmission from surfaces / shared equipment</b>	All, Covid-19	Nothing specific beyond contract and local cleaning.	Use own desks/laptops/cups/ equipment where practicable. Practice good hygiene. Anti-bacterial spray available, common areas to be cleaned & wiped daily.	All  First in each day.	Ongoing	Yes, team aware and supports
<b>Infection spread</b>	All, Covid-19	Don't come in if ill.	Stay at home if any Covid-19 symptoms. Team also isolates at home and follows NHS guidance	All when due to come to office	Ongoing	Yes, team aware

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			re testing. Team reviews situation daily (WhatsApp group or GoToMeeting call)			and supports
<b>Working in the office</b>	All, Covid-19	Working from home.	Level 4: Work at home only. Level 3: staff can work in office when necessary or more efficient to do so. Level 2: default is staff return to work as normal, though working at home where necessary/preferable.	All	Ongoing	Yes, team aware and supports
<b>Person to person airborne transmission</b>	All, Covid-19		Mask wearing not required as able to social distance at all times when in the building. Masks may be worn by personal choice.	All	Ongoing	Yes, team aware and supports
<b>Crowded places</b>	All, Covid-19	Societal norms only.	Use lift only when absolutely necessary, and then only one person at a time.	All	Ongoing	Yes, team aware

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			Social distancing aligned with latest government guidance at all times.			and supports.
<b>RGS building common areas</b>	All, Covid-19	Societal norms only.	Follow RGS instructions and building arrangements carefully, including one-way systems, check-in/out, bathroom arrangements.	All	Ongoing	Yes, team aware and supports.
<b>Travel to/from work</b>	All, Covid-19	Societal norms only	Follow all prevailing government advice and guidance.	All	Ongoing	Yes, team aware and supports.
<b>Work-related travel</b>	All, Covid-19	Societal norms only	Level 4: Work at home only. Level 3: minimal essential RIN-related travel. (JP to approve.) Level 2: travel to other domestic and international destinations, subject to prevailing government advice. (JP to approve.)	JP, EC, CS for Corporate visits, RIN event planning, conference attendance, professional registration	Ongoing	Yes, team aware and supports

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				related, meetings.		
<b>RIN events, talks, meetings</b>	All, Covid-19	Societal norms only	None during Q3 2020. Review September for Q4, based on prevailing conditions.	JP, CS to ensure co-ordination with SIG and Branch leads	Ongoing	Yes, team aware, no meetings planned.

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)