



Coronavirus-Covid19 Risk Assessment

Activity: Bike hire and kayak hire	Conducted by: Owain Wyn-Jones	Date: 22nd April 2021	Review Date: Regular reviews in line with Government Public Health updates
Hazzard <ul style="list-style-type: none"> Spread of Coronavirus-Covid19 	Who is affected <ul style="list-style-type: none"> Staff Customers Members of the public 	Control Measures <ul style="list-style-type: none"> Follow Government guidance for retail and leisure businesses and keep up to date with Public Health Guidance Liaise with appropriate local authorities and partners for any local specific advice (e.g. Highland Council, Port Authority, business insurance) Provision of facilities within the workshop to enable virus protection for staff <ul style="list-style-type: none"> Provision of facilities outside the shop to enable virus protection for staff and customers PPE provided for staff Sanitizing products in use for staff and customers Ensure good airflow in workshop by keeping one external door open at all times Technology in place to enable & encourage contactless card payments Review operational hours and working patterns to limit the number of staff in close contact Ensure clear, prominent guidance on reducing the spread of the virus is promoted to all staff and customers Place signs for customers at entrance points & on website Clear procedures for staff to follow with regular reminders Consider the additional virus risk if required to carry out First Aid Symptoms: <ul style="list-style-type: none"> Staff, customers and other visitors to be asked to refrain from approaching staff if they show any virus symptoms or are sneezing (e.g. hayfever) If staff develop symptoms, those that had worked with them in the previous few days to be alerted and to isolate if necessary 	Review action and date <ul style="list-style-type: none"> Regularly review Government guidance www.gov.uk/workingsafely Review this written assessment whenever needed Review working conditions / operating hours and adjust if needed Check stock of sanitising materials and PPE weekly Regular staff reviews to check team is comfortable with working conditions

- Staff to use and enable tracing with the NHS Scotland 'Protect Scotland' contact tracing app at all times

Social distancing:

- Limit number of mechanics in workshop at one time and arrange work stands to limit face to face contact
- Limit daily staffing levels to reduce contact time and enable distancing
- Hire & workshop bookings to be given spaced out time slots to ensure limited contact, meaning only one booking needing bike set up / pier launch at a time
- Limit number of staff interacting with customers
- Prohibit people entering the workshop with clearly marked 'staff only' areas
- Chalk/paint 2m distancing outside the building
- Hire customers to nominate one person to complete hire paperwork/payment where possible
- Hire bookings to be restricted in numbers or households, depending on current guidance
- Bike hire set up to only be done outside to spread customers away from the workshop
- Signs to discourage browsing customers from touching items until they have spoken to a member of staff
- Include in hire briefing advice on hand washing, sanitizing and social distancing, in addition to being considerate to other users
- Use bike prop stands when customers are viewing bikes for hiring to enable bikes to be set up by staff who can then step away before customer approaches
- Any close contact required with customers to be done side by side where possible, rather than face to face

Handwashing/ sanitising:

- Reminders for everyone to wash hands regularly for at least 20 seconds
- Additional handwash station provided inside workshop, to reduce the need for staff to have to use shared facilities in An Laimhrig
- Hand sanitiser available in several locations for staff and customers
- Hand sanitiser available on the pontoon for customers to use before and after contact. Customers reminded in briefing and pontoon signs to always wash hands after boat hire

PPE:

- Gloves and face masks available for staff to wear when needed. Staff recommended to wear masks / face coverings when in close contact with customers (bike hire set ups) and to serve people side-by-side, not face-to-face

Disinfecting:

- All shared surfaces to be disinfected regularly, particularly after customer visits. Gloves, sanitising products and wipes provided
- Contact points (e.g. handlebar grips, paddles) on hire equipment to be disinfected before and after use
- Canoe gunwhales to be disinfected with sanitiser/ soap after use and gloves available to staff handling boats, with hand sanitiser available on the pier for customers to use before and after contact. Customers reminded in briefing and pontoon signs to always wash hands after boat hire
- Hire equipment to be marked after use to clearly identify what is awaiting disinfecting, to ensure it is not hired again until sanitized
- Customers instructed to place shared hire equipment, like helmets, buoyancy aids and paddles, in a separate area to be disinfected after use and separated from other equipment. These items are sanitized and not re-hired for 24 hours.
- Hire bikes are only used by one customer a day; after use, bikes are sanitised and put aside for a minimum of 24 hours
- Workshop equipment to be disinfected and put to one side for 24 hours if handled by customers.

Mental Health:

- All staff to be aware that working in these conditions can be stressful and to be considerate of each others mental health & wellbeing. Staff encouraged to raise any concerns and seek help when needed: <https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/>

Customer confidence:

- Risk assessment to be made publicly available outside workshop and on website
- Safeguarding measures highlighted on social media and when booking
- Business registered and approved by the UK “We’re good to go” scheme