



Covid-19 Management Plan
March 2020

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1. Policy Statement

It is the policy of Peterhead Port Authority to reduce, as far as is reasonably practicable, the risks associated with exposure to Covid-19 at work.

Peterhead Port Authority acknowledges that employees may be exposed through work activities to a biological agent(s) and in compliance with the Health & Safety at Work Regulations 1974, are committed to eliminating or reducing the risk of exposure. All hazards associated with exposure to Covid-19 will be identified, the risks assessment completed, control measures identified and implemented to ensure the safety and health of employees and those affected by our work activities.

2. Purpose

The purpose of this Policy is to raise awareness and provide support to managers (responsible persons) and employees:

- In meeting their legal obligations under the Health & Safety at Work Regulations 1974 and
- In the development of the necessary risk assessments / controls and associated policies and procedures.

3. Scope

This Policy applies to all Peterhead Port Authority employees, agency workers, contractors or any other persons at risk of exposure to a Covid-19 from any Peterhead Port Authority associated activities.

4. Legislation

- Health and Safety at Work Act (1974)
- The Management of Health and Safety at Work Regulations (1999)

5. Roles and Responsibilities

5.1. Responsibilities of Chief Executive Officer (CEO)

5.1.1. The CEO has overall responsibility to ensure so far as is reasonably practicable, the safety, health and welfare at work of all employees and others affected by the activities of Peterhead Port Authority.

5.1.2. The CEO delegates accountability for co-ordinating and monitoring implementation of this Policy and any associated procedures to the Senior Management Team.

5.2. Responsibilities of Senior Management Team

5.2.1. Ensure there are adequate and appropriate arrangements in place for the successful implementation, monitoring, evaluation, audit and review of this policy throughout their respective areas of responsibility.

5.2.2. Ensure necessary resources are allocated and are available for the implementation of this policy

5.2.3. Keep informed of any HSE, Public Health and Government guidance / information.

5.3. Responsibilities of Department Management Team.

- 5.3.1. In addition to 5.3
- 5.3.2. Ensure that all hazards and the risks associated with Covid-19 are identified and assessed, and appropriate measures put in place to eliminate, control or minimise the risk
- 5.3.3. Ensure this Policy is brought to the attention of, and implemented by all employees and others as appropriate
- 5.3.4. Where there are legitimate reasons for concern on occupational health grounds seek occupational health assistance
- 5.3.5. Monitor and review risk controls and systems of work following an exposure incident
- 5.3.6. Ensure that risk controls are communicated in a written format and form part of the service/site specific safety statement.
- 5.3.7. Seek the advice of competent personnel (Health and Safety, HR) as required.
- 5.3.8. Ensure that risk controls are implemented where there is a risk of exposure to a Covid-19 and that HSE, Public Health & Government guidelines are implemented in full.
- 5.3.9. Ensure that employees are provided with appropriate information, instruction, supervision and training.
- 5.3.10. Ensure a Covid-19 management plan is in place to prevent or mitigate the potential for emergency situations.
- 5.3.11. Ensure that incidents involving exposure to Covid-19 are reported to and managed in accordance with HSE, Public Health & Government guidelines.

5.4. Line Manager Responsibilities

- 5.4.1. In addition to 5.4
- 5.4.2. Carry out a Training Needs Assessment (informed by any assessment or incident) to identify appropriate employee training.
- 5.4.3. Implementing, monitoring and reviewing practices, procedures, control measures, risk assessments and the findings of incident investigation as are necessary to prevent or reduce to the lowest level reasonably practicable the risk of exposure and transmission of a Covid-19.
- 5.4.4. Implement the requirements of this procedure in full.

5.5. Employee Responsibilities

- 5.5.1. Take reasonable care of their own safety, health and welfare and that of others.
- 5.5.2. Adhere to and apply this Policy, local procedures and safe systems of work and any associated risk assessments / controls.
- 5.5.3. Work in a safe and responsible manner and take reasonable care of their own safety, health and welfare and that of others.
- 5.5.4. Keep workstations and areas neat, tidy and free from clutter.
- 5.5.5. Practice good personal hygiene at all times, sanitise workstations, laptops, keyboards and mobile phones regularly.
- 5.5.6. Co-operate with the regular review of assessment and control measures.
- 5.5.7. Do not engage in improper conduct or behaviour or place anyone at risk.
- 5.5.8. Attend training as appropriate.
- 5.5.9. Use safety equipment or PPE provided, or other items provided for their safety, health and welfare at work.

- 5.5.10. Report to the Line Manager any defects in equipment or the place of work and any unsafe systems of work.
- 5.5.11. In line with the incident reporting, report to the Line Manager as soon as is practicable any incident involving the exposure or potential transmission of Covid-19.

6. Covid-19 General Information

6.1. Symptoms of coronavirus

It can take up to 14 days for symptoms of coronavirus to appear.
The main symptoms to look out for are:

- A cough - this can be any kind of cough, not just dry
- shortness of breath
- breathing difficulties
- fever (high temperature) or chills

Other symptoms are fatigue, headaches, sore throat, aches and pains.

Anyone who has symptoms is advised to self-isolate for 14 days.

If you have any of the most common symptoms and have been to a place where there is a spread of coronavirus, read this advice.

6.2. How coronavirus is spread

Coronavirus is spread in sneeze or cough droplets.
You could get the virus if you:

- come into close contact with someone who has the virus and is coughing or sneezing
- touch surfaces that someone who has the virus has coughed or sneezed on

As it's a new illness, we do not know how easily the virus spreads from person to person.
Spread is most likely from those who have symptoms.

The virus may only survive a few hours if someone who has it coughs or sneezes on a surface.
Simple household disinfectants can kill the virus on surfaces. Clean the surface first and then use a disinfectant.

Follow this advice to protect yourself and others from coronavirus.

6.3. At-risk groups and coronavirus

We do not know for sure which groups are most at risk of complications if they catch coronavirus.

It is likely you are more at risk if you catch coronavirus and you:

- are 60 years of age and over
- have a long-term medical condition – for example, heart disease, lung disease, high blood pressure, diabetes or cancer
- are pregnant

You should follow the advice on how to protect yourself and others from coronavirus and other infections like flu.

If you have respiratory symptoms, do not attend your pharmacy in person. Phone your pharmacist if you need to order a prescription. Ask a family member to collect any medicines you need.

6.3.1. *Pregnant Employees*

When you are pregnant, your body naturally weakens your immune system. This is to help your pregnancy continue successfully. It means that when you are pregnant you may pick up infections more easily.

All pregnant women should get the flu vaccine. This will protect you and your baby from the flu, not from coronavirus

6.3.2. *Immunosuppressed people*

Coronavirus (COVID-19) is a new virus. We are still learning how it works. But if you are immunosuppressed (have a weak immune system) you may be more likely to get infection.

There are many things that can cause a weak immune system, including:

- cancer treatment
- treatment for autoimmune diseases, such as rheumatoid arthritis, lupus, multiple sclerosis (MS) and inflammatory bowel diseases
- HIV
- having an organ transplant or a bone-marrow transplant

Other lung viruses can cause severe illness in people who have a weak immune system. This is likely to be the same for coronavirus. This is why you should take extra care to prevent infection if you have a weak immune system. This is similar for other infections, such as flu.

Wash your hands properly and often to stop viruses like coronavirus spreading. Don't touch your face. You should also avoid people who are unwell.

Phone your doctor if you have any symptoms of coronavirus and are concerned.

Continue to attend for any planned treatment, unless you have been told not to. If you have been in close contact with someone with coronavirus, phone the hospital before your appointment.

6.3.3. *Smoking and coronavirus*

Coronavirus (COVID-19) is an acute respiratory infection. Respiratory infections are serious infections that affect normal breathing. A wide range of bacteria and viruses cause these infections.

Smoking affects the immune system in the airways, lung tissue and throughout the body. This reduces your natural protection against infections, like coronavirus.

This means that if you smoke:

- you have an increased risk of getting acute respiratory infections
- you have a greater risk of the infection lasting longer
- you have a greater risk of the infection being more serious than it would be for someone who does not smoke

Second-hand smoke has similar effects. Children who are exposed to smoke are at increased risk of acute respiratory infections.

Stopping smoking reduces your risk of smoking-related illness. Reducing exposure to second-hand smoke is also important, especially for children

6.4. Travel advice

Up to date travel advice for personnel in the UK can be obtained from the Foreign & Commonwealth Office (FCO).

Please refer to section 7.4 for Peterhead Port Authority requirements

6.5. Travel to areas with widespread local transmission

If you travel to an area with widespread local transmission of coronavirus, the risk of catching the virus is high. The World Health Organisation (WHO) publish daily information on rates of local transmission.

6.6. Protecting yourself and others

To protect yourself and others from coronavirus (COVID-19) it's important to think about how the virus is spread.

Coronavirus is spread in sneeze or cough droplets. To infect you, it must get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces). Keep this in mind. It will help you remember all the things you need to do to protect yourself and others from the virus.

6.6.1. *Social distancing*

Social distancing is important to help slow the spread of coronavirus. It does this by minimising contact between potentially infected individuals and healthy individuals.

Social distancing is keeping a space of 2 metres (6.5 feet) between you and other people. Do not shake hands or make close contact if possible.

6.6.2. *Help slow the spread of coronavirus*

To help slow the spread of coronavirus:

- anyone who has symptoms should self-isolate for 14 days
- everyone should limit unnecessary social contact as much as possible
- at risk groups should avoid close contact with people outside the home

Follow this advice as strictly as possible and encourage others to follow this advice too.

6.6.3. *Do*

- Wash your hands properly and often.
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- Put used tissues into a bin and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid close contact with people - keep a distance of 2 metres (6.5 feet) between you and others.
- Clean and sanitise shared surfaces, countertops, door handles etc
- Keep your workspace neat, tidy and clutter free, sanitise mobile phones, laptops and keyboards regularly.
- Avoid crowded places, especially indoors.
- Follow the travel advice from the Department of Foreign Affairs.
- Stay at home if you are sick to help stop the spread of whatever infection you may have.

6.6.4. *Don't*

- Do not touch your eyes, nose or mouth if your hands are not clean.
- Do not share objects that touch your mouth – for example, bottles, cups.
- Do not shake hands.
- Do not smoke

6.7. Wash your hands properly and often

You should wash your hands:

- after coughing or sneezing
- before and after eating
- before and after preparing food
- if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- before and after being on public transport or in a crowd (especially an indoor crowd)
- when you arrive and leave buildings including your home or anyone else's home
- if you have handled animals or animal waste
- before having a cigarette or vaping
- if your hands are dirty
- after toilet use

Keep your hands in good condition, moisturise them often. Any basic product that is not perfumed or coloured is OK.

Do not wear gloves instead of washing your hands. The virus gets on them in the same way it gets on your hands. Also, your hands can get contaminated when you take them off.

Read guidance on how to properly wash your hands and avoid infection.

6.8. Self-isolation and self-quarantine

6.8.1. *Self-quarantine*

Self-quarantine means avoiding contact with other people and social situations as much as possible.

You will need to do this if you are a close contact of a confirmed case of coronavirus and you are still well.

To self-quarantine is to stop other people from getting coronavirus.

6.8.2. *Self-isolation*

Self-isolation means staying indoors and completely avoiding contact with other people. You may need to do this if you have symptoms of coronavirus. This is to stop other people from getting it.

You may need to self-isolate:

- before you get tested for coronavirus
- while you wait for test results
- if you have had a positive test result for coronavirus

7. Covid-19 Management Plan

7.1. Social distancing

- All workspaces to maintain 2 meters apart.
- Client meetings to be held by teleconference
- Look ahead meeting to be completed maintaining 2 meters between members
- Where possible complete team meetings via Skype for business
- Do not shake hands to greet someone

7.2. Exposure risk identification

To help slow the spread of coronavirus:

- anyone who has symptoms should self-isolate for 14 days
- everyone should limit unnecessary social contact as much as possible
- at risk groups should avoid close contact with people outside the home
- Employees to contact relevant management prior to returning to work if:
 - You have travelled to a high-risk country
 - You have been in close contact with a confirmed case
 - You have been in close contact with a person in self isolation but not confirmed
 - You live in a community with a confirmed case
 - You have travelled out
 - You have symptoms of covid-19
 - You are feeling unwell

7.3. Travel

Line managers are required to identify employees who have been or are due to leave the country. An assessment will be made for each employee prior to returning to work.

If an employee has travelled outside of the UK in the last 14 days, they must contact a relevant manager prior to their return.

If an employee has travelled to:

- China
- Italy
- Spain
- South Korea
- Iran

They should self-quarantine for 14 days.

If employees are travelling via public transport to attend work, please review arrangements to assess if working from home is possible.

This information is currently accurate. It is likely that other countries will be added. Employees are advised to get up-to-date travel information from the Foreign & Commonwealth Office on countries and regions affected by coronavirus.

7.4. If an employee is not feeling well

If an employee develops symptoms of coronavirus, they must contact their relevant manager immediately. They are required to phone their GP; they will assess them over the phone and arrange testing if necessary.

If an employee has a cough and/or a fever, they are required to stay at home. They are required to phone their GP; they will assess them over the phone and arrange testing if necessary.

7.5. Sanitation

All facilities are to ensure:

- Welfare facilities with warm running water
- Hand wash
- Hand dryer with sanitizing function or paper towels for hand drying
- Establish hand sanitizer stations
- Anti-bacterial cleaner for offices and canteens
- Step-by-step hand washing guides are displayed

Employees are required to maintain their workstation a neat and tidy manner, clutter free

Sanitise

- mobile phones,
- laptops and
- keyboards regularly.

Shared areas are to be

- Sanitised regularly: worktops, door handles, tables
- General all access door should be held open to reduce touching door handles
- Where possible employees to retain personal utensils, cups and plates

7.6. Remote working

Senior Management are to identify where employees can work remotely from home. To enable an employee to work from home the following must be identified:

- Hardware requirements - laptop, desktop, screen.
- System access requirements – VPN, Dropbox
- Broadband availability- home broadband, phone tethering, dongle

Where it has been identified that employees cannot complete their normal duties from home, the relevant manager will endeavour to identify alternative work duties.

7.7. At-risk groups and coronavirus

It is likely employees are more at risk if they catch coronavirus and they:

- have a long-term medical condition – for example,
 - heart disease,
 - lung disease,
 - high blood pressure,
 - diabetes or cancer
- are 60 years of age and over
- cancer treatment
- treatment for autoimmune diseases, such as
 - rheumatoid arthritis,
 - lupus,
 - multiple sclerosis (MS)
 - and inflammatory bowel diseases
 - HIV
- having an organ transplant or a bone-marrow transplant
- are pregnant

They should follow the advice on how to protect yourself and others from coronavirus and other infections like flu.

Covid – 19 high risk health surveillance question are must be completed by all employees to enable Peterhead Port Authority to identify and risk assess high risk employees.

Further Information HSE at risk groups

Condition	Action to be taken	Additional action
heart disease,	Provided with single workspace	Offered remote working
lung disease,	Offered remote working	
high blood pressure,	Provided with single workspace	Offered remote working
diabetes or cancer	Offered remote working	
cancer treatment	Offered remote working	
treatment for autoimmune diseases, such as		
rheumatoid arthritis,	Provided with single workspace	Offered remote working
lupus,	Provided with single workspace	Offered remote working
multiple sclerosis (MS)	Provided with single workspace	Offered remote working
and inflammatory bowel diseases	Provided with single workspace	Offered remote working
HIV	Offered remote working	
having an organ transplant or a bone-marrow transplant	Offered remote working	
Pregnant	Offered remote working	
Are you 60 years of age and over	Provided with single workspace	Offered remote working

7.8. Smoking and coronavirus

- Peterhead Port Authority Offices & Buildings are smoke free.
- Facilities are provided with designated smoking areas.
- Smoking is not permitted in Peterhead Port Authority Vehicles

7.9. Risk Assessment

Risk assessments / controls shall be developed in line with up to date HSE, Public Health & Government information, risk assessments / controls shall be communicated to all relevant staff.

7.10. Information, Training and Instruction

Regular updates will be communicated to all employees in line with HSE, Public Health & Government guidance.

Current Information posters will be displayed throughout sites

Requirements	Tools needed	Source
Awareness	Posters/ Update	NHS Inform
Hand hygiene at workplace	Posters/ Update	NHS Inform
Protecting yourself and others	Posters/ Update	NHS Inform
Exposure identification	Reporting System	Peterhead Port Authority

Information sources

NHS	https://www.nhsinform.scot/
Health Protection Scotland	https://www.hps.scot.nhs.uk/
Health and Safety Executive	https://www.hse.gov.uk/legislation/index.htm
Foreign & Commonwealth Office	https://www.gov.uk/government/organisations/foreign-commonwealth-office
World Health Organisation	https://www.who.int/

7.11. Exposure Management

All possible exposure must be reported to Relevant Management immediately.

8. Implementation

Implementation of this Policy forms an integral part of the Safety Management System and is underpinned by effective consultation, communication, supervision, monitoring, audit and review.

9. Revision and Audit

This policy will be reviewed daily, or when Government guidelines or best practice dictates. Implementation of this Policy shall be audited periodically.