



Modern Electric Tramways Ltd & Seaton Tramway (Enterprises Ltd)

COVID-19 Risk Assessment



COVID-19 is a disease caused by a virus known as Corona Virus. This is a new virus and disease that affects the lungs and airways. Symptoms can be mild, moderate, severe, or fatal.

This risk assessment outlines the measure that Seaton Tramway will be implementing for dealing with COVID-19 situations in the workplace and across the attraction. The situation regarding COVID-19 is one that is changing on an almost daily basis, current UK government guidance can be found www.gov.uk/coronavirus.

This risk assessment has been developed following the easing of restrictions 27th January 2022 and is based on good practice and informed decisions following consultation with members of the general public and staff.

This risk assessment has been produced in-line with the Modern Electric Tramways Ltd & Seaton Tramway (Enterprises) Ltd Safety Policy and outlines the responsibilities of both the employer and employee.

Due to the ever-changing nature of the situation, this Risk assessment will be continuously reviewed and amended to reflect any changes. Employees will be issued revised risk assessments when and where appropriate.



#	Area/Department	Item	Who may be affected	Hazard	Control Measures	Period of review
A						
A1	Riverside Depot	Sanitising Stations	Staff and visitors	Transfer of virus from touch (contamination)	<p>For the purposes of sanitation and staff safety, the following measures are implemented:</p> <ol style="list-style-type: none"> 1. Sanitation stations are installed at the entrances of Riverside Depot (rear door and reception door). All staff and visitors are to make use of these facilities upon arrival to the building. 2. Sanitation stations are installed at the exits of Riverside Depot. All staff and visitors are to make use of these facilities upon leaving. 	Monthly
A2	Riverside Depot	Access to Sanitising Stations	Staff	Transfer of virus from touch (contamination)	<p>For the purposes of sanitation and staff safety, the following measures are implemented:</p> <ol style="list-style-type: none"> 1. All staff requiring initial access to Riverside Depot will be issued with a key fob allowing them access via the rear door. 2. For staff arriving later, the door will have been propped open to allow hands-free access to the building. 3. The Sanitation Station will be located just inside of said door. 	Monthly
A3	Riverside Depot	Access Doors & other High Touch Points	Staff and visitors	Transfer of virus from touch (contamination)	<p>Cleaning of high frequency touch surfaces needs to be undertaken to ensure that the risk of transfer of virus is kept as minimal as is reasonably practicable.</p> <p>A checklist has been formulated which must be initialled by the member of staff who has undertaken these cleaning duties each day.</p> <p>Staff are to maintain good hygiene measures, cleaning hands regularly using fixed facilities, or antibacterial cleaner when this is not possible.</p> <p>Where possible, all doors should be fixed open to prevent the need for any touch of the door. However, this does not replace the need for regular cleaning.</p> <p>Periodic checks to check compliance will be undertaken by a senior member of staff.</p>	Monthly



A4	Riverside Depot	Ventilation	Staff and visitors	Improve ventilation through the premises	<p>For the purposes of creating a ventilated working space, the following actions are to be undertaken each day:</p> <ol style="list-style-type: none"> 1. All external leading doors and windows are to be opened fully when it is safe to do so. 2. All internal doors are to be opened to allow a through flow of air. This excludes any fire doors. 	Ongoing
B						
B1	Seaton Station (including Claude's)	Sanitation Station	Staff and Visitors	Transfer of virus from touch (contamination)	<p>For the purposes of sanitation and staff and visitor safety, the following measures are implemented:</p> <ol style="list-style-type: none"> 1. Sanitation stations are installed at the main entrance of Seaton Station. All staff are to make use of these facilities upon arrival to the building. 2. Visitors will be advised to make use of these facilities by means of fixed signage. 3. Sanitation stations will be set up at the exit of Seaton Station. All staff are to make use of these facilities upon leaving. 4. Visitors will be advised to make use of these facilities by means of fixed signage. 	Monthly
B2	Seaton Station (including Claude's)	Visitor Face Coverings	Staff and Visitors	Transfer of virus from touch (contamination) and lack of social distancing	<p>Although the use of face coverings ceased to be mandatory on 27th January 2022, Seaton Tramway recommends the use of face coverings when visiting the attraction.</p> <p>Signage will be installed to communicate this recommendation, and visitors who choose not to wear a face covering do so at their own prerogative and at their own risk.</p>	Ongoing
B3	Seaton Station (including Claude's)	Access Doors & other High Touch Points	Staff and visitors	Transfer of virus from touch (contamination)	<p>Cleaning of high frequency touch surfaces needs to be undertaken twice daily to ensure that the risk of transfer of virus is kept as minimal as is reasonably practicable.</p> <p>A checklist has been formulated which must be initialled by the member of staff who has undertaken these cleaning duties each day.</p> <p style="text-align: right;">cont..</p>	Monthly



					<p>Staff are to maintain good hygiene measures, cleaning hands regularly using fixed facilities, or antibacterial cleaner when this is not possible.</p> <p>Where possible, all doors should be fixed open to prevent the need for any touch of the door. However, this does not replace the need for regular cleaning.</p> <p>Periodic checks to check compliance will be undertaken by a senior member of staff.</p>	
B4	Seaton Station (including Claude's)	Staff protection	Staff	Transfer of virus from touch (contamination) and lack of social distancing	<p>To protect the welfare of staff members at Seaton Station, the following measures are implemented:</p> <ol style="list-style-type: none"> 1. A 'sneeze guard' is installed in front of both of the till areas. These guards will afford some element of germ protection and help to avoid contamination from person to person. 2. When working in publicly accessible areas, it is recommended that staff members wear a face covering, unless outdoors. This also applies to staff members working in Claude's and in the main tram hall. The use of face coverings, however, is not compulsory and staff members who choose not to wear a face covering do so at their own prerogative and at their own risk. 3. Contactless payments are to be encouraged at all times. 4. Some cash sales are inevitable and in such circumstances till operator to sanitise hands after handling using antibacterial hand gel. 	Monthly
B5	Seaton Station (including Claude's)	Ventilation	Staff and visitors	Improve ventilation through the premises	<p>For the purposes of creating a ventilated working space, the following actions are to be undertaken each day:</p> <ol style="list-style-type: none"> 1. All external leading doors and windows are to be opened fully when it is safe to do so. 2. All internal doors are to be opened to allow a through flow of air. This excludes any fire doors. 	Ongoing



B6	Seaton Station (including Claude's)	The role of 'Meet and Greet'	Staff and visitors	Transfer of virus from lack of social distancing	<p>For the purpose of staff and visitor safety, the following measures will be implemented and supersede the original role of the meet and greet staff:</p> <ol style="list-style-type: none"> 1. Meet and greeters will be responsible for pointing out to visitors where they may find the sanitising stations, reminding them that it is recommended to wear face coverings in enclosed spaces. 2. To prevent the spread of virus through contamination, the meet and greeter is no longer to hold a selection of leaflets to distribute, but rather point the visitor in the direction of where these can be found. 	Monthly
C						
C1	Colyton Station (including Tramstop Café)	Sanitation Station	Staff and visitors	Transfer of virus from touch (contamination)	<p>For the purposes of sanitation and staff and visitor safety, the following measures are implemented:</p> <ol style="list-style-type: none"> 1. Sanitation stations are installed at the main entrance of Colyton Station. All staff are to make use of these facilities upon arrival to the building. 2. Visitors will be advised to make use of these facilities by means of fixed signage. 3. Sanitation stations will be set up at the exit of Colyton Station. All staff are to make use of these facilities upon leaving. 4. Visitors will be advised to make use of these facilities by means of fixed signage. 	Monthly
C2	Colyton Station (including Tramstop Café)	Visitor Face Coverings	Staff and Visitors	Transfer of virus from touch (contamination) and lack of social distancing	<p>Although the use of face coverings ceased to be mandatory on 27th January 2022, Seaton Tramway recommends the use of face coverings when visiting the attraction.</p> <p>Signage will be installed to communicate this recommendation, and visitors who choose not to wear a face covering do so at their own prerogative and at their own risk.</p>	Ongoing



C3	Colyton Station (including Tramstop Café)	Access Doors & other High Touch Points	Staff and visitors	Transfer of virus from touch (contamination)	<p>Cleaning of high frequency touch surfaces needs to be undertaken twice daily to ensure that the risk of transfer of virus is kept as minimal as is reasonably practicable.</p> <p>A checklist has been formulated which must be initialled by the member of staff who has undertaken these cleaning duties each day.</p> <p>Staff are to maintain good hygiene measures, cleaning hands regularly using fixed facilities, or antibacterial cleaner when this is not possible.</p> <p>Where possible, all doors should be fixed open to prevent the need for any touch of the door. However, this does not replace the need for regular cleaning.</p> <p>Periodic checks to check compliance will be undertaken by a senior member of staff.</p>	Monthly
C4	Colyton Station (including Tramstop Café)	Staff protection	Staff	Transfer of virus from touch (contamination) and lack of social distancing	<p>To protect the welfare of staff members at Colyton Station, the following measures are implemented:</p> <ol style="list-style-type: none"> 1. A 'sneeze guard' is installed in front of both of the till areas. These guards will afford some element of germ protection and help to avoid contamination from person to person. 2. When working in publicly accessible areas, it is recommended that staff members wear a face covering, unless outdoors. This also applies to staff members working in Claude's and in the main tram hall. The use of face coverings, however, is not compulsory and staff members who choose not to wear a face covering do so at their own prerogative and at their own risk. 3. Contactless payments are to be encouraged at all times. 4. Some cash sales are inevitable and in such circumstances till operator to sanitise hands after handling using antibacterial hand gel. 	Monthly



C5	Colyton Station (including Tramstop Café)	Ventilation	Staff and visitors	Improve ventilation through the premises	<p>For the purposes of creating a ventilated working space, the following actions are to be undertaken each day:</p> <ol style="list-style-type: none"> 1. All external leading doors and windows are to be opened fully when it is safe to do so. 2. All internal doors are to be opened to allow a through flow of air. This excludes any fire doors. 	Ongoing
C6	Colyton Station (including Tramstop Café)	Play Area	Visitors	Transfer of virus from touch (contamination)	<p>For the purpose of following Government guidance and to prevent the spread of the virus, the following measures will be implemented:</p> <ol style="list-style-type: none"> 1. The play area is to be subjected to a clean daily, to be undertaken by the station caretaker. 2. Signage will be installed advising that hands should be cleaned prior to, and after use. 3. Sanitising station to be fitted prominently at the entrance & exit of the play area. 	Monthly
D						
D1	Rolling Stock	In use cleanliness	Staff and visitors	Transfer of virus from touch (contamination)	<p>For the purposes of hygiene for the end user, the following measures will be taken:</p> <ol style="list-style-type: none"> 1. The cleaning and sanitising of specific points on each tram will take place at Seaton Station prior to the commencement of loading visitors. The specific points are: <ol style="list-style-type: none"> i. All grab rails. ii. Brake handles iii. Controller handles iv. Door Handles v. Retaining bars vi. Stairwells 2. Approved cleaning agents will be supplied, as well as PPE, to carry out this task. 3. A designated member of staff will be responsible for undertaking and COSHH assessments for any cleaning agents used. 4. Periodic checks to check compliance will be undertaken by a senior member of staff. 	Monthly



D2	Rolling Stock	Face Coverings	Visitors	Transfer of virus from lack of social distancing	<p>Although the use of face coverings ceased to be mandatory on 27th January 2022, Seaton Tramway recommends the use of face coverings when visiting the attraction.</p> <p>Signage will be installed to communicate this recommendation, and visitors who choose not to wear a face covering do so at their own prerogative and at their own risk.</p>	Monthly
E						
E1	Wellbeing	Potential infections	Staff and visitors	Transfer of virus from touch (contamination) and lack of social distancing	<p>For the protection of staff and visitors, and to mitigate COVID-19 being present on the company premises the following measures will be implemented:</p> <ol style="list-style-type: none"> 1. The company reserves the right to ask to undertake a thermometer test on staff, with their verbal agreement prior to entering the workplace. 2. The company reserves the right to ask to undertake a thermometer test on visitors, with their verbal agreement prior to entering the premises. This may be undertaken by a member of staff at both Seaton and Colyton Station 3. Any staff member or visitor showing elevated temperatures from these tests will not be granted access to the premises. 	Monthly
E2	Lateral Flow Testing	Fitness for work	Staff and visitors		<p>For the protection of staff and visitors, and to mitigate COVID-19 being present on the company premises the following measures will be implemented:</p> <p>Staff members are encouraged to undertake a Lateral flow test prior to attending site at the following frequency:</p> <p>For staff working full time hours, the company recommends taking a test the day prior to work, and on day 3 of the working week.</p> <p>For staff working seasonal/part time hours, it is recommended to take a test a day prior to each day of work unless you are working consecutive days.</p> <p>Results of all tests undertaken should be recorded to NHS.</p> <p style="text-align: right;">cont..</p>	Ongoing





					<p>Lateral flow tests can be obtained for free from many pharmacies and at www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p> <p>STAFF MEMBERS MUST ONLY ATTEND WORK ON RECEIPT OF A NEGATIVE RESULT.</p> <p>A POSITIVE RESULT would require the member of staff to undertake a period of isolation in line with the reduced self-isolation approach effective from 17th January 2022; anyone who tests positive can leave self-isolation 5 days after the date of their initial positive test if they receive 2 negative LFT results, 24 hours apart, on days 5 and 6. In the event that LFT results return positive on day 5 or 6, the member of staff must stay in isolation until they have had 2 consecutive negatives tests taken on separate days.</p> <p>It is essential that 2 negative rapid lateral flow tests are taken on consecutive days and reported to the NHS before individuals return to their job, if leaving self-isolation earlier than the full 10-day period.</p> <p>Those who leave self-isolation on or after day 6 are strongly advised to wear face coverings and limit close contact with other people in crowded or poorly ventilated spaces</p> <p>The default self-isolation period continues to be 10 days, and employees may only leave self-isolation early if they have taken 2 rapid lateral flow tests and do not have a temperature in line with government guidance.</p>	
E3	Wellbeing	Fitness for work	Staff	Transfer of virus from touch (contamination) and lack of social distancing	<p>For the purpose of clarity, the following information is provided to staff:</p> <ol style="list-style-type: none"> 1. The tramway reserves the right to refuse you attendance at work if it suspects that you are currently ill with COVID-19. 2. The tramway reserves the right to refuse individual staff attendance at work if it considers the individual to be at high risk of contracting COVID-19 while undertaking tramway duties. 3. The tramway reserves the right to consult its medical practitioner over any concerns with staff welfare. 	Ongoing



E4	Wellbeing	Use of facemasks/ face coverings and other PPE items	Staff	Transfer of virus from touch (contamination) and lack of social distancing	<p>For the purposes of staff welfare, staff should be made aware of the following points:</p> <p>Although the use of face coverings ceased to be mandatory on 27th January 2022, Seaton Tramway recommends the use of face coverings when working indoors or in close contact with visitors.</p> <p>Staff members who choose not to wear a face covering do so at their own prerogative and at their own risk.</p> <p>Where PPE is required as part of a worker's routine work requirement, this should continue to be used as normal.</p> <p>All staff members will be issued with their own personal 100ml bottle of hand sanitiser, which they should keep on their person and use to keep their hands clean.</p> <p>Staff are responsible to keeping their bottle filled up, making use of the sanitation stations to this purpose.</p>	Monthly, in line with Government Guidelines
E5	Wellbeing	Customer communication – fixed signage	Staff and visitors	Transfer of virus from touch (contamination) and lack of social distancing	<p>For the purpose of welfare, the following measures are to be taken:</p> <p>Everyone must take a responsibility for the safety of themselves and others. For our part, we must reinforce basic instructions at every opportunity. This will take many forms, including:</p> <ol style="list-style-type: none"> 1. A header on our website outlining our commitment to the safety of visitors and staff. 2. The same for social media platforms. 3. We must make it clear that people should not visit if they exhibit any signs of COVID-19, or if anyone in their household is exhibiting COVID-19 symptoms. 4. Signage of this nature must be displayed at entrances to the tramway. 5. Visitors are reminded that they must obey the instructions from tramway staff. <p style="text-align: right;">cont..</p>	Monthly



					<ol style="list-style-type: none"> 6. Communicate a preference for contactless payment. 7. Encourage visitors to pre-book on-line and accept their printed confirmation as their 'ticket to ride', rather than issuing them a wristband on arrival and, thus, reducing physical contact between staff and visitors. 	
E6	Wellbeing	Staff Concerns	Staff	NIL	<p>For the purposes of communication of staff concerns, the following measures will be implemented:</p> <ol style="list-style-type: none"> 1. Staff must be actively encouraged to provide all feedback to the management. 2. Staff members must be aware that they will not be penalised for raising any concerns that they have. 	Monthly
E7	Wellbeing	Staff and visitor confidence	Staff and visitors	NIL	<p>For the purpose of confidence and recognition of actions taken:</p> <p>A sign as shown below will be installed across all sites and on www.tram.co.uk/social media platforms.</p> <div style="display: flex; justify-content: center; align-items: center;">   </div>	NIL
E8	Wellbeing	Suspected contact with symptomatic visitor/staff	Staff and visitors	Transfer of virus from touch (contamination) and lack of social distancing	<p>For the purposes of clarity, the following information is provided:</p> <ol style="list-style-type: none"> 1. The company reserves the right to ask an employee to undertake Lateral Flow tests on two consecutive days following a suspected case of contact with COVID-19 (either at work or at other venues). Staff members may be asked to remain away from their place of work during this period, however, will not affect the employee's statutory sickness entitlement 2. In return, the company requests that the employee is upfront and honest in notifying the company if they believe they have been in close contact with COVID-19 	Ongoing



E9	Monitoring	Monitoring and reporting	Staff and Visitors	NIL	<p>For the purposes of continual assessment and improvement, the following measures will be implemented:</p> <ol style="list-style-type: none"> 1. Existing health and safety representative for engineering department shall undertake a daily assessment to ensure all staff within Riverside Depot are following the conditions set out in this risk assessment. 2. Existing health and safety representative for operations department shall undertake a daily assessment to ensure all staff and visitor on the tram system are following the conditions set out in this risk assessment. 3. Existing health and safety representative for Colyton Station shall undertake a daily assessment to ensure all staff and visitor at Colyton Station are following the conditions set out in this risk assessment. 4. A new health and safety representative position for Seaton Station will be created. 5. To supplement the positions above, and to ensure coverage at all times, additional staff members will be given the responsibility of these areas as Deputy health and safety representatives. 6. The company will notify all staff who the health and safety representative are, and their deputy. 7. These health and safety representatives or deputy will report back to Jenny Nunn and/or Lee Taylor on a daily basis. 	Ongoing
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Signed on behalf of the Board of Directors and Management.

6th February 2022

End.