



[#Staysafe buying boats](#)

## **Policy for Safe Business Practice Coronavirus (Covid-19)**

April 29 2020

Policy statement: The Coronavirus (Covid-19) pandemic requires all organisations to adopt safe practices for their activities, aimed at reducing infection rates. This policy explains Boatshed group operating procedures for safe Business practice during the pandemic. The guidelines within this policy should be used in addition to any other local Risk Assessment protocols for the safe and efficient operation of business.

Responsible persons: Neil Chapman (CEO), Headquarters and all individual Brokerage Offices.

### **Introduction**

This policy provides guidelines for Boatshed Brokers when conducting business on behalf of the group. The policy is informed by [guidance for business from the UK Government](#), the UK [Health and Safety Executive](#) and advice from Registered Medical professionals. Members of the group operating outside of the United Kingdom are required to also check local guidance and legislation relevant to them.

The aim of this Policy is to minimise any risk of contamination and then cross infection of the Coronavirus (Covid-19), in order to protect the wellbeing of our customers, staff and partners and ultimately reduce the risk of spreading the virus. This policy is not intended as an exhaustive guide and all brokers are required to please ensure they are up-to date with Coronavirus (Covid-19) information provided by the Country (jurisdiction) they are operating in; in the case of the UK this is the [NHS website](#). Please refer to all of the links within this Policy for further information.

**It is recommended that you share a copy of this policy with all business partners you are working with and share the Boatshed Information the Group has developed with all your existing and new customers, during Coronavirus (Covid-19).**

### **Reducing the spread of Coronavirus (Covid-19)**

The following key UK Government advice for employees, should be adopted for all Boatshed Business activity and includes the following:

- Wherever possible work from home and when not possible, minimise social contact.
- Maintain a distance of at least 2 metres (3 steps) between individuals, wherever possible.
- Wash hands regularly using soap and water for 20 seconds and particularly after blowing your nose, sneezing or coughing. Where facilities to wash hands are not available, alcohol based hand sanitiser should be used. You should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash hands.
- The practical implementation of this advice will depend on the local circumstances; see [examples for various industries](#).

### **Personal Protective Equipment (PPE)**

PPE is in short supply and many outlets are prioritising the NHS, Social Care and Key Workers. Where available, clinical nitrile gloves are better for allergy prevention. However, any type of glove will act as a barrier for the purposes of Infection Control, as will thorough handwashing, for at least 20 seconds and the maintenance of social distancing. Please note that wearing gloves does not remove the need to also regularly wash hands.

The advice for face-mask use varies according to each Country and you are advised to please check. Scientific research findings, into face-mask use, are varied, with debate. Within the UK, the Government has currently advised that wearing face-masks is not a requirement, whereas the devolved Scottish Parliament has advised the use of face-masks in public. Face-mask use does not preclude the need to maintain social distancing measures at all times.

### **Working face to face with customers**

Important: Face to face activities should only be undertaken if all parties do not have any symptoms of Coronavirus (Covid-19) and nobody is considered '[vulnerable](#)'. If anybody has any symptoms of Covid-19, or has shown any of them in the last 14

days, they should not leave their place of self isolation. More advice is available [here](#).

### Listings protocol

- Listing information can be taken over the phone and or email and will reduce the risk of infection from shared document and pen use.
- The owner should be asked, to prepare the boat so that items do not need to be moved around as media is collected.
- You should check if an owner is considered '[vulnerable](#)' and therefore what action would be in their best interests, which is not to attend the listing with you. In this case, it may be the owner could ask a friend or relative, who they do not live with, to meet at the boat if absolutely necessary.
- Brokers should contact the Yard / Marina / Storage facility they will be working in and check the organisation's policy for public access and what expectations it makes of visitors.
- You should wash your hands before and after the visit and use an alcohol based hand sanitising gel during the visit, if appropriate. If the location has publicly available hand washing facilities, owners should be directed to them before and after the listing, if they are not aware of them. Where hand washing facilities are not available an alcohol based hand sanitising gel should ideally be offered, if you are able to source it.
- Wearing a pair of gloves is also recommended. Clinical gloves should be disposed of after every use and it is important to avoid touching your face.
- If an owner is present, maintain a social distance of at least 2 metres at all times.
- Forward a copy of Boatshed's 'information for customers' to all parties involved.

### Viewings protocol

- Customers requesting viewings should be asked if they have accessed all of our online listing information, prior to organising a viewing. Video viewings can also be offered.

- You should check if any visitors are considered [‘vulnerable’](#) or have symptoms of Coronavirus (Covid 19) and therefore what action would be in their best interests, which is not to leave their place of self isolation.
- Brokers should contact the Yard / Marina / Storage facility they will be working in and check the organisation’s policy for public access and what expectations it makes of visitors.
- You should wash your hands before and after the visit and use an alcohol based hand sanitising gel during the visit, if appropriate. If the location has publicly available hand washing facilities, visitors should be directed to them before and after the viewing. Where hand washing facilities are not available an alcohol based hand sanitising gel should ideally be offered, if you are able to source it.
- Wearing a pair of gloves is also recommended. Clinical gloves should be disposed of after every use and it is important to avoid touching your face.
- Brokers should encourage glove use, handwashing and sanitising gel and make effort to provide these where possible. Visitors should also be directed to hand washing facilities where they are available.
- If an owner or other guests are present, all parties should maintain a social distance of at least 2 metres, at all times.
- Forward a copy of Boatshed’s ‘information for customers’ to all parties involved.

### Surveys

- Usually vendors and buyers do not need to attend a survey and so a survey should not present significant infection risks. Access to the boat needs to be organised and the surveyor advised of any local Marina / Yard /Storage facility guidelines.
- Surveyors should be adopting their own safe operating procedures, and the Yard / Marina / Storage facility should be notified when they are working onsite. Brokers should ask for a copy of the surveyor’s Coronavirus (Covid-19) operations protocol, for both your own and the owner’s information.

- Surveyors could be asked to provide a short video or audio recording of their headline findings, as a way to reduce social contact, whilst sharing key information with owners and brokers. This is a new practice working successfully in some areas.
- Forward a copy of Boatshed's 'information for customers' to all parties involved.

### Seatrials

- Before a sea trial is organised, you should check the guidance provided by the facility the boat is stored in and also the guidance provided by the relevant Harbour Authority and or Port Control for the use of vessels.
- In attendance there may be the owner and or a skipper, the buyer and one other person and the broker. Please note the section of guidance, provided by the UK government, for [Fishing or other short-term offshore work](#) (copied below\*) and note any restrictions, in your nation, on numbers of people gathering.
- You should check if any visitors are considered '[vulnerable](#)' and therefore what action would be in their best interests, which is not to leave their place of self isolation.
- You should wash your hands before and after the trial and use an alcohol based hand sanitising gel during the trial, if appropriate. If the location has publicly available hand washing facilities, visitors should be directed to them before and after the trial. Where hand washing facilities are not available, an alcohol based hand sanitising gel should ideally be offered if you are able to source it.
- Wearing a pair of gloves is also recommended. Clinical gloves should be disposed of after every use and it is important to avoid touching your face.
- Encourage glove use and gel and try to have some to provide. Direct customers to hand washing facilities where available.
- Forward a copy of Boatshed's 'information for customers' to all parties involved.

\*

### *UK Government advice:*

#### ***Fishing or other short-term offshore work***

*You operate one or more fishing or other vessels which are offshore for short periods.*

*When at sea those working on board the vessel or platform are not always able to be 2 metres apart. Where this is the case, staff should work side by side, or facing away from each other, rather than face to face if possible.*

*You should communicate to all those working on board that they should wash their hands with soap and water for 20 seconds or more and more frequently than normal.*

*You should increase the frequency of cleaning procedures on the vessel and ensure it is disinfected as often as is feasible.*

*You should still advise staff to keep 2 metres apart as much as possible.*

*To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.*

#### **Handover of a vessel**

- Handover of a vessel may include the presence of the Owner, Broker, Buyer and potentially other individuals. Brokers should advise all parties of safe meeting practice according to infection control and social distancing procedures; including:
  - You should check if any visitors are considered [‘vulnerable’](#) or have symptoms of Coronavirus (Covid 19) and therefore what action would be in their best interests, which is not to leave their place of self isolation.
  - Brokers should contact the Yard / Marina / Storage facility where the handover will take place and check the organisation’s policy for public access and what expectations it makes of visitors.
  - Brokers should encourage glove use, handwashing and sanitising gel and make effort to provide these where possible. Brokers should wash

hands before and after the handover and use an alcohol based hand sanitising gel during the visit, if appropriate. If the location has publicly available hand washing facilities, visitors should be directed to them before and after the handover. Where hand washing facilities are not available, an alcohol based hand sanitising gel should ideally be offered, if you are able to source it.

- If an owner or other guests are present, all parties should maintain a social distance of at least 2 metres, at all times.
- Forward a copy of Boatshed's 'information for customers' to all parties involved.

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