

TYHA Marina Guidance
Venues required by law to record contact details

Commencing Friday 18th September 2020

Premises and venues across England must have a system in place to record contact details of their customers, visitors and staff in the latest move to break the chains of transmission of coronavirus.

<https://www.gov.uk/government/news/venues-required-by-law-to-record-contact-details>

To gain greater clarity on how this new law applies to marinas we have spoken to Government who informed us that they do not foresee any sector specific guidance being provided, they also specifically commented that:

“We can only offer the assurance that the guidance for individuals, groups or businesses undertaking activities on water and land is the same, so please refer to the Government Guidance on gov.uk to determine answers to your questions. You may wish to consult legal advice in the interpretation of the rules as presented on the UK Gov website”.

TYHA have reviewed the high-level guidance provided by government and our interpretation, commencing 18th September, is as follows:

- **General marina obligations**
 - to advise customers of their obligation to wear a face covering when necessary
 - take bookings of no more than 6 people
 - ensure people are not meeting in groups of more than 6 people on their premises
 - make sure there is sufficient space between tables or seating areas
- **Your staff** - You should record when your staff are on the marina site
- **Your berth holders** - You should have a system to record when your berth holders are on the marina site. Details must be stored securely for 21 days minimum and shared with NHS Test and Trace, if required
- **Other on-site businesses** – if visitors/customers are accessing the marina site to use the services of tenants (brokers, charter, café/restaurants, chandlery, shops etc) then the tenants should record visitor/customer details. If the other on-site business operations are owned and run by the marina then you should record visitor/customer details
- **General leisure visitors** - If a marina has outdoor open space which is used by general leisure visitors (for example; similar to walking on the beach or in parkland) then our interpretation is that it is not necessary to record and store their contact details. NHS QR posters should however be displayed for general leisure visitors to use if they wish.
- **NHS QR code posters** - Marinas, are required to prepare for the Governments COVID-19 app (available from 24th September) by downloading NHS QR code posters (link below) and displaying multiple copies in prominent areas around the marina site. If individuals choose to

check-in using the QR code poster they do not need to log in via any other route (unless the marina requires them to). Members of the public are under no legal obligation to use the NHS App; for them it is voluntary. However, marinas may wish to consider whether they still serve any customers that do not use the app or provide their details by another means. People without smartphones should be able to provide their details by another means.

<https://www.gov.uk/government/news/businesses-urged-to-prepare-for-nhs-covid-19-app>

Notes

- Contact details to include:
 - name
 - contact phone number
 - date of visit
 - arrival time
 - departure time (if possible)
- All staff, customer and visitor details must be stored securely for 21 days minimum and shared with NHS Test and Trace, if requested
- This guidance is for marinas in England, other home country guidance may vary

The information in this document is provided as guidance to members and is TYHA's interpretation of the Government's position with regards to NHS Test & Trace. Although TYHA tries to ensure that all of the information is accurate and up to date, this cannot be guaranteed owing to the lack of detail provided by Government. Members should review the Government's guidance themselves by following the links in this document and should keep up to date with the Government's latest announcements. The information in this document should not be construed as constituting professional advice and we would always advise that members consider seeking appropriate legal advice before taking or refraining from taking any action.