



STAFFORDSHIRE FIRE AND POLICE SERVICES

TAMWORTH BELGRAVE STATION COVID-19 RISK ASSESSMENT



Location Being Assessed:	Tamworth Belgrave Fire & Police Station	Referenced Guidance:	HSE - Working safely during the coronavirus outbreak GOV.UK - Coronavirus (COVID-19): guidance and support	RA REF:	TAM-COV 1
Date:	February 2021	Review Due:	July 2021	Associated Guidance:	SFRS Covid-19 Workplace Guidance & Police Measures to reduce risk of COVID Infections
Name of Assessor(s):	Tim Doel, Claire Dodd, John Kitchener, Paul Talbot			Risk Rating Key:	High Medium Low
Specific Hazard To Be Controlled:	Exposure to, and potential infection by, the Covid-19 Virus				

Area/Task	Person(s) At Risk	Risk Rating Before Controls	Control Measures Implemented	Risk Rating After Controls
Reception Areas Arriving at or Leaving Station	SFRS Staff Police Staff Visitors Contractors Partners	Medium	<ul style="list-style-type: none"> ◆ Social Distancing Guidance of 2 metres should be adhered to at all times and posters displayed to inform persons of this ◆ Screens situated between reception personnel & visitors ◆ Hands sanitisers made available ◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces ◆ Hands to be sanitised before signing in/out or completing other visitor/contractor documentation 	Low
Police Interview Room	Police Staff Visitors	Medium	<ul style="list-style-type: none"> ◆ Maximum room occupancy displayed on the door and adhered to ◆ Social Distancing Guidance of 2 metres should be adhered to at all times and posters displayed to inform persons of this ◆ The desk and any equipment being used should be sanitised using Chemgene Spray (COSHH Assessment 715) prior to, and following use ◆ Hands sanitisers made available 	Low



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<u>SFRS Office Areas</u> Working in and visiting SFRS offices	SFRS Staff Visitors Contractors Partners Police Staff	Medium	<ul style="list-style-type: none"> ◆ Home working to be utilised when applicable ◆ Maximum office occupancy displayed on office doors and adhered to ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Hands should be sanitised on entrance and exit using hand wash stations ◆ All desks and equipment should be sanitised using Chemgene Spray (COSHHA Assessment 715) prior to, and following use ◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces ◆ Posters and signs displayed 	Low
<u>Police Office Areas</u> Working in and visiting Police offices	Police Staff Visitors Contractors Partners SFRS Staff	Medium	<ul style="list-style-type: none"> ◆ Maximum office occupancy displayed on office doors and adhered to ◆ Police Covid flow plan must be followed where required to do so ◆ Screens installed on ops managers desks ◆ Continuity arrangements as at previous Tamworth Belgrave Police Station for overspill ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Hands should be sanitised on entrance and exit using hand wash stations ◆ All desks and equipment should be sanitised using Chemgene Spray (COSHHA Assessment 715) prior to, and following use ◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces ◆ Posters and signs displayed 	Low
<u>SFRS Training Room</u> Attending training sessions or meetings	SFRS Staff Visitors Contractors Partners Police Staff	Medium	<ul style="list-style-type: none"> ◆ Workplace Chat, Microsoft Teams or telephone conferencing should be utilised when achievable ◆ Maximum room occupancy displayed on doors and adhered to ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Hands should be sanitised on entrance and exit using hand wash stations ◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces ◆ Posters and signs displayed 	Low



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<p><u>Police Briefing Rooms</u> Attend Police briefings</p>	<p>Police Staff Visitor Contractors Partners SFRS Staff</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Maximum room occupancy displayed on doors and adhered to ◆ Chairs to be placed segregated by floor markings ◆ Hands should be sanitised on entrance and exit using hand wash stations ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ All desks and equipment, if in use should be sanitised using Chemgene Spray (COSHH Assessment 715) prior to, and following use ◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces 	<p>Low</p>
<p><u>Staircases & Corridors</u> Utilising all internal communal walkways</p>	<p>SFRS Staff Police Staff Visitors Contractors Partners</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Social Distancing Guidance of 2 metres should be adhered to at all times where possible ◆ All persons to keep to the left when passing others ◆ Hands should be sanitised using stations where available ◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and hand rails ◆ Posters and signs displayed 	<p>Low</p>
<p><u>SFRS & Police Toilets, Showers & Changing rooms</u> Utilising all internal facilities</p>	<p>SFRS Staff Police Staff Visitors Contractors Partners</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Floor markings in toilet/sink areas should be adhered to ◆ Hands should be washed with soap and water before exiting area ◆ Cleaning schedule has been increased to include the disinfection of door, surfaces, sinks and toilet cubicles ◆ Posters and signs displayed ◆ Personal belongings to be kept secured in lockers at all times ◆ Lockers allocated by shift to ensure social distancing requirements can be maintained 	<p>Low</p>



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<u>Gym</u> Using the gym equipment	SFRS Staff Police Staff	Medium	<ul style="list-style-type: none"> ◆ No more than two persons at any one time ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Equipment to be cleaned after use ◆ Posters and signs displayed ◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and gym equipment ◆ For SFRS; also see Gym Usage Policy ◆ For Police; <u>gym activities currently suspended</u> 	Low
<u>Staff Dining Area</u> Using the kitchen and dining area facilities	SFRS Staff Police staff Visitors Contractors Partners	Medium	<ul style="list-style-type: none"> ◆ Maximum room occupancy displayed on doors and adhered to ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Posters and signs displayed ◆ Cleaning schedule has been increased to include the disinfection of door and internal surfaces ◆ Hands washed or sanitised before food/drink preparation ◆ Crockery and cutlery washed and replaced in storage following use 	Low
<u>Lift</u> Using the lift for access to first floor	SFRS Staff Police Staff Visitors Contractors Partners	Medium	<ul style="list-style-type: none"> ◆ Only one person in at any one time ◆ Posters and signs displayed ◆ Cleaning schedule has been increased to include the disinfection of door and internal surfaces 	Low
<u>SFRS Drying Room</u> Drying kit and equipment	SFRS Staff Contractors	Medium	<ul style="list-style-type: none"> ◆ Maximum room occupancy displayed on doors and adhered to ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Cleaning schedule has been increased to include the disinfection of door and surfaces ◆ No personal items in drying room ◆ Posters and signs displayed 	Low



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<p><u>Appliance Bay, Sluice Room and BA Room</u> Using operational areas</p>	<p>SFRS Staff Visitors Contractors Police Staff</p>	Medium	<ul style="list-style-type: none"> ◆ Maximum room occupancy displayed on doors and adhered to ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and sinks ◆ Hands should be washed with soap and water or sanitised after handling Operational equipment ◆ Posters and signs displayed 	Low
<p><u>Police Taser Storage Area</u> Entering room to access and replace equipment</p>	<p>Police Staff Contractors</p>	Medium	<ul style="list-style-type: none"> ◆ Maximum room occupancy displayed on doors and adhered to ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and sinks ◆ Hands should be washed with soap and water or sanitised after handling Operational equipment 	Low
<p><u>External Areas</u> Using paths, walkways and car park areas</p>	<p>SFRS Staff Police Staff Visitors Contractors</p>	Medium	<ul style="list-style-type: none"> ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ All persons to keep to the left when passing others ◆ Visitors to follow signage and report to reception 	Low
<p><u>Bunkered Fuel Pump</u></p>	<p>SFRS Staff Police Staff Contractors</p>	Medium	<ul style="list-style-type: none"> ◆ Touch point cleaning ◆ Wearing of gloves when using and dispose of immediately afterwards 	Low