



# WORKING SAFELY DURING THE CORONAVIRUS OUTBREAK - WORKPLACE GUIDANCE

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**This guidance is intended for all employees, visitors and contractors using Staffordshire Fire and Rescue Service premises. It explains the measures which have been put in place to help prevent transmission of the virus in the workplace and your responsibilities as an individual.**

**The guidance is not exhaustive but is based on a series of simple control measures that should be applied at all SFRS premises. It is intended to compliment existing arrangements for managing health and safety in the workplace.**

**This document has been produced in conjunction with the COVID-19 workplace risk assessments which can be found on Staffnet.**

## 1 GENERAL PRINCIPLES

To help prevent the spread of Coronavirus within the workplace, everyone should:

- Minimise their contact with other people
- Maintain a distance of 2m from others where possible (also referred to as social distancing)
- Wash or sanitise hands and surfaces regularly.

## 2 WHO SHOULD ATTEND THE WORKPLACE?

Staffordshire Fire and Rescue Service will aim to ensure that all of its employees can safely operate in the workplace through a process of risk assessment centred on maintaining 'COVID secure' status for its premises. The latest guidance from HM Government on the risk level from COVID-19 will be considered by the Service in relation to working arrangements.



**Employees should not attend locations other than their normal place of work (for example their local Fire Station) without prior agreement from the relevant Station Manager or Department Head.**

This does not apply in the case of detached duties, where covering shifts on an overtime basis or for scheduled training courses.

Those employees who may be at a higher risk (such as those classed as clinically extremely vulnerable) or who have other specific needs should discuss their individual circumstances with their Line Manager.

### 3 TRAVELLING TO AND FROM WORK

Where possible, employees should travel alone in their own transport (or run, walk or cycle if it is safe to do so) when getting to and from work to maintain social distancing.

All employees and visitors should wash or sanitise their hands as soon as possible after arriving in the workplace. This should be repeated prior to leaving.

Local Line Managers should consider simple ways to reduce contact between employee's at peak times (such as change of shift), for example, by using alternative entry/exit points and performing shift handovers via email or telephone.

### 4 FACE MASKS IN THE WORKPLACE



**IIR masks must be worn in all Staffordshire Fire and Rescue Service premises** unless seated or eating/drinking. IIR masks do not need to be worn in outdoor areas providing that social distancing can be maintained.

Employees who are unable to wear face masks for valid medical reasons are exempt from this requirement. All personnel are expected to use fluid resistant surgical masks (IIR) on a daily basis whilst in the workplace. Due to changes in guidance 'face coverings' are no longer acceptable.

**Sufficient quantities of IIR masks should be available to personnel and sufficient quantities of spares should be maintained on Station.**

- IIR FRSM can be worn for a maximum of 8 hours prior to disposal. The maximum time worn is an accumulative figure based on presumed usage. This means theoretically the mask can be worn for short durations throughout the day during an 11-13hrs working shift before being disposed of (if good hygiene is maintained).
- IIR FRSM **MUST** be disposed of immediately if deemed to be contaminated or if they become damp during use.



## 5 RECEPTION AREAS



Employees and visitors arriving in Reception areas should observe social distancing at all times in accordance with the signage provided. Arriving visitors may wish to wait outside until the Reception desk is free. Glass screens are fitted at all reception desks for the safety of both staff and visitors.



All Staff, Visitors and contractors should sanitise their hands on arrival using the equipment provided, prior to signing in/out or completing other visitor/contractor documentation. Where possible, the visitor log will be completed by a member of staff on your behalf and you will be issued with a sanitised visitors pass.



The cleaning schedule across all sites has been increased to include the disinfection of doors and high-contact surfaces



Specific risk assessments exist for those Stations which have been designated as Personal Protective Equipment (PPE) Hubs.

## 6 CORRIDORS, STAIRCASES AND COMMUNAL AREAS



Hands should be sanitised frequently using the equipment provided.



Social distancing guidance of >2 metres should be adhered to at all times where possible. Please keep to the left when passing others in a corridor. Where it is not possible to maintain effective social distancing in confined areas, you should wait until the area is unoccupied before proceeding.



The cleaning schedule across all sites has been increased to include the disinfection of doors and high-contact surfaces



## 7 OFFICES AND WORK AREAS



To support employees and visitors to effectively practice social distancing within the workplace, 'maximum occupancy levels' have been identified for all relevant work areas. This figure is displayed on the door and highlights the maximum number of people that should use each area at any one time. This figure is based on a minimum area of 4m<sup>2</sup> per occupant with a further reduction in occupancy to take into account individual room shape, layout and circulation routes.



Social distancing guidance of >2 metres should be adhered to when moving around the office or work area.



Hands should be sanitised on arrival, at frequent intervals and prior to leaving the workplace using the equipment provided.



All desks and equipment should be cleaned and disinfected using the equipment provided, prior to and following use. This is particularly important where workstations have to be used by more than one person, such as Watch offices. Product safety information is available via the SFRS [COSHH database](#).

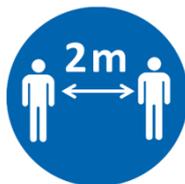


The cleaning schedule across all sites has been increased to include the disinfection of doors and high-contact surfaces

## 8 TRAINING AND MEETING ROOMS



Meetings should be conducted using Workplace Chat®, Microsoft Teams® or telephone conferencing wherever, possible to reduce face-to-face contact with others. If meetings have to be conducted in person, maximum occupancy restrictions should be observed.



Social distancing guidance of >2 metres should be adhered to when conducting meetings or training sessions. Seating should be arranged to allow this.



All desks, tables and equipment should be cleaned and disinfected using the equipment provided, prior to and following use. Safety information is available on the [COSHH Database](#).



Hands should be sanitised on arrival, at frequent intervals and prior to leaving the venue.



The use of physical hand-outs and sharing of documentation should be limited as far as possible. Participants should be encouraged to share information electronically.



The cleaning schedule across all sites has been increased to include the disinfection of doors and high-contact surfaces

## 9 TOILETS, SHOWERS AND CHANGING AREAS



Social distancing guidance of >2 metres should be adhered to at all times, including floor markings (where present). Caution should be observed within locker rooms during potentially busy periods such as change of shift.

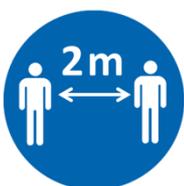


Hands should be washed thoroughly with soap and water for a minimum of 20 seconds before exiting the area.



The cleaning schedule across all sites has been increased to include the disinfection of doors, surfaces, sinks and toilet cubicles.

## 10 GYMS



Where two persons are using the gym simultaneously, use of equipment should be rotated to maintain a minimum distance of 2m between each individual at all times.



A maximum occupancy limit of **2 persons** at any one time has been set for all SFRS gyms. – see also [Gym Usage Policy](#)



All gym equipment and exposed surfaces should be thoroughly wiped down after use using the equipment provided.



The cleaning schedule across all sites has been increased to include the disinfection of doors, surfaces and gym equipment.

## 11 HQ CANTEEN SERVING AREA



The HQ Canteen is currently operating on an e-mail pre-order basis with a collection time allocated on ordering. Card payments are preferred with the option of contactless payment. Cash can be accepted if required.



Customers should sanitise their hands using the equipment provided prior to entering the canteen area.



Customers should observe floor markings and maintain social distancing. A safety screen is fitted at the main servery for the safety of staff and customers. Customers should observe the one-way system exiting onto the patio area. The dining area is currently operating on a reduced capacity basis. All tables and chairs are sanitised by canteen staff between customers.

## 12 STAFF KITCHENS



Maximum occupancy limits should be observed for staff kitchens and mess areas.



Hands should be washed thoroughly with soap and water for a minimum of 20 seconds prior to preparing food or drinks.



The cleaning schedule across all sites has been increased to include the disinfection of doors and surfaces.



To reduce the risk of cross-contamination, all crockery and cutlery should be washed, dried and replaced following use.

### 13 COMMUNITY FACILITIES

(USE BY STRATEGIC PARTNERS FROM 1<sup>ST</sup> SEPTEMBER 2020 ONWARDS)



All strategic partners using SFRS premises should ensure that appropriate records are kept to support HM Government test and trace processes should the need arise



To support employees and visitors to effectively practice social distancing within the workplace, 'maximum occupancy levels' have been identified for all relevant areas. This figure is displayed on the door and highlights the maximum number of people that should use each area at any one time. This figure is based on a minimum area of 4m<sup>2</sup> per occupant with a further reduction in occupancy to take into account individual room shape, layout and circulation routes.



Social distancing guidance of >2 metres should be adhered to where possible in all community areas.



Hands should be sanitised frequently using the equipment provided.



All desks and equipment should be cleaned and disinfected using the equipment provided, prior to, at regular intervals and following use. This includes any equipment which is brought onto SFRS premises. COSHH risk assessments will be provided in advance.



The cleaning schedule across all sites has been increased to include the disinfection of doors and high-contact surfaces.

## 14 DRILL YARDS AND PRACTICAL TRAINING



Type IIR surgical masks should be worn during training, drilling and other activities where it is not possible to maintain social distancing.

## 15 TRAVELLING IN SFRS VEHICLES



All staff **MUST** wear IIR masks when on the Fire Appliance or responding in a Fire Service Special/vehicle. The only exemption is for the driver, if they wear glasses and the mask causes the glasses to steam up or there is a clear reason that a mask may impede vision of the driver. In this case they can remove the mask whilst driving, but they **MUST** put the mask back on when active driving has stopped and they are in attendance at an incident and remain in the crew cab.



Exposed surfaces and high contact areas (such as handles and vehicle controls) should be wiped down after use using the equipment provided. Appliance crew cabs should be cleaned thoroughly at change of Watch. All vehicle controls should be dried prior to operation of the vehicle.



**16 FURTHER READING**

- [Working Safely During Coronavirus – HM Government – May 2020](#)
- [Workplace \(Health, Safety and Welfare\) Regulations](#)
- COVID-19 Workplace Risk Assessments (located on Staffnet)
  - [All SFRS Fire Stations](#)
  - [CCU Building Stafford](#)
  - [Fire Service Headquarters, Pirehill](#)
  - [Hanley Fire and Police Station](#)
- [SFRS COSHH Database](#)
- [SFRS Gym Usage Policy](#)
- [Working Safely During Coronavirus Outbreak – People Guidance](#)
- [Vehicle Cleaning and JETS Facility SOP](#)

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