



# STAFFORDSHIRE FIRE AND RESCUE SERVICE

## COVID-19 RISK ASSESSMENT

<b>Location(s) Being Assessed:</b>	Fire Service Headquarters - Pirehill	<b>Referenced Guidance:</b>	HSE - Working safely during the coronavirus outbreak GOV.UK - Coronavirus (COVID-19): guidance and support	<b>RA REF:</b>	SFRS C-19 1
<b>Date:</b>	26/03/2021	<b>Review Due:</b>	31/07/2021	<b>Associated Guidance:</b>	SFRS Covid-19 Workplace Guidance
<b>Name of Assessor(s):</b>	Tim Doel, James Green & Union Reps Consulted			<b>Risk Rating Key:</b>	<b>High</b> <b>Medium</b> <b>Low</b>
<b>Specific Hazard To Be Controlled:</b>	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
<p style="text-align: center;"><b>Reception Areas</b></p> <p>Working in and visiting reception areas in the amenities and supplies building</p>	<p>SFRS Staff</p> <p>Visitors</p> <p>Contractors</p>	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ Maximum reception area occupancy displayed on entrance doors and adhered to</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times and posters displayed to inform persons of this</li> <li>◆ Screens situated between reception personnel &amp; visitors</li> <li>◆ Hands should be sanitised on entrance and exit of reception area using wash station</li> <li>◆ Social distancing floor markings displayed should be adhered to</li> <li>◆ All desks and equipment should be sanitised using Chemgene Spray (<a href="#">COSHH Assessment 715</a>) prior to, and following use</li> <li>◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces</li> <li>◆ Reception to record visitor details and Issue pass, passes to be cleaned before and after issue</li> </ul>	<b>Low</b>
<p style="text-align: center;"><b>Office Areas</b></p> <p>Working in and visiting all offices at HQ</p>	<p>SFRS Staff</p> <p>Visitors</p> <p>Contractors</p>	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ Home working to be utilised in the first instance when applicable</li> <li>◆ Maximum office occupancy displayed on office doors and adhered to</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <li>◆ Hands should be sanitised on entrance and exit using hand wash stations</li> <li>◆ All desks and equipment should be sanitised prior to, and following use, using Chemgene Spray (<a href="#">COSHH Assessment 715</a>)</li> <li>◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces</li> <li>◆ Posters and signs displayed</li> </ul>	<b>Low</b>



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<u><b>Training &amp; Meeting Rooms</b></u> Attending training sessions or workplace meetings	SFRS Staff Visitors Contractors	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ Workplace Chat, Microsoft Teams or telephone conferencing should be utilised when achievable</li> <li>◆ Maximum room occupancy displayed on doors and adhered to</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <li>◆ Hands should be sanitised on entrance and exit using hand wash stations</li> <li>◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces</li> <li>◆ Posters and signs displayed</li> </ul>	<b>Low</b>
<u><b>Staircases &amp; Corridors</b></u> Utilising all internal communal walkways	SFRS Staff Visitors Contractors	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times where possible</li> <li>◆ All persons to keep to the left when passing others</li> <li>◆ Hands should be sanitised using stations where available</li> <li>◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and hand rails</li> <li>◆ Posters and signs displayed</li> </ul>	<b>Low</b>
<u><b>Toilets, Showers &amp; Changing rooms</b></u> Utilising all internal facilities	SFRS Staff Visitors Contractors	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <li>◆ Floor markings in toilet/sink areas should be adhered to</li> <li>◆ Hands should be washed with soap and water before exiting area</li> <li>◆ Cleaning schedule has been increased to include the disinfection of door, surfaces, sinks and toilet cubicles</li> <li>◆ Posters and signs displayed</li> </ul>	<b>Low</b>



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<b><u>Gym</u></b> Using the gym equipment in L&D	SFRS Staff Partners Contractors	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ No more than two people in at any one time</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <li>◆ Equipment to be cleaned after use</li> <li>◆ Posters and signs displayed</li> <li>◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and gym equipment</li> <li>◆ Also see <a href="#">Gym Usage Policy</a></li> </ul>	<b>Low</b>
<b><u>Canteen Serving area</u></b> Ordering and collecting food and drinks	SFRS Staff Visitors Contractors	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ E-mails orders only</li> <li>◆ Times will be allocated for collection</li> <li>◆ Payment by card preferred, gloves to be used with hand sanitiser by the server for cash payments</li> <li>◆ Dining area taken out of use</li> <li>◆ Maximum room occupancy displayed on doors and adhered to</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <li>◆ Hands sanitised using dispenser before entry</li> <li>◆ Screens situated between servery and customers</li> <li>◆ Floor markings to be followed if persons are queuing at the servery</li> <li>◆ One way flow system to be followed</li> <li>◆ Posters and signs displayed</li> </ul>	<b>Low</b>
<b><u>Staff Kitchens</u></b> Using the kitchens in all blocks	SFRS Staff Visitors Contractors	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ Maximum room occupancy displayed on doors and adhered to</li> <li>◆ Posters and signs displayed</li> <li>◆ Cleaning schedule has been increased to include the disinfection of door and internal surfaces</li> <li>◆ Hands washed or sanitised before food/drink preparation</li> <li>◆ Crockery and cutlery washed and replaced in storage following use</li> </ul>	<b>Low</b>



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<b><u>Lift</u></b> Using the lift in the amenities block	SFRS Staff Visitors Contractors	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ Only one person in at any one time</li> <li>◆ Posters and signs displayed</li> <li>◆ Cleaning schedule has been increased to include the disinfection of door and internal surfaces</li> </ul>	<b>Low</b>
<b><u>External Areas</u></b> Using paths, walkways and car park areas	SFRS Staff Visitors Contractors	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <li>◆ All persons to keep to the left when passing others</li> <li>◆ Visitors to follow signage and report to reception</li> </ul>	<b>Low</b>
<b><u>Bunkered Fuel Pump</u></b>	SFRS Staff Contractors	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ Touch point cleaning</li> <li>◆ Wearing of gloves when using and dispose of immediately afterwards</li> </ul>	<b>Low</b>