



# STAFFORDSHIRE FIRE AND POLICE SERVICES

## HANLEY STATION COVID-19 RISK ASSESSMENT



<b>Location(s) Being Assessed:</b>	Hanley Fire & Police Station	<b>Referenced Guidance:</b>	HSE - Working safely during the coronavirus outbreak GOV.UK - Coronavirus (COVID-19): guidance and support		<b>RA REF:</b>	HAN-COV 1	
<b>Date:</b>	July 2021	<b>Review Due:</b>	October 2021	<b>Associated Guidance:</b>	SFRS Covid-19 Workplace Guidance & Hanley Police - Measures to reduce risk of COVID Infections		
<b>Name of Assessor(s):</b>	Tim Doel, Claire Dodd, John Cole, Darren Jackson, Rich Williams			<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
<b><u>Reception Areas</u></b> Arriving at, or Leaving Station	SFRS Staff Police Staff Visitors Contractors Partners	<b>Medium</b>	<ul style="list-style-type: none"> <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 sanitisers made available</li> <li>◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces</li> <li>◆ Hands to be sanitised before signing in/out or completing other visitor/contractor documentation</li> </ul>	<b>Low</b>
<b><u>Police Interview Room</u></b>	Police Staff Visitors	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ Maximum room occupancy displayed on the door 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>◆ The desk and any equipment being used should be sanitised using Chemgene Spray (<a href="#">COSHH Assessment 715</a>) prior to, and following use</li> <li>◆ Hands sanitisers made available</li> </ul>	<b>Low</b>



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<p><b><u>SFRS Office Areas</u></b> Working in and visiting SFRS offices</p>	<p>SFRS Staff Visitors Contractors Partners Police Staff</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>◆ Home working to be utilised 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 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>◆ Posters and signs displayed</li> <li>◆ Consider using air conditioning or windows to refresh the air in the room</li> </ul>	<p><b>Low</b></p>
<p><b><u>Police Office Areas</u></b> Working in and visiting SFRS offices</p>	<p>Police Staff Visitors Contractors Partners SFRS Staff</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>◆ Maximum office occupancy displayed on office doors and adhered to</li> <li>◆ Police Covid flow plan must be followed where required to do so</li> <li>◆ Only 3 designated workstations to be used from each bank of 6</li> <li>◆ Screens installed on ops managers desks</li> <li>◆ Continuity arrangements at previous Hanley Police Station for overspill</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 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>◆ Posters and signs displayed</li> <li>◆ Consider using air conditioning or windows to refresh the air in the room</li> </ul>	<p><b>Low</b></p>
<p><b><u>SFRS Training Room</u></b> Attending training sessions or meetings</p>	<p>SFRS Staff Visitors Contractors Partners Police Staff</p>	<p><b>Medium</b></p>	<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> <li>◆ Consider using air conditioning or windows to refresh the air in the room</li> </ul>	<p><b>Low</b></p>



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<p><b><u>Police Briefing Rooms</u></b> Attend police briefings</p>	<p>Police Staff Visitor Contractors Partners SFRS Staff</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>◆ Maximum room occupancy displayed on doors and adhered to</li> <li>◆ Chairs to be placed segregated by floor markings</li> <li>◆ Hands should be sanitised on entrance and exit using hand wash stations</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <li>◆ All desks and equipment, if in use 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>◆ Consider using air conditioning or windows to refresh the air in the room</li> </ul>	<p><b>Low</b></p>
<p><b><u>Staircases &amp; Corridors</u></b> Utilising all internal communal walkways</p>	<p>SFRS Staff Police Staff Visitors Contractors Partners</p>	<p><b>Medium</b></p>	<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>	<p><b>Low</b></p>
<p><b><u>SFRS &amp; Police Toilets, Showers &amp; Changing rooms</u></b> Utilising all internal facilities</p>	<p>SFRS Staff Police Staff Visitors Contractors Partners</p>	<p><b>Medium</b></p>	<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> <li>◆ Personal belongings to be kept in lockers at all times</li> <li>◆ Lockers allocated by shift to ensure social distancing requirements can be maintained</li> <li>◆ Consider using air conditioning or windows to refresh the air in the room</li> </ul>	<p><b>Low</b></p>



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<p><b><u>Gym</u></b> Using the gym equipment</p>	<p>SFRS Staff Police Staff</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>◆ No more than four persons 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>◆ For SFRS; also see <a href="#">Gym Usage Policy</a></li> <li>◆ For Police; <u>gym activities currently suspended</u></li> </ul>	<p><b>Low</b></p>
<p><b><u>Staff Dining Area</u></b> Using the kitchen and dining area facilities</p>	<p>SFRS Staff Police staff Visitors Contractors Partners</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>◆ Maximum room occupancy displayed on doors and adhered to</li> <li>◆ Tables segregated to allow social distancing guidance of 2 metres at all times</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>	<p><b>Low</b></p>
<p><b><u>Lift</u></b> Using the lift for access to first floor</p>	<p>SFRS Staff Police Staff Visitors Contractors Partners</p>	<p><b>Medium</b></p>	<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>	<p><b>Low</b></p>
<p><b><u>SFRS Drying Room</u></b> Drying kit and equipment</p>	<p>SFRS Staff Contractors</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <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>◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and gym equipment</li> <li>◆ No personal items in drying</li> <li>◆ Posters and signs displayed</li> </ul>	<p><b>Low</b></p>



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<b><u>Appliance Bay, Sluice Room and BA Room</u></b> Using operational areas	SFRS Staff Visitors Contractors Police Staff	<b>Medium</b>	<ul style="list-style-type: none"><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>◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and sinks</li><li>◆ Hands should be washed with soap and water or sanitised after handling Operational equipment</li><li>◆ Posters and signs displayed</li></ul>	<b>Low</b>
<b><u>Police Taser Storage Room</u></b> Entering room to access and replace equipment	Police Staff Contractors	<b>Medium</b>	<ul style="list-style-type: none"><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>◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and sinks</li><li>◆ Hands should be washed with soap and water or sanitised after handling Operational equipment</li></ul>	<b>Low</b>
<b><u>External Areas</u></b> Using paths, walkways and car park areas	SFRS Staff Police 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 Police 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>