



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 complement 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:

- Wash or sanitise hands and surfaces regularly
- Ventilate rooms
 - Via mechanical ventilation - fans and ducts that bring in fresh air from the outside
 - Via natural ventilation - windows, doors and air vents.



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' arrangements 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.

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 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.

4 REMOVAL OF SOCIAL DISTANCING REQUIREMENTS

In line with the government removing social distancing requirements for England on the 19th July 2021; the Service has made a decision that from 1st September 2021, the occupancy limits will be removed that have been set on our rooms previously. The control measures detailed within this document have been adjusted accordingly.

All personnel are still encouraged to be considerate and where possible, limit close contact with colleagues whilst at work.



5 RECEPTION AREAS



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

6 CORRIDORS, STAIRCASES AND COMMUNAL AREAS



Hands should be sanitised frequently using the equipment provided.



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

7 OFFICES AND WORK AREAS



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



Consider ventilation by either opening a window or turning on the Air Con to help reduce how much virus is in the air. This can help to reduce the risk from aerosol transmission.

8 TRAINING AND MEETING ROOMS



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



Consider ventilation by either opening a window or turning on the Air Con to help reduce how much virus is in the air. This can help to reduce the risk from aerosol transmission.



9 TOILETS, SHOWERS AND CHANGING AREAS



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



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.

Also See [Gym Usage Policy](#)

11 HQ CANTEEN SERVING AREA



The HQ Canteen is offering a restaurant service and is also operating 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.



All tables and chairs are sanitised by canteen staff between customers. All tables should be cleaned and disinfected using the equipment provided, prior to and following use. Safety information is available on the [COSHH Database](#).



12 STAFF KITCHENS



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



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. Community room group leaders will receive a Station induction prior to the first visit, to include Covid requirements and procedures.



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.



Consider ventilation by either opening a window or turning on the Air Con to help reduce how much virus is in the air. This will help to reduce the risk from aerosol transmission.

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](#)
 - [Tamworth Belgrave 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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