



# 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>	27 <sup>th</sup> August 2021	<b>Review Due:</b>	31 <sup>st</sup> March 2022	<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>♦ 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>♦ 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>
<b><u>SFRS Office Areas</u></b> Working in and visiting offices	SFRS Staff Visitors Contractors Partners Police Staff	<b>Medium</b>	<ul style="list-style-type: none"><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 opening windows to refresh the air in the room</li></ul>	<b>Low</b>



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<b><u>Police Office Areas</u></b> Working in and visiting offices	Police Staff Visitors Contractors Partners SFRS Staff	Medium	<ul style="list-style-type: none"><li>♦ Screens installed on ops managers desks</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 opening windows to refresh the air in the room</li></ul>	Low
<b><u>SFRS Training Room</u></b> Attending training sessions or meetings	SFRS Staff Visitors Contractors Partners Police Staff	Medium	<ul style="list-style-type: none"><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>	Low
<b><u>Police Briefing Rooms</u></b> Attend police briefings	Police Staff Visitor Contractors Partners SFRS Staff	Medium	<ul style="list-style-type: none"><li>♦ Hands should be sanitised on entrance and exit using hand wash stations</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 opening windows to refresh the air in the room</li></ul>	Low
<b><u>Staircases &amp; Corridors</u></b> Utilising all internal communal walkways	SFRS Staff Police Staff Visitors Contractors Partners	Medium	<ul style="list-style-type: none"><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>	Low



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<b><u>SFRS &amp; Police</u></b> <b><u>Toilets, Showers &amp;</u></b> <b><u>Changing rooms</u></b> Utilising all internal facilities	SFRS Staff Police Staff Visitors Contractors Partners	<b>Medium</b>	<ul style="list-style-type: none"><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></ul>	<b>Low</b>
<b><u>Gym</u></b> Using the gym equipment	SFRS Staff Police Staff	<b>Medium</b>	<ul style="list-style-type: none"><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></ul>	<b>Low</b>
<b><u>Staff Dining Area</u></b> Using the kitchen and dining area facilities	SFRS Staff Police staff Visitors Contractors Partners	<b>Medium</b>	<ul style="list-style-type: none"><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>
<b><u>Lift</u></b> Using the lift for access to first floor	SFRS Staff Police Staff Visitors Contractors Partners	<b>Medium</b>	<ul style="list-style-type: none"><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>



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<b><u>SFRS Drying Room</u></b> Drying kit and equipment	SFRS Staff Contractors	Medium	<ul style="list-style-type: none"><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>	Low
<b><u>Appliance Bay, Sluice Room and BA Room</u></b> Using operational areas	SFRS Staff Visitors Contractors Police Staff	Medium	<ul style="list-style-type: none"><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>	Low
<b><u>Police Taser Storage Room</u></b> Entering room to access and replace equipment	Police Staff Contractors	Medium	<ul style="list-style-type: none"><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>	Low
<b><u>External Areas</u></b> Using paths, walkways and car park areas	SFRS Staff Police Staff Visitors Contractors	Medium	<ul style="list-style-type: none"><li>♦ Visitors to follow signage and report to reception</li></ul>	Low
<b><u>Bunkered Fuel Pump</u></b>	SFRS Staff Police Staff Contractors	Medium	<ul style="list-style-type: none"><li>♦ Touch point cleaning</li><li>♦ Wearing of gloves when using and dispose of immediately afterwards</li></ul>	Low