



STAFFORDSHIRE FIRE AND RESCUE SERVICE

COVID-19 RISK ASSESSMENT

Location(s) Being Assessed:	All SFRS Fire Stations	Referenced Guidance:	HSE - Working safely during the coronavirus outbreak GOV.UK - Coronavirus (COVID-19): guidance and support	RA REF:	SFRS C-19 2
Date:	24/12/2020	Review Due:	31/03/2021	Associated Guidance:	SFRS Covid-19 Workplace Guidance
Name of Assessor(s):	Tim Doel, James Green, Maxine Richardson & Union Reps Consulted		Risk Rating Key:	High Medium Low	
Specific Hazard To Be Controlled:	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
Reception Areas (If applicable) Arriving at, or leaving Fire Stations	SFRS Staff Visitors Contractors Partners	Medium	<ul style="list-style-type: none"> ◆ Social Distancing Guidance of 2 metres should be adhered to at all times and posters displayed to inform persons of this ◆ Screens situated between reception personnel & visitors ◆ Hands sanitisers made available ◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces ◆ Hands to be sanitised before signing in/out or completing other visitor/contractor documentation ◆ PPE Hubs activities see additional local station risk assessments 	Low
Office Areas Working in and visiting any office	SFRS Staff Visitors Contractors Partners	Medium	<ul style="list-style-type: none"> ◆ Home working to be utilised in the first instance when applicable ◆ Maximum office occupancy displayed on office doors and adhered to ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Hands should be sanitised on entrance and exit using hand wash stations ◆ All desks and equipment should be sanitised using Chemgene Spray (COSHH Assessment 715) prior to, and following use ◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces ◆ Posters and signs displayed 	Low



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Area/Task	Person(s) At Risk	Risk Rating Before Controls	Control Measures Implemented	Risk Rating After Controls
<p>Station Training Room Attending training sessions or meetings</p>	<p>SFRS Staff Visitors Contractors Partners</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Workplace Chat, Microsoft Teams or telephone conferencing should be utilised when achievable ◆ Maximum room occupancy displayed on doors and adhered to ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Hands should be sanitised on entrance and exit using hand wash stations ◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces ◆ Posters and signs displayed 	<p>Low</p>
<p>Community Rooms Members of the public or partner services using community facilities</p>	<p>SFRS Staff Visitor Contractors Partners</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ All Community facilities have been taken out of use for members of the public until 2021 ◆ All Community Facilities are available for strategic partners from 1st September 2020 ◆ Strategic partner services to sign/out at each station to assist track and trace recording ◆ Hands should be sanitised on entrance and exit using hand wash stations ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Maximum room occupancy displayed on doors and adhered to ◆ All desks and equipment should be sanitised using Chemgene Spray prior to, and following use, COSHH assessment to be forwarded with this risk assessment to each strategic partner before facility use commences ◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces 	<p>Low</p>
<p>Staircases & Corridors Utilising all internal communal walkways</p>	<p>SFRS Staff Visitors Contractors Partners</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Social Distancing Guidance of 2 metres should be adhered to at all times where possible ◆ All persons to keep to the left when passing others ◆ Hands should be sanitised using stations where available ◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and hand rails ◆ Posters and signs displayed 	<p>Low</p>



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<p><u>Toilets, Showers & Changing rooms</u> Utilising all internal facilities</p>	<p>SFRS Staff Visitors Contractors Partners</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Floor markings in toilet/sink areas should be adhered to ◆ Hands should be washed with soap and water before exiting area ◆ Cleaning schedule has been increased to include the disinfection of door, surfaces, sinks and toilet cubicles ◆ Posters and signs displayed ◆ Personal belongings to be kept in lockers at all times 	<p>Low</p>
<p><u>Gym</u> Using the gym equipment</p>	<p>SFRS Staff Partners</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ No more than two people in at any one time (except Hanley, four persons) ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Equipment to be cleaned after use ◆ Posters and signs displayed ◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and gym equipment ◆ Also see Gym Usage Policy 	<p>Low</p>
<p><u>Staff Dining Area</u> Using the kitchen and dining area facilities</p>	<p>SFRS Staff Visitors Contractors Partners</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Maximum room occupancy displayed on doors and adhered to ◆ Posters and signs displayed ◆ Cleaning schedule has been increased to include the disinfection of door and internal surfaces ◆ Hands washed or sanitised before food/drink preparation ◆ Crockery and cutlery washed and replaced in storage following use 	<p>Low</p>
<p><u>Lift</u> Using the lift in the amenities block</p>	<p>SFRS Staff Visitors Contractors Partners</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Only one person in at any one time ◆ Posters and signs displayed ◆ Cleaning schedule has been increased to include the disinfection of door and internal surfaces 	<p>Low</p>



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<u>Drying Room</u> Drying kit and equipment	SFRS Staff Contractors	Medium	<ul style="list-style-type: none"> ◆ Maximum room occupancy displayed on doors and adhered to ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and gym equipment ◆ No personal items in drying ◆ Posters and signs displayed 	Low
<u>Appliance Bay, Sluice Room and BA Room</u> Using operational areas	SFRS Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> ◆ Maximum room occupancy displayed on doors and adhered to ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Cleaning schedule has been increased to include the disinfection of door, surfaces and sinks ◆ Hands should be washed with soap and water or sanitised after handling Operational equipment ◆ Posters and signs displayed 	Low
<u>External Areas</u> Using paths, walkways and car park areas	SFRS Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ All persons to keep to the left when passing others ◆ Visitors to follow signage and report to reception 	Low
<u>Bunkered Fuel Pump</u>	SFRS Staff Contractors	Medium	<ul style="list-style-type: none"> ◆ Touch point cleaning ◆ Wearing of gloves when using and dispose of immediately afterwards 	Low