



STAFFORDSHIRE FIRE AND RESCUE SERVICE

COVID-19 RISK ASSESSMENT

Location(s) Being Assessed:	CCU Building Stafford	Referenced Guidance:	HSE - Working safely during the coronavirus outbreak GOV.UK - Coronavirus (COVID-19): guidance and support	RA REF:	SFRS C-19 3
Date:	24/12/2020	Review Due:	31/03/2021	Associated Guidance:	SFRS Covid-19 Workplace Guidance
Name of Assessor(s):	Tim Doel, James Green, Steve Hill & 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	
Office Areas Working in and visiting all offices	SFRS Staff Visitors 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	
Training & Meeting Rooms Attending training sessions or workplace meetings	SFRS Staff Visitors Partners	Medium	<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 	Low	



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Area/Task	Person(s) At Risk	Risk Rating Before Controls	Control Measures Implemented	Risk Rating After Controls
<u>Staircases & Corridors</u> Utilising all internal communal walkways	SFRS Staff Visitors Partners	Medium	<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 	Low
<u>Toilets, Showers & Changing rooms</u> Utilising all internal facilities	SFRS Staff Visitors Partners	Medium	<ul style="list-style-type: none"> ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ 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 	Low
<u>Staff Kitchen</u> Using the kitchen	SFRS Staff	Medium	<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 	Low
<u>Lift</u> Using the lift	SFRS Staff Visitors Contractors	Medium	<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 	Low
<u>External Areas</u> Using paths, walkways and car park areas	SFRS Staff Visitors Partners	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