



STAFFORDSHIRE FIRE AND RESCUE SERVICE

COVID-19 RISK ASSESSMENT

Location(s) Being Assessed:	Fire Service Headquarters - Pirehill	Referenced Guidance:	HSE - Working safely during the coronavirus outbreak GOV.UK - Coronavirus (COVID-19): guidance and support	RA REF:	SFRS C-19 1
Date:	24/12/2020	Review Due:	31/03/2021	Associated Guidance:	SFRS Covid-19 Workplace Guidance
Name of Assessor(s):	Tim Doel, James Green & 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
<p style="text-align: center;">Reception Areas</p> <p>Working in and visiting reception areas in the amenities and supplies building</p>	SFRS Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> ◆ Maximum reception area occupancy displayed on entrance doors and adhered to ◆ 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 should be sanitised on entrance and exit of reception area using wash station ◆ Social distancing floor markings displayed should be adhered to ◆ 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 ◆ Reception to record visitor details and Issue pass, passes to be cleaned before and after issue 	Low
<p style="text-align: center;">Office Areas</p> <p>Working in and visiting all offices at HQ</p>	SFRS Staff Visitors Contractors	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 prior to, and following use, using Chemgene Spray (COSHH Assessment 715) ◆ Cleaning schedule has been increased to include the disinfection of doors and surfaces ◆ Posters and signs displayed 	Low



STAFFORDSHIRE FIRE AND RESCUE SERVICE

COVID-19 RISK ASSESSMENT

Area/Task	Person(s) At Risk	Risk Rating Before Controls	Control Measures Implemented	Risk Rating After Controls
<u>Training & Meeting Rooms</u> Attending training sessions or workplace meetings	SFRS Staff Visitors Contractors	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
<u>Staircases & Corridors</u> Utilising all internal communal walkways	SFRS Staff Visitors Contractors	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 Contractors	Medium	<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 	Low



STAFFORDSHIRE FIRE AND RESCUE SERVICE

COVID-19 RISK ASSESSMENT

Area/Task	Person(s) At Risk	Risk Rating Before Controls	Control Measures Implemented	Risk Rating After Controls
<u>Gym</u> Using the gym equipment in L&D	SFRS Staff Partners Contractors	Medium	<ul style="list-style-type: none"> ◆ No more than two people in at any one time ◆ 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 	Low
<u>Canteen Serving area</u> Ordering and collecting food and drinks	SFRS Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> ◆ E-mails orders only ◆ Times will be allocated for collection ◆ Payment by card preferred, gloves to be used with hand sanitiser by the server for cash payments ◆ Dining area taken out of use ◆ Maximum room occupancy displayed on doors and adhered to ◆ Social Distancing Guidance of 2 metres should be adhered to at all times ◆ Hands sanitised using dispenser before entry ◆ Screens situated between servery and customers ◆ Floor markings to be followed if persons are queuing at the servery ◆ One way flow system to be followed ◆ Posters and signs displayed 	Low
<u>Staff Kitchens</u> Using the kitchens in all blocks	SFRS Staff Visitors Contractors	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



STAFFORDSHIRE FIRE AND RESCUE SERVICE

COVID-19 RISK ASSESSMENT

Area/Task	Person(s) At Risk	Risk Rating Before Controls	Control Measures Implemented	Risk Rating After Controls
<u>Lift</u> Using the lift in the amenities block	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 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