



# 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<br>GOV.UK - Coronavirus (COVID-19): guidance and support | <b>RA REF:</b>              | HAN-COV 1  |
| <b>Date:</b>                             | Jan 2021   | <b>Review Due:</b>          | July 2021   | <b>Associated Guidance:</b> | SFRS Covid-19 Workplace Guidance &<br>Hanley Police - Measures to reduce risk of<br>COVID Infections |
| <b>Name of Assessor(s):</b>              | Tim Doel, Claire Dodd, John Cole, Dermot Hogan             |                             |   | <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><br>Arriving at, or Leaving Station | SFRS Staff<br>Police Staff<br>Visitors<br>Contractors<br>Partners | <b>Medium</b>               | <ul style="list-style-type: none"> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times and posters displayed to inform persons of this</li> <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<br>Visitors  | <b>Medium</b>               | <ul style="list-style-type: none"> <li>◆ Maximum room occupancy displayed on the door and adhered to</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times and posters displayed to inform persons of this</li> <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>                 |



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| <p><b><u>SFRS Office Areas</u></b><br/>Working in and visiting SFRS offices</p>     | <p>SFRS Staff<br/>Visitors<br/>Contractors<br/>Partners<br/>Police Staff</p> | <p><b>Medium</b></p>        | <ul style="list-style-type: none"> <li>◆ Home working to be utilised when applicable</li> <li>◆ Maximum office occupancy displayed on office doors and adhered to</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</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> </ul>  | <p><b>Low</b></p>          |
| <p><b><u>Police Office Areas</u></b><br/>Working in and visiting SFRS offices</p>   | <p>Police Staff<br/>Visitors<br/>Contractors<br/>Partners<br/>SFRS Staff</p> | <p><b>Medium</b></p>        | <ul style="list-style-type: none"> <li>◆ Maximum office occupancy displayed on office doors and adhered to</li> <li>◆ Police Covid flow plan must be followed where required to do so</li> <li>◆ Only 3 designated workstations to be used from each bank of 6</li> <li>◆ Screens installed on ops managers desks</li> <li>◆ Continuity arrangements at previous Hanley Police Station for overspill</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</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> </ul> | <p><b>Low</b></p>          |
| <p><b><u>SFRS Training Room</u></b><br/>Attending training sessions or meetings</p> | <p>SFRS Staff<br/>Visitors<br/>Contractors<br/>Partners<br/>Police Staff</p> | <p><b>Medium</b></p>        | <ul style="list-style-type: none"> <li>◆ Workplace Chat, Microsoft Teams or telephone conferencing should be utilised when achievable</li> <li>◆ Maximum room occupancy displayed on doors and adhered to</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <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> </ul>   | <p><b>Low</b></p>          |



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| <p><b><u>Police Briefing Rooms</u></b><br/>Attend police briefings</p>   | <p>Police Staff<br/>Visitor<br/>Contractors<br/>Partners<br/>SFRS Staff</p>  | <p><b>Medium</b></p>        | <ul style="list-style-type: none"> <li>◆ Maximum room occupancy displayed on doors and adhered to</li> <li>◆ Chairs to be placed segregated by floor markings</li> <li>◆ Hands should be sanitised on entrance and exit using hand wash stations</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</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> </ul>   | <p><b>Low</b></p>          |
| <p><b><u>Staircases &amp; Corridors</u></b><br/>Utilising all internal communal walkways</p>                       | <p>SFRS Staff<br/>Police Staff<br/>Visitors<br/>Contractors<br/>Partners</p> | <p><b>Medium</b></p>        | <ul style="list-style-type: none"> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times where possible</li> <li>◆ All persons to keep to the left when passing others</li> <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>  | <p><b>Low</b></p>          |
| <p><b><u>SFRS &amp; Police Toilets, Showers &amp; Changing rooms</u></b><br/>Utilising all internal facilities</p> | <p>SFRS Staff<br/>Police Staff<br/>Visitors<br/>Contractors<br/>Partners</p> | <p><b>Medium</b></p>        | <ul style="list-style-type: none"> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <li>◆ Floor markings in toilet/sink areas should be adhered to</li> <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> <li>◆ Lockers allocated by shift to ensure social distancing requirements can be maintained</li> </ul> | <p><b>Low</b></p>          |



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|---|--|-----------------------------|---|----------------------------|
| <p><b><u>Gym</u></b><br/>Using the gym equipment</p>                                    | <p>SFRS Staff<br/>Police Staff</p>   | <p><b>Medium</b></p>        | <ul style="list-style-type: none"> <li>◆ No more than four persons at any one time</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <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> <li>◆ For Police; <u>gym activities currently suspended</u></li> </ul> | <p><b>Low</b></p>          |
| <p><b><u>Staff Dining Area</u></b><br/>Using the kitchen and dining area facilities</p> | <p>SFRS Staff<br/>Police staff<br/>Visitors<br/>Contractors<br/>Partners</p> | <p><b>Medium</b></p>        | <ul style="list-style-type: none"> <li>◆ Maximum room occupancy displayed on doors and adhered to</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <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>                     | <p><b>Low</b></p>          |
| <p><b><u>Lift</u></b><br/>Using the lift for access to first floor</p>                  | <p>SFRS Staff<br/>Police Staff<br/>Visitors<br/>Contractors<br/>Partners</p> | <p><b>Medium</b></p>        | <ul style="list-style-type: none"> <li>◆ Only one person in at any one time</li> <li>◆ Posters and signs displayed</li> <li>◆ Cleaning schedule has been increased to include the disinfection of door and internal surfaces</li> </ul>   | <p><b>Low</b></p>          |
| <p><b><u>SFRS Drying Room</u></b><br/>Drying kit and equipment</p>                      | <p>SFRS Staff<br/>Contractors</p>  | <p><b>Medium</b></p>        | <ul style="list-style-type: none"> <li>◆ Maximum room occupancy displayed on doors and adhered to</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <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>  | <p><b>Low</b></p>          |



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|--|---|-----------------------------|---|----------------------------|
| <b><u>Appliance Bay, Sluice Room and BA Room</u></b><br>Using operational areas          | SFRS Staff<br>Visitors<br>Contractors<br>Police Staff | <b>Medium</b>               | <ul style="list-style-type: none"> <li>◆ Maximum room occupancy displayed on doors and adhered to</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <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> | <b>Low</b>                 |
| <b><u>Police Taser Storage Room</u></b><br>Entering room to access and replace equipment | Police Staff<br>Contractors                           | <b>Medium</b>               | <ul style="list-style-type: none"> <li>◆ Maximum room occupancy displayed on doors and adhered to</li> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <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>  | <b>Low</b>                 |
| <b><u>External Areas</u></b><br>Using paths, walkways and car park areas                 | SFRS Staff<br>Police Staff<br>Visitors<br>Contractors | <b>Medium</b>               | <ul style="list-style-type: none"> <li>◆ Social Distancing Guidance of 2 metres should be adhered to at all times</li> <li>◆ All persons to keep to the left when passing others</li> <li>◆ Visitors to follow signage and report to reception</li> </ul>   | <b>Low</b>                 |
| <b><u>Bunkered Fuel Pump</u></b>   | SFRS Staff<br>Police Staff<br>Contractors             | <b>Medium</b>               | <ul style="list-style-type: none"> <li>◆ Touch point cleaning</li> <li>◆ Wearing of gloves when using and dispose of immediately afterwards</li> </ul>  | <b>Low</b>                 |