



Merseyside Fire & Rescue Service

Occupying **Fire Stations** during COVID-19 Pandemic

COVID Secure Health & Safety

Risk Assessment



Merseyside Fire & Rescue Service COVID Secure Health and Safety Risk Assessment – FIRE STATIONS



Risk Assessment Details

Risk Assessment Description /Title:	Occupying Operational Service Premises During Pandemic: Fire Stations			Assessment Number.	C-19 Stations 1	
Name of Assessor:	Role	Service Number	Signature	Date of Completion	Date of Review	Version
GM Craig Whitfield	H&S Manager	105315	<i>C. Whitfield</i>	06.07.2020	06.08.2020	V2

Risk Level Matrix

Likelihood x Severity = Risk Rating	Negligible	Minor	Moderate	Major	Catastrophic
Almost certain	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK	INTOLERABLE RISK
Likely	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK	SUBSTANTIAL RISK	INTOLERABLE RISK
Possible	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK	SUBSTANTIAL RISK
Unlikely	TRIVIAL RISK	TOLERABLE RISK	TOLERABLE RISK	MODERATE RISK	MODERATE RISK
Rare	TRIVIAL RISK	TRIVIAL RISK	TRIVIAL RISK	TOLERABLE RISK	TOLERABLE RISK

Risk Based Control Guidance

Risk Level	Action & Timescale
TRIVIAL	No action is required.
TOLERABLE	No additional controls are required. Monitoring is required to ensure that the controls are maintained.
MODERATE	Efforts should be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood or harm as basis for determining the need for improved control measures.
SUBSTANTIAL	Do not proceed with activity until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action should be taken.
INTOLERABLE	Do not proceed or continue with the activity until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, the activity shall be prohibited.

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This risk assessment is to be read in conjunction with the following documents:	<ol style="list-style-type: none"> COVID-19 Business Continuity Plan COVID-19 Service Instruction Occupying SHQ/JCC Service Premises During a Pandemic COVID-19 Service Instruction 0005 Working at Service Premises during COVID-19 Pandemic COVID-19 Service Instruction 0008 Operational Safety Precautions COVID-19 Service Instruction 0012 PPE for COVID-19 Related Incidents 	<ol style="list-style-type: none"> COVID-19 Service Instruction 0016 Cleaning Requirements for MFRS Premises HSE Reporting Requirements under the RIDDOR. Manual Handling Policy HMG Guidance Working safely during COVID-19 - Offices and contact centres / Factories, plants and warehouses / Vehicles / Homes / Restaurants offering takeaway or delivery HSE Guidance Working safely during the coronavirus outbreak – a short guide 		
Identified Hazard(s)	Identified Risk & Risk Level (Rating)	Control Measures Required		Residual Risk Level (Rating)
<p>1. Occupying Service buildings during Coronavirus pandemic.</p> <p>Sources of Transmission on Premises:</p> <ul style="list-style-type: none"> Service Personnel; Other Occupiers / Visitors to the premises; <p>Pathways of Transmission On Premises:</p> <ul style="list-style-type: none"> Premises; Vehicles; 	<p>INTOLERABLE</p> <p>Risk of being exposed to coronavirus within Service premises and contracting COVID-19:</p> <p>Possible transmission of the virus between personnel and other building occupiers/users i.e. NWAS/Police/visitors.</p> <p>In addition, personnel who are exposed to the virus and contract COVID-19 whilst at</p>	<p>Responsibilities of all Personnel</p> <p>Personnel must avoid getting too close to others (within 2 metres) and avoid handling or passing items or equipment between individuals unless absolutely necessary.</p> <p>Personnel to avoid using shared paperwork, pens, documents, equipment, telephones, money, cups, plates or any other items etc. as the virus can survive for a period of time on a range of surfaces.</p> <p>Personnel must maintain the highest levels of personal hygiene, paying particular attention to hand hygiene as detailed further on in this risk assessment.</p> <p>Whilst outside of work personnel are requested to follow the most recent National Coronavirus (COVID-19) guidelines for 'Stay Alert' which include but are not exclusive to:</p> <ul style="list-style-type: none"> Stay at home as much as possible Work from home if you can Limit contact with other people Keep your distance if you go out (2m apart where possible) Wash your hands regularly <p><u>Personnel MUST NOT leave home if they or anyone in their household has symptoms</u></p>		<p>TOLERABLE</p> <p>*See further down in document</p>

<ul style="list-style-type: none"> Equipment - operational and non-operational e.g. office/kitchen related; Miscellaneous items e.g. kitchen utensils, crockery stationary, printed materials etc. Waste/Refuse; <p>Hand contact and transmission points within premises:</p> <ul style="list-style-type: none"> All Internal and external door handles and surfaces. All banisters, handrails and grab rails. All seating, tables, benches, desks surfaces and surrounds. Corridors and routes of access; 	<p>work may transmit the virus to members of the public and/or family/household members etc.</p> <p>Contraction of COVID-19:</p> <p>People can catch the virus from others who are infected in the following ways;</p> <ul style="list-style-type: none"> The inhalation of airborne/droplet virus from coughs, sneezes or exhalation. The virus can survive for up to 72 hours out of the body on surfaces which people have coughed or sneezed on or have had physical contact with, etc. People can contract the 	<p>Personnel should be familiar with and follow the below Public Health England (PHE) Guidance documents:</p> <p>Stay at home: guidance for households with possible coronavirus (COVID-19) infection</p> <p>Stay at home: what to do if you or someone you share your home with has signs of coronavirus</p> <p>Personnel must be fully aware of and act upon the development of any coronavirus symptoms:</p> <ul style="list-style-type: none"> a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) a loss of, or change in, normal sense of taste or smell (anosmia). <p>Staff to immediately self-isolate if symptoms develop staying at home for at least 10 days from when the symptoms started and follow the government track and trace procedures, which will be advised via OH.</p> <p>Staff to read, keep up to date with and work in accordance with Service issued health and safety information in relation to COVID-19; achieved by regularly accessing COVID-19 updates on the Service portal.</p> <p>‘Catch it bin it kill it’ campaign posters located throughout building. Personnel required to adhere to this. Personal paper tissues to be carried by personnel at all times.</p> <p>Personnel to avoid hand to face/mouth/eye contact whilst at work and in particular whilst undertaking activities within the community.</p> <p>Personnel must not stand, congregate or hold discussions in corridors, or on internal routes of access etc. as this could impact upon the ability of other personnel accessing these areas to maintain adequate social distancing.</p> <p>When using corridors personnel must not walk down the centre of the corridor, and must walk close to the wall to enable maximum social distancing in the event someone approaches from the opposite direction.</p>	
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<ul style="list-style-type: none"> • Refuse storage areas • Meeting rooms; TV and projectors and remotes; • Kitchen and associated appliances kitchen ware • Offices and associated equipment; • Operational equipment; • Gym and associated equipment; • Toilet/Shower Rooms; • Any other hard surface area (all surfaces must be considered as a possible transmission source) <p>Refer to COVID19 Service Instruction 0008 'Operational Safety Precautions' and COVID-19 Service Instruction 0016 'Cleaning Requirements for</p>	<p>virus by touching contaminated surfaces and then touching their eyes, nose or mouth.</p> <p>Important - Individuals with COVID-19 may be pre-symptomatic (i.e. they have COVID-19 and are infectious, but have yet to develop symptoms) or asymptomatic, (They have COVID-19 and are infectious, but they will not develop symptoms. In both cases <u>persons are unaware that they are shedding/spreading the virus.</u></p> <p>The incubation period before symptoms become apparent to those individuals who get symptoms varies, however on average it is 1-14 days.</p>	<p>In the event a member of personnel believes they may have COVID-19 symptoms they <u>must not attend work</u>, should inform TRM and follow the organisational test and trace guidance which will be made available via OH.</p> <p>If a watch or member(s) of a watch believes that they have come into close contact with a member of the public or other person with either confirmed or presumed COVID-19 <u>outside of work</u>, they must inform TRM at the earliest opportunity and follow the organisational test and trace guidance which will be made available via OH. Staff will need to self-isolate if symptoms develop.</p> <p>If a watch or member(s) of a watch have reason to believe that they have potentially been exposed to coronavirus whilst in attendance at an incident or other work related duty (i.e. in work); such personnel must report to their line manager and subsequently Fire Control (via their line manager) to enable them to follow the guidance for Coronavirus testing as appropriate alongside the organisational test and trace guidance which will be made available via OH. Staff to self-isolate if symptoms develop.</p> <p>Line Mangers Key Responsibilities</p> <p>OIC's to read and keep up to date with the most current guidance</p> <p>OIC's to regularly communicate to their watches/teams and work in accordance with Service issued health and safety information in relation to COVID-19.</p> <p>COVID-19 Service instructions, guidance and updates available on Portal.</p> <p>Opportunity structured into work routines for personnel to access and read the information referred to above to ensure understanding.</p> <p>OIC's/Line Mangers to take personnel off the run and send home watch members if they have reason to believe the individual may have or is displaying COVID-19 symptoms.</p> <p>If a watch member of reports that they <u>have potentially been exposed to coronavirus</u> whilst at work and this exposure is considered to be significant, OIC's will follow the guidance for COVID-19 testing as appropriate for the affected member of personnel and the HSE RIDDOR guidance will also be followed.</p> <p>OIC's to be informed of any occurrences via telephone or only where social distancing can effectively be achieved.</p>	
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<p><i>MFRS Premises'</i> for <u>comprehensive list of contact surfaces/points.</u></p>	<p>Individuals may be infectious whilst in the incubation period.</p> <p>Coronavirus is a novel/new virus and at the time of the outbreak nobody has immunity to it. Anyone can potentially contract it.</p> <p>The virus can be fatal to all age groups, however the likelihood of death appears to be associated with higher age and comorbidities i.e. having certain pre-existing health conditions.</p> <p>Some staff may have pre-existing medical conditions (e.g. chronic conditions such as diabetes or asthma) which render them more vulnerable to the dangers of coronavirus infection and possible death if contracted</p>	<p>OIC's will reinforce the following key messages of personal responsibility with the individual(s) and the team/department:</p> <p>In addition, OIC's will reinforce the following key messages with the individual(s) and the watch:</p> <ul style="list-style-type: none"> • the need for the individual to remain mindful of the symptoms of COVID-19; • the importance of not attending work if symptoms develop when off duty and of reporting to line management without delay; • the importance of reporting to the line manager(s) without delay in the event symptoms develop whilst on duty; • the importance of good respiratory and hand hygiene; • the importance of social distancing and where possible avoiding passing items such as cups and crockery etc. to other personnel; <p>OIC's will contact Occupational Health (OH) for further guidance and support as required.</p> <p>OIC's must make regular contact with employees who are working from home or who are away from the workplace due to shielding or self-isolation.</p> <p>Support available for staff:</p> <ul style="list-style-type: none"> • The Occupational Health Team Tel 0151 296 4917. This team can offer both physical and mental health support, advice and referrals • Health Assured EAP Tel: 0800 028 0199. This is a free 24/7 confidential support line in which all employees can access counselling and lifestyle advice • Service Chaplain Tel: 07970 669 160. Pastoral support available to all staff and their families • The Firefighters Charity Tel: 0800 389 8820. Free, confidential support and advice <p>When in attendance at operational incidents, particularly those which are large and are protracted and/or where personnel are required to work in close proximity IC/OiC's will give consideration where possible to reducing the number of people each person has contact with by using 'fixed teams or partnering' with preference being given to personnel working with other personnel from their vehicle/station (so each person works with only a few others). <u>This will not be at the detriment of safely dealing with an operational incident.</u></p>	
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	<p>Some older staff may also be vulnerable to the effects of the virus including severe illness/death if contracted</p> <p>Some staff may be in a “high risk” category as defined by the government (e.g. those who have had an organ transplant or those who are taking a medicine which weakens their immune system) and in need of special “shielding” arrangements</p> <p>People with pre-existing conditions and older people (over 70) have been advised by the Government to be particularly stringent in complying with social distancing requirements</p> <p>People in the high-risk category have been told that for</p>	<p>If for environmental or task based reasons personnel must work face-to-face for a sustained period with more than a small group of fixed partners, then additional task/environment specific risk assessment and evaluation is to be conducted by the relevant manager to determine whether the activity can safely go ahead.</p> <p>In <u>all operational scenarios</u> personnel <u>must</u> follow the PPE guidance laid out in COVID SI0012.</p> <p>All staff to identify and enforce appropriate social distancing between personnel or the adoption of suitable control measures to manage risk where social distancing cannot be achieved, for example; a manager/FF is to request members of staff to distance or disperse where social distancing is not being adhered to</p> <p>Hand Hygiene</p> <p>Personnel are advised to wash their hands more often than normal, for 20 seconds using soap and water (approximately every 1-2 hours is good practice).</p> <p>Hands to be washed after coughing, sneezing and blowing your nose; if preparing food and before you eat or handle food, or when you get to work or arrive home from work; after using the toilet and before and after smoking.</p> <p>Where handwashing facilities are not available personnel are to use alcohol hand sanitising gels in the circumstances detailed above or if they have been unable to wash their hands for a protracted period of time e.g. 1-2 hours.</p> <p>Alcohol hand sanitising gels are sited in designated locations within the premises and are to be used in particular when entering/departing premises or after making contact with communally used surfaces/contact points e.g. automatic door opener buttons/door handles.</p> <p>After handling documents used/shared between personnel e.g. files paperwork etc., hands to be sanitised using alcohol based gels or hands should be washed promptly after handling has concluded. In addition, personnel should carry, use and not share their own pen when completing/signing documents etc.</p> <p>Hand hygiene posters (aligned to PHE guidance) will be placed in designated areas across the station including but not exclusive to: washrooms/toilets; dining areas; kitchenettes and break-out areas etc.</p>	
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	<p>their safety they must self-isolate at home for 12 weeks; they must not leave home and are subject to special NHS “shielding” arrangements</p> <p>Pregnant women have also been advised to be extra careful and should be considered vulnerable/shielding</p> <p>Initial Risk Rating:</p>	<p>Social Distancing</p> <p>The Service will closely follow the most current Government guidance and the ‘Stay Alert’ strategy*.</p> <p><i>*NB - In an operational context and due to the nature of the emergency response role of Ops staff on fire stations, working from home is not an option, therefore personnel must still attend work provided that they are not showing coronavirus symptoms and neither they nor any of member of their household are self-isolating.</i></p> <p>When on a fire station and as far as reasonably practicable personnel must adopt social distancing guidelines.</p> <p>Personnel to follow recent government guidance on the use of public transport if this is their preferred method of travel to and from work i.e. adopt the wearing of face masks.</p> <p>Managers of stations and on-duty personnel will undertake the following steps:</p>	<p>Residual Risk Rating:</p>
	<p>INTOLERABLE RISK</p>	<p>Ensure that adequate social distancing signage is appropriately placed around the station. This may include walls, floors, doors and notice boards. Ensure this is also communicated to all station personnel.</p>	<p>TOLERABLE RISK</p>
	<p><i>*Prior to any control measures being applied</i></p>	<p>Closely monitor social distancing and enforce where necessary throughout the duration of a shift.</p> <p>Avoid congestion around the station in order to promote social distancing by;</p> <ul style="list-style-type: none"> • setting out-of-bounds areas (limited to essential personnel only); • preventing the cross-contamination from one crew to another i.e. more defined change of shift procedures (see further below); • Good corridor etiquette (e.g. one-way systems or walk on the left); • Socially distanced briefings and hand-overs; • Limit the congregation of personnel in break times etc.; • consider arrangements such as staggered break times so that staff can continue to practice social distancing. <p>Briefings such as crew parade, safety briefs, station manager engagement etc. are to be conducted in open areas which allow the minimum separation distance to be observed.</p>	<p><i>*Once all control measures required are implemented</i></p>

		<p>Staff are not to habitually congregate in common areas i.e. lecture rooms, watch rooms, kit rooms.</p> <p>OIC's to adopt flexible approaches to the work routine, to best support social distancing and reduce congregation and/or cross contamination of communal areas at peak times.</p> <p>Managers have duties in relation to the consideration and protection of vulnerable personnel. This will align to government guidance. Please see vulnerable persons' section later in this RA.</p> <p>Seating arrangements/plans on station must meet the minimum requirements of social distancing (2m rule).</p> <p>Workstations in station offices/lecture rooms etc. are to be arranged using back-to-back/side-to-side working (rather than face-to-face) whenever possible. Where this is not possible a proportion of workstations may be taken out of use for the duration of the pandemic or for the duration of a particular shift.</p> <p>Appropriate signage must be affixed to workstations which are not to be used.</p> <p>Where adequate distancing cannot be achieved then the use of barriers (where necessary) needs to be considered to separate people from each other and the estates team is to be consulted.</p> <p>If working face-to-face for a sustained period with more than a small group of fixed partners, then an additional task/environment specific risk assessment and evaluation must be conducted by the relevant manager to determine whether the activity can safely go ahead.</p> <p>Workstations, surrounding areas and associated equipment are to be cleaned prior to its first use and then individual ownership of this station and its cleanliness must be maintained for the duration it is allocated to that individual.</p> <p>Cleaning materials will be supplied in each office space on station.</p> <p>Hot desking within the station environment is often unavoidable due to limited numbers of workstations and staff constantly changing as shifts change, therefore it will be necessary to ensure the workstation and surrounding area and equipment is cleaned prior to its first use and after use by station staff. Cleaning materials will be supplied in each office space.</p>	
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	<p>Visual communications, for example; whiteboards or signage, to explain pertinent COVID information or instruction are to be used around the station.</p> <p>As far as is reasonably practicable watches/crews/teams on stations are to socially distance and remain separate from oncoming watches/crews/teams. If a handover is necessary, this is to take place outside or in a well ventilated area e.g. the appliance bay with doors up and exercising a 2 metre separation distance.</p> <p>If groups of personnel are required to work/congregate within one room, then where practical the room including desk workstations, equipment and routes of access must be set up to ensure that a minimum of 2 metres separation distance between personnel can be achieved at all times.</p> <p>If this cannot be achieved the room occupancy is to be reduced to ensure seating and routes of access separation distances can be achieved.</p> <p>Contamination of Premises</p> <p>If the Service premises are considered to have become contaminated with Coronavirus then the Premises Decontamination/cleaning Procedure as detailed in COVID SI0016, will be followed and implemented by the reporting OIC and estates department.</p> <p>All Managers to be familiar with the Update to the Health and Safety Executive (HSE) Reporting Requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and of the reporting requirements relating to COVID-19 to the HSE under RIDDOR (COVID SI0012 & HSE website) and report as and when necessary.</p> <p>Organisational/Procedural Control Measures</p> <p>The Service will maintain a dedicated COVID-19 update on the Service Portal to enable efficient and effective communication of information with the workforce.</p> <p>Service personnel working within the station kept to the minimum necessary to ensure effective Operational Response and Readiness. <i>*This will not be at the expense of optimum Operational Response and as such all other control measures should be robustly implemented.</i></p>	
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		<p>Personnel from other stations or departments will be advised to cancel activities which involve any undue movement across locations <u>with the exception of those activities that relate to operational response or support the ongoing maintenance and readiness of operational response</u>;</p> <p>This will include the cancellation of meetings and non-essential training (to reduce the risk of spread of infection);</p> <p>Adopt the use of conference calling to replace meetings in cases where appropriate. Any <u>training deemed essential or risk critical must still be carried out</u> with the correct control measures in place as detailed throughout this RA.</p> <p>Managers to consider the activities and tasks undertaken by their watches/teams and identify any areas where people directly pass things to each other, for example office supplies; and finding ways to remove direct contact, such as using drop-off points or transfer zones; not sharing stationary etc.</p> <p>Station Managers and OIC's to use visual communications on their station, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.</p> <p>Standby Arrangements</p> <p>During 'standby's' at stations the access of areas and facilities for those standby personnel within the premises is to be limited to designated areas as determined by station management team. This will not prohibit the facilities available but rather limit access to unnecessary areas.</p> <p>Crews standing-by at any other station must adopted the highest level of hygiene/hand hygiene.</p> <p>All stations to be provided with disinfectant spray cleaner or general purpose detergent (as appropriate) and Kim rolls or other suitable clothes that must be used by the standby personnel to clean any door handles or other key contact points they use within the premises.</p> <p>Prior to accessing areas and facilities within the premises, standby personnel must use hand sanitiser upon dismounting the vehicle and proceed to use on site hand washing facilities.</p>	
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	<p>Prior to leaving the OiC is to nominate personnel to carry out targeted surface cleaning of key areas and surfaces accessed and used by standby personnel, generally high contact points that may have been used/touched.</p> <p>Where it is necessary for personnel on shift to congregate this will be done either outside or in a well ventilated area e.g. appliance room with appliance bays doors open.</p> <p>Joint Occupiers – Eric Wright (PFI) / Merseyside Police / NWAS / etc.</p> <p>Consistent point of contact between respective management functions of each occupier must be identified to ensure effective and consistent management of Coronavirus/COVID-19 related risks.</p> <p>COVID-19 related information applicable to Fire Stations and its personnel must be effectively communicated in a timely manner to all those who need to know.</p> <p>Joint occupancy working arrangements to be reviewed to promote the isolation of occupiers from each other where possible and where not possible implement adequate social distancing. This may mean relocating offices, designating specific routes of access or toilet and hand washing facilities etc. Details of such arrangements should be incorporated within the risk assessment and shared with each occupier.</p> <p>Joint occupiers will cooperate, communicate and coordinate on the arranging and authorising of access of visitors and contractors to the premises as appropriate (detailed further in RA).</p> <p>It is essential for the success of this RA that all building occupiers, whichever organisation they are from, follow the same guidance.</p> <p>The above process should also be undertaken where a fire station is joint occupied by another Fire Service Department to promote adequate isolation and/or separation from station based operational personnel e.g. Fire Safety and/or P&P.</p> <p>It is essential for the success of this H&S manual that all building occupiers, whichever organisation they are from, follow the same guidance.</p> <p>Training on Fire Stations</p> <p>As far as is reasonably practicable all training on station which brings personnel outside of their watches or teams on duty (Team Bubble) into close proximity i.e. less than 2 metres to</p>	
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	<p>be avoided during the pandemic except where such training is deemed necessary to maintain competency or is otherwise risk critical e.g. drill, BA training, SPA etc.</p> <p>Where training is deemed risk critical and must go ahead then social distancing, as far as reasonably practicable, must be adopted and adhered to.</p> <p>Where training goes ahead it is to be subject to the further additional control measures as laid out in this document.</p> <p>All stations equipped with Microsoft Teams to facilitate remote training where it has not been deemed as requiring to be face to face contact.</p> <p>Whether training is on the station yard or in the lecture room the normal social distancing (as far as is practical) and hand hygiene procedures must be adopted.</p> <p>Meetings & Face to Face Meetings</p> <p>In all cases using remote working tools should be used in preference to formalised face to face meetings.</p> <p>On occasions where face to face meetings cannot be avoided the meeting manager/coordinator must undertake the following actions:</p> <ul style="list-style-type: none"> • Only absolutely necessary participants should be invited to attend meetings and they should maintain 2m separation throughout. • Avoid transmission during meetings, for example, avoid sharing pens and other objects. • Provide hand sanitiser in meeting rooms/lecture theatre/community room etc. • Hold meetings outdoors or in well-ventilated rooms whenever possible. • For areas where regular meetings take place, using floor/wall signage to help people maintain social distancing. • Hygiene products including cleaning substances and or wipes may be provided to enable pre and post use cleaning of key touch/contact points. <p>External attendees are to go straight to reception, sign in and be given a brief introduction on the rules and regulations of attending the station in order to maintain the COVID secure status.</p>	
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		<p>Pole Drops</p> <p>The use of the pole will be discontinued for the duration of the pandemic and hazard tape and a sign affixed to the pole drop room door stating 'pole not in use'.</p> <p>Internal Doors</p> <p>Where a case is made to maintain a non-fire door in an open position then a review of the FRA will still be completed in conjunction with Fire Protection department. It will consider the need to manage both fire risk against the ongoing infection transmission risk associated with doors/touch points.</p> <p>Where internal doors must be maintained in the closed position for fire safety and compartmentation reasons the handles push plates and surfaces which are regularly touched must be subject to regular periodic cleaning.</p> <p>Station security must be a consideration and should not be in any way compromised (i.e. wedging open of doors) as there are a range of suitable and sufficient COVID-Secure control measures available.</p> <p>Ventilation</p> <p>Weather conditions permitting and where practical, windows will be opened, ideally on multiple sides of the building throughout the working day to enable adequate flow of ventilation within the work area.</p> <p>Where mechanical ventilation systems are installed these should be subject to regular, routine and planned preventative maintenance programs to ensure they are hygienic and are functioning correctly.</p> <p>Ventilation/heating/cooling systems should as far as reasonably possible be set to facilitate good ventilation within the workplace.</p> <p>When using the opening of windows as detailed above it may also be necessary to increase heating/mechanical ventilation systems to compensate for ingress/circulation of cold air.</p> <p>Ventilation systems will only use fresh air and not recirculated air when being set (as per recent HSE publication).</p>	
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	<p>Desk fans prohibited until further guidance is released.</p> <p>Station Reception Areas/Main Entrances</p> <p>Visitors to Fire Stations will in the first instance be discouraged unless there is no other practical way of carrying out business.</p> <p>Instructional signage affixed in prominent locations including the external notice board, main entrance walls/doors/floors and reception area if the premise has one.</p> <p>Signage to detail that the premises is for authorised access only, COVID Secure and also display any other relevant site specific information i.e. social distancing, hand hygiene, etc.</p> <p>A table/s is to be positioned within the reception area or main entrance to a station for visitors to report to and use alcohol hand sanitising gel; read COVID-19 related notices and also access the visitors signing in book and pen (note; the use of shared pens is discouraged however if required there should be a supply of pens provided with 2 small containers; one stating used and one stating unused).</p> <p>The table surface, surrounding area and used signing in pens to be cleaned frequently by personnel and cleaners using antiviral substance/wipes by nominated personnel wearing nitrile gloves.</p> <p>Cleaning regimes to be regularly included in daily tasks for station personnel to maintain the highest levels of cleanliness.</p> <p>Anybody signing in or out required to use the hand sanitising gel and/or wash their hands immediately after handling the sign in book and pen. Small containers to be provided to distinguish between used and unused pens.</p> <p>Signage will be provided to indicate social distancing instruction and awareness to visitors arriving at reception/main entrance areas; (also see contractors and visitors further below).</p> <p>Signage will be provided to provide instruction to delivery drivers specifically on where to drop off and collect items and the importance of social distancing</p> <p>Contractors and Visitors</p> <p>In all cases using remote working tools should be used in preference to face to face visits. <i>*It</i></p>	
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		<p><i>is entirely foreseeable that a range of contractors may need to attend the station to carry out essential work.</i></p> <p>Site specific information and instruction guidance to be made available for circulation to any joint occupier of the premises and also and prospective visitors and contractors etc. prior to or upon attendance.</p> <p>Host responsibilities relating to COVID-19 must be established and provide necessary information and instruction for personnel/managers who arrange for visitors and or contractors to attend the premises.</p> <p>Where site visits to stations are required, guidance on social distancing and hygiene should be explained to visitors on or before arrival regarding rules, responsibilities and expectations.</p> <p>The number of contractors/visitors to be also be strictly controlled and limited to the minimum necessary and in particular to limit the numbers of visitors and contractors present at any one time.</p> <p>Limiting contractor/visitor times to a specific time window/s i.e. avoiding normal arrival and departure times and mealtimes and restricting access to required visitors only.</p> <p>It must be determined if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between personnel occupying the premises, for example, carrying out services when crews are off station training; on a course etc. and where possible, arrange for alternative routes of access and separation of contractors/visitors from the workforce.</p> <p>General Deliveries, Delivery Drivers & Post</p> <p>Unnecessary contact will be minimised at reception and other areas where deliveries are accepted.</p> <p>Requests for non-contact deliveries where the nature of the product allows for use of electronic pre-booking will be undertaken where possible.</p> <p>Relevant managers will consider and implement where appropriate methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>In all cases, efforts will be made to make the acceptance of deliveries as efficient as possible</p>	
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		<p>to minimise the time delivery drivers spend within the building.</p> <p>Floor marking and/or signage will be provided to give instruction to delivery drivers specifically on where to drop off and collect items and the importance of social distancing.</p> <p>Signing or handing over of paperwork or handling of electronic recording devices will be avoided as much as possible and as most delivery companies are operating no-sign policies, MFRS will adopt the same policy.</p> <p>Dialogue with delivery drivers is to be minimised/avoided except where absolutely necessary and if necessary should where possible take place outside whilst maintaining social distancing.</p> <p>Where possible and safe, a single member of personnel from reception or member of catering personnel as appropriate will handle and transfer any deliveries deposited by the delivery driver.</p> <p>Suitable manual handling aids will be provided e.g. trolley, and such personnel must have view and work in accordance with the Services Manual Handling Policy.</p> <p>Where it is necessary for two personnel to handle and transfer the load/delivery and where possible, use the same pairs of people for the duration of the shift.</p> <p>If personnel have handled any items handled by the delivery driver such personnel must use the hand sanitising gel and/or wash their hands.</p> <p>If there is credible and significant reason to believe a delivery driver is exhibiting potential signs and symptoms of COVID-19 personnel will request the individual remains outside the building and should avoid contact with them or anything they have handled. In such cases if the delivery driver drops off a delivery this item must be handled using nitrile gloves and will be where clearly marked up with hazard tape and stored for a period of 72 hours in a secured location before being re-handled.</p> <p>If the delivery is urgently required consult the H&S Team who will provide advice on an appropriate safe system of work to open the box etc.</p> <p>In either of the above scenarios, it must be recorded in the RCHB and reported to a Station Manager and communicated to crews.</p>	
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	<p>Any concerns in relation to the perceived COVID-19 status of delivery drivers are to be reported to the H&S and Estates team to enable consideration of reporting to the relevant employer as appropriate.</p> <p>Service delivery/post drivers are to make every effort to at all times minimise person-to-person contact during deliveries to other sites, by maintaining adequate social distancing and following strict hand and respiratory hygiene measures at all times.</p> <p>Service personnel who deliver post, parcel, consumables etc. across multiple fire stations, are permitted to access all toilet and handwashing facilities at that location, however they must ensure they follow strict hand and respiratory hygiene measures at all times and any other station based guidance.</p> <p>External delivery drivers are to be discouraged from using Service toilets or accessing additional parts of the building. Where this cannot be avoided then personnel must insist on hand hygiene procedures.</p> <p>Personal deliveries to personnel are not permitted throughout the pandemic. In cases whereby a member of personnel has a legitimate and essential need to receive a delivery whilst at work approval must be sought and received by line management/Station Manager prior to making arrangements for such a delivery.</p> <p>Lifts</p> <p>Lifts will now be identified as having a normal maximum occupancy of <u>one person at any one time</u>, with the exception being if an individual with a disability requires support from another person to access the lift safely. Where this is the case individuals accessing the lift should be as far apart as possible and should face opposite directions whilst within the lift.</p> <p>Suitable occupancy signage and floor marking will be installed and visible within the lift and on the outer face of the lift door/wall as appropriate.</p> <p>Cleaning of buttons and surfaces i.e. rails, handles etc. will be cleaned by a nominated person regularly as part of enhanced cleaning arrangements.</p> <p>Station Hygiene/Cleaning Arrangements</p> <p>The Estates Department have implemented an enhanced cleaning regime throughout the pandemic. This cleaning regime is undertaken by Bouygues on Service owned premises and</p>	
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	<p>by Eric Wright Personnel on PFI premises – see COVID SI 0016 Cleaning requirements for MFRS premises.</p> <p>Cleaning will be supported by Station staff taking ownership of hygiene and cleanliness of their own station and supplementing normal routines as required e.g. wiping door handles and touch points throughout the day.</p> <p>If managers have any concerns regarding the effectiveness of the above cleaning process, they should inform the Estates Department as soon as possible.</p> <p>OiC's to introduce regular cleaning checks (twice daily) throughout the shift similar to the already established 'appliance room floor' checks for spillages. Checks will include the wiping down of key touch point areas (handles) and areas where occupancy and time spent is greater i.e. offices/lecture room/mess area.</p> <p>30-60mins before shift change, personnel to empty bins, clean key touch/push/contact points and clean/sanitise their fire appliance as detailed within the COVID-19 Service Instruction 0008 Operational Safety Precautions.</p> <p>Post cleaning personnel will as much as possible minimise movement around the station and minimise contact with hard surfaces to prevent potential contamination.</p> <p>After cleaning, personnel must wash hands/sanitise frequently up until departing the premises.</p> <p>Where cleaning has not been possible, due to a fire call etc. this will be communicated to the oncoming OiC on return to station.</p> <p>Before commencing work in the absence of any risk critical duties if the appliance is out, the OiC is to instruct personnel to don nitrile gloves and undertake basic hygiene and cleaning duties as detailed within the COVID-19 Service Instruction 0008 Operational Safety Precautions without any unnecessary delay.</p> <p>Station personnel are responsible for the cleaning of the 'study/rest' room which has been dedicated to them for that shift. This will be completed before and after use</p> <p>Study/Rest Rooms Hygiene</p> <p>Personnel to use the same study/rest room (as much as possible) each time they are on duty in order to limit the number of different personnel accessing it. For example; <i>if study room 1</i></p>	
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	<p><i>is used by the same FF on red, white, green and blue then only 4 persons should be regularly accessing and using this room.</i></p> <p>Horizontal surfaces within the study/rest room will be cleaned using provided spray cleaner or general purpose detergent (as appropriate) and a disposable cloth or Kim roll;</p> <p>Door and drawer handles, switches, electronic equipment/devices (isolate power before cleaning as appropriate) any other obvious touch/push points to be cleaned.</p> <p>The following related actions will be completed:</p> <ul style="list-style-type: none"> • After removing all bedding, sheets and any mattress coverings the surface and surrounds of the mattress is to be wiped down using the products detailed above; • For the duration of the pandemic there <u>will be no</u> communally used mattress coverings. Personnel must bring in clean, bedding or sleeping bags as appropriate at the beginning of a night shift and should bag such items up and take home for washing following completion of a nightshift. • Remove any printed material e.g. magazines, books or newspapers; • Remove any personal items etc. and ensure lockers are to remain locked; • Any bin contents to be emptied and bin tops cleaned; • Open windows to allow ventilation. The window should remain open when the room is not occupied unless there is significant adverse weather etc. • After use the room to remain closed and not accessed by other individuals for as long as possible to allow for natural ventilation to take place. <p>Night Rooms</p> <p>A number of stations have communal night rooms/rest rooms. Where this applicable the follow measures will be adopted:</p> <ul style="list-style-type: none"> • Resting platforms to be socially distanced at least 2m apart from each other; • Personnel must only use their own sheets/bedding and they must only be placed out for the period of rest; outside of this time they are to remain safely stored away; • Personnel must try to use the same bed each time they are on a night shift as this reduce the number of persons accessing it; • Night rooms to be well ventilated using windows or air conditioning systems and as detailed in the 'Ventilation' section of this RA; 	
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	<ul style="list-style-type: none"> • Regular cleaning will be completed and supplemented with on duty staff wiping down high contact points etc.; • Night rooms must be kept clean and tidy with no personal items left out on display; lockers closed and secure; • Night rooms like the rest of the station will display the relevant COVID information posters. <p>Kit Rooms</p> <p>Kit rooms to remain clean and tidy at all times with only clean fire kit/PPE stored in there.</p> <p>Sanitising products to be readily available supported by instructional signage.</p> <p>No personal items to be stored in kit cages i.e. MFRS fleeces or 3-in-1 jackets etc. – <u>PPE ONLY.</u></p> <p>As fire kit is hung up in kit cages and where space allows, the fire kit of each member of staff is to be separated from the next i.e. <i>All of FF Smiths kit should be on a peg, next peg missed out and then FF Jones' kit on the next peg.</i></p> <p>Kitchen Hygiene</p> <p>The following is to be cleaned using provided cleaning spray or general purpose detergent (as appropriate) and a disposable cloth after each mealtime or significant use of the kitchen:</p> <ul style="list-style-type: none"> • All kitchen worktops tops and surfaces. • All kitchen appliance doors/handles/nobs/controls and internal surfaces. Specific attention should be paid to the cleaning of the refrigerator(s) on a shift by shift basis. • Personnel are to keep their food in individual containers and any food that is not to be used should be removed thus reducing a build-up of food items in the fridges/cupboards. • All kitchen equipment and utensils cleaned thoroughly using warm/hot water and washing up liquid. • Any other kitchen areas or items which are used/touched or may have physical contact with personnel. <p>Disposable roll/cloth used in preference to tea towels where available.</p>	
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	<p>Where tea towels are used on station the following control measures will apply:</p> <ul style="list-style-type: none"> • Stations that operate watches - each watch to have their own issue of tea towels until end of that tour; any tea towels and cloths gathered up at the end of the last shift and bagged up and stored for collection and washing by the normal contractors at the end of the week. • Self-rostering crews – where they remain the same over a period of shifts the above methodology should also be adopted. Where this is not achievable due to self-rostering and continually changing staff, the frequency of changing tea towels will be kept under review by OIC's and actioned as necessary. <p>Personnel to use their own personal items of cutlery, cups, and plates. These should be washed after use and stored separately in a personal locker.</p> <p>Where personnel use communal items of cutlery/cups etc. thorough cleaning between use is essential and must be carried out.</p> <p>Mess Room Hygiene</p> <p>Larger or grouped together tables will be separated where possible and social distancing maintained. Where this cannot be achieved, seating around mess tables will 'miss a chair' per personnel i.e. one chair used, next chair out of commission, next chair used, and so on.</p> <p>Increased cleaning of all table tops and surrounds and the hard surfaces/back of chairs using provided spray cleaner or general purpose detergent (as appropriate) and a disposable cloth after each mealtime or significant use of the mess room, is to be conducted.</p> <p>Access to the kitchen and mess area to be staggered between individuals where possible with cleaning of key touch/push/contact points e.g. door handles, appliances, taps etc. taking place between uses.</p> <p>Social distancing will be observed as far as is reasonably practicable in the mess area when occupancy is more than one.</p> <p>Windows within the kitchen/mess area are to be opened immediately prior to mealtimes to enable adequate flow of ventilation within the dining area (weather permitting).</p>	
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		<p>Ventilation systems to be used as already detailed earlier on in this document.</p> <p>Community Rooms</p> <p>The use of community rooms by members of the public or community groups has been prohibited to reduce the number of persons who may access the premise and limit potential transmission risk.</p> <p>When the use of community rooms resumes this and subsequent guidance will be updated and communicated to staff.</p> <p>Use will only resume with sufficient control measures in place.</p> <p>Outside Spaces – Gardens, Seating Areas & Station yards</p> <p>Where weather conditions permit personnel to utilise outside seating areas in preference to using internal break out areas. 2 metre social distancing rules to be practiced in outside seating areas.</p> <p>Outside seating e.g. benches etc. which are designed for multiple persons will only be used by one person at any one time. Signage to be affixed to such seating to provide instruction to personnel accessing these areas.</p> <p>Station yards will prove ideal environments (weather permitting) to practice social distancing and should be used as much as possible for a number of activities e.g. meetings, training, lunch, equipment checks etc.</p> <p>Any personnel who have observed or participated in activities outdoors must still carry out hand hygiene procedures upon re-entering the station.</p> <p>Toilets/Washrooms</p> <p>OiC's are to ensure that adequate hand cleaning resources are provided; all toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels. In the event that a member of personnel identifies that there is either not much or no soap paper towels or if there are cleanliness issues etc. they must inform the Estates Department as soon as possible.</p> <p>Handwashing instructions/posters are to be displayed in toilets/washrooms.</p>	
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		<p>Where toilets on stations are shared or facilitate more than one person, then the number of personnel accessing toilets at any one time to be appropriately limited to promote social distancing. A sign indicating maximum occupancy is to be affixed to the outer door of the toilet.</p> <p>To reduce contact points, outer doors to toilet/washrooms may be wedged open where inner doors are fitted and provided that it does not adversely affect privacy of those accessing the facilities.</p> <p>Where there are three or more toilet cubicles, urinals or wash basins the central/centre toilet cubicle(s), urinal(s) and hand wash basin(s) in each toilet will be taken out of use to promote social distancing. A sign and/or hazard marking tape will be used to provide instruction to personnel.</p> <p>As part of the regular cleaning regime provided by the estates department, thorough toilet/washroom inspections to check for cleanliness/adequate stock of soap/toilet paper, etc. will be conducted</p> <p>Paper towels and/or hand driers will be available.</p> <p>Changing Rooms and Showers</p> <p>Maximum occupancy for communal changing/shower rooms in place and appropriate signage as determine by the Station Manger will be affixed on the outer door surface and within the changing room and associated showers.</p> <p>A number of stations have self-contained shower/rest room cubicles for which the natural occupancy is one.</p> <p>Showers, lockers and changing rooms are to be kept clean and clear of personal items.</p> <p>Enhanced cleaning of changing rooms and showers will take place regularly, during the day and at the end of the day. Particular attention paid to high touch points should such as locker doors etc.</p> <p>Cleaning substances and wipes provided within changing rooms and showering facilities to enable the user of such facilities to undertake cleaning of key points of contact pre-use or post use of the facilities.</p> <p>Personal lockers kept shut and secure at all times when not actively being used and no items</p>	
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	<p>stored on top.</p> <p>No personal items left in or around the locker room area. This is monitored and managed by the Station Managers.</p> <p>Waste/Refuse Management</p> <p>Waste will be handled and stored and disposed of in accordance with – Guidance Document COVID-19: cleaning in non-healthcare settings.</p> <p>Waste from possible COVID-19 cases and cleaning of areas where possible COVID-19 cases have been (including disposable cloths and tissues) will:</p> <ul style="list-style-type: none"> • Be put in a plastic rubbish bag and tied when full. • The plastic bag then placed in a second bin bag and tied. • Then put in a suitable and secure place and marked for storage until the individual's test results are known or if available disposed of as clinical waste in a clinical waste bin. <p>Such waste must be stored safely and kept away from personnel/other occupiers. Such waste is not to be placed in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours:</p> <p>If the individual tests negative, this will be put in with the normal waste</p> <p>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste and ensure that an entry is placed within the risk critical handover book to notify all other personnel on station.</p> <p>The OiC will inform any other joint occupiers of the premises e.g. Eric Wright, Police, NWS as appropriate and any other relevant on-site Service personnel e.g. cleaning or maintenance personnel etc. The Station Manager and Health Safety team to be informed.</p> <p>If storage is not appropriate or practical, then the waste will be disposed of professionally as clinical waste.</p> <p>Signage & Guidance Posters</p>	
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	<p>Posters and signage with safety messages are to be displayed within reception and entrance areas, on H&S notice boards and at any other suitable locations throughout the premises.</p> <p>Signage that Informs personnel of key coronavirus risks and control measures and discourages personnel and visitors with COVID-19 symptoms from entering the station will be utilised in prominent locations.</p> <p>Signage and Guidance posters should be placed in handwashing and toilet facilities, dining and break out areas and throughout the station to remind people of:</p> <ul style="list-style-type: none"> • the signs and symptoms of COVID-19 • the need to report if the employee has any of the above signs and symptoms and to self-isolate accordingly. • the importance of correct hand hygiene both hand washing and hand sanitising • the importance of respiratory etiquette and hand hygiene at all times - 'Catch it bin it kill it' and the importance of carrying paper tissues at all times and using when necessary. • The importance of social distancing i.e. maintains a minimum of two metres from others. • Maximum room occupancy at any one-time signage. <p>Supply Arrangements</p> <p>Suitable and sufficient stocks of the following items will be made available:</p> <ul style="list-style-type: none"> • Hand sanitizing gel; • Provided spray cleaner or general purpose detergent; • Disposable nitrile gloves in a range of sizes as appropriate; • Disposable cloth rolls • Disposable tissues; • Disposable aprons; • Tyvek suit/coveralls in a range of sizes as appropriate; • Multi surface (Antiviral) wipes; • Disposable surgical type masks; • Ensure that all operational personnel have a personal issue half mask respirator and filters available for use; <p><i>*The list is not exhaustive.</i></p>	
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		<p>A PPE/RPE/sanitising products stock take will be completed weekly by the station and reported via the portal to ensure adequate PPE is available.</p> <p>Proactive Efficiency and Risk Reduction Considerations</p> <p>Following review by the Station Manager and estates, parts of the building/rooms/routes of access may be taken out of use during the pandemic to promote social distancing. This may result in the relocation of some teams.</p> <p>As far as is reasonably practical, unnecessary seating and soft furnishings are to be removed and stored separately to enable remaining chairs to be spread out and promote social distancing of at least 2 metres.</p> <p>Personnel are to have their own designated seating within offices / rooms for the duration of the pandemic.</p> <p>Vulnerable Personnel and Personnel in High Risk Categories</p> <p>Control measures outlined in this risk assessment take account of vulnerable or high-risk personnel and ensure they are adequately protected and supported when returning to the workplace in line with government guidance.</p> <p>Managers to conduct individual assessments when personnel in this category return to work to ensure adequate control measures in place.</p> <p>Managers, and occupational health departments will be aware of personnel who fall into vulnerable and high-risk categories so that they can ensure that they are given adequate support to enable them to comply with Government health recommendations.</p> <p>The Service will closely follow the government guidance for those personnel deemed in a vulnerable or high-risk category. Those personnel will also be advised to follow Government social distancing/medical advice. This will be kept under review by the Service throughout the duration of the pandemic as advice is updated.</p> <p>Where it is possible or appropriate for certain vulnerable or high-risk personnel to work from home this may be facilitated following an assessment.</p>	
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<p>2. Coronavirus Contamination of Service Gyms</p>	<p>Risk of Service personnel being exposed to coronavirus within a Service gym and contracting COVID-19. Risk of contraction via the following:</p> <p>Possible transmission of the</p>	<ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before handling or putting a face covering on, and after removing it. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs/virus from your hands. • If you do take the mask off throughout your shift with the intention to put it back on again ensure you store it somewhere clean in the meantime. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily if not the disposable type (MFRS masks will be). • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. • Remember if you find yourself fidgeting, adjusting or repositioning your mask whilst you are wearing it these are all risk factors which aid the transmission of the germs/virus to your face etc. • Remember to practise social distancing wherever possible even when wearing the face covering. • In addition, the Service reserves the right to determine if a face covering is not consistent with existing principles and standards of dress within the Service or is otherwise not appropriate for use by a Service employee within the workplace. <p>All personnel <u>must</u> adhere to government guidance and rules on face coverings i.e. wearing on public transport, in health care settings and shops etc. For example: staff travelling to work on public transport must ensure they wear a face covering</p> <p><u>Station Gyms</u></p> <p><u>Until such time as guidance allows, gym use is restricted to on-duty personnel only who are contractually required to maintain a level of fitness to perform their jobs and who are allocated time to exercise during their working day during their duty period. This will be kept under review alongside government guidance.</u></p> <p>When station gyms open to the wider community it will be done as part of a <u>phased approach</u> i.e. Operational staff will be first and other staff, partners or users allowed access at an appropriate time which meets all the requirements laid out in government guidance and only when it is deemed COVID-Secure.</p>	
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	<p>virus between gym users and other personnel and other building users i.e. Police, Ambulance / other visitors.</p> <p>In addition, personnel who are exposed to the virus and contract COVID-19 whilst using the gym may transmit the virus to members of the public and/or family/household members etc.</p> <p>Gym equipment can be difficult to clean due to its convoluted design and structure the surfaces used to grip/push/pull/adjust by the gym user.</p> <p>Personnel using the gym will naturally have increased respiration which will serve to spread airborne droplets containing coronavirus. Such droplets may remain in the air for a protracted</p>	<p>All authorised personnel accessing the gym to be fully aware of the risk associated with coronavirus, in particular the risk of pre-symptomatic and asymptomatic virus shedding/spread by individuals.</p> <p>Where possible, Cardiovascular (CV) exercise should be adopted as a preferable alternative to using the gym in order to maintain fitness.</p> <p>Individuals may only access the gym after having completed the PARQ form on-line.</p> <p>The PARQ form (or other suitable declaration) must be made available to authorised gym users outside of MFRA employment to be completed and then managed by the responsible person for their organisation.</p> <p>COVID security safety measures for gym use:</p> <p>Maximum occupancy of persons at any one time to be applied following individual RA by home station manager. This <u>must not</u> be exceeded under any circumstances. Occupancy levels will be subject to continual review and periodic checks for compliance by a member of the H&S team;</p> <p>Where occupancy levels of the gym become a problem i.e. have the potential to/or do breach maximum; then the introduction of an electronic booking system will be considered and may be implemented. If required, prohibit gym use for those non-operational members of staff and partners whilst these additional measures are put in place;</p> <p>Gym time to be <u>restricted to a total of 1-hour per user daily</u>: 45 minutes for physical activity and up to 15 minutes to allow for adequate cleaning and sanitising during personnel's time in there.</p> <p>Remove or render out-of-use certain pieces of equipment to maintain 2m social distancing. Ensure all equipment is marked up with appropriate signage and states Do Not Use;</p> <p>Additional hand sanitising dispensers to be installed within the gym;</p> <p>A variety of COVID signage to be introduced to support and highlight social distancing measures i.e. hand hygiene; prohibited areas or pieces of equipment; cleaning procedures; gym etiquette; responsibilities of gym users etc. Signage placed on the walls, doors and floors;</p> <p>Configuration of the gym and prohibition of certain pieces of equipment must achieve required</p>	
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	<p>unknown period of time depending upon the amount of virus produced/present, the temperature, humidity and ventilation/airflow within the gym.</p> <p>In addition, increased perspiration etc. will increase the likelihood of hand to face/mouth/eye contact.</p> <p>As the gym and associated equipment is normally shared by personnel both on duty and off duty; grey and green book; MFRS and police the gym could be considered significant source and pathway of transmission to all personnel working within the premises at any one time and spanning across all working patterns.</p>	<p>social distancing measures;</p> <p>Televisions to be taken out of use along with any other audio devices to reduce the possibility of gym users raising their voice and/or shouting to reduce the potential increase in risk of transmission – particularly from aerosol and droplet transmission; <i>*this is in support of government guidance;</i></p> <p>A suite of cleaning and sanitising materials made available in the gym and must be used by gym users as directed further below.</p> <p>An enhanced programme of cleaning by the estates department to be introduced.</p> <p>All gym guidance, rules and regulations to be made readily available and be displayed on the gymnasium H&S board – users must read this.</p> <p>Gym windows should be open (weather and temperature permitting); where possible, the main gym door entrance may be wedged open to support ventilation and also reduce contact of surfaces.</p> <p>To comply with ‘track & trace’ procedures should an incident occur, <u>all</u> gym users will be required to sign in and out each time they use the gym. Gym users are required to utilise their own pen for this task; hand sanitiser will also be located next to the signing-in book;</p> <p>First aid points in or near the gymnasium to be provided with a grab-pack of suitable PPE i.e. gloves, mask etc. should close contact first aid be required.</p> <p>COVID security Gym user responsibilities:</p> <p>Where possible the gym user should arrive in sport kit and once use is complete, travel straight home to change/shower, avoiding and limiting the use of changing rooms and shower facilities.</p> <p>The gym user must wash their hands thoroughly with soap and water before entering the gym;</p> <p>The gym user must make a conscious effort not to engage in hand to face/eye/mouth/nose contact whilst within the gym;</p> <p>The gym user must remain mindful of the need not to over exert themselves as increased respiration may increase the risk of the production of airborne/aerosolised droplets;</p>	
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Merseyside Fire & Rescue Service COVID Secure Health and Safety Risk Assessment – FIRE STATIONS



	<p><u>Initial Risk Rating:</u></p>	<p>The gym user must move around the gym in a pragmatic fashion and whilst maintaining 2m social distancing.</p>	<p><u>Residual Risk Rating:</u></p>
	<p>INTOLERABLE RISK</p>	<p>Congregation around items of equipment must not take place and close contact and unnecessary conversations must be avoided.</p>	<p>TOLERABLE RISK</p>
	<p>*prior to any control measures being applied</p>	<p>Gym users must ensure that the simultaneous use of equipment does not breach the 2m social distancing rules.</p> <p>The gym user must ensure that all windows and/or external doors where available are fully open throughout the gym session to support ventilation guidance.</p> <p>The gym user must minimise the unnecessary touching/handling of any surfaces, items or equipment within the gym.</p> <p>The gym user MUST carefully and diligently clean all of the equipment (e.g. weights, benches etc.); and surfaces that they have come into contact with immediately after each use whilst within the gym using provided spray cleaner or general purpose detergent (as appropriate) and a disposable cloth/roll provided.</p> <p>After concluding the gym session, the gym user must clean all of the potential touch/push/contact/adjustments points on fixed and portable equipment and equipment with horizontal surfaces e.g. mats, benches, seats etc. within 3 metres of where they have exercised.</p> <p>If the gym user coughs or sneezes during the gym session this must be caught in a tissue as per the 'Catch it, Bin it, Kill it' strategy. Where this has not been possible <u>all</u> equipment and surfaces or potential touch/push/contact within the immediate area MUST be cleaned by the individual in accordance with the COVID-19 Service Instruction 0016 Cleaning Requirements for MFRS Premises.</p> <p>Where coughing or sneezing persist the gym user <u>must cease use of the gym.</u></p> <p>If using designated water fountain/dispensers, gym users must fill water bottles directly, and not use it to drink from directly. When using the fountain to fill the bottle, the water bottle should not make contact with the fountain outlet; any fountain surfaces which the user has made contact with should be cleaned off immediately.</p> <p>The gym MUST NOT be used by personnel if:</p>	<p>*Once all control measures required are implemented</p>

	<ul style="list-style-type: none"> • An individual/s feel even slightly unwell or less well than normal or more fatigued than normal as these <u>may possibly be considered as potential</u> signs or onset of infection • If anyone is displaying COVID-19 signs and symptoms • If it will exceed the maximum occupancy • If the relevant cleaning materials as detailed within the control measures are not available • If doing so would breach any of the control measures laid out in this RA <p>COVID security ‘before and after use’ responsibilities</p> <p>Prior to commencing gym related activity the gym user MUST ensure the following items are assembled and are available for use within the gym:</p> <ul style="list-style-type: none"> • Disinfectant spray cleaner or general purpose detergent; • Disposable cloth/wipes - these must be used to wipe down surfaces and may be used by the gym user to wipe perspiration away without engaging in direct hand to face/eye/mouth/nose contact; • Disposable tissues; • Alcohol hand sanitising gel; • A bin including a bin bag must be present; <p>After the gym has been used/cleaned all windows and/or doors that can be left open should be left open to assist with circulation. Where there is no external door or ventilation/airflow is limited the gym is not to be accessed for a period of 30-60mins.</p> <p>The floor surfaces and key points of contact within the room i.e. door handles must be periodically cleaned by designated cleaning personnel.</p> <p>Gym users are to supplement normal cleaning by cleaning areas they use and access regularly whilst in the gym. This extends to all gym equipment, before and after use and as they go along.</p> <p>Details of the hazards and risk associated with accessing the gym and the related control measures within the risk assessment will be transferred to a notice which will be displayed in a prominent location within the gym.</p>	
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<p>3. Coronavirus Contamination of Fire appliances and Service Light Vehicles</p> <p>Surfaces which could potentially become contaminated include:</p> <ul style="list-style-type: none"> • Door handles (internal and external front and rear doors) • Grab handles (internal front and rear) • Appliance locker handles • Steering wheel. • Indicators. • Switches, blue lights • Windows, window handles. • Radio or Sat Nav • MDT • Glove compartment latch button. • Gear stick. 	<p>In the event a vehicle occupant has COVID-19 they may transmit the virus to other vehicle users by direct contact with surfaces within the vehicle and/or exhalation, sneezing or coughing etc. onto surfaces within the vehicle.</p> <p>Important note in relation to all of the above that individuals may have COVID-19 and may not be symptomatic.</p> <p>It will not be possible for occupants of light vehicles/appliances to maintain a minimum 2-meter separation distance and given the enclosed nature of vehicles there is a significant risk of airborne transmission of the virus between occupants.</p>	<p><u>Fire Appliances and light Vehicles on Stations</u></p> <p>Ongoing and regular day to day enhanced cleaning of fire appliances and the station car to be completed by crews. The full detail of this can be found in 'Ops Info Note 09.20' however this includes the following procedure:</p> <ul style="list-style-type: none"> • Removal of any non-required items being carried in the vehicle/cab; • Removal of any rubbish; • Wipe down of all touchable surfaces using a supplied disinfectant wipe/provided spray and roll. <p>Supplied within the appliance/vehicle or located on station will be sufficient cleaning materials which can be used to wipe all surfaces, controls and equipment that may have been recently handled. Particular attention is given to (list not exhaustive):</p> <ul style="list-style-type: none"> • Door handles • Grab Handles • Seatbelts • Seat adjustments • Vehicle controls • MDT's/radios • Rear equipment shelf • Helmet securing strap buckles • Rear bench seats • BA Set carriers • Locker bars and other compartment closures. <p>Used wipes are to be disposed into the general waste.</p> <p>Cleaning and sanitising of fire appliances and in particular the crew cab, is to be conducted as a minimum at the start of and prior to the end of a shift.</p> <p>Regular cleaning in-between based on usage, incidents attended etc. must also be done and be coordinated throughout the shift by the OIC.</p> <p>Cleaning and sanitising of the station car will be completed before and after use by a member of staff.</p>	
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<ul style="list-style-type: none"> • Seat belt and catch. • Internal Mirrors. • Seat adjust. • Hand brake. • Right and left door storage and other compartments • Internal door and window surfaces. • Floor surfaces. • Boot and/or storage areas within the vehicle. • Any other surface that may have been subject to contamination and/or that multiple people may use/touch. 	<p><u>Initial Risk Rating:</u></p>	<p>A 'clean cab' policy is in place and stations have been provided with clean cab instructional posters which are to be displayed in prominent areas in the station such as the appliance room near to the fire appliance/s.</p>	<p><u>Residual Risk Rating:</u></p>
	<p>SUBSTANTIAL RISK</p> <p><i>*prior to any control measures being applied*</i></p>	<p>Decontamination of vehicles must take place where there is reason to believe that coronavirus contamination may have occurred. This should be undertaken in accordance with COVID19 Service Instruction 0008 Operational Safety Precautions Procedure as appropriate.</p> <p>OiC's to minimise non-essential travel; remote options must be considered first to avoid the need to use vehicles. <i>*This will obviously not be achievable for operational incidents or essential and risk critical business.</i></p> <p>When in the appliance cab personnel to face forward or face the window if sitting in the rear outer seats or OIC seat - <i>*this will obviously not apply to the driver who will rely on varied head movement in order to drive safely.</i></p> <p>Where weather and environmental conditions permit and as far as is practicable, the windows should be partially down to create ventilation and promote airflow.</p> <p>As 2m Social distancing on fire appliances is difficult to achieve, all other control measures as detailed throughout this RA must be adopted. Evidence since the start of the pandemic such as low absence rates and confirmed COVID cases or outbreaks amongst of ops staff, supports the robustness of current control measures.</p> <p>As detailed earlier on in this RA the wearing of face coverings in certain environments e.g. an appliance cab, is not required by law or deemed essential. It has not currently been adopted on fire appliances across the Service and to date has seen no detrimental impact however the Service will remain vigilant and support those members of staff who wish to use one. They will be supported to do so safely and as such details of how this can be achieved are captured in section the 'Face Coverings' section including the provision of IIR type 2 surgical masks on request.</p> <p>Disposable paper tissues to be located within the front and rear of the vehicle and should be readily accessible to all personnel.</p> <p>Whether attending incidents in the fire appliance or conducting other activities where COVID may be suspected or confirmed, COVID SI 0012 (PPE) must be adhered to.</p> <p>Where PPE is worn at an incident or for an activity and is deemed that is has potentially been</p>	<p>TOLERABLE RISK</p> <p><i>*Once all control measures required are implemented</i></p>

	<p>contaminated by COVID-19 then the operational procedure for decontamination of red, amber and green PPE must be followed, detailed in COVID SI 0012.</p> <p>Any potentially contaminated PPE (disposable or otherwise) to be double bagged as per procedure and returned to station in the pump locker and not carried inside the crew cab; disposable items to be disposed of as clinical waste in the bins provided.</p> <p>Post-incident, decontaminate any potentially contaminated equipment before returning it to the appliance.</p> <p>On return to station, personnel are to remove any nitrile gloves used within the community or vehicle prior to entering the premises and use the sanitising hand gel provided or wash their hands immediately upon entering the premises.</p> <p>Hand sanitising gel to be located on the fire appliance/in station vehicle and should be stored out of direct sun light. Personnel to use the hand sanitising gel provided to decontaminate hands before remounting the appliance or when necessary to aid in maintaining good hand hygiene.</p> <p>Should a crew member report COVID-19 symptoms whilst on the appliance, they MUST don an FFP3 mask or IIR Type 2 surgical mask and blue nitrile gloves. The appliance is to return to station immediately. The crew member will book off duty and leave the station without removing the mask or gloves. Decontamination of the fire appliance must then take place in line with COVID-19 SI 008 Operational Safety Precautions Procedure.</p> <p>If the affected crew member is the driver, they must pull over to a place of safety, and adopt the same PPE levels as above, socially distance as best as possible and inform Fire Control and a Station Manager who will make relevant arrangements for the crew</p>	
<p>Overall Residual Risk Rating once all ‘control measures required’ have been implemented for FIRE STATIONS is deemed as: TOLERABLE RISK</p>		