



Merseyside Fire & Rescue Service

Occupying **SHQ/JCC** during COVID-19 Pandemic – returning to the workplace

COVID Secure Health & Safety

Risk Assessment





Risk Assessment Details

Risk Assessment Description /Title:	Occupying Non-Operational Service Premises During Pandemic: Service Headquarters (SHQ) / Joint Control Centre (JCC)			Assessment Number.	C-19 SHQ/JCC 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.



Merseyside Fire & Rescue Service COVID Secure Health and Safety Risk Assessment – SHQ/JCC



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<p>This risk assessment is to be read in conjunction with the following documents:</p>	<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 0006 Agile Working COVID-19 Service Instruction 0008 Operational Safety Precautions COVID-19 Service Instruction 0009 Fire Evacuation Procedures from SHQ/JCC 	<ol style="list-style-type: none"> COVID-19 Service Instruction 0012 PPE for COVID-19 Related Incidents 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; Equipment - operational and 	<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. Engie / other visitors.</p> <p>In addition, personnel who are exposed to the virus and contract</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>



<p>non-operational e.g. office/kitchen related;</p> <ul style="list-style-type: none"> 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; Refuse storage areas Meeting rooms; TV and projectors and remotes; Kitchen and associated appliances kitchen ware 	<p>COVID-19 whilst at 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. 	<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>	<div style="background-color: #d9ead3; width: 100%; height: 100%;"></div>
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<ul style="list-style-type: none"> • 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 MFRS Premises' for comprehensive list of <u>contact surfaces/points</u>.</p>	<ul style="list-style-type: none"> • People can contract the virus by touching contaminated surfaces and then touching their eyes, nose or mouth. <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</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> <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 member of personnel 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 to self-isolate if symptoms develop.</p> <p>If a member of personnel has reason to believe that they have potentially been exposed to coronavirus <u>whilst at work</u>, they must immediately report it to 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 Manager Key Responsibilities</p> <p>Line Managers to read and keep up to date with the most current guidance</p> <p>Line Managers to regularly communicate to their team or department 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>Personnel given time to access and read the information referred to above to ensure understanding.</p> <p>Line Mangers to send personnel home if they have reason to believe the individual may have or be displaying COVID-19 symptoms.</p> <p>If a member of personnel reports that they <u>have potentially been exposed to coronavirus whilst at work</u> and this exposure is considered to be significant, line management 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>	<div style="background-color: #e0f0e0; height: 100%;"></div>
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	<p>average it is 1-14 days.</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</p>	<p>Line managers to be informed of any occurrences as detailed above via telephone or only where social distancing can effectively be achieved.</p> <p>Line managers will reinforce the following key messages of personal responsibility with the individual(s) and the team/department:</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>Line managers will contact Occupational Health (OH) for further guidance and support as required.</p> <p>Line Managers 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>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 can request members of staff to distance or disperse where social distancing is not being adhered to.</p>	
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	<p>infection and possible death if contracted</p> <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>Hand Hygiene</p> <p>Personnel to wash their hands more often than normal i.e., 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 premises including but not exclusive to: washrooms/toilets; dining areas; kitchenettes and break-out areas etc.</p> <p>Social Distancing</p> <p>The Service will closely follow the most current Government guidance and the ‘Stay Alert’ strategy.</p> <p>Personnel working from home will be facilitated where possible.</p> <p>Where it has not been possible for personnel to work from home they will still attend work provided that they are not showing coronavirus symptoms and neither they nor any of member of their household are self-isolating.</p>	
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	<p>People in the high-risk category have been told that for 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>Personnel must follow government guidance on the use of public transport if this is there adopted method of travel.</p> <p>Estates department to review and develop new seating arrangements/plans that meet the minimum requirements of social distancing (2m minimum rule). This includes the relocation of teams to other parts/offices within the premises to meet the requirements.</p> <p>Develop and effectively communicate (where applicable) alternative staffing rota options which ensure that the number of personnel working within offices etc. at any one time does not exceed safe levels i.e. where social distancing cannot be achieved. This may see staff rotate between working from home and working in the office, supporting the first point above. This will be under the direction and agreement of line managers.</p> <p>Where possible reduce the number of people each person has contact with by using ‘fixed teams’ or ‘partnering’ (so each person works with only a few others) and creating ‘Team Bubbles’.</p> <p>Follow government guidance in relation to ‘vulnerable persons’ - section later in the RA.</p> <p>Communal coat hanging facilities provided or alternatively jackets or coats placed on the rear of their chairs. Where personal items are hung on the provided facilities they must be clearly separated from any other person’s jackets/coats.</p>	<p>Residual Risk Rating:</p>
	<p>INTOLERABLE RISK</p>		<p>TOLERABLE RISK</p>
	<p><i>*Prior to any control measures being applied</i></p>	<p>On rare occasions where personnel must work 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 and associated routes of access used by those personnel coming into the workplace to be sufficiently separated throughout the duration of a shift.</p> <p>If required to use new or different workstation this and surrounding area and equipment must 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. Personnel are required to regularly clean work areas using the products provided</p>	<p><i>*Once all control measures required are implemented</i></p>

		<p>For personnel who have had to move workstations and have seen a change in their setup a new DSE assessment can be undertaken.</p> <p>Workstations will be arranged either using back-to-back or 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 will be affixed to workstations which are not to be used.</p> <p>Where adequate distancing cannot be achieved and personnel have to attend the workplace then the use of barriers (where necessary) will be considered to separate people from each other.</p> <p>'Hot desking' within the office environment at SHQ/JCC will be prohibited throughout the pandemic where possible.</p> <p>Managers will identify any areas where people directly pass things to each other, for example office supplies. Ways to remove direct contact will be explored and implemented (where necessary); such as using drop-off points or transfer zones.</p> <p>Managers to use where appropriate visual communications, for example; whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages thus reducing the need for face-to-face communications and implement where appropriate.</p> <p>In the event that personnel are required as part of their role to travel to locations during the pandemic and/or stay overnight etc. managers arranging such activities must ensure due diligence and must make reasonable enquires of venues and accommodation to assure themselves that such venues and accommodation has in place adequate control measures and meets social distancing and infection control guidelines i.e. they are COVID Secure.</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 line manager and estates department.</p>	
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	<p>All Managers to familiarise themselves 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>As far as reasonably practicable the Service will limit the number of personnel working within the premises to the minimum necessary to achieve Service and departmental priorities and objectives as appropriate.</p> <p>To limit the movement of personnel from one premises to another or from one department to another within the JCC/SHQ, Microsoft Teams and Tele-conferencing, telephone calls and emails will be used in the first instance and in preference to face to face meetings, visits or communication exchanges.</p> <p>Personnel from all departments will be advised to cancel activities which involve their movement <u>with the exception</u> of those activities that are <u>deemed essential or risk critical</u>. Activities that must go ahead will be subject to robust control measures in line with government guidance.</p> <p>As far as is reasonably practicable efforts will be made in all circumstances to exceed 2 metres separation, particularly when indoors or within an enclosed/partially enclosed space provided that this does not significantly adversely affect communication or task objectives etc. where this cannot always be achieved then additional control measures will be considered/introduced i.e. introduction or Perspex screens, as an example.</p> <p>Where groups of personnel are required to work/congregate within one office/room, and where practical, the room including desks, workstations, equipment and routes of access will be set up to ensure that a minimum the 2 metre separation distance between personnel can be achieved at all times, with further consideration for exceeding 2 metres as detailed above.</p> <p>If not achievable the room occupancy will be reduced to ensure seating and routes of access separation distances can be achieved.</p>	
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		<p>Staggering of work routines/tasks and development of a rota or other ways of working may be necessary so that work can be progressed whilst not contravening safe social distancing practices.</p> <p>Canteens will offer a reduced service providing sealed items such as packed lunches, sealed meal boxes and sealed drinks i.e. bottles of water.</p> <p>A Perspex screen will be erected between the serving hatch area and counter where the customers/staff would queue/pay.</p> <p>If overcrowding occurs in the dining area, then access may be staggered between departments so that each department accesses the dining area at a predetermined time slot to prevent personnel from different departments from coming into contact with each other. This will only be reviewed if necessary.</p> <p>Available tables and seating will be reduced to meet the 2m social distancing room.</p> <p>Catering staff will only be operating the canteen and dining area after completion of their own risk assessment and introduction of adequate control measures in line with government guidance.</p> <p>Their own risk assessment and guidance will in no way contradict or contravene this RA and Service guidance. Dining area guidance is captured in more detail further on in this risk assessment.</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>	
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	<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> <p>Desk fans prohibited until further guidance is released.</p> <p>Joint Occupiers – Bouygues / 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 SHQ/JCC 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>Training on SHQ/JCC Premises</p> <p>As far as is reasonably practicable all training which brings personnel into close proximity i.e. less than 2 metres will be avoided during the pandemic except where such training is necessary, is deemed as essential or risk critical and has been excluded from being able to be delivered remotely via Microsoft Teams or any other technical means.</p>	
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	<p>Where training goes ahead it will be subject to suitable and sufficient risk assessment. The risk assessment must make reference to risks associated with coronavirus and the control measures necessary to manage the risk of coronavirus transmission between individuals e.g. hand sanitisers and cleaning sprays in meeting rooms; adequate ventilation; sufficient social distancing measures etc.</p> <p>Meetings & Face to Face Meetings</p> <p>Where possible, remote working tools will be used in preference to face to face meetings. Face to face meetings will be limited</p> <p>The use of Microsoft Teams, Skype etc. is the preferred option for all meetings (including “corridor conversations” and visiting people at their desks) as it removes the risks associated with a number of people being present in a room.</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 to be invited to attend meetings and they must maintain 2m separation throughout. • Avoid transmission during meetings, for example, avoiding sharing pens and other objects. • Provide hand sanitiser in meeting rooms. • Hold meetings outdoors or in well-ventilated rooms whenever possible. • For areas where regular meetings take place, consider using floor 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. • Shared food and refreshments would not normally be provided. If food and refreshments are required i.e. due to length of meeting, then carry-out bags with packed lunches and bottled water can be provided. <p>Arrangements have been made to ensure social distancing is maintained in conference suites and meeting rooms. Capacity has been reduced and a maximum occupancy placed on each. This is provided in detail in the COVID Service Instruction for SHQ/JCC.</p>	
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		<p>Cleaning equipment is available in each meeting/conference room and staff and visitors are required to wipe down surface before and after use.</p> <p>Hand sanitiser is available in each meeting/conference room and staff and visitors are required to sanitise hands on arrival and upon leaving.</p> <p>Where an in-person meeting is unavoidable and external attendees are required, they should report to Reception and sign in as outlined in the 'RECEPTION' section of this RA.</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>Staff to be aware of COVID SI 0009 Fire evacuation procedures SHQ.</p> <p>Premises Hygiene Arrangements</p> <p>The Estate Department have implemented an enhanced cleaning regime throughout the pandemic. This cleaning regime is undertaken by Bouygues on Service owned premises and by Eric Wright Personnel on PFI premises – see COVID SI 0016 Cleaning requirements for MFRS premises.</p> <p>Cleaning regimes include a higher frequency of cleaning and an increased focus on 'high – touch' areas such as door handles, access buttons, work surfaces etc.</p> <p>Offices/meeting rooms/reception areas and other designated locations will be provided with cleaning products in the form of a disinfectant spray, wipe roll and additionally, hand sanitisers.</p> <p>If managers have any concerns regarding the effectiveness of the above cleaning process, they are to inform the Estates Department as soon as possible.</p>	
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		<p>Personnel to regularly clean their own workstations and work area, keeping a clean and clear desk policy</p> <p>Personnel will regularly wipe over key touch/push/contact points within the office environment e.g. light switches, thermostatic controls and door/drawer/cabinet handles etc. using designated cleaning materials</p> <p>If an individual starts to display COVID symptoms in the workplace, they will be initially isolated whilst it is immediately reported to the line manager. The line manager will assess the situation and where symptoms are confirmed the individual will be sent home to self-isolate and the relevant organisational guidance followed. Estates will be informed who may then initiate a deep clean of part or all of the area that the individual has occupied.</p> <p>Reception Areas</p> <p>Visitors to Service Headquarters and the Joint Control Centre will in the first instance be discouraged unless there is no other practical way of carrying out business.</p> <p>Visitors will be required to read and adhere to all site guidance on display on route to and inside of the Reception area and throughout the building.</p> <p>Only <u>four</u> people are permitted to wait in reception at any one time; further visitors are required to wait outside until invited in.</p> <p>Social distancing will be practiced and adopted throughout the building.</p> <p>Screens and/or barriers have been implemented on reception as part of longer term control measures and are located across the counter where visitors naturally present.</p> <p>Both alcohol hand sanitising gel and COVID-19 related notices will be placed within easy reach of the reception zone.</p> <p>The visitors signing in book will be done electronically by using a spreadsheet and being completed by the reception staff. This will be completed by the security guard out of hours.</p>	
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		<p>The reception table surface and surrounding area will be cleaned frequently using antiviral substance/wipes by reception personnel wearing nitrile gloves. This is in addition to the normal structured cleaning programme.</p> <p>Anybody entering/exiting the building will be instructed by either reception personnel and/or instructional signage to use the hand sanitising gel and/or wash their hands. Hand sanitising gel will also be positioned on a table with accompanying signage within the reception atrium.</p> <p>Visitors and staff who already have a pass allowing access to SHQ/JCC must proceed straight to their destination and may have to pass quickly through Reception to do this, even when there are already four people waiting; if this is the case they are not permitted to stop in that area for any reason.</p> <p>Visitors who do not have access will be required to give their details to reception staff. This will be logged on a database and replaces the signing in book. A security pass will be issued by reception. Visitors are then required to promptly proceed to their destination adhering to social distancing and signage around the building, including use of hand sanitisers at various locations</p> <p>Signage will be provided to indicate social distancing instruction and awareness to visitors arriving at reception (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.</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>	
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		<p>Where site visits are essential, site guidance on social distancing and hygiene will be explained to visitors on or before arrival in the form of site specific information and instruction regarding rules responsibilities and expectations.</p> <p>The number of contractors/visitors must 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 specific time windows i.e. avoiding normal arrival and departure times and mealtimes and restricting access to required visitors only will be adopted.</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 at night or where possible arrange for alternate 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 to minimise the time delivery drivers spend within the building.</p> <p>Deliveries to the front of the premises i.e. reception to be dropped off within the reception atrium and will be placed on a designated table away from the Reception Desk</p> <p>Deliveries at the rear of the premises i.e. catering related deliveries to be dropped off within a specifically designated and secure area where social distancing is maintained. Where possible the supplier's cages should be used rather than individual unloading.</p>	
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		<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>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>	
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		<p>Internal 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 procedures at all times.</p> <p>Service personnel who deliver post etc. across multiple Service sites etc. are permitted to access all toilet and handwashing facilities at them locations, however they must ensure they follow strict hand and respiratory hygiene measures at all times</p> <p>Delivery of internal post is to be managed by reception staff and other staff are requested not to attend the reception desk for collection.</p> <p>Small parcels will be delivered to a designated area near the door of each large office. If a parcel is too big to deliver on the post trolley the recipient will be advised a parcel has arrived and must collect it as soon as possible.</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 sort and received by line management prior to making arrangements for such a delivery.</p> <p><u>Lifts</u></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>Break Out Areas & Kitchenettes</p>	
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	<p>All of the following areas will be regularly cleaned using provided sprays (as appropriate) and a disposable cloth or antiviral wipe after each significant use:</p> <ul style="list-style-type: none"> • Sink surround, draining board and tap if used; • All bench tops and surfaces used; • Refrigerator door handle and internal surfaces as appropriate; • Water heater water dispensing handle; • All cutlery and utensils cleaned thoroughly after each use using warm/hot water and washing up liquid. All such items should then be put away within the cupboard. • Any other items or surfaces that have been touched <p>Paper towels/roll will be supplied and used in preference to tea towels. Unless absolutely necessary tea towels should be removed until further notice or further guidance.</p> <p>Communal fridge's in kitchenette areas are to be subject to regular cleaning and wipe downs using provided cleaning sprays. Particular attention to be paid to the doors and handles. Food stuffs contained within must be sealed and personal use only to reduce cross contamination potential. Hand hygiene must be observed every time prior to opening and accessing the fridges. All personal unused items are to be removed at the end of the day.</p> <p>The number of seats within all break out areas will be reduced and remaining seating will be spread out to promote 2 metre social distancing.</p> <p>Seating will be reduced and positioned to ensure 2 metre social distancing is achieved on routes of access which traverse break out areas.</p> <p>Outside Spaces – Gardens and Seating Areas</p> <p>Personnel encouraged to utilise outside seating areas in preference to using internal break out areas, weather permitting). 2 metre social distancing still to be practiced in outside seating areas.</p> <p>Outside seating e.g. benches etc. which are designed for multiple persons to be used by one person at any one time unless they are sufficient in size to safely allow for 2m social</p>	
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		<p>distancing. Signage will be affixed to such seating to provide instruction to personnel accessing these areas.</p> <p>Hand hygiene must still be fully adopted upon returning into the building from outside areas.</p> <p>Dining Area Hygiene</p> <p>Large tables will be separated and social distancing maintained.</p> <p>Seating will be set up and staggered so that personnel are 2 meters apart and are not directly facing each other.</p> <p>Cleaning sprays and adequate signage will be provided / displayed requesting customers to clean tables before and after use.</p> <p>Windows on both sides of the canteen (where and if applicable and weather permitting) to be opened immediately prior to mealtimes to enable adequate flow of ventilation within the dining area.</p> <p>A prominent notice is displayed on all routes of access to the dining area instructing personnel to ensure they have washed their hands immediately prior to entering the dining area.</p> <p>Alcohol hand sanitising gels are to be provided and available for use.</p> <p>Personnel will be advised via appropriate signage to keep their time in the canteen as brief as possible.</p> <p>Staggered meal times between departments and joint occupiers may be adopted so that each department accesses the dining area at a predetermined time slot. This will be to prevent significant numbers of personnel accessing the dining area at any one time and only where the dining area has become too crowded or unmanageable. If adopted, a rota would be published on the Portal and displayed prominently within the dining area.</p> <p>The dining area will be laid out to enable personnel to maintain routes of access and queue whilst maintaining social distancing from those in the queue and those already dining. Floor markings will be used to demarcate areas to help personnel keep to a 2m distance.</p>	
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		<p>to provide instruction to personnel.</p> <p>Wash basins directly next to each other should not be used at the same time and signs to promote social distancing between basins should also be in place.</p> <p>The Estates Department have arranged for increased toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc.</p> <p>As per government guidance paper towels and or hand driers will be provided as suitable hand drying facilities. Where possible, paper towels will be provided as the preferred option as an alternative to</p> <p>Changing Rooms and Showers</p> <p>All self-contained shower cubicles already have a natural maximum occupancy of one.</p> <p>The locker room/s on site to have adequate 'social distancing' signage throughout to ensure that the area does not become overcrowded and 2m is maintained. If and where this becomes a problem, then a maximum occupancy at any one time will be applied.</p> <p>Showers, lockers and changing rooms are to be kept clean and clear of personal items. Lockers are required to be locked at all times.</p> <p>Enhanced cleaning of changing rooms and showers regularly has been adopted.</p> <p>Designated cleaning substances and where appropriate, wipes, will be provided within changing rooms and showering facilities to enable the user of such facilities to undertake cleaning of key points of contact pre-use and/or post use of the facilities.</p> <p>Waste/Refuse Management</p> <p>Waste will be handled, stored and disposed of in accordance with – Government Guidance Document COVID-19: cleaning in non-healthcare settings.</p> <p>Waste from possible COVID-19 cases and from 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. 	
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		<ul style="list-style-type: none"> • The plastic bag then to be placed in a second bin bag and tied. • Then be put in a suitable and secure place and marked for storage until the individual's test results are known. <p>Such waste must be stored safely, securely and kept away from personnel/other occupiers. Such waste is not to be placed in communal waste areas until negative COVID-19 test results are known or the waste has been stored for at least 72 hours;</p> <p>If the individual tests negative, this can be put in with the normal waste</p> <p>If the individual tests positive, then it will be stored for at least 72 hours and put in with the normal waste and the relevant manager will also inform any other joint occupiers of the premises e.g. Bouygues as appropriate and any other relevant on-site Service personnel e.g. cleaning or maintenance personnel etc.</p> <p>If storage is not appropriate or practical, then the waste will be disposed of professionally as clinical waste.</p> <p><u>Signage & Guidance Posters</u></p> <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 of key coronavirus risks and control measures and discourages personnel and visitors with COVID-19 symptoms from entering the premises will be utilised in prominent locations.</p> <p>Signage and PHE based Guidance posters to be located in handwashing and toilet facilities, dining and break out areas and throughout the workplace 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. 	
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	<ul style="list-style-type: none"> • 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; • ‘Screen’ 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; <p><i>*The list is not exhaustive.</i></p> <p>Proactive Efficiency and Risk Reduction</p> <p>Following review 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>Face Coverings</p> <p>Wearing a face covering in certain circumstances is optional and is not currently required by law for the workplace environment of which this risk assessment is written i.e. <u>the office environment</u></p>	
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		<p>For those who choose to wear a face mask, they must be used properly and personnel must wash their hands before putting them on and taking them off.</p> <p>To provide a consistent and Service centric approach to the wearing of masks the Service has sourced stocks of disposable IIR Type 2 surgical masks which can be made available on request at SHQ/JCC.</p> <p>The Service will support their workers in using face coverings safely if they choose to wear one.</p> <p>The Service will inform personnel choosing to wear face masks of the following government guidance and the need to:</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>	
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	<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> <p>When developing rotas and considering the risks within specific department/functions relevant managers must have particular regard to whether the personnel doing the work are especially vulnerable to COVID-19. The manager will liaise with individual personnel HR and OH as appropriate.</p> <p>Specific consideration is to be given to protecting and supporting the following risk categories:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable individuals • Clinically vulnerable individuals, • Clinically vulnerable (but not extremely clinically vulnerable) • In addition, the Service should consider those personal who live with and/or care for clinically vulnerable dependants. <p>Managers will always refer to the relevant Government Guidance for Working safely during COVID-19 for further information and will consult with POD and OH team to</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 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</p>	<p>determine what duties are considered to be safe and appropriate for specific individuals within each of these categories.</p> <p>Managers must stay in touch with vulnerable or high risk personnel by phone.</p> <p>Gym</p> <p>The Gym will be opened 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> <p>All authorised persons accessing the gym <u>MUST</u> 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:</p> <p>Maximum occupancy of 7 persons at any one time. 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 7; 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 will initially 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. This will be kept under continual review;</p>	<p></p>
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	<p>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 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</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 have been installed within the gym;</p> <p>A variety of COVID signage has been introduced to support and highlight social distancing measures; 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 social distancing measures;</p> <p>All televisions have been taken out of use along with any other audio devices. This is 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; this is in support of government guidance;</p> <p>A suite of cleaning and sanitising materials is 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 has been introduced and this includes the gym being closed every Wednesday morning 0900hrs – 1100hrs for a deep clean; all access during this time will be prohibited.</p> <p>All gym guidance, rules and regulations will be made readily available and will also be displayed on the gymnasium H&S board – users must read this.</p> <p>To assist ventilation, the gym windows should be open (weather and temperature permitting); 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</p>	
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	<p>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>Initial Risk Rating:</p>	<p>i.e. gloves, mask etc. should close contact first aid be required.</p> <p>COVID security Gym user responsibilities:</p> <p>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. <i>*It is recognised that this may not always be achievable i.e. personnel who use the gym during their lunch time or as part of their shift (Ops staff); in which case all other control measures must still be followed.</i></p> <p>The gym user must wash their hands thoroughly with soap and water before entering the gym;</p> <p>The only access/egress in and out of the SHQ/JCC gym is via one door in the locker room therefore gym users are <u>not to form queues</u> to enter the gym when it's at maximum capacity and must return at an alternative time.</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> <p>The gym user must move around the gym in a pragmatic fashion and whilst maintaining 2m social distancing; congregation around items of equipment must not take place and close contact and unnecessary conversations must be avoided.</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); 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</p>	<p>Residual Risk Rating:</p> <p>TOLERABLE RISK</p> <p><i>*Once all control measures required are implemented</i></p>
	<p>INTOLERABLE RISK</p>		
	<p><i>*prior to any control measures being applied</i></p>		

		<p>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 must cease use of the gym.</p> <p>Gym users using the designated water fountain/dispenser may do so but they 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 and 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> <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 guidance document and underpinning risk assessment. <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; 	
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<p>3. Coronavirus Contamination of 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) 	<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>	<ul style="list-style-type: none"> • 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> <p><u>Vehicles</u></p> <p>Regular day to day cleaning of pool vehicles will take place and will be assigned to a designated department and nominated personnel/users as appropriate.</p> <p>A schedule of cleaning is to be developed and implemented if deemed appropriate against usage of vehicle.</p> <p>Allocation of resources and personnel to ensure minimum standards of general hygiene and cleanliness are maintained for all Service pool vehicles and where necessary those assigned to specific departments.</p> <p>Completion of Weekly 'A' routine of the vehicle and an inventory check of equipment, PPE, first aid and any other consumable items/materials necessary to manage the risk relating to driving Service vehicles throughout the pandemic (detailed further below).</p>	
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<ul style="list-style-type: none"> Steering wheel. Indicators. Switches, Window handles. Radio or Sat-Nav Glove compartment latch button. Gear stick. 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. 	<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 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>Initial Risk Rating:</u></p>	<p>Decontamination of vehicles will take place where there is reason to believe that coronavirus contamination may have occurred. This will be undertaken in accordance with the COVID19 Service Instruction 0008 Operational Safety Precautions Procedure as appropriate.</p> <p>Minimise non-essential travel; remote options must be considered first to avoid the need to use vehicles.</p> <p>The use of light service vehicles is to be confined to small teams or departments if possible to limit the number of personnel using them and create 'Team Bubbles'.</p> <p>Vehicles to be cleaned/sanitised at the beginning and end of use by the same personnel i.e. start and finish of physically using the vehicle and/or when users of the vehicle changes. After final use all litter must be removed and all surfaces, controls and equipment that may have been recently handled, cleaned; paying particular attention to:</p> <ul style="list-style-type: none"> Door handles Seat adjustments Grab handles Vehicle controls Seatbelts Steering wheels <p>Cleaning materials and PPE for vehicles to be provided to assist with the cleaning and maintenance prior to, in between and after use. The suite of materials and PPE will consist of the following:</p>	<p><u>Residual Risk Rating:</u></p>
	<p>SUBSTANTIAL RISK</p>	<ul style="list-style-type: none"> Antiviral Wipes Small plastic bags for waste materials; Portable Hand sanitising gel based on availability 	<p>TOLERABLE RISK</p>
	<p>*prior to any control measures being applied*</p>	<p>The above items will be issued to Service locations and stored in each Service vehicle.</p> <ul style="list-style-type: none"> Paper tissues/roll or cloth; Nitrile Gloves; IIR Type 2 surgical masks 	<p>*Once all control measures required are implemented</p>

		<p>The above items will be issued to service locations and stored in a suitable place at that location to be accessed by personnel as and when required.</p> <p>Packs stored in a vehicle must be stored in the boot/rear compartment out of direct sunlight.</p> <p>A stock of suitable face masks to be made available for those personnel utilising the vehicle who wish to wear one. These will be IIR/Type 2 surgical masks provided by the Service.</p> <p>Where persons outside of the 'Team Bubble' are required to occupy the vehicle at any one time a maximum occupancy limit of two for all light vehicles other than mini-buses should be applied. Social distancing measures such as 'driver in the front and passenger in the rear' must be considered and the use of the face masks adopted.</p> <p>Before driving the vehicle, the driver will check to ensure the items detailed above are present. If they are not the employee must inform line management and replacements should be made available before the vehicle is driven.</p> <p>Light vehicles to only be occupied by the minimum number of personnel required to perform the task.</p> <p>Significant consideration must be given to the risk and the need to have more than two persons occupy a light vehicle.</p> <p>In larger non-operational vehicles e.g. minibus's where greater social distancing may be achieved and it is considered necessary to have multiple personnel travelling within the vehicle, personnel will only occupy seats which enable the maximum social distancing possible and occupancy should be reduced. In such cases depending upon occupancy levels surgical type facemasks may not be required.</p> <p>Where weather and environmental conditions permit and as far as is practicable, the windows on light vehicles are to be partially/fully down when occupied to create ventilation and promote airflow.</p> <p>Where weather and environmental conditions permit the vehicle should be ventilated i.e. all doors, boot and windows opened for 30-60 seconds after the vehicle has been used/before it is handed over to new occupants.</p>	
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<p>Overall Residual Risk Rating once all 'control measures required' have been implemented for SHQ/JCC is deemed as:</p> <p style="text-align: center;">TOLERABLE RISK</p>		

