



Health and Safety Risk Assessment

Activity: RBFRS ALL Activities –during Covid 19 Pandemic

Assessment Number:	COVID19 21.47 v6
Assessor:	Tracy Hawkins
Assessment Date:	14/07/2021
Reviewed On:	23/02/2022
Next Review Due:	01/04/2022
Groups at Risk*:	ABCDEF
*A - Wholetime, B - Retained, C - Young Persons, D - Non-uniformed, E - Public, F - Volunteers	

Risk Matrix

Fatalities	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Negligible	1	2	3	4	5
Severity ↑	Very unlikely	Unlikely	Moderate	Likely	Very likely
	Likelihood →				

NOTE: This assessment applies to all activities undertaken by RBFRS staff. Where specific activities require additional controls over and above these general measures, separate, specific assessments will be completed.

Part 1 The Risk Assessment

1.Task	2. Hazard and significant outcomes (what could happen)	3. Control measures already in place	4. Level of Risk			5. Additional control measures required?	6. Projected level of risk			7. Action plan required? Y/N
			L	S	R		L	S	R	
All tasks	Contracting or spreading coronavirus due to poor hygiene practices (aerosol, droplet, contamination)	Instruction given to staff – not to come in to the workplace if experiencing symptoms, unwell or asymptomatic with a positive test.	1	3	3					

1.Task	2. Hazard and significant outcomes (what could happen)	3. Control measures already in place	4. Level of Risk			5. Additional control measures required?	6. Projected level of risk			7. Action plan required? Y/N
			L	S	R		L	S	R	
		<p>Guidance to managers and staff on what to do in the event that someone falls unwell whilst in the workplace.</p> <p>Staff encouraged to regularly test with lateral flow test kits before coming in to the workplace.</p> <p>Good respiratory hygiene (catch it, kill it, bin it messaging) and handwashing signage circulated</p> <p>Control measures reviewed and enhanced/updated where required, in response to new or changing Government, HSE or NFCC guidance, and internal monitoring activities.</p>								
All tasks	Contracting or spreading coronavirus through contaminated surfaces due to inadequate cleaning of surfaces, equipment, workstations, gyms, toilets, shower rooms, vehicles, and handling goods.	<p>Hand washing facilities available at all sites.</p> <p>Sanitizer available at entry to all buildings and throughout.</p> <p>Sanitiser supplied for working away from site</p>	1	3	3	See separate risk assessment for use of gyms - COVID19 21.54				

1.Task	2. Hazard and significant outcomes (what could happen)	3. Control measures already in place	4. Level of Risk			5. Additional control measures required?	6. Projected level of risk			7. Action plan required? Y/N
			L	S	R		L	S	R	
		<p>(e.g. in vehicles and other people's homes)</p> <p>Contract cleaners concentrate on high touch areas such as door handles and handrails. Sanitiser wipes and sprays in place at all shared areas e.g. desks, breakout areas, meeting rooms. All shared equipment to be cleaned in between users. Cleaning regime in place for fire stations and vehicles. Clear desk instruction is in place.</p> <p>Cleaning instructions in place for gym users, wipes and sprays provided</p> <p>Cleaning and decontamination protocol in place for operational equipment and activities.</p> <p>Responsibility for ensuring adequate supplies: HQ - Facilities Team Stations – applicable watch responsible for the premises</p>								

1.Task	2. Hazard and significant outcomes (what could happen)	3. Control measures already in place	4. Level of Risk			5. Additional control measures required?	6. Projected level of risk			7. Action plan required? Y/N
			L	S	R		L	S	R	
		<p>Other sites – site manager</p> <p>Where a confirmed positive case has been in the workplace, assessment made by local manager on duty as to whether an additional clean of surfaces is required (as part of the covid investigation protocol).</p>								
All tasks	Contracting or spreading coronavirus through droplets due to close contact	<p>Instruction to staff – not to come in to the workplace if experiencing symptoms or unwell, or asymptomatic with a positive test</p> <p>Staff advised that when working in enclosed spaces and crowded spaces with people that they don't normally meet, IIR mask to be worn.</p> <p>Ensure ventilation in shared vehicles</p> <p>In office spaces, some socially distanced desks will be retained</p> <p>Social distancing to be observed, and IIR masks to be worn during safe and well visits</p>	2	3	6	See COVID19 20.09 – safe and well activities for additional measures	1	4	4	Yes

1.Task	2. Hazard and significant outcomes (what could happen)	3. Control measures already in place	4. Level of Risk			5. Additional control measures required?	6. Projected level of risk			7. Action plan required? Y/N
			L	S	R		L	S	R	
All tasks	Poorly ventilated workplaces increasing risk of coronavirus aerosol spread	<p>Air conditioning systems are maintained in accordance with manufacturer and HSE guidance.</p> <p>Ensure good ventilation in shared vehicles</p> <p>Separate guidance provided to staff on ventilation measures</p> <p>Carbon Dioxide monitoring to identify poorly ventilated areas.</p>	1	3	3	See COVID19 21.39 - workplace ventilation during Covid19	1	4	4	Yes
All tasks	Increased risk of infection for staff and others who are at higher risk or could be at higher risk – (eg those who are immunosuppressed, other underlying health conditions, new and expectant mums, disabled workers, ethnic minority workers, elderly)	<p>Individual assessment undertaken by the line manager to identify whether additional measures are required, seeking advice from OH or GP/specialist where necessary.</p> <p>Regular reviews and conversations with Line Manager</p> <p>Established HR processes in place</p> <p>All staff encouraged to regularly test with lateral flow test kits</p> <p>IIR masks to be worn during safe and well visits in addition to social distancing.</p> <p>Individuals who test positive and individuals who are unwell advised</p>	1	5	5	<p>If staff have not already been vaccinated, encourage vaccinations to be booked where possible.</p> <p>See COVID19 20.09 – safe and well activities for additional measures</p>				

1.Task	2. Hazard and significant outcomes (what could happen)	3. Control measures already in place	4. Level of Risk			5. Additional control measures required?	6. Projected level of risk			7. Action plan required? Y/N
			L	S	R		L	S	R	
		<p>not to come in to the workplace</p> <p>Individuals who are known to be a close contact of a positive case, to notify their line manager so that appropriate protective measures can be put in place depending on role (e.g. safe and well visits to vulnerable people)</p>								
All tasks	Returning to the workplace after prolonged absence, working from home leading to anxiety	<p>Established return to the workplace process in place. Managers discuss return to work or continued attendance at the workplace individually with staff and agree any measures or support required to aid them.</p> <p>Flexible working policy</p>	1	3	3					
All tasks	Relaxation of measures, resurgence of cases and variants of concern, increasing risk of virus spread; being in the workplace leading to anxiety	<p>Regular monitoring of government advice and guidance. Enhanced measures will be introduced and activities reviewed where required, in accordance with Government advice, to address new variants of concern.</p> <p>Staff encouraged to regularly test with lateral flow test kits</p>	2	3	6					

1.Task	2. Hazard and significant outcomes (what could happen)	3. Control measures already in place	4. Level of Risk			5. Additional control measures required?	6. Projected level of risk			7. Action plan required? Y/N
			L	S	R		L	S	R	
		Regular cleaning undertaken Hand washing facilities available at all sites. Sanitizer available at entry to all buildings and throughout. Adequate ventilation systems in place In offices, some socially distanced desk space retained. IIR face masks retained for higher risk activities (i.e. enclosed crowded spaces, people you don't normally meet, also safe and well visits) Staff supported where they chose to wear face coverings in the workplace Regular monitoring of Covid related absence highlight any potentially deficiencies in measures, which are then addressed Individuals who are concerned to discuss with their line manager Established HR processes in place								

1.Task	2. Hazard and significant outcomes (what could happen)	3. Control measures already in place	4. Level of Risk			5. Additional control measures required?	6. Projected level of risk			7. Action plan required? Y/N
			L	S	R		L	S	R	
All tasks	Fire, accident and other emergencies - inadequate numbers of staff in the workplace to manage emergency response	First responders on stations First aiders in TVFCS Cohort of trained first aiders at HQ	1	3	3					

8. Further specialist assessments required?

Noise – contact Health and Safety Department for advice	COSHH - contact Health and Safety Department for advice	Manual Handling - contact Health and Safety Department for advice	Safeguarding - contact designated child protection officer for advice

Part 2 Action Plan

1.Task	2. Additional Control Measures Required	3. Lead officer	4. Timetable Start / Finish		5. Review Date

Part 3 Risk Assessment Validation and Approval

NOTE: If the following section is not completed, the assessment cannot be published.

Line Manger Validation and Approval

(to be entered by Line Manager)

CEMT/Nikki Richards

Date: 23/02/2022

Advice and Guidance given by Health and Safety Section

(to be entered by H&S)

N/A

Date: N/A

Your privacy: If this is a personal risk assessment, please refer to the [privacy notice](#) for further information.