

# Risk Assessment Form (Non-Incident)

 **TOLERABLE:** No further action, monitor situation




 **MODERATE:** Consider additional action if possible

 **HIGH:** Unacceptable, take immediate action

<b>Status</b>	<b>Current</b>
<b>Assessment Ref No</b>	03-PR-15
<b>Task/Process Description</b>	Covid 19 Performance of Authority duties
<b>Assess Date</b>	04/09/2020
<b>Site</b>	
<b>Department</b>	Occupational Health & Safety
<b>Specific Location</b>	Across West Yorkshire
<b>Assessor</b>	

OUTCOMES	
<b>Are existing measures adequate?</b>	Yes
<b>Enter Review Date</b>	04/12/2020
<b>Approver's Name</b>	

**NOTE:** The control measures detailed in this risk assessment are correct at the time of the assessment, however may change with short notice to reflect changes in national guidance as the pandemic develops. The Authority will keep this assessment under review and update periodically. Any changes to this risk assessment will be captured in the covid decision log and communicated to its staff and others stakeholders

NO	ACTIVITY, EQUIPMENT AREA / MATERIAL	HAZARDS	EXISTING CONTROL MEASURES	WHO IS AT RISK	RISK	MEASURES ADEQUATE?
1	Responding to operational incidents in fire appliance	Infection with covid 19	<ul style="list-style-type: none"> <li>Crews to ride at 4, unless the DRA by the Oic determines 5 are required due to the nature of the incident. Under no circumstances are crew to ride 6</li> <li>Windows to be wound down to increase ventilation in the cab where possible</li> <li>All crew members to wear RPE when riding the appliance.</li> <li>Coughs &amp; sneezes to be directed towards the window per national guidance</li> <li>Appliance cleaned on return to station and regularly throughout the shift using antiviral wipes/spray</li> <li>Hand sanitizer</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Contractors</li> <li><input checked="" type="checkbox"/> FF's</li> <li><input checked="" type="checkbox"/> F&amp;R staff</li> <li><input checked="" type="checkbox"/> Public</li> <li><input checked="" type="checkbox"/> Other</li> </ul>	 TOLERABLE	Yes
2	Attending incidents involving known/possible covid casualties	Infection with covid 19	<ul style="list-style-type: none"> <li>Control to challenge calls to establish if anyone involved is a known/suspected covid casualty, if so, this is passed onto crews via the message.</li> <li>PPE as per OPID 27/20, 12/20 &amp; 08/20, which is in line with NFCC guidance to be worn</li> <li>Only commit minimal numbers within 2 metres of casualty/into premises</li> <li>Decontamination procedures as detailed in OPID 08/20,</li> <li>Hand sanitizer</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Contractors</li> <li><input checked="" type="checkbox"/> FF's</li> <li><input checked="" type="checkbox"/> F&amp;R staff</li> <li><input checked="" type="checkbox"/> Public</li> <li><input checked="" type="checkbox"/> Other</li> </ul>	 MODERATE	Yes
3	Providing casualty care to known/possible covid casualties	Infection with covid 19	<ul style="list-style-type: none"> <li>PPE as per OPID 27/20, 12/20 &amp; 08/20, which is in line with NFCC guidance to be worn</li> <li>Minimal staff to be within 2 metres of casualty.</li> <li>CPR to involve chest compressions only (not BVM)</li> <li>Decontamination procedures as detailed in OPID 08/20,</li> <li>Hand sanitizer</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Contractors</li> <li><input checked="" type="checkbox"/> FF's</li> <li><input checked="" type="checkbox"/> F&amp;R staff</li> <li><input checked="" type="checkbox"/> Public</li> <li><input checked="" type="checkbox"/> Other</li> </ul>	 MODERATE	Yes

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4	Routine work/movement around station	Infection with covid 19	<ul style="list-style-type: none"> <li>• Maintain social distancing</li> <li>• Regular cleaning of common touch items</li> <li>• Limited access/egress points with hand sanitizer for all those who enter/leave premises to use</li> <li>• Mess &amp; rest rooms laid out to maintain social distancing</li> <li>• Use of grab packs to clean environment where there is a positive case and staff member has been in the workplace within 72 hr of becoming symptomatic</li> <li>• Amendments made to BA general checks to reduce wearing of face mask</li> <li>• Equipment cleaned after EMS checks</li> <li>• No visitors allowed to station.</li> <li>• All non essential visits by contractors suspended.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Contractors</li> <li>✓ FF's</li> <li>✓ F&amp;R staff</li> <li>✗ Public</li> <li>✗ Other</li> </ul>	 TOLERABLE	Yes
5	Training of operational staff	Infection with covid 19	Only BA training being delivered at training centre. Controls include: <ul style="list-style-type: none"> <li>• Pre and post briefings will be done at station via video conferencing.</li> <li>• Social distancing during exercise</li> <li>• Wearing of BA and PPE during exercise</li> <li>• Firekit bagged and sent for laundering as per current procedures</li> <li>• Station training will continue to maintain operational competencies</li> <li>• Off station &amp; inter station training suspended</li> </ul>	<ul style="list-style-type: none"> <li>✗ Contractors</li> <li>✓ FF's</li> <li>✗ F&amp;R staff</li> <li>✗ Public</li> <li>✗ Other</li> </ul>	 TOLERABLE	YES
6	Community work	Infection with covid 19	<ul style="list-style-type: none"> <li>• Safe &amp; well visits suspended and replaced by telephone only service. In exceptional high risk cases, a visit may still be required and if so, full PPE will be worn. Detection will be left to be fitted by resident or family member wherever possible.</li> <li>• ORV's suspended with only external visits undertaken for high risk premises.</li> <li>• Fire safety inspections (explosives, petroleum) suspended. In exceptional high risk cases, a visit may still be required and if so, full PPE will be worn.</li> <li>• All other community based work suspended</li> </ul>	<ul style="list-style-type: none"> <li>✗ Contractors</li> <li>✓ FF's</li> <li>✓ F&amp;R staff</li> <li>✗ Public</li> <li>✗ Other</li> </ul>	 TOLERABLE	Yes
7	Travelling in Authority cars/vans	Infection with covid 19	<ul style="list-style-type: none"> <li>• Procedure in place for the cleaning of Authority vehicles both before and after use to reduce the risk of cross contamination. This involves the wiping with bioguard wipes of all common touch surfaces when taking over and returning the vehicle, along with disposal of the waste.</li> <li>• Single occupancy travel or where there are 2 people travelling, one will sit in the back seat to maximise distancing.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Contractors</li> <li>✓ FF's</li> <li>✓ F&amp;R staff</li> <li>✗ Public</li> <li>✗ Other</li> </ul>	 TOLERABLE	Yes

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8	Shielding of vulnerable staff/family members	Infection with covid 19	<ul style="list-style-type: none"> <li>All staff who were shielding have now returned to work in line with government guidance which paused shielding in August 2020.</li> <li>All workplaces have a covid risk assessment in place and are deemed "covid secure". Individual risk assessments were undertaken for staff returning back to work.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Contractors</li> <li><input checked="" type="checkbox"/> FF's</li> <li><input checked="" type="checkbox"/> F&amp;R staff</li> <li><input checked="" type="checkbox"/> Public</li> <li><input checked="" type="checkbox"/> Other</li> </ul>	 TOLERABLE	Yes
9	General - all staff	Infection with covid 19	<ul style="list-style-type: none"> <li>All staff who can work from home continue to do so</li> <li>Travel reduced to essential journeys only</li> <li>Detached duties limited due to staffing levels</li> <li>ORP shifts allocated to a limited number of stations</li> <li>Social distancing applied to all activities, where reasonably practicable</li> <li>The use of video conferencing encouraged. Where staff are physically present, meeting room laid out to maintain social distancing.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Contractors</li> <li><input checked="" type="checkbox"/> FF's</li> <li><input checked="" type="checkbox"/> F&amp;R staff</li> <li><input checked="" type="checkbox"/> Public</li> <li><input checked="" type="checkbox"/> Other</li> </ul>	 TOLERABLE	Yes
10	General - all staff	Reduced mental health & wellbeing	<ul style="list-style-type: none"> <li>Guidance issued via burning issues with help &amp; advice for anyone who struggling with their mental health &amp; wellbeing</li> <li>Mental health toolkit for both employees and managers</li> <li>Resources available on Firespace</li> <li>Access to OHU</li> <li>Employee Assistance Programme</li> <li>Regular contact by managers for staff who are working from home</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Contractors</li> <li><input checked="" type="checkbox"/> FF's</li> <li><input checked="" type="checkbox"/> F&amp;R staff</li> <li><input checked="" type="checkbox"/> Public</li> <li><input checked="" type="checkbox"/> Other</li> </ul>	 MODERATE	Yes
11	Additional roles performed during covid pandemic to assist the community	Infected with covid 19	A number of staff have volunteered to undertake additional activities to support the community. Examples include: <ul style="list-style-type: none"> <li>The delivery of goods/medicines</li> <li>Driving ambulances</li> <li>Delivery/distribution of PPE</li> <li>Falls project</li> </ul> Each of these projects have been risk assessed separately.	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Contractors</li> <li><input checked="" type="checkbox"/> FF's</li> <li><input checked="" type="checkbox"/> F&amp;R staff</li> <li><input checked="" type="checkbox"/> Public</li> <li><input checked="" type="checkbox"/> Other</li> </ul>		
12	Local station/dept routine activities	Infection with covid 19	All stations & departments (incl Control) have completed a local workplace covid risk assessment, assessed against central guidance and approved by the H&S team. This records local arrangements and ensures they are suitable & sufficient.	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Contractors</li> <li><input checked="" type="checkbox"/> FF's</li> <li><input checked="" type="checkbox"/> F&amp;R staff</li> <li><input checked="" type="checkbox"/> Public</li> <li><input checked="" type="checkbox"/> Other</li> </ul>		