

Risk Assessment Form (Non-Incident)

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







 **MODERATE:** Consider additional action if possible

 **HIGH:** Unacceptable, take immediate action

Status	Current
Assessment Ref No	03-PR-16
Task/Process Description	Covid workplace risk assessment (summary)
Assess Date	27/08/2020
Site	
Department	Occupational Health & Safety
Specific Location	All WYFRS premises
Assessor	

OUTCOMES	
Are existing measures adequate?	Yes
Enter Review Date	27/11/2020
Approver's Name	

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	<p>General use of workplace including fire stations and support departments</p> <p>Note: this risk assessment does not cover the undertaking of our activities such as response, prevention & protection work.</p>	Infection with Covid 19	<p>A covid workplace risk assessment has been undertaken for every WYFRS workplace, based on the Governments "covid secure" guidance and these have been shared with our staff. A "covid secure" poster is displayed in a prominent place within each workplace. This summary risk assessment details the measures which have been put in place to manage the risk of covid to our staff and to those who may visit our premises. We have:</p> <ul style="list-style-type: none"> • Taken all reasonable steps to help people work from home if they are able to do so. • Enhanced our cleaning arrangements to ensure the workplace is kept clean, concentrating on "common touch" items such as door handles, light switches, computers and workstations. • Fitted hand sanitizer dispensers to the entrances to all our buildings and reminded staff of the importance of good hygiene procedures. • Taken reasonable steps to maintain a 2m distance in the workplace. Examples include; introducing one way systems, putting some workstations out of use and restricting room occupancy in some rooms. Where people cannot be 2m apart, we have considered whether the task is business critical, and if so have done everything reasonable to manage transmission risk. • Use of team "bubbles" to minimise unnecessary contact with staff. • Rolled out Microsoft Teams to limit the number of "physical" meetings. • Reviewed our procedures for receiving deliveries to minimise contact and ensure social distancing • Displayed signage & floor markings to remind staff and visitors of the importance of following the control measures such as maintaining social distancing, cleaning the workplace regularly and hand washing. • Introduced effective cleaning regimes for equipment and vehicles which are used by different teams e.g. operational equipment and vehicles. • Provided face coverings to all our staff and increased our stock levels of other PPE items e.g. masks & gloves. • Introduced an assurance process to ensure compliance with local control measures. 	<ul style="list-style-type: none">  Contractors  FF's  F&R staff  Public  Other 	 TOLERABLE	Yes

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2	Visitors to stations/depts & station events.	Infection with Covid 19	<ul style="list-style-type: none"> • Permission to authorise station events is given by the relevant District Commander after considering the event request, the proposed covid control measures and the benefits. All will be subject to a covid risk assessment. • Visits by members of the public (individual and small groups) to stations are currently on hold. 	<ul style="list-style-type: none"> ✗ Contractors ✓ FF's ✓ F&R staff ✓ Public ✗ Other 	 TOLERABLE	Yes
3	Contractors attending stations/depts.	Infection with Covid 19	<ul style="list-style-type: none"> • Only contractors undertaking urgent and statutory compliance work are visiting Authority premises. Contractors are required to send us copies of their covid risk assessments and method statements for approval prior to their visit. • Contact with the receiving station/dept. by the contractor shall be made before the visit, to inform them of the safety measures in place within the workplace, which they must comply with during their visit. 	<ul style="list-style-type: none"> ✓ Contractors ✓ FF's ✓ F&R staff ✗ Public ✗ Other 	 TOLERABLE	Yes
4	Members of staff visiting suppliers or attending external training courses	Infection with Covid 19	<ul style="list-style-type: none"> • Procedure in place for the use of pool cars for such journeys, incl cleaning before and after use • Single occupancy in vehicles wherever possible. Where this is not possible, the passenger will sit in the rear to maximise distance between the two occupants. 	<ul style="list-style-type: none"> ✗ Contractors ✓ FF's ✓ F&R staff ✗ Public ✗ Other 	 TOLERABLE	