

BUCKINGHAMSHIRE FIRE & RESCUE SERVICE COSHH/ EQUIPMENT / PROCEDURE / TASK – RISK ASSESSMENT				<b>R/A No.</b>	RA528	<b>LAST REVIEW DATE</b>		<b>NEXT REVIEW DATE</b>	12/08/2020
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<b>COSHH/EQUIPMENT / PROCEDURE /TASK</b>	Returning to work and working safely during COVID-19	<b>LOCATION</b>	All Authority sites
<b>Generic/ specific</b>	Generic	<b>DATE OF ORIGINAL ASSESSMENT</b>	13/05/2020
<b>Person at risk</b>	All staff, visitors and contractors	<b>ASSESSOR'S NAME</b>	Ali Chart

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
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ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
<p>Staff, including those who are higher risk, continuing to work from home in accordance with Government guidelines.</p>	<p>Staff lone working at home for an extended period of time.</p> <p>Reliance on remote access to systems in order to perform work activity.</p>	<p>Staff feeling isolated.</p> <p>Potential for staff to suffer from stress and/or anxiety.</p> <p>Musculoskeletal issues due to limitations of equipment at home.</p> <p>Potential for staff to work longer hours including out of hours.</p> <p>Potential for systems to fail resulting in the inability to perform work activity.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Line managers/HR to monitor the well-being of staff working from home to include daily remote contact.</p> <p>Line managers to encourage their teams to stay in touch with each other on a regular basis e.g. via remote coffee mornings.</p> <p>Line managers to reiterate to staff that they must only work their normal business hours and to take breaks during their working day.</p> <p>Line managers to reiterate to staff the need to still use their annual leave entitlement during the year.</p> <p>Staff to report any physical or mental health issues to their line manager as soon as possible.</p> <p>Consider alternative roles for those higher risk staff who cannot work from home to include safest onsite roles which will enable 2m social distancing.</p> <p>Support mechanisms to be offered/put in place for any member of staff feeling isolated, stressed and/or anxious.</p> <p>IT to ensure so far as is reasonably practicable that remote access is available and staff can access their systems from home.</p> <p>Consider providing additional equipment such as monitors, desks and chairs to those who are required to work from home for an extended period of time (especially those who are either vulnerable or extremely vulnerable).</p>	<p>1X3=3</p>

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
<p>Staff working remotely from an Authority site.</p>	<p>Staff lone working at a remote location.</p> <p>Other persons on site i.e. On-call crews, other staff and contractors etc.</p>	<p>Staff feeling isolated.</p> <p>Potential for staff to suffer from stress and/or anxiety.</p> <p>Contracting the COVID-19 virus from other persons who may be infected with the virus but asymptomatic or those that have symptoms of the virus.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Line managers/HR to monitor the well-being of staff working remotely at an Authority site to include daily remote contact.</p> <p>Line managers to encourage their teams to stay in touch with each other on a regular basis e.g. via remote coffee mornings.</p> <p>Line managers to reiterate to staff that they must only work their normal business hours and to take breaks during their working day.</p> <p>Line managers to reiterate to staff the need to still use their annual leave entitlement during the year.</p> <p>Staff to report any physical or mental health issues to their line manager as soon as possible.</p> <p>Support mechanisms to be offered/put in place for any member of staff feeling isolated, stressed and/or anxious.</p> <p>All surfaces including door handles, printer etc. to be cleaned on arrival and departure with cleaning materials provided.</p> <p>Staff to wash hands on arrival, at regular intervals through the day and prior to leaving.</p> <p>Social distancing to be maintained at all times.</p>	<p>1X4=4</p>

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
<p>Staff returning to the workplace following the easing of restrictions - to include coming to and leaving work.</p> <p>Social distancing when moving around stations and sites and when at workstations.</p>	<p>Contracting/spreading the COVID-19 virus to large numbers of staff and to visitors or contractors on site.</p> <p>Potential for staff to suffer stress and anxiety about returning to work.</p>	<p>Inability to meet statutory requirements through lack of staff</p> <p>Business continuity impacted/com promised through lack of staff</p> <p>Potential for staff to suffer from stress and/or anxiety</p> <p>Staff may be unwilling to return to work</p> <p>Potential for an increase in absenteeism if staff feel under pressure to return to work</p> <p>Political and media attention/impa cts</p> <p>Reputational damage</p> <p>Potential for enforcement action from the HSE.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Staff to work from home wherever possible in accordance with Government guidelines.</p> <p>All staff to be involved in the planning for returning to work through robust and appropriate communication methods.</p> <p>Provide clear, consistent and regular communications to staff to improve understanding and consistency of ways of working.</p> <p>Engage with staff and representative bodies through appropriate use of communications media to explain and agree changes in working arrangements prior to their return to work.</p> <p>Only those staff identified by their line managers or those who are unable to work from home to attend the workplace on a daily basis.</p> <p>Line managers to consider implementing a rota for staff coming into the workplace.</p> <p>Line managers to consider the need to stagger their team’s working hours</p> <p>Determine the minimum number of staff required to be on site in order to operate safely and effectively.</p> <p>Room occupancy levels to be managed to enable social distancing.</p> <p>Put in place proportionate measures to ensure, wherever possible, social distancing can be maintained at all times that could include one-way systems, visual 2m parameters, ensuring staff sit back to back or side to side.</p>	<p>1X4=4</p>

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
						<p>Refresh signage relating to personal hygiene measures.</p> <p>If staff wish to wear face coverings they may do so, however they must be appropriate and not cause offence when worn. Also, staff must ensure they wash their hands before putting them on or taking them off.</p> <p>Where contact is unavoidable consider fixing teams or shifts so contact only takes place between the same staff.</p> <p>Staff returning to the workplace to wash their hands on arrival, at regular times throughout the day and on departure.</p> <p>Personal items to be kept in lockers wherever possible.</p> <p>Paper handtowels to be used for drying hands. Hand dryers to be turned off.</p> <p>Cleaning of workstations to be carried out on arrival and on change of shift.</p> <p>Social distancing to be maintained in showers, toilets and changing rooms wherever possible.</p> <p>If hot desking is unavoidable desks and equipment must be cleaned thoroughly between each user.</p> <p>Wherever possible remove hot desking and restrict the use of the meeting pods to one person.</p> <p>Consider reconfiguring desk layout to assist with 2metres distancing and back to back or side to side seating.</p>	

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
						<p>Place screens between desks if unable to reconfigure the layout and it is necessary to sit face to face.</p> <p>Consider creating a one way system at access and egress points 2m apart if possible.</p> <p>Provide screens for Reception areas.</p> <p>Use floor markings where possible to identify 2m spaces to assist staff in keeping to a 2m distance.</p> <p>Cleaners/staff to thoroughly clean all areas, surfaces and remove waste daily.</p> <p>If a member of staff displays symptoms of COVID-19 they are to be sent home immediately and all areas used/touched by them are to be thoroughly cleaned.</p>	

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
Onsite and offsite operational training activities	<p>Inability to socially distance whilst undertaking training.</p> <p>Members of the public spectating.</p> <p>Contracting/spreading the COVID-19 virus to other members of staff</p>	<p>Inability to meet statutory requirements through lack of staff</p> <p>Business continuity impacted/com promised through lack of staff</p> <p>Political and media attention/impacts</p> <p>Reputational damage</p> <p>Potential for enforcement action from the HSE.</p>	3	4	12	<p>Crews to refer to the site specific risk assessment for training.</p> <p>Wherever possible social distancing to be maintained during training activity.</p> <p>Social distancing to be maintained at all other times.</p> <p>Personal hygiene measures to be adhered to at all times, to include regular handwashing particularly before eating and drinking.</p> <p>Crews to conduct themselves in accordance with the Code of Conduct procedure.</p>	

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
<p>Social distancing when moving around stations and sites and when at workstations.</p>	<p>Contracting/spreading the COVID-19 virus to large numbers of staff and to visitors or contractors on site.</p> <p>Potential for staff to suffer stress and anxiety when in the workplace.</p>	<p>Inability to meet statutory requirements through lack of staff</p> <p>Business continuity impacted/com promised through lack of staff</p> <p>Potential for staff to suffer from stress and/or anxiety</p> <p>Staff may be unwilling to return to work</p> <p>Potential for an increase in absenteeism if staff feel under pressure to return to work</p> <p>Political and media attention/impacts</p> <p>Reputational damage</p> <p>Potential for enforcement action from the HSE.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Provide hand sanitiser at access and egress points.</p> <p>Remove the need for direct contact i.e. passing items to one another. Consider implementing a 'transfer zone'.</p> <p>Restrict the use of lifts to one person at a time and place signage on the lift entrances to that effect.</p> <p>Encourage the use of stairs wherever possible</p> <p>Staff with restricted mobility to be given priority in the use of lifts.</p> <p>Reduce staff movements within and between stations and sites by encouraging staff to telephone/video conference rather than visit.</p> <p>Access to stations and sites to continue to be restricted.</p> <p>Social distancing to be maintained wherever possible on all corridors, walkways and staircases.</p> <p>Staff to be reminded of the mental health and well-being support networks available to them.</p>	<p>1X4=4</p>



ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
<p>Conducting meetings.</p>	<p>Contracting/spreading the COVID-19 virus to large numbers of staff and to visitors on site.</p> <p>Potential for staff to suffer stress and anxiety when in the workplace.</p>	<p>Inability to meet statutory requirements through lack of staff</p> <p>Business continuity impacted/com promised through lack of staff</p> <p>Potential for staff to suffer from stress and/or anxiety</p> <p>Reputational damage</p> <p>Potential for enforcement action from the HSE.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Consider making meetings virtual wherever possible.</p> <p>Assess the maximum occupancy of the communal rooms and remove additional seating, tables and place signage on doors identifying the maximum occupancy at any one time.</p> <p>Only those participants requested by the Chair of the meeting to physically attend are to do so with 2m social distancing to be maintained.</p> <p>2m spacing to be highlighted on tables.</p> <p>Floor signage for 2m spacing is to be implemented in designated meeting rooms.</p> <p>Ensure all surfaces are cleaned prior to and after the meeting.</p> <p>If drinks vending machines are to be used, ensure the keypad is wiped between each use.</p> <p>Where a physical presence is unavoidable ensure that pens and other items are not shared.</p> <p>Consider holding meetings in the open air when possible or in well ventilated rooms if not possible.</p> <p>Staff to be reminded of the mental health and well-being support networks available to them.</p>	<p>1X4=4</p>

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
<p>Use of common areas such as kitchens, mess areas and toilets</p>	<p>Contracting/spreading the COVID-19 virus to large numbers of staff, contractors and to visitors on site.</p> <p>Potential for staff to suffer stress and anxiety when in the workplace.</p>	<p>Inability to meet statutory requirements through lack of staff</p> <p>Business continuity impacted/com promised through lack of staff</p> <p>Potential for staff to suffer from stress and/or anxiety</p> <p>Reputational damage</p> <p>Potential for enforcement action from the HSE.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Where possible ensure seating is 2 metres apart and consider extending the seating area.</p> <p>Assess the maximum occupancy of the communal rooms and remove additional seating, tables and place signage on doors identifying the maximum occupancy at any one time.</p> <p>Communal objects and surfaces such as door handles, printer, water boiler, water dispenser etc. are cleaned frequently and the cleaning materials disposed of appropriately.</p> <p>Reduce the number of staff being present in kitchens by providing water dispensers and drinks stations outside of the kitchen area.</p> <p>Staff to be mindful of other members of staff using the toilet facilities and remain outside of the room until such time as 2metres social distancing can be maintained.</p> <p>Ensure all surfaces are cleaned prior to and after use.</p> <p>Stagger lunch breaks to reduce numbers of staff in kitchen and mess areas where possible.</p> <p>In good weather encourage staff to take their breaks outside.</p> <p>Collaborate with other building users to ensure consistency in measures implemented in common areas.</p> <p>All staff to bring their own mug, cutlery and food into the workplace where appropriate.</p>	<p>1X4=4</p>

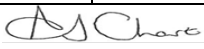
ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
						Remove all communal crockery and cutlery where appropriate.	

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
<p>Managing visitors, customers and contractors</p>	<p>Contracting/spreading the COVID-19 virus to large numbers of staff, contractors and to visitors on site.</p> <p>Potential for staff to suffer stress and anxiety when in the workplace.</p>	<p>Inability to meet statutory requirements through lack of staff</p> <p>Business continuity impacted/com promised through lack of staff</p> <p>Potential for staff to suffer from stress and/or anxiety</p> <p>Reputational damage</p> <p>Potential for enforcement action from the HSE.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Wherever possible restrict access to authority sites by visitors, customers and contractors.</p> <p>Encourage the use of virtual visits via Microsoft Teams, Skype or by phone.</p> <p>Where physical visits are necessary the Service 'host' is to ensure that personal hygiene and social distancing measures are explained prior to and on arrival and followed at all times.</p> <p>Ensure all surfaces are cleaned prior to and after use.</p> <p>Ensure the social distancing and personal hygiene measures required are communicated to all staff and reiterated where necessary.</p> <p>The number of visitors is to be kept to a minimum.</p> <p>All visitors to sign in and out of the premises.</p> <p>Visitors to use their own pen to sign in and out.</p> <p>Visitor pass wallets to be wiped clean after each use.</p> <p>Contractors to only access sites to remedy 'Code red' defects or carry out essential work.</p> <p>Pre-planned maintenance to be carried out when the least number of staff are present i.e. at the weekend or during the evening/overnight wherever possible.</p>	<p>1X4=4</p>

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
						<p>Review access and egress routes for visitors and contractors to minimise contact with other people.</p> <p>Collaborate with tenants to ensure consistency and adherence to the measures implemented.</p>	
<p>Management of goods/items coming onto stations/sites and onsite vehicles</p>	<p>Potential for the COVID-19 virus to be present on goods/items and in vehicles leading to the potential for the spread of the virus to numbers of staff, contractors and to visitors on site.</p>	<p>Inability to meet statutory requirements through lack of staff</p> <p>Business continuity impacted/com promised through lack of staff.</p> <p>Reputational damage</p> <p>Potential for enforcement action from the HSE.</p>	2	4	8	<p>Prohibit delivery of non-business goods/items.</p> <p>Implement cleaning processes for goods/items entering the site.</p> <p>Processes to be implemented to allow goods to be left outside without the need to sign for them to eliminate the need to interact with others.</p> <p>Increase the personal hygiene measures i.e. handwashing for staff handling goods/items.</p> <p>Provide hand sanitiser where there are no handwashing facilities.</p> <p>Implement robust cleaning processes for vehicles after each use.</p>	1X4=4

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
Managing work-related travel.	Contracting/spreading the COVID-19 virus to staff members and other vehicle users.	<p>Inability to meet statutory requirements through lack of staff</p> <p>Business continuity impacted/com promised through lack of staff.</p> <p>Reputational damage</p> <p>Potential for enforcement action from the HSE.</p>	2	4	8	<p>Wherever possible minimise travel to essential journeys only.</p> <p>Use virtual meetings wherever possible.</p> <p>Restrict numbers of staff travelling in a vehicle to 1, if not practical 2.</p> <p>Ensure passengers are not sat face to face.</p> <p>Ensure sufficient ventilation throughout the vehicle by opening windows.</p> <p>Vehicle to be cleaned, to include, gearstick, steering wheel, hand brake, door handles etc. prior to and between each use.</p> <p>If staff are required to stay away overnight, ensure the accommodation meets the social distancing measures etc.</p> <p>A record is to be held of the stay.</p>	1X4=-4

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
Courier runs/deliveries to stations and sites	Contracting/spreading the COVID-19 virus to staff members.	<p>Inability to meet statutory requirements through lack of staff</p> <p>Business continuity impacted/com promised through lack of staff.</p> <p>Reputational damage</p> <p>Potential for enforcement action from the HSE.</p>	2	4	8	<p>Implement processes that minimise person to person contact.</p> <p>If two person deliveries/collection are required then maintain consistent 'pairing'.</p> <p>Wherever possible remove the requirement to receive documents or make payments face to face.</p> <p>Implement electronic documents and payment methods.</p>	1X4=4

ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK	Likelihood 1 to 5	Severity 1 to 5	RISK FACTOR	CONTROL MEASURES	Risk Factor with control measures
Keeping staff up to date with how safety measures are being implemented/updated.	Lack of awareness of the safety measures necessary or of any changes to those measures.	Staff not adhering to the personal hygiene and social distancing measures leading to the potential for the spread of COVID-19.  Potential for staff to become disengaged.  Potential for staff to become demotivated.	2	3	6	Ensure ongoing engagement with staff and the representative bodies to monitor and understand unforeseen impacts of changes to working environments.  Focus on the impacts of COVID-19 on the mental health of staff and remind them of the support networks available to them.  Use simple clear messaging to explain guidelines capturing the different learning styles i.e. pictures and diagrams.  Communicate new ways of working to suppliers, customers and members of the public to gain their support in adopting the measures required of them.	1X3=3
<b>H&amp;S DEPT. NAME &amp; SIGNATURE</b>	Ali Chart Health and Safety Manager		<b>F.B.U. REPS. NAME &amp; SIGNATURE</b>				

**Document Control**

Version	Date	Author	Role	Status	Changes
1.0	12/05/2020	Ali Chart	Health and Safety Manager	Draft	
1.0	15/06/2020	Ali Chart	Health and Safety Manager	Live	Review and updating.