

**LEICESTERSHIRE FIRE AND RESCUE SERVICE  
TASK BASED RISK ASSESSMENT**

<b>TYPE OF TASK BASED RISK ASSESSMENT:</b>	Assessment of a routine task/activity/role/group/location
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1. Assessment of a routine task/activity/role/group/location.
2. Assessment of a non-routine task/activity, e.g. fetes, shows.
3. Assessment of risks posed to third parties not captured above, e.g. school visits, CoSHH.
4. Assessment of building related risks, e.g. fire, access for work at height, vehicle movement etc.
5. Personal (individual) risk assessment.

<b>TASK/TITLE:</b>	Return to work at LFRS Headquarters at Birstall
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<b>AREA/DEPARTMENT:</b>	Entire Building
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<b>THOSE AT RISK:</b>	Employees, Visitors, Contractors
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<b>AUTHORISING MANAGER:</b>	
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<b>AUTHORISING COMMITTEE AND CHAIR:</b> <small>(To be ratified within the committee minutes)</small>	TMT or SMT
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<b>HEALTH AND SAFETY TBRA REFERENCE NUMBER:</b>	
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VERSION CONTROL – COMPLETE EACH TIME RISK IS REVIEWED				
DATE	VERSION	REASON FOR AMENDMENTS	COMPLETED BY	DATE SENT TO HEALTH AND SAFETY UNIT
12.05.2020	1.0	New Risk Assessment	S.Kenyon	N/A

ANY FURTHER INFORMATION ABOUT THE ROLE
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This risk assessment has been produced to ensure any employees that return to work at LFRS Headquarters in Birstall are protected from the COVID 19 virus as far as reasonably practicable. **Businesses and workplaces should make every reasonable effort to enable working from home as the first option.** All employees based at HQ will avoid any contact with Firefighters that are visiting HQ to minimise cross contamination. If a person becomes unwell during their working day, they must immediately inform their line manager or if line manager unavailable, please contact Control. The current capacity of the building is circa 180, this will be reduced to a maximum of 69, visitors have also been taken into account. The maximum capacity must not be exceeded. The total number of individuals in each zone or room will be displayed outside the entrance to the area. This risk assessment must also be circulated to EMAS employees who will also need to adhere to the social distancing rules.

SUB-TASK		TYPES OF POSSIBLE ACCIDENT, INJURY AND HAZARD				POSSIBLE LIKELIHOOD			RISK
No.	Description of Sub-Task	Accident	Injury	Hazard	Hazard Level (H) (1-5)	Likelihood Factors (e.g. previous harm, frequency of activity, special groups etc.)	Existing Controls	Likelihood Level (L) (1-5)	Risk Level (HxL)
1.	Entering / exiting the premises	All employees and visitors potentially exposed to COVID 19 VIRUS	Ill health symptoms as displayed when exposed to COVID 19	COVID 19	5	As a new virus we have no data. However information available suggests this is a highly contagious virus without control measures being implemented	<ul style="list-style-type: none"> <li>• One way system for access and egress</li> <li>• Only one person to enter / exit at a time</li> <li>• Social distancing rule of 2m applies, markings will be provided on the floor</li> <li>• Hand gel to be supplied at the entrance to the building, to be used prior to entering / exiting the building</li> <li>• Screens at reception</li> </ul>	3	15
2.	Moving around the building during the COVID 19 pandemic and coming into contact with different people who may be carrying the COVID 19 virus	All employees and visitors potentially exposed to COVID 19 VIRUS	Ill health symptoms as displayed when exposed to COVID 19	COVID 19	5	As a new virus we have no data. However information available suggests this is a highly contagious virus without control measures being implemented	<ul style="list-style-type: none"> <li>• Reduce non-essential movement, encourage use of phones and emails over face to face</li> <li>• Social distancing rule of 2m applies</li> <li>• Manage occupancy levels to enable social distancing</li> <li>• Signage posted</li> <li>• One person using the stairs at any one time</li> <li>• Avoid unnecessary journeys into different departments</li> <li>• Use of pigeon holes for post to avoid going into different departments</li> <li>• Hand sanitiser to be located on every floor</li> <li>• Wash hands more regularly using soap and water</li> <li>• Avoid using the lift unless there is a genuine reason with one person in the lift at any one time</li> </ul>	3	15
3.	Personnel sitting in the department in close proximity to each other causing the possible spread of the Coronavirus Covid 19 should anyone be infected with the virus	All employees and visitors potentially exposed to COVID 19 VIRUS	Ill health symptoms as displayed when exposed to COVID 19	COVID 19	5	As a new virus we have no data. However information available suggests this is a highly contagious virus without control measures being implemented	<ul style="list-style-type: none"> <li>• Personnel should maintain social distancing sitting 2 meters apart</li> <li>• Building capacity reduced to 1 in 2 workstations</li> <li>• Management of who attends each zone</li> <li>• No 'Hot Desk' working</li> <li>• Cleaning carried out by contractors in accordance with the government guidelines</li> </ul>	3	15

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							<ul style="list-style-type: none"> <li>• Back to back working or side by wide working rather than face to face</li> <li>• If someone is using a desk adjacent, opposite or immediately behind your desk you cannot use your desk</li> <li>• Communicate before coming into work with those who normally sit near you and identify who needs to come in to prevent issues in the workplace (you have a personal responsibility for your safety as well as others)</li> </ul>		
4.	Sharing / use of office equipment	All employees and visitors potentially exposed to COVID 19 VIRUS	Ill health symptoms as displayed when exposed to COVID 19	COVID 19	5	As a new virus we have no data. However information available suggests this is a highly contagious virus without control measures being implemented	<ul style="list-style-type: none"> <li>• Sharing of personal office equipment is prohibited, eg staplers</li> <li>• Antibacterial wipes will be left at all photocopiers</li> </ul>	3	15
5.	Use of hygiene facilities	All employees and visitors potentially exposed to COVID 19 VIRUS	Ill health symptoms as displayed when exposed to COVID 19	COVID 19	5	As a new virus we have no data. However information available suggests this is a highly contagious virus without control measures being implemented	<ul style="list-style-type: none"> <li>• Washrooms will have sanitary ware isolated to enable social distancing (e.g. central sink in bank of three placed out of order.</li> <li>• Social distancing rules of 2m adhered to when using the changing / shower facilities.</li> <li>• All personnel belongings when using the changing facilities must be stored in lockers and not left out</li> </ul>	3	15
6.	Use of break out areas / areas for eating	All employees and visitors potentially exposed to COVID 19 VIRUS	Ill health symptoms as displayed when exposed to COVID 19	COVID 19	5	As a new virus we have no data. However information available suggests this is a highly contagious virus without control measures being implemented	<ul style="list-style-type: none"> <li>• Social distancing rules of 2m applies reinforced with adequate signage</li> <li>• Wash hands before and after consumption of food</li> <li>• Food only to be consumed by the individual who bought the food in</li> <li>• Refreshments only to be made for yourself</li> <li>• No sharing of cutlery</li> </ul>	3	15

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							<ul style="list-style-type: none"> <li>• Antibacterial wipes to be provided in the former canteen and break out areas to surfaces can be wiped after use</li> <li>• Food bought in and stored in the fridge, to be stored in air tight containers</li> <li>• Consider staggering break and lunch times</li> <li>• Bring your own utensils, cup etc</li> <li>• Take your utensils home to wash. DO NOT use dishwasher.</li> <li>• Preferably eat at your desk</li> </ul>		
7.	Emergency evacuation Fire evacuation Suspect device or terrorist threat	All employees and visitors potentially exposed to COVID 19 VIRUS	Ill health symptoms as displayed when exposed to COVID 19	COVID 19	5	As a new virus we have no data. However information available suggests this is a highly contagious virus without control measures being implemented	<ul style="list-style-type: none"> <li>• Given the reduced capacity, Evacuation Assembly Points will remain, with social distancing observed</li> <li>• In the event of an emergency evacuation, for example a fire, people do not have to stay 2m apart if it would be unsafe to do so</li> <li>• Reception hold the emergency evacuation box of which the most senior person in the building is responsible for upon exiting the building</li> </ul>	3	15
8.	Use of meeting rooms	All employees and visitors potentially exposed to COVID 19 VIRUS	Ill health symptoms as displayed when exposed to COVID 19	COVID 19	5	As a new virus we have no data. However information available suggests this is a highly contagious virus without control measures being implemented	<ul style="list-style-type: none"> <li>• Use remote working tools to avoid in person meetings, such as Skype or Zoom</li> <li>• Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout</li> <li>• Avoiding transmission during meetings, for example avoiding sharing pens and other objects</li> <li>• Providing hand sanitiser in meeting rooms</li> <li>• Room capacity will be posted at room entrance</li> <li>• Antibacterial wipes to be available in all meeting rooms for surfaces to be</li> </ul>	3	15

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							cleaned after use, including remote control devices		
9.	Visitors, Contractors and deliveries to HQ	All employees and visitors potentially exposed to COVID 19 VIRUS	Ill health symptoms as displayed when exposed to COVID 19	COVID 19	5	As a new virus we have no data. However information available suggests this is a highly contagious virus without control measures being implemented	<ul style="list-style-type: none"> <li>Visitors must be discouraged from entering the building, but if they have to they must wait in the reception area as instructed until called up to the appropriate area</li> <li>Where possible contractors to work outside of working hours</li> <li>Social distancing rule of 2m applies</li> <li>Appropriate and adequate PPE to be used by the receptionist</li> <li>No personal items should be delivered to HQ whilst the virus is still live</li> <li>The movement of any large items that obviates the ability to social distance will be subject to a separate, task specific Risk Assessment via the Estates department</li> </ul>	3	15
10.	Provision of first aid	All employees and visitors potentially exposed to COVID 19 VIRUS	Ill health symptoms as displayed when exposed to COVID 19	COVID 19	5	As a new virus we have no data. However information available suggests this is a highly contagious virus without control measures being implemented	<ul style="list-style-type: none"> <li>First Aiders should use appropriate PPE when administering First Aid</li> <li>If able to do so, while supervised by a first aider, individuals must apply their own dressings</li> </ul>	3	15
11.	Air conditioning	All employees and visitors potentially exposed to COVID 19 VIRUS	Ill health symptoms as displayed when exposed to COVID 19	COVID 19	5	As a new virus we have no data. However information available suggests this is a highly contagious virus without control	<ul style="list-style-type: none"> <li>CIBSE / REHVA Guidelines will be followed  <a href="https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_202004_03_1.pdf">https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_202004_03_1.pdf</a></li> <li>Should the air conditioning fail to work, Estates must be notified immediately</li> </ul>	3	15

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						measures being implemented	so alternative areas of work can be sought due to no opening windows		
12.	Cleaning of HQ	All employees and visitors potentially exposed to COVID 19 VIRUS	Ill health symptoms as displayed when exposed to COVID 19	COVID 19	5	As a new virus we have no data. However information available suggests this is a highly contagious virus without control measures being implemented	<ul style="list-style-type: none"> <li>Cleaning contractor to follow government guidelines <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Individuals must be responsible for emptying desk tidy's at the end of each day</li> </ul>	3	15

FURTHER ACTION REQUIRED				
No	Further Control Measures Required	Who is Responsible and by When	Date and Detail of Action	Residual Risk Level
1.				
2.				
3.				
4.				
5.				

<b>Planned Review Date:</b>	
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## Risk Rating Guidance

### Severity of Injury/Hazard Level (i.e. potential for harm)

- 1 Very minor injury/ill-health requiring little or no first-aid.
- 2 More serious injury/ill health requiring up to seven days absence from full duties and medical attention (non-RIDDOR).
- 3 Major injury as defined by RIDDOR or over seven day absence from full duties. Significant ill-health with over 7 day, and up to one month absence.
- 4 Major injury as defined by RIDDOR or over seven day absence from full duties affecting more than one person. Major ill-health with over one month absence.
- 5 Single or multiple fatality or life/career changing injury/ill-health.

### Likelihood Level (i.e. of hazard being realised)

- 1 Very unlikely (occurring once every five years or more).
- 2 Unlikely (occurring once every 1-5 years).
- 3 Likely (occurring once every 6-12 months).
- 4 Very likely (occurring every 1-6 months).
- 5 Certain (occurring at least once a month).

### Risk matrix

		Likelihood level					
		x	1	2	3	4	5
Hazard level	1	1	2	3	4	5	
	2	2	4	6	8	10	
	3	3	6	9	12	15	
	4	4	8	12	16	20	
	5	5	10	15	20	25	

1-2	Very low
3-4	Low
5-6	Medium
8-15	High
16-25	Very high