

Lancashire Fire & Rescue Service

COVID-19 Risk Assessment Summary

Background

Since the start of the COVID-19 pandemic, Lancashire Fire and Rescue Service (LFRS) has continued to assess risks to staff as part of existing workplace risk assessment arrangements and ensure that we have safe systems of work in place to deal with the COVID-19 risk.

LFRS has effective worker consultation arrangements, and health, safety and welfare during COVID-19 is discussed jointly with the Fire Brigades Union and UNISON.

Following the publication of the Working safely during coronavirus (COVID-19) guidance documents on 11/05/2020 and subsequent updates issued, LFRS has reviewed its arrangements and this document provides a summary of our COVID-19 risk control measures which are in place.

Government Requirements

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.

In the context of COVID-19 this means working through these steps in order:

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	Requirement	LFRS Compliance Position
1	<p>Carry out a COVID-19 risk assessment</p> <p>Before restarting work you should ensure the safety of the workplace by:</p> <ul style="list-style-type: none"> • carrying out a risk assessment in line with the HSE guidance • consulting with your workers or trade unions • sharing the results of the risk assessment with your workforce and on your website 	<p>Throughout the COVID-19 pandemic we have carried out risk assessments of our activities to ensure we mitigate the risks posed by COVID-19 so far as is practicable, set against the requirement to deliver an effective emergency response service for the communities of Lancashire.</p> <ul style="list-style-type: none"> • Risk assessments been developed jointly with the Fire Brigades Union and UNISON. • This risk assessment summary has been made publically available via the LFRS website.
2	<p>Develop cleaning, handwashing and hygiene procedures</p> <p>You should increase the frequency of handwashing and surface cleaning by:</p> <ul style="list-style-type: none"> • encouraging people to follow the guidance on hand washing and hygiene • providing hand sanitiser around the workplace, in addition to washrooms • frequently cleaning and disinfecting objects and surfaces that are touched regularly • enhancing cleaning for busy areas • setting clear use and cleaning guidance for toilets • providing hand drying facilities – either paper 	<p>All staff have received instructions on the importance of increased frequency of hand washing. We have the following in place:</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and hand towels on all LFRS premises. • Firefighters and other staff who work remotely are issued with hand sanitisers to enable hand cleaning when on the incident ground and carrying activities away from the workplace. <p>Cleaning frequencies and procedures have been fully reviewed with the following in place:</p> <ul style="list-style-type: none"> • Cleaning contractor arrangements have been reviewed to meet the requirements of the guidance.

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	towels or electrical dryers	<ul style="list-style-type: none"> • All staff has access to a range of cleaning and disinfection products. • Firefighters have increased cleaning of their fire stations, working to dedicated guidance instructions. • A structured clean of fire appliances now takes place at the start of each shift. • We have worked with our cleaning contractor to ensure effective cleaning is in place at Service Headquarters and Service Training Centre.
3	<p>Help people to work from home</p> <p>You should take all reasonable steps to help people work from home by:</p> <ul style="list-style-type: none"> • discussing home working arrangements • ensuring they have the right equipment, for example remote access to work systems • including them in all necessary communications • looking after their physical and mental wellbeing 	<p>LFRS has reviewed all job roles to enable that those who can work from home do so; predominantly this is Support Staff roles, there are functions required to continue operating from Service Headquarters and Service Training Centre to facilitate essential support functions.</p> <ul style="list-style-type: none"> • Firefighters are continuing to provide an emergency response function for Lancashire from LFRS Fire Stations. • Prevention and Protection and core activities supported by risk assessments and guidance to maintain social distancing is continuing where safe to do so. <p>Return of staff into the workplace, is being carried out on an ongoing phased basis, supported by a bespoke risk assessment undertaken by each manager.</p> <p>To support staff who are working remotely, they have been provided with remote ICT access and required equipment which enables access to normal LFRS staff communication routes which means staff can stay connect with colleagues and receive</p>

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		<p>important updates about how the Service is dealing with COVID-19.</p> <p>We are actively supporting all groups of staff to ensure their physical and mental health wellbeing. We have ensured that the key support mechanisms have continued to be available during COVID-19:</p> <ul style="list-style-type: none"> • Employee Assistance Programme. • Trauma Risk Management process for support after a traumatic event. • Occupation Health Unit. • Health and Wellbeing pages on our Engine House Intranet and regular updates to staff in our internal communications.
4	<p>Maintain 2m social distancing, where possible</p> <p>Where possible, you should maintain 2m between people by:</p> <ul style="list-style-type: none"> • putting up signs to remind workers and visitors of social distancing guidance • avoiding sharing workstations • using floor tape or paint to mark areas to help people keep to a 2m distance • arranging one-way traffic through the workplace if possible • switching to seeing visitors by appointment only if possible 	<p>Working safely and social distancing guidance has been issued to all staff which reinforces the need to adhere to 2m social distancing as much as possible.</p> <p>We have undertaken a COVID Secure risk assessment exercise for all LFRS premises to ensure that we have the required control measures in place:</p> <ul style="list-style-type: none"> • Hygiene items are available at all our locations. • Sharing of workstations has been minimised, when this is unavoidable we have cleaning items available to ensure that all surfaces and ICT equipment can be cleaned between users. • At our busier sites (Service Headquarters and Training Centre) we have put social distancing reminder mats at the

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		<p>main entrances into these buildings.</p> <ul style="list-style-type: none"> • One way traffic through our sites has been considered but is not required to the occupancy numbers on our sites. • Visitor access to LFRS sites is currently restricted with community access to fire stations and other sites being temporarily suspended.
5	<p>Where people cannot be 2m apart, manage transmission risk</p> <p>Where it's not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:</p> <ul style="list-style-type: none"> • considering whether an activity needs to continue for the business to operate • keeping the activity time involved as short as possible • using screens or barriers to separate people from each other • using back-to-back or side-to-side working whenever possible • staggering arrival and departure times • reducing the number of people each person has contact with by using 'fixed teams or partnering' 	<p>There are number of occasions when due to the nature of FRS activities it is not possible to achieve 2m physical distance. Primarily these are:</p> <ul style="list-style-type: none"> • Emergency Response • Firefighters travelling in appliances and other vehicles. • Safety critical training. • High risk home fire safety activities which require 2 people to manage conventional H&S risks. • Certain support staff roles which require 2 people (e.g. Fleet and Engineering Services Drivers/Engineers / Stores Staff) to manage conventional H&S risks. <p>Risk control measures have been put in place to mitigate these risks as far as possible:</p> <ul style="list-style-type: none"> • For emergency response activity Standard Operating Procedure for COVID-19 risks. • Proactive, start of shift cleaning regime for appliances and equipment. • Guidance on crewing of appliances has been issued to limit appliance occupancy during routine and response duties, COVID-19: LFRS Operational Response Crewing Levels

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	<p>and Core Activity Guidance.</p> <ul style="list-style-type: none"> • Working safely and social distancing, Public Contact Control Measures and personal hygiene guidance issued to all staff. • Use of Personal Protective Equipment as required in response to COVID-19 in line with the specific guidance for Fire & Rescue Services which has been provided by the National Fire Chiefs Council. <p>LFRS has minimised movements of LFRS staff by reducing detachments as much as possible. There may still be a requirement to utilise detachments/overtime to maintain operational availability.</p> <p>Whilst the Service had no control over the duration of emergency response activities, LFRS has reviewed the activities which are being undertaken by staff to ensure that these are appropriate and this guidance has been issued to Local Managers.</p> <p>Utilising screens or barriers is not appropriate for the majority of LFRS premises, however we will implement if required based on the individual risk assessments as staff move from home working back into the workplace.</p> <p>Our fire appliances already require side-to-side seating when staff is travelling and bespoke instructions have been issued in relation to social distancing in a Fire Station environment.</p> <p>Prior to any staff returning into the workplace following working</p>

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	<p>from home, Heads of Department have risk assessed all locations to ensure that they are configured to achieve optimum social distancing.</p> <p>Guidance on crewing of appliances has been issued to limit appliance occupancy during routine and response duties, COVID-19: LFRS Operational Response Crewing Levels and Core Activity Guidance.</p> <p>Current operational duty systems mean that the numbers of people working within Fire Stations is restricted into teams; however there may still be a requirement to utilise detachments/overtime to maintain operational availability.</p> <p>Similarly the staffing structure of our Support Staff Departments means that our staff already works within defined teams.</p>