

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. <b>NFCC Guidance COVID-19: Driving Appliances and Driver Training</b></li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
<p>Risk of BTC staff/delegates working inside/outside BTC buildings contracting/spreading COVID-19.</p>	<p>Direct risk to staff health and wellbeing from transmission of the coronavirus while at work.</p> <p>Possible transmission of the virus to staff from other staff/visitors.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• The virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales.</li> <li>• The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc.</li> <li>• People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth.</li> </ul> <p>Initial Risk Rating: <b>SUBSTANTIAL RISK</b></p>	<p>Organisational procedures implemented to ensure TWFRS complies with its duty to provide a safe and healthy workplace/working conditions for staff who remain working in the workplace during the coronavirus pandemic.</p> <p>TWFRS have created a SharePoint portal to circulate coronavirus policy and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe.</p> <p>Designated areas of access for delegates within BTC. Signage to discourage unnecessary footfall. Home working implemented 23/03/20 were possible.</p> <p>Managers, human resources and occupational health departments should be aware of staff who fall into vulnerable and high-risk categories, so that they can ensure that they are given adequate support to enable them to comply with Government health recommendations.</p> <p>Managers/Instructors to reinforce key Government public health messages to all staff including:</p> <ul style="list-style-type: none"> <li>• Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it).</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash hands regularly with soap and water for at least 20 seconds; use hand sanitiser gel if soap and water are not available.</li> <li>• Avoid close contact with people especially those who are unwell.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Do not touch face, eyes, nose or mouth if hands are not clean.</li> </ul> <p>Managers/Instructors to inform staff to practice effective social distancing while in and around the workplace and when travelling to and from work by:</p> <ul style="list-style-type: none"> <li>• Avoiding non-essential contact with others</li> </ul>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. NFCC Guidance COVID-19: Driving Appliances and Driver Training</li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
		<ul style="list-style-type: none"> <li>• Keeping a safe distance of at least 2 metres (about 3 steps) from others at all times</li> <li>• Avoiding physical contact (e.g. hugs handshakes, etc.)</li> </ul> <p>Within the BTC, managers are to fully implement TWFRS and Public Health England Guidance for staff and visitors on Coronavirus, including the following key safety precautions:</p> <ul style="list-style-type: none"> <li>• Keep local/departmental risk assessments under review to ensure that a safe place of work is maintained.</li> <li>• Make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate social distancing at work.</li> <li>• Cancel face-to-face meetings and replace them with video conferencing/ phone conferencing, etc.</li> <li>• To reduce touch points/paths of transmission, key internal and/or external doors on main routes of access and egress may be wedged open whilst the building is in use. This must be subject to Fire Risk Assessment Review. In addition significant consideration should be given to eliminating or reducing any potential sources of fuel and or ignition within any area where doors are wedged open e.g. ensuring that the filters on tumble dryers are cleaned out thoroughly after every use and checked before use.</li> <li>• Caution should be used in rest/welfare/facilities where multiple personnel may handle appliances such as kettles, microwaves tea and coffee, water coolers etc. all persons using this area must be made aware of the need to clean such items after use using antiviral wipes which are available</li> <li>• Provide personal protective equipment (PPE) as required.</li> <li>• Increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents; disinfectants and PPE (were under instruction of BTC).</li> <li>• Cancel non-essential training and all face-to-face training (were possible).</li> <li>• Carry out any essential training by using email/online e-learning wherever</li> </ul>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. NFCC Guidance COVID-19: Driving Appliances and Driver Training</li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
<p>-----</p> <p>Persons becoming unwell while on the BTC premises or a symptomatic person using the BTC premises.</p>	<p>-----</p> <p>Heightened risk of transmission. Initial Risk Rating: <b>SUBSTANTIAL RISK</b></p>	<p>possible rather than bringing people together face to face.</p> <ul style="list-style-type: none"> <li>• Display appropriate TWFRS signage around the BTC workplaces regarding Occupancy/capacity/separation distance signage detailing how many persons can occupy a room at any one time and also cleaning and disinfection guidance.</li> <li>• Use of hazard marking tape to identify separation distances between persons occupying rooms or areas of assembly as appropriate etc.</li> <li>• All Managers/Instructors are to be made aware of the reporting requirements relating to COVID-19 to the Health and Safety Executive (HSE) under Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). The Service must make a report under RIDDOR when:                             <ol style="list-style-type: none"> <li>1. An unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>2. A worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</li> <li>3. A worker dies as a result of occupational exposure to coronavirus.</li> </ol> </li> </ul> <p>Residual Risk Rating once all control measures are fully implemented: <b>MODERATE RISK</b></p> <p>-----</p> <p>BTC Managers/Instructors to inform all staff of the reporting procedure to be followed in the event a staff member becomes unwell.</p> <p>If at home with coronavirus symptoms at the start of the day, staff must make contact with management by phone and not come into work. If in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) staff must be sent home immediately and advised to follow Government advice to self-isolate.</p>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. NFCC Guidance COVID-19: Driving Appliances and Driver Training</li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
<p>Work activities being carried out in BTC offices and classrooms.</p>	<p>Possible transmission of the virus to staff from other staff/visitors Initial Risk Rating: <b>SUBSTANTIAL RISK</b></p>	<p>The TWFRS cleaning procedure for cases of potential coronavirus must be initiated immediately. The procedure will include the cleaning/disinfecting of all surfaces that a symptomatic person has come into contact with. Especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as classrooms, toilets, showers, changing rooms etc.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.</p> <p>Residual Risk Rating once all control measures are fully implemented: <b>MODERATE RISK</b></p> <p>BTC Managers/Instructors are responsible for ensuring the following control measures are fully implemented for all courses delivered during the pandemic.</p> <p>Hand sanitisers to be available and used when entering and leaving buildings, offices and classrooms.</p> <p>A supply of antiviral wipes or antiviral substance and disposable cloth to be maintained at designated locations within BTC buildings/rooms. Desks and hard surfaces or course related equipment etc. to be disinfected daily using antiviral wipes or antiviral substance and cloth.</p> <p>Classroom/office doors to be in the open position whilst room is being occupied and windows opened to encourage air movement.</p> <p>Desk spacing within the classroom/offices and routes of access are to be set out/used at a minimum of 2 metres in all directions from each desk/person and maintained (The term '2 meter separation distance' is used and refers to the minimum separation distance and not the optimum safe distance. As far as is reasonably practicable efforts should be made in all circumstances to exceed 2 meters separation, particularly when indoors or within an enclosed/partially</p>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. NFCC Guidance COVID-19: Driving Appliances and Driver Training</li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
		<p>enclosed space, provided that this does not significantly adversely affect communication or task objectives etc.).</p> <p>Staff delivering training in classrooms to stand a minimum of 2 metres away from those present throughout delivery, with every effort made to exceed 2 meters separation so far as is reasonably practicable.</p> <p>Any/all resources e.g. workbooks/hand-outs are to be set out prior to students entering the room i.e. at the beginning of the course and following any breaks, to prevent the need for the instructor to approach students.</p> <p>Any/all resources used by students e.g. exam papers, pens, feedback forms should be handled with care using nitrile gloves. In all cases where possible any exam papers, pens and feedback sheets etc. should be collected once the students have left the room and should be quarantined for a period of 72 hours prior to further marking/handling.</p> <p>There should be no paperwork or resources which are used collectively within the class i.e. no passing or sharing of pens, paperwork, etc. The course attendance sheet should be used and called as a register rather than being signed by individual students, with the trainer confirming the presence of individual students as present on the course. Students must be instructed not to pass any items between each other.</p> <p>Where necessary the course lesson plan and associated activities and resources should be modified to remove or adapt any group activities to ensure social distancing can be maintained throughout the course.</p> <p>In considering what is appropriate for discussion within the training session the trainer should consider that during a pandemic it is possible that there may be students within the room that have been directly affected by COVID-19 i.e. they may have lost family members or friends. For this reason the trainer must adopt a sensitive approach to any discussion which may make reference to the current</p>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. NFCC Guidance COVID-19: Driving Appliances and Driver Training</li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
		<p>pandemic.</p> <p>Managers/Instructors to inform students to practice effective social distancing while in and around the classroom/workplace and when travelling to and from work.</p> <p>Once students have selected/or been assigned a seat/desk, this seat/desk will be their designated seat/desk for the whole course. In the event that a student sits at the wrong seat/desk the seat/desk must be subject to cleaning prior to use by another student.</p> <p>Students are to be informed that they must remain mindful of the need not to touch anything within the classroom other than their own seat/desk and associated training resources e.g. pens, workbook, exam paper, feedback form. In addition students must keep items on or around their desk to an absolute minimum.</p> <p>When entering and exiting the training room, students must file in/out one at a time maintaining at least two meter separation at all times. On entering the room student should fill the room from the front of the class, sitting at the chair/desk furthest from the door first and then filling all other rows of chairs/desks working back towards the door. On exiting the room students should leave from the rear of the room, from the chair/desk nearest the door first, followed by each subsequent row. This will aid in maintaining social distancing during the filling and emptying of the class.</p> <p>Managers to reinforce key Government public health messages to all staff as detailed within hazard section one above 'Risk of BTC staff/delegates working inside/outside BTC buildings contracting/spreading COVID-19.'</p> <p>Residual Risk Rating once all control measures are fully implemented:  <b>MODERATE RISK</b></p>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. <b>NFCC Guidance COVID-19: Driving Appliances and Driver Training</b></li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
<p>Use of toilets/break out areas.</p> <hr/> <p>Use of areas for meal breaks/use of canteen facilities.</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk.</p> <p>Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination.</p> <p>A number of staff going to the toilet at the same time may compromise their ability to comply with social distancing.</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles.</p> <p>Potential enhanced risk of transmission in areas such as toilets and breakout areas.</p> <p>Initial Risk Rating: <b>SUBSTANTIAL RISK</b></p> <hr/> <p>Heavily used areas of the workplace are more likely to present an infection transmission risk.</p> <p>Essential for staff to wash hands regularly but also that areas used for</p>	<p>BTC Managers to stress the need for staff to follow good hygiene practice at all times while at work (i.e. regular hand washing, using tissues and disposing of them appropriately, etc.).</p> <p>Managers to ensure that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels.</p> <p>TWFRS/NHS Guidance for hand washing instructions/posters to be displayed display in toilets and strategic locations throughout the workplace.</p> <p>The number of staff who can use toilets at any one time is to be limited to ensure social distancing.</p> <p>Staff to wash hands regularly with soap and water for at least 20 seconds; use hand sanitiser gel if soap and water are not available.</p> <p>Increased environmental cleaning, especially in and around toilets and restrooms and breakout areas; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches and tables/chairs in breakout areas, etc.</p> <p>Managers to ensure social distancing is maintained within breakout areas (2 metres minimum separation).</p> <p>Residual Risk Rating once all control measures are fully implemented: <b>MODERATE RISK</b></p> <hr/> <p>Managers to inform staff to practice effective social distancing as detailed above while in and around the meal break area/canteen.</p> <p>Hand sanitisers to be available and used when entering and leaving the area/canteen.</p> <p>Table spacing within the meal break area/canteen is to be set out/used at a</p>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. <b>NFCC Guidance COVID-19: Driving Appliances and Driver Training</b></li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
<p>Use of changing rooms, shower rooms.</p>	<p>meal breaks/canteen are kept clean and free of coronavirus contamination.</p> <p>A number of staff going for meal breaks or using the canteen at the same time may compromise their ability to comply with social distancing.</p> <p>Increased risk of people coughing and touching door handles, push pads and table tops.</p> <p>Potential enhanced risk of transmission in areas such as toilets and breakout areas.</p> <p>Initial Risk Rating: <b>SUBSTANTIAL RISK</b></p> <hr/> <p>Heavily used areas of the workplace are more likely to present an infection transmission risk.</p> <p>Essential for staff to wash hands regularly but also that areas used for changing clothing and showering are kept clean and free of coronavirus contamination.</p> <p>A number of staff in the changing room or shower area together may compromise their ability to comply</p>	<p>minimum of 2 metres in all directions from each desk/person and maintained.</p> <p>Desks and hard surfaces to be disinfected daily.</p> <p>Doors to be in the open position whilst room is being occupied and windows opened to encourage air movement.</p> <p>Residual Risk Rating once all control measures are fully implemented: <b>MODERATE RISK</b></p> <hr/> <p>Managers to inform staff to practice effective social distancing while in and around the changing rooms/shower areas as detailed above.</p> <p>Managers to stagger the amount of persons using the facilities at any one time to a maximum of 5 person's only.</p> <p>Hand sanitisers to be available and used when entering and leaving the areas.</p> <p>Person spacing within the shower area is to be set out at a minimum of 2 metres in all directions from each person and maintained. Course attendees are to maintain 2 metres separation within the changing room when drying.</p> <p>Signage posted to inform persons of requirements in the changing room area and shower area.</p>		



Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. NFCC Guidance COVID-19: Driving Appliances and Driver Training</li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
<p>Use of muster bays and BA servicing room.</p>	<p>with social distancing.</p> <p>Increased risk of people coughing and touching door handles, push pads and shower cubicles.</p> <p>Potential enhanced risk of transmission in areas such as changing rooms and shower areas.</p> <p>Initial Risk Rating: <b>SUBSTANTIAL RISK</b></p> <hr/> <p>A number of staff in the muster bays and BA servicing room together may compromise their ability to comply with social distancing.</p> <p>Increased risk of people coughing and touching door handles, push pads, table surfaces and work equipment.</p> <p>Potential enhanced risk of transmission in areas such as muster bays and the BA servicing room.</p> <p>Initial Risk Rating: <b>SUBSTANTIAL RISK</b></p>	<p>Hard surfaces to be disinfected daily.</p> <p>Managers to reinforce key Government public health messages to all staff as detailed above.</p> <p>Signage and floor identifications are to be followed (where applicable) with 1 course attendee utilising each marked area at any 1 time only. Once changed, course attendees are to move outside the premises and await further instruction, maintaining 2 metres separation.</p> <p>Extra time to be given to work activities to allow persons to shower, wash hands and maintain high levels of hygiene.</p> <p>Surfaces to be disinfected daily.</p> <p>Residual Risk Rating once all control measures are fully implemented: <b>MODERATE RISK</b></p> <hr/> <p>Managers to inform staff to practice effective social distancing while in and around the muster bays and BA servicing room areas as detailed above.</p> <p>BTC course instructors are to stagger the amount of persons to enter the following areas:</p> <ul style="list-style-type: none"> <li>• Muster Bays. 6 person max at any one time.</li> <li>• BA Servicing room. 6 persons at any one time.</li> </ul> <p>Hand sanitisers to be available and used when entering and leaving the areas. Signage and floor identifications are to be followed (where applicable) with 1 course attendee utilising each marked area at any 1 time only. Once tasks are complete, course attendees are to move outside the premises and await further instruction, maintaining 2 metres separation.</p> <p>Signage posted to inform persons of requirements in the muster bay and BA</p>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. NFCC Guidance COVID-19: Driving Appliances and Driver Training</li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
<p>-----</p> <p>Participation in BTC training exercises Including:</p> <ul style="list-style-type: none"> <li>• Consolidation Drills</li> <li>• Road Traffic Collision</li> <li>• Trauma</li> <li>• COBRA</li> <li>• Tactical Vent</li> <li>• Physical Training (PT)</li> </ul>	<p>-----</p> <p>A number of staff in the training buildings/grounds together may compromise their ability to comply with social distancing.</p> <p>Increased risk of people coughing and touching door handles, push pads, table surfaces and work equipment.</p> <p>Potential enhanced risk of transmission when participating in training exercises.</p> <p>Initial Risk Rating: <b>SUBSTANTIAL RISK</b></p>	<p>servicing areas.</p> <p>Only two sinks to be used (as identified) within the BA Servicing room. Middle sink is not to be used.</p> <p>Cleaning regime to be in place for work tops ensuring areas touched by different persons are cleaned down daily.</p> <p>Cleaning teams within SHQ to ensure push pads/handles are cleaned on a daily basis.</p> <p>Extra time to be given to work activities to allow persons to wash hands and maintain high levels of hygiene.</p> <p>Residual Risk Rating once all control measures are fully implemented: <b>MODERATE RISK</b></p> <p>-----</p> <p>Managers/Instructors will make every effort to arrange all activities to ensure that where practical 2 meters separation between persons is achieved.</p> <p>Managers to inform staff to practice effective social distancing while in and around the changing rooms/shower areas as detailed above.</p> <p>Course Instructors are to enter the fire house building with 2 persons at a time whilst maintaining 2 metres separation distance. Following actions to be adhered to where this is not possible.</p> <p>PPE to be worn at all times (fire kit including gloves).</p> <p>If 2 meter separation distance whilst in the outside environment cannot be achieved then persons must use the full face visor of the fire helmet in the fully down position.</p> <p>If a 1 meter separation whilst in the outside environment cannot be achieved then consideration should be given to the wearing a surgical type mask or half mask</p>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. NFCC Guidance COVID-19: Driving Appliances and Driver Training</li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
<p>-----</p> <p>The Use of Service Vehicles (Driving School and Training Ground Appliances, Vehicles and Plant)</p>	<p>-----</p> <p>In the event a vehicle occupant has COVID-19 they may transmit the virus to other vehicle users by direct contact with surfaces within the vehicle and/or exhalation, sneezing or coughing etc. onto surfaces within the vehicle.</p>	<p>respirator in combination with the wearing of the helmet visor down or goggles.</p> <p>If a 2 meter separation distance cannot be maintained during exercises whilst inside a building then a surgical type mask or half mask respirator should be considered for use.</p> <p>Exercise equipment to be cleaned down after use/before use of the next person/group (work equipment such as portable fans and PT equipment such as mats, kettle bells etc.).</p> <p>Managers to reinforce key Government public health messages as detailed above.</p> <p>PT Instructors are to plan all training activities to achieve the maximum separation distances. In all cases where it does not adversely affect PT sessions, increase the spacing of delegates undertaking PT beyond 2m.</p> <p>During PT, Instructors should be aware not to approach the recruit within 2 meters unless necessary e.g. for safety reasons.</p> <p>The above two control measures includes the laying out, positioning and removal of PT related equipment.</p> <p>Residual Risk Rating once all control measures are fully implemented:  <b>MODERATE RISK</b></p> <p>-----</p> <p>Each vehicle will have the following items stored within as standard throughout the pandemic:</p> <ul style="list-style-type: none"> <li>• Antiviral Wipes;</li> <li>• Small plastic bags;</li> <li>• Paper tissues;</li> <li>• Nitrile Gloves;</li> </ul> <p>Important Note: If RPE is not available, only one occupant may occupy a light</p>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. NFCC Guidance COVID-19: Driving Appliances and Driver Training</li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
	<p>Surfaces which could potentially become contaminated include:</p> <ul style="list-style-type: none"> <li>• Door handles (internal and external front and rear doors)</li> <li>• Grab handles (internal front and rear)</li> <li>• Steering wheel.</li> <li>• Indicators.</li> <li>• Switches,</li> <li>• Window handles.</li> <li>• Radio or Sat Nav</li> <li>• Glove compartment latch button.</li> <li>• Gear stick.</li> <li>• Seat belt and catch.</li> <li>• Internal Mirrors.</li> <li>• Seat adjust.</li> <li>• Hand brake.</li> <li>• Right and left door storage and other compartments</li> <li>• Internal door and window surfaces.</li> <li>• Floor surfaces.</li> <li>• Boot and/or storage areas within the vehicle.</li> </ul> <p>It will not be possible for occupants of light vehicles to maintain a minimum 2 meter separation distance and given the enclosed nature of vehicles there is a significant risk of airborne</p>	<p>vehicle at any one time and the vehicle must be ventilated as detailed below prior to occupancy.</p> <p>Portable bottles of sanitising hand gel are to be procured and made available within vehicles (When portable bottles of alcohol sanitising hand gel become available they should be provided to supplement the above PPE resources and hygiene measures).</p> <p>Before driving the vehicle the driver will check to ensure these items are present. If they are not the employee must inform line management and replacements must be made available before the vehicle is driven.</p> <p>In addition to the above in all cases where there is more than one person within the light vehicle all persons must wear respiratory protective equipment (RPE) the minimum standard of RPE is a surgical type facemask, however a reusable half mask respirator may also be used provided that the wearer has been subject to a face fit test and provided that the wearing of the half mask does not adversely affect any necessary communication or actions required for driving or related safety.</p> <p>In all cases light vehicles should only be occupied by the minimum number of personnel required to perform the task. Significant consideration should be given to the risk and the need to have more than two persons occupy a light vehicle.</p> <p>In all cases where weather and environmental conditions permit and as far as is practicable, the windows on light and other vehicles should be partially down when occupied to create ventilation and promote airflow.</p> <p>In all cases where weather and environmental conditions permit the vehicle should be ventilated i.e. all doors, boot and windows opened for 30 seconds after the vehicle has been used, before it is handed over to new occupants.</p> <p>The vehicle is to be cleaned in accordance with the Light Vehicle Hygiene</p>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. <b>NFCC Guidance COVID-19: Driving Appliances and Driver Training</b></li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
	<p>transmission of the virus between occupants.</p> <p>Initial Risk Rating: <b>SUBSTANTIAL RISK</b></p>	<p>Procedure either post use or pre-use by the driver as appropriate. It is the responsibility to the driver to verify that the vehicle has been cleaned prior to using it. The vehicle log book is used to record when cleaning has taken place.</p> <p>In the event an employee believes they may have COVID-19 symptoms they should inform their line manager and should provide details of the Service vehicles they have used in the previous 3 days.</p> <p>If the vehicle is considered to have become contaminated with Coronavirus the Light Vehicle Decontamination Procedure is to be enacted by the driver in cooperation with line management.</p> <p><b>Driving School and Driver Training NFCC Guidance –Relevant Summarised Extract Below:</b></p> <p>Only essential driver training to provide resilience within the Service is to be undertaken during the pandemic. All non-essential driving and driver training and refresher training has been suspended until further notice.</p> <p>Any individual suffering from, or suspected to be suffering from COVID-19, must self-isolate and not enter the driving school.</p> <p>Any individual who has a member of the same household, suffering from, or suspected to be suffering from COVID-19, must self-isolate and not enter the driving school.</p> <p>All trainees and instructors using the driver training school must remain within only those areas necessary to undertaking the required training and must refrain from going into other areas of the building in order to minimise contact with other individuals.</p> <p>For essential courses the number of driving instructors and trainees must be kept to a minimum. During this outbreak driving instruction must be on a one to one basis.</p>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. NFCC Guidance COVID-19: Driving Appliances and Driver Training</li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
		<p>Current Government Guidance regarding social distancing and general advice regarding COVID-19 must, where possible be followed.</p> <p>All equipment, including IT equipment, demonstration models, books, etc. must be wiped down with a disposable antiviral wipe or suitable alternative substance and cloth before and after use by any individual.</p> <p><b>Vehicle Checks</b></p> <p>Any areas of the vehicle which requires handling or touching, as part of the vehicle checks must cleaned and where necessary wiped with a disposable antiviral wipe or suitable alternative substance and cloth before and after use (see TWFRS light and large vehicle hygiene procedures).</p> <p>The number of driving instructors and trainees must be kept to a minimum. During this outbreak this must be on a one to one basis.</p> <p><b>Driver Training</b></p> <p>It is appreciated that whilst the driver is undergoing practical training, social separation distancing is impractical and therefore PPE must be worn by the instructor and trainee. The PPE used must allow information to be communicated between the instructor and the trainee, allow for safe driving to be undertaken and must not prevent emergency driving actions to be taken.</p> <p>When driver training is being undertaken the driver and trainee must wear:</p> <ul style="list-style-type: none"> <li>• A surgical type facemask,</li> <li>• Jacket/shirt and trousers which are capable of being washed or disposed of,</li> <li>• safety or driving glasses and</li> <li>• Disposable nitrile gloves.</li> </ul> <p>The cab or car seat, driving controls, including mirrors if touched, and steering wheel of the vehicle must be cleaned and wiped with a disposable antiviral wipe or suitable alternative substance and cloth before and after each individual has</p>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. NFCC Guidance COVID-19: Driving Appliances and Driver Training</li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
		<p>driven the vehicle. (See TWFRS light and large vehicle hygiene procedures).</p> <p>The interior of the cab/car must be cleaned, and all hand contact surfaces must be then wiped with a disposable antiviral wipe or suitable alternative substance and cloth at the start and end of training.</p> <p>All cleaning operations must be conducted whilst wearing PPE as outlined above.</p> <p>At the start of training, and at regular intervals during the training, all individuals should confirm that they are fit and well to undertake driver training. This should include confirmation that no one is suffering from a raised temperature.</p> <p>During the training the instructor and trainee should maintain the maximum separation distance possible unless an emergency situation arises.</p> <p>Where possible feedback from training should be provided in an area where social distancing can take place.</p> <p>If during the training the trainee considers that they have, or are about to, become unwell they must report this to the instructor, stop at a safe location and exit the vehicle.</p> <p>During training there must be sufficient ventilation in the cab/vehicle ensuring that the ventilation air flow does not cross from one person to another.</p> <p>During training regular breaks should be undertaken in fresh air and social distancing rules will be observed.</p> <p>Rest breaks must, where possible, be taken back at the Driving School. Where this is not possible, a suitable isolated area may be found. If this area is open to the public social distancing must be ensured, not only between Fire and Rescue Staff, but also members of the public.</p> <p>No unauthorised person is to be allowed either enter the cab of the vehicle or the car interior or touch the vehicle. If any unauthorised person does touch the</p>		

Risk Assessment Description /Title:	BTC COVID-19 PANDEMIC RISK ASSESSMENT		Assessment Number	BTC-1
<p><b>This risk assessment is to be read in conjunction with the following documents:</b></p>	<ol style="list-style-type: none"> <li>1. TWFRS BTC Contingency Plan for COVID-19 Pandemic Business Continuity Plan.</li> <li>2. TWFRS Services Premises Hygiene Procedure.</li> <li>3. TWFRS Services Premises Decontamination Procedure.</li> <li>4. TWFRS Services Light Vehicle Hygiene Procedure.</li> <li>5. TWFRS Services Light Vehicle Decontamination Procedure.</li> </ol>	<ol style="list-style-type: none"> <li>6. Task Specific Exercise Risk Assessments conducted within the BTC.</li> <li>7. NHS Guidance (Hand Washing).</li> <li>8. Public Health England Covid-19 information.</li> <li>9. NFCC Guidance COVID-19: Driving Appliances and Driver Training</li> </ol>		
Identified Hazard(s)	Identified Risk & Level of Risk*	Control Measures Required		
		<p>vehicle, that area of the vehicle must not be used until it is cleaned and if necessary wiped with an alcohol wipe.</p> <p>If the vehicle is left unattended it must be locked to prevent unauthorised access and the door handles must be wiped with disposable antiviral wipe or suitable alternative substance and cloth before re-entering the vehicle.</p> <p>If the trainee demonstrates that they have developed their skills, knowledge and understanding of driving the vehicle and met the learning and assessment outcomes early and ahead of the planned delivery timetable then the next stage of the training may be progressed.</p> <p>This may enable the Instructor to deliver the training in a reduced period of time thereby reducing the length of time that the Instructor and the trainee need to spend in the vehicle together.</p> <p><b>After training</b></p> <p>The vehicle must be thoroughly cleaned, and all hand contact and hard surfaces must be wiped with a disposable alcohol wipe.</p> <p>All used wipes and disposable nitrile gloves must be disposed of by double bagging them and then placing them into the waste bin outside the offices for collection as clinical waste.</p> <p>Hands must be washed and alcohol gel applied before starting work, before eating or drinking, after using the toilet, after carrying out cleaning operations and at regular intervals throughout the working day.</p> <p>Driver Training debriefs should be conducted at a safe distance these should be kept as succinct as possible.</p> <p>Residual Risk Rating once all control measures are fully implemented:  <b>MODERATE RISK</b></p>		



<b>Risk Assessment Description /Title:</b> Risk Mitigation during IST Course				<b>Assessment Number</b>	<b>BTC-1</b>
<b>Name of Assessor:</b>	<b>Role</b>	<b>Service Number</b>	<b>Signature</b>	<b>Date of Completion</b>	<b>Date of Review</b>
Tony Wilson Andrew Drummond	Watch Manager H&S Manager	7944 7722	<i>T. Wilson</i> <i>A. Drummond</i>	2 April 2020	16 April 2020

- Note key words in capitals indicate levels of risk i.e. TOLERABLE, MODERATE, SUBSTANTIAL & INTOLERABLE.

Risk Level Assessor	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
Unlikely	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
Likely	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

**RISK BASED CONTROL GUIDANCE**

Risk Level	Action & Timescale
<b>TRIVIAL</b>	No action is required and documentary records need to be kept.
<b>TOLERABLE</b>	No additional controls are required. Consideration may be given to a more cost-effective solution or improvements that impose no additional cost burden. Monitoring is required to ensure that the controls are maintained.
<b>MODERATE</b>	Efforts should be made to reduce the risk but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood or harm as basis for determining the need for improved control measures.
<b>SUBSTANTIAL</b>	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action should be taken.
<b>INTOLERABLE</b>	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.