

Health and Safety Risk Assessment Form



Process: **FS-RA-0139 Physical Distancing Requirements in line with Covid-19**
Scottish Crime Campus Site
 THE FOLLOWING DESCRIPTIONS RELATE TO ENVIRONMENTS/SCENARIOS WHERE THERE IS NO **KNOWN** COVID-19 RISK

(however carriers of Corona virus may be asymptomatic).

DESCRIPTION OF WORK ACTIVITY	HAZARD	RATINGS RATINGS IMPACT X LIKELIHOOD = TOTAL			CONTROL MEASURES USED TO MITIGATE RISKS IN THE SCOTTISH POLICE AUTHORITY ARE:	REDUCED RATINGS IMPACT X LIKELIHOOD = TOTAL		CURRENT RESIDUAL RISK
		A	B	A*B=C		D	E	
					Follow Safe System of Work:			
	Travel during Covid-19	4	3	12	Travel between sites should be minimised as much as possible, in line with Scottish Government COVID-19 Routemap. Apart from exceptional circumstances, only one member of FS staff can travel in scene, pool or hire vehicle at any one time. Touch points in vehicles should be cleaned before and after use and vehicle log updated accordingly. Hire cars should only be used in exceptional circumstances and cleaned internally before / after use. If above can not be accommodated then when requirements dictate, consider passenger sitting diagonally behind the driver (if a car) and FFP3 masks must be worn throughout). If requirement to sit side by side in e.g. SE van again FFP3 masks to be worn. For SE consider allocating same van to Scene Examiner for duration of their shift. If public transport must be used then maintain physical distance and use face coverings/ consider use of gloves if appropriate.	4	1	4
	Working in scene environment - potential for close interaction (<2m) with FS staff/Police and other personnel.	4	4	16	Minimise the number of people entering a scene - use Forensic Strategy Meeting (FSM) to plan for this. Schedule activities to minimise the number of people working together at scene at same time. The above considerations apply irrespective of scene attendance location (house, business, mortuary, hospital etc.). Maintain physical distance for activities outwith the scene such as donning/doffing of PPE, briefings etc. Where operational activities dictate that physical distancing cannot be adhered to then FFP3 masks, gloves and goggles to be worn (may be required for signing in/out of scene).	4	1	4
	Working in scene environment - potential for close interaction (<2m) with complainers/suspects	4	4	16	Determine requirement for attendance in line with current service delivery agreement with partner agencies and routine triage process. Ensure that warning marker information has been provided to determine if there are any indications of tendency to violence/sexual markers etc. Do not attend such scenes or ensure the presence of Police personnel for the attendance. Wear face mask appropriate to scene, as per current guidance. Ensure that relevant Covid-19 questions have been addressed to assure the status of the scene to be attended. Information to be provided to complainers / suspects ahead of scene attendance that physical distancing must be maintained. Request minimum number of household present within locus for attendance. For complainers / suspects with underlying health conditions then request they wear Type IIR mask if attendance is necessary and scene attendee wears FFP3 mask, gloves and goggles if 2m physical distance is likely to be breached. For corroboration activities maintain 2m distance then clean or dispose of any items handled by the complainer. (If cleaning is option selected then ensure that this is done with PPE on and prior to return to scene vehicle.) Consider if attendance with another scene attendee is advisable for corroboration given scene specific information. Where activities dictate that physical distancing cannot be adhered to or if there is concern that physical distancing may not be maintained then FFP3 mask, gloves and goggles are to be worn.	4	1	4
	Working in office environment - close interaction (<2m) with FS (and other) personnel	4	3	12	Managers to determine maximum number of staff within each office area to maintain physical distancing. Managers to determine appropriate shift patterns, remote working and team structure to reduce the number of staff on site at the same time (can include split shifts). Remote working to be used where required to reduce number of staff within the office environment. Allocate desks to staff on same shift/team with greatest distance between them and/or consider rearrangement of desks to create greater distancing. (Avoid staff sitting directly opposite each other where possible.) Avoid/reduce hot desking where possible but ensure that appropriate desk cleaning materials are made available to staff to clean down desk area/surfaces (including computer mouse/keyboard) as minimum at start and end of shift. In areas where there are high footfall (such as printers) and if determined essential after all other control measures have been implemented, consider laminate screens or increase height of dividers to provide a physical 'barrier'. Acrylic/Perspex screens will be installed in areas such as production reception counters. Avoid/reduce sharing of office telephones (transfer calls etc.) and office stationery/equipment but ensure that appropriate cleaning materials are made available to staff to clean down phone/equipment after use. Physical distancing guidance will be displayed at entrance/exit and corridors within FS offices. Move office equipment/desks as required to maintain distance. If key equipment cannot be relocated then, when in use, give consideration to staff temporarily moving position to allow access. Place additional hand sanitisers near doors/strategic points for staff to use. Staff should not congregate in office areas at desks/equipment. Unless exemption applies, work issued face masks should be worn in work environment (rather than personal issue face coverings), as per revised Op TALLA guidance. If the above control measures cannot provide a 2m or more distance and-interactions with colleagues breach the 15 min guidance then staff can wear Type IIR Masks.	4	1	4

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Physical Distancing Requirements in line with Covid-19	Beards and Facial Hair incompatibility with Face Fitted Masks (FFP3)	4	5	20	Ensure that skin is clean shaven to ensure a good fit and seal between the mask and skin to prevent the possibility of aerosol / viral particulates to gain access to the nose or mouth. [It is permissible to shave prior to deployment with no requirement to attend at the start of the shift clean-shaven] All staff required to wear an FFP3 mask must be face fit tested with the appropriate make and size of mask and must not deploy to scenes without having confirmation that the mask that they are tested with provides protection to respiratory hazards. Staff who are not clean shaven or are not successfully face-fit tested for face fitted masks must not deploy to any situation where there is a known COVID risk or where the general risk is considered so high as to deem it necessary to assume COVID is present. [Additionally, staff should not be deployed to situations where there is an Asbestos or Fentanyl risk which may be hazardous to health].	4	1	4
	Conducting meetings / training sessions.	4	3	12	If training cannot be delivered safely without breaching the 2m physical distancing guidelines then consideration should be given to whether that training is urgently required and delaying until such time as it is safer to do so. Use Telephone or Video conferencing facilities wherever possible and other ICT as appropriate. Where there is a need for meeting attendees to attend a meeting in person (e.g. training that cannot realistically be conducted remotely) then ensure that the venue selected is appropriately sized and has a layout suitable to ensure the physical distancing of attendees. Ensure that consideration in this respect is given to entrance/exit points. Place additional hand sanitisers near doors/strategic points for staff to use. Only when such a face to face session is deemed to be essential and aspects of the e.g. training demand closer than 2m distancing then Type IIR masks to be worn.	4	1	4
	Using communal areas (outwith office areas) within SPA FS estate	4	3	12	Ensure that flow of staff is minimised round building - (use of remote working and shifts as per office environment to reduce staff numbers with overlapping work patterns). Only use lifts if essential - if need to use then define and add signage of lift maximum occupancy (may be only 1 person). Consider allocation of specific lifts/stairwells to groups of staff or where possible designate specific stairwells for ascending and others for descending (particularly where stairwells are narrow) to avoid staff crossover. Staff must not congregate within corridors/ walkways/ stairwells. Mark out 2m distances on floor where appropriate (corridors etc.) to assist staff with distancing. If one way flow of staff cannot be accommodated within corridors via allocation of stairs for ascending/descending then 'keep left' guidance should be displayed in corridors. If there is still potential for staff crossover or bottlenecks then avoid passing face to face where possible. Place additional hand sanitisers near doors/strategic points for staff to use. Canteen/kitchen areas - consider allocation of breaks to reduce overlap. Table use must not breach 2m distancing (consider take away only/eating outside weather permitting). Toilet facilities - consideration to be given to using alternate cubicles/ urinals etc. to maintain sufficient distance. Also consider using signage on outer door to indicate if occupied to avoid staff crossover (especially for small toilet facilities).	4	1	4
	Working in laboratory environment - close interaction (<2m) with FS personnel	4	3	12	Minimise the number of staff within a laboratory area where appropriate. Staff to position themselves within the laboratory to maintain appropriate physical distance, orientate to face away from others if possible. Consider adding 2m markings to floor to assist staff with distancing. Consider repositioning equipment to ease ability to attain physical distancing and where possible keep clear of doors. Staff to ensure that exit/entrance is sufficiently clear to allow staff to pass out with 2m distance of closest staff member. Consideration to be given to redesign of laboratory examination, analysis, corroboration and checking processes where possible to avoid close (<2m) interaction of staff. If the above control measures cannot provide a 2m or more distance then Type IIR masks to be worn where physical distancing will be breached.	4	1	4
	Sounding of fire alarm	4	3	12	Fire evacuation tests should continue as planned in line with statutory requirements. Fire alarm tests can be performed as long as staff are fully aware of test status and that they do not need to evacuate the building. For non test incidents then staff must evacuate the building as swiftly as possible by the nearest designated fire exit. For these scenarios only, designated direction of flow around the building and physical distancing CAN be breached to aid quick evacuation. As soon as practical, staff should revert to spacing of 2m or more and this should be maintained at the rendezvous point. Return to the building should be carried out in line with physical distancing requirements.	4	1	4
	Visitors / contractors	4	3	12	Visitors should only be allowed on site when essential and plans must be put in place prior to their attendance to ensure physical distancing can be maintained. Where site visits are required, site guidance on physical distancing and hygiene should be explained to visitors / contractors on or before arrival. Consider; • Limiting the number of visitors at any one time • Limiting visitor times to a specific time window and restricting access • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services out of hours • Revising visitor arrangements to ensure physical distancing and hygiene, for example, where someone physically signs in with the same pen in receptions • Provide hand sanitiser for use by visitors/contractors	4	1	4

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		4	3	12		4	1	
	First Aid Provision	4	3	12	First Aid should only be administered by a registered First Aider when there is an urgent need to do so and the individual is unable to assist themselves i.e. serious injury or loss of breathing/consciousness. In such instances physical distancing will need to be breached and FFP3 masks should be worn by both First Aider and individual (where the individual is not experiencing breathing difficulties) or First Aider only if breathing of individual is laboured or has ceased. Updated guidance is available from SPA/PS Intranet - Coronavirus Guidance Updates page.	4	1	4

This is a generic risk assessment and is based on the expected hazards for these processes. Staff must adapt this document in the preparation of specific Risk Assessments. Staff may come across other hazards while on scene and these will be tackled by staff using Dynamic Risk Assessment Techniques.

COMMENTS: Reviewed 20/01/2021 to include changed Policy regarding presumption of COVID presence on attendance at scene and where 2m distance cannot be maintained then an FFP3 mask is to be worn and not Type IIR. Additionally, inclusion of the requirement for staff wearing FFP3 masks to have been face fit tested and clean shaven. Also includes requirement to wear work-issue face masks within the work environment, rather than personal-issue face coverings/masks, as per Op TALLA guidance.