



Shaping a World of Trust

CERTIFICATE OF ASSURANCE

Essex County Fire and Rescue Service

Kelvedon Park, Rivenhall, Witham, Essex, CM8 3HB, United Kingdom


Essex County Fire and Rescue Service has, subject to the scope defined above, implemented appropriate measures, policies and procedures, in accordance with current good practice, in line with local and national guidelines and WHO guidance to reduce the risk of transmission of COVID-19 by the operation of their business

24-May-2021

Date of Issue

24-November-2021

Date of Expiry



Karolina Lachi Kolarova

Business Unit Director Certification

Essex County Fire and Rescue Service						
Site:	Site Assessment Question	Site Verification Requirement If there is a legal requirement, that is the deciding factor	in order to receive certificate of assurance If there is a legal	If there is a legal requirement, options are red or green.	Recommendations / Corrective Actions	Auditor Evidence and Notes
Chelmsford Training Centre and Whole Time Fire Station – Rainsford Road, Chelmsford, Essex CM1 2QS	Are procedures followed to ensure potentially contaminated waste is disposed of safely?	Potentially contaminated materials are disposed of safely Visual confirmation	No	Non-compliant	Raise awareness on applicable procedure	Yellow bags are not being used to store contaminated materials.
	Have social distance measures been put in place?	Social distance measures have been planned to keep employees a safe distance apart Visual confirmation	Yes	Non-compliant	Raise awareness on social distancing. Reduce the number of available chairs to match room occupancy	Groups of 6 to 8 members of staff seen regularly gathering in the yard, not socially distancing and not wearing masks. Rec Room and Lecture Room chair setup not compatible with COVID19 restrictions.
	Are no-touch devices, where required, present on site?	Company has evaluated installation no-touch devices Visual confirmation	No	Partially compliant	Procure adequate refills.	Touch-free sanitizers in place. There are some issues with refills. Some devices were not in use but complemented by normal sanitizer bottles.
Braintree Fire Station and Service Delivery Point - Railway Street, Braintree, Essex CM7 4BN.	Have additional ventilation measures been implemented on site, including when possible natural ventilation?	Company has defined additional ventilation measures for workplaces Policy evidence and visual confirmation	No	Partially Compliant	No forced ventilation systems on site. Policy of opening windows in rooms occupied by more than one person was evident from interviews with site personnel and observations during the assessment. Fire door in ground floor office corridor held open by a piece of wood to improve ventilation but it would not close in the event of fire alarm activation. The door appears to be fitted with a magnetic lock mechanism but there is no attachment on the wall for it to connect to.	NC: Fire door in ground floor office corridor held open by a piece of wood to improve ventilation but it would not close in the event of fire alarm activation. The door appears to be fitted with a magnetic lock mechanism but there is no attachment on the wall for it to connect to.
	Is hand sanitizer with rubbing alcohol present throughout the site?	Hand sanitizers with rubbing alcohol are present through the workplace Visual confirmation	No	Partially Compliant	Sanitiser contains 73% alcohol so is effective. A limited number of sanitiser stations are in place (one by each of the 2 entrances to the building). However, due to the critical importance of hand sanitisation to remove the need for high-frequency touch point cleaning, further sanitiser stations are recommended beside both ground floor doors to offices, one by entrance to training room and one by entrance to social room. It was also noticed that there is a redundant hand hygiene station on the wall opposite the front entrance.	NCs: 1. A limited number of sanitiser stations are in place (one by each of the 2 entrances to the building). However, due to the critical importance of hand sanitisation to remove the need for high-frequency touch point cleaning, further sanitiser stations are recommended beside both ground floor doors to office corridor, one by entrance to training room and one by entrance to social room. 2. Reinstate or remove the redundant hand hygiene station on the wall opposite the front entrance.
	Is the site manager aware of this policy? Has the policy been communicated locally to staff?	Any worker displaying symptoms such as cough or fever is denied access to the workplace Interview answer and evidence of communication	Yes	Partially Compliant	Fire fighter notifies Line Manager who in turn informs the Covid Team and Control. Firefighter isolates, gets tested, if positive fogging carried out as required via Health & Safety. There is no signage at entrances to building to not enter with symptoms.	NC: There is no signage at entrances to building to not enter with Covid-19 symptoms.
South East Group Service Delivery Point and Whole Time Fire Station – 500 Rayleigh Road, Benfleet, Essex SS7 3TR	Are air filters changed according to new policy?	Company has revised the policy of changing air filters Evidence of facility management measures taken	Yes	Non-Compliant		
	Have additional ventilation measures been implemented on site, including when possible natural ventilation?	Company has defined additional ventilation measures for workplaces Policy evidence and visual confirmation	No	Partially Compliant	Facilities Manager from Central Office to ensure HVAC is set up correctly and filters are properly maintained.	Windows kept open to improve ventilation. HVAC was functioning but not observable (roof installation).
	Have air treatment measures been revised since the COVID-19 pandemic and are they implemented?	Company has revised policies in regard the HVAC and air circulation Evidence of facility management measures taken	No	Partially Compliant		
Brentwood On-Call and Whole Time Fire Station, North Road, Brentwood, Essex CM14 4UZ	Have additional ventilation measures been implemented on site, including when possible natural ventilation?	Company has defined additional ventilation measures for workplaces Policy evidence and visual confirmation	No	Non-Compliant	Facilities Manager to address damages and check filters.	Burst duct on air circulation system to locker room.
	Are air filters changed according to new policy?	Company has revised the policy of changing air filters Evidence of facility management measures taken	Yes	Non-Compliant		
Parsonage Street, Halstead, Essex CO9 1EZ	Is there evidence of communication (posters, flyers etc.) on site reminding employees to practice good hygiene and prevention measures (handwashing, respiratory hygiene etc.)?	Display posters promoting good personal hygiene (handwashing, respiratory hygiene etc.) Visual confirmation	Yes	Partially compliant	Hand washing signage was seen, however there was no signage for respiratory hygiene - Catch it - Bin it - Kill it, etc.	Prevent the sharing of pens when signing in to site. Add Respiratory signage and tissues.
Ongar Fire Station, 67 High Street, Ongar, Essex CM5 9DT	Is there evidence of communication (posters, flyers etc.) on site reminding employees to practice good hygiene and prevention measures (handwashing, respiratory hygiene etc.)?	Display posters promoting good personal hygiene (handwashing, respiratory hygiene etc.) Visual confirmation	Yes	Partially compliant	Covid 19 symptom signage seen on entry to the building. Hand washing signage was seen, but only in a couple of toilets. There was no signage for respiratory hygiene - Catch it - Bin it - Kill it, etc.	Add additional hand hygiene signage in the toilets that currently have not got them. Add Respiratory signage and tissues. Sign off water flushing on the Water Hygiene sheet in
Witham Service Training Centre and On-Call Fire Station Hatfield Road, Witham, Essex CM8 1EW	Is there evidence of communication (posters, flyers etc.) on site reminding employees to practice good hygiene and prevention measures (handwashing, respiratory hygiene etc.)?	Display posters promoting good personal hygiene (handwashing, respiratory hygiene etc.) Visual confirmation	Yes	Partially compliant	Covid 19 symptom signage seen on entry to the building. Hand washing signage was seen, but only in a couple of toilets. There was no signage for respiratory hygiene - Catch it - Bin it - Kill it, etc.	Add additional hand hygiene signage in the toilets that currently have not got them. Add Respiratory signage and tissues.
Kelvedon Park, London Road, Rivenhall, Witham, Essex CM8 3HB	Is there evidence of communication (posters, flyers etc.) on site reminding employees to practice good hygiene and prevention measures (handwashing, respiratory hygiene etc.)?	Display posters promoting good personal hygiene (handwashing, respiratory hygiene etc.) Visual confirmation	Yes	Partially compliant	Hand washing signage was seen, however there was no signage for respiratory hygiene - Catch it - Bin it - Kill it, etc.	Add additional hand sanitiser top of the stairs; Remove all Pens, pencils etc from reception to prevent sharing of items. Add Respiratory signage and add tissues.
	Are surfaces and objects wiped with disinfectant?	Company policy is for surfaces and objects to be wiped with disinfectant regularly Register / evidence of policy and log of cleaning performed	Yes	Partially compliant	Cleaning Contractors carry out cleaning on every weekday early in the morning. A high-frequency touch point cleaning regime is not required at the site as the hygiene rationale is	Add to a cleaning schedule or add signage as cleaning prompts to make sure these items are regularly cleaned. There are photos on the checklist

Service Workshops, Transport, USAR & Stores; London Road, Lexden, Colchester, Essex CO3 9AA.	Have social distance measures been put in place?	<p>Social distance measures have been planned to keep employees a safe distance apart</p> <p>Visual confirmation</p>	Yes	Partially Compliant	<p>SD signage evident throughout buildings on floors, office capacities have been reduced with signage on door to each office stipulating capacity, The gym in USAR has reduced its capacity to one and a proportion of seating (e.g. in training and social rooms) labelled up do not use to ensure SD achieved. One way system in place where possible in the service workshop and transport areas. USAR one way system in the social meeting room area was observed, with signage on the doors entrance and no entry signs etc.</p> <p>In Fire appliances all occupants other than driver wear face coverings, capacity limited to 5 persons (2 in front 3 in back). Risk associated with reduced SD in fire appliances is further offset by lateral flow testing, which is complete twice weekly by firefighter USAR team.</p> <p>In the Canteen/Restroom of the Transport/workshop area it was observed that there were too</p>	Remove additional chairs from the Canteen/Restroom of the Transport/workshop area as to prevent them being added to the table.
	Is there evidence of communication (posters, flyers etc.) on site reminding employees to practice good hygiene and prevention measures (handwashing, respiratory hygiene etc.)?	<p>Display posters promoting good personal hygiene (handwashing, respiratory hygiene etc.)</p> <p>Visual confirmation</p>	Yes	Partially Compliant	<p>Hand washing signage was seen, however there was no signage for respiratory hygiene - Catch it - Bin it - Kill it, etc.</p>	Add respiratory hygiene signage, add tissues.