SOUTH WALES POLICE RISK ASSESSMENT - *GENERIC*

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| Risk Assessment: Office-Based Static Duties - GRA |  | Location: All SWP premises  Reference: V.2 |

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| Risk Assessments must be undertaken by trained Risk Assessors  Risk Assessment completed by: Paul Thomas  Date and Time Completed: 0000hrs 00.0.21 Review Date: 00.0.22 |  | Other relevant Risk Assessments:  [Manual Handling GRA](http://swpapp-web1.swp-rest.police.int/GuidanceAndProcedures/media/3480/manual-handling-gra-2018.doc)  [Stress Hazard GRA](file:///\\swp.police.int\data\work\SWPHQPRSONELDEPT\SHARED\Health%20&%20Safety\Risk%20Assessments\APHSA%20Templates\Stress%20V2%20October%202015_V1.doc)  [First Aid policy](http://swpapp-web1.swp-rest.police.int/GuidanceAndProcedures/media/3399/hs-first-aid-gp-2019.doc)  Lone Working GRA  New and Expectant Mothers GRA |

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| Date | Version | Description of Amendment | Authorised By |
|  | V.2 | RA reviewed and transferred to current Risk Assessment template. |  |
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Who may be harmed (Persons at risk): E = Employees P = Public C = Contractors V = Visitors

| Hazard | Who may be harmed | How they could be harmed | Potential Risk  (Without controls in place)  *See Risk Matrix* | Control measures required | By whom | Residual Risk (with controls in place)  *See Risk Matrix* |
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| Dealing with members of the public. | E | Physical injury caused during interaction with members of the public. | 9 | SWP:   * Provision of safe and secure work environment, e.g. secure coded/card access for compound and building. * Provision of training for emergencies and potentially hazardous situations on recruitment. * Provision of appropriate communications equipment. * Introduction of *“safe and sound”* procedure. * Provision of automatic/permanent external lighting in areas around building exit doors and compound gates. * Ensure building/compound is kept well-lit at night.   BCU/Line Manager:   * Regular review of building/compound security and lighting arrangements. * Monitor lone working arrangements, reviewing as necessary (See *Lone Working* GRA). * Monitor Staff compliance with security processes. * Ensure Staff Role Risk Assessments are complied with.   Staff Member:   * Comply with all security processes and Risk Assessments. * Dynamically Risk Assess all interactions with members of the public. * Make Line Manager aware of lone working. * All visitors to sign in or be noted via Visitor Book and escorted within premises as per local procedure. * Comply with *“safe and sound”* procedure. * Where security issues are identified, take immediate action to address and report promptly. | SWP  BCU/Line Manager  Individual Staff Member | 3 |
| Office overcrowding. | E | Illness and stress caused to Staff Members by overcrowding within office. | 9 | SWP:   * Ensure that total volume of room when empty (using 3 metres as a mean height) divided by the number of people working in it, is at least 11 cubic metres.   BCU/Line Manager:   * Monitor and address office staffing levels.   Staff Member:   * Report any office overcrowding issues to Line Manager. | SWP  BCU/Line Manager  Individual Staff Member | 3 |
| Poor housekeeping and building maintenance. | E, C, V | Physical injury caused by poor housekeeping and building maintenance. | 16 | BCU/Line Manager:   * Carry out regular H&S “Walkthrough” inspections to identify hazards, ensure that maintenance of premises and equipment is ongoing and address any ongoing H&S issues. * Take steps to remedy/reduce the risk of/report Hazards as soon as they are identified. * Ensure Staff are aware of the F.16 reporting system to report faults and building issues (e.g. damaged flooring, defective lights, etc.).   Staff Member:   * Maintain a good personal standard of housekeeping - Work areas are kept clear (*Clear Desk* policy). * Take steps to remedy/reduce the risk of/report Hazards as soon as they are identified (a *“see it, sort it”* approach). * Use the F.16 reporting system to promptly report faults and building issues.   SWP:   * Sustain a regular programme of building inspections and maintenance. | BCU/Line Manager  Individual Staff Member  SWP | 4 |
| Poor hygiene and cleanliness of premises. | E, C, V | Risk of injury or ill health due to poor standards of hygiene and cleanliness in premises. | 8 | BCU/Line Manager:   * Carry out regular H&S “Walkthrough” inspections to identify hazards, that a satisfactory standard of hygiene is being maintained and address any ongoing H&S issues. * Ensure Staff are aware of the F.16 reporting system to report hygiene issues.   Staff Member:   * Maintain a good personal standard of housekeeping. * Take steps to remedy/reduce the risk of/report Hazards as soon as they are identified (a *“see it, sort it”* approach). * Utilise the F.16 reporting system to promptly report hygiene issues.   SWP:   * Maintain cleaning contracts for all SWP premises. | BCU/Line Manager  Individual Staff Member  SWP | 2 |
| Working with Display Screen Equipment (DSE). | E | Risk of injury or ill health due to use of DSE for extended periods.  Unsuitable working position resulting in musculoskeletal disorders, back ache, neck discomfort etc.  Unsuitable equipment/environment causing headaches, tiredness and visual fatigue. | 12 | BCU/Line Manager:   * Ensure Staff Member has completed the DSE assessment on-line NCALT package. * Where identified as necessary, arrange a prompt one-to-one DSE Risk Assessment, to be carried out by a trained DSE Assessor (see *H&S DSE Guidance and Procedure*). * Arrange access to additional equipment as identified within the DSE Risk Assessment (eg. Chair, footrest etc.). * Monitor any workstation/work environment related concerns expressed by Staff Member, addressing promptly. * Keep DSE Risk Assessments under review based on disclosed medical issues and changes of role/location.   Staff Member:   * Complete the on-line DSE Assessment. * Inform Line Manager of DSE issues identified during the DSE Assessment. * Take regular work breaks from DSE activities. * Alternate between standing and sitting activities - Avoid long periods spent standing or sitting without regular exercise or movement. * Inform Line Manager of any developing DSE-related issues.   SWP:   * Provision of trained DSE Risk Assessors. * Provision of additional DSE-related equipment. | BCU/Line Manager  Individual Staff Member  SWP | 3 |
| Use of office-related machinery (photocopier, printer etc.). | E | Electrical shocks or burns from using faulty electrical equipment.  Injuries related to equipment use - Including trapping of fingers and reactions to substances such as ink cartridges. | 16 | **BCU/Line Manager:**   * Check all new equipment before first use to ensure there are no obvious accessible dangerous moving parts, siting of the equipment does not cause additional hazards and identify any equipment-specific training required. * Ensure all relevant equipment is PAT tested as per SWP guidance. * Ensure all relevant equipment is Fixed Wire Tested every 5 years. * Ensure photocopiers are located away from desks - In a separate area wherever possible. * Ensure that there is appropriate training for all users in relevant aspects of the equipment (eg. use and inspection). * Ensure refresher training is provided as appropriate. * Ensure appropriate PPE is available for use where required (eg. Changing printer/photocopier cartridges). * Ensure adequate instructions, supervision and guidance in safe use of the equipment is available to users. * Ensure appropriate training records are maintained. * Ensure defective equipment is immediately taken out of use and isolated where possible.   Staff Member:   * Visually inspect equipment before each use for damage or defects to plugs, sockets or cabling. * Ensure defective equipment is immediately taken out of use and isolated where possible. * Report defective equipment via the F.16 process. * Ensure all relevant equipment used has been PAT tested as per SWP guidance. * Follow manufacturer’s instructions. * Use of appropriate PPE where necessary (eg. Changing printer/photocopier cartridges).   SWP:   * Provision of sealed printer/photocopier cartridges. * Provision of appropriate PPE. * Provision of an appropriate system (SSoW and, where necessary, Permit To Work) and process is in place for the maintenance, inspection and cleaning of all elements of equipment. * Retain adequate records of maintenance, inspections and cleaning as necessary. * Provision of PAT testing. * Provision of Fixed Wire Testing every 5 years. | BCU/Line Manager  Individual Staff Member  SWP | 4 |
| Manual Handling activities.  (*see SWP Manual Handling GRA).* | E | Muscular-skeletal injury to resulting from incorrect MH activities - Lifting, carrying, pushing pulling or lowering of items (e.g. deliveries of paper, equipment, etc.). | 9 | BCU/Line Manager:   * Ensure all Staff Members are in compliance with Manual Handling training requirements and are fit for duty. * Ensure appropriate lifting and moving aids are available, where required.   Staff Member:   * Carry out a Dynamic Risk Assessment prior to and during activity, considering necessity of moving the object, whether it can be moved safely or if it requires specialist equipment. * Inform Line manager where the MH activity creates an unacceptable risk. * Correctly apply the principles of Manual Handling (TILE) when moving objects.   SWP:   * Provision of appropriate Manual Handling training. * Provision of lifting and moving aids, where required. | BCU/Line Manager  Individual Staff Member  SWP | 3 |
| Inadequate ventilation. | E, V, C | Lack of fresh air supply | 8 | BCU/Line Manager:   * Ensure that fresh air supply rate does not normally fall below 5-8 litres per second per occupant. * Ensure air circulation equipment and windows are utilised and maintained (opening windows, air conditioning etc.). * Monitor ventilation.   Staff Member:   * Inform Line manager where ventilation is identified as inadequate.   SWP:   * Provision of appropriate air circulation equipment (opening windows, air conditioning etc.). * Maintenance of appropriate air circulation equipment. | BCU/Line Manager  Individual Staff Member  SWP | 2 |
| Unsuitable lighting levels. | E, V, C | Unsuitable lighting levels causing headaches, tiredness and visual fatigue.  Unsuitable lighting levels causing injuries from slips/trips. | 16 | BCU/Line Manager:   * Ensure that all lighting is sufficient throughout and around the premises (including stairwells and areas with no natural light) to allow safe movement and working without eyestrain. * Ensure emergency lighting is functional. * Comply with HSG 38 *“Lighting at Work”* recommendations on lighting levels for different tasks.   Staff Member:   * Inform Line manager where lighting is identified as inadequate.   SWP:   * Provision of appropriate lighting/emergency lighting within and around premises. * Maintenance of lighting. | BCU/Line Manager  Individual Staff Member  SWP | 4 |
| Working in extremes of temperature (*excessive heat or cold*). | E | Risk of injury or ill health due to prolonged exposure in extreme cold or heat. | 15 | BCU/Line Manager:   * Monitor workplace temperature, a comfortable working temperature being 16ºC, addressing as necessary. * Monitor provision of adequate rest and refreshment breaks. * Ensure unrestricted access to drinking water. * Where temperature in a room is uncomfortably high, consideration should be given to incorporating a system of work (eg. task rotation) ensuring that the length of time Staff Members are exposed to uncomfortable temperature is limited.   Staff Member:   * Inform Line Manager where extremes of temperature create an unacceptable risk.   SWP:   * Provision of adequate ventilation/heating within SWP premises. * Installation of thermometers within SWP premises. * Provision of drinking water within SWP premises. | Line Manager  Individual Staff Member  SWP | 6 |
| Fire. | E, V, C | Physical injury caused by smoke inhalation, burns or injuries when escaping the building. | 20 | BCU/Line manager:   * Ensure fire extinguisher(s) are of the appropriate type and number for the activities/equipment within the workplace. * Ensure fire extinguisher(s) are regularly checked and replaced where necessary. * Daily check of fire exits and routes. * Good housekeeping to ensure that corridors, fire escape routes and fire exit doors are kept clear and unobstructed. * Ensure provision of sufficient designated and trained Fire Wardens. * Fire drills scheduled and carried out every six months at a minimum. * Ensure Fire routes and Exits remain clear of obstructions. * Ensure all Staff Members, Visitors and Contractors are briefed on evacuation procedures. * Ensure that individual Evacuation Plans are in place for disabled/pregnant Staff Members. * Ensure that electrical equipment is properly maintained and regularly inspected and tested for safety. * Ensure provision and use of safe storage for combustible substances/waste.   Staff Member:   * Ensure Fire routes and Exits remain clear of obstructions. * Immediately advise Line Manager of any identified issues with fire extinguishers. * Comply with fire drills. * Promptly address and advise Line Manager of any identified fire hazards.   SWP:   * Ensure the current Fire Risk Assessment is readily available at the premises. * Provision of appropriate type and number of fire extinguishers installed within premises. * Fire Procedure, Evacuation and Fire Route signs are clearly displayed throughout the premises. * All non-lockable Fire Exits are clearly identified with signs above each. * Provision of written information in relation to emergency procedures. * Weekly testing of fire alarms scheduled. * Monthly check of emergency lighting scheduled. | BCU/Line Manager  Individual Staff Member  SWP | 5 |
| Working at Height. | E, V | Physical injury to Staff Members resulting from falling from height.  Physical injury to Staff Members and Visitors resulting from items dropped from height. | 16 | BCU/Line Manager:   * Minimise WaH tasks by reallocating often-used items to lower-level storage areas. * Carry out a Dynamic Risk Assessment prior to tasking. * Ensure Staff members carrying out MH tasks wear appropriate clothing and footwear. * Identify tasks where the use of Estates, Contractors etc. is necessary to reduce risk. * Monitor completion of task, stopping task should risk become unacceptable.   Staff Member:   * Carry out a Dynamic Risk Assessment prior to and during activity. * Inform Supervisor where the use of Estates, Contractors etc. for the task is considered necessary to reduce risk. * Wear appropriate clothing and footwear. * Where lifting/lowering of items, ensure area around activity is clear of colleagues and visitors for the duration of the activity. * Use provided WaH equipment appropriate for the task (step-stool, stepladder etc.) as necessary.   SWP:   * Provide appropriate WaH equipment for the task (step-stool, stepladder etc.). | BCU/Line Manager  Individual Staff Member  SWP | 4 |
| Lone working. | E | Staff exposure to violence and aggression from members of the public. |  | Refer to *Lone Working GRA* |  |  |
| Excessive noise. | E | Hearing loss/increased stress and anxiety caused by excessive noise. | 6 | BCU/Line Manager:   * Review Staff Member role to avoid excessive noise, adjusting work activities to reduce the risk as low as is reasonably practicable - Where not practicable, modify role or arrange alternative duties as necessary. * Ensure the workplace complies with the *Noise at Work Regulations* and SWP *H&S Hearing Protection Policy*, addressing as necessary. * Ensure office areas have a controlled number of Staff working at any one time. * Regularly review workplace noise levels.   Staff Member:   * Inform Line Manager of any noise-related issues. | BCU/Line Manager  Individual Staff Member | 2 |
| Asbestos within building structure. | E, C, V | Physical injury caused by exposure to asbestos. | 16 | BCU/Line Manager:   * Ensure an Asbestos Survey has been carried out for the workplace. * Ensure all Staff Members have completed the *Asbestos Awareness* NCALT package. * Ensure Asbestos Plan documentation is clearly displayed within the workplace and Staff are aware. * Ensure that all workplace repairs/works are authorised through SWP Estates via the F.16 process. * Make Asbestos Plans available to contractors. * Report identified asbestos-related issues via F.64b process as necessary.   Staff Member:   * Completion of the *Asbestos Awareness* NCALT package. * Carry out no workplace repairs/works - All repairs/works must be authorised through SWP Estates via the F.16 process. * Inform Line Manager of any identified asbestos-related issues immediately.   SWP:   * Provision of Asbestos Surveys for all workplaces. * Provision of Asbestos Plan documentation. * Provision of appropriate asbestos awareness training for all Staff Members. | BCU/Line Manager  Individual Staff Member  SWP | 8 |
| Work-related physical/mental ill-health/stress. | E | Staff Members becoming physically or mentally unwell as a result of stressful duties or work-related experiences. | 15 | BCU/Line Manager:   * Monitor Staff Members for signs of mental health issues or stress. * Monitor sickness and absence reports to identify developing health problems, liaising with Occupational Health as appropriate. * Monitor hours worked, regularity of breaks and compliance with Working Time Regulations. * Take appropriate immediate actions where mental health issues or stress are identified (provision of support, abstract from duty, medical advice, counselling arrangements etc.). * Arrange a Stress Risk Assessment and implement additional Control Measures where identified. * Counselling to be offered to Staff Members (and family members where appropriate) where necessary. * Make all Staff Members aware of contact details and function of Blue Light Champions. * Provide Critical Incident Debriefs where necessary. * Make all Staff aware of First Aid-trained colleagues and location of first Aid kits/equipment available on-site. * Produce Risk Assessments for pregnant and nursing mothers (see *New and Expectant Mothers* GRA). * Report sickness/injury/Near miss via the F.64b process.   Staff Member:   * Monitor colleagues and self for signs of mental health issues or stress. * Take appropriate immediate actions where mental health issues or stress are identified (provision of support, inform Line Manager, etc.).   SWP:   * Provide Stress Awareness/Welfare requirement training. * Sickness and absence reports to be monitored to identify developing health problems. * Provide Critical Incident Debrief and TrIM where necessary. * Implementation of a Wellness programme. * Provision of Counselling service. * Provide appropriate First Aid training, kits and equipment. | BCU/Line Manager  Individual Staff Member  SWP | 6 |

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| Signature of (trained) Assessor: Paul Thomas  Name & Force No.: 57799 Paul Thomas  Details of Risk Assessor Training: NEBOSH  Date Training took place: 2004  Date and Time of Risk Assessment: 0000hrs 00.0.21 |  | Signature of Head of BCU/Dept.:  Name & Force No.:  Date: |

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| RISK ASSESSMENT ACTION SHEET | | | | | |
| Ref No. | Action | Person Responsible | Action Due date | Action Completed date | Action Verified |
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