RISK ASSESSMENT: Project Manager	LOCATION: JSIU HQ Bridgend
	REFERENCE:

COMPLETED BY: Michelle Gaskell swp57673

DATE COMPLETED: **07/06/2021** 

REVIEW DATE: 07/06/2022

## OTHER RELEVANT RISK ASSESSMENTS:

- All RAs within the JSIU at HQ
- Generic CSI RA
- Specific CSI RAs (e.g. Acid attacks, Drug / powders/ Cannabis factories)

## Office duties

W	ork Activity		Risk		In	Further	Action
						Require	ed
Ref	Description	Hazard	(H-M-L)	Control Measures Required	Place	By	Person
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W	ork Activity		Risk		In	Further	Action
Ref No	Description	Hazard	(H-M-L)	Control Measures Required	Place	Require By when	ed Person responsible

1.	Dealing with colleagues/ telephone/ computer equipment	<ul> <li>(Physical and mental fatigue, illness and stress caused by)</li> <li>overcrowding</li> <li>overload</li> </ul>	L	<ul> <li>Provide support at peak periods</li> <li>Ensure adequate rest and meal breaks and suitable cover by a competent person(s) during these periods</li> <li>Develop safe system of work to manage resources</li> <li>Monitor at regular intervals the workload by spot checks and rota system</li> <li>Monitor sickness absences through examination of quarterly reports (as a minimum)</li> </ul>		
3.	Access/Egress	Slips, trips falls	L	Keep entrances and corridors clear of obstructions  Inspect areas regularly		

W	ork Activity		Risk		In	1	Action
Ref No	Description	Hazard	(H-M-L)	Control Measures Required	Place	Require By when	Person responsible
4.	Use of VDU Equipment	Working position: (Causing back ache, neck discomfort and longer term musculoskeletal disorders etc.)	M	<ul> <li>Carry out an assessment with each user under the Health and Safety (Display Screen Equipment) Regs 1992 in order to identify and remedy any:</li> <li>incorrect seating arrangement</li> <li>insufficient work area, worktop or equipment</li> <li>incorrectly positioned display screen or key board</li> <li>screen glare or flicker.</li> <li>Provide staff with regular breaks and changes in activity</li> <li>Monitor through health surveillance by managers</li> <li>Encourage staff to raise concerns</li> <li>Repeat assessment whenever staff, equipment or layout change</li> </ul>			
		Equipment/environment causing eye watering, headaches, tiredness and visual fatigue.		Ensure "Users" are aware of the entitlement to request an eye and eyesight test and provide those who request one with an appropriate eye and eyesight test and any special corrective spectacles or appliances which may be prescribed for VDU use by the optician			

V	Vork Activity		Risk		In	1	Action
Ref No	Description	_ Hazard	(H-M-L)	Control Measures Required	Place	Require By when	Person responsible
4.	Use of VDU Equipment	Ill health and stress due to working environment, pressures and hours of work		Supervisors to:  o monitor and analyse sickness reports, and o where necessary liaise with Health Care and Safety Team			
5.	Office Duties	Fire/smoke	L	<ul> <li>Current fire risk assessment available at premises</li> <li>All staff to received written information in relation to emergency procedures</li> <li>All staff to receive fire evacuation training</li> <li>Designated fire wardens to receive practical fire safety training</li> <li>Ensure provision of suitable and sufficient notices</li> <li>Annual testing of extinguishing equipment</li> <li>Weekly testing of alarms</li> <li>Monthly check of emergency lighting</li> <li>Procedure for evacuation displayed and a fire drill every six months</li> <li>Prior to purchase assess integrity of all</li> </ul>			
		Fire caused through overheating or short circuiting of electrical equipment		<ul> <li>Prior to purchase assess integrity of all work equipment</li> <li>Ensure that electrical equipment is properly maintained and regularly inspected and tested for safety.</li> <li>Portable Appliance Testing</li> <li>Fixed Wire testing every 5 years</li> </ul>			

Office Duties (cont.)	Inadequate lighting	L	Ensure that lighting is sufficient to allow safe movement and working without eyestrain. (Recommendations on lighting levels for different tasks are published by HSE – see <b>HSG 38</b> "Lighting at Work")		
Office Duties (cont.)	Poor ventilation	L	Ensure that the fresh air supply rate does not normally fall below 5-8 litres per second per occupant		

W	ork Activity		Risk		In	Further Require	Action ed
Ref No	Description	Hazard	(H-M-L)	Control Measures Required	Place	By when	Person responsible
	Office duties (cont.)	Excessive heat or cold	L	Install thermometers and take steps to ensure that the working temperature is reasonably comfortable and does not fall below 16 degrees Celsius or rises above 25 degrees Celsius.  Where the temperature in a room is uncomfortably high, steps should be taken to achieve a reasonably comfortable temperature, for example by:  Insulating hot pipes Providing air-cooling plant Shading windows Siting workstations away from heat sources Local cooling Adequate supply of drinking water a system of work (for example, task rotation) to ensure that the length of time			

	Office duties	Poor standards of hygiene	L	for which individual workers is exposed to uncomfortable temperature is limited.  Inspect regularly to ensure that maintenance of		
	(cont.)	38 38 38 38 38 38 38 38 38 38 38 38 38 3		premises and equipment is ongoing and a satisfactory standard of hygiene is maintained.		
	Office duties (cont.)	<ul><li>Slips, trips and falls caused by</li><li>poor cable management due to insufficient power sources</li><li>unsafe floors</li></ul>	L	Inspect regularly to ensure sufficient power sources are provided and floors are free from holes or uneven surfaces.  Staff to be informed of system for reporting such faults		
6.	Dealing with Stationery	Manual Handling	L	<ul> <li>Undertake Manual Handling Assessment.</li> <li>Change the system if significant risk of manual handling injury e.g. store stationery on ground level</li> <li>Provide mechanical assistance such as trolley</li> <li>Provide Manual Handling training, if appropriate</li> </ul>		
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Signature of assessor:	Signature of head of division/department:
Name and rank: PS 1128 Chris Street	Name and Rank Det Supt Mathew Lewis
Date:23/06/2022	Date: 23/06/2022