

Risk Assessment Form,

Risk Assessment				Location : Specialist Operations – Public Service Centre, HQ, Bridgend Reference: PSC Supervisor			
Completed by: Andrew Matthews				Other relevant risk assessments.			
Date completed: 23.3.20 Review date. 23.3.22				Generic Office			
Work Activity		Hazard	Risk (H/M/L)	Control measures required	In Place	Further action required	
Ref No	Description					By when	Person responsible.
1	Working in the control room.	Physical and mental fatigue, illness and stress caused by:					
		• Overcrowding.	M	Ensure that total volume of room when empty (using 3 meters as a mean height) divided by the number of people normally working in it, is at least 11 cubic metres.			
		• Inadequate lighting.	M	Ensure that lighting is sufficient to allow safe movement and working without eyestrain. • Develop emergency lighting in the event of power failure.			
		• Poor ventilation.	M	Ensure that fresh air supply rate does not normally fall below 5 – 8 litres per second per occupant. • Develop emergency procedures for air conditioning failure.			
		• Excessive heat or cold.	M	Install sufficient thermometers and take steps to ensure that the working temperature is reasonably comfortable and does not fall below 16 degrees Celsius.			
		• Poor maintenance and standards of hygiene.	M	Inspect regularly to ensure that maintenance of premises and equipment is ongoing and a satisfactory standard of hygiene is			

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		<p>Slips trips and falls caused by:</p> <ul style="list-style-type: none"> • Poor cable management due to insufficient power sources. • Unsafe floors. 	<p>M</p> <p>M</p>	<p>maintained.</p> <p>By regular inspection ensure that:</p> <ul style="list-style-type: none"> • Sufficient power sources are provided so that staff do not trip over cables. • Floors are free from holes or uneven surfaces. • Personal bags are placed under workstations. 			
2	Control room duties carried out at workstations.	<p>Backache, neck discomfort and longer-term musculoskeletal disorders due to working position.</p> <p>Injuries due to defective chairs.</p> <p>Injuries due to trapping</p>	<p>L/M</p> <p>L/M</p>	<p>Carry out an assessment with each 'user' under the Health and Safety (Display Screen Equipment) Regulations 1992 in order to identify and remedy any:</p> <ul style="list-style-type: none"> • Incorrect seating arrangements. <ul style="list-style-type: none"> • Provision of adjustable chairs and workstations. • Develop a reporting mechanism for defective chairs workstations. • Provision of a maintenance schedule for chairs and workstations • Insufficient work area, worktop or equipment. • Incorrectly positioned display screen or keyboard. • Screen glare or flicker. <p>Repeat assessment whenever staff, equipment or layout changes.</p> <p>Provide training for staff in the correct configuration of the workstation to mitigate against any adverse effects of posture and glare.</p> <p>Provide a self-risk assessment for staff on shift take-over.</p> <ul style="list-style-type: none"> • All chairs to be examined by competent person and all identified defective chairs to be repaired. • Implement a planned maintenance programme to actively monitor the degradation of chairs. 			

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		<p>of limbs in between adjustable workstations.</p> <p>Eye watering, headaches tiredness and visual fatigue. Repetitive strain injury (arms wrists, shoulders.)</p> <p>Ill health and stress due to working environment, pressure and hours of work.</p> <p>Possibility of hearing damage if operator needs to increase volume to counter surrounding noise levels.</p>	<p>L/M</p> <p>L</p> <p>L/M</p> <p>L/M</p> <p>L/M</p>	<ul style="list-style-type: none"> • Provide training for staff in the use of workstations. • Position workstations so that trapping is less probable. <p>Inform staff of the opportunity for eye and eyesight tests. Provide users whom so request with eye and eyesight tests and provide any special corrective spectacles or appliances that may be prescribed.</p> <ul style="list-style-type: none"> • Where practicable provide staff with regular breaks. • Provide wrist rests. • Provide awareness regarding exercises for VDU users. • Develop a reporting mechanism for continued pain in upper limbs. <p>Supervisors to:</p> <ul style="list-style-type: none"> • Monitor and analyse sickness reports, and • Ensure a standing item on Health and Safety meetings. • Where necessary liaise with force welfare department. <p>To counter surrounding noise levels</p> <ul style="list-style-type: none"> • Erection of acoustic barrier or other measures to reduce background noise • Commission Noise Management Assessments: <ul style="list-style-type: none"> • On the alteration of premises or equipment. • On a three yearly basis. <p>Monitor technology to identify equipment, which prevents/minimises noise.</p>			
3	Fire precaution duties.	Fire caused through overheating or short-circuiting of electrical equipment.	M/H	<ul style="list-style-type: none"> • Prior to purchase assess integrity of all work equipment. • Ensure that electrical equipment is properly maintained and regularly inspected and tested for safety. • Consider installation of smoke or fire detection equipment within cable cavities. 			

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4	Operation of delayed evacuation procedure.	<p>Death or injury from fire or smoke due to:</p> <ul style="list-style-type: none"> Inadequate fire protection to infrastructure. Inadequate evacuation procedure. 	<p>M</p> <p>M</p>	<p>Ensure escape routes are constructed with walls or partitions, which have fire resisting capability.</p> <ul style="list-style-type: none"> In consultation with staff and staff associations develop or review fire risk assessments and link to GRA. In consultation with Fire Authority; establish formal evacuation procedures, to include identified delays to evacuation arising from operational needs. Appoint and train sufficient fire wardens. Ensure all evacuation routes are clearly marked with appropriate signage. Ensure emergency lighting in the event of electricity failure. Schedule evacuation drills to: <ul style="list-style-type: none"> Identify specific procedures (delayed evacuation). Test fire wardens duties. Test supervisor's responsibilities. Identify location of assembly point. Test administrative procedures. 			
		<ul style="list-style-type: none"> Inadequate or irregular training. 	M	Ensure that staff are fully aware of evacuation procedure by displaying notices and holding regular evacuation drills.			
		<ul style="list-style-type: none"> Unsuitable or poorly maintained fire-extinguishing equipment. 	M	Ensure that appropriate extinguishing equipment is installed and inspected regularly.			

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		<ul style="list-style-type: none"> • Unsuitable or poorly maintained fire-extinguishing equipment. • Unfamiliarity of layout and position of fire exits. 	<p>M</p> <p>M</p>	<p>Ensure that appropriate fire alarm equipment is installed, tested and inspected regularly.</p> <ul style="list-style-type: none"> • Ensure that all visitors report to Duty Officer or supervisor, for induction awareness. • Nominate a point of contact for visitors/contractors. 			
5	First aid provision.	<ul style="list-style-type: none"> • Injuries or illness due to the lack of appropriately trained first aiders. • Injuries or illness due to the lack of adequate first aid equipment. 	<p>L/M</p> <p>L/M</p>	<ul style="list-style-type: none"> • Carry out a risk assessment to identify the number of first aiders required. (Guidance notes to regulation would apply 1 : 50 employees) • Appoint and train sufficient suitable persons (1 per shift). • Appoint and train sufficient appointed persons (1 per shift) • Ensure that sufficient resilience in the event of a first aider's absence. • Ensure staff and visitors are aware of the identify of first aiders. • Provide adequate first aid equipment: <ul style="list-style-type: none"> • A first aid box suitable located, signed and accessible. • Provide a system of monitoring first aid boxes and replenishment of stock. 			
6	Management of health and safety	Injuries and illness due to the poor management of health and safety.	L/M	<ul style="list-style-type: none"> • Ensure the command team, duty officers and supervisors are trained commensurate to their role: • Command team and duty officers – Managing Safety Course. • Supervisors – Risk Assessor/Accident Investigation Course. 			

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				<ul style="list-style-type: none"> • Ensure that the following are complied with: • Risk assessment of all activities, people, and tasks. • Development of safe systems of work. • Annual inspections. • All workplace accidents are investigated. • Appropriate reporting procedures are implemented to comply with RIDDOR. • Appropriate procedures are implemented to encourage staff to report near misses. • Effective communication strategies are implemented. • There are sufficient resources allocated. • Compliance with the Health Management and Attendance Policy is monitored. • The no smoking policy is adhered to. • Any future alterations to premises, work practices, shift patterns, have cognisance of health and safety. • Procedures are implemented to sanction staff who breach health and safety policy. • A programme of self-inspection is developed. 			
	Leaving the office at unsociable hours (office duties)	Personal Attack	L	<ul style="list-style-type: none"> • Where parking is provided, ensure it is adequately lit and secure • If parking is not provided, consider making local 'reasonable' arrangements 			
		Injuries and illness due to the poor management of vulnerable people.	L/M	<ul style="list-style-type: none"> • Female staff are encouraged to report pregnancy to a supervisor at earliest possible time in order that a risk assessment be carried out. • Phase into assessment reviews to take account of developing pregnancy. • Provision of facilities for pregnant or breast feeding staff to rest. • Vary shift patterns, i.e. possibly remove from night duty. • Staff returning to work after protracted periods of sickness 			

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				and on recuperative plans are assessed appropriately and control measures applied.			
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Signature of assessor : Andrew Matthews

Name and rank : Andrew Matthews Insp 6143

Date 23.3.20

Signature of head of division/department

Emma Tyler

Name and rank : Emma Tyler Ch Insp 4311

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