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SOUTH WALES POLICE – GENERIC RISK ASSESSMENT

RISK ASSESSMENT: WECTU Financial Investigator	LOCATION: SOUTH WALES POLICE [GENERIC] REFERENCE:
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COMPLETED BY: D Thomas DATE: 10/09/2020 TO BE REVIEWED BY:	OTHER RELEVANT RISK ASSESSMENTS: Driving
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Work Activity		Hazard	Risk (H-M-L)	Control Measures Required	Further Action Required		
Ref. No.	Description				In Place	By when	Person responsible
1.	Office work	ill health and stress if accommodation is overcrowded or unsafe	L/M	<ul style="list-style-type: none">Assess accommodation under Workplace and Fire Regulations	✓		
2.	Interviewing suspects or witnesses on police premises	Possibility of assault	L	Consider need for: <ul style="list-style-type: none">Interview to take place in room with furniture and alarm systempresence of additional officer	✓		
3.	Use of VDU Equipment	Back ache, neck discomfort and longer term musculoskeletal disorders	M	Carry out an assessment with each user under the Health and Safety (Display Screen Equipment) Regs 1992 in order to identify			

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		<p>due to working position.</p> <p>Eye watering, headaches, tiredness and visual fatigue.</p> <p>Repetitive strain injury (arms, wrists, shoulders). Ill health and stress due to working environment, pressures and hours of work</p> <p>Possibility of hearing damage if operator needs to increase volume to counter surrounding noise levels</p>		<p>and remedy any:</p> <ul style="list-style-type: none"> • Incorrect seating arrangement • Insufficient work area, worktop or equipment • Incorrectly positioned display screen or key board • screen glare or flicker. • Repeat assessment whenever staff, equipment or layout change • Provide users with vision screening and provide any special corrective spectacles or appliances which may be prescribed <p>Where practicable, provide staff with regular breaks</p> <p>Supervisors to:</p> <ul style="list-style-type: none"> • monitor and analyse sickness reports, and • where necessary liaise with health, safety and welfare unit <p>Consider:</p> <ul style="list-style-type: none"> • erection of acoustic barrier or other measures to reduce background noise • audiometric testing of staff on appointment and at regular intervals thereafter 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
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4.	Fire precautions duties	Fire caused through overheating or short circuiting of electrical equipment.		<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. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		
5.	Fire evacuation	Fire caused by incendiary devices		<ul style="list-style-type: none"> • Consider all likely delivery openings • Provision of fire fighting equipment and training in its use • Fire call point located on all exits to station • Appropriate fire extinguisher located in the office area. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		
6.	Work Environment	<p>Inadequate lighting</p> <p>Poor ventilation</p> <p>Poor maintenance and standards of hygiene</p> <p>Excessive heat or cold</p>		<ul style="list-style-type: none"> • Ensure that lighting is sufficient to allow safe movement and working without eyestrain • Ensure that the fresh air supply rate does not normally fall below 5-8 litres per second per occupant • Inspect regularly to ensure that maintenance of premises and equipment is ongoing and a satisfactory standard of hygiene is maintained. • Install thermometers and take steps to ensure that the working temperature is reasonably comfortable and does not fall 	<p style="text-align: center;">✓</p>		

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8.	Health hazards – infestation	Possibility of infestation, eg lice	M	<ul style="list-style-type: none"> • awareness training • limit physical contact with prisoners and other likely carries • delousing facilities, showers and changes of clean clothing to be available for prisoners in custody and officers 	 ✓ ✓		
9.	Health hazards – communicable diseases	Risk of HIV, hepatitis or other communicable disease	M/H	Provide awareness training in operational and hygiene precautions In interviewing suspects: <ul style="list-style-type: none"> • avoid being bitten or contact with body fluids • refrain from putting hands in suspect’s pockets or property where needles may be hidden and where possible use disposable gloves 	 ✓ ✓		

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10	FI duties	Physical ill health and stress due to rigours and pressures of work	M/H	<ul style="list-style-type: none">• correct selection of staff and provision of correct training and equipment• sickness and accident reports to be monitored to identify developing health problems• supervisors to be aware of welfare requirements• if required counselling arrangements to be offered	Ongoing ✓ ✓ ✓		Reviewed at quarterly H&S meetings

Signature of assessor D Thomas Name and rank: DI 2762 Date: 10/09/20	Signature of head of Division/department: Name and Rank Date:
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