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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> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <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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