

RISK ASSESSMENT: PSS Investigative Trainer, ITU team

LOCATION: Kingsway

REFERENCE:

COMPLETED BY: Debi Gwynne

DATE COMPLETED: 22nd Jan 2021 REVIEW DATE: 22nd Jan 2023

OTHER RELEVANT RISK ASSESSMENTS:

Officers on Patrol, Mobile Patrol in marked vehicles, Mobile Patrol dealing with RTA's, Mobile Patrol dealing with chemical spillage & Hazardous substances which form part of the Briefing and Patrol Strategy. *(These relate if an Officer in this role has to work operationally).*

Office duties

| Work Activity | | Hazard | Risk (H-M-L) | Control Measures Required | In Place | Further Action Required | |
|---------------|---|--|-----------------|--|-------------|----------------------------|-----------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Dealing with colleagues/ telephone/ computer equipment | (Physical and mental fatigue, illness and stress caused by) <ul style="list-style-type: none"> overcrowding overload | M | <p>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.</p> <p>Limit access to area</p> <ul style="list-style-type: none"> Provide support at peak periods Ensure adequate rest and meal breaks and suitable cover by a competent person(s) during these periods Develop safe system of work to manage resources | X | | DS ITU team |

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| | | | | <p>Monitor at regular intervals the workload by spot checks and rota system.</p> <p>Monitor sickness absences through examination of quarterly reports (as a minimum).</p> | | | |
| 2. | Access/Egress | Slips, trips falls | L | <p>Keep entrances and corridors clear of obstructions.</p> <p>Inspect areas regularly.</p> | X | | ITU team |
| 3. | Use of VDU Equipment | Working position: (Causing back ache, neck discomfort and longer term musculoskeletal disorders etc.) | M | <ul style="list-style-type: none"> Carry out an assessment with each user under the Health and Safety (Display Screen Equipment) Regs 1992 in order to identify and remedy any: <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. Provide staff with regular breaks and changes in activity Monitor through health surveillance by managers Encourage staff to raise concerns <p>Repeat assessment whenever staff, equipment or layout change</p> | | On appointment | ITU team |

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| | | | | Fixed Wire testing every 5 years | | | |
| | 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 HSG 38 “Lighting at Work”) | X | | DS ITU |
| | Office Duties (cont.) | Poor ventilation | M | Ensure that the fresh air supply rate does not normally fall below 5-8 litres per second per occupant | X | | ITU Team |
| | Office duties (cont.) | Poor standards of hygiene | L | Inspect regularly to ensure that maintenance of premises and equipment is ongoing and a satisfactory standard of hygiene is maintained. | X | | DS ITU |
| | Office duties (cont.) | Slips, trips and falls caused by <ul style="list-style-type: none"> poor cable management due to insufficient power sources unsafe floors | 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 | X | | DS ITU ITU team |
| 6. | Training at Waterton venues / use of portable ICT equipment e.g. laptop, projector and training resources | Manual Handling | M | <ul style="list-style-type: none"> Undertake Manual Handling Assessment. Change the system if significant risk of manual handling injury e.g. store stationery on ground level Provide mechanical assistance such as trolley Provide Manual Handling training, if appropriate | X | On appointment | DS ITU |
| 7. | Training at venues and HQ classrooms | Risk assessment of training classroom | M | <ul style="list-style-type: none"> Ensure new to role staff receive H&S training via Police Staff Induction and classroom / training activity based risk assessment training through completion of VRQ. | X | On appointment | DS ITU |

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| | | | | <ul style="list-style-type: none">• Ensure a classroom risk assessment is completed for each training venue• Ensure a training activity risk assessment is completed for each new lesson | | | |
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Signature of assessor: Debi Gwynne

Name and rank: DS 4470

Date: 22nd January 2021

Signature of head of division/department:

Name and Rank: Justin Evans, Chief Inspector, Learning Development Services

Date:

Signature of Assistant Chief Constable

Date:

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