RISK ASSESSMENT:	PSS	Investigative	Trainer,	ITU	team

LOCATION: Kingsway

REFERENCE:

COMPLETED BY: Debi Gwynne

DATE COMPLETED: 22^{nd} Jan 2021 REVIEW DATE: 22^{nd} 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

W	ork Activity		Risk		In	Further Action Required	
Ref No	Description	Hazard	(H-M-L)	Control Measures Required	Place	By when	Person responsible
1.	Dealing with colleagues/ telephone/ computer equipment	 (Physical and mental fatigue, illness and stress caused by) overcrowding overload 	M	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. Limit access to area 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

2.	Access/Egress	Slips, trips falls	L	Monitor at regular intervals the workload by spot checks and rota system. Monitor sickness absences through examination of quarterly reports (as a minimum). Keep entrances and corridors clear of obstructions.	X		ITU team
3.	Use of VDU Equipment	Working position: (Causing back ache, neck discomfort and longer term musculoskeletal disorders etc.)	M	 Carry out an assessment with each user under the Health and Safety (Display Screen Equipment) Regs 1992 in order to identify and remedy any: 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 Repeat assessment whenever staff, equipment or layout change 		On appoin tment	ITU team

		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		
4.	Use of VDU Equipment	Ill health and stress due to working environment, pressures and hours of work	L	Supervisors to: o monitor and analyse sickness reports, and o where necessary liaise with Health Care and Safety Team	X	DS ITU
5.	Office Duties	Fire/smoke Fire caused through overheating or short circuiting of electrical equipment	M	 All staff to receive written information in relation to emergency procedures All staff to receive fire evacuation training Designated fire wardens to receive practical fire safety training Ensure provision of suitable and sufficient notices Annual testing of extinguishing equipment Weekly testing of alarms Monthly check of emergency lighting Procedure for evacuation displayed and a fire drill every six months Prior to purchase assess integrity of all work equipment Ensure that electrical equipment is properly maintained and regularly inspected and tested for safety. Portable Appliance Testing 	X	DS ITU

				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 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	 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 appoin tment	DS ITU
7.	Training at venues and HQ classrooms	Risk assessment of training classroom	M	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 appoin tment	DS ITU

	Completed for each training venue Ensure a training activity risk assessment is completed for each new lesson
Signature of assessor: Debi Gwynne	Signature of head of division/department:
Name and rank: DS 4470	Name and Rank: Justin Evans, Chief Inspector, Learning
Date: 22 nd January 2021	Development Services
	Date:
Signature of Assistant Chief Constable	

Date: