

Risk Assessment Form,

Risk Assessment Public Service Centre		Location Reference:					
Completed by:		Other relevant risk assessments. Generic Office					
Date completed:		Review date.					
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 Critical Incidents FIM's	Work pressure and the fear of 'failure'.	M	<ul style="list-style-type: none"> Provision of adequate and secure work environment Structured training programs for FIM's in the effective management of Critical Incidents. Provide process for de-brief with senior commanders – PIMS process. 			
	Dealing with Critical Incidents Room Managers	Work pressure and the fear of 'failure'.	M	<ul style="list-style-type: none"> Adequate training in firearms, pursuit and critical crime and major incidents. Provision of performance monitoring systems i.e. eavesdrop facility and instant replay. Provide process for de-brief with senior commanders 			
2	Working in the control room.	Physical and mental fatigue, illness and stress caused by: <ul style="list-style-type: none"> Overcrowding. Inadequate lighting. 	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.			
			M	Ensure that lighting is sufficient to allow safe movement and working without eyestrain. <ul style="list-style-type: none"> Develop emergency lighting in the event of power failure. 			

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		<ul style="list-style-type: none"> • Poor ventilation. • Excessive heat or cold. • Poor maintenance and standards of hygiene. <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>M</p> <p>M</p> <p>M</p>	<p>Ensure that fresh air supply rate does not normally fall below 5 – 8 litres per second per occupant.</p> <ul style="list-style-type: none"> • Develop emergency procedures for air conditioning failure. <p>Install sufficient thermometers and take steps to ensure that the working temperature is reasonably comfortable and does not fall below 16 degrees Celsius.</p> <p>Inspect regularly to ensure that maintenance of premises and equipment is ongoing and a satisfactory standard of hygiene is 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. 			
3	Control room duties carried out at workstations.	Backache, neck discomfort and longer-term musculoskeletal disorders due to working position.	L/M	<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. 			

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		Injuries due to defective chairs.	L/M	<p>Repeat assessment whenever staff, equipment or layout changes. Provide training for staff in the correct configuration of the workstation to mitigate against any adverse effects of posture and glare. 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. 			
		Injuries due to trapping of limbs in between adjustable workstations.	L/M	<ul style="list-style-type: none"> • Provide training for staff in the use of workstations. • Position workstations so that trapping is less probable. 			
		Eye watering, headaches tiredness and visual fatigue. Repetitive strain injury (arms wrists, shoulders.)	L L/M	<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. 			
		Ill health and stress due to working environment, pressure and hours of work.	L/M	<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. 			
		Possibility of hearing damage if operator needs to increase volume to counter surrounding noise levels.	L/M	<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. 			

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				<ul style="list-style-type: none"> On a three yearly basis. Monitor technology to identify equipment, which prevents/minimises noise. 			
4	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. 			
5	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. 			

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		<ul style="list-style-type: none"> • Inadequate or irregular training. • Unsuitable or poorly maintained fire-extinguishing equipment. • Unsuitable or poorly maintained fire-extinguishing equipment. • Unfamiliarity of layout and position of fire exits. 	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>Ensure that staff are fully aware of evacuation procedure by displaying notices and holding regular evacuation drills.</p> <p>Ensure that appropriate extinguishing equipment is installed and inspected regularly.</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. 			
6	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. 			

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				<p>developing pregnancy.</p> <ul style="list-style-type: none">• 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 and on recuperative plans are assessed appropriately and control measures applied.			
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<p>Signature of assessor</p> <p>Name and rank</p> <p>Date</p>

<p>Signature of head of division/department</p> <p>Name and rank</p>
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