

RISK ASSESSMENT: Counter Terrorism Security Supervisor

LOCATION: WECTU

REFERENCE: post ref

COMPLETED BY: DCI Christopher Hathway

DATE COMPLETED: 19th January 2021

REVIEW DATE: 19th January 2023

OTHER RELEVANT RISK ASSESSMENTS:

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 members of the public	Isolated location, lone working Personal Safety	M	<ul style="list-style-type: none">• Provision of adequate and secure work environment• All staff to receive training for emergencies or unusual situations• Introduce “safe and sound” procedure• Investigate whether swipe machine could be put onto right hand side of the entrance so that staff will not need to get out their vehicles to access the complex.• Installation of automatic external lighting when gates open. Ensure			

				external and internal building is kept well lit at night.			
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Work Activity		Hazard	Risk (H-M-L)	Control Measures Required	In Place	Further Action Required	
Ref No	Description					By when	Person responsible
2.	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 Monitor at regular intervals the workload by spot checks and rota system Monitor sickness absences through examination of quarterly reports (as a minimum) 	Y		
3.	Access/Egress	Slips, trips falls	M	<p>Keep entrances and corridors clear of obstructions</p> <p>Inspect areas regularly</p>			

Work Activity		Hazard	Risk (H-M-L)	Control Measures Required	In Place	Further Action Required	
Ref No	Description					By when	Person responsible
4.	Use of VDU Equipment	<p>Working position: (Causing back ache, neck discomfort and longer term musculoskeletal disorders etc.)</p> <p>Equipment/environment causing eye watering, headaches, tiredness and visual fatigue.</p>	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> <p>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</p>	Y		

				<ul style="list-style-type: none"> • Portable Appliance Testing • Fixed Wire testing every 5 years 			
	Office Duties (cont.)	Inadequate lighting	M	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”)	Y		
	Office Duties (cont.)	Poor ventilation	L	Ensure that the fresh air supply rate does not normally fall below 5-8 litres per second per occupant	Y		

Work Activity		Hazard	Risk (H-M-L)	Control Measures Required	In Place	Further Action Required	
Ref No	Description					By when	Person responsible
	Office duties (cont.)	Excessive heat or cold	L	<p>Install thermometers and take steps to ensure that the working temperature is reasonably comfortable and does not fall below 16 degrees celsius.</p> <p>Where the temperature in a room is uncomfortably high, steps should be taken to achieve a reasonably comfortable temperature, for example by:</p> <ul style="list-style-type: none"> • Insulating hot pipes • Providing air-cooling plant • Shading windows • Siting workstations away from heat sources • Local cooling 	Y		

				<ul style="list-style-type: none"> • Adequate supply of drinking water • a system of work (for example, task rotation) to ensure that the length of time for which individual workers is exposed to uncomfortable temperature is limited. 			
	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.	Y		
	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	Y		
6.	Dealing with Stationery	Manual Handling	L	<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 	Y		
7	To provide security advice/surveys and subsequent annual reviews for the protection	Accidental exposure to radiological sources	M	1.CTSA's must always be accompanied during the surveys/reviews of premises by a nominated competent person, i.e. Radiological Protection Supervisor or other registered person from that organisation/company. Local company/organisation RULES should also be complied with.	Y		

	of radiological source material held by Commercial or Public Bodies.			2. CTSA's have been provided with a radiological dosimeter by NaCTSO (National Counter terrorist Security Office) and briefed regarding its operation. This dosimeter is to be carried during visits to sites with radiological materials. The dosimeter provides an early warning of the presence of unshielded radiological activity. Dosimeters will be carried at all times by CTSA's during radiological source site visits.	Y		
				3.The dosimeter is also designed to record continual levels of exposure in addition to exposure levels during a single site visit. An exposure level of more than 600 micro-seiverts in a 12 month period should be reported immediate to the line manager and NaCTSO.	Y		
				4.Each CTSA will maintain an on going record of exposure level readings. Records should show a pre and post visit reading in addition to 4 weekly reading. 5. Each CTSA will ensure that their personal dosimeter is serviced and calibrated in line with manufactures recommendations.	Y Y		

				<p>6. No site visits are to be conducted while personal dosimeter are inoperable or are unavailable due to servicing, without prior approval from line manager.</p>	Y		
				<p>7. CTSA's will attend mandatory training and refresher courses regarding radiological source security as and when required by the National Counter Terrorism Office (NaCTSO).</p>	Y		
				<p>8. Only qualified CTSA's or trainee status CTSA's accompanied by a qualified CTSA will conduct site surveys.</p>	Y		
				<p>9. CTSA's with medical conditions should seek prior medical advice and approval before site visits are conducted. This is especially relevant if subject is receiving radioactive therapy or is suspected to be pregnant.</p>	Y		
				<p>10. Any CTSA exposed to unshielded radioactive sources should seek immediate medical attention. Line management and Occupational health Unit should also be informed.</p>	Y		
				<p>11. CTSA's must use PPE when on site,</p>			

				i.e. Safety helmet, safety goggles, ear defenders, safety footwear and reflective inclement weather clothing.	Y		
8.	To provide security advice/surveys and subsequent annual reviews for the protection of hazardous pathogens and toxins held by Commercial or Public Bodies.	Accidental exposure to Pathogens or Toxins	L	<p>1.CTSA's must always be accompanied during the surveys/reviews of premises by a Biological Safety Officer or a nominated competent person. Local company/organisation RULES should also be complied with.</p> <p>2.CTSA's will attend mandatory training and refresher courses regarding Pathogens and Toxins, as and when required by the National Counter Terrorism Office (NaCTSO).</p> <p>3.Only qualified CTSA's or trainee status CTSA's accompanied by a qualified CTSA will conduct site surveys.</p> <p>4.CTSA's with medical conditions or previous medical conditions should seek prior medical advice and approval before site visits are conducted. This is especially relevant if subject is receiving or has received medical advice for problems with</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		

				<p>skin disorders, open wounds, breathing function or is suspected to be pregnant.</p> <p>5.Any CTSA exposed to a pathogen or toxin should seek immediate medical attention. Line management and Occupational health Unit should also be informed.</p> <p>6. CTSA's must use PPE when on site, i.e. double gloved utilising disposable latex type gloves, safety goggles, ear defenders, safety footwear and reflective inclement weather clothing.</p>	Y		
9.	To provide security advice/surveys and subsequent annual reviews for the safe storage or handling explosive materials held by	Dangers of accidental or deliberate detonation.	L	<p>1.CTSA's must always be accompanied during the surveys/reviews of premises by a register competent person. Local company/organisation RULES should also be complied with.</p> <p>2.CTSA's will attend mandatory training and refresher courses regarding commercial explosives, home made explosives and pre-cursor chemicals, as and when required by the National Counter Terrorism Office (NaCTSO).</p>	Y		
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	Commercial or Public Bodies.			<p>3.Only qualified CTSA's or trainee status CTSA's accompanied by a qualified CTSA will conduct site surveys.</p> <p>4.Due to the chemicals element of this section, CTSA's with medical conditions or previous medical conditions should seek prior medical advice and approval before site visits are conducted. This is especially relevant if subject is receiving or has received medical advice for problems with skin disorders, open wounds, breathing function or is suspected to be pregnant.</p> <p>5.Any CTSA exposed to pre-cursor chemicals should seek immediate medical attention. Line management and Occupational health Unit should also be informed.</p> <p>6.CTSA's must use PPE when on site, i.e. Safety helmet, safety goggles, ear defenders, safety footwear and reflective inclement weather clothing.</p>	Y		
10.	CTSA's will provide	Accidental exposure to Toxic Chemicals and	L	1.CTSA's must always be accompanied during the surveys/reviews of premises by	Y		

	security surveys and reviews of water reservoirs and water treatment plants.	drowning due to deep water.		<p>a nominated competent person. Local company/organisation RULES should also be complied with.</p> <p>2.CTSA's will attend mandatory training and refresher courses regarding the Water Industry, as and when required by the National Counter Terrorism Office (NaCTSO).</p> <p>3.Only qualified CTSA's or trainee status CTSA's accompanied by a qualified CTSA will conduct site surveys.</p> <p>4.In relation to the toxic chemical element of this section, CTSA's with medical conditions or previous medical conditions should seek prior medical advice and approval before site visits are conducted. This is especially relevant if subject is receiving or has received medical advice for problems with skin disorders, open wounds, breathing function or is suspected to be pregnant.</p> <p>5.Any CTSA exposed to toxic chemicals should seek immediate medical attention. Line management and Occupational health Unit should also be informed.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
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				<p>6. CTSA's must use PPE when on site, i.e. Safety helmet, safety goggles, ear defenders, safety footwear and reflective inclement weather clothing.</p> <p>7. CTSA should not enter water, or ride in small boats without appropriate buoyancy aides.</p>	<p>Y</p> <p>Y</p>		
11.	CTSA's will provide security surveys and reviews of electricity power stations and electricity substations.	Accidental electrocution due to contact with power supply.	L	<p>1. CTSA's must always be accompanied during the surveys/reviews of premises by a nominated competent person. Local company/organisation RULES should also be complied with.</p> <p>2. Only qualified CTSA's or trainee status CTSA's accompanied by a qualified CTSA will conduct site surveys.</p> <p>3. CTSA's must use PPE when on site, i.e. Safety helmet, safety goggles, ear defenders, safety footwear and reflective inclement weather clothing.</p> <p>4. Anti-static overall's MUST be worn whilst operating in restricted areas.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>No</p>		

12.	Attending at Construction and Industrial sites to conduct security survey's	Death, serious or minor injury	L-M	<p>1.CTSA's must always be accompanied during the surveys/reviews of premises by a nominated competent person. Local company/organisation RULES should also be complied with.</p> <p>2.Only qualified CTSA's or trainee status CTSA's accompanied by a qualified CTSA will conduct site surveys.</p> <p>3. CTSA's must use PPE when on site, i.e. Safety helmet, safety goggles, ear defenders, safety footwear and reflective inclement weather clothing.</p>	Y Y Y		
13.	Travelling by motor vehicle	Death, serious or minor injury due to RTC or vehicle breakdown	L-M	<p>1.CTSA to ensure that vehicle is regularly maintained and road worthy.</p> <p>2.CTSA to be aware of defect reporting procedure for force vehicles.</p> <p>3.Manager to ensure that that vehicle breakdown procedure in place.</p> <p>4.CTSA to follow Force vehicle recovery procedure.</p> <p>5.Manager to ensure appropriate monitoring of CTSA's for signs of fatigue and or stress.</p>	Y Y Y Y		

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Signature of assessor: Chris Hathway
Name and rank: DCI
Date: 19th January 2021

Signature of head of division/department: James Hall
Name and Rank James Hall - Supt
Date: