

SOUTH WALES POLICE RISK ASSESSMENT - *GENERIC*

Risk Assessment: Office-Based Static Duties - GRA

Location: All SWP premises

Reference: V.2

Risk Assessments must be undertaken by trained Risk Assessors

Risk Assessment completed by: Paul Thomas

Date and Time Completed: 0000hrs 00.0.21 **Review Date:** 00.0.22

Other relevant Risk Assessments:

[Manual Handling GRA](#)

[Stress Hazard GRA](#)

[First Aid policy](#)

[Lone Working GRA](#)

[New and Expectant Mothers GRA](#)

Date	Version	Description of Amendment	Authorised By
	V.2	RA reviewed and transferred to current Risk Assessment template.	

Who may be harmed (Persons at risk): E = Employees P = Public C = Contractors V = Visitors

Hazard	Who may be harmed	How they could be harmed	Potential Risk (Without controls in place) <i>See Risk Matrix</i>	Control measures required	By whom	Residual Risk (with controls in place) <i>See Risk Matrix</i>
Dealing with members of the public.	E	Physical injury caused during interaction with members of the public.	9	SWP: <ul style="list-style-type: none"> • Provision of safe and secure work environment, e.g. secure coded/card access for compound and building. • Provision of training for emergencies and potentially hazardous situations on recruitment. • Provision of appropriate communications equipment. • Introduction of “safe and sound” procedure. • Provision of automatic/permanent external lighting in areas around building exit doors and compound gates. • Ensure building/compound is kept well-lit at night. BCU/Line Manager: <ul style="list-style-type: none"> • Regular review of building/compound security and lighting arrangements. • Monitor lone working arrangements, reviewing as necessary (<i>See Lone Working GRA</i>). • Monitor Staff compliance with security processes. • Ensure Staff Role Risk Assessments are complied with. Staff Member: <ul style="list-style-type: none"> • Comply with all security processes and Risk Assessments. • Dynamically Risk Assess all interactions with members of the public. • Make Line Manager aware of lone working. • All visitors to sign in or be noted via Visitor Book and escorted within premises as per local procedure. • Comply with “safe and sound” procedure. • Where security issues are identified, take immediate action to address and report promptly. 	SWP BCU/Line Manager Individual Staff Member	3
Office overcrowding.	E	Illness and stress caused to Staff Members by overcrowding within	9	SWP: <ul style="list-style-type: none"> • 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. 	SWP BCU/Line Manager	3

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		office.		BCU/Line Manager: <ul style="list-style-type: none"> Monitor and address office staffing levels. Staff Member: <ul style="list-style-type: none"> Report any office overcrowding issues to Line Manager. 	Individual Staff Member	
Poor housekeeping and building maintenance.	E, C, V	Physical injury caused by poor housekeeping and building maintenance.	16	BCU/Line Manager: <ul style="list-style-type: none"> Carry out regular H&S "Walkthrough" inspections to identify hazards, ensure that maintenance of premises and equipment is ongoing and address any ongoing H&S issues. Take steps to remedy/reduce the risk of/report Hazards as soon as they are identified. Ensure Staff are aware of the F.16 reporting system to report faults and building issues (e.g. damaged flooring, defective lights, etc.). Staff Member: <ul style="list-style-type: none"> Maintain a good personal standard of housekeeping - Work areas are kept clear (<i>Clear Desk</i> policy). Take steps to remedy/reduce the risk of/report Hazards as soon as they are identified (a "see it, sort it" approach). Use the F.16 reporting system to promptly report faults and building issues. SWP: <ul style="list-style-type: none"> Sustain a regular programme of building inspections and maintenance. 	BCU/Line Manager Individual Staff Member SWP	4
Poor hygiene and cleanliness of premises.	E, C, V	Risk of injury or ill health due to poor standards of hygiene and cleanliness in premises.	8	BCU/Line Manager: <ul style="list-style-type: none"> Carry out regular H&S "Walkthrough" inspections to identify hazards, that a satisfactory standard of hygiene is being maintained and address any ongoing H&S issues. Ensure Staff are aware of the F.16 reporting system to report hygiene issues. Staff Member: <ul style="list-style-type: none"> Maintain a good personal standard of housekeeping. Take steps to remedy/reduce the risk of/report 	BCU/Line Manager Individual Staff Member SWP	2

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				<p>Hazards as soon as they are identified (a “see it, sort it” approach).</p> <ul style="list-style-type: none"> Utilise the F.16 reporting system to promptly report hygiene issues. <p>SWP:</p> <ul style="list-style-type: none"> Maintain cleaning contracts for all SWP premises. 		
Working with Display Screen Equipment (DSE).	E	<p>Risk of injury or ill health due to use of DSE for extended periods.</p> <p>Unsuitable working position resulting in musculoskeletal disorders, back ache, neck discomfort etc.</p> <p>Unsuitable equipment/environment causing headaches, tiredness and visual fatigue.</p>	12	<p>BCU/Line Manager:</p> <ul style="list-style-type: none"> Ensure Staff Member has completed the DSE assessment on-line NCALT package. Where identified as necessary, arrange a prompt one-to-one DSE Risk Assessment, to be carried out by a trained DSE Assessor (see <i>H&S DSE Guidance and Procedure</i>). Arrange access to additional equipment as identified within the DSE Risk Assessment (eg. Chair, footrest etc.). Monitor any workstation/work environment related concerns expressed by Staff Member, addressing promptly. Keep DSE Risk Assessments under review based on disclosed medical issues and changes of role/location. <p>Staff Member:</p> <ul style="list-style-type: none"> Complete the on-line DSE Assessment. Inform Line Manager of DSE issues identified during the DSE Assessment. Take regular work breaks from DSE activities. Alternate between standing and sitting activities - Avoid long periods spent standing or sitting without regular exercise or movement. Inform Line Manager of any developing DSE-related issues. <p>SWP:</p> <ul style="list-style-type: none"> Provision of trained DSE Risk Assessors. Provision of additional DSE-related equipment. 	<p>BCU/Line Manager</p> <p>Individual Staff Member</p> <p>SWP</p>	3

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Use of office-related machinery (photocopier, printer etc.).	E	Electrical shocks or burns from using faulty electrical equipment. Injuries related to equipment use - Including trapping of fingers and reactions to substances such as ink cartridges.	16	BCU/Line Manager: <ul style="list-style-type: none"> • Check all new equipment before first use to ensure there are no obvious accessible dangerous moving parts, siting of the equipment does not cause additional hazards and identify any equipment-specific training required. • Ensure all relevant equipment is PAT tested as per SWP guidance. • Ensure all relevant equipment is Fixed Wire Tested every 5 years. • Ensure photocopiers are located away from desks - In a separate area wherever possible. • Ensure that there is appropriate training for all users in relevant aspects of the equipment (eg. use and inspection). • Ensure refresher training is provided as appropriate. • Ensure appropriate PPE is available for use where required (eg. Changing printer/photocopier cartridges). • Ensure adequate instructions, supervision and guidance in safe use of the equipment is available to users. • Ensure appropriate training records are maintained. • Ensure defective equipment is immediately taken out of use and isolated where possible. Staff Member: <ul style="list-style-type: none"> • Visually inspect equipment before each use for damage or defects to plugs, sockets or cabling. • Ensure defective equipment is immediately taken out of use and isolated where possible. • Report defective equipment via the F.16 process. • Ensure all relevant equipment used has been PAT tested as per SWP guidance. • Follow manufacturer's instructions. • Use of appropriate PPE where necessary (eg. Changing printer/photocopier cartridges). SWP: <ul style="list-style-type: none"> • Provision of sealed printer/photocopier cartridges. 	BCU/Line Manager Individual Staff Member SWP	4

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				<ul style="list-style-type: none"> • Provision of appropriate PPE. • Provision of an appropriate system (SSoW and, where necessary, Permit To Work) and process is in place for the maintenance, inspection and cleaning of all elements of equipment. • Retain adequate records of maintenance, inspections and cleaning as necessary. • Provision of PAT testing. • Provision of Fixed Wire Testing every 5 years. 		
Manual Handling activities. (see SWP Manual Handling GRA).	E	Muscular-skeletal injury to resulting from incorrect MH activities - Lifting, carrying, pushing pulling or lowering of items (e.g. deliveries of paper, equipment, etc.).	9	BCU/Line Manager: <ul style="list-style-type: none"> • Ensure all Staff Members are in compliance with Manual Handling training requirements and are fit for duty. • Ensure appropriate lifting and moving aids are available, where required. Staff Member: <ul style="list-style-type: none"> • Carry out a Dynamic Risk Assessment prior to and during activity, considering necessity of moving the object, whether it can be moved safely or if it requires specialist equipment. • Inform Line manager where the MH activity creates an unacceptable risk. • Correctly apply the principles of Manual Handling (TILE) when moving objects. SWP: <ul style="list-style-type: none"> • Provision of appropriate Manual Handling training. • Provision of lifting and moving aids, where required. 	BCU/Line Manager Individual Staff Member SWP	3
Inadequate ventilation.	E, V, C	Lack of fresh air supply	8	BCU/Line Manager: <ul style="list-style-type: none"> • Ensure that fresh air supply rate does not normally fall below 5-8 litres per second per occupant. • Ensure air circulation equipment and windows are utilised and maintained (opening windows, air conditioning etc.). • Monitor ventilation. 	BCU/Line Manager Individual Staff Member	2

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				Staff Member: <ul style="list-style-type: none"> Inform Line manager where ventilation is identified as inadequate. SWP: <ul style="list-style-type: none"> Provision of appropriate air circulation equipment (opening windows, air conditioning etc.). Maintenance of appropriate air circulation equipment. 	SWP	
Unsuitable lighting levels.	E, V, C	<p>Unsuitable lighting levels causing headaches, tiredness and visual fatigue.</p> <p>Unsuitable lighting levels causing injuries from slips/trips.</p>	16	BCU/Line Manager: <ul style="list-style-type: none"> Ensure that all lighting is sufficient throughout and around the premises (including stairwells and areas with no natural light) to allow safe movement and working without eyestrain. Ensure emergency lighting is functional. Comply with HSG 38 "<i>Lighting at Work</i>" recommendations on lighting levels for different tasks. Staff Member: <ul style="list-style-type: none"> Inform Line manager where lighting is identified as inadequate. SWP: <ul style="list-style-type: none"> Provision of appropriate lighting/emergency lighting within and around premises. Maintenance of lighting. 	BCU/Line Manager Individual Staff Member SWP	4
Working in extremes of temperature (<i>excessive heat or cold</i>).	E	Risk of injury or ill health due to prolonged exposure in extreme cold or heat.	15	BCU/Line Manager: <ul style="list-style-type: none"> Monitor workplace temperature, a comfortable working temperature being 16°C, addressing as necessary. Monitor provision of adequate rest and refreshment breaks. Ensure unrestricted access to drinking water. Where temperature in a room is uncomfortably high, consideration should be given to incorporating a system of work (eg. task rotation) ensuring that the length of time Staff Members are exposed to uncomfortable temperature is limited. Staff Member:	Line Manager Individual Staff Member SWP	6

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				<ul style="list-style-type: none"> • Inform Line Manager where extremes of temperature create an unacceptable risk. SWP: <ul style="list-style-type: none"> • Provision of adequate ventilation/heating within SWP premises. • Installation of thermometers within SWP premises. • Provision of drinking water within SWP premises. 		
Fire.	E, V, C	Physical injury caused by smoke inhalation, burns or injuries when escaping the building.	20	BCU/Line manager: <ul style="list-style-type: none"> • Ensure fire extinguisher(s) are of the appropriate type and number for the activities/equipment within the workplace. • Ensure fire extinguisher(s) are regularly checked and replaced where necessary. • Daily check of fire exits and routes. • Good housekeeping to ensure that corridors, fire escape routes and fire exit doors are kept clear and unobstructed. • Ensure provision of sufficient designated and trained Fire Wardens. • Fire drills scheduled and carried out every six months at a minimum. • Ensure Fire routes and Exits remain clear of obstructions. • Ensure all Staff Members, Visitors and Contractors are briefed on evacuation procedures. • Ensure that individual Evacuation Plans are in place for disabled/pregnant Staff Members. • Ensure that electrical equipment is properly maintained and regularly inspected and tested for safety. • Ensure provision and use of safe storage for combustible substances/waste. Staff Member: <ul style="list-style-type: none"> • Ensure Fire routes and Exits remain clear of obstructions. 	BCU/Line Manager Individual Staff Member SWP	5

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				<ul style="list-style-type: none"> • Immediately advise Line Manager of any identified issues with fire extinguishers. • Comply with fire drills. • Promptly address and advise Line Manager of any identified fire hazards. SWP: <ul style="list-style-type: none"> • Ensure the current Fire Risk Assessment is readily available at the premises. • Provision of appropriate type and number of fire extinguishers installed within premises. • Fire Procedure, Evacuation and Fire Route signs are clearly displayed throughout the premises. • All non-lockable Fire Exits are clearly identified with signs above each. • Provision of written information in relation to emergency procedures. • Weekly testing of fire alarms scheduled. • Monthly check of emergency lighting scheduled. 		
Working at Height.	E, V	<p>Physical injury to Staff Members resulting from falling from height.</p> <p>Physical injury to Staff Members and Visitors resulting from items dropped from height.</p>	16	BCU/Line Manager: <ul style="list-style-type: none"> • Minimise WaH tasks by reallocating often-used items to lower-level storage areas. • Carry out a Dynamic Risk Assessment prior to tasking. • Ensure Staff members carrying out MH tasks wear appropriate clothing and footwear. • Identify tasks where the use of Estates, Contractors etc. is necessary to reduce risk. • Monitor completion of task, stopping task should risk become unacceptable. Staff Member: <ul style="list-style-type: none"> • Carry out a Dynamic Risk Assessment prior to and during activity. • Inform Supervisor where the use of Estates, Contractors etc. for the task is considered necessary to reduce risk. • Wear appropriate clothing and footwear. • Where lifting/lowering of items, ensure area 	BCU/Line Manager Individual Staff Member SWP	4

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				around activity is clear of colleagues and visitors for the duration of the activity. • Use provided WaH equipment appropriate for the task (step-stool, stepladder etc.) as necessary. SWP: • Provide appropriate WaH equipment for the task (step-stool, stepladder etc.).		
Lone working.	E	Staff exposure to violence and aggression from members of the public.		Refer to <i>Lone Working GRA</i>		
Excessive noise.	E	Hearing loss/increased stress and anxiety caused by excessive noise.	6	BCU/Line Manager: • Review Staff Member role to avoid excessive noise, adjusting work activities to reduce the risk as low as is reasonably practicable - Where not practicable, modify role or arrange alternative duties as necessary. • Ensure the workplace complies with the <i>Noise at Work Regulations</i> and SWP <i>H&S Hearing Protection Policy</i> , addressing as necessary. • Ensure office areas have a controlled number of Staff working at any one time. • Regularly review workplace noise levels. Staff Member: • Inform Line Manager of any noise-related issues.	BCU/Line Manager Individual Staff Member	2
Asbestos within building structure.	E, C, V	Physical injury caused by exposure to asbestos.	16	BCU/Line Manager: • Ensure an Asbestos Survey has been carried out for the workplace. • Ensure all Staff Members have completed the <i>Asbestos Awareness</i> NCALT package. • Ensure Asbestos Plan documentation is clearly	BCU/Line Manager Individual Staff Member	8

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				<p>displayed within the workplace and Staff are aware.</p> <ul style="list-style-type: none"> • Ensure that all workplace repairs/works are authorised through SWP Estates via the F.16 process. • Make Asbestos Plans available to contractors. • Report identified asbestos-related issues via F.64b process as necessary. <p>Staff Member:</p> <ul style="list-style-type: none"> • Completion of the <i>Asbestos Awareness</i> NCALT package. • Carry out no workplace repairs/works - All repairs/works must be authorised through SWP Estates via the F.16 process. • Inform Line Manager of any identified asbestos-related issues immediately. <p>SWP:</p> <ul style="list-style-type: none"> • Provision of Asbestos Surveys for all workplaces. • Provision of Asbestos Plan documentation. • Provision of appropriate asbestos awareness training for all Staff Members. 	SWP	
Work-related physical/mental ill-health/stress.	E	Staff Members becoming physically or mentally unwell as a result of stressful duties or work-related experiences.	15	<p>BCU/Line Manager:</p> <ul style="list-style-type: none"> • Monitor Staff Members for signs of mental health issues or stress. • Monitor sickness and absence reports to identify developing health problems, liaising with Occupational Health as appropriate. • Monitor hours worked, regularity of breaks and compliance with Working Time Regulations. • Take appropriate immediate actions where mental health issues or stress are identified (provision of support, abstract from duty, medical advice, counselling arrangements etc.). • Arrange a Stress Risk Assessment and implement additional Control Measures where identified. • Counselling to be offered to Staff Members (and family members where appropriate) where necessary. 	BCU/Line Manager Individual Staff Member SWP	6

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				<ul style="list-style-type: none"> • Make all Staff Members aware of contact details and function of Blue Light Champions. • Provide Critical Incident Debriefs where necessary. • Make all Staff aware of First Aid-trained colleagues and location of first Aid kits/equipment available on-site. • Produce Risk Assessments for pregnant and nursing mothers (see <i>New and Expectant Mothers</i> GRA). • Report sickness/injury/Near miss via the F.64b process. <p>Staff Member:</p> <ul style="list-style-type: none"> • Monitor colleagues and self for signs of mental health issues or stress. • Take appropriate immediate actions where mental health issues or stress are identified (provision of support, inform Line Manager, etc.). <p>SWP:</p> <ul style="list-style-type: none"> • Provide Stress Awareness/Welfare requirement training. • Sickness and absence reports to be monitored to identify developing health problems. • Provide Critical Incident Debrief and TrIM where necessary. • Implementation of a Wellness programme. • Provision of Counselling service. • Provide appropriate First Aid training, kits and equipment. 		

Signature of (trained) Assessor: [Paul Thomas](#)

Name & Force No.: [57799 Paul Thomas](#)

Signature of Head of BCU/Dept.:

Name & Force No.:

Details of Risk Assessor Training: NEBOSH
Date Training took place: 2004
Date and Time of Risk Assessment: 0000hrs 00.0.21

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Date:	
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THE 5X5 RISK MATRIX

CONSEQUENCE

- 1 - Insignificant (*No injury*)
- 2 - Minor (*Minor injuries - First Aid*)
- 3 - Moderate (*Up to 3 days absence*)
- 4 - Major (*More than 7 days absence*)
- 5 - Catastrophic (*Death*)

↑
INCREASING CONSEQUENCE

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

INCREASING LIKELIHOOD →

LIKELIHOOD X CONSEQUENCE = RISK RATING

RISK RATING

- 1-2: No Action** (*No further action but ensure risk controls are maintained*)
- 3-6: Monitor** (*Improve at the next Review or if there is a significant change*)
- 8-12: Action** (*Improve within a specified timescale*)
- 15-16: Urgent Action** (*Take immediate action - Stop activity if necessary. Maintain existing risk controls rigorously*)
- 20-25: Stop** (*Stop activity and take immediate action*)

LIKELIHOOD

- 1 - Very Unlikely (*1 in a million*)
- 2 - Unlikely (*1 in 100,000*)
- 3 - Fairly Likely (*1 in 10,000*)
- 4 - Likely (*1 in 1000*)
- 5 - Very Likely (*1 in 100*)