SOUTH WALES POLICE RISK ASSESSMENT - *GENERIC*

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| Risk Assessment: Office-Based Static Duties - GRA  |  | Location: All SWP premisesReference: V.2  |

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| Risk Assessments must be undertaken by trained Risk AssessorsRisk Assessment completed by: Paul ThomasDate and Time Completed: 0000hrs 00.0.21 Review Date: 00.0.22  |  | Other relevant Risk Assessments:[Manual Handling GRA](http://swpapp-web1.swp-rest.police.int/GuidanceAndProcedures/media/3480/manual-handling-gra-2018.doc)[Stress Hazard GRA](file:///%5C%5Cswp.police.int%5Cdata%5Cwork%5CSWPHQPRSONELDEPT%5CSHARED%5CHealth%20%26%20Safety%5CRisk%20Assessments%5CAPHSA%20Templates%5CStress%20V2%20October%202015_V1.doc)[First Aid policy](http://swpapp-web1.swp-rest.police.int/GuidanceAndProcedures/media/3399/hs-first-aid-gp-2019.doc)Lone Working GRANew and Expectant Mothers GRA  |

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| Date | Version  | Description of Amendment | Authorised By |
|  | V.2 | RA reviewed and transferred to current Risk Assessment template. |  |
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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)*See Risk Matrix*  | Control measures required | By whom | Residual Risk (with controls in place)*See Risk Matrix*  |
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| Dealing with members of the public. | E | Physical injury caused during interaction with members of the public. | 9 | SWP:* 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:* Regular review of building/compound security and lighting arrangements.
* Monitor lone working arrangements, reviewing as necessary (See *Lone Working* GRA).
* Monitor Staff compliance with security processes.
* Ensure Staff Role Risk Assessments are complied with.

Staff Member:* 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.
 | SWPBCU/Line ManagerIndividual Staff Member | 3 |
| Office overcrowding. | E | Illness and stress caused to Staff Members by overcrowding within office. | 9 | SWP:* 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.

BCU/Line Manager:* Monitor and address office staffing levels.

Staff Member:* Report any office overcrowding issues to Line Manager.
 | SWPBCU/Line ManagerIndividual Staff Member | 3 |
| Poor housekeeping and building maintenance. | E, C, V | Physical injury caused by poor housekeeping and building maintenance. | 16 | BCU/Line Manager:* 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:* Maintain a good personal standard of housekeeping - Work areas are kept clear (*Clear Desk* 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:* Sustain a regular programme of building inspections and maintenance.
 | BCU/Line ManagerIndividual Staff MemberSWP | 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:* 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:* Maintain a good personal standard of housekeeping.
* Take steps to remedy/reduce the risk of/report Hazards as soon as they are identified (a *“see it, sort it”* approach).
* Utilise the F.16 reporting system to promptly report hygiene issues.

SWP:* Maintain cleaning contracts for all SWP premises.
 | BCU/Line ManagerIndividual Staff MemberSWP  | 2 |
| Working with Display Screen Equipment (DSE). | E | Risk of injury or ill health due to use of DSE for extended periods.Unsuitable working position resulting in musculoskeletal disorders, back ache, neck discomfort etc.Unsuitable equipment/environment causing headaches, tiredness and visual fatigue. | 12 | BCU/Line Manager:* 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 *H&S DSE Guidance and Procedure*).
* 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.

Staff Member:* 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.

SWP:* Provision of trained DSE Risk Assessors.
* Provision of additional DSE-related equipment.
 | BCU/Line ManagerIndividual Staff MemberSWP | 3 |
| 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:*** 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:* 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:* Provision of sealed printer/photocopier cartridges.
* 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.
 | BCU/Line ManagerIndividual Staff MemberSWP | 4 |
| 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:* 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:* 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:* Provision of appropriate Manual Handling training.
* Provision of lifting and moving aids, where required.
 | BCU/Line ManagerIndividual Staff MemberSWP | 3 |
| Inadequate ventilation. | E, V, C | Lack of fresh air supply | 8 | BCU/Line Manager:* 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.

Staff Member:* Inform Line manager where ventilation is identified as inadequate.

SWP:* Provision of appropriate air circulation equipment (opening windows, air conditioning etc.).
* Maintenance of appropriate air circulation equipment.
 | BCU/Line ManagerIndividual Staff MemberSWP | 2 |
| Unsuitable lighting levels. | E, V, C | Unsuitable lighting levels causing headaches, tiredness and visual fatigue.Unsuitable lighting levels causing injuries from slips/trips. | 16 | BCU/Line Manager:* 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 *“Lighting at Work”* recommendations on lighting levels for different tasks.

Staff Member:* Inform Line manager where lighting is identified as inadequate.

SWP:* Provision of appropriate lighting/emergency lighting within and around premises.
* Maintenance of lighting.
 | BCU/Line ManagerIndividual Staff MemberSWP  | 4 |
| Working in extremes of temperature (*excessive heat or cold*). | E | Risk of injury or ill health due to prolonged exposure in extreme cold or heat. | 15 | BCU/Line Manager:* Monitor workplace temperature, a comfortable working temperature being 16ºC, 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:* Inform Line Manager where extremes of temperature create an unacceptable risk.

SWP:* Provision of adequate ventilation/heating within SWP premises.
* Installation of thermometers within SWP premises.
* Provision of drinking water within SWP premises.
 | Line ManagerIndividual Staff MemberSWP | 6 |
| Fire. | E, V, C | Physical injury caused by smoke inhalation, burns or injuries when escaping the building. | 20 | BCU/Line manager:* 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:* Ensure Fire routes and Exits remain clear of obstructions.
* 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:* 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.
 | BCU/Line ManagerIndividual Staff MemberSWP  | 5 |
| Working at Height. | E, V | Physical injury to Staff Members resulting from falling from height.Physical injury to Staff Members and Visitors resulting from items dropped from height. | 16 | BCU/Line Manager:* 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:* 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 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.).
 | BCU/Line ManagerIndividual Staff MemberSWP | 4 |
| Lone working. | E | Staff exposure to violence and aggression from members of the public. |  | Refer to *Lone Working GRA* |  |  |
| 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 *Noise at Work Regulations* and SWP *H&S Hearing Protection Policy*, 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 ManagerIndividual 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 *Asbestos Awareness* NCALT package.
* Ensure Asbestos Plan documentation is clearly displayed within the workplace and Staff are aware.
* 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.

Staff Member:* Completion of the *Asbestos Awareness* 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.

SWP:* Provision of Asbestos Surveys for all workplaces.
* Provision of Asbestos Plan documentation.
* Provision of appropriate asbestos awareness training for all Staff Members.
 | BCU/Line ManagerIndividual Staff MemberSWP | 8 |
| 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 | BCU/Line Manager:* 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.
* 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 *New and Expectant Mothers* GRA).
* Report sickness/injury/Near miss via the F.64b process.

Staff Member:* 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.).

SWP:* 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.
 | BCU/Line ManagerIndividual Staff MemberSWP | 6 |

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| Signature of (trained) Assessor: Paul Thomas Name & Force No.: 57799 Paul Thomas Details of Risk Assessor Training: NEBOSHDate Training took place: 2004Date and Time of Risk Assessment: 0000hrs 00.0.21   |  | Signature of Head of BCU/Dept.: Name & Force No.: Date:  |

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| RISK ASSESSMENT ACTION SHEET |
| Ref No. | Action | Person Responsible | Action Due date | Action Completed date | Action Verified |
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