

Volume Three

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The Management of Health and Safety in the Police Service

Volume 3

Guidance on Risk Assessment

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Introduction

This volume is intended to help police service managers to:

- ◆ *assess the risks which police officers and civilian staff face in their workplaces and in carrying out their operational duties; and*
- ◆ *take appropriate action to eliminate or reduce these risks.*

It explains:

- ◆ *what risk assessment means in the context of police work and some of the basic terms used;*
- ◆ *what the law requires;*
- ◆ *how to carry out risk assessments; and*
- ◆ *how forces might use the series of generic risk assessments (GRAs) listed in Annex A and which are annexed. The GRAs set out specimens of the particular risks or risk situations which might be encountered in the operational activities described. They aim to cover most of operational areas where officers are commonly exposed to risks.*

The task of preparing risk assessments in forces will take some time. It is hoped that this guidance, together with the generic risk assessments, will reduce considerably the size of the task.

Risk assessments in the police service

An assessment of risk is a careful and methodical examination of:

- ◆ *what in any area of police work could cause harm to people; and*

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- ◆ *whether any precautions which have been taken are sufficient to prevent such harm both to police personnel and to the general public, and also to others who may be affected by their activities.*

The aim is to make sure that nobody gets injured or becomes ill. Accidents and ill health can ruin lives, can reduce police efficiency and can involve forces in costly financial settlements.

Legal requirements

The law requires police managers to keep a written record of risk assessments and to review assessments from time to time.

Definition of “risk” and “hazard”

In this guidance:

- ◆ *“Hazard” is the potential of something to cause harm, for example controlling traffic on a motorway, controlling riots, and exposure to chemicals, drugs and infected needles;*
- ◆ *“Risk” is the chance, great or small, that someone will be harmed by the hazard.*

The important things police managers need to decide are whether a hazard is significant and whether it is covered by satisfactory precautions so that the risk is reduced so far as reasonably practicable in the circumstances.

Statutory duties

The requirement for police managers to carry out formal risk assessments derives mainly from the following statutory requirements:

- ◆ *The Health and Safety at Work etc Act 1974 places general duties on every employer to ensure so far as is reasonably practicable the health, safety and welfare at work of all his employees; and*

- ◆ ***The Management Of Health and Safety at Work Regulations 1992, made under the 1974 Act, requires every employer:***
 - ◆ *to make a suitable and sufficient assessment of the risks to the health and safety of: his employees whilst they are at work persons and other persons affected by his undertaking;*
 - ◆ *to record in writing the significant findings of the assessment and any group of workers identified as being significantly at risk;*
 - ◆ *to review any assessment when there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.*

- ◆ ***The Control of Substances Hazardous to Health Regulations 1988 forbids an employer from carrying on day work which is liable to expose any employee to any substance hazardous to health unless he has made a suitable and sufficient assessment of the risks created by that work.***

- ◆ ***Several other Regulations require risk assessments to be undertaken. These include:***
 - ◆ *Health and Safety (Display Screen Equipment) Regulations 1992*
 - ◆ *Manual Handling Operations Regulations 199*
 - ◆ *Work Equipment Regulations 1992*
 - ◆ *Personal Protective Equipment at Work Regulations 1992*
 - ◆ *Control of Lead at Work Regulations 1980*
 - ◆ *Noise at Work Regulations 1989*

For details of these requirements please refer to the relevant modules in Part F of Volume 2.

The responsibility for complying with the law rests with the employer. In practice, within the police service the responsibility for preparing risk assessments will normally be the chief constable and those managers to whom he assigns responsibilities under the force health and safety policy.

The responsibility for drawing up and reviewing risk assessments lies therefore with police managers and NOT the force health and safety adviser. Managers should,

however, make full use of the professional expertise available to them, from both force advisors and the inspectors of the Health and Safety Executive.

Consultation

For any risk assessment to be effective it will need to make sense to the officers and staff whose duties it covers, for it will be they who will be responsible for implementing and complying with the control measures.

This kind of co-operation can only be achieved if the officers and staff concerned are involved in the preparation of the assessment and there is full consultation before it is finalised.

In any case, under the Health and Safety at Work etc Act 1974 employers are required to consult employees' representatives on the making and maintenance of health and safety arrangements. Where there are safety representatives and safety committees established under the **Safety Representatives and Safety Committees Regulations 1977** this consultation will normally take place with them. Where there are no safety representatives the **Health and Safety (Consultation with Employers) Regulations 1996** requires employers to consult the staff concerned either directly or through elected representatives. Guidance on the implications of these Regulations is contained in **Annex D of Volume 1 (Guidance to Senior Police Officers)**.

A Five Step Plan for Risk Assessments

The following methodology has been developed from guidance published by the Health and Safety Executive in a leaflet “5 Steps to Risk Assessment”.

Within the police service it is necessary to consider two kinds of hazards:

- ◆ *those which occur in police premises, such as headquarters, police stations and workshops; and*
- ◆ *hazards which occur on patrol and in other operational situations.*

Step 1: Look for the hazards

In premises

- ◆ *Walk around the workplace and look afresh at what could reasonably be expected to cause harm. Concentrate on significant hazards which could result in serious harm or affect several people.*
- ◆ *Consider whether specific HSW regulations apply to the work activities, eg COSHH, Manual Handling Regulations - refer to modular guidance in Volume 2 Part F.*
- ◆ *For custody accommodation and control rooms refer also to the generic risk assessments in the GRAs 3 and 12.*

Operational duties

- ◆ *Consider whether any of the duties for which a generic risk assessment has been provided are carried out within your command.*
- ◆ *If so, consider the relevance of the GRAs to the circumstances of your force, and what may need to be done to adapt them to your local situation by following the guidance in this Volume.*

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- ◆ *Identify any other hazards which are not covered by any of the GRAs.*

This analytical stage is critical to the effectiveness of the whole exercise, and should be carried out in consultation with all those affected, especially operational officers, and Federation and other staff association representatives and local safety committees.

Step 2: Decide who may be harmed and how

- ◆ *Think about people who might not be in police premises all the time, cleaners visitors, contractors, maintenance personnel, and especially people in custody.*
- ◆ *Think about other people who might be affected by police activities.*
- ◆ *What is the chance that those people might be hurt or suffer ill health?*

Step 3: Evaluate the risks

Once the preliminary analysis has been carried a number of steps need to be taken to:

- ◆ *evaluate the identified risks, and*
- ◆ *decide whether the existing precautions are adequate or more should be done.*

In carrying out these procedures managers may find it convenient to use the risk assessment Proformas 1, 2 and 3 in Annex B and the criteria for estimating risks contained in Annex C.

Proformas 1 and 2 are work sheets which are intended to guide managers through the stages needed to produce the actual risk assessment (Proforma 1).~

- ◆ ***Identify each significant hazard***
Whilst the generic risk assessments should be helpful in identifying these hazards it is important to use them only as a guide. They cannot be expected to cover every local situation.
- ◆ *At this stage managers may find it convenient to list **all significant hazards in Proforma 1 (Inventory of hazards and risks).***

◆ *Decide whether the risk is high, medium or low*

Criteria for estimating risks are contained in the Annex. Managers will need to apply their professional experience and knowledge of local circumstances in estimating the risk potential for each hazard.

In doing so they will wish to consider the appropriateness of the assessment in the relevant generic risk assessments.

Where no GRA is available or where managers consider that it does not apply in their circumstances they may find it helpful to use **Proforma 2 (Risk assessment check list)** to assess the degree of risk and the precautions which need to be taken.

◆ *Decide which precautions need to be taken*

For this purpose all the significant risks which have been identified as requiring the taking of control measures should be listed in **Proforma 3 (Risk assessment)**. Managers should then work methodically through the remainder of the proforma, which seeks to identify in respect of each hazard:

- ◆ whether it can be removed altogether; and
- ◆ if not, how the risks can be controlled so that harm is unlikely.
- ◆ the control measures and actions to be taken, the person responsible and the dates by which the actions are to be completed.

Existing precautions satisfactory

In many instances all that will be needed will be to comply with existing legal requirements or force standing orders. These requirements should be noted in the control measures column of Proforma 3.

Managers will then be responsible for ensuring that all relevant staff are aware of the requirements and comply with them.

Further precautions required

Where existing precautions are insufficient but managers consider that the assessment and control measures contained in the relevant GRA meet their local circumstances they should complete Proforma 3 accordingly.

Where existing precautions are insufficient and it is considered that a full risk assessment is needed, this should be carried out, using the assessment checklist in Proforma 2. This identifies several control measures which can be considered and provides space for identifying other types of action.

Step 4: Record your findings

To comply with the law managers should keep copies of the risk assessment and the related documentation in a place where it is readily available for those undertaking the work and for inspection, if required, by force safety representatives and inspectors of the Health and Safety Executive.

There is no need to record in great detail how the assessment was carried out. It will suffice to demonstrate that:

- ◆ *those affected were consulted;*
- ◆ *the significant hazards were addressed and the precautions taken are reasonable;*
- ◆ *there is something to show that a proper check was made; and*
- ◆ *the assessment was approved by the force safety adviser and the manager in charge of the division or department.*

As confirmation that there has been the necessary degree of consultation the risk assessment Proforma 3 contains a final section requiring it to be signed by the person completing the form (assessor), the force health and safety adviser, the local safety representative and the head of the division or department.

Forces may also find it helpful to keep additional copies of the risk assessment in a central place, such as the office of the health and safety adviser.

Step 5: Review your assessment from time to time and revise it if necessary

Sooner or later new responsibilities, procedures, machinery and equipment will be introduced, which could lead to new hazards or the need to reassess earlier assessments.

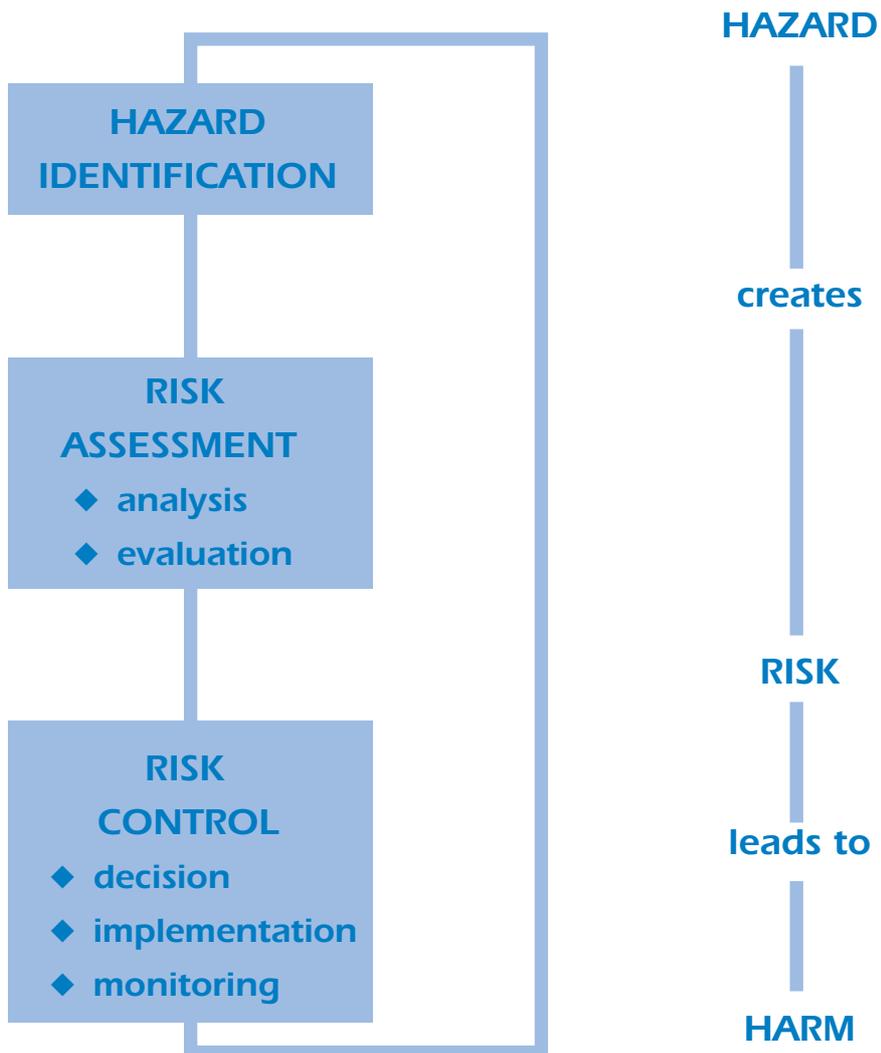
If the hazards or changes are significant existing assessments should be amended, or new assessments undertaken. In any case, it is good practice to review assessments periodically. In the initial stages of this exercise forces may consider that an annual review would be appropriate.

A review of this kind should involve those whose work is covered by the risk assessments, the local safety committee and the health and safety officer.

Summary

The chart which follows illustrates graphically the various steps to be taken in making and updating risk assessments.

Steps in preparation of a risk assessment



Preparing a risk assessments

This section demonstrates how the methodology of the Five Step Plan can be applied to police duties. It does so by:

- ◆ *a case study, identifying the hazards and the significant risks to which **officers** on foot patrol are routinely exposed in the course of their duties, and suggesting appropriate control measures managers might take to protect them; and*
- ◆ *suggesting how managers might use the **generic risk assessments** which follow. These cover many of the areas of policing, where police officers and civilian staff may expect to encounter significant hazards which could result in their being hurt or becoming ill.*

Case study - officers on patrol

However, an officer is called to an incident or comes upon a situation in which he is required to act, he or she will be on foot in order to deal with the people who have caused the problem or who need the help. It follows that the GRA for foot patrol will inform those for other uniformed activities.

The first task is to identify the risks:

- ◆ *officers are often on their own and their location is not always known;*
- ◆ *encountering the unknown;*
- ◆ *exposure to danger from moving vehicles, especially when dealing with traffic incidents;*
- ◆ *possibility of confrontation with members of the public; and*
- ◆ *communications systems failure and communications black spots.*

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The second task is to set the risk level for each of these activities. The conventional low/medium/high scale is used and at this stage can only be an estimate across the whole country. There will clearly be areas where particular risks are very much higher (or lower) than the average. This is why it is important that every generic risk assessment is applied to the particular work activity by those who are familiar with all the circumstances.

Once the risks and their extent have been identified the necessary control measures are set out against each risk. In this case these will be (in order) the following:

- ◆ *controller to be aware of location and commitment;*
- ◆ *ensuring that available information is passed on to the officer, and training in correctly assessing situations is provided;*
- ◆ *training officers in correct procedures, wearing the correct clothing (PPE), first aid training;*
- ◆ *training in control and restraint techniques, training in firearms awareness, training in knife awareness, provision of personal protective equipment (PPE);*
- ◆ *correct selection of officers, provision of correct training, monitoring of sickness reports, supervisors being aware of welfare requirements; and*
- ◆ *supervisors and controllers to be aware of communications systems limitations.*

Lastly, a person has to be identified to take responsibility for ensuring that the control measures are applied, to the extent necessary for the work place or work activity concerned. For ease of understanding a common format has been adopted so that all the information listed above is presented in tabular form.

Such an assessment is a very practical example of how local circumstances will affect outcomes. The degree of personal protection equipment (PPE) to be issued to individual officers will depend very much on the nature of the locality, its population (both resident and transient), the history of incidents and the intelligence about likely events in the future. It cannot be assumed that only officers in eg response cars are at risk of assault:

all uniform officers are. Equally, although the risk of assault should not be underestimated there are substantial risks from traffic, and pedestrians are more likely to sustain injury than those in vehicles.

Generic risk assessments

The generic risk assessments which follow have been prepared by a Home Office working group. The group was chaired by the Chief Constable of Sussex, and comprised of experienced police officers, health and safety advisers, representatives of the national Police Federations and Superintendents' Associations and a principal inspector from the Health and Safety Executive National Interest Group for Crown, Fire and Police.

The group drew on existing good practice within forces and consulted experienced officers working in the areas concerned. But since the concept of risk assessment is relatively new to police operational activities the group had to devise most of the GRAs from first principles, relying on its professional experience and materials such as the relevant ACPO guidelines.

Because most of the GRAs have not been tested in practice it is especially important that police managers should:

- ◆ *examine each one rigorously to ascertain its relevance to local circumstances;*
- ◆ *accept that they may be incomplete and may need **additions** as well as **amendments**;*
- ◆ *should consider carefully the guidance contained in the preface to each of the Annexes; and*
- ◆ *involve colleagues in the assessment process, especially local safety representatives and safety committees.*

Sensitive issues

It will be seen from the list which follows that, because of the sensitive nature of the duties, the GRAs covering the following topics are being distributed separately:

RISK ASSESSMENT

- ◆ *Undercover operations*
- ◆ *Surveillance duties*
- ◆ *Firearms operations*
- ◆ *Public disorder operations*

These GRAs are contained in **Volume 3 Appendix A** which is intended **for police eyes only**, which should be kept securely and distributed only to those officers concerned in the preparation of risk assessments for those duties.

Future programme

The Home Office Working Group on the Management of Health and Safety in the Police Service intends, as time permits, to prepare GRAs for additional operational police duties. Topics already listed for attention are:

- ◆ *Scenes of crime*
- ◆ *Mounted*
- ◆ *Air surveillance duties*

Although the resources which can be applied to this work are limited further suggestions will be welcome.

The proposals should be in writing and:

- ◆ *identify the particular job activities and hazards to be examined;*
- ◆ *provide details of Home Office, ACPO or any other relevant guidelines; and*
- ◆ *recommend officers or establishments who might be consulted.*

Proposals should be sent to:

The Head of the Health and Safety Section

Police Personnel and Training Unit

Home Office

50 Queen Anne's Gate

London SW1H 9AT

Tel: 0171 273 2731

Fax: 0171 273 2501

Annex A

Generic Risk Assessments

Contents

- | | |
|--|--|
| <p>GRA 1
Foot patrol</p> | <ul style="list-style-type: none"> ◆ Foot patrol duties, including pedal cycle |
| <p>GRA 2
Mobile patrol duties
in marked vehicles</p> | <ul style="list-style-type: none"> ◆ 1 Mobile patrol duties in marked vehicles ◆ 2 Traffic officer duties ◆ 3 Dealing with road traffic accidents ◆ 4 Dealing with spillage of chemicals and other hazardous substances ◆ 5 Incidents on a motorway or other major road ◆ 6 Stop check of heavy goods vehicles ◆ 7 Motorcycle duties ◆ 8 Multi-agency vehicle checks |
| <p>GRA 3
Custody duties</p> | <ul style="list-style-type: none"> ◆ Processing prisoners and other custody duties |
| <p>GRA 4
CID duties</p> | <p>Part 1</p> <ul style="list-style-type: none"> ◆ 1 General hazards ◆ 2 Detective and plain-clothes duties <p>Part 2</p> <ul style="list-style-type: none"> ◆ 3 Covert operations* <p>Part 3</p> <ul style="list-style-type: none"> ◆ 4 Covert rural operations post (CROPS) and mobile surveillance duties* |

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GRA 5 Self defence	<ul style="list-style-type: none">◆ 1 Training and operational incapacitants◆ 2 COSHH assessment for operational CS spray◆ 3 COSHH assessment for CS spray
GRA 6 Dog handling duties	<ul style="list-style-type: none">◆ 1 Dog and dog handler training◆ 2 Operational dog handling
GRA 7 Firearms duties	<p>Part 1</p> <ul style="list-style-type: none">◆ 1 Firearms training and exercises◆ 2 Abseiling - training and operations <p>Part 2</p> <ul style="list-style-type: none">◆ 3 Firearms operations*
GRA 8 Public Order	<p>Part 1</p> <ul style="list-style-type: none">◆ 1 Public disorder training <p>Part 2</p> <ul style="list-style-type: none">◆ 2 Public disorder - notifiable events*◆ 3 Public disorder -riots and community disorder*
GRA 9 Railways	<ul style="list-style-type: none">◆ Police work on railway premises
GRA 10 Searching	<ul style="list-style-type: none">◆ 1 Common factors in searching duties◆ 2 Confined space searching◆ 3 Search for drugs, property, explosives or persons within or upon buildings◆ 4 Open area search◆ 5 Search of vehicles◆ 6 VIP visit: search of route◆ 7 Use of specialist search equipment◆ 8 Human body searching (conscious and/or dead person)

GRA 11	◆	1	Diving operations
Diving	◆	2	Working with boats
	◆	3	Hazards in the workshop
GRA 12	◆		Control room duties
Control rooms			

* **Because of the sensitive nature of the duties concerned GRAs 4.3, 4.4, 7.3, 8.2 and 8.3 are classified “RESTRICTED”.**

Annex B
Proforma 1

Inventory of Hazards

Department/Division	Location/premises
Names of officers carrying out Inventory	Date completed
Duties, locations and persons covered by Inventory	

How to use this form

Complete the list of significant hazards which you have identified and list them below. You may also wish to involve your safety representative or other staff in the list making process.

Where a generic risk assessment (GRA) exists it is suggested that the following steps be taken:

- ◆ *Work through GRA listing those hazards which are applicable.*
- ◆ *Indicate in the right hand column whether the GRA applies to the hazard.*
- ◆ *Ensure that all significant hazards not included in the GRA are listed.*
- ◆ *For those hazards where the GRA is not applicable complete a full risk assessment using Proforma 2.*

Proforma 2

Risk Assessment Checklist

1. General Information	
Date of assessment	Others involved
Assessment made by:	
Name: Job title:	
Department/Division	Premises/location
Persons/group assessed	Activity/task assessed

2. Hazards			
	No.	Hazard	Criteria L-M-H
<p>List all significant hazards likely to affect health and safety of the person(s) concerned.</p> <p>Using the following criteria (low, medium or high) indicate in the right hand column the level of hazard is thought to be:</p> <p>HIGH - death, (major injury or serious illness likely to occur.)</p> <p>MEDIUM - Serious injuries or ill health are likely to occur, for example people may be off work for more than 3 days as a result (but not hospitalised).</p> <p>LOW - Where other less serious injuries could arise for example where injuries may not necessitate time off work or may involve time off work for up to 3 days.</p>	1.		
	2.		
	3.		
	4.		
	5.		
	6.		

3. Risks				
	Hazard No.	Risk Criteria	Hazard No.	Risk Criteria
<p>For each of the above hazards indicate the likelihood of the hazard(s) causing actual harm by using the following risk potential criteria:</p> <p>HIGH - where it is more likely or near certain that harm will occur.</p> <p>MEDIUM - where harm is possible/likely to occur.</p> <p>LOW - where harm is unlikely/highly unlikely and will seldom occur.</p>	1.		4.	
	2.		5.	
	3.		6.	

RISK ASSESSMENT

4. Risk Assessment			
Using the following risk estimator assess the likelihood of the hazard and the risk coming together and the levels of risk which exist - low, medium or high.			
	LOW HAZARD (Slightly harmful)	MEDIUM HAZARD (Moderately harmful)	HIGH HAZARD (Extremely harmful)
LOW RISK POTENTIAL Highly unlikely/unlikely	LOW RISK (Trivial)	LOW RISK (Acceptable)	MEDIUM RISK (Moderate)
MEDIUM RISK POTENTIAL Likely/possible	LOW RISK (Acceptable)	MEDIUM RISK (Moderate)	HIGH RISK (Substantial)
HIGH RISK POTENTIAL More likely/near certain	MEDIUM RISK (Moderate)	HIGH RISK (Substantial)	HIGH RISK (Intolerable)
Hazard No.	Risk assessment L-M-H	Hazard No.	Risk assessment L-M-H
1.		4.	
2.		5.	
3.		6.	

5. Control measures in place		
	Hazard No.	Hazard No.
Is the risk adequately controlled:	1.	
Have you already taken precautions against the risks from hazards you listed? For example, have you provided:-	2.	
<ul style="list-style-type: none"> ◆ Adequate information, instruction or training? ◆ Adequate systems or procedures? 	3.	
Do the precautions:-		
<ul style="list-style-type: none"> ◆ Meet the standards set by a legal requirement? ◆ Comply with a recognised industry standard? ◆ Represent good practice? ◆ Reduce risk as far as recently practicable? 	4.	
	5.	
If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules, etc giving this information.	6.	
Against hazard list existing controls or where the information may be found.		

6. Further action required		
	Hazard No.	Further measures required
<p>What more could you reasonably do for those risks which you found were not adequately controlled?</p> <p>You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-</p> <ul style="list-style-type: none"> ◆ Remove the risk completely ◆ Try a less risky option ◆ Prevent access to the hazard (eg by guarding) ◆ Organise work to reduce exposure to the hazard ◆ Issue personal protective equipment ◆ Provide welfare facilities (eg washing facilities for removal of contamination and first-aid) <p>Against each hazard list the risks which are not adequately controlled and the action to be taken</p>	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

7. Monitoring		
	Hazard No.	Monitoring Procedures
<p>What monitoring procedures (if any) should be put in place?</p>	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

8. Review
When should this assessment be reviewed?

9. Additional Information
Any additional information, that you may wish to add can be included here, using separate sheets if necessary.

<p>Assessment completed by:</p> <p>Signed</p> <p>Rank</p>	<p>Date</p>
---	-------------------

Risk Assessment

RISK ASSESSMENT:

LOCATION:
REFERENCE:

COMPLETED BY:
DATE COMPLETED: **REVIEW DATE:**

OTHER RELEVANT RISK ASSESSMENTS:

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible

Signature of assessor
 Name and rank
 Date

Signature of local safety representative
 Name and rank
 Date

Signature of force health and safety adviser
 Name and rank
 Date

Signature of head of division/department
 Name and rank
 Date

Annex C

Criteria for estimating risks

Hazard criteria

(a guide indicator of the degree of hazards involved)

- HIGH - Death or major injury or serious illness is likely to occur.
- MEDIUM - Serious injuries or ill health are likely to occur, for example people may be off work for more than 3 days as a result (but not hospitalised).
- LOW - Where other less serious injuries could arise for example where injuries may not necessitate time off work or may involve time off work for up to 3 days

Risk potential criteria

(a guide indicator of degree of risks involved)

- HIGH - where it is more likely or near certain that harm will occur.
- MEDIUM - where harm is possible/likely to occur.
- LOW - where harm is unlikely/highly unlikely and will seldom occur.

We can also use a simple risk estimator to help us consider the severity of risk and what our priorities are:

RISK ASSESSMENT

Risk estimator

	LOW HAZARD (Slightly harmful)	MEDIUM HAZARD (Moderately harmful)	HIGH HAZARD (Extremely harmful)
LOW RISK POTENTIAL Highly unlikely/unlikely	LOW RISK (Trivial)	LOW RISK (Acceptable)	MEDIUM RISK (Moderate)
MEDIUM RISK POTENTIAL Likely/possible	LOW RISK (Acceptable)	MEDIUM RISK (Moderate)	HIGH RISK (Substantial)
HIGH RISK POTENTIAL More likely/near certain	MEDIUM RISK (Moderate)	HIGH RISK (Substantial)	HIGH RISK (Intolerable)

Officers on patrol

Introduction

The generic risk assessment which follows is based on the case study contained in the preceding *Guidance on Risk Assessments*.

Whilst it is aimed particularly at uniformed beat duties the guidance makes the point that, however an officer is called to an incident or comes upon a situation in which he is required to act, he or she will be on foot in order to deal with the people who have caused the problem or who need the help. It following that the GRA for foot patrol will inform that for other uniformed activities.

Scope of GRA

It is clearly impossible to set out in one document all the hazards which an officer on patrol might encounter. These will depend on a variety of factors, such as the geographical location of the beat and those which are unpredictable.

Because police officers are being exposed increasingly to violent attacks and other dangers it is important that both they and their managers:

- ◆ *have a keen awareness of the risks they face;*
- ◆ *take sensible measures to protect themselves.*

These are in fact the essentials of health and safety law and practice.

The risks

The risks faced by officers on patrol derive generally from the following circumstances:

- ◆ *officers often on their own and their location not always known;*

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- ◆ *encountering the unknown;*
- ◆ *exposure to danger from moving vehicles, especially when dealing with traffic incidents;*
- ◆ *the possibility of violent confrontations with members of the public;*
- ◆ *radio blackspots and communications systems failure.*

Assessing the risk

The second task in preparing an actual risk assessment is to set the level of risk for each of the hazards identified. In the GRA the conventional low/medium/high scale is used and at this stage can only be an estimate across the whole country. There will clearly be areas where particular risks are very much higher (or lower) than the average. This is why it is important that every generic risk assessment is applied to the particular work activity by those who are familiar with all the circumstances.

Control measures

Once the risks and their extent have been identified the necessary control measures are set out against each risk. In this case these will be (in order) the following:

- ◆ *Good communication between controller and beat officers aimed at ensuring that:*
 - ◆ *ensuring that available information is passed on to officer both at the briefing stage and as situations develop;*
 - ◆ *the controller is continually aware of location and commitment of officers;*
and
 - ◆ *training in correctly assessing situations is provided;*
- ◆ *supervisors and controllers to be aware of communications systems limitations.*
- ◆ *training officers in correct procedures, wearing the correct personal protective equipment (PPE), and first aid; training;*

- ◆ *training in control and restraint techniques, training in firearms awareness, training in knife awareness, provision of personal protective equipment (PPE); and*
- ◆ *correct selection of officers, provision of correct training, monitoring of sickness reports, supervisors being aware of welfare requirements.*

Adrenalin factor

Officers responsible for the management, training and formation of police officers should continually impress upon them the need to consider their personal safety at times when this maybe compromised by public expectations and a sense of duty which drives them towards immediate action.

For many officers it may go against the grain to think of their own safety when an urgent response is required. But a heroic action which results in death or severe injury of an officer is no good for the force.

The messages which managers should seek to underline are simply the need:

- ◆ *to assess the risks involved before embarking upon any hazardous action;*
- ◆ *to consider whether it would be prudent to call for reinforcements or whether the task is more suitable for other emergency services; and*
- ◆ *to notify/consult control before taking action which might expose them to danger.*

Forces may wish to consider the need for altitudinal or awareness training in this area. For example managers responsible for organising beats might consider developing appropriate hypothetical situations or scenarios in order to convey this message to officers on patrol.

Personal protection

For most situations officers will rely upon their uniform and personal equipment for their personal protection. But situations will arise where they will need to be issued with specialised equipment (PPE), for example high visibility reflective jackets for dealing with traffic incidents or ballistic vests. It is essential that:

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- ◆ *this equipment should be well maintained readily available for issue when required;*
- ◆ *in the case of the more specialised equipment that officers receive training in its use; and*
- ◆ *most importantly, any equipment issued is used or worn.*

A further aspect of personal protection is the use of control and restraint techniques, especially in the use of side-handled batons and handcuffs. There is a need for regular training in these techniques.

First aid training

The degree of training given will depend on force policy. Advice on the application of the requirements of the first aid regulations made under the Health and Safety at Work etc Regulations 1974 is contained in Part F of Volume 2 (Guidance to Police Service Managers).

Officers on patrol

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1.	Preparation for patrol	Officer's safety at risk because of inadequate briefing		Supervisor <ul style="list-style-type: none"> ◆ to assess likely risks to officers' safety ◆ to ensure that all available relevant information is passed on to officers ◆ to consider the need for deploying officers in pairs or in greater concentrations ◆ to consider need for personal protective equipment (PPE) and to ensure that it is readily available 			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
2.	Officer on patrol	<p>Isolation Communications system failure</p> <p>Encountering the unknown and lack of immediate support</p> <p>Physical ill health and stress due to rigours and pressures of work</p>	<p>M/H</p> <p>M/H</p> <p>M/H</p>	<p>Controller;</p> <ul style="list-style-type: none"> ◆ to be aware of location and commitment ◆ to be aware of communications systems black spots <p>Officers at all times to be aware of their locations</p> <ul style="list-style-type: none"> ◆ Controller to ensure that new information is passed on to officers speedily ◆ Officers to be trained in assessing situations and in deciding where reinforcement is needed ◆ Officers to be trained in assessing situations and in deciding where reinforcement is needed ◆ Officers to inform controller before entering any potentially hazardous situation <ul style="list-style-type: none"> ◆ sickness and accident reports to be monitored to identify developing health problems ◆ supervisors to be aware of welfare requirements ◆ if required counselling arrangements to be offered for officers and their families 			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
3.	Dealing with actual & potentially violent confrontations	Death and personal injury	H	<p>Wherever possible before tackling offenders, especially in crowds, officer to:</p> <ul style="list-style-type: none"> ◆ assess risk of danger to himself ◆ to report situation and ◆ where necessary await reinforcements before tackling offenders <p>Officers to be trained in:</p> <ul style="list-style-type: none"> ◆ diffusing potentially violent situations ◆ control and restraint techniques ◆ firearms and knife awareness ◆ use and limitations of PPE ◆ first aid, according to force policy <p>According to level of risk officers to be issued with and to wear personal protective clothing (PPE)</p>			
4.	Dealing with traffic incidents	Being hit by moving vehicles		<p>Training in and observance of correct procedures</p> <ul style="list-style-type: none"> ◆ Provision and wearing of high visibility reflective clothing 			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
5.	Health hazards - infestation	Possibility of infestation, eg lice	M	Awareness training <ul style="list-style-type: none"> ◆ Limit physical contact with prisoners and other likely carriers ◆ delousing facilities, showers and changes of clean clothing to be available for prisoners in custody 			
6.	Health hazards - communicable diseases	Risk of HIV, hepatitis or other communicable disease	M/H	Provide awareness training in operational and hygiene precautions and on how to avoid contact with body fluids In handling and searching suspects: <ul style="list-style-type: none"> ◆ avoid being bitten or contact with body fluids; ◆ refrain from putting hands in suspect's pockets or property where needles may be hidden; and ◆ where possible use disposable gloves Inoculations to be maintained according to force vaccination policy Arrangements to be in place for: <ul style="list-style-type: none"> ◆ testing and treatment ◆ counselling of officers and families 			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
7.	Patrol on pedal cycle	Injury due to defects in cycle	L	Regular maintenance and inspection of equipment, especially brakes, tyres and lights			

Mobile patrol in marked police vehicles

Introduction

This section introduces a series of generic risk assessments (GRAB) on mobile patrol duties in marked police vehicles covering:

- ◆ *Common factors in mobile patrol duties*
- ◆ *Traffic officer duties*
- ◆ *Dealing with road traffic accidents (RTAs)*
- ◆ *Dealing with spillage of chemicals and other hazardous substances*
- ◆ *Incidents on a motorway or other major road*
- ◆ *Stop Check of heavy goods vehicles (HGVs)*
- ◆ *Motorcycle duties*
- ◆ *Multi-agency vehicle checks*

Whilst the GRAs are wide ranging they cannot of course cover all the activities that may arise in the course of mobile patrols, nor all the risks to which police officers or others may be exposed in these duties.

These assessments aim to cover:

- ◆ *most of the **foreseeable hazards** which arise in this area of work, and*
- ◆ *to suggest the kind of measures needed to remove or minimise the risk that they will result in harm.*

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It is hoped that police managers will find them helpful in constructing their own risk assessments. These will need to reflect local policy, circumstances and operational needs.

ACPO Guidance

Except in very broad terms the GRAs do not aim to replicate existing measures which stem from the implementation of current ACPO guidance and guidelines. They make general assumption that drivers are trained to the appropriate levels required for particular duties. The following materials have been drawn upon in preparing the GRAs:

- ◆ *May 1989 ACPO Police Driving Report published, containing recommendations on a variety of police driving problems.*
- ◆ *June 1995 ACPO Working Group Report on pursuits, which replaces the pursuits in the 1989 Report.*
- ◆ *Police Drivers and Motorcycle Manuals “Road Craft. “*
- ◆ *Standard National Motorway Manual*
- ◆ *Traffic Signs Manual*

The GRAs

GRA 2.1 Common factors in mobile patrol duties

GRA 2.1 aims to set out the hazards and risks which are applicable to all police driving duties and it should be read in connection with the specialist duties. Important features are:

- ◆ *the need for vehicles and officers to be clearly visible and identifiable when on the highway (conspicuity)*

The remainder focus on the hazards associated with specific duties.

GRA 2.2 Traffic officer duties

This GRA focuses on the hazards of driving at speed and vehicle pursuit. In considering its application to local situations managers are strongly advised to take account of the recommendations contained in the 1995 ACPO working group report on pursuits.

GRA 2.3 Dealing with RTAs

For such complex scenarios this GRA might seem very brief. But from the point of view of health and safety the important issues are:

- ◆ *to secure the scene around the accident so that neither officers nor the persons involved are at further risk from other vehicles; and*
- ◆ *to remind officers at the scene of the need to consider their own safety before taking action. Unless an officer is satisfied that he is competent to deal with a problem, such as removing an injured person from an unstable vehicle it is better to call out the fire or other emergency services.*

GRA 2.4 Dealing with the spillage of chemicals and other hazardous substances

This GRA comes with a health warning. The complexity of this type of hazard, and the dangers involved, are such that the police role should be limited:

- ◆ *to securing the site of the spillage until the fire brigade arrives to take control; and*
- ◆ *to reporting to control details of the location and contents of the spilled cargo to control, in terms of the Hazchem information displayed on the side of vehicles.*

To enable officers to read this information from a safe distance forces may consider equipping patrol vehicles with a set of binoculars. Many forces have also adopted a useful policy of issuing Hazchem information cards to mobile patrol officers which provide summaries of:

- ◆ *the basic actions to take in dealing with spillages of chemicals and hazardous substances; and*



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- ◆ *the significance of the different parts of the Hazchem information.*

Forces which do not already issue these cards may wish to consider doing so.

GRA 2.5 Incidents on motorways or other major roads

This GRA is not dissimilar to the one on RTAs, but with the added dimension of working in an environment with greater volumes of traffic moving at speed.

For any action to be carried out on a motorway reference should always be made to the provisions of the Standard National Motorway Manual as a basis for safety advice.

GRA 2.6 Stop-check of heavy goods vehicles

The hazards here are the risks of an accident in stopping an HGV, which may be travelling at speed on a busy highway, and in inspecting the vehicle.

In this case too it is important for the inspecting officer to have regard for his own safety.

GRA2.7 Motorcycle duties

This GRA seeks to be self-contained and contains much of the general considerations of GRA 2.1 adapted to the peculiar situations of motorcycle riding.

In preparing their own risk assessments for these duties forces should consider also the ACPO “Road Craft Manual” for motorcycle duties.

The GRA addresses a concern expressed by the Joint Working Group on Organisational Health and Welfare that the carriage of certain items of personal equipment might cause injury where a motorcyclist is involved in a traffic accident. It is suggested that if such items are carried on patrol, for example a side-handled baton, they should be attached to the motorcycle, as opposed to being carried by the officer.

GRA 2.8 Multi-agency vehicle checks

This deals with two kinds of inter-agency co-operation in checking vehicles:

- ◆ *where the police are assisting another agency, such as the Driver Vehicle Licensing Agency or the Vehicles Inspectorate to carry out checks of vehicles on the public highway; and*

- ◆ *where police checks of vehicles take place in a site belonging to another agency.*

In the first case the most important issue is for the agencies to plan the operation to minimise the chances of accidents.

Where the police are carrying out checks in the premises of another agency, using their equipment, it is important first to establish the safety rules and procedures which apply to the site, whether or not these are applied under a risk assessment.

Health and safety regulations which apply

Within the scheme of GRAs for mobile patrol duties there are several references to specific Regulations under the Health and Safety at Work etc Act 1974. Further information about these Regulations is contained in Part F of the Guidance to Police Service Managers. The main points are as follows:

Personal Protective Equipment Regulations 1992

The equipment which is most relevant in mobile patrol duties is the provision of:

- ◆ *high visibility reflective jackets (meeting requirements of class 3) so that officers can be clearly seen when they are directing traffic or attending incidents on the highway;*
- ◆ *good quality weather proof reflective clothing when they are working in cold or wet conditions; and*
- ◆ *in the case of motorcycle riders leathers, gauntlets and boots and helmets and visors (although strictly speaking these items are excluded from the scope of the PPE Regulations).*

It is important that these items conform to the relevant European standards, and that the reflective clothing is kept clean and readily available for use.

Manual Handling Operations Regulations 1992

These regulations are designed to prevent lower back and other injuries which can occur from lifting. This occurs:



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- ◆ *either because the items are too heavy for manual handling, or*
- ◆ *because the method of lifting is incorrect.*

The importance of training in correct lifting methods cannot be overstated. Mobile patrol officers can be called upon to do a good deal of lifting, especially in:

- ◆ *carrying cones and signalling equipment from vehicles;*
- ◆ *lifting bodies; and*
- ◆ *clearing debris from the road following accidents.*

In addition to providing training in correct lifting it is also important that officers should be instructed not to lift items which are too heavy, or which are so placed that lifting them would strain the system.

Health and Safety (First Aid) Regulations 1981

These Regulations provide minimal standards and require employers to:

- ◆ *provide first aid kits in the work place, whether this be static (eg offices or industrial premises) or mobile; and*
- ◆ *to ensure that there are personnel trained in first aid.*

To comply with the Regulations all patrol vehicles should carry appropriate personal/travelling first aid kits.

The modular guidance in Part F of Volume 2 sets out the current ACPO policy in relation to first aid training. Forces may consider that the nature of their duties is such that all mobile patrol officers, or at least certain categories, should receive some first aid training, and periodic retraining, to an appropriate level commensurate with risks to which they are normally exposed.

Mobile patrol in marked police vehicles

Common factors in mobile patrol duties

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1.	Selection and commissioning of vehicles	Risk of accidents due to:	M	Selection of Vehicles to be geared to task			
		◆ unsuitability of vehicle for allocated tasks					
		◆ poor internal design of customised fittings and equipment	M	Customised items to be fitted securely, avoiding projecting or sharp edges and allowing ease of access and egress			
		◆ lack of conspicuity	M	Vehicles to be clearly visible/identifiable with reflective livery and illuminated signs			
2.	Selection and training of officers	Injuries and accidents due to:	M/H	◆ Suitable selection procedures and on-going monitoring of performance			
		◆ unsuitability of officers for driving duties					
		◆ lack of training	H	◆ Comprehensive driver training			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
3.	Preparation for patrol and maintenance of vehicles	Injuries due to defects in vehicle	M	<ul style="list-style-type: none"> ◆ Before each shift inspect for tyre wear and damage; check lighting, illuminated equipment, audible warning instruments and brakes ◆ At end of shift report any defects to supervisor for appropriate action ◆ All vehicles to be inspected weekly ◆ Maintain programme of inspections and maintenance 			
4.	Radio communications	Inability to obtain assistance due to poor or lack of effective radio communications	H	<ul style="list-style-type: none"> ◆ Check transmission at start of each shift ◆ Where appropriate, vehicles to have common talk through capability, with hands free microphone ◆ Where reasonably practicable transmission capability to avoid/minimise blind spots 			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
5.	Loading of vehicles	Instability due to overloading and poor distribution and insecure stowing	M/H	<ul style="list-style-type: none"> ◆ Provide training in safe methods of manual handling of equipment ◆ Loading to conform to safe load for vehicle ◆ Equipment to be distributed evenly 			
6.	Emergency response and pursuit of vehicles	Danger of accident	M/H	Force orders to specify clearly levels of driver/vehicle response and authorization/control			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
7.	Arrest and transfer of detainees/suspects	<p>Violent attack</p> <p>Risk of HIV, hepatitis or other communicable disease from:</p> <ul style="list-style-type: none"> ◆ concealment of needles, etc on person or in back of vehicles by detained person ◆ spillage of blood or other body fluid in vehicle 	<p>M/H</p> <p>M</p> <p>L</p> <p>M</p>	<ul style="list-style-type: none"> ◆ Control and restraint and manual handling training ◆ Prisoners not normally to be transported in single crewed vehicles ◆ Awareness training ◆ Inoculations to be maintained according to force vaccination policy ◆ As practical search detained person before placing in vehicle ◆ After transportation carefully search vehicle in particular rear seat area ◆ Minor spillage to be removed using bio hazard disposal kit ◆ For major spillage vehicle to be isolated and spillage removed by specialist cleaner 			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
8.	General health hazards	<p>Exposure to inclement weather conditions for long periods</p> <p>Risk of accidents when dealing with incidents on the highway</p> <p>Fatigue and lack of impaired driver concentration from long hours duty</p> <p>High stress levels from attendance at traumatic RTAs</p>	<p>L</p> <p>H</p> <p>L</p> <p>M</p>	<p>Provide good standard of weather protective garments</p> <p>High visibility protective clothing to be worn</p> <p>Control to monitor drivers times</p> <p>Routine debriefing and availability of stress counselling after traumatic incidents</p>			

Mobile patrol in marked police vehicles

Dealing with road traffic accidents

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1.	Driving at speed	Accidents	H	<ul style="list-style-type: none"> ◆ Advanced level training and regular retraining to be given to all traffic officers ◆ Regular testing of day and night vision 			
2.	Vehicle pursuit	Risk of accident due to: <ul style="list-style-type: none"> ◆ environment - speed, road and weather ◆ adrenaline level of pursuing driver ◆ actions of other road users 	M/H L/M/H	<ul style="list-style-type: none"> ◆ Control to be notified of pursuit at early stage ◆ Control of pursuit to be assumed by control supervisory staff Drivers to drive within their competence level Attitudinal training			
3.	Overtaking and stopping of vehicle	Collision	H	Defensive driving training to be provided			

Mobile patrol in marked police vehicles

Dealing with road traffic accidents

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1.	Arrival at scene and making site safe	Collision from other vehicles	M	High visibility: <ul style="list-style-type: none"> ◆ displays on Police vehicles ◆ personal protective clothing to be worn 			
		Intrusion of other moving vehicles into accident work area	M	If required, station lookout with hand held warning signal Consider need to: <ul style="list-style-type: none"> ◆ close all or part of road ◆ erect cones and signs 			
2.	Dealing with accident	Risk of slips, trips, falls from debris or spillage on road	L/M	Consider need to illuminate scene at night			
		Injury from movement of vehicle	M/H	<ul style="list-style-type: none"> ◆ Assess stability and safety of vehicle and load before taking any action ◆ Consider issue and use of hard hats as protective head gear ◆ Consider need to call out other emergency services ◆ Officers to avoid action which might endanger their safety 			

Mobile patrol in marked police vehicles

Dealing with spillage of chemicals and other hazardous substances

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1.	Despatch to scene when chemical cargo spill is known or suspected	Contamination or injury from substances	H	<p>Consider:</p> <ul style="list-style-type: none"> ◆ Hazchem training for all police drivers ◆ carrying of Hazchem identification guide in all vehicles <p>Control to instruct vehicle crews to limit action to:</p> <ul style="list-style-type: none"> ◆ reporting exact position of spillage and details of Hazchem information immediately to control, with details of persons injured or trapped ◆ avoid engaging in rescue ◆ where appropriate control the scene until the arrival of senior officer or fire and emergency services <p>Fire Brigade to be contacted for attendance and management of ALL suspected chemical incidents</p>			



WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
2.	Action at scene	Contamination or injury from substances	H	<p>Approach scene up-wind and down gradient wherever possible</p> <p>Approach all suspect vehicles with great caution and only sufficiently near to read Hazchem or similar information displayed on vehicle - using binoculars if available</p> <p>Update control giving the following information:</p> <ul style="list-style-type: none"> ◆ exact location ◆ what is involved ◆ identification number of the substance ◆ specialist advice telephone number ◆ fire or spillage ◆ persons injured or trapped ◆ any other relevant information, eg company name, registration number etc <p>Keep public away. DO NOT engage in rescue</p> <p>Liaise with fire service personnel at scene</p>			

Mobile patrol in marked police vehicles

Incidents on motorway or other major road

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1.	Arrival at scene of incident	Risk of collision	M/H	<ul style="list-style-type: none"> ◆ Police vehicles to be placed in best defensive positions ◆ High visibility displays on police vehicles 			
2.	General hazards	<p>Risk of hearing damage from noise of vehicles</p> <p>Police personnel at risk by being on foot in motorway environment</p>	L/M H	<p>Consider regular hearing testing for all traffic officers:</p> <ul style="list-style-type: none"> ◆ on appointment, and at regular intervals <p>High grade PPE reflective to be provided and worn</p> <p>Consider need for:</p> <ul style="list-style-type: none"> ◆ officer to be designated as lookout and provided with warning device ◆ static warning signs to be erected ◆ closure of lanes/sections of highway 			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
3.	Traffic calming, slowing and stopping	Multiple shunt incidents resulting from police vehicles entering fast moving traffic flows to slow and stop traffic	M/H	<ul style="list-style-type: none"> ◆ Apply rolling road technique ◆ Where practicable provide talk through radio facility between vehicles 			
4.	Re-opening of carriageway	Accidents to personnel remaining on carriageway	M	Incident controller to ensure that all personnel are in vehicles or safe positions before re-opening road			

Mobile patrol in marked police vehicles

Stop-check of heavy goods vehicles

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1.	Stopping HGV	Risk of accident whilst: <ul style="list-style-type: none"> ◆ positioning police vehicle to indicate intention to stop, & ◆ taking up position at rear of HGV 	H/M	Training of police drivers in correct techniques			
2.	Remaining stationary on highway	Impact from rear by moving vehicles	M	<ul style="list-style-type: none"> ◆ Where possible, police vehicles to be parked in safe position to rear of HGV displaying hazard warning lights ◆ Where police vehicle has to stop in front of HGV, HGV hazard lights to be displayed ◆ Consider need for cones/signs 			
3.	Moving around scene	Risk of tripping/falling because of uneven/slippery surface/obstructions	M	At night or in bad visibility consider need to illuminate the scene			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
4.	Examining vehicle/load	Injuries arising from: <ul style="list-style-type: none"> ◆ movement of vehicle when inspecting underside ◆ hot exhaust systems ◆ fumes from exhaust ◆ dirt and grit falling from underside 	M	Ensure vehicle brakes properly applied and engine switched off Consider provision of: <ul style="list-style-type: none"> ◆ bumper hats, and ◆ protective goggles ◆ suitable gloves 			

Mobile patrol in marked police vehicles

Motorcycle duties

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1.	Selection and commissioning of motorcycles	Risk of accidents due to: <ul style="list-style-type: none"> ◆ unsuitability of motorcycles for tasks ◆ poor distribution of customised fittings ◆ carriage of officer's personal equipment ◆ lack of uniformity in controls ◆ lack of conspicuity 	M M M L M/H	<ul style="list-style-type: none"> ◆ Motorcycles to be selected according to the tasks they are to perform ◆ Customised items to be fitted securely and with regard to trim of cycle ◆ Any personal equipment likely to cause injury in case of accident to be attached to motorcycle ◆ Where motorcycles are shared by officers seek as far as practical to standardise controls ◆ Motorcycles to be clearly visible/identifiable with reflective livery and illuminated signs and blue lights 			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
2.	Selection and training of officers	Injuries and accidents due to: <ul style="list-style-type: none"> ◆ unsuitability of officers for motorcycle duties ◆ lack of training ◆ accidents during training 	M/H	<ul style="list-style-type: none"> ◆ Suitable selection procedures and on-going monitoring of performance ◆ Comprehensive driver training ◆ Ensure that trainees are provided with adequate protective clothing 			
3.	Preparation for patrol and maintenance of vehicles	Injuries due to defects in vehicle	M	<ul style="list-style-type: none"> ◆ Before each shift check for the tyre wear or damage; check lighting, and illuminated equipment and brakes ◆ At end of shift submit report on any defects to supervisor for appropriate action ◆ All motorcycles to be inspected weekly ◆ Maintain programme of inspections and maintenance, according to manufacturer's specifications 			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
4.	Radio communications	Inability to obtain assistance due to poor or lack of effective radio communications	H	<ul style="list-style-type: none"> ◆ Check radio transmission at start of each shift ◆ Where appropriate, all vehicles to have common talk through capability, with hands free microphone ◆ Where reasonably practicable transmission capability to avoid/minimise blind spots 			
5.	Loading of vehicles	Instability due to overloading and poor distribution of equipment	M/H	<ul style="list-style-type: none"> ◆ Loading to conform with safe load for motorcycle ◆ Equipment to be distributed evenly 			
6.	Emergency response and pursuit of vehicles	Danger of accident	M/H	Force guidance to specify clearly levels of rider/motorcycle response/authorization			

Mobile patrol in marked police vehicles

Multi-agency vehicle checks

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1.	Preparation for check on highway	<p>Accidents arising from:</p> <ul style="list-style-type: none"> ◆ unsuitability of site for check ◆ unclear command structure 	<p>M</p> <p>L/M</p>	<p>Ensure that site is suitable for type of check to be carried out taking into account:</p> <ul style="list-style-type: none"> ◆ type and volume of vehicles to be checked ◆ speed of vehicles approaching site ◆ visibility and driving conditions <p>At pre-check briefing with other agency/agencies involved ensure clear line of command and that movement of vehicles is under police control</p>			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
2.	Setting up site of highway check	<p>Manual handling injuries from carrying and positioning cones, signs and barriers</p> <p>RTAs from poorly positioned:</p> <ul style="list-style-type: none"> ◆ officers directing traffic into site ◆ signs and cones and barriers <p>Being run over by moving vehicle - during brake test</p>	<p>M</p> <p>L/M</p> <p>M/H</p>	<p>Assess handling task and provide any necessary training lifting procedures</p> <p>Position of officers, signs and cones and barriers to take account of:</p> <ul style="list-style-type: none"> ◆ requirements of chapter 8 of Traffic Signs Manual ◆ visibility and driving conditions ◆ speed of vehicles approaching site ◆ type of vehicles to be checked <p>Ensure that vehicle wheels are chocked</p>			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
3.	Preparation for checks on site of agency	Injuries from unknown hazards and unfamiliar equipment	M/H	Consult the controller of the site to identify hazards by: <ul style="list-style-type: none"> ◆ reference to site risk assessment (under health and safety at work) ◆ site operating procedures ◆ on/site inspection Establish clear command structure on control and use of equipment			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
4.	Vehicle inspection at agency site using inspection pit or ramp	<p>Fire</p> <p>Slip, trips and falls</p> <p>Accidents through: ◆ vehicle slipping into pit ◆ falling from ramp ◆ person being struck by reversing vehicle</p> <p>Striking head</p> <p>Particles entering eye</p> <p>Carbon monoxide or other poisoning due to inhalation of exhaust fumes</p> <p>Failure of ramp</p>	<p>M</p> <p>L</p> <p>L</p> <p>M</p> <p>M</p> <p>M/H</p> <p>L</p>	<p>Prohibit presence of fuels or other combustible materials within vehicle pit</p> <p>Ensure that ◆ stair treads are safe before use, and ◆ pit area is well lit ◆ consider provision of low voltage inspection lamps where lighting in pit is insufficient</p> <p>Vehicle to be guided onto and from pit</p> <p>Head protection to be worn</p> <p>Consider use of goggles</p> <p>Ensure that vehicle engine is switched off during inspection</p> <p>◆ Check certification and inspection and maintenance records ◆ carry out visual check</p>			

Custody duties

Introduction

This attached generic risk assessment (GRA) deals with the hazards which arise in the custody of detainees. It covers significant hazards to which staff may be exposed in:

- ◆ *the processing of detainees on their arrival in the custody suite; and*
- ◆ *in their subsequent care and management whilst they are in custody.*

The preparation of this GRA has taken into account some of:

- ◆ *the requirements of the Police and Criminal Evidence Act 1984 (PACE) and the accompanying Codes of Practice; and*
- ◆ *the conclusions of the 1993 report prepared by the Home Office Steering Group on Custody Officers ¹*

The references to PACE apply, of course to policing in England and Wales. For Scotland these notes will need to be read in conjunction with the corresponding Scottish law and procedures.

Health and safety of prisoners

The GRA does not address specifically the health and safety of detainees. Although the Health and Safety at Work etc. Act 1974 requires employers to ensure, so far as is reasonably practicable, that other persons affected by their undertaking are not exposed to health and safety risks, it is considered that the observance of the PACE Codes of Practice and other relevant guidance provides sufficient protection.

¹ Report of the Steering Group on Custody Officers, circulated to chief officers of police on 6 July 1993

RISK ASSESSMENT

The hazards

The principal hazards which may arise in the custody suite are:

- ◆ *being attacked by disturbed or violent detainees and those under the influence of drink or drugs; and*
- ◆ *the danger of being infected by a communicable disease or infestation.*

The control measures suggested are based on standard good practice. They depend too upon the adequacy of the premises and the availability of sufficient trained personnel.

Dealing with violent detainees

Training and PPE

It is important that custody staff should:

- ◆ *be trained in self defence, restraint techniques and the use of reasonable force, and that they receive on-going refresher training;*
- ◆ *have readily available appropriate personal protective equipment (PPE) to enable them to deal with violent detainees, and be trained in its use;*
- ◆ *be vigilant to remove any items which detainees may use as weapons; and*
- ◆ *receive adequate first aid training. The requirements of the Health and Safety at Work (First Aid) Regulations 1981 are set out in Part F of Volume 2.*

Role of civilian staff

In the handling of violent persons it should be borne in mind that civilian staff are empowered to use reasonable force only in limited circumstances. This may have implications for the policing of cell blocks and, crucially, for the safety of the Custody Officer and his or her support staff. *The Report of the Steering Group on Custody Officers* discussed this issue in the following terms:

53. The questions of restraint and the searching of detainees are extremely important in the context of the civilianisation of custody duties, raising as it does the issue of chief officers' and police authorities' susceptibility to action in the civil courts in the wake of alleged assaults on detainees by civilian gaolers.
54. Code C, paragraph 8.9, allows a Custody Officer to use reasonable force, if necessary, for the following purposes:
 - (i) to secure compliance with reasonable instructions, including instructions given in pursuance of the provisions of a code of practice; or
 - (ii) to prevent escape, injury, damage to property or the destruction of evidence.

The Steering Group is satisfied that the use of force in these circumstances is limited to *police officers* and cannot be exercised by civilian detention officers in their own right.

55. However, legal advice tendered to the Steering Group suggests that, whilst there is no specific authority to be found either in PACE or the Codes of Practice, if the use of force by a civilian is confined to assisting a police officer at his or her direction with the reasonable restraint of a person in custody it probably does not constitute a breach of the Act or the Codes. This view is supported by a reference to the common law, where it is still an indictable misdemeanour to refuse to aid and assist a constable in the execution of his duty when called upon to do so, if the person so called is capable of helping and has no lawful excuse for refusing.
56. Given the uncertainty surrounding this area, the Steering Group would advise that the exercise of restraint and the routine searching of detainees by civilians are considered very carefully by chief officers. As matters stand, it would be inadvisable

RISK ASSESSMENT

to include such functions in the job description for a member of civilian staff. A civilian officer would, of course, be entitled to use force on his or her own account in self-defence if he or she was attacked by a detainee.

57. The Steering Group recommends that civilian detention officers should be:

- supported by an adequate training programme;
- provided with a uniform that is distinguishable from that worn by a police officer; and
- dedicated to duties within the custody suite.

The conclusions to be drawn from this is the importance that:

- ◆ *all custody staff are aware of the limitation on the use of reasonable force by civilian staff; and*
- ◆ *that staffing levels in the custody areas afford safety and security.*

Records

The demonstration of violence by a suspect should be brought to the attention of the Custody Officer and also to:

- ◆ *all other custody staff when they come on duty; and*
- ◆ *any police station or prison to which the detainee might be transferred.*

In the latter case this should be done by completing a form POL 1. The form should be used also in respect of other exceptional risk detainees, including those suffering from physical or mental illness.

Communicable diseases

Guidance on the handling of detainees suspected of suffering from HIV, hepatitis and other serious transferable diseases is contained in Part F of Volume 2.

Extreme care should be taken to avoid needle-stick injuries and close physical contact with detainees.

Where staff are bitten or receive a needle-stick injury it is important that, in addition to medical tests and treatment, they and their families should have access to psychological counselling.



Custody duties

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1.	Handling, moving and care of violent detainees	Personal injury	M/H	<p>All custody staff to be trained in:</p> <ul style="list-style-type: none"> ◆ self defence, restraint techniques and use of reasonable force ◆ first aid ◆ manual handling <p>Personal protective equipment to be kept on site and readily accessible. Custody records (POL1) to be marked if prisoner is of extremely violent nature</p> <p>Lighting in cells and custody area to be sufficient to afford a good working level of illumination</p> <p>Consider installation of closed circuit television</p>			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1. cont.	Handling, moving and care of violent detainees (continued)			Where practicable, furniture and items of equipment should be made secure Alarm devices to be installed in charge desk area and cell block passages			
2.	Handling detainees and exposure to communicable diseases and infestation	Risk of infection	M/H	<ul style="list-style-type: none"> ◆ Full training to be given in the care of detainees suspected of being HIV positive or with hepatitis and other infectious diseases and infections, and in use of the appropriate control measures ◆ COSHH assessment to be carried out for infectious diseases and infestations, including blood and body-fluid borne biological agents 			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
2. (Cont)				Assessments and control measures, ie suitable PPE, spill packs and disinfectants to be available ◆ All officers to be vaccinated according to force immunisation policy and vaccinations to be kept to date ◆ In the event of staff contamination occurring from bite to sharp injury, as an addition to medical care, welfare counselling to be made available ◆ Custody Officer to have authority to call Police Surgeon if necessary ◆ Custody records (from POL1) to be completed if detainee is suspected of being infectious			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
3.	Interviewing detainees	Violent attack	L/M	<ul style="list-style-type: none"> ◆ Where detainee is likely to be violent at least one officer to be present at interview ◆ Alarm devices to be installed in interview room, or personal alarm system to be used ◆ If possible furniture and items of equipment should be made secure 			
4.	Searching detainees	Possibly of contact with infected needles secreted in clothing	M	<ul style="list-style-type: none"> ◆ Searching only to be carried out by trained personnel ◆ Lighting in search areas to be of an adequate level 			
5.	Dealing with detainees' property	Possibility of property retained by detainee being used as a weapon or for self injury	M	All articles which could or may be used for self injury or as a weapon to be removed prior to placing prisoner in cell			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
6.	Finger printing	Inks and cleaners used in fingerprinting may cause allergic reactions	L	COSHH assessment to be carried out on all chemicals used and hazard data sheets to be available to custody staff			
7.	Photographing	Possible violence due to detainees having access to equipment capable of being used as a weapon: eg, camera; camera tripod	L/M	Potentially violent detainees to be accompanied during photography			
8.	Supervising detainees' ablutions	Violence - because shaving provides detainees with potential weapons	L	Disposable razors to be issued and to be inspected on return for completeness			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
9.	Supervising detainee smoking	Fire	L	<ul style="list-style-type: none"> ◆ Smoke alarms to be fitted to cells where smoking is permitted. ◆ All matches and other means of fire-making to be removed from detainees prior to being placed in cells ◆ Training in basic fire-extinguishing to be given to all custody staff ◆ Fire exit routes to be clearly marked ◆ Emergency evacuation plan to be in place and regularly exercised by staff ◆ All new custody staff to read current plan and be made familiar with position of fire extinguishers 			
10.	Supervising detainees meals	Assault with utensils and hot/ scalding food and drinks	L	<ul style="list-style-type: none"> ◆ Use plastic containers and cutlery ◆ Wear gloves 			

Self defence Aerosol incapacitants

Introduction

This section introduces generic risk assessments (GRAs) on aerosol incapacitants covering:

- ◆ GRA 5.1 *Aerosol incapacitants -training and operational use*
- ◆ GRA 5.2 (COSHH) *Generic COSHH assessment for the 5% CS spray in operational use*
- ◆ GRA 5.3 (COSHH) *Generic COSHH assessment for the 3% CS spray used in training*

As indicated by their titles GRAs 5.2 and 5.3 have been prepared in accordance with the requirements of the Control of Substances Hazardous to Health Regulations 1994. Further information about these Regulations may be found in Module 1 in Part F of Volume 2 (Health and Safety Guidance for Police Service Managers).

The Guidance takes as its starting point the ACPO guidance which was issued in March 1996 at the start of the trials in the use of CS sprays which took place in a number of forces. Following the decision to make these incapacitants generally available to police forces this guidance has been revised to take account of the experience gained during the trial. It now includes a section on health and safety which incorporates the GRAs.

Storage and distribution of incapacitants

The two COSHH GRAs contain detailed requirements in relation to the storage and disposal of the CS canisters, and dealing with spillages. These provisions should be studied carefully and adapted as necessary to local circumstances.

The fact that the **operational** canisters are classified as highly flammable and subject to certain controls under the petroleum legislation is particularly important. Forces should consult their local fire authority for advice on the arrangements for storing larger

RISK ASSESSMENT

quantities of these canisters, and also to ascertain whether their arrangements will need to be licensed under the Petroleum (Consolidation) Act 1928.

Cannisters should always be stored in the upright condition. Manufacturers have alerted the Home Office that storing cannisters on their sides or upside down could lead not only to leakage of the device, but could cause an operational failure of the device.

A suitable standard of storage for CS canisters can be found by adopting the standards given in the Health and Safety series booklet *HS(G)51 - The storage of flammable liquids in containers*, published by HMSO. Although this guidance specifically exempts liquids in aerosols and pressurised containers it was nonetheless suitable because of the classification of the canisters under the firearms legislation.

Issue of canisters

GRA 5.1 stresses the need to recognise that the canisters are classified as weapons under section 5 of the Firearms Act 1968.

For security purposes and to maintain audit trail it recommends that the canisters:

- ◆ *should be numbered and issued to officers on personal basis; and*
- ◆ *should be stored on police premises and signed for on issue and return.*

After-care of subjects

GRAs 5.1 and 5.2 reflect the ACPO general guidance. It is obviously important that officers who are issued with CS sprays should know what to do to make a subject safe after he has been restrained. Whilst these safety measures will have been covered in training, because of their complexity they can easily be forgotten. Managers and supervisors may wish, therefore, to develop procedures to ensure that the information has been retained. They may, for example, consider that it would be helpful to issue officers with a small laminated card containing the information.

Reporting under RIDDOR

The use of CS spray is no different from that of other personal protective equipment (eg a baton) and if a subject is taken to hospital or in the extremely unlikely event of the subject's death after being sprayed it is important that a report be sent to the Health and Safety Executive, as required under the *Reporting of Diseases and Dangerous Occurrences Regulations 1995*. Guidance on RIDDOR is contained in Part D of Volume 2.

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
4.	After-care of subject who has been sprayed	Trauma and adverse reactions from being sprayed	L/M	<p>General procedures</p> <ul style="list-style-type: none"> ◆ ensure that restraint methods used and position in which he is placed does not adversely affect breathing - especially important in case of persons who are obese or under influence of drugs or alcohol; ◆ remove subject to uncontaminated area and expose to cool fresh air and provide reassurance that the effects of the spray are temporary; ◆ instruct subject to breathe normally, to keep eyes closed as long as necessary and not to rub eyes or face; ◆ if subject is having difficulty in resuming normal breathing or if other adverse reactions are observed obtain medical assistance immediately ◆ on arrival at police station or other suitable location ascertain if subject wears contact lenses and if so allow to remove lenses. <p>Advise control that person has been sprayed with CS and arrange for subject to be examined by police surgeon on arrival at police station</p>			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
4.	After-care of subject who has been sprayed (<i>continued</i>)		L/M	<p>Effects of CS will normally wear off within 15 minutes of removal from contaminated area. If reactions persist, proceed as follows:</p> <ul style="list-style-type: none"> ◆ If symptoms persist or if subject requests it arrange for medical attention to be provided, in consultation with police surgeon. ◆ Closely monitor subject throughout the recovery period. If detained in a cell subject should be subject to same type of cell supervision as provided for detainees who are under influence of alcohol or drugs. 			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
4. (Cont)				<p>First Aid If reactions persist proceed as follows:</p> <p>Skin - Wash off skin thoroughly with copious amounts of cool tap water. Remove contaminated clothing and wash before re-use. In severe cases, obtain medical attention.</p> <p>Eyes - Irrigate thoroughly with water or saline solution for at least 10 minutes. Irrigation to be carried out only by police surgeon or other personnel trained in eye irrigation procedures. If discomfort persists obtain medical attention.</p> <p>Lungs - Remove from exposure, rest and keep warm. In severe cases obtain medical attention.</p> <p>Mouth - If solvent has entered the mouth wash out mouth thoroughly with water and give plenty of water to drink.</p>			

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
5.	Accidental contamination of third party	Trauma and adverse reactions from being sprayed	L/M	<ul style="list-style-type: none"> ◆ Ensure all officers have received appropriate training ◆ Apply after-care procedures and first aid as necessary (see after-care of subjects) ◆ Arrange for person to be examined by a medical practitioner as soon as practical after an incident ◆ Full details of the person should be taken. Where subject is taken to hospital, report to be submitted to HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 			

GENERIC COSHH ASSESSMENT

Aerosol CS Incapacitants Operational CS Spray

GRA 5.2 (COSHH)

NAME OF SUBSTANCE/PROCESS	OCCUPATIONAL EXPOSURE LIMIT (for MIBK)	
	Long term	Short term
<p>Monojet aerosol spray (30 cc) containing lacrymator composition comprising: CS - orthochlorobenzylidene malononitrile 5% wt/vol solvent: 4 - methypenton - 2 - one (methyl isobutyl ketone MIBK) propellant: nitrogen</p>	50 ppm	100 ppm
<p>DESCRIPTION OF USE</p> <p>Use as an incapacitant by police officers</p>		
<p>HAZARDS</p> <p>Toxic Harmful by ingestion and inhalation</p> <p>Corrosive Not corrosive</p> <p>Dust Not applicable</p> <p>Irritant Irritating to skin, eyes and respiratory tracts. Degreases. Causes irritation and damage if taken internally</p> <p>Flammable Highly flammable : Flash point 17°C</p>		
<p>RISK ASSESSMENT</p> <p>Risk of fire if stored unsuitably.</p> <p>Irritant to skin, eyes and respiratory tract by direct contact.</p>		
<p>EXPOSURE (for MIBK)</p> <p>18-68ppm Based on 15 minute time waited average and a one second spray in enclosed space</p>		
<p>STORAGE ARRANGEMENTS</p> <p><u>Canisters should always be stored in the upright condition</u></p> <p>Risk of fire if stored unsuitably or sprayed at naked flame</p>		

RISK ASSESSMENT**STORAGE ARRANGEMENTS**

The storage arrangements need to take into account:

- ◆ that the canisters are classified as firearms under section 5 of the Firearms Act [1968]; and
- ◆ in accordance with the special requirements of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 (HFL Regulations), and HSE guidance booklet HSG 51 on the storage of flammable liquids in containers

The local Fire Authority should be consulted on the proposed arrangements, who will advise on whether the arrangements for the storage of larger quantities will require to be licensed under the Petroleum (Consolidation) Act 1928.

For storage of less than 14 litres of substance (460 canisters)

Exempt from the Act.

For storage of less than 50 litres of substance (1666 canisters)

Up to 50 litres may be stored in a workroom in a suitably placed bin or cupboard of half hour fire resisting standard which complies with certificate of Approval No 1 of the HFL Regulations (Form F 2434) and is labelled Highly Flammable.

For storage for more than 50 litres but does not exceed 270 litres of substance

All highly flammable liquid should be stored in a secure storeroom which is either in a safe position or in a fire-resisting structure which complies with Certificate of Approval No 1 (Form F 2434).

Naked flames and smoking should be prohibited in storage areas. Depending upon the views of the licensing authority the canisters may need to be stored in a locked, ventilated, metal bin outside the premises. Where even greater quantities are kept it may be necessary to provide a properly constructed petroleum store, details of which would be provided by the licensing authority.

Storage of empty or partly used canisters and those retained as exhibits for evidential purposes

The storage of these should comply with that of full canisters.

FIRE PRECAUTIONS

Highly flammable product
 Extinguishing agent: CO₂, powder. Avoid sprayed water
 Decomposition may give rise to multivalent toxic products.

SPILLAGES

Precautions - shut off all sources of ignition. Ventilate the room or area in which the spillage has occurred if safe to do so.

After ventilation, absorb on an inert absorbent, transfer to container and arrange removal by a disposal company. Wash site of spillage thoroughly with water and detergent.

If remedial action is not possible, call fire brigade and report nature of substance involved.

If material has entered drains inform local authority.

DISPOSAL ARRANGEMENTS

Disposal of empty, partly-used or defective canisters

Special arrangements should be made for their safe disposal, such as using a licensed waste-disposal contractor. Upon request the supplier can also assist with their disposal.

FIRST AID INFORMATION

General procedures

After subject has been sprayed:

- ◆ ensure that restraint methods used and position in which he is placed does not adversely affect breathing - **especially important in case of persons who are obese or who are, or have been recently under influence of alcohol or drugs;**
- ◆ remove subject to uncontaminated area and expose to cool fresh air and provide reassurance that the effects of the spray are temporary;
- ◆ instruct subject to breathe normally, to keep eyes closed as long as necessary and not to rub eyes or face;
- ◆ if subject is having difficulty in resuming normal breathing or if other adverse reactions are observed obtain medical assistance **immediately**
- ◆ on arrival at police station or other suitable location ascertain if subject wears contact lenses and if so allow to remove lenses.

Advise control that person has been sprayed with CS and arrange for subject to be examined by police surgeon on arrival at police station.

The effects of CS normally wear off within 15 minutes on removal from contaminated area. If reactions persist proceed as follows:

If symptoms persist or if subject requests it arrange for medical attention to be provided, in consultation with police surgeon.

Close monitoring of subject throughout the recovery period is important. If detained in a cell subject should be subject to same type of cell supervision as provided for detainees who have been under the influence alcohol or drugs.

RISK ASSESSMENT

First aid treatment

Skin Wash off skin thoroughly with copious amounts of cool tap water or sterile saline solution. Remove contaminated clothing and wash before re-use. In severe cases, **obtain medical attention.**

Skin Wash off skin thoroughly with copious amounts of cool tap water or sterile saline solution. remove contaminated clothing and wash before re-use. In severe cases, obtain medical attention.

Eyes Irrigate thoroughly with water or saline solution for at least 10 minutes. **Irrigation to be carried out only by police surgeon or other personnel trained in eye irrigation procedures.** If a trained person is not available or discomfort persists the subject should be taken to the nearest casualty department.

Lungs Remove from exposure, rest and keep warm. **In severe cases obtain medical attention.**

Mouth If solvent has entered the subject’s mouth wash out mouth thoroughly with water and give plenty of water to drink. **Obtain medical attention.**

RESTRICTIONS ON USE

Training ♦ To be used for training solely under the direction and control of an instructor approved to train officers in the use of CS incapacitants.
 ♦ Not to be sprayed directly at trainees.

Operational To be issued only to officers who have been trained and certified in its use by an approved instructor.

CONTROL MEASURES

See separate generic risk assessment.

CERTIFICATE

Assessment carried out by

Position

Date of Assessment

Signature

Review date



GENERIC COSHH ASSESSMENT**Aerosol CS Incapacitants
Operational CS Spray****GRA 5.3 (COSHH)**

NAME OF PREPARATION	MAXIMUM EXPOSURE LIMIT (for dichloromethane)	
CS based personal defence aerosol containing CS - orthochlorobenzylidene malononitrile) 3% wt/vol solution: dichloromethane(methylene chloride) propellant: R134A	Long term	Short term
DESCRIPTION OF USE For familiarising police officers with the effect of CS in course of training in the use of aerosol incapacitants.	200 ppm	400 ppm
HAZARDS Toxic Harmful by ingestion and inhalation Corrosive Not corrosive Dust Not applicable Irritant Irritating to eyes, mucous membranes and respiratory tracts. Flammable Non flammable Flash point: not applicable	100 ppm	300 ppm
RISK ASSESSMENT Irritant to skin, eyes and respiratory tract by direct contact.		
EXPOSURE (for dichloromethane) By user/by subject 2/82 ppm Based on exposure in open, ventilated area and spray is used as directed for training, ie sprayed immediately above ground and not directly at chest or face of individual		
STORAGE ARRANGEMENTS Cannisters should always be stored in the upright condition The storage arrangements need to take into account that the canisters are classified as firearms under section 5 of the Firearms Act 1968.		

RISK ASSESSMENT**Storage of empty or partly used canisters and those retained as exhibits for evidential purposes**

The storage of these should comply with that of full canisters.

SPILLAGES

Precautions - shut off all sources of ignition. Ventilate the room or area in which the spillage has occurred if safe to do so.

After ventilation, absorb on an inert absorbent, transfer to container and arrange removal by a disposal company. Wash site of spillage thoroughly with water and detergent.

If remedial action is not possible, call fire brigade and report nature of substance involved.

If material has entered drains inform local authority.

FIRE PRECAUTIONS

Do not puncture or burn, even when empty.

DISPOSAL ARRANGEMENTS**Disposal of empty, partly-used or defective canisters**

Special arrangements should be made for their safe disposal, such as using a licensed waste - disposal contractor. Upon request the supplier can assist with their disposal.

FIRST AID INFORMATION

Expose to open air. Effects of CS normally wear off within 15 minutes. If reactions persist proceed as follows:

Skin Rinse off using copious amounts of cool tap water or sterile saline solution at an early stage. Avoid use of cleansing milk and any fatty substance on skin.

Eyes Irrigate thoroughly with pure water or a saline solution for at least 10 minutes. Irrigation to be carried out only by police surgeon or other personnel trained in eye irrigation procedures. If a trained person is not available or if discomfort persists the officer should be taken to the nearest casualty department.

Lungs Remove from exposure, rest and keep warm. In severe cases seek medical attention.

Mouth If solvent has entered the subject's mouth wash out mouth thoroughly with water and give plenty of water to drink.

RESTRICTIONS ON USE

- ◆ To be used for training solely under the direction and control of an instructor approved to train officers in the use of CS incapacitants.
- ◆ Not to be sprayed directly at trainees.

CERTIFICATE

Assessment carried out by

Position

Date of assessment

Signature

Review date

