

Dog handling duties

Introduction

This section introduces generic risk assessments (GRAs) on police dog handling duties and covers:

- ◆ *Dog and dog handler training, including the following activities:*
 - ◆ *criminal work training*
 - ◆ *manwork training and handling activities*
 - ◆ *contact with dog activities*
 - ◆ *use of training equipment*
 - ◆ *other dog handling and training tasks*
 - ◆ *dog care*

- ◆ *Operational duties; and*

Whilst the assessments seek to be comprehensive, they cannot relate to all hazards which a dog handler may encounter in the course of his duties. The officer in charge of a Force Dog Section will need to consider the extent to which the contents of the GRAs are applicable to local circumstances before incorporating them into his own risk assessment.

Training

For training purposes a dog handler and his dog are regarded as a team. Currently their training is normally carried out in accordance with the guidance manuals:

- ◆ *Police dogs: training and care, prepared by the Home Office Standing Advisory Committee on Police Dogs; and*

- ◆ *Explosive search dogs*

RISK ASSESSMENT

The GRAs are based on these guidelines. The training and care manual has recently been revised by the Home Office Standing Advisory Committee and at the time of writing, arrangements were in hand for it to be issued to forces on 4 October 1996. Further information about the review and when the new guidance will be available may be obtained from the Committee's Secretary, Inspector R L Gibson, Durham Constabulary (Tel 0191 375 2106).

First Aid

A police dog is trained to restrain a suspected offender by gripping his (or her) clothing at the wrist or forearm, with the obvious risk that the suspect might be bitten. To enable dog handlers to deal with such bites and other injuries to which they, their dogs and suspects might normally be exposed it is recommended that all police dog vehicles should be equipped with comprehensive first aid kits and that handlers are trained (and retrained) to a suitable level of competence. This would enable the force to comply with the Health and Safety (First Aid) Regulations 1981, the requirements of which are contained in Module 9 in Part F of Volume 2 (Health and Safety Guidance for Police Service Managers).

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--|--|-----------------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 2. (cont) | <ul style="list-style-type: none"> ◆ Gun attack exercise ◆ Person search (Dog locates "criminal" and barks) ◆ Stand off exercise (Dog breaks off attack to circle & bark) | | | <ul style="list-style-type: none"> ◆ Awareness training in importance of giving correct body language to dog ◆ Exercises to be carried out under direction of instructor or other experienced handler | | | |
| 3. | Crowd control exercise | Dog bites handler or members of public due to crowd hostility | M/H | Crowd to be warned that dog is to be deployed and may attack if threatened | | | |
| 4. | Gun attack exercise | <p>Incorrect timing may injure dog; dog bites on unpadded arm impact injury from collision with dog; hearing damage from gun blast.</p> <p>Hearing damage from blank/live ammunition blast.</p> | <p>M/H</p> <p>M/H</p> | <p>Training to achieve correct timing during attack, and how to prevent dog from attacking unpadded arm; stance to prevent impact injury</p> <p>Awareness instructions re effects of live/blank ammunition blast.</p> | | | |
| 5. | Person search. (Dog locates "criminal" and barks). | <ul style="list-style-type: none"> ◆ Dog bites handler or "criminal" due to hostility/threats ◆ Bite injury if dog confuses situation with "straight chase or stand off exercise". | M | PPE assessment to ensure appropriate protective equipment provided and used. | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--------------------------------------|---|-----------------|---|-------------|----------------------------|-----------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 6. | Tactical firearm support | Dog startled by use of firearm and attacks "criminal" or firearms officer hearing damage from discharge of firearms | M/H M | Training to be given: ◆ deploying dog in close proximity to Firearms Team ◆ on effects of firearms use (live and blank ammunition) ◆ noise assessment to be carried out and, where appropriate, ear defenders to be provided and worn. | | | |
| 7. | Use of training equipment. | Injuries from incorrect selection and use of equipment supplied for training or dog control purposes (inc, protective sleeves; restraining devices etc) | L | Information, instruction and training in correct selection, use and storage of equipment | | | |
| 8. | Training in tackling | Injuries from uneven/ unknown terrain, inclement weather etc. | M/L | Appropriate footwear and protective clothing to be provided and worn | | | |
| 9. | Other training or dog handling tasks | Deployment of dog/handler in human remains search. Buildings search | M H/M | Awareness training of infection risks from rotting corpses (pork/animals etc) and safe use of equipment for search. See GRA 10 for action required. | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|-------------|--|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 9. (Cont) | | Deployment of dog/handler to search for explosives and post/suspected bomb scene | H/M | Awareness training and safe system of work taking account of explosive Search and GRA 10 (Searching). | | | |

Dog Handling Duties

Operational dog handling

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---|--|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | <ul style="list-style-type: none"> ◆ Tracking at scene of crime, or ◆ carrying out searches for property or missing persons | Injury to handler whilst tracking through uneven ground, woodlands; scrub, gardens, buildings etc | M | Dog handler: <ul style="list-style-type: none"> ◆ to be made aware of environmental hazards ◆ provided with appropriate protective footwear and clothing | | | |
| 2. | Searching buildings and other sites for escaping suspects | Exposure of dog to unseen hazards and dangers eg machinery, exposed electrical power, lift shafts, corrosive liquids containers, entry on to railway tracks, etc | M/H | <ul style="list-style-type: none"> ◆ Dog should never be worked freely where such danger may be anticipated by the handler ◆ If in doubt, use the dog lead. | | | |
| 3. | Night time tracking | Risks from unseen hazards increased by poor visibility at night. | M/H | Handler must take particular care in the identification of hazards at night and obtain as much information about the vicinity prior to commencing the search. | | | |
| 4. | Operations in company of other police officers | Possibility of police dog biting suspect, other officer or member of the public | M | <ul style="list-style-type: none"> ◆ Awareness training for police officers of the role of dog/ dog handler in operational policing | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---|---|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 4. (Cont) | | | | <ul style="list-style-type: none"> ◆ Dog handler to give proper warning to "remain still" to individual whom dog is barking at, as dog is trained to bite a moving suspect ◆ Handler to warn officers in the vicinity to keep clear of the direction of the track. If practicable, arrange for area of track to be cordoned off to keep the area secure | | | |
| 5. (Cont) | Use of police dogs in public disorder situations and crowd control. | Possibility of police dog feeling threatened by size of crowd or circumstances and therefore: <ul style="list-style-type: none"> ◆ less susceptible to handler's control, and ◆ liable to attack members of public. | M | Dogs should not generally be used: <ul style="list-style-type: none"> ◆ at political and industrial rallies, or ◆ inside football and other sports ground other than for securing ground or premises Decision to deploy dogs should be taken by senior officer responsible for policing event in consultation with dog handler's supervisor Only reasonable force to be used | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---|---|-------------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 5. (Cont) | | | | Supervisors to be made aware that using dogs in disorder situations is a sensitive matter and assessment of dog's capabilities/limitations must be left to handler's discretion Dog to be kept on lead at all times Public warnings to be given before dogs are to be deployed | | | |
| 6. | Transport of dogs | Hearing damage from barking of dogs | M | <ul style="list-style-type: none"> ◆ Assess risk and, where appropriate, hearing protection to be provided and worn ◆ Consider how to deaden or reduce sound within vehicle | | | |
| 7. | Use of Dog for public relations work, eg in schools or at fetes | <p>Risk of dog bites due to dogs being stroked, petted, particularly by children</p> <p>Increased risk of dog biting person when it feels threatened.</p> | <p>M</p> <p>M</p> | <p>Handler to warn those present not to touch the dog as it may bite</p> <p>Handler to ensure clear boundary established between dog and public to prevent contact and possibility of dog being surrounded</p> | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--|---|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 8. | Deployment of dog/handler near railways, airports, dockyards, rivers | Injuries from hazards experienced in or near those places | M/H | Awareness training of likely hazards, including the internal layout of ships, trains and aircraft | | | |
| 9. | Searching for human remains | Infections from rotting corpses | M | Awareness training and disposable gloves to be worn when handling remains | | | |

Police work on railway premises

Introduction

At any time the railway is an extremely dangerous place to be. It is even more dangerous when the risks are compounded, for example when pursuing a suspect. Amongst the hazards are:

- ◆ *the risk of being electrocuted:*
 - ◆ *by overhead power cables (25000 volts) used on main lines and capable of arcing. Direct contact or movement of person or conductive equipment to within 2.75 metres may result in a risk of electrocution; or*
 - ◆ *by overhead power cables increasingly used in metro systems and light railways; or*
 - ◆ *by live conductor rails.*

In all cases a safe rule is always to avoid direct contact with any rail.

- ◆ *the risk of being run down or sucked into high speed trains travelling at speeds of up to 125 mph where over 300 metres visibility is required. It should be noted that the approaching speed of trains may be such that they cannot be stopped in time to avoid striking persons on the track.*

As a general rule officers should never attempt to cross railway tracks **unless there exists an imminent threat to life**, and then only when no trains are moving.

Unlike their colleagues in the British Transport Police most police officers receive little training on working on railway premises. Consequently, they are at greater risk of injury when their duties require them to attend railway property.



RISK ASSESSMENT

Officers of British Transport Police and railway authority staff do receive specialist and on-going training which complies with established safe working practices. One of their responsibilities is to provide advice and guidance to other police officers on the precautions to take when their duties take them into the railway environment.

To this end the British Transport Police have designed a *Police Safety Card* for personal issue and have produced training packages for use by their colleagues in other forces.

The training packages include the holding of multi-agency *Table top exercises* on the policing of major railway incidents, the objectives of which are to:

- ◆ *develop in the participants an awareness of the expertise available and the requirements of each service; and*
- ◆ *develop an awareness of the need for, and benefits of, a corporate or multi agency management approach to the running of a major incident.*

Information about participation on these exercises may be obtained from Area Safety and Training Units of the British Transport Police.

ACPO guidelines

The dangers of entering the railway environment, and the need for clear advice has long been recognised. In 1988 an agreement was drawn up between the Association of Chief Police Officers and the then British Railways Board.

As a result of the transfer of the railway estate from British Rail to Railtrack these guidelines are currently being reviewed by the British Transport Police and the Railtrack Board. When these discussions have been concluded revised guidelines will be circulated for consultation.

Railways

Police work on railway premises

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---|---|-------------------------------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Operations on or near railways lines-general hazards | <p>Slips, trips and falls from:</p> <ul style="list-style-type: none"> ◆ track, points and levers ◆ uneven ground ◆ trackside ballast ◆ embankments and fences <p>Contamination from grease, oil and sewage discharged from train</p> <p>Inclement weather causing reduced visibility and reduced noise levels</p> <p>Loose fitting clothing becoming entangled in machinery or a passing train</p> | <p>H</p> <p>H</p> <p>H</p> <p>H</p> | <p>Where practicable provide suitable footwear</p> <p>High visibility waterproof jackets to to be worn</p> <p>Awareness training</p> <p>Where practicable provide quick release fittings for high visibility jackets</p> | | | |
| 2.. | Operational on or near railway lines (main line with high speed trains) | <p>Injuries from being:</p> <ul style="list-style-type: none"> ◆ hit by train, or ◆ sucked into train by strong movements | H | <p>Training to emphasise the need for caution and to increase awareness</p> <p>Issue BTP safety card to officers patrolling near to tracks</p> <p>Instruct officers:</p> <ul style="list-style-type: none"> ◆ not to cross lines unless imminent threat to life exists and then only when no trains are moving, ◆ to cross quickly without treading on any rails | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--------------------------------|---|--------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 6. | Attending trackside (tunnels) | Injuries due to confined spaces and greater risk of being hit by trains | H | Prohibit entry into tunnels unless: <ul style="list-style-type: none"> ◆ train movements have stopped, and ◆ specialist help is available (ie BTP officer or competent Railtrack staff) | | | |
| 7. | Communications | Messages requesting assistance may not be received or properly understood because of poor radio communications Loss of concentration through distraction of pagers and mobile telephones | H | Provide: <ul style="list-style-type: none"> ◆ alternative means of communications (eg vehicle radios, cell net telephones) ◆ training in the use of trackside telephones for communicating with signalling staff. Switch off all unnecessary equipment | | | |
| 8. | Attending station or concourse | Risks associated with large numbers of people concentrated into confined areas, eg crushing and falling on to the track | H | <ul style="list-style-type: none"> ◆ Liaise with BTP and station management | | | |

Searching duties

Introduction

This section introduces a series of generic risk assessments on searching, normally carried out by specialist search officers. It covers the following situations:

- ◆ *common factors in searching operations (GRA 10.1)*
- ◆ *confined space searching (GRA 10.2)*
- ◆ *building searches for drugs, property, explosives or persons within or upon buildings (GRA 10.3)*
- ◆ *open area search for evidence (GRA 10.4)*
- ◆ *search of vehicles (GRA 10.5)*
- ◆ *VIP visit: search of route (GRA 10.6)*
- ◆ *use of specialist search equipment (GRA 10.7)*
- ◆ *searching suspects and dead bodies (GRA 10.8)*

Whilst the assessments seek to be comprehensive, they cannot cover all the hazards which officers may encounter. In preparing force risk assessments and in assessing the risks of particular operations police managers will need to adopt them to local circumstances.

Preparing for searches

Because some hazards will be unknown at the outset, the assessments emphasise the need for full reconnaissance of the search area, and the need to assess the nature of the hazards which may be present.

Whilst it is not a legal requirement to prepare a written assessment for each operation it is good practice to list the hazards and the precautions taken in the log of the incident.



RISK ASSESSMENT

Application of specific health and safety regulations

In some of the assessments there are references to specific regulations which may apply, for example the Personal Protective Equipment Regulations 1992 and the health and Safety (First Aid) Regulations 1981. Further guidance on the application of these and other regulations is contained in the modular guidance contained in part F of Volume 2 (Health and Safety Guidance for Police Service Managers).

Confined space searching

Serious accidents continue to occur whilst working in confined spaces. The term “confined space” includes reaction vessels, closed tanks, large ducts, sewers and enclosed drains. Other less obvious but equally dangerous examples are open topped tanks and vats (particularly where gases heavier-than-air or vapours are present), closed and unventilated rooms, and medium or large furnaces or ovens, in which dangerous gas accumulation can build up due to restricted air circulation even though a door may be left open.

Dangerous concentrations of gases and vapours can arise from sources both within and without confined spaces, eg:

- ◆ *gas/vapour remaining from a previous process.*
- ◆ *gas/vapour entering from adjoining plant.*
- ◆ *fumes emitted when sludge etc. is disturbed.*
- ◆ *fumes emitted from welding, painting, adhesives, etc.*
- ◆ *products of combustion of various fuels.*
- ◆ *oxygen enrichment of atmosphere from operations (oxypropane cutting) enhanced risk of spontaneous combustion.*
- ◆ *oxygen deficiency by increase of gas or oxygen absorption by soil constituents - risk of asphyxiation.*

HSE Guidance Note GS5 “Entry into confined spaces” and HSE Construction Information Sheet No. 15 “Confined Spaces” provide useful additional guidance.

Liaison with public utilities

In searching confined spaces and buildings, especially damaged premises, officers may be exposed to risks such as escaping gas, electric shock and drowning. It is important, therefore, to establish:

- ◆ *effective arrangements with the gas, water, electricity and telecommunications utilities so that, in these circumstances their officials can be contacted **at any hour** to provide technical advice and assistance; and*
- ◆ *a mutual aid arrangement with the local Fire Service, whose officers are trained and equipped to deal with exposures to gases and chemicals.*

Details of these arrangements should be promulgated widely.

Specialist search teams: training

It will be apparent from the assessments that various degrees of specialist knowledge will be required for certain types of searches.

In some instances, for example the searching of confined spaces and damaged buildings, a high degree of knowledge will be required. To ensure the availability of experienced personnel, forces may wish to establish specialist search teams.

The training of specialist search officers is normally undertaken by the National Search Training Centre, Lodge Hill Camp, Chattenden, Rochester, Kent ME3 8NZ (Tel: 01634 250618). The training provided is based upon the *Manual of Guidance on Counter Terrorism and other Search Matters*.

Selection of personnel

In selecting personnel for searching duties it is important to ensure that officers are:

- ◆ *physically fit; and*
- ◆ *psychologically able to cope with being in confined spaces and working at heights, eg. they do not suffer from claustrophobia or vertigo.*



RISK ASSESSMENT

Risk control guidelines

All officers should be made aware of the risks they may encounter when carrying out searches. To this end forces may wish to establish risk control guidelines to enable them to recognise the hazards they may encounter when carrying out searches, and when they should seek specialist advice or assistance.

A particularly important area, which is covered in some of the assessments, is the need for officers to protect themselves from infection, especially from HIV and Hepatitis B. This calls for set procedures in searching prisoners who may be drugs users. Guidance on this is contained in Module 10 in Part F of Volume 2.

Officers should also be advised to consider the possibility of booby traps being set, for example infected sharps being placed in car upholstery.

Training implications

Forces will wish to consider the extent to which the health and safety matters contained in the assessments need to be incorporated into general force training programmes.

First aid arrangements

Search activities involve the risk of personal injury to officers and therefore many of the generic risk assessments indicate that the availability of first aid equipment on site is recommended. The equipment should not be used by untrained personnel and it is recommended that all officers should have received emergency first aid training. Confined space searching involves significantly higher risks, therefore police officers carrying out confined space searches should be trained in emergency first aid and resuscitation techniques.

Model clean down hazard

Officers engaged in cleaning of equipment which has been used in conditions which are deemed a microbiological hazard will comply with the following procedures which accord with the Control of Substances Hazardous to Health Regulations 1994 (COSHH).

1. Before any equipment is brought into the decontamination room, remove all non-essential equipment is brought from the room.
2. Using the hose and adjusted spray, wet all surfaces.
3. Officers engaged in cleaning duties will wear:
 - ◆ disposable coveralls, aprons and gauntlet type gloves
 - ◆ eye protection, face masks, and
 - ◆ white wellington boots
4. Using the correct disinfectants begin to clean all equipment, spraying and covering all used equipment.
5. After allowing time for the disinfectants to work, hose down the equipment with cold water.
6. Then hang equipment to dry on the appropriate suit rack.
7. When all the equipment has been cleaned and hung to dry:
 - ◆ spray disinfectant around the decontamination room and hose down;
 - ◆ Using the squeegee push away as much water as possible into the drainage system.
8. Switch on extractor fan and leave for at least 8 hours, until the decontamination room is dry.
9. On completion of the cleaning duties, officers will then:
 - ◆ remove all disposable clothing and dispose of it by placing it in the yellow bags marked “For Incineration”;
 - ◆ step through into the clean area and take a shower before putting on their personal clothing.

WARNING

**Hot water must NEVER be used when cleaning equipment.
This may cause certain proteins to become fixed permanently.**

Searching

Common factors in searching operations

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--------------------------|-------------------------------|--------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Preparing for the search | Injuries from unknown hazards | H/M | <ul style="list-style-type: none"> ◆ Full reconnaissance of search area. Where possible, consult local authority or other appropriate agencies to determine geographic, geological and any other likely hazards ◆ Establish arrangements for maintaining log of operation ◆ Determine manpower needs according to size, and geography of search area. Minimise personnel exposed to risk ◆ Obtain permit to work or any other authorisation required from owner of land and/or public utility ◆ Assess risks and if too great, abandon or postpone search | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|-------------------------------------|--|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 2. | Use of specialised search equipment | Injuries due to misuse or malfunction of the equipment | H/M | <ul style="list-style-type: none"> ◆ Consider equipment and personal protective equipment (PPE) required, such as: <ul style="list-style-type: none"> - approved safety harness - intrinsically safe lighting and tools - breathing apparatus escape set - access equipment, ladders, crawling boards, ropes etc. - rescue equipment, including winch mechanism ◆ Prior to use, all equipment to be checked to ensure that it is in good order and is suitable for the purpose ◆ Equipment to be used only by officers trained in its use ◆ All equipment to be accounted for and checked on completion of search. Any damages to or deficiencies in equipment to be recorded in log and arrangements made for equipment store to be notified | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|------------------------|--|--------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 3. | Communications | Injured search officers unable to summon help | M/H | Where officers working out of sight of team leader, ensure that appropriate communication facilities are provided | | | |
| 4. | First aid arrangements | Injured officers denied first aid assistance | L/M | Depending upon nature of search ensure that: <ul style="list-style-type: none"> ◆ appropriate first aid equipment is available ◆ team includes a trained first aider | | | |
| 5. | Rescue arrangements | Trapped or injured officers denied assistance | M/H | Prepare contingency plan for rescuing team from search area, consulting emergency services as necessary | | | |
| 6. | Searching conditions | Bodily discomfort due to cramped conditions and weather conditions | M | Wherever possible provide regular rest breaks especially where searches are being carried out in crawling position | | | |
| 7. | Health hazards | Risk of infestation or infections Injuries due to presence of gas, electricity, chemicals, radiation etc. | M M/H | Awareness training on health risks and precautions to be taken If hazards pose unacceptable risk seek expert assistance, eg etc. from local fire service and public utilities | | | |

Searching

Confined space searching

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---|---|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Entering open drains and other confined space access points | Exposure to gases and other hazardous substances (eg. leptospirosis from rat urine) | M/H | <ul style="list-style-type: none"> ◆ Prior to entry check permit to work and ensure that all required equipment is on site before entry, including first aid equipment ◆ Fully vent the search area beyond direction of search activity ◆ Check atmosphere with gas detector lowered into search area to ensure safe to enter and remain in search area throughout search activity ◆ If gas levels too high seek assistance from local fire service or other specialised agency ◆ Access points to be barriered and manned during search ◆ Resuscitation equipment and personal gas detectors to be provided as appropriate | | | |

Searching

Building searches for drugs, property, explosives or persons

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--------------------------------------|---|--------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Preparing for the search | Hazards unknown at this stage and need to be identified. Could include: <ul style="list-style-type: none"> ◆ structural hazards ◆ airborne particles from asbestos etc. ◆ insects, vermin and rodents ◆ number of persons inside ◆ booby traps ◆ firearms | H/M/L | <ul style="list-style-type: none"> ◆ Full reconnaissance of building to be searched ◆ Where possible refer to logs of previous searches ◆ Consider need for expert advice and support, eg. from firearms or dogs units ◆ Consult with owners/occupiers or those in control of premises to ascertain any known health risks ◆ All search team personnel to be fully trained and provided with appropriate PPE dependent upon possible hazards identified | | | |
| 2. | Searching a roof space and roof area | Slips, trips, falls and trapping | H/M | <ul style="list-style-type: none"> ◆ Only expert personnel working in pairs to be deployed ◆ Appropriate PPE to be provided, including: <ul style="list-style-type: none"> - suitable clothing and footwear - safety harness, ladders for safe access, crawling boards for fragile surfaces or materials | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|-------------|--|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 2. (Cont) | | Danger of fails due to high winds, rain or ice | M/H | <ul style="list-style-type: none"> Where necessary provide emergency lighting If risk level cannot be reduced to safe limits postpone search | | | |

Searching

Open area search for evidence

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|----------------------------|--|-----------------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Searching open space areas | Slips, trips and falls due to terrain, eg. uneven ground, ditches, holes, fencing, river and canal banks Bites, infections from animals, insects, reptiles etc. Injuries from use of search equipment, eg. brush cutters or chain saws | M M M/H | Appropriate footwear, clothing and gloves to be worn ◆ Ensure that first aid kit includes insect repellents and other appropriate items for dealing with insect bites ◆ Liaise with farmers to arrange for removal of farm animals from area of search Only trained personnel to use equipment | | | |

Searching

Search of vehicles

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---|--|------------------------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Searching within or near an undamaged vehicle | <p>Unexpected vehicle movement</p> <p>Injuries from:</p> <ul style="list-style-type: none"> ◆ movement of load ◆ chemicals and other hazardous substances contained in vehicle | <p>M</p> <p>M</p> <p>M/H</p> | <p>Fully secure vehicle prior to search</p> <ul style="list-style-type: none"> ◆ Establish contents of vehicle load prior to search ◆ Seek co-operation of driver in identifying problems in removing contents ◆ Exercise extreme caution ◆ Observe Hazchem advice ◆ Where necessary obtain specialist help from local fire authority or other agencies | | | |
| 2. | Searching beneath a vehicle | <p>Injuries caused by:</p> <ul style="list-style-type: none"> ◆ vapours or leakages of fuel oils and mechanical fluids ◆ electric shock | M/H | <ul style="list-style-type: none"> ◆ Wherever possible use vehicle inspection pit or mechanical hoist for carrying out search ◆ Battery to be disconnected ◆ Appropriate protective clothing to be worn, including hard hat and eye protection | | | |

Searching

VIP visit search of route

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--------------------------|---|--------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Preparing for the search | Hazards not fully known at this stage other vehicle movement | L/H/M | Carry out preliminary reconnaissance of the route and surrounding area to identify likely hazards Consider need to liaise with local authority, public utility and other agencies | | | |
| 2. | Carrying out the search | Injuries from traffic movement checking access to public utility voids | M M | "SLOW" signs to be placed along search route Only fully trained search personnel to be used | | | |

Searching

Use of specialist equipment

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--|--|--------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Preparing to use specialist search equipment | Encroachment of others Injuries from equipment being used by untrained operators, especially motor-driven equipment | M M/H | All non-search team personnel to be barred from area in which equipment is being used Only fully trained personnel to use specialist motor-driven search equipment | | | |
| 2. | Using motor-driven search equipment (chain saws, brush cutters etc.) | Severe injuries caused by: ◆ trapping, flying debris, falling tees and branches, "jump-back" of machinery, sparks ◆ severing of cables and pipes | M/H | Operators to: ◆ work within a defined and marked search area to reduce risks caused by encroachment ◆ to wear appropriate PPE, including hard hat, overalls, gloves, visor, ear-defenders, safety footwear | | | |
| 3. | Use of X-ray equipment | Exposure to radiation | H | ◆ Equipment to be used by trained personnel strictly in accordance with manufacturers' operating instructions ◆ Operator to wear dosimeter ◆ Operating area to be secured | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|-------------------------------|---------------------------------------|--------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 4. | Use of door-opening equipment | Injuries from glass and flying debris | M/H | <ul style="list-style-type: none"> ◆ Awareness training of dangers involved ◆ Appropriate PPE to be worn | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---------------------------|--|--------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 2. | Searching dead bodies | Infections from bodily fluids and infestations | H/M | Use same methods as live person search, but: <ul style="list-style-type: none"> ◆ remove clothing from body prior to search as necessary ◆ document all items found, placing in sealable bags ◆ where possible arrange for second officer to be present to avoid allegations of unlawful actions in relation to body and property ◆ wear latex gloves and suitable face mask | | | |
| 3. | Searching for dead bodies | Infection from body fluids and air-borne pathogens | L | <ul style="list-style-type: none"> ◆ Awareness training on hygiene and precautions against infectious diseases ◆ Normal diving equipment to be worn ◆ On completion carry out clean-up procedures | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--------------------------------------|---|----------------------------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 4. | Recovery and handling of dead bodies | <p>Infection from body fluids and air-borne pathogens</p> <p>Manual handling injuries</p> <p>Infection from contaminated clothing</p> | <p>L-H</p> <p>L-H</p> <p>L-H</p> | <ul style="list-style-type: none"> ◆ Minimise handling ◆ Impervious PPE to be provided and worn ◆ Body to be transferred as soon as possible into leakproof body bag ◆ On completion carry out clean-up procedures ◆ Ensure that sufficient trained personnel are available ◆ As appropriate use stretcher, scoop or mechanical lifting device ◆ Where possible disposable impervious 1-piece overalls to be provided and disposed of in a bag marked "risk of infection" and burnt at approved incinerator ◆ Establish a safe clean down procedure for equipment and officers | | | |

Diving and marine

Introduction

This section introduces a series of generic risk assessments (GRAs) on diving and marine duties, divided into the following three areas:

- ◆ *Diving operations*
- ◆ *Working with boats*
- ◆ *Workshop/office areas*

Like other GRAs they are offered to forces for use as a basis for their local assessments, where they will need adaption to take account of local circumstances.

Regulation of police diving and marine duties

Diving and marine operations within the police service in the United Kingdom are supervised by the Diving and Marine Sub-Committee of the ACPO General Purposes Committee in consultation with ACPO Scotland. The development of policy and procedures in this area is coordinated by:

The Police National Diving and Marine School

Northumbria Police

Blackett Street

Jarrow

Tyne and Wear NE32 3DS

Tel: 0191 563 5331

Fax: 0191 563 5318

RISK ASSESSMENT

The current ACPO guidance is contained in:

- ◆ *The Police Diving Rules; and*
- ◆ *The four Codes of Practice for the Construction, Machinery, Equipment, Survey and Manning of Police craft.*

The *Diving Rules*, which is a detailed manual of good diving practice, reflects the *Diving Operations at Work Regulations 1981 (as amended)*¹ which police officers have complied with on a voluntary basis.

The Health and Safety Executive is currently preparing proposals to revise these Regulations. In consultation with the ACPO Diving and Marine Sub-Committee, proposals are also in hand for the issue of an Approved Code of Practice (ACOP) for Police Diving. As with other ACOPs under the Health and Safety at Work etc. Act 1974 its object is to:

- ◆ *help people understand the law;*
- ◆ *help people comply with the law; and*
- ◆ *give technical advice*

Following the guidance is not compulsory and employers are free to take other action. But if they do follow guidance they will normally be doing enough to comply with the law.

The notes which follow concentrate on **diving operations**, and which are intended to complement the GRA, are based on existing good practice and published guidance.

Medical examinations

Under the *Diving Operations at Work Regulations 1981* no person may be employed under water as a diver unless they have been medically examined and certified fit for that employment. Certificates of medical fitness to dive are valid for a maximum period of 12 months.

¹ S.I. 1981/399 as amended by SI 1990/996 and 1992/608

Diving Operations

Dive Plan

To ensure the successful and safe completion of the task a diving operation calls for advance planning: Most operations vary in detail and the following notes are intended only as a guideline to carrying out an operational dive.

Under the Regulations:

- ◆ *the **Officer in charge of a Diving Unit** is responsible for ensuring that the planning of an operation is carried out in accordance with the Diving Regulations and any subordinate rules which apply; and*
- ◆ *The responsibility for the conduct of the operation is solely that of the **Diving Supervisor**. The Diving Supervisor must be fully informed of all details of the operation and is required to be present at the planning stage.*

The operation must be planned so that the maximum amount of work is done by the surface team and the minimum by the Divers.

Radio communication

A force frequency radio link must be established and maintained throughout the operation. It may also be necessary to have radio communication between personnel working at different locations on the surface.

RISK ASSESSMENT**Action before commencement of an operation*****Intelligence***

Obtain full particulars of the following:

- ◆ *exact location, topography and size of area to be searched. (map reference where necessary);*
- ◆ *nature of search: body, property, vehicle, etc, to be recovered;*
- ◆ *length of time object/body to be recovered, has been in water;*
- ◆ *whether dragging equipment has been used;*
- ◆ *water conditions, such as tidal, temperature, visibility and type of any pollution (chemical, microbiological etc); if tidal, times of high and low water, and speed of current expected;*
- ◆ *estimated depth;*
- ◆ *underwater dangers - sluices, intake pipes, dock gates, etc; and*
- ◆ *route and vehicular access (low bridges, narrow roads, etc).*

Logistics

- ◆ *Is a boat necessary for the operation ?*
- ◆ *Is special equipment required, eg heavy lifting, emergency lighting and decontamination equipment?*

Select the type of equipment suitable for the operation in accordance with the Dive Plan, for example:

- ◆ *self-contained equipment;*

- ◆ *surface demand equipment;*
- ◆ *snorkels, dive masks and fins;*
- ◆ *use of ‘C’ type hood; and*
- ◆ *if applicable, consider the possible requirement for a de-compression chamber. The fact that a chamber is not readily available may have an effect on the proposed plan.*

Personnel

- ◆ *Assess the number of personnel required to carry out the operation and arrange for their attendance bearing in mind the minimum required to support one Diver in the water, as laid down. Many diving projects will require more than the minimum, especially in the interests of safety.*
- ◆ *Arrange for the case officer, and where applicable Scenes of Crime Officer (SOCO), to attend the scene together with any witnesses or defendants who may be able to assist with the identification of the precise location.*

Notifications and liaison

Notice of diving operation must be given to the appropriate Authorities concerned, such as:

- ◆ *harbour master, port authorities, (consider “Notices to Mariners”);*
- ◆ *lock and dock keepers;*
- ◆ *water authority; and*
- ◆ *landowners:*

Force control should also be informed.



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Medical arrangements

Ensure first aid equipment and resuscitator are available at the scene.

Ascertain where the nearest medical aid is available - Doctor, Hospital, etc.

At the Scene

Siting of operation and initial reconnaissance

Site the vehicle at the nearest and most advantageous point to the scene of operation. Check accessibility for the Diver to enter and leave the water, it may be advisable to use a ladder to assist him. The Supervisor must make a reconnaissance of the scene so as to make an assessment of the operational requirements:

- ◆ *search pattern to be used;*
- ◆ *number of divers required to carry out the underwater search;*
- ◆ *water conditions, dangers etc; and*
- ◆ *availability of adequate lighting when diving at night.*

After a reconnaissance of the scene, the Supervisor must use his discretion as to whether conditions are likely to hazard the Diver. If in his opinion, conditions are too dangerous, then diving must not take place.

Briefing

- ◆ *The Supervisor must assemble the team for briefing, allowing as much time as necessary for questions and suggestions.*
- ◆ *Where possible briefing should take place before the divers are dressed for diving.*
- ◆ *By the completion of his briefing the Supervisor must be certain that everyone is aware of their particular task.*

- ◆ *Note that time spent on the bottom by the Diver is limited whilst time on the surface is not. Therefore, as much time as necessary must be spent with the Divers discussing the plan of operation on the surface.*

Weather and environmental conditions

Before commencing diving, consideration must be given to the existing and probable changes in:

- ◆ *meteorological conditions;*
- ◆ *surface conditions of the water;*
- ◆ *air and water temperature;*
- ◆ *visibility; and*
- ◆ *the movement of ships and other vessels in the area.*

Rough waters may endanger the diver when working close to the surface. Small craft, which may be moving violently, will endanger the Diver in the water, or when attempting to leave the water. Seasickness may become a serious problem.

Divers should be protected from extremes of temperature on the surface, cold winds or hot sun. Equipment that is likely to freeze should be protected from the cold. Rubber items and cylinders should not be exposed to direct sunlight for prolonged periods.

When visibility is restricted, for example by fog, rain or darkness, diving should not be carried out in navigable waters if there is a danger of the diver or diving boat being struck by another vessel.

Diving in navigable waters

In navigable waters the Supervisor must:

- ◆ *obtain a permit to dive or other form of written permission from the person having control of the water, for example the harbour master or British Waterways;*

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- ◆ *obtain details of known shipping movements;*
- ◆ *display Diver Warning Signals (flags etc);*
- ◆ *ensure that a loud hailer is available;*
- ◆ *post a lookout with means of communication, where this is considered necessary and if sufficient personnel are available; and*
- ◆ *when operating at night, ensure that three all-round lights are displayed in a vertical line, with the highest and lowest of these lights red and the middle white. The lights should be spaced not less than one metre apart.*

When working in the vicinity of locks, dock gates, sluices etc, the Dive Supervisor must:

- ◆ *ensure that the keeper or the person in charge has been informed of the operation;*
- ◆ *post a man at the valve controls (with the operator); and*
- ◆ *ensure that there is in place an effective means of communication between that man and the Dive Supervisor.*

Allocation of duties

The Supervisor will allocate the following duties:

- ◆ *diver;*
- ◆ *stand-by Diver;*
- ◆ *divers attendants;*
- ◆ *maintenance of diving operations log; and*
- ◆ *attending search-line.*

Having decided upon the search techniques to be used, Attendants should be detailed to lay lines whilst the Diver is being dressed.

Before the diver enters the water, the Supervisor should ensure that the following have been carried out:

- ◆ *depth and temperature of water obtained;*
- ◆ *diver is dressed correctly;*
- ◆ *pre-dive checks completed;*
- ◆ *life-line, correctly attached;*
- ◆ *stand-by Diver at the appropriate state of readiness;*
- ◆ *additional stand-by equipment made ready;*
- ◆ *the cylinder contents of each diver and the stand-by equipment have been checked; and*
- ◆ *all relevant times and details are recorded in the diving operations log.*

Underwater Conditions

Underwater conditions must be taken into consideration by the Supervisor, including the type of bottom, visibility, temperature, tides, currents, and wave zones, which will determine the type of equipment to be used.

Bottom Conditions

- ◆ *Rock may be smooth or jagged. The Diver can usually move fairly easily, though care must be taken that equipment and life-lines are not snagged on protruding rocks.*



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- ◆ *Gravel and sand provide a smooth, flat surface, allowing the Diver easy movement and visibility is not normally impaired.*
- ◆ *Weed can cause many difficulties to Divers depending on the density and length of growth. Where possible the Diver should try to remain clear and avoid his life-line becoming entangled or trapped. If he has to work in weed he must periodically remove it from his line. Surface weed (i.e. duck weed) can affect visibility in otherwise clear water, but should not normally seriously affect a Diver's ability to work.*
- ◆ *Silt/mud is the worst type of bottom. Visibility soon decreases if the bottom is disturbed.*
- ◆ *Visibility - This varies with the locality, general water conditions and the nature of the bottom. Visibility is often zero.*

Temperature

Divers should not be exposed to extremes of temperature. Excess body heat is removed naturally by evaporation of perspiration. The wearing of a diving suit, particularly in hot weather will prevent this evaporation and may result in heat exhaustion. This may also occur if diving is carried out in water with a temperature above 3°C. In cold water a fall of body temperature is likely to occur unless protective measures are taken. In extreme cases, lowering of the temperature may cause loss of consciousness. When the water temperature is below 3°C diving, if necessary, should be limited to 30 minutes per dive.

Tides and Currents

If the operation is to take place in water which is tidal or where there are strong currents, it is important to obtain as much information as possible about these currents. Currents may limit the Diver's ability to operate or even prevent diving taking place. In tidal waters it is often possible to take advantage of slack water.

Waves

In deep water the motion of the water caused by surface waves diminishes rapidly with depth. In shallow coastal waters the motion diminishes less rapidly and the underwater surge created by waves may cause the Diver difficulties.

Other Health and safety regulations which apply

Within the scheme of GRAs for diving and marine 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 at Work Regulations 1992

Apart from the specialist diving equipment the equipment which is most relevant is the provision of:

- ◆ *good quality weather proof clothing for use when working in cold or wet conditions;*
- ◆ *appropriate footwear to avoid slipping when working in connection with boats;*
- ◆ *hearing protection for noisy conditions where there is a risk of hearing damage.*

The equipment should comply with any relevant British or European standards.

Manual Handling Regulations 1992

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

- ◆ *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. In the course of diving and marine duties officers can be called upon to do a good deal of lifting, especially in:

- ◆ *carrying gas cylinders and diving equipment; and*
- ◆ *in launching boats and marking diving areas; and*



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- ◆ *in removing bodies retrieved in the course of an operation*

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 placed that lifting them would strain the system.

Health and Safety (First Aid) Regulations 1981 (as amended)

These Regulations do not apply where the Diving Operations at Work Regulations 1981 (as amended) apply. However, The First Aid Regulations would apply to work, land - or water-based, in support of diving.

The 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.*

The modular guidance in Part F of Volume 2 sets out the current ACPO policy in relation to first aid training. The hazards of diving and marine duties are such that forces will wish to provide higher standards of first aid training, and periodic retraining, to an appropriate level commensurate with risks involved. It is particularly important that all members of diving crews are trained in the correct administration of oxygen.

Under the Diving Operations at Work Regulations 1981 (as amended) all divers are required to have a diving first aid kit and, where necessary, further trained personnel to render first aid (“diver medics”). The current Police Diving Manual details arrangements for complying with these requirements.

Control of Substances Hazardous to Health Regulations 1995 (COSHH)

The modular guidance in Part F of Volume 2 sets out the provisions of these Regulations and the methodology for carrying out a COSHH assessment. Their main relevance to diving and marine operations is in:

1. dealing with the problems which arise in diving in polluted waters;

2. providing procedures for reducing the risks of infection from contact with body fluids and air-borne pathogens, especially in the recovery and handling of dead bodies; and
3. ensuring that chemicals and other hazardous substances used in the workshop and for cleaning and personal hygiene do not cause harm.

Reducing risks of infection

Detailed guidance on steps to be taken to prevent infections is given in Module 10 of Volume 2 (Guidance for Health and Safety Managers). All diving and marine officers should be given appropriate awareness training, especially in relation to the precautions to be taken when searching for, recovering and handling dead bodies.

Equally important is the establishment of effective clean-down procedures following dives. A model clean down procedure is set out in the Annex.

Use of chemicals

It is important that a COSHH assessment is carried out whenever new chemicals or hazardous substances are met with or purchased for force use. Thereafter, it will normally suffice if there is available information about the chemicals or substances involved so that the necessary precautions or first aid measures can be taken.

It is important, however, that COSHH assessments are reviewed whenever circumstances change given reason to suspect that the control measures in place may not be sufficient.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

The listed Dangerous Occurrences include five incidents which are specifically associated with diving operations: these are given in Schedule 2, paragraph 19 “Diving Operations”. There is also a requirement to report breathing apparatus malfunctions: paragraph 9 of Schedule 2.

The list of reportable occupational diseases given in Schedule 3, part 1 includes a number of conditions which are relevant to diving, eg leptospirosis contracted from work in rat-infested water courses.

Further information about these Regulations (RIDDOR) is given in Part F of Volume 2 and in Part D (accidents and dangerous occurrences) and part E (diseases).

Model clean down hazard

Officers engaged in cleaning of equipment which has been used in conditions which are deemed a microbiological hazard will comply with the following procedures which accord with the Control of Substances Hazardous to Health Regulations 1994 (COSHH).

1. Before any equipment is brought into the decontamination room, remove all non-essential equipment is from the room.
2. Using the hose and adjusted spray, wet all surfaces.
3. Officers engaged in cleaning duties will wear:
 - ◆ disposable coveralls, aprons and gauntlet type gloves
 - ◆ eye protection, face masks, and
 - ◆ white wellington boots
4. Using the correct disinfectants begin to clean all equipment, spraying and covering all used equipment.
5. After allowing time for the disinfectants to work, hose down the equipment with cold water.
6. Then hang equipment to dry on the appropriate suit rack.
7. When all the equipment has been cleaned and hung to dry:
 - ◆ spray disinfectant around the decontamination room and hose down;
 - ◆ Using the squeegee push away as much water as possible into the drainage system.
8. Switch on extractor fan and leave for at least 8 hours, until the decontamination room is dry.
9. On completion of the cleaning duties, officers will then:
 - ◆ remove all disposable clothing and dispose of it by placing it in the yellow bags marked “For Incineration”;
 - ◆ step through into the clean area and take a shower before putting on their personal clothing.

WARNING

**Hot water must NEVER be used when cleaning equipment.
This may cause certain proteins to become fixed permanently.**

Diving and Marine Duties

Diving operations

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|-----------------------|--|-----------------|--|-------------|----------------------------|-----------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Assessing diving site | Access and egress - slips and trips due to site conditions | M | Provide: <ul style="list-style-type: none"> ◆ safe means of access/egress, eg ladders and duck boards ◆ suitable footwear ◆ awareness training in identifying potential hazards | | | |
| | | Exposure to potentially hazardous substances through site pollution | M | Carry out COSHH assessment and if necessary seek specialist help | | | |
| | | Being struck by moving vehicles, vessels and cranes or falling objects | L | Head protection to be used in specified hard hat areas or in areas such as docks, when risk is identified | | | |
| 2. | Setting up equipment | Manual handling injury | H | Further assess manual handling and provide training | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---------------------------------------|---|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 3. | Diving project - inshore and offshore | Being struck by moving ships and vessels | M | <ul style="list-style-type: none"> ◆ Notify authority/site manager and/or coastguard of activity ◆ Post flags and warning buoys & lookout | | | |
| | | Water currents caused by: sluice valve outlets, culvert intake/outlet, lock gates | H | Check with site operator and control operation | | | |
| | | Possible exposure to hazardous substances - chemical and microbiological | H | COSHH assess and, if necessary, seek specialist help and provide personal protective clothing (PPE) | | | |
| | | Underwater obstructions and trapping hazards | M | Diver to assess risks and to inform Supervisor | | | |
| | | Deteriorating weather conditions | M | Consider abandoning dive | | | |
| | | Possible injury from lifting and carrying diving equipment | M | Manual handling assessment (at planning stage), taking account of distances to be carried | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|-------------|---|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 3. (Cont) | | Decompression illness | M/H | Before dive: <ul style="list-style-type: none"> ◆ identify location of nearest decompression chamber and notify staff of operation. (IMPORTANT considerations: mode of transport, height above sea level, pressure variance due to topography and time factors); ◆ consider need for portable chamber | | | |
| | | Failure or malfunction of breathing apparatus, life support equipment, control panels and hoses | L | Regular maintenance and testing of equipment in accordance with Diving Operations at Work Regulations and manufacturers guidelines | | | |
| | | Underwater explosion | L | Diving not to take place until site is safe | | | |
| | | Use of underwater thunderflash | L | Not to be used within 25 metres or otherwise than in accordance with Diving Rules | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--|--|---------------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 4. | Use of lifting equipment, including winches and cables | Slip or trip on uneven ground Being struck by cable Injury from failure of equipment | M M M | <ul style="list-style-type: none"> ◆ Use suitable footwear ◆ Provide duckboards Provide: <ul style="list-style-type: none"> ◆ training in the correct use of equipment; ◆ protective equipment eg. hard hat, gloves Maintain in good order test and inspect regularly equipment, cables and duckboards | | | |
| 5. | Search procedures (general) | Slip, trip, weather, terrain | M | Assess conditions Provide suitable clothing and equipment, and training in its use | | | |
| 6. | Wade search | Slip, trip - danger from current, cold, loss of communication, drowning | H | Provide suitable protective clothing, assess environment, use buoyancy aid and provide suitable waterproof radios | | | |
| 7. | Searching ships hulls | Being caught or struck by machinery, turbulence, noise | M | One member of team to remain in engine room to ensure: <ul style="list-style-type: none"> ◆ propeller and rudder disengaged ◆ no water being blown out or sucked in Consider use of notices to masters and chief engineers in foreign | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---|---|--------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 8. | Use of portable machinery, eg generator | Injury from lifting and handling Exposure to noise Electric shock | M/H | <ul style="list-style-type: none"> ◆ Assess under manual handling and train staff in safe lifting techniques ◆ Assess noise level under Noise at Work Regulations and provide suitable hearing protection if required ◆ Equipment should be maintained and tested regularly to ensure electrical safety | | | |
| 9. | Use of power tools - underwater | Serious personal injury | H | If power tools essential engage outside contractor (because police divers not trained in use of power tools underwater) | | | |
| 10. | Use of portable shower on site | Potential health problems, eg legionella Possible reaction to any chemical used for disinfecting water | M L/M | <p>Ensure water is not left in tank for prolonged periods and clean system regularly</p> <p>Assess under COSHH and change disinfectant if necessary</p> | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---|---|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 11. | Transportation of equipment in vehicles | Explosions or fire due to rupture or leak of compressed gas cylinders Risk of equipment being thrown about and striking persons in vehicle | L L | <ul style="list-style-type: none"> ◆ Consider need to modify vehicle structure to ensure cylinders stored securely; ◆ Apply regulations on transport of gas and train staff ◆ Provide separate storage for equipment by partitioning vehicle ◆ Store equipment securely | | | |
| 12. | Operation of communication equipment | Loss of communication and isolation: <ul style="list-style-type: none"> ◆ through damage to hand-held radio by immersion in water ◆ when diving | L | <ul style="list-style-type: none"> ◆ Provide at least one waterproof case or radio per search group ◆ Establish system to deal with loss of communication | | | |
| 13. | Use of oxygen resuscitators | Inappropriate use of oxygen as first aid measure | H | Train all personnel in oxygen administration | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--|---|--------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 14. | Use of contact with hazardous substances | Contact with substance which may prove to be harmful; eg. chemicals and micro-organisms | M | <ul style="list-style-type: none"> ◆ Refer to COSHH assessments ◆ If found during operation seek specialist help and avoid contact where possible ◆ Assess need for divers to be inoculated for tetanus, polio and hepatitis, in accordance with force vaccination policy ◆ Provide information on leptospirosis and issue Weil's disease card to all divers | | | |
| 15. | Searching for dead bodies | Infection from body fluids and air-borne pathogens | L | <ul style="list-style-type: none"> ◆ Awareness training on hygiene and precautions against infectious diseases ◆ Normal diving equipment to be worn ◆ On completion carry out clean-up procedures | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--------------------------------------|--|--|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 16. | Recovery and handling of dead bodies | <p>Infection from body fluids and air-borne pathogens</p> <p>Manual handling injuries</p> <p>Infection from contaminated clothing</p> | <p>L-H</p> <p>L-H</p> <p>L-H</p> | <ul style="list-style-type: none"> ◆ Minimise handling ◆ Impervious PPE to be provided and worn ◆ Body to be transferred as soon as possible into leakproof body bag ◆ On completion carry out clean-up procedures <ul style="list-style-type: none"> ◆ Ensure that sufficient trained personnel are available ◆ As appropriate use stretcher, scoop or mechanical lifting device <ul style="list-style-type: none"> ◆ Where possible, disposable impervious 1-piece overalls to be provided and disposed of in bag marked "risk of infection" and burnt at approved incinerator ◆ Establish a safe clean down procedure for equipment and officers | | | |
| 17. | Use of ladders and duckboards | <p>Injuries from:</p> <ul style="list-style-type: none"> ◆ handling ladders and duckboards ◆ falling from ladders ◆ Slips, trips and falls when carrying ladders and duckboards | <p>M/H</p> <p>M</p> <p>M</p> | <ul style="list-style-type: none"> ◆ Carry out manual handling assessment of all equipment ◆ Provide training in correct use of ladders ◆ Provide suitable footwear ◆ inspect ladders for defects and maintain record of inspection | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--------------------------------------|---|----------------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 18. | Recovery of firearms | <p>Possible discharge of firearm</p> <p>Handling munition and possible explosion</p> | <p>H</p> <p>H</p> | <p>Whenever possible do not handle. Try to direct away from persons. Have fire arm proofed by firearms officer or army</p> <ul style="list-style-type: none"> ◆ Provide training in awareness ◆ Do not move. Seek assistance from bomb disposal, army or navy | | | |
| 19. | Use of vehicles and trailers | <p>Possible overturning of vehicles through:</p> <ul style="list-style-type: none"> ◆ roughness of terrain <ul style="list-style-type: none"> ◆ insecure and poor distribution of equipment/load | <p>H</p> <p>M</p> | <ul style="list-style-type: none"> ◆ Instruct drivers to drive within skill levels ◆ Consider training in driving off road ◆ Assess terrain and need for specialist driver/vehicle <p>Ensure secure fixing and even distribution of heavy items, eg gas cylinders</p> | | | |
| 20. | Marking search area | Injury from lifting of weights. | M/H | Assess under manual handling | | | |
| 21. | Use of personal protective equipment | Use of unsuitable equipment Failure of equipment | H | <ul style="list-style-type: none"> ◆ Asses equipment required for project ◆ Examine ant test equipment regularly, especially before each operation ◆ Train and supervise personnel in its use. | | | |

Diving and Marine

Working with boats

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---------------------------------|---|--------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Transport of boats | Injuries and damage to boat through shift in load caused by inexperienced driving and stowing | L | Check that items properly secured Provide appropriate driving training | | | |
| | | Injury from propeller | L | Ensure regular maintenance and inspection of trailer. Check to ensure propeller is covered in transit | | | |
| 2. | Maintenance and repair of boats | Possible exposure to hazardous substances - resin or rubber solutions | M | COSHH assess and provide information, instruction, training, PPE and any other control measures necessary | | | |
| | | Injury or electric shock from use of electrical powered hand tools | H | <ul style="list-style-type: none"> ◆ Maintain, inspect and test electrical equipment or: ◆ Use low voltage, 110v, RCD, circuit protection, and train people in safe system of work | | | |
| | | Injury due to hand held tools slipping or striking | L | <ul style="list-style-type: none"> ◆ Train staff to use correct tool for job and to take care | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--------------------------------|---|---------------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 3. | Launching and recovery of boat | <p>Manual handling injury</p> <p>Slips, trips and falls and being struck by boat/trailer especially where:</p> <ul style="list-style-type: none"> ◆ launching in restricted areas; or ◆ due to wave and wind action | <p>M/H</p> <p>M</p> | <p>Carry out manual handling assessment and provide training in use of trailer</p> <ul style="list-style-type: none"> ◆ Assess conditions at launch site ◆ Identify safe method of launch and recovery | | | |
| 4. | Use of outboard motor | <p>Injury from lifting on/off boat, especially contact with propeller</p> <p>Injury from insecure outboard motor</p> | <p>M/H</p> <p>H</p> | <ul style="list-style-type: none"> ◆ Manual handling assessment ◆ Training in safe system of work <p>Ensure that engine is securely bolted to transom</p> | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|-------------------|---|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 5. | Operation of boat | Being struck by moving object | M | Ensure secure storage of equipment | | | |
| | | Fire | M | <ul style="list-style-type: none"> ◆ Prohibit use of naked flame ◆ Provide adequate storage and control of flares, gas cylinders and other flammable material ◆ Provide suitable extinguisher and training | | | |
| | | Electric shock | M | <ul style="list-style-type: none"> ◆ Maintain, inspect and test equipment regularly ◆ Use low voltage, 110v with circuit protection ◆ Provide training in safe system of work | | | |
| | | Injury from incorrect use of craft | H | Crew to be properly trained | | | |
| | | Injury from lifting or lowering anchor, possible back injury or friction burn | M/H | Assess under Manual Handling and provide suitable gloves to prevent friction burn | | | |



| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--------------------------------------|---|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 6. | Fuelling | Slip on spilt fuel | L | Use suitable equipment when fuelling and clean area of spill immediately | | | |
| | | Health problems from contact with petrol/fuel oil | L | <ul style="list-style-type: none"> ◆ Ensure that hazard warning card from COSHH assessment is available ◆ Provide appropriate PPE | | | |
| | | Fire from ignition of fuel | L | Prohibit naked flames | | | |
| 7. | Use of personal protective equipment | Health and other risks due to provision of incompatible equipment | M | <ul style="list-style-type: none"> ◆ Check equipment for compatibility before purchase and use ◆ Assess equipment required in planning operations ◆ Provide training in use of equipment | | | |

Diving and Marine

Hazards in the workshop

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--|---|------------------------------|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Handling, mixing and decanting fuel and other hazardous substances | <p>Injury from lifting containers</p> <p>Risk of fire, explosion and burns</p> <p>Health risk from contact with hazardous substances</p> <p>Slips on spilt hazardous substances</p> | <p>M/H</p> <p>M</p> <p>L</p> | <ul style="list-style-type: none"> ◆ Provide training in safe lifting techniques ◆ Consider need for lifting equipment ◆ Prohibit naked flames ◆ COSHH assessment data sheets to be readily available ◆ Provide appropriate PPE ◆ Provide adequate ventilation ◆ Use suitable equipment when fuelling or transferring substances ◆ Clear area of spill immediately | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|--------------------|---|-------------------------------------|--|-------------|----------------------------|-----------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 3. | Use of power tools | <p>Electric shock</p> <p>Possible exposure to high noise levels</p> <p><u>Additional hazards from use of fixed power tools</u></p> <p>Exposure to dust levels and other harmful materials</p> <p>Injury from moving parts</p> | <p>H</p> <p>M</p> <p>M</p> <p>H</p> | <ul style="list-style-type: none"> ◆ Maintain and test equipment regularly ◆ Use low voltage, 110v with circuit protection ◆ Provide training in safe system of work ◆ Assess levels of noise and, if necessary, provide hearing protection and require staff to use it <ul style="list-style-type: none"> ◆ Carry out COSHH assessment ◆ Consider need for PPE <ul style="list-style-type: none"> ◆ Provide proper training ◆ Ensure guards are fitted to equipment with exposed moving parts and working areas | | | |
| 4. | Use of hand tools | Injury due to hand tool slipping or striking | L | Train staff to use correct tools for the job and to take care | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|-------------------------------|---|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 5. | Use of compressed air systems | Manual handling injury | M/H | <ul style="list-style-type: none"> ◆ Assess handling activity and train staff in lifting techniques | | | |
| | | Exposure to possible high levels of noise | H | <ul style="list-style-type: none"> ◆ Assess levels of noise and, if necessary, provide hearing protection and require staff to use it | | | |
| | | Impurity of air supply | H | <ul style="list-style-type: none"> ◆ Enclose machinery ◆ Maintain and test compressed air system | | | |
| | | Failure of pressure system | H | <ul style="list-style-type: none"> ◆ Ensure that system complies with Pressure Systems and Transportable Gas Containers Regulations 1989 in relation to: <ul style="list-style-type: none"> - installations - examination and maintenance - training | | | |
| | | Electrical hazards | H | <ul style="list-style-type: none"> ◆ Ensure guards are fitted to moveable parts and working areas ◆ Maintain and test electrical equipment regularly ◆ Provide training in safe working procedures and display electric shock poster | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---|---|--------------|---|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 6. | Use of ultra sonic cleaner | Personal injury and fire Possible exposure to hazardous substances | H L | <ul style="list-style-type: none"> ◆ Provide information on use ◆ Check regularly that appliance is electrically safe Assess under COSHH | | | |
| 7. | Cleaning of clothing, equipment, vehicles and vessels Personal hygiene | Possible exposure to hazardous substances | M | <ul style="list-style-type: none"> ◆ Ensure that cleaning materials have been assessed under COSHH and that assessment data sheets are available in workplace ◆ Where appropriate provide suitable PPE and training | | | |

Control rooms and communications centres

Introduction

This section introduces a generic risk assessment (GRA) which focuses on the hazards which may exist in police control rooms. It examines in turn the risks associated with:

- ◆ *the workplace, that is the environment of the control room itself;*
- ◆ *the work station; and*
- ◆ *fire safety.*

The importance of providing a healthy and safe working environment for the personnel who man the force control rooms cannot be overstated. As the operational hub of the force it is essential that they are able to operate effectively. At the very least, working in overcrowded and uncomfortable conditions can reduce their efficiency and effectiveness. In extreme cases it can cause mistakes to occur which can result in accidents and loss of life.

The attached GRA is based on the current regulations which currently apply to control rooms under the existing health and safety legislation.

The workplace

The principal regulations which govern the workplace itself are the *Workplace (Health, Safety and Welfare) Regulations 1992*. A summary of the Regulations is provided in Module 6 in Part F of Volume 2 of this Guidance. These now apply to all work premises.

Amongst the issues covered by the Regulations are:

Health

- * Ventilation
- * Temperature

RISK ASSESSMENT

- * Lighting
- * Cleanliness and waste materials
- * Room dimensions and space
- * Work stations and seating

Safety

- * Maintenance of workplace, and of equipment, devices and systems
- * Condition of floors
- * Falls or falling objects
- * Transparent surfaces
- * Windows and skylights
- * Doors and gates
- * Escalators and moving walkways

Welfare

- * Sanitary conveniences and washing facilities
- * Drinking water
- * Accommodation for clothing and changing facilities
- * Facilities for rest and eating

The work station

The *Health and Safety (Display Screen Equipment) Regulations 1992* have most relevance to the daily work of control room personnel. The aim of the Regulations is to reduce the risk of:

- ◆ *repetitive strain injury*
- ◆ *eye strain*
- ◆ *upper limb disorders (including pain from the neck, arms, elbows, wrists, hands and fingers) and*
- ◆ *stress*

which can be experienced by those who work continually with display screen equipment.

Detailed guidance on how to apply these Regulations is given in Module 4 in Part F of Volume 2.

The module includes a risk assessment checklist which should be completed in respect of each user and work station. This should identify any problems and point to remedial action which may need to be taken.

Eye strain

The Regulations oblige employers to fund eye and/or eyesight tests and for the cost of spectacles where they are specifically required to operate DSE.

It is for the employees to take the initiative to seek a test, which will normally be carried out by a private optician. The employer is liable for the cost of the test and the basic cost of any frames/lens prescribed.

Repetitive strain injury

To counter this effect the Approved Code of Practice on the application of the Display Screen Regulations recommends that, where practicable, staff should be provided with regular breaks and variations to the individual duties to avoid long, protracted spells working on this equipment.

Ensuring proper seating and posture are also important.

Fire safety

The risks

Important considerations when managing fire safety in control rooms will be:

- ◆ *the concentration of much electrical equipment and systems*
- ◆ *the need for suitable fire-fighting equipment and training*
- ◆ *fire and smoke detection devices*
- ◆ *the need for a delayed evacuation procedure.*



RISK ASSESSMENT

The usual isolated position of a control room will also require the construction to include some fire separation.

The requirement for a delayed evacuation may require the construction of a protected route for the staff who need to carry out essential procedures before leaving the control room.

Advice on these issues should be sought from the local Fire Authority.

Staff awareness

It is vital that staff should be aware of fire precautions and what to do in the event of a fire.

This will be achieved by:

- ◆ *the posting of notices, and*
- ◆ *regular drills on evacuation procedures.*

Control rooms and communications centres

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|-----------------------------|---|---|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 1. | Working in the control room | <p>Physical and mental fatigue, illness and stress caused by:</p> <ul style="list-style-type: none"> ◆ overcrowding ◆ inadequate lighting ◆ poor ventilation ◆ excessive heat or cold ◆ poor maintenance and standards of hygiene <p>Slips, trips and falls caused by:</p> <ul style="list-style-type: none"> ◆ poor cable management due to insufficient power sources, and ◆ unsafe floors | <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> | <p>Ensure that total volume of room when empty (using 3 metres as a mean height) divided by the number of people normally working in it, is at least 11 cubic metres</p> <p>Ensure that lighting is sufficient to allow safe movement and working without eye strain</p> <p>Ensure that the fresh air supply rate does not normally fall below 5 - 8 litres per second per occupant</p> <p>Install thermometers and take steps to ensure that the working temperature is reasonably comfortable and does not fall below 16 degrees celsius</p> <p>Inspect regularly to ensure that maintenance of premises and equipment is ongoing and a satisfactory standard of hygiene is maintained</p> <p>By regular inspection ensure that:</p> <ul style="list-style-type: none"> ◆ sufficient power sources are provided so that staff do not trip over cables, and ◆ floors are free from holes or uneven surfaces | | | |

| WORK ACTIVITY | | HAZARD | RISK (H-M-L) | CONTROL MEASURES REQUIRED | IN PLACE | FURTHER ACTION REQUIRED | |
|---------------|---|--|--|--|----------|-------------------------|--------------------|
| Ref No | Description | | | | | By when | Person responsible |
| 2. | Control room duties carried out at work station | <p>Back ache, neck discomfort and longer term musculoskeletal disorders due to working position</p> <p>Eye watering, headaches, tiredness and visual fatigue</p> <p>Repetitive strain injury (arms, wrists, shoulders)</p> <p>Ill health and stress due to working environment, pressure and hours of work</p> <p>Possibility of hearing damage if operator needs to increase volume to counter surrounding noise levels</p> | <p>L/M</p> <p>L</p> <p>L/M</p> <p>L/M</p> <p>L/M</p> | <p>Carry out an assessment with each user under the Health and Safety (Display Screen Equipment) Regs 1992 in order to identify and remedy any:</p> <ul style="list-style-type: none"> ◆ incorrect seating arrangement ◆ insufficient work area, worktop or equipment ◆ incorrectly positioned display screen or keyboard ◆ screen glare or flicker <p>Repeat assessment whenever staff, equipment or layout change</p> <p>Provide users who so request with eye and eyesight tests and provide any special corrective spectacles or appliances which may be prescribed</p> <p>Where practicable, provide staff with regular breaks</p> <p>Supervisors to:</p> <ul style="list-style-type: none"> ◆ monitor and analyze sickness reports, and ◆ where necessary liaise with force welfare department <p>Consider</p> <ul style="list-style-type: none"> ◆ erection of acoustic barrier or other measures to reduce background noise ◆ audiometric testing of staff on appointment and at regular intervals thereafter ◆ erection of acoustic barriers | | | |

