



University Of Bristol
Risk Assessment

Department: Security Services

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Risk Assessment Completed by: T Moore/Safety Office

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Description and location of Hazard	Who might be harmed	Existing Control Measures	A. Likely severity of injury (1 to 3)	B. Likely Occurrence (1 to 3)	Risk Rating (A) x (B)	Comments
Lone patrolling by Security Officers, risk of physical and verbal abuse and undetected accident	Security Officers	<ul style="list-style-type: none"> Security Officers are prohibited to work alone if they are in confined space, ladder or scaffolding work. In any incidents involve such risks; the control room must be immediately notified. Security Services (SS) radio coverage available for 99% of all operating areas Radios equipped with panic button that allows direct hands free communication with the control room Lone worker alert system built into radios, this gives an alert if the radio not used for period of 15 minutes. PPE supplied including ballistic vests and high-vis outer wear Most Security Officer have a first-aid certificate and first-aid kits either personnel or in the vehicles Security vehicles high visibility marking and equipped with radio communication Security Officers trained to communicate effectively with the control room to ensure that they are made aware of any unexpected changes to route or location Security Officers carry out ID card checks as part of their normal duties Security Officer trained in identifying potential risks and in conflict management Part of training involves working with a trained officer 	3	1	3	<p>Currently unaware of areas of poor reception. Mostly changed by adding additional channels or management. Digital radios being considered for future deployment.</p> <p>All Security Officer have undergone first-aid training as part of their SIA training. Policy to get all Officers trained to First-aid at Work standard within next 12 months.</p>

		<p>and a review of performance by the supervisor at regular intervals</p> <ul style="list-style-type: none"> • All Security Officer advised to discuss with their Supervisors any concerns they have with lone patrolling in particular areas as appropriate • All Security Officers must report to their supervisors immediately any health concerns that would prevent them from lone patrolling safely • Any incidents must be reported and shift Supervisor will review the accident/incident with the aim of identifying any improvements or further individual training requirements to prevent a possible reoccurrence • High risk areas identified, Officers can work in pairs or in close proximity with colleagues • All equipment maintained regularly, Security Officers to report immediately any defects. 				
<p>Manual handling.</p> <p>Risk of injuries such as strains or bruising from handling heavy objects.</p>	<p>Security Officers/ Support Staff</p>	<ul style="list-style-type: none"> • Manual handling avoid as far as possible in the Department • Staff are advised of the need to carry out a dynamic manual handling risk assessments in certain circumstances such as the handling of students. • Assistance is available from other Officers if required. • Top shelves used for storage of light equipment only. • Agree with contractors as necessary to deliver to point of use. • Need for manual handling training to be reviewed by DSA and provided as necessary. • Vehicle clamping requires 2 Officers??? 	2	1	2	<p>This is only likely to be an issue when students are incapacitated through drink/drugs</p>
<p>Slips, trips and falls</p>	<p>Security Officers/ Support Staff/ Visitors</p>	<ul style="list-style-type: none"> • Stout footwear with effective grip and ankle support provided. • Good standards of housekeeping within security offices: <ul style="list-style-type: none"> * All spillages to be cleaned up immediately * Thoroughfares to be unobstructed * Care in the location of furniture and equipment * Trailing wires to be avoided or made safe * Carpets and floor surfaces to be in good repair • Whilst on patrol duties:- <ul style="list-style-type: none"> * Be aware of your environment, good site knowledge * Use of torches as necessary 	1	2	2	

		<ul style="list-style-type: none"> * Site training carried out for all staff * Ensure good standard of eyesight * Care when negotiating obstacles during pursuits * A reasonable standard of fitness maintained • Ensure damage / equipment failure reported promptly • Call specialists / experts if urgent • Ensure repairs carried out promptly • Report any resultant injuries promptly • Ensure a review of incident undertaken 				
Vehicular accidents	Members of public, students and staff	<ul style="list-style-type: none"> • Training and an assessment is required before staff are allowed to drive patrolling vehicles. • Any driver who has an accident in a vehicle must undergo a reassessment. • Vehicles are selected and equipped appropriate to the task • Departmental vehicles to be clearly marked with reflective livery • Before each tour of duty departmental vehicles are inspected by the driver and signed as such; Ensuring the following are working / safe condition:- <ul style="list-style-type: none"> * Tyres (wear, pressure, damage) * Light systems * Brake systems * Horns / orange lights • At end of tour of duty any defects are immediately reported to the supervisor. • Maintenance & servicing procedures in place for all departmental vehicles • Adequate breaks to be taken by all members of staff • High visibility clothing worn by patrols at all times 	3	1	3	Regular vehicle inspection, fault reporting system and maintenance schedule
Stress	Security officers	<ul style="list-style-type: none"> • Stress management training for managers and supervisors. • Staff wellness initiative, early home visits when stress is reported. • Effective selection of patrol staff • Effective training of patrol staff • Defusing of traumatic incidents at end of shift • Psychological debriefing available with 48-72 hours • Staff made aware of the support mechanisms available 	2	1	2	

		<ul style="list-style-type: none"> throughout the University Sickness and accident monitoring Supervisory officers to be aware of welfare needs 				
Exposure to inclement weather	Security Officers	<ul style="list-style-type: none"> Weatherproof uniform supplied. Instructions to take cover during severe weather or use security vehicles Dynamic risk assessment to be undertaken by vehicle driver and if necessary Supervisor in the case of severe weather conditions such as snow and ice Head gear and gloves available Refreshment facilities available Security Officers advised on the use of sun cream as appropriate Employees encouraged to drink sufficient amounts of water and take adequate breaks during hot weather 	1	1	1	Sun block cream to be sourced and made available in all areas of operation
Arrest and detention of persons	Persons detained Security officers	<ul style="list-style-type: none"> Conflict management training Provision of PPE and plastic restraint equipment Relevant training in approved physical intervention techniques and use of equipment 	2	1	2	
Exposure to chemical /biological hazards	Security officers	<ul style="list-style-type: none"> Officers instructed not to enter areas where warnings are displayed Vigilance by patrol staff at all times Standard Operating Procedures available on dealing with hazardous chemicals / materials Effective training of patrol staff including awareness of where hazardous chemicals/materials are likely to be kept Avoidance of close contact with any such chemicals/materials Awareness of specialist staff available to deal Control Room staff familiar with specialist call-out procedure 	2	1	2	Medical advice to be sought immediately after any accidental expose
Dealing with animals	Security officers	<ul style="list-style-type: none"> Standard Operating Procedures available on dealing with animals Staff trained in risks associated with contact with animals and awareness of where animals are likely to be kept / found 	2	1	2	

		<ul style="list-style-type: none"> • Staff advised to avoid close contact with animals • Staff trained in good hygiene practices to wash hands after any contact with animals • Up-to-date details of animal specialists and call-out procedures available • Support from other agencies to be sought if necessary (eg RSPCA / Police) 				
Welfare	Staff discomfort	<ul style="list-style-type: none"> • Toilets are available within the lodge area and in close proximity to the gatehouse at Langford providing staff with hot/cold water, soap and towels. • Drinking water dispenser provided • Rest area and fridge provided 	1	1	1	
Electrical	Staff incurring injury from faulty equipment	<ul style="list-style-type: none"> • Sufficient electrical sockets provided • Staff aware of requirement to report any electrical defects • PAT testing carried out on portable items • UBS maintain fixed equipment and installation. 	2	1	2	
Fire	Staff and visitors to the office area	<ul style="list-style-type: none"> • Fire evacuation procedures displayed at each fire alarm point • Fire drills carried out annually • Exits and fire exits clearly marked • Access to exits kept clear at all times, good housekeeping practices • No smoking in any University buildings • Fire alarms maintained by UBS • Waste removed regularly • Staff trained in how to deal with emergencies including many Security Officers in fire search techniques 	3	1	3	
Regular computer use	Staff	<ul style="list-style-type: none"> • DSE compliant equipment supplied • Free eye test available to all • Venetian blinds provided to control daylight glare • Software usable • 	2	1	2	DSE risk assessments completed by all staff members annually and checked by DSA
COSHH	Staff and visitors	<ul style="list-style-type: none"> • Staff advised to use any substance in accordance with the manufacturers recommendations on the container • Staff advised not to store any substance in a container other than the one it is supplied in. 	1	1	1	

Working at height	Staff	<ul style="list-style-type: none"> Staff advised that they must not carry on any work at height such as use ladders or any scaffolding Any incidents that involve the need to work at height must be called in to the Supervisor to ensure adequate control measures are put in place 	2	1	2	

Score	3	2	1
Column A: Severity of Injury:	Major Injury or death	Injury requiring medical treatment	Minor or no injury
Column B: Likely Occurrence:	Regular exposure of several employees to hazard.	Occasional exposure of few employees.	Exposure to hazard very rare.

Risk = Hazard Severity (A) x Likelihood of Occurrence (B)

Risk Score	Response Times
9	Immediate remedy or cessation of activity
6	Immediate remedy
3	3 months
<3	12 months (date of next audit)

It must be recognised that some risks cannot be eliminated and it may be acceptable to implement control measures which down grade risks from a high score to less than 3.