

**University of Bath – Security Services – Risk Assessment**



Legislation / Information Source:	<b>Management of H &amp; S at Work Regulations 1999</b>			
Duty	<b>Security Patrols and Parking Warden Duties</b>			
Date of Assessment:	<b>31.08.06</b>			
Assessor Signature:	<b>Brian Schofield</b>			
Assessment Frequency:	<b>Annually</b>			
Follow up Assessment Dates:	<b>August 2007</b>	<b>August 2008</b>	<b>August 2009</b>	<b>August 2010</b>
Signed and Accepted by Head of Department:				
Notes	16/03/10 Fire Alarm entry amended to include hearing protection. 16/03/10 Added attending intruder alarm section.			

  

Risk Calculator				
	1 Slightly Harmful	2 Harmful	3 Very Harmful	4 Extremely Harmful
1 Highly Unlikely	Trivial Risk	Trivial Risk	Tolerable Risk	Moderate Risk
2 Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk	Substantial Risk
3 Likely	Tolerable Risk	Moderate Risk	Substantial Risk	Intolerable Risk
4 Very Likely	Moderate Risk	Substantial Risk	Intolerable Risk	Intolerable Risk
	<b>No action required</b>	<b>No additional controls required. Monitor</b>	<b>Efforts should be made to reduce risk</b>	<b>Work should not be started or continued until risk is reduced</b>

Hazard observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control measures	Risk rating after controls Consequence x Likelihood =	Control measures implemented by
<b>Trip &amp; Slip</b>	Security staff Parking Wardens Students Staff Public	<b>Moderate Risk</b>	<ol style="list-style-type: none"> <li>Security patrol required to report hazards via email to the Security Manager or Head of Security services and log on the IRIS Incident Report.</li> <li>Security patrols to monitor state of University external lights and report to estates</li> <li>Review of requested jobs completion by Security Manager to follow through with Estates</li> <li>Staff issued with fully operational torches and appropriate personal protective equipment (PPE)</li> <li>Staff trained to identify display warning signs which identify hazards</li> </ol>	<b>Tolerable</b>	
<b>Musculoskeletal Injuries</b>	Security Staff and Parking	<b>Substantial Risk</b>	<ol style="list-style-type: none"> <li>H&amp;S guidelines and Induction Training.</li> <li>Manual Handling training with emphasis on wheel clamp fixing/go-jack – with</li> </ol>	<b>Tolerable</b>	

	Wardens		<p>individual training as appropriate</p> <p>3. Staff trained with proper equipment when administering security functions</p>		
<b>Lone Working</b>	Security Staff and Parking Wardens	<b>Moderate Risk</b>	<p>1. Half hourly radio checks with security radio operator</p> <p>2. Radios that are effective in all locations e.g. outlying properties or special procedures undertaken</p> <p>3. Health issues of staff made know to supervisors who take action in seeking professional advice (e.g. Occupational Health Advisor). Feedback to Managers</p>	<b>Tolerable</b>	
<b>Attack Whilst Escorting Cash &amp; Valuables</b>	Security Staff and Parking Wardens	<b>Moderate Risk</b>	<p>1. Follow guidelines from insurance company regarding maximum amounts per staff member</p> <p>2. Vary route &amp; times; avoid vulnerable &amp; dark corners; use of vehicles</p> <p>3. Inform control of start and completion times</p> <p>4. Always carry a radio</p>	<b>Tolerable</b>	
<b>Road Traffic Collision</b>	Security staff Parking Wardens Students Staff Public	<b>Moderate Risk</b>	<p>1. Annual driving licence check &amp; include on insurance register</p> <p>2. Checks of MOT yearly; &amp; daily roadworthiness of vehicle</p> <p>3. Supervisor checks on style of driving - monitoring of complaints</p> <p>4. Staff to notify line manager of circumstances over fitness &amp; legality of driving</p> <p>5. All staff to declare motoring convictions immediately</p>	<b>Tolerable</b>	
<b>Explosion &amp; Fire</b>	Security staff Parking Wardens Students Staff Public	<b>Substantial Risk</b>	<p>1. H&amp;S guidelines and Induction Training.</p> <p>2. H&amp;S training - theory of fire &amp; gases; use of extinguishers</p> <p>3. SIA training re immediate action when dealing with suspect packages and explosions</p> <p>4. Security training on fire evacuation procedures</p> <p>5. Reporting of missing or damaged signs</p> <p>6. Reporting and immediate actions taken to remove obstruction from fire egresses</p> <p>7. Bomb threat training</p>	<b>Tolerable</b>	
<b>Workplace Violence</b>	Security staff Parking Wardens Students Staff Public	<b>Substantial Risk</b>	<p>1. H&amp;S guidelines and Induction training.</p> <p>2. SIA training – communication &amp; conflict management</p> <p>3. Application of complaints procedure and monitoring by supervisors</p> <p>4. Operational monitoring of staff by supervisors</p> <p>5. Health issues of vulnerable staff made know to supervisor then followed up by referral to Occupational Health Advisor.</p> <p>6. Managers to review reports and undertake individual risk assessments.</p>	<b>Tolerable</b>	
<b>Dealing with drunken person</b>	Security staff Parking Wardens Students Staff Public	<b>Substantial Risk</b>	<p>1. H&amp;S guidelines and Induction training.</p> <p>2. SIA training – communication &amp; conflict management</p> <p>3. Ensure radio control aware before engaging</p> <p>4. Risk assess each situation before engaging</p> <p>5. Ensure suitable/appropriate back-up support before engaging</p> <p>6. Operational monitoring of staff by supervisors</p> <p>7. Managers to review reports and undertake individual risk assessments.</p>	<b>Tolerable</b>	

<b>Infection from bodily fluids, communicable diseases, stick injuries</b>	Security staff Parking Wardens Students Staff Public	<b>Moderate Risk</b>	<ol style="list-style-type: none"> <li>1. SIA training re dangers of contamination</li> <li>2. Training in emergency reporting procedures</li> <li>3. H&amp;S guidelines and Induction training.</li> <li>4. Provision, replenishment, and training in the use of sharps boxes and fluids pack</li> <li>5. First aid training and use of face protectors when conducting resuscitation</li> <li>6. Callout procedures for emergency environmental staff</li> <li>7. Knowledge &amp; availability of local signage to cordon off infected areas</li> <li>8. Knowledge of University announcements re serious diseases and reporting procedures</li> </ol>	<b>Tolerable</b>	
<b>Mental Stress</b>	Security staff Parking Wardens Students Staff Public	<b>Moderate Risk</b>	<ol style="list-style-type: none"> <li>1. SIA – communications &amp; conflict management</li> <li>2. Compliance with relevant working time directive (WTD)</li> <li>3. Line manager to monitor staff as appropriate and refer seek advice from Occupational Health Advisor</li> </ol>	<b>Trivial Risk</b>	
<b>Asbestos removal</b>	Security staff Parking Wardens Students Staff Public	<b>Moderate Risk</b>	<ol style="list-style-type: none"> <li>1. Monitoring of Estates &amp; Project communications by managers advising of all staff by team brief of works in progress</li> <li>2. Call out procedures for relevant Estates staff</li> <li>3. Knowledge of H&amp;S guidelines and Induction training.</li> <li>4. Training of staff on dangers of asbestos and emergency reporting procedures</li> </ol>	<b>Tolerable Risk</b>	
<b>Exposure to adverse weather</b>	Security Staff and Parking Wardens	<b>Moderate Risk</b>	<ol style="list-style-type: none"> <li>1. Staff to be issued with appropriate PPE and clothing.</li> <li>2. Supervisors to monitor &amp; replace PPE as needed</li> <li>3. Supervisors to monitor frequency &amp; type of exposure allowing appropriate relief</li> <li>4. Availability of sun creams when required</li> </ol>	<b>Trivial Risk</b>	
<b>Impact from moving vehicle</b>	Security Staff and Parking Wardens	<b>Moderate Risk</b>	<ol style="list-style-type: none"> <li>1. Provision of Hi-Vis jacket for staff undertaking car park or traffic management duty</li> <li>2. Supervisors to monitor staff regarding hearing and to refer to Occupational Health Advisor as appropriate</li> <li>3. Accident reports to be made out in the event of injury or near miss</li> <li>4. 1st Aid training of all staff</li> <li>5. Emergency procedure training of staff via security centre</li> </ol>	<b>Trivial Risk</b>	
<b>Attending fire alarm activations</b>	Security Staff and Parking Wardens	<b>Substantial Risk</b>	<ol style="list-style-type: none"> <li>1. Ensure a cautious approach and be mindful of your own and other persons safety</li> <li>2. Seek all available information from witnesses and using your own senses looking for heat, smoke or flames</li> <li>3. SIA training in relation to emergency procedures</li> <li>4. Use of radio to warn colleagues</li> <li>5. Understand evacuation procedures</li> <li>6. Knowledge of the location of fire extinguishers</li> <li>7. Use of personal ear plugs which in situations where alarm bells are excessively loud, you have sensitive hearing or you have to be in the vicinity for excessive periods of time.</li> </ol>	<b>Tolerable Risk</b>	

<b>Attending intruder alarm activations</b>	Security Staff and Parking Wardens	<b>Substantial Risk</b>	<ol style="list-style-type: none"> <li>1. Ensure a cautious approach inform control of location before investigating</li> <li>2. Consider containment until support in place or arrival of Police as appropriate</li> <li>3. Use of radio to warn colleagues and request support before entering the premises</li> <li>4. Seek all available information from witnesses and using your own senses to establish any illegal entry</li> <li>5. SIA training in relation to conflict management</li> <li>6. Use of personal ear plugs which in situations where alarm bells are excessively loud, you have sensitive hearing or you have to be in the vicinity for excessive periods of time.</li> </ol>	<b>Tolerable Risk</b>	
<b>Dealing with drug incidents</b>	Security Staff and Parking Wardens	<b>Moderate risk</b>	<ol style="list-style-type: none"> <li>1. SIA training re dangers of contamination</li> <li>2. Use of PPE equipment</li> <li>3. Training in the correct handling and disposal of substances</li> <li>4. SIA training in communications and conflict management procedures</li> </ol>	<b>Tolerable Risk</b>	
<b>Vehicle Clamping</b>	Security Staff and Parking Wardens	<b>Moderate Risk</b>	<ol style="list-style-type: none"> <li>1. SIA Vehicle immobilisation training</li> <li>2. Be aware of manual handling techniques</li> <li>3. Whenever possible two staff to attend and deal</li> <li>4. If vehicle available park it across the front of the vehicle being immobilised and the adjoining vehicle to prevent either vehicle being moved</li> <li>5. Being mindful of conflict management techniques</li> <li>6. Clamp to be removed whilst offender in the security office whenever possible</li> <li>7. Select appropriate clamp for type of vehicle.</li> <li>8. Wear high visibility clothing when conducting clamping operations.</li> <li>9. Use safety footwear</li> </ol>	<b>Tolerable Risk</b>	