

| SEVERITY |  | LIKELIHOOD |  | **5** | **5** | **10** | **15** | **20** | **25** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No Injury | **1** | Never |  | **4** | **4** | **8** | **12** | **16** | **20** |
| Minor Injury | **2** | Seldom |  | **3** | **3** | **6** | **9** | **12** | **15** |
| Injury | **3** | Possible |  | **2** | **2** | **4** | **6** | **8** | **10** |
| Serious Injury | **4** | Probable |  | **1** | **1** | **2** | **3** | **4** | **5** |
| Death | **5** | Always |  | **X** | **1** | **2** | **3** | **4** | **5** |

| **Hazard** | **Risk** |  |  |  | **Control Measure** |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Verbal Assault | * Threats/Offensive Language Intimidation | 2 | 2 | 4 | * SIA Training for techniques to verbally calm the situation. * Officers carry a radio to enable communication to their base to request support or back up. * Robust recruitment process which tests the knowledge of verbal de-escalation procedures. * Access to a landline telephone to allow officers to call for back-up or notify the emergency services if required * Incident Reporting process to enable the officers to report incidents | 1 | 2 | 2 |
| Physical Assault | Spit/Slap.  Common Assault.  Actual Body Harm (ABH). | 3 | 2 | 6 | * Two mutually supporting SIA Licenced Door Supervision on duty. * Officers carry a radio to enable communication to their base to request support or back up. * SIA Training for techniques to verbally calm the situation. * Robust recruitment process which tests the knowledge of verbal de-escalation procedures. * Access to a site landline telephone to allow officers to call for back-up or notify the emergency services if required. * Incident Reporting process to enable the officers to report incidents. | 2 | 2 | 4 |
| Physical Assault | Stabbing/Shooting by firearm.  Grievous Bodily Harm (GBH) | 6 | 1 | 6 | * Clear instruction where practicable to follow, the Run, Hide, Tell instruction given by the Police. Staff should;   + remove themselves from the location to a safer place,   + take cover   + phone the police on 999 and notify them of the situation. * All officers have attended a site induction and know the physical layout of the site. | 6 | 1 | 6 |



| **Hazard** | **Risk** |  |  |  | **Control Measure** |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Finding Sharp Objects/Materials | If Needles of a Knife can cause injury | 3 | 1 | 3 | * Officers are instructed not to attempt to collect the item, however, they should alert the site Manager immediately to what has been found and where it is located and record in the site Daily Occurrence Book (D.O.B). * The officer must attempt to cover the object to reduce the risk to others until it can be safely removed. This can be done by for example:   + placing a hazard sign over the object; or   remaining with the object until it has been collected. | 2 | 1 | 2 |
| Slip, Trip, Fall |  | 3 | 2 | 6 | * Officers have full site induction training so they are aware of the physical layout of the location. * Cable management has been incorporated at all locations so that all cables are under floor, in trays or enclosed within cabinets. * Good housekeeping in place to control untidiness and rubbish. * Officers are to record the details and location of any incident in the site D.O.B. for the benefit of other officers and for appropriate action by the Manager. * All areas patrolled are lit by main electric lighting within the Property. * Officers are able to report any potential hazards to the site management for resolution. | 3 | 1 | 3 |
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| Other risks | Any other risk that may cause threat to injury or death. | 5 | 5 | 25 | If at any time the S/O feels that a risk not mentioned above becomes apparent they should contact either the site manager or their Security Manager to be given some direction and guidance. At no time is a S/O expected to put himself or others at risk, he must seek advice immediately and if the danger deemed to great he must consult with the site manager or depending on risk contact the emergency services immediately. Always remember the principles of the Security industry: **To Protect Life and Prevent injury,** and that starts with your own first. | 5 | 2 | 10 |

RISK ASSESSMENT GUIDANCE NOTES

NOTE 1

Enter a full description of the task or work activity. This must be a description of how the work is actually carried out and should reflect current working practices.

NOTE 2

List the staff involved with the task and those in the area who may be affected. Pay particular attention to young and inexperienced staff and lone workers. Consider also those who may be involved in cleaning and maintenance activities associated with the task.

List people other than staff who may be put at risk. These may include staff of other employees sharing the work area, Contractors, Staff, Customers, Visitors and members of the Public.

NOTE 3

Checks should be made to ensure that current preventative and protective measures meet standards set by Legislation, comply with recognised Industry standards, represent good practice and reduce risks to as low as is reasonably practicable.

Reference should be made to Procedures, Manuals, Assignment Instructions, Code of Practice, Training Records etc.

Reference should also be made to other specific Risk Assessments which have been conducted e.g., Lone Working, Manual Handling, Display Screen Equipment.

Preventative measures may include the provision of Information, instruction and training

Barriers, Safe systems of work or work procedures

Safety equipment, Good lighting and good housekeeping

Supervision, Protective clothing, Warning Signs

NOTE 4

The risk level is based upon two component parts, namely the :

a. Severity of Harm anticipated.

b. The Likelihood that harm will occur

These two must be judged independently and the adequacy of the existing control measures listed

The Severity of Harm should be assessed on a scale of 1-5 as follows :

5 Very Likely Causing Multiple Death or Widespread Destruction.

4 High Causing Death or serious injury.

3 Moderate Causing Injury or disease – off work 3 days or more.

2 Slight Causing minor injury or diseases.

1 Nil No risk of Injury or disease.

The Likelihood of Occurrence should be assessed on a scale of 1-5 as follows :

5 Very Likely Virtually certain to occur if additional control measures are not taken.

4 Likely Probable to occur at regular and frequent intervals if additional control measures are not taken.

3 Possible Additional factors could precipitate an occurrence but unlikely without such factors.

2 Unlikely Not expected to occur but could in exceptional circumstances.

1 Highly Unlikely Not expected to occur even in the event of unexpected circumstances.

Decided what additional control measures, if any, are required to reduce the risks to a level which is as low as reasonably practicable. Give priority to those risks that affect large numbers of people and / or could result in serious harm. Apply the principles below when deciding additional safety measures and use them in the order shown where possible.

Remove the risk completely by stopping the need for the task or activity to be undertaken.

Try a less risky option (e.g., do the job another way)

Prevent access to the hazard (e.g., by guarding, locking doors)

Organise the work to reduce the hazard

Provide a safe system of work to be followed by those involved in the activity.

Provide training, instruction and supervision.

Provide protective clothing but only as a last resort.

Example

If you think someone could be killed by a stabbing on patrol whilst on duty, concentrate on stopping the stabbing from happening. Here the supplying of a stab vest and training (corrective action) would make the possibility of an injury less likely and so the assessment would reflect 'likelihood low and risk minimal'.

Before Corrective Action

Hazard severity 4 x Likelihood of Occurrence 5 = Risk Rating =20

After Corrective Action

Hazard severity 4 x Likelihood of Occurrence 2= Risk Rating =8

Notice hazard severity does not change from 4 but the reduced risk factor demonstrates effective

control.

By using a quantitative system of risk assessment, the effort and appropriate resources can be directed at reducing the greatest risk in any work environment. It means in effect, that the potential risk ratings are in a range 25-1 (25 highest and 1 the lowest), so we can decide on a cut-off point below which the risks would be considered very low and acceptable. The cut–off point is not fixed and may be adjusted dependent on specific work conditions and environment.

The table below is intended as a guide:-

Risk Rating 0-8 - Low risk

Risk Rating 9-12 - Medium risk

Risk Rating 13-25 - High risk

NOTE 6

Re-assessment following introduction of additional control measures.

Where additional control measures have been identified and remedial action dates agreed, a trained Assessor is to reassess the risk factor following the implementation of those control measures using the same definitions as in Note 4

**CONTRACT ENVIRONMENTAL IMPACT ASSESSMENT**

**Assessment Form Key:**

| **Significance Of Impact:** | | **Likelihood:** | |
| --- | --- | --- | --- |
| **1** | Moderate Environmental Impact | **1** | Very Likely |
| **2** | Significant Environmental Impact | **2** | Possible |
| **3** | Major Environmental Impact | **3** | Very Likely |

Any ‘Environmental Aspect’ with a score of 4 or greater (pre-control measures) is considered to be a ‘Significant Environmental Aspect’.

**CONTRACT ENVIRONMENTAL IMPACT ASSESSMENT**

| **Activity:** | **Environmental Aspect:** | **Impacts:** | **+ve or -ve:** | **Pre-Control Measures:** | | | **Risk Control Measures:** | **Post Control Measures:** | | | **Owner:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sig. Of Impact** (Scale 1-3) | **Likelihood** (Scale 1-3) | **Risk**  (I x L) | **Sig. Of Impact** (Scale 1-3) | **Likelihood** (Scale 1-3) | **Risk** (I x L) |
| **Lighting,**  **Heating & water appliances left on.** | 1 | 3 | +ve | 1 | 3 | 3 | Ensure all lights, heating appliances and taps are turned off when possible. Have double glazing to prevent heat being lost from building. | 1 | 3 | 3 | *Store Manager.* |
| **Paper waste.** | 2 | 3 | +ve | 2 | 3 | 6 | All paper and cardboard should be recycled. Printing and photocopying documents should only be done if necessary. | 2 | 3 | 6 | *All on site staff.* |
| **Recycling of waste.** | 2 | 3 | +ve | 2 | 3 | 6 | Separate bins should be provided for tins and metal cans, paper and cardboard, food waste, glass and plastic. | 2 | 3 | 6 | *All on site staff.* |
| **Recycling of printer cartridges.** | 1 | 3 | +ve | 1 | 3 | 3 | Where possible ink cartridges should be either refilled or recycled. | 1 | 3 | 6 | *All on site staff.* |
| **Use Emails to cut out the use of timesheets.** | 1 | 3 | +ve | 1 | 3 | 3 | Emails should be sent to control instead of timesheets saving paper and envelopes. | 1 | 3 | 3 | *Security officer.* |
| **Energy saving light bulbs.** | 1 | 3 | +ve | 1 | 3 | 3 | Energy saving light bulbs should be used to save energy and costs. | 1 | 3 | 3 | *Store Manager on site.* |

**FUTURE ENVIRONMENTAL OBJECTIVES AND TARGETS**

The following table lists the environmental objectives and targets for the contract:

| **Objectives:** | | **Targets:** | **Timescale:** | **Responsibility:** | **How:** |
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