

**OPERATIONAL/RISK ASSESSMENT FORMS**  
**THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

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Risk assessments are a management tool which when applied can assist in attempting to reduce or eradicate a potential loss making work activity. They are another aspect of good management.

Two definitions to remember:-

**HAZARD** – Anything which has the potential to cause harm to a person.

**RISK** – The chance of harm occurring, ie frequency; severity; number of people affected.

**RISK ASSESSMENT IN PRACTICE**

**IDENTIFY** hazards in the workplace.



**ASSESS** how often is the work carried out; who could be harmed; how severely and how many other people could be affected.



FREQUENCY		SEVERITY OF INJURY		WORST POSSIBLE OUTCOME	
How often is a particular work activity carried out?		Worst type of anticipated injury		Number of people who could be affected	
Unlikely	1	Cuts, grazes etc	1	0 – 1	1
Possible	2	Minor fractures	2	2 – 3	2
Likely	3	Serious fractures	3	4 – 6	3
Frequent	4	Life threatening	4	7 – 9	4
Definite	5	Death	5	10+	5
<b>RISK LEVEL</b>		Low 1 - 5	Medium 6 - 9	High 10 - 15	

**CONTROL** Remove the hazard or manage it to reduce the level of risk:



**LOW:-** any action required to be taken within one month.

**MEDIUM:-** any action required to be taken within seven days. However, immediate preventative action may be required.

**HIGH:-** Requires immediate preventative action to be taken. Residual high risk not acceptable except in exceptional operational circumstances.

**MONITOR** Are the control measures being adhered to?



Check/visit.

**REVIEW** Yearly unless any change to work activity etc has taken place.

It is a statutory requirement that completed Risk Assessment Forms are made available to the HSE on request.

DORSET POLICE  
RISK ASSESSMENT FORM

A48A

Work activity: Events Generic) (Generic events RA inc NPT)

HAZARD	WHO TO	WHY	POT RISK (HML)	CONTROL MEASURES	ACTION TAKEN	RESIDUAL RISK (HML)
Weather (Hot)	Police Officers Police Staff	Sunburn	M	Rotate staff Provide shelter	Staff advise provided	L
		Heat Exhaustion	M	Provision of refreshments	Refreshments available	L
		Dehydration	M	Areas of shade/refreshment	Shade under awning/ inside trailer Refreshments available	L
		Reduced efficiency	L	Suitable clothing Sun creams Head protection	Shelter available	L
Weather (Cold/Rain)	Police Officers Police Staff	Hypothermia	L	Staff to have available coats, fleeces if appropriate. Access to hot drinks, and shelter	Staff guidance	L
			L	Rotate staff	Staff advise provided	L
Fatigue	Police Officers Police Staff	Time spent at static positions	L	Rotate staff Ensure adequate breaks Ensure facilities to sit down	Staff guidance	L
Trip, slip or fall	Member of public visiting stand, Police staff Police officers	Slippery surfaces through wet, oil etc	M	All access areas to be kept clear at all times and any spillages to be cleared or advised to appropriate authority	All staff advised of requirements to ensure good housekeeping at events	L

Equipment falling over and striking individual	Members of public visiting stand  Police staff  Police Officers	Potential injury due to camera equipment, static vehicle displays, IT equipment, static display equipment, gazebo	M	All equipment to be kept secure, and monitored at all times	Staff advised of requirements to monitor and secure all equipment  Accident reporting procedures to be enforced	L
Threatening or abusive behaviour to event personnel	Members of public  Police staff  Police officers	Potentially hostile visitors to stand	M	All staff to be aware of emergency procedures.  Police officers – airwave	Staff advised of awareness of potential threat and to ensure contact is established once at location with comcen or other appropriate authority	L
Noise Pollution from event vehicles	Members of public	Movement to and from event location	L	All vehicles to be road worthy and ensure engines switched off when stationary at site  Generators to be kept away from buildings	Staff advised of requirements to prevent noise pollution	L
Lone person working at event	Police officer  Police staff	Individuals working alone on a stand at event possibility of violence/threats, security of individual	L	Lone persons working at events should ensure that adequate communication is established as to location at all times Lone working should be avoided as much as possible	Prevention of lone working unless absolutely necessary	L
Vehicle access to, on and off site	Police officer  Police staff  Members of public	Individuals being struck by vehicle  RTC	M	All police vehicles to be driven by qualified and competent staff in accordance with guidance and policy  Turn on hazard lights whilst manoeuvring around site  Consider use of colleague to aid positioning of vehicles on site	Driver of vehicle	L

Alcoholic Drinks	Public Police Staff Police Officer	Public drinking in the area	M	No alcohol to be consumed on or around the stall	Officers will have Airwave radios to call for help or report incidents to the control room	L
Crowds, Public, Civil unrest	Public Police Staff Police Officer	Busy event attracting large numbers this could lead to crowding of the stall	M	Adequate staff cover on stall	Staff will be briefed on relevant action to take to minimise crowding	L
Children & Young People	Public	Busy event attracting large numbers this could lead to children & young people becoming lost within the crowds	M	Kid Safe Badges will be provided to young persons	Officers will have Airwave radios to call for help or report incidents to the control room	L
Fire	Public Police Staff Police Officer	Risk of fire to flags, bunting, gazebo and paper	L	No smoking or naked flames on or around the stall.	Staff will be briefed on action should a fire start.	L
Covid 19 (when applicable due to changing regulations)	Public Police Staff Police Officer	Risk of spreading covid 19 through close contact	M	Social distancing banner to be used. Provide masks for all staff. Provide hand sanitiser.	Staff will be briefed on the current covid restrictions before the event.	L

**Policy Statement:** The risks associated with the operation have been considered.

Created: Emily Presland Collar: 5390 Date: 01/04/24

**NEXT REVIEW DATE: 01/04/2025**

Signed off by: T/CI Darren Harris

Collar: 2504

Date: 01/04/2024

