



Ward Security Limited

Risk Assessment

Site Name:	Dog training Imperium Basildon
Assessed By:	Jonathan Hawkins
Date of Initial Assessment:	09/01/14
Date of Annual Reviews:	04/11/16 – Kevin Tuffs
Date of Annual Reviews:	28/06/17 – Kevin Tuffs
Next Review Date:	26/01/18

The Management of Health and Safety at Work Regulations require all employers to assess risks to staff and others arising from their undertakings. The assessment should:

- ✔ Identify the hazards present
- ✔ Identify persons at risk
- ✔ Identify any groups of persons at special risk (including pregnant and nursing mothers and young persons)
- ✔ Evaluate the risk taking account of existing control measures.

The purpose of the assessment exercise is to identify the measures that should be taken to ensure the safety of those at risk as far as is practicable and confirm compliance with applicable statutory requirements. It should ignore trivial risks and should not be overly complicated with excessive detail. The significant findings of the assessment should be clearly recorded. As such Ward Security Limited are responsible for assessing the risks associated with the services that are provided by Security Officers on our customer's sites, and our customers should provide us with assessments of the risks arising from their business activities that could affect Ward Security Limited Officers whilst on site.

The Health, Safety and Welfare Regulations require employers to provide adequate welfare facilities for their employees whilst at work. These facilities include:

- ✔ Sanitary conveniences
- ✔ Washing facilities
- ✔ A supply of wholesome drinking water
- ✔ Appropriate storage for clothing
- ✔ Facilities for changing into out of special clothing
- ✔ Facilities for preparing / obtaining hot food and drinks
- ✔ Facilities to rest and to eat meals

To ensure these requirements can be complied with where employees work on other employers sites, the Management of Health and Safety at Work Regulations require employers to co-operate and co-ordinate their health and safety activities to ensure that health and safety requirements are complied with.

Ward Security Limited is legally responsible for ensuring the health and safety of all our employees wherever they are operationally active. This responsibility includes protecting employees from the risks arising from the activities that they are employed to undertake and ensuring that adequate precautions are taken to protect employees from the risks arising from the customers activities undertaken on contract sites. Our customers also have a legal responsibility to ensure the risks from their businesses do not harm our employees. General risk assessments are undertaken of the foreseeable hazards associated with guarding and patrol activities. The assessments have been used to develop generic safe systems of work that are included in the assignment instructions issued to Security Officers. The assessments and safe systems of work cover:

- ✔ Verbal and / or physical assault
- ✔ Driving of company vehicles
- ✔ Work near moving vehicles
- ✔ Use of electrical appliances
- ✔ Dealing with suspect packages
- ✔ Foot patrols

Appointed Managers are responsible for undertaking site specific assessments to ensure the arrangements necessary for the health, safety and welfare of Security Officers are provided on the customer's sites.

The Appointed Managers should refer to the general assessments and liaise with the company health and safety representative to ensure appropriate coverage of the risks associated with guarding activities, and obtain relevant information from the customer regarding the significant risks, emergency arrangements and the welfare facilities on site when undertaking the assessments.

The Appointed Manager must work with the customer to ensure short term actions are taken to reduce any risks identified in the assessments to an acceptable level before Security Officers are deployed on the site.

Copies of the completed health, safety and welfare assessment should be issued to the customer and be included with the assignment instructions for the site. An additional copy should be kept in the customer's site file with Ward Security Limited's head office.

Duty Inspectors and visiting Managers are responsible for monitoring compliance with the assignment instructions during site visits, and raising any issues relating to the hazards from the business activities on the site with the customer during monthly meetings or sooner dependent on the level of risk.

Associate Directors are responsible for reviewing the progress of site specific assessments and the implementation of resulting recommendations with the Appointed Manager during monthly operations review meetings and on an *ad hoc* basis.

Specific Hazards

Specific regulations and guidance have been produced by the HSC which require detailed assessments of the following:

- ✔ Substances Hazardous to Health
- ✔ Manual Handling Operations
- ✔ Display Screen Equipment
- ✔ Fire Safety in Buildings

Where an assessment identifies a significant risk from any of the above hazards, reference should be made to the specific arrangements detailed to mitigate the risk within the assignment instructions.

Record Keeping Requirements

Contract site specific safety and welfare assessments should be included in the relevant customer site file and the assignment instructions.

Risk Rating Calculations

Probability or Likelihood of Harm Occurring		
Number	Percentage probability	Likelihood
1	0 – 20	Highly unlikely
2	21 – 40	Reasonably likely
3	41 – 60	Even chance
4	61 – 80	Highly likely
5	81 – 100	Almost certain

Consequence or Severity of Harm			
Number	Description	Effect	Outcome
1	Minor injury	Cuts and abrasions, minor skin or eye irritations, etc.	No lost time (sick leave not required)
2	Injury requiring First Aid	Any injury that requires First Aid	1 to 7 days
3	Injury or industrial disease requiring medical treatment	Deep wounds, fractures, scalds, burns, eye injuries, respiratory infections, temporary blindness or hearing loss, etc.	More than 7 days off sick Reportable injury under RIDDOR Form F2508 required
4	Serious injury or long term medical effects (industrial disease)	Loss of fingers, toes, damage to eyes, serious medical effects	Weeks of months off sick, hospitalisation Reportable injury under RIDDOR Form F2508 required
5	Major injury or fatality	Loss of limbs, sight, hearing, long-term illness or death	Permanent disablement or long term sick leave Reportable injury under RIDDOR Form F2508 required

Risk Rating Matrix

Consequence	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

Risk Rating Result

Acceptable	1 to 4
Tolerable in the short term	5 to 12
Unacceptable	15 to 25

Table of Risk Rating			
Product (Probability x Consequence)	Risk Rating	Requirements for control measures	Actions to be taken
1 to 4	Acceptable	Low level of control measure required: adequate supervision, training and information	Review regularly to ensure that the risk does not increase
5 to 12	Tolerable in the short term	Moderate level of control measures; as above but with engineering and management safety systems in place	Review to assess whether risk can be reduced: ensure competence levels for safe working or operation
15 to 25	Unacceptable	<p>This level of risk is unacceptable as there is a high probability of major harm occurring.</p> <p>High level of control is required; permits to work, specialist safety equipment, strict supervision, etc.</p>	<p>Alternative methods should be used that remove or reduce the risk wherever possible.</p> <p>This high risk must be strictly controlled and only authorised competent persons allowed in and around the hazard</p>

Purpose

The purpose of this risk assessment is to identify the risks associated with the training of Ward guard dogs and put in place control measures to reduce the risks to an “Acceptable” level.

General Information

Date of Risk Assessment:	9 th January 2014. First Review: 14 th August 2014 (following an incident where a dog handler was bitten during a training session)
Risk Assessor:	Jonathon J Hawkins, Health and Wellbeing Manager.
Trainer:	Ali Todd

Primary Training Locations:	General Comments
Kent Police Headquarters	<ul style="list-style-type: none">• On a private Police playing field.• Not open to the public.• Secured behind a fence.• Use of classrooms for training & information delivery.• Use of Police restaurant for teas / coffees
NYSE, Basildon	<ul style="list-style-type: none">• Private land• Large Warehouse type building• Secured behind a fence with 24 hour security
Hind Court Farm	<ul style="list-style-type: none">• Private Land• Small Bungalow on site









On Site Training Locations:	General Comments
Bexley Park	<ul style="list-style-type: none">• Public Park – Out of hours when park locked up.• External leash obedience training only.• Internal search person exercise on leash.
Dockside	<ul style="list-style-type: none">• Public Retail Park• Training restricted to dog search training.• In private areas – leash patrol dog training.

Potential Hazards & Risks During Training

Hazards:	Risks to officers, trainers and the public:
Slips & Trips	Serious injury following a fall
Electrical	Electrocution / Burns to officers
Poor Fire Safety & Building Defects	A building defect or poor fire safety may lead to a fire, lift entrapment, smoke inhalation, burns, serious illness or serious injury.
Dog bites	An out of control dog may bite the owner, trainer or member of public during the training session
Poor Weather Conditions	Poor weather could lead to an increased risk of injury with slippery surfaces and acute poor health if exposed to the cold

Poor Welfare	Poor welfare may lead to an increased risk of poor health.
Dog Transportation	An out of control dog in a vehicle may distract the owner leading to an accident.

Training Methods:

 <p>Off lead obedience training.</p>	 <p>Heelwork on and off lead.</p>	 <p>Dog adopting a controlled position (sit).</p>
 <p>Dog adopting a controlled position (down).</p>	 <p>On leash control exercises (patrol)</p>	 <p>On leash control exercise (sit position).</p>
 <p>Trainer engaged in criminal work.</p>	 <p>Dog (biting) under control during criminal work.</p>	

Risk:	No Controls Risk Rating:			Existing Control Measures:	Existing Risk Rating:			Recommended Additional Control Measures:	Potential Risk Rating:		
	L	C	R		L	C	R		L	C	R
1. Slips & Trips: An officer may sustain a Serious injury following a fall.	2	4	8	<ul style="list-style-type: none"> Kent Police HQ carry out regular checks of their own premises. NYSE is annually risk assessed and the site is managed by the clients building manager. Hind Court Farm is of concern Bexley Park & Dockside are annually risk assessed and the sites are managed by the clients building managers. A Site hazard checklist has been introduced to identify any hazards that may be found at each training site prior to training. Hind Court Farm has been risk assessed by the H & S Manager. 	1	4	4	No recommendations	1	4	4
2. Electrical: An officer may sustain a serious injury or burn following electrocution.	2	4	8		1	4	4		1	4	4
3. Fire Safety and Building Defects: A building defect or poor fire safety may lead to a fire, lift entrapment, smoke inhalation, burns, serious illness or serious injury.	2	4	8		1	4	4		1	4	4
4. Dog bites: An out of control dog may bite the owner, trainer or member of public during the training session.	4	4	16	<ul style="list-style-type: none"> Officers receive a Dog Training Safety Briefing and it is signed by each officer before each training session. Higher risk training is not undertaken where members of the public may be present. Where public are present signage is displayed and officers receive specific instructions on how to behave and when to abort training. Trainer is competent. Extensive Experience, aware of changes in dogs behavior and authoritative towards officers. Training is undertaken to BS8517 part 1 2009 – Search Dogs The trainer is emergency at work first aid trained. First Aid kits are available during training. Personal Protective Equipment is worn by each officer. Specialist PPE is worn by the Dog Trainer. 	1	4	4	No recommendations	1	4	4
5. Poor Weather Conditions: Poor weather could lead to an increased risk of injury with slippery surfaces and acute poor health if exposed to the cold.	2	3	6		1	3	3		1	3	3
6. Poor Welfare : Poor welfare may lead to an increased risk of poor health.	2	3	6		1	3	3		1	3	3
7. Dog Transportation: An out of control dog in a vehicle may distract the owner leading to an accident.	3	2	6	<ul style="list-style-type: none"> Dogs are transported in a secure dog kennel fitted within the vehicle to BS8517 part 1 2009 – Search Dogs. 	1	1	1	No recommendations	1	1	1

Action List

No.:	Recommended Additional Control Measures:	Action required by:	Date Action Required By:	Current Actions (incl date of current actions):
1	<ul style="list-style-type: none"><li data-bbox="212 357 506 379">• No outstanding actions			

Risk Assessment 1st Annual Review

Date of Review: 2016-11-04

Assessors Name: Kevin Tuffs

Email Address: Kevin.tuffs@ward-security.co.uk

Site Name: Imperium dog training

2. Identified Hazards / Risks

2.1 Is workstation still suitable? Yes – warehouse environment with tea / coffee and seating area

2.2 Has officer had eye test in last 2 years? Yes

Name of officer/s on duty: Ali Todd

2.3 Does officer suffer from headaches?	No
2.5 Have fire extinguishers been tested in the last 12 months?	Yes – tested - 07/16
2.6 Have all portable electrical equipment been PAT tested in the last 12 months?	Yes
2.7 Is drinking water, toilet and first aid facilities available?	Yes
2.8 If the fire alarm sounds are officers expected to investigate the source of a fire?	No
2.9 Since the previous risk assessment have any tasks been added to the officers duties?	No
2.10 Do officers have all PPE and other equipment necessary to carry out their tasks?	Yes
2.12 Are patrol routes clear of slips and trip hazards (incl stairs) and low beams etc..?	Yes

2.13 Are all fire exit doors openable, routes
emergency lights working, signage correct and
clear of combustible materials? Yes

2.14 Are patrol routes well lit, particularly at night? Yes

2.15 Any other hazards or risks identified that
need attending to: None

Signature

A handwritten signature in black ink, appearing to be 'M. J.', is centered within a white rectangular box.

Email Report

To Unsubscribe: Login to the iFormBuilder Admin and remove email address from the Form Assignment Tab or call your account administrator.

Copyright (C) 2016 *Zerion Software, INC* All rights reserved...

Training Methods: searching



Warehouse area where the dogs are trained.



Various isles where individuals hide or items are hidden for dogs to find.



There are various cabinets and boxes where either an individual hides or items are hidden.



The warehouse is dry, clean and has wide walkways.



This is the room under the servers on the above floors. Room used for searching.



There are various cabinets and boxes where either an individual hides or items are hidden.

Training Methods: Crowd control



Crowd control training is carried out inside and outside the warehouse. The trainer is the only person who wears the protective arm sleeve when training is being carried out.



The trainer steps forward for the dog to bite. This must only be done by a qualified individual.

Training Methods: Explosives searching



Car used for hiding a small piece of explosives. This can be done inside or outside the building



The small piece of explosives is placed in the car by the trained handler.



The dog walks around the car searching for the item while the handler follows the dog



Once the dog finds the scent it stands still



The dog points towards the area where the item is and barks, then the handler throws a ball as a reward.

Based on Risk Rating Calculations (scores 1-5) on Page 3		Totals
Risk Rating Matrix Likelihood (L) 1-5 x Consequence (C) 1-5 = Risk (R)	Acceptable	1 to 4
	Tolerable in the short term	5 to 12
	Unacceptable	15 to 25

Risk Control Measures

Risk: (Reasonably foreseeable Risk + specific detail of typical consequence) in order of priority	No Controls Risk Rating:			Existing Control Measures:	Existing Risk Rating:			Recommended Additional Control Measures:	Potential Risk Rating:		
	L	C	R		L	C	R		L	C	R
1. Dog bites: An out of control dog may bite the owner / trainer or trainees	4	4	16	Officers receive a Dog Training Safety Briefing. Trainer is competent. First Aid kits are available in warehouse and van. P.P.E is worn by each officer. Specialist PPE is worn by the Dog Trainer.	1	4	4	Recommendations: the trainer need to ensure the arm guard is in good condition and is fit for purpose. When carrying out crowd control scenario the officers who are helping must stand behind the instructor to ensure the dog bites the protective sleeve and not an officer.	1	4	4
2. Control of explosives: the handling of C4 explosives on site which is used for training.	4	4	16	Only the trainer can handle the C4, this is handled with protective gloves. The C is kept in a secure room and inside a safe which is located in the main building.	1	4	4	Recommendations: the trainer must ensure they use the gloves at all times when handling the C4.	1	4	4
3. Slips & Trips: The area could be slippery if rain water is brought in on shoes / boots.	2	4	8	There is mats at door entrances and the warehouse is reasonably warm and will dry quickly.	1	4	4	Recommendations: None	1	4	4
4. Poor Weather Conditions: Poor weather could lead to an increased risk of injury with slippery surfaces and acute poor health if exposed to the cold.	2	3	6	Officers wear warm clothes, boots, jackets etc. If weather is bad then training will commence inside.	1	3	3	Recommendations: None	1	3	3
5. Dog Transportation: An out of control dog in a vehicle may distract the owner leading to an accident.	3	2	6	Dogs are transported in a secure dog kennel fitted within the vehicle.	1	1	1	Recommendations: None	1	1	1

Action List (From above)

No.:	Recommended Additional Control Measures:	Action required by:	Date Action Required By:	Current Actions (inc date of current actions):
1	<p>Recommendations: the trainer need to ensure the arm guard is in good condition and is fit for purpose.</p> <p>When carrying out crowd control scenario the officers who are helping must stand behind the instructor to ensure the dog bites the protective sleeve and not an officer.</p>	Ali Todd	Immediately	Completed
2	<p>Recommendations: the trainer must ensure they use the gloves at all times when handling the C4.</p>	Ali Todd	Immediately	Completed

Risk Assessment 2nd Annual Review

ID

1212

Date of Review: 2017-06-28

Assessors Name: Kevin Tuffs

Email Address: kevin.tuffs@ward-security.co.uk

Site Name: Imperium - Canine

1. Previous Recommendations

2. Identified Hazards / Risks

2.1 Is workstation still suitable? Yes

2.2 Has officer had eye test in last 2 years? Yes

Name of officer/s on duty: Ali todd

2.3 Does officer suffer from headaches? No

2.4 Is lighting over the desk o.k. (look for shadows cast on the desk)? N/A

2.5 Have fire extinguishers been tested in the last 12 months? Yes

2.6 Have all portable electrical equipment been PAT tested in the last 12 months? Yes

2.7 Is drinking water, toilet and first aid facilities available? Yes

2.8 If the fire alarm sounds are officers expected to investigate the source of a fire? No

2.9 Since the previous risk assessment have any tasks been added to the officers duties? N/A

2.10 Do officers have all PPE and other equipment necessary to carry out their tasks? Yes

2.11 Do officers use the lifts to patrol the building? N/A

2.12 Are patrol routes clear of slips and trip hazards (incl stairs) and low beams etc..? Yes

2.13 Are all fire exit doors openable, routes emergency lights working, signage correct and clear of combustibile materials? Yes

2.14 Are patrol routes well lit, particularly at night? Yes

Signature



Risk Control Measures

Risk: (Reasonably foreseeable Risk + specific detail of typical consequence) in order of priority	No Controls Risk Rating:			Existing Control Measures:	Existing Risk Rating:			Recommended Additional Control Measures:	Potential Risk Rating:		
	L	C	R		L	C	R		L	C	R
1. Dog bites: An out of control dog may bite the owner / trainer or trainees	4	4	16	Officers receive a Dog Training Safety Briefing. Trainer is competent. First Aid kits are available in warehouse and van. P.P.E is worn by each officer. Specialist PPE is worn by the Dog Trainer.	1	4	4	Recommendations: the trainer need to ensure the arm guard is in good condition and is fit for purpose. When carrying out crowd control scenario the officers who are helping must stand behind the instructor to ensure the dog bites the protective sleeve and not an officer.	1	4	4
2. Control of explosives: the handling of C4 explosives on site which is used for training.	4	4	16	Only the trainer can handle the C4, this is handled with protective gloves. The C is kept in a secure room and inside a safe which is located in the main building.	1	4	4	Recommendations: the trainer must ensure they use the gloves at all times when handling the C4.	1	4	4
3. Slips & Trips: The area could be slippery if rain water is brought in on shoes / boots.	2	4	8	There is mats at door entrances and the warehouse is reasonably warm and will dry quickly.	1	4	4	Recommendations: None	1	4	4
4. Poor Weather Conditions: Poor weather could lead to an increased risk of injury with slippery surfaces and acute poor health if exposed to the cold.	2	3	6	Officers wear warm clothes, boots, jackets etc. If weather is bad then training will commence inside.	1	3	3	Recommendations: None	1	3	3
5. Dog Transportation: An out of control dog in a vehicle may distract the owner leading to an accident.	3	2	6	Dogs are transported in a secure dog kennel fitted within the vehicle.	1	1	1	Recommendations: None	1	1	1

Action List (From above)

No.:	Recommended Additional Control Measures:	Action required by:	Date Action Required By:	Current Actions (inc date of current actions):
1	<p>Recommendations: the trainer need to ensure the arm guard is in good condition and is fit for purpose.</p> <p>When carrying out crowd control scenario the officers who are helping must stand behind the instructor to ensure the dog bites the protective sleeve and not an officer.</p>	Ali Todd	Immediately	Completed
2	<p>Recommendations: the trainer must ensure they use the gloves at all times when handling the C4.</p>	Ali Todd	Immediately	Completed