



Response Date:06/09/2024

2024/796 – Face Masks

In response to your recent request for information regarding;

- 1. Data on the requirement and use of face masks in your Force Control Room during the period March 2020 to January 2022.**
- 2. Provide copies of all risks assessments, including originals and any amendments made during that period in relation to wearing of face coverings in your force control room.**
- 3. Provide information on adjustments made for disabled staff who were unable to wear a face covering and the associated risks assessments for this.**

Clarification requested;

Please could you clarify if question three relates to the Force Control Room only, or the whole force?

Clarification received;

this relates to both civil staff and officers working within the Force control room only.

Please find attached the risk assessment in relation to Force Control Rooms.

We followed the NPCC guidance in relation to PPE throughout Covid.

Although masks were available and used throughout the period in FCC in line with government regulations, installing screens etc prevented the need for some use when sat at their desk. Actual use was not documented.

All staff that had medical conditions if they had to shield where sent home to work, or if they could come in we had social distancing in place, risk assessments via Occupational Health Unit (OHU) for them all, etc.

THIS INFORMATION HAS BEEN PROVIDED IN RESPONSE TO A REQUEST
UNDER THE FREEDOM OF INFORMATION ACT 2000, AND IS CORRECT AS AT 05/09/2024



NORTH WALES POLICE

RISK ASSESSMENT

HS4 – Rev 4

Box 1

Risk Assessment I.D. No.		Type of Assessment (Tick applicable)				Name & SULO of Assessor	
RAL OSS JCC 01		Generic (RAG)		Local (RAL)	✓	Health and Safety Manager	
Original Assessment Date	Previous Assessment Date	This / current Assessment date		Planned review date (within 2 years)		Revision No.	
7 th April 2020	N/A	7 th April 2020		April 2022		00	

Box 2

Task or Activity Assessed
Detail: Coronavirus (COVID-19) Pandemic This Risk Assessment relates specifically to members of staff who work on the Force Control Centre (FCC), including others who may require legitimate access to FCRs located at St. Asaph and Force Headquarters Colwyn Bay. Other relevant Risk Assessment, References and Documents : ➤ Cleaners, Supervisors and Operatives who may be at risk from COVID 19 when cleaning – dated 18th March 2020 (attached) ➤ Forcebook - updates (COVID-19), including National and Local Guidance, procedures, and the use of Personal Protection Equipment (PPE) ➤ Supervisors to remind and brief staff regarding their responsibilities on a regular basis. ➤ Useful links: COVID-19: Local and National Guidance. 1)Government latest information and guidance, 2) Government guidance for first responders, 3) Government guidance for critical workers childcare and 4) NHS Advice Public Health Wales.

Ref: Duplicate the **Risk Assessment I.D. No.** here



The assessment below should not be taken as comprehensive and consideration must be given to local differences and additional factors which may affect people's safety.

Box 3

Key: Persons at Risk: E = NWP Employees. DP = Detained Person. Pub = Member of public. Vis = Visitors. VP = vulnerable people (new staff, temporary, new or expectant staff, young persons, lone workers, persons with disability, others). Con = contractors. NWP = Force (legislation).

Risk Rating: S = severity. L = likelihood. R = rating (S x L see Force H&S Risk Evaluation Matrix)

I.D. No.	Description / Hazard	Persons at Risk	Pre Control Risk Rating			Control Measures	Control Measures in place? Y/N	Post Control Risk Rating			Acceptable? Y/N
			L	S	R			L	S	R	
1	In line with Legislation, Government and Force guidance, measures to be taken when accessing, egressing and working in NWP Force Control Rooms	E,VIS, VP,CON	3	20	60	- Maintain social distancing - 2 meter rule MUST always be adhered to, including in all communal areas. - Staff to be regularly briefed and reminded regarding 2 metre rule, also, encouraged by Supervisors / Line Managers to note regular updates (COVID-19) via Facebook page - Supervisors/Line Managers to regularly review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one. (In place/on going)		2	14	28	



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			L	S	R			L	S	R	
						- Colleagues from MRU/IST/RMU have been relocated from the FCC to reduce staff numbers working from single location. - Ensure there is good ventilation around work stations and communal rooms - Individual work areas/stations have been moved to ensur a minimum 2 metre gap is achieved between members of staff. - Consider re configuring floor plan, access and egress points/ walk ways – <i>one way in, one way out</i> to minimise risk of staff coming into contact with each other. - Posters to be placed in offices, access points, communal areas, toilets regarding control/spread of COVID-19. Visit Forcebook to down load copies. <u>Use of PPE (if required):</u> - Use of approved masks and other PPE is only recommended where social distancing cannot be achieved through other means. For details visit Forcebook					

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			L	S	R			L	S	R	
						- Adequate supply of facial masks and other PPE to be readily available in FCR's Useful links: https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people - If appropriate, consider conference calls to be used instead of <i>face to face</i> meetings. - Supervisors to ensure sufficient rest breaks for staff. - Ensure good communication links exists between staff, supervisors and Line Managers Communal Areas: - Implement appropriate seating plan to maintain social distancing / 2 meter rule.					

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			L	S	R			L	S	R	
						- Consider minimise risk of staff coming into contact with each other, for example when accessing /egressing office(s) for breaks etc - Enure adequate washing facilities are available, to include hot water, soap, gel sanitisers and proper drying equipment. <u>General Housekeeping:</u> - Ensure good housekeeping is maintained – staff to keep work stations, floor area free from hazards. - Staff must only bring essential items to work in order to avoid clutter of desks, floors etc. - Staff must clean their desks, equipment, computer(s) and key board at the start and finish of each tour of duty. Only use approved cleaning agents. Thereafter, wash hands and apply sanitizer - Ensure good lighting is maintained.					
	In the event of social distancing / 2 metere rule not achieavable in FCRs					- Consider using Physical Barrier, for example, Perspex screening to segregate staff. - Consider face masks.					

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			L	S	R			L	S	R	
						Consider moving staff to other locations/offices					
	Overcrowding in FCRs with staff and visitors Increase risk if infection Not being able to sustain/maintain 2 meter distancing rule in line with guidance and legislation (4/2020) Risk of infection, serious illness and/or death		3	20	60	- Adjusting work processes to ensure social distancing is maintained, for example, moving <i>non essential</i> staff to other locations, building, FCRs. This has been achieved in FCRs. - Supervisors / Line Managers to monitor at regular intervals. - Supervisors/Line Managers to relocate staff to lessen risk of contamination, spread of virus. - Supervisors/Line Managers to monitor compliance of rules, legislation and guidance.		2	14	28	
2	Disposal of contaminated PPE, for example, facial masks and gloves		3	14	42	Adequate and appropriate bins to be readily available in FCRs and communal areas for disposal of PPE Note: NWP are strictly adhering to NPOCC and Public Health Wales guidelines. They are relatively new and their protective claims are not currently supported by any research or evidence. Staff are advised		1	20	20	

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			L	S	R			L	S	R	
						not to purchase these for their workplace; using only PPE supplied by NWP. For further information visit Forcebook (COVID-19)					
3	Cleaning of FCR, desks, equipment and computers.		3	14	42	- Supervisors to ensure adequate stock of cleaning equipment. - Re-order cleaning equipment via cleaners, SMT or via Facilities helpdesk Refer to Cleaners Risk Assessment  Coronavirus (COVID 19) - Force Cleaners.c		1	20	20	
4	Personal Hygiene		2	20	40	- In line with guidelines pertaining to COVID-19 staff must regularly wash their hands. - All cuts, grazes and breaks in the skin will be covered by waterproof plaster or other waterproof surgical dressing. - Supervisors to ensure First Aid kits are available and in close proximity to FCRs, communal areas.		1	20	20	

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			L	S	R			L	S	R	
5	Mental Health and Welfare Support to Staff		3	12	36	- Line Managers and Supervisors to support staff and if necessary, promote mental health & wellbeing awareness to staff during the Coronavirus outbreak. - Make staff aware of support available and how to access information		2	12	24	
6	Slips, Trips and Falls		3	14	42	- Remove /adjust position of trailing cables - Remove unnecessary items, which could cause injury in event of someone tripping over them. - Ensure bins and essential equipment are correctly positioned to reduce risk of injury - Ensure carpets, tiles are secure and safe - Conduct regular checks. - Remove all non essential items, which could cause an injury.		1	14	14	

Box 4

Is the risk rating for this task/activity post-control acceptable and are all the control measures in place?	Yes / No *delete as required - if no go to box 4
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Risk Assessor Name	Colin Jones	Signature	Colin Jones	Date	07/04/2020
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Box 4.1 Any Outstanding Actions

I.D. No.	Hazard	Action By (who)	Action required	Target Date	Completion Date	Signature When Complete
	Either NONE or add further rows here as required					

Box 5

Management Confirmation I have noted the above assessment and will take appropriate steps to ensure all the actions raised are completed satisfactorily.					
Name (Print):	<u>(Divisional / Department Head / Event Senior Officer)</u>				
Signature	Supt. 1556 Neil Thomas			Date:	9/2/20
Operational Exception. Where dynamics and urgency of operation may be hindered by the non availability of a safety representative to countersign this assessment, then the senior officer <u>(Divisional / Department Head/ Event Senior Officer- Inspector or above)</u> controlling the event may sign this disclaimer allowing the operation to continue. <i>These 2 rows should be deleted for normal risk assessments</i>					
Name (Print):	Neil Thomas	Signature		Date:	9/2/20

Box 6

Review by Local Safety Representative - I have read this assessment and am aware of the residual risk and the control measures employed with this task/function/operation.					
Name (Print):		Signature		Date:	

Box 6.1 – optional record of issue of risk assessment - add additional rows as required, or delete this section

Review by Affected Employees - I have read and am aware of the residual risk and the control measures employed with this task/function/operation.					
Name (Print):		Signature		Date:	
Name (Print):		Signature		Date:	

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Name (Print):		Signature		Date:	
Name (Print):		Signature		Date:	
Name (Print):		Signature		Date:	

Optional - Risk ratings are in line with the current force H&S evaluation criteria – not duplicated here to save space.

DRAFT

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FORCE RISK EVALUATION MATRIX		HAZARD SEVERITY (S) * see key below				
		6 - NEGLIGIBLE Negligible injury, no absence from work	10 – SLIGHT Minor injury – first aid treatment	12 – MODERATE Injury leading to lost time accident	14 - HIGH Involving a single death/severe injury	20 - VERY HIGH Multiple deaths or serious injuries
HAZARD LIKELIHOOD (L)	1 – VERY UNLIKELY A freak combination of factors would be required for an incident to result	6 LOW	10 LOW	12 LOW	14 LOW	20 LOW
	2 - UNLIKELY A rare combination of factors would be required for an incident to result	12 LOW	20 LOW	24 LOW	28 MEDIUM	40 MEDIUM
	3 - POSSIBLE Could happen when additional factors are present but otherwise unlikely to occur	18 LOW	30 MEDIUM	36 MEDIUM	42 MEDIUM	60 HIGH
	4 – LIKELY Not certain to happen but an additional factor may lead to an incident	24 LOW	40 MEDIUM	48 MEDIUM	56 HIGH	80 HIGH
	5 - VERY LIKELY Almost inevitable that an incident will result	30 MEDIUM	50 MEDIUM	60 HIGH	70 HIGH	100 HIGH
LOW RISK – May be acceptable; however, review task to see if risk can be reduced still further. Continue to monitor						
MEDIUM RISK – Task should only proceed if adequate control measures & appropriate level of supervision are in place, and all staff are adequately trained.						

Ref: Duplicate the **Risk Assessment I.D. No.** here



HIGH RISK – Task should only proceed with high level authorisation, adequate control measures in place, staff are adequately trained & an appropriate level of supervision is in place. CLOSE monitoring of the task conditions may be appropriate to deal with dynamic changes to the risk level.

Hazard Severity

Negligible – Negligible health or injury implications. No absence from work/duty. Negligible loss of function / output, with no damage to equipment or environment.

Slight – Minor injury requiring first aid treatment, or headache, nausea, dizziness or mild rashes arising. Damage to equipment requiring minor remedial repair. Minor loss of output or impact on the environment.

Moderate - Event leading to a lost time accident or persistent dermatitis, acne or asthma. Localised damage to equipment requiring extensive repair, significant loss of function / output or moderate pollution incurring some restitution costs

High – Involving single death or severe injury, poisoning, sensitisation or dangerous infection. Damage to equipment resulting in function shutdown or inability to significantly function. Severe pollution with short term localised implications incurring significant restitution costs.

Very High – Multiple deaths of serious injuries. Lung diseases, permanent debility or fatality. Major pollution with long term implications and very high restitution costs.