

<b>Surrey Police Authority</b> Inventory of Hazards & Risk Assessment Proforma		Signature of Chief Executive					
Division / Department All			Location and type of any premises involved Custody Suites				
Name, FIN and signature of person carrying out this assessment 13768 Nicola Hall			Date completed 30.5.12		Review date 30.5.15		
Activities / Locations and persons covered by this assessment All ICVs to Custody Suites across the Force (Staines, Reigate, Guildford and Woking)				Monitoring measures required Review if any significant changes occur or any incidents arise			
Description of Activity	Hazards State whether Staff, Contractors or Public may be affected	Overall risk <i>before</i> control measures applied	Control measures required	In place ? (Y/N)	Overall Residual Risk High/Med/Low	Asses-ment of controls Adequate or Inadequate?	Comments or actions assigned
1. Hazards arising from selection of unsuitable volunteers (unsuitable for role/unsuitable character/criminal record)	ICVs Custody Officers and Staff Detainees Other persons attending/visiting custody	M	1(a). Minimum age of 18 (no upper age limit) 1(b). All applicants complete application form and attend a role specific interview. 1(c). All applicants are vetted to NPPV level 2 (minus financial) renewable every 3 years. 1(d). All ICVs visit custody in pairs. 1(e). ICVs serve an initial 12 month probationary period before their appointment is confirmed.	Y	L	A	ICV Scheme Manager
2. Assault on ICV by a detainee	ICVs Custody Officers and Staff	H	2(a). ICVs either buzz at door of custody suite to gain entry or gain admittance via Front Counter. Both methods ensure custody is safe to enter prior to admittance. 2(b). A dynamic risk assessment of each detainee to be made by the escorting DDO prior to any cell visits. Detainee will be asked to sit down on bench if standing. 2(c). ICVs may have limited access ie. speaking through hatch or be denied access to detainees who are considered a threat or present a risk to ICV safety, in accordance with para. 40-45 of the Home Office Code of Practice for Independent Custody	Y	L	A	Custody Sergeant/Escorting DDO

			<p>Visiting.</p> <p>2(d) ICVs must be assigned an Escorting Officer to accompany them at all times whilst in the custody suite</p> <p>2(e). ICVs always visit in pairs and <b>must never</b> make physical contact with a detainee (e.g. handshake) or give detainees any items.</p> <p>2(f). When ICVs are speaking to detainees the Escorting Officer must ensure that the ICVs remain in their sight but, where practicable, out of hearing of any discussions.</p> <p>2(g). ICVs must stay within close proximity to the cell doorway and detainees should be encouraged to stay seated for the duration of the visit.</p> <p>2(h). Under no circumstances should the cell door be closed.</p> <p><b><i>ICVs must adhere to the advice of the Custody Sergeant and Custody Staff at all times to ensure their safety.</i></b></p>				
3. Injury to ICV through being used as a hostage	ICVs Custody Officers and Staff	H	<p>3(a). All detainees searched in accordance with PACE prior to detention being authorised (where practicable).</p> <p>3(b). Cells checked before placement of detainee ensuring that there are no hazards or potential weapons.</p> <p>3(c). ICVs are advised not to take unnecessary items into cells (i.e keys, handbags). These should be left at the Custody desk.</p> <p><b>All control measures at hazard 2 also apply.</b></p>	Y	L	A	<p>Custody Sergeant/Escorting DDO</p> <p>ICV Scheme Manager</p>
4. Infestation or infection caught from detainees	ICVs Custody Officers and Staff Detainees Other persons attending/ visiting custody	H	<p>4(a). ICVs may be denied access as per control measure 2(c) if a detainee is thought to be contagious/infectious.</p> <p>4(b). ICVs <b>must never</b> make physical contact with a detainee (e.g. handshake).</p> <p>4(c). ICVs must not enter cells prior to, or whilst they are being fumigated.</p>	Y	L	A	Custody Sergeant and staff

4. (cont'd)			<p>4(d). Local procedures must be adhered to in relation to clinical waste, sharps, contaminated clothing, laundry, 'normal' and 'soiled' cleaning of cells by approved contractors.</p> <p>4(e). ICVs must avoid contact and not become involved in procedures outlined in 4(d) above.</p>				
5. Physical hazards, slips, trips, falls or general injury	All persons attending/visiting custody	M	<p>5(a). Refer to Force Risk Assessment for Custody and Custody SOP.</p> <p>5(b). All Custody Staff to report any faults/defects/potentially hazardous conditions relating to fixtures, fittings, equipment etc. immediately to the Custody Sergeant and Property Services as appropriate. ICVs are encouraged to do the same.</p>	Y	L	A	Custody Sergeant and staff
6. Injury to ICV during affray alarm/emergency	ICVs Custody Officers and Staff	M	<p>6(a). ICVs to be advised of local procedures in relation to affray alarms and emergencies on first visit to custody.</p> <p>6(b). ICVs must be of good mobility, sight and hearing and have good spatial awareness in order to remove oneself to an area of safety in the event of an alarm or emergency.</p> <p>6(c). ICVs who obtain an injury or impairment must remove themselves from the visiting rota and should not carry out ICV visits until they have returned to full mobility.</p> <p>6(d). In accordance with the Force Risk Assessment for expectant mothers, new and expectant mothers will not be permitted to custody.</p> <p>6(e) In the event of an affray alarm being activated or in the event of an emergency, ICVs must follow the instructions of their Escorting Officer and the Custody Sergeant.</p> <p>6(f) ICVs <b>must never</b> attempt to assist custody staff in restraining or otherwise controlling a detainee.</p>	Y	L	A	<p>Custody Sergeant</p> <p>ICV Scheme Manager</p>

<p>7. Emergency evacuation of custody suite/police station due to fire or other immediate dangers</p>	<p>All persons attending/visiting custody</p>	<p>H</p>	<p>7(a). Custody staff must ensure visitors are aware of the evacuation procedure in the event of an emergency.  7(b). ICVs must take note of and become familiar with emergency exit signage within the custody suite.  7(c). ICVs must ensure that the Custody Sergeant is aware of their presence in the custody suite upon admittance.  7(d). In the event of an emergency evacuation, ICVs must follow the instructions of their Escorting Officer and the Custody Sergeant.  7(e). ICVs are not given training in the use of fire fighting equipment and so should not attempt to use any such equipment in the event of a fire.</p>	<p>Y</p>	<p>L</p>	<p>A</p>	<p>Custody Sergeant and staff</p>
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