



Royal Mail Internal Information
Criminal Investigation Team

4.1 Criminal Investigation Duties Safe Systems of Work

Version 1.0 Final

April 2012

Review Date: April 2013

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Key Accountabilities

Who is accountable?	What do I have to do?	When do I have to do this?	How do I do this?
All members of Royal Mail Security	Ensure you comply with these Procedures	Ongoing	Be aware of the document

Criminal Investigation Duties Safe Systems of Work

1. Introduction

- 1.1 The following tasks and associated hazards and risks, which are specifically associated with Criminal Investigation Duties, have been identified and assessed to determine the level of risk and a range of sensible Safe Systems of Work (SSOW).
- 1.2 A summary of the risk assessment evaluation process can be seen at Section 3 below. The chart provides a 'rating' against each identified risk by assessing the level of both outcome and probability.
- 1.3 All staff undertaking these tasks must be aware of the specified SSOW and implement them at all times. If it is not possible to comply with any of these measures, advice must be sought from a Line Manager.
- 1.4 The focus of 'INV001' of this document is '**Generic Instructions for All Activities**' and lists the minimum training requirements and physical safeguards, along with a range of sensible 'Controls and Measures', applicable when conducting investigation duties/tasks.
- 1.5 Investigators to note whilst employed on Security Duties during Industrial Action they must adhere to the specific Safe Systems of Work (SSoW) of the Security Risk Management Team.
- 1.6 The **remainder** of the document defines the tasks associated with investigation duties in more detail and again provides a range of 'Controls and Measures', applicable to specific activities. INV012, INV013 and INV014 are the Business specific SSoW relating to Road Risk, the use of mobile phones and radios and the use of ladders and therefore considered as most relevant to investigation activities

2. Safe Systems of Working and Controls and Measures

INV001 – Generic Instructions for all Activities	
<p>Minimum Training Requirements</p> <ul style="list-style-type: none"> • Investigation Training • Surveillance Training • Conflict Management, Physical Intervention and Holding Training. • Health and Safety Training (A Safe Place to Work) • Manual Handling Training • Understand these SSoW 	<p>Physical Safe Guards</p> <ul style="list-style-type: none"> • Protective Vests • Mobile Telephones • Radios • Non Latex Disposable Gloves • Personal Issue Covert Ear Piece
Safe Systems Of Working – Controls & Measures	
INV001.1	Business Health & Safety Policies must be complied with, including: Royal Mail Group Ltd (RMG Ltd) Health, Safety & Environment Policies.
INV001.2	Investigators to be aware of relevant Health and Safety bulletins issued by Unit Safety Committee. See Royal Mail Security Sharepoint under Safety Management.
INV001.3	All identified operational risks must be managed through the Planned Operation Risk Assessment (PORA) process, including the decision to use or not to use Personal Protective Equipment (protective vests etc). All training and Criminal Investigation Procedures and Standards must be complied with.
INV001.4	Where there is significant doubt over the activity to be performed because of the risks to Health & Safety, Investigators must consult their Line Manager or a Senior Investigation Manager for advice.
INV001.5	Investigators must ensure the welfare of suspects and monitor their demeanour to ensure that any deteriorating mental or physical condition is addressed.
INV001.6	There is no expectation that a Royal Mail Group Ltd Investigator will use force in order to affect their citizen's powers of arrest or that they should put themselves or others at risk of harm by using force to prevent a person making off before a constable can take responsibility for them.
INV001.7	The wearing of Protective Vests (Business Issue) will be subject to the outcome of a Planned Operations Risk Assessment. An Investigator however may choose to wear a Protective Vest during any Investigation activity.

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|------------------|---|
| INV001.8 | If a suspect is to be conveyed by car (to the place of search, interview, police station etc.), an official RMG Ltd vehicle (or hired/leased vehicle) must be used. The suspect should be seated behind the passenger seat with an Investigator seated behind the driver. Child locks must be applied to the rear doors to prevent risk of injury should a person decide to get out of the vehicle whilst it is moving. |
| INV001.9 | At all sites the Person in Charge (PIC) is accountable for ensuring that workplace risk assessments are conducted. Investigators must however ensure that Risk Assessments have been conducted on facilities that they use. |
| INV001.10 | When working alone Investigators must have a working, tested and charged mobile phone or radio (if appropriate) with them. |
| INV001.11 | Clothing and footwear appropriate to the task, social environment and weather conditions should be worn. |
| INV001.12 | During all searches the searcher should wear two pairs of issued, non latex disposable gloves, to EN374 standard. Investigators must not put their hands where they cannot see to prevent needle and sharps injury. |
| INV001.13 | Sharp disposal systems, to BS 7320:1990, must be available for the safe disposal/retention of any needles etc. found. Local arrangements need to be made for sharp disposal by negotiation with: Police, Hospitals or local council. |
| INV001.14 | Earpieces for radio headsets must not be shared. |
| INV001.15 | All accidents and near misses must be recorded and reported in line with current guidelines. |
| INV001.16 | When dealing with items that have been treated with the chemical Ninhydrin; two pairs of non latex rubber gloves must be worn and the treated items sealed in a clearly labelled exhibit bag immediately. If local arrangements for incineration cannot be made, the items should be forwarded to the Prosecution Support Office (PSO) for disposal. |

INV002 – Surveillance Off Site		
<p>Identified Hazards</p> <ul style="list-style-type: none"> • Physical Assaults, Verbal Abuse by Suspect or Others Road Traffic Accidents (RTA) if on Mobile Surveillance • Accidents in the Street or on any Premises (Unfamiliar Areas) • Contact with Hazardous Chemicals/Substances • Manual Handling Injury • Dog/Animal Attack • Ear Infection from Using Covert Earpieces 	<p>Minimum Training Requirements</p> <ul style="list-style-type: none"> • Surveillance Training • Conflict Management, Physical Intervention and Holding Training. • Health and Safety Training (A Safe Place to Work) • Manual Handling Training 	<p>Physical Safe Guards</p> <ul style="list-style-type: none"> • Protective Vests • Mobile Telephones • Radios • Personal Issue Covert Ear Piece
Safe Systems Of Working – Controls & Measures		
INV002.1	Safe Systems of Work <u>INV001</u> must be followed at all times.	
INV002.2	If mobile surveillance is undertaken then INV012 & INV013 apply.	
INV002.3	Only official RMG Ltd owned or hired/leased vehicles may be used on mobile surveillance.	
INV002.4	All Investigators conducting surveillance should be trained to appropriate levels or be accompanied by another member of staff experienced in the role being performed.	

INV003 – Surveillance Using Watching Galleries or CCTV Rooms		
Identified Hazards <ul style="list-style-type: none"> • Emergency Within ‘Host’ Premises • Member Of Team Falls Ill • Falling From Ladders, Trap Doors or Other Accidents (Unfamiliar Areas) • Manual Handling Injury • Faulty Equipment Causing Electric Shock • Eye Strain and/or Repetitive Strain Injury 	Minimum Training Requirements <ul style="list-style-type: none"> • Health and Safety Training (A Safe Place to Work) • Manual Handling Training • Surveillance Training • Guidance on use of Ladders 	Physical Safe Guards <ul style="list-style-type: none"> • Protective Vests • Mobile Telephones • Radios
Safe Systems Of Working – Controls & Measures		
<p>INV003.1 Safe Systems of Work <u>INV001</u> must be followed at all times.</p> <p>INV003.2 All Investigators conducting surveillance should be trained to appropriate levels or be accompanied by another member of staff experienced in the role being performed.</p> <p>INV003.3 Prior to the surveillance operation the Investigator In Charge (IIC) of the operation must arrange to obtain from the PIC of the relevant office specific details of site safety and the emergency evacuation instructions from the site log and cascade this information to the operational team.</p> <p>INV003.4 Where possible a minimum of two Investigators must be present when entering the gallery. Where only one person is present in a gallery an action plan must exist to ensure their safety in the event of an emergency in the building. Investigators must be in possession of working mobile phone or if appropriate a radio when entering watching galleries.</p> <p>INV003.5 If trap doors are fitted, these must be kept closed when the floors above are in use.</p> <p>INV003.6 Vertical access ladders are not to be climbed when carrying heavy items or when wearing inappropriate footwear/clothing.</p> <p>INV003.7 Any issues regarding refreshments or toilet usage should be anticipated and managed before any long periods of gallery surveillance.</p>		

INV004 – Outsider/Other Activities/Enquiries, Court Attendance and Out of Hours Enquiries		
<p>Identified Hazards</p> <ul style="list-style-type: none"> • Physical Assaults, Verbal Abuse by Suspect or Others • Accidents in the Street or on any Premises (Unfamiliar Areas) • Contact With Hazardous Chemicals/Substances • Manual Handling Injury • Dog/Animal Attack 	<p>Minimum Training Requirements</p> <ul style="list-style-type: none"> • Investigation Training • Conflict Management, Physical Intervention and Holding Training. • Health and Safety Training (A Safe Place to Work) • Manual Handling Training 	<p>Physical Safe Guards</p> <ul style="list-style-type: none"> • Mobile Telephones • Radios
Safe Systems Of Working – Controls & Measures		
<p>INV004.1 Safe Systems of Work <u>INV001</u> must be followed at all times.</p> <p>INV004.2 On Court premises, signs of hostility should be reported to the court security, other witnesses alerted and care taken when using common areas such as court toilets, welfare facilities and when leaving.</p>		

INV005 – Approach to Suspect and Arrest		
<p>Identified Hazards</p> <ul style="list-style-type: none"> • Mental Or Physical Breakdown of Suspect Including Self Harm • Physical Assaults, Verbal Abuse by Suspect or Others • Accidents in The Street or on any Premises (Unfamiliar Areas) • Manual Handling Injury • Dog/Animal Attacks 	<p>Minimum Training Requirements</p> <ul style="list-style-type: none"> • Investigation Training • Conflict Management, Physical Intervention and Holding Training. • Health and Safety Training (A Safe Place to Work) • Manual Handling Training 	<p>Physical Safe Guards</p> <ul style="list-style-type: none"> • Protective Vests • Mobile Telephones • Radios
Safe Systems Of Working – Controls & Measures		
<p>INV005.1 Safe Systems of Work <u>INV001</u> must be followed at all times.</p>		
<p>INV005.2 There must be a minimum of 2 Investigators present when approaching any suspect or making any arrest.</p>		
<p>INV005.3 Investigators may wish to conduct a search of the person for Health and Safety reasons at an early stage.</p>		

INV006 – Interview with Suspects and/or Witnesses		
<p>Identified Hazards</p> <ul style="list-style-type: none"> • Mental or Physical Breakdown of Suspect Including Self Harm • Physical Assaults, Verbal Abuse by Suspect or Others • Accidents in the Street or on any Premises (Unfamiliar Areas) • Manual Handling Injury • Contact With Faulty Electrical Items Causing Electric Shock • Dog/Animal Attacks 	<p>Minimum Training Requirements</p> <ul style="list-style-type: none"> • Investigation Training • Conflict Management, Physical Intervention and Holding Training. • Health and Safety Training (A Safe Place to Work) • Manual Handling Training 	<p>Physical Safe Guards</p> <ul style="list-style-type: none"> • Protective Vests • Mobile Telephones • Radios
Safe Systems Of Working – Controls & Measures		
<p>INV006.1 Safe Systems of Work <u>INV001</u> must be followed at all times.</p>		
<p>INV006.2 Suspect Interview teams must comprise of at least two Investigators (one could be a police officer).</p>		
<p>INV006.3 If it is necessary to conduct suspect interviews at a home address or other private premises a third party should be informed and regular contact maintained.</p>		

INV007 – Searching the Suspect’s Person and Clothing		
<p>Identified Hazards</p> <ul style="list-style-type: none"> • Mental or Physical Breakdown of Suspect Including Self Harm • Physical Assaults, Verbal Abuse by Suspect or Others • Cuts and Infection and Sharps • Contact with Hazardous Chemicals and Substances • Manual Handling Injury 	<p>Minimum Training Requirements</p> <ul style="list-style-type: none"> • Search Training • Conflict Management, Physical Intervention and Holding Training. • Health and Safety Training (A Safe Place to Work) • Manual Handling Training 	<p>Physical Safe Guards</p> <ul style="list-style-type: none"> • Protective Vests • Mobile Telephones • Radios • Non Latex Disposable Gloves
Safe Systems Of Working – Controls & Measures		
<p>INV007.1 Safe Systems of Work <u>INV001</u> must be followed at all times.</p>		
<p>INV007.2 There must be a minimum of two fully trained Investigators at searches of the person and clothing.</p>		

INV008 – Searching Official Lockers and Vehicles and the Suspect’s Vehicle and Home		
<p>Identified Hazards</p> <ul style="list-style-type: none"> • Mental or Physical Breakdown of Suspect Including Self-Harm • Physical Assaults, Verbal Abuse by Suspect or Others. • Accidents in the Street or on any Premises (Unfamiliar Areas) • Cuts and Infection from Sharps • Accidental Injury Caused by Moving Vehicle • Contact with Hazardous Chemicals/Substances • Manual Handling Injuries • Contact with Faulty Electrical Items Causing Electric Shock • Dog/Animal Attack • Contact with Vehicle Components, Activation and Burns 	<p>Minimum Training Requirements</p> <ul style="list-style-type: none"> • Search Training • Conflict Management, Physical Intervention and Holding Training. • Health and Safety Training (A Safe Place to Work) • Manual Handling Training • Guidance on Use of Ladders 	<p>Physical Safe Guards</p> <ul style="list-style-type: none"> • Protective Vests • Mobile Telephones • Radios • Non Latex Disposable Gloves
Safe Systems Of Working – Controls & Measures		
<p>INV008.1 Safe Systems of Work <u>INV001</u> must be followed at all times.</p> <p>INV008.2 There must be a minimum of two fully trained Investigators at searches of official lockers & official motor vehicles and three fully trained Investigators at searches of the suspect’s vehicle & home. One Investigator must be tasked as a chaperone.</p> <p>INV008.3 Investigators should exercise care when searching toilets, sewage systems or rubbish bins, ensuring that they replace gloves and masks after such searches and dispose of used gloves and masks safely.</p> <p>INV008.4 When searching, Investigators should be aware of the potential existence of an electrical power supply to facilities.</p> <p>INV008.5 Attics and lofts should be ventilated before entry. Care must taken when gaining access to or searching in attics or lofts and any flooring in such should be treated with caution. Additionally care must be exercised if lowering items from lofts, or when searching flat roofs. The use of ladders is covered in INV014 below.</p> <p>INV008.6 Investigators should not strip down any electrical or gas appliances or vehicle electrical, impact protection system or fuel components.</p>		

INV009 – Serving Summons in Person		
Identified Hazards <ul style="list-style-type: none"> • Mental or Physical Breakdown of Suspect Including Self Harm • Physical Assaults, Verbal Abuse by Suspect or Others • Accidents in the Street or on Any Premises (Unfamiliar Areas) • Dog/Animal Attacks 	Minimum Training Requirements <ul style="list-style-type: none"> • Conflict Management, Physical Intervention and Holding Training. • Health and Safety Training (A Safe Place to Work) 	Physical Safe Guards <ul style="list-style-type: none"> • Protective Vests • Mobile Telephones • Radios
Safe Systems Of Working – Controls & Measures		
<p>INV009.1 Safe Systems of Work <u>INV001</u> must be followed at all times.</p> <p>INV009.2 Consider the use of the Special Delivery service.</p> <p>INV009.3 Consider whether the summons can be served on RMG Ltd premises or at a Police station or solicitor’s office.</p> <p>INV009.4 If serving summons at the home address of the suspect two Investigators should be present and a third party advised of when entering and leaving the premises.</p>		

INV0010 – Issuing Simple Cautions or Returning Property		
Identified Hazards <ul style="list-style-type: none"> • Physical Assaults, Verbal Abuse by Suspect or Others • Accidents in the Street or on Any Premises (Unfamiliar Areas) • Manual Handling Injury • Dog/Animal Attacks 	Minimum Training Requirements <ul style="list-style-type: none"> • Investigation Training • Conflict Management, Physical Intervention and Holding Training. • Health and Safety Training (A Safe Place to Work) • Manual Handling Training 	Physical Safe Guards <ul style="list-style-type: none"> • Protective vests • Mobile telephones • Radios
Safe Systems Of Working – Controls & Measures		
INV010.1	Safe Systems of Work <u>INV001</u> must be followed at all times.	
INV010.2	Consider whether the issuing of a caution or the returning property can be administered on Royal Mail Group Ltd premises, or at a Police station or solicitor’s office, if the subject is willing to attend.	
INV010.3	If issuing simple cautions or returning property at the home address of the suspect two Investigators should be present and a third party advised of when entering and leaving the premises.	

INV0011 – Participation in Police Operations		
<p>Identified Hazards</p> <ul style="list-style-type: none"> • Physical Assaults, Verbal Abuse by Suspect or Others • Accidents in the Street or on Any Premises (Unfamiliar Area) • Contact With Hazardous Chemical/Substances • Manual Handling Injury • Dog/Animal Attack • Ear Infection From Use Of Covert Earpieces 	<p>Minimum Training Requirements</p> <ul style="list-style-type: none"> • Investigation Training • Surveillance Training • Conflict Management, Physical Intervention and Holding Training. • Health and Safety Training (A Safe Place to Work) • Manual Handling Training 	<p>Physical Safe Guards</p> <ul style="list-style-type: none"> • Protective Vests • Mobile Telephones • Radios • Personal Issue Covert Ear Piece
Safe Systems Of Working – Controls & Measures		
<p>INV011.1 Safe Systems of Work <u>INV001</u> must be followed at all times.</p>		
<p>INV011.2 On Police led operations, the Police will be responsible for assessing the risks. Where no assessment has been completed a Planned Operation – Risk Assessment (PORA) is required to cover the activities of RMG Ltd employees.</p>		

INV0012 – Driving (Operational Road Risks)		
Identified Hazards	Minimum Training Requirements	Physical Safe Guards
<ul style="list-style-type: none"> • Physical assault, verbal abuse by suspect or others • Road Traffic Accidents 	<ul style="list-style-type: none"> • Current Driving Licence 	<ul style="list-style-type: none"> • Seat belts
Safe Systems Of Working – Controls & Measures		
INV012.1	Safe Systems of Work <u>INV001</u> must be followed at all times.	
INV012.2	RMG Ltd policy for the use of mobile phones must be adhered to all times (see INV013).	
INV012.3	All road traffic legislation and the Highway Code to be adhered to all times.	
INV012.4	Before use check engine oil level, brake fluid level, coolant level, tyre pressure, tyre wear, wipers, washer fluid level, battery electrolyte level and lights. Also ensure that sufficient fuel is available to you. These checks will be described in the vehicle handbook or owner’s manual. In addition all vehicles should be serviced in accordance with the manufactures’ service schedule.	
INV012.5	Plan diary to avoid excessive driving and long distance journeys.	
INV012.6	Allow sufficient time for your journey, extra time may be needed due to poor weather conditions and at night. If you can, let someone know that you are travelling and the route to be taken.	
INV012.7	Use alternative mode of transport when appropriate.	
INV012.8	Take frequent breaks to minimize fatigue. Ensure you have sufficient cash/plastic for contingencies.	
INV012.9	Overnight stays should be considered if total hours worked, including driving time, exceeds 12 hours.	
INV012.10	Do not park in secluded locations (particularly during the hours of darkness).	
INV012.11	Keep all valuables and personal effects out of sight.	
INV012.12	Do not pick up unauthorised passengers.	

INV0013 – The Use of Mobile Telephones and Radios		
Identified Hazards <ul style="list-style-type: none"> Road Traffic Accidents 	Minimum Training Requirements <ul style="list-style-type: none"> Health and Safety Training (A Safe Place to Work) Surveillance Training 	Physical Safe Guards <ul style="list-style-type: none"> Seat Belts
Safe Systems Of Working – Controls & Measures		
INV013.1	Safe Systems of Work <u>INV001</u> must be followed at all times.	
INV013.2	It is illegal to use a hand held mobile phone or similar devices (radios) while driving, (this includes in traffic jams). Investigators should not use handheld devices whilst driving except to call 999 in an emergency when it is not practical to stop.	
INV013.3	Keep all calls/communication to a minimum - do not engage in long conversations on a mobile or radio.	
INV013.4	Do not stop on the hard shoulder. It is illegal unless it is a real emergency.	
INV013.5	If possible, make arrangements with your office that you will phone in to pick up non-urgent messages at a certain time.	
INV013.6	When planning an operation where radios and mobile phones are to be used whilst travelling in vehicles, plan to provide a passenger to operate the radio/mobile phone.	
INV013.7	If alone in a vehicle, stop and turn off the engine to make radio transmissions.	
INV013.8	Switch off your mobile phone and radio (whether hand-held or hands-free) when you are at a filling station even if you are not refuelling your own car. Do not store or carry flammable or explosive materials, such as petrol, in the same compartment as your phone as there may be a risk of explosion. Switch off your mobile phone if you are inside or in the vicinity of any aircraft.	

INV0014 – The Use of Ladders and Step Ladders		
Identified Hazards	Minimum Training Requirements	Physical Safe Guards
<ul style="list-style-type: none"> Physical Injury from falling or items failing from ladders Manual Handling Injuries 	<ul style="list-style-type: none"> Manual Handling Training 	
Safe Systems Of Working – Controls & Measures		
INV014.1	Before using any ladders/step ladders they should be given a pre-use visual inspection by the user. If there is any indication that the ladders are defective they should not be used.	
INV014.2	Only one person should climb/descend a ladder at any one time.	
INV014.3	Ladders must be erected on firm level ground at an angle of 4 units up for every 1 unit the base is away from the wall. Ladders/step ladders must only be erected and used in accordance with the manufacturer’s instructions.	
INV014.4	Ladders/step ladders should never be used near doors unless all reasonable precautions have been taken to protect the user, i.e. barriers, lock the door, notices, a second person or leave the door open.	
INV014.5	Ensure that the ladder/step ladders will not reach into an area where there are exposed live electrical conductors, or in an area where other hazards may exist.	
INV014.6	The top of the ladder must rest against a solid surface and able to withstand the imposed loads. Persons on ladders must be able to achieve the purpose of the ladder without over reaching.	
INV014.7	If the ladder/step ladders are to be used to gain access to a loft or other working platform the top of the ladder must extend at least five rungs beyond the loft or working platform to ensure a firm hand hold whilst gaining access or egress.	
INV014.8	A ladder of 3 metres or less must be secured at the bottom. Ladders of over 3 metres must be secured at the bottom first and then at the top, where reasonably practicable. A second person can be used to stand at foot of a ladder to secure the bottom of it.	
INV014.9	There must be at least a two rung overlap on extension ladders up to 5 metres in length and a 3 rung overlap on ladders over 5 metres.	
INV014.10	Extension ladders must be raised and lowered from the base ensuring that the latching hooks are properly engaged. Erected ladders should not be left unattended.	
INV014.11	When ascending or descending the climber must face the ladder with the hands in contact with the stiles. Only one rung must be climbed on each step up or down. Hands must be kept free of tools or equipment when ascending or descending the ladder.	

3. Risk Assessment - General Work Related Activity – Investigations

Reference	Activities	Identified Risk	Outcome	Probability	Risk Rating	SSOW Required
INV001	Generic Instructions for All Activities					Yes
INV002	Surveillance (off site)	<ul style="list-style-type: none"> Physical Assaults, Verbal Abuse by Suspect or Others Road Traffic Accidents (RTA) if on Mobile Surveillance Accidents in the Street or on any Premises (Unfamiliar Areas) Contact with Hazardous Chemicals/Substances Manual Handling Injury Dog/Animal Attack Ear Infection from Using Covert Earpiece 	4 4 3 3 3 3 1	1 1 1 1 1 1 1	Medium	Yes
INV003	Surveillance Using Watching Galleries and CCTV rooms	<ul style="list-style-type: none"> Emergency Within 'Host' Premises Member Of Team Falls Ill Falling From Ladders, Trap Doors or Other Accidents (Unfamiliar Areas) Manual Handling Injury Faulty Equipment Causing Electric Shock Eye Strain and/or Repetitive Strain Injury 	4 4 4 3 3 1	1 1 1 1 1 1	Medium	Yes
INV004	Outsider/Other Activities/Enquiries, Court Attendance and Out of Hours Enquiries	<ul style="list-style-type: none"> Physical Assaults, Verbal Abuse by Suspect or Others Accidents in the Street or on any Premises (Unfamiliar Areas) Contact With Hazardous Chemicals/Substances Manual Handling Injury Dog/Animal Attack 	4 3 3 3 3	1 1 1 1 1	Medium	Yes

INV005	Approach to Suspect/Arrest	<ul style="list-style-type: none"> • Mental Or Physical Breakdown of Suspect Including Self Harm • Physical Assaults, Verbal Abuse by Suspect or Others • Accidents in The Street or on any Premises (Unfamiliar Areas) • Manual Handling Injury • Dog/Animal Attacks 	4 4 3 3 3	1 1 1 1 1	Medium	Yes
INV006	Interviews with Suspects and/or Witnesses	<ul style="list-style-type: none"> • Mental or Physical Breakdown of Suspect Including Self Harm • Physical Assaults, Verbal Abuse by Suspect or Others • Accidents in the Street or on any Premises (Unfamiliar Areas) • Manual Handling Injury • Contact With Faulty Electrical Items Causing Electric Shock • Dog/Animal Attacks 	4 4 3 3 3 3	2 2 1 1 1 1	High	Yes
INV007	Searching Suspect's Person & Clothing	<ul style="list-style-type: none"> • Mental or Physical Breakdown of Suspect Including Self Harm • Physical Assaults, Verbal Abuse by Suspect or Others • Cuts and Infection and Sharps • Contact with Hazardous Chemicals and Substances • Manual Handling Injury 	4 4 4 3 3	2 2 1 1 1	High	Yes
INV008	Searching Official Locker & Vehicle and the Suspect's Vehicle & Home	<ul style="list-style-type: none"> • Mental or Physical Breakdown of Suspect Including Self-Harm • Physical Assaults, Verbal Abuse by Suspect or Others. • Accidents in the Street or on any Premises (Unfamiliar Areas) • Cuts and Infection from Sharps • Accidental Injury Caused by Moving Vehicle • Contact with Hazardous Chemicals/Substances • Manual Handling Injuries • Contact with Faulty Electrical Items Causing Electric Shock • Dog/Animal Attack • Contact with Vehicle Components, Activation and Burns 	4 4 3 4 4 3 3 4 3 3	2 2 1 1 1 1 2 1 1 1	High	Yes
INV009	Serving Summons in	<ul style="list-style-type: none"> • Mental or Physical Breakdown of Suspect Including Self Harm 	3	1	Medium	Yes

	Person	<ul style="list-style-type: none"> • Physical Assaults, Verbal Abuse by Suspect or Others • Accidents in the Street or on Any Premises (Unfamiliar Areas) • Dog/Animal Attacks 	4 3 3	1 1 1		
INV010	Issuing Cautions or Returning Property	<ul style="list-style-type: none"> • Physical Assaults, Verbal Abuse by Suspect or Others • Accidents in the Street or on Any Premises (Unfamiliar Areas) • Manual Handling Injury • Dog/Animal Attacks 	3 3 3 3	1 1 1 1	Medium	Yes
INV011	Participation in Police operations	<ul style="list-style-type: none"> • Physical Assaults, Verbal Abuse by Suspect or Others • Accidents in the Street or on Any Premises (Unfamiliar Area) • Contact With Hazardous Chemical/Substances • Manual Handling Injury • Dog/Animal Attack • Ear Infection From Use Of Covert Earpieces 	4 3 3 3 3 1	1 1 1 1 1 1	Medium	Yes
INV012	Driving (Occupational Road Risk)	<ul style="list-style-type: none"> • Physical Assaults, Verbal Abuse by Suspect or Others • Road Traffic Accidents 	4 4	1 3	High	Yes
INV013	Use of mobile phones and radios	<ul style="list-style-type: none"> • Road Traffic Accidents 	4	1	Medium	Yes
INV014	Use of ladders & step ladders	<ul style="list-style-type: none"> • Physical Injury From Falling or Items Falling From Ladders • Manual Handling Injuries 	4 3	1 1	Medium	Yes

4 Risk Rating Table

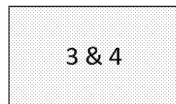
Probability

5 Certain	5	10	15	20	25
4 Highly Likely	4	8	12	16	20
3 Probable	3	6	9	12	15
2 Improbable	2	4	6	8	10
1 Unlikely	1	2	3	4	5
	1 Minor Injury	2 Lost time Injury	3 Serious Injury	4 Death	5 Multiple Deaths

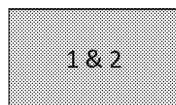
Outcome



Red boxes indicate High Risk



Yellow (amber) boxes indicate Medium Risk



Green boxes indicate Low Risk

Criteria for Probability

- 5 Certain - Expected to happen at any moment
- 4 Highly likely - Expected two or three times a year
- 3 Likely - Expected once a year
- 2 Improbable - Expected once in two or three years
- 1 Unlikely - Not expected to happen in five years

Change Control

Status	Final
Version	1.0
Owner	Ray Pratt
Author	Alison Angus & Michael F Matthews
Release Date	April 2012
Document Privacy	Internal

Authorisation

Title	Name	Signature	Date
Security	Ray Pratt		April 2012

Distribution List

Name	Version	Date
All Royal Mail Security via Security Sharepoint	V1	April 2012

Documentation History

<i>Issue</i>	V.1				
<i>Status</i>	Final				
<i>Release Date</i>	April 2012				
<i>Effective From</i>	April 2012				

Document Change History

Issue / Version	Summary of Change
V1	Document Reviewed and Placed in RMG Ltd Format

Glossary

Abbreviation or Term	Meaning
RMG Ltd	Royal Mail Group Ltd
SSoW	Safe Systems of Work
PIC	Person in Charge
PSO	Prosecution Support Office
RTA	Road Traffic Accident
IIC	Investigator in the Case
PORA	Planned Operation Risk Assessment

Document Summary

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