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Lesson Plan

TDP 3

Lesson Title Session 3 Logging in	Duration 30 mins
Trainer Angela Hunt	Group Potential PNC Enquiry Operators
Aim To allow students to log on to PNC and to log off PNC correctly	
Objectives - By the end of the session, students will be able to: <ol style="list-style-type: none"> 1. Understand the rules governing the User ID 2. Understand the rules governing the password 3. Demonstrate the ability to log on/off PNC correctly 4. Describe the data required for the originator and reasons fields 5. Demonstrate the ability to access the bulletin board and interpret the information held within 6. Demonstrate the ability to access the user access menu and interpret the information held within the user access menu <p>AF1 – Ensure own actions reduce risks to health and safety (applicable to intro) AF3 – Promote a health and safety culture within workplace (applicable to intro) 3C1 - Support the use of information technology 2A1 - Gather and submit information that has the potential to support policing objectives ZA2 – Research, prepare & supply information ZH2 – Enter and find data using a computer</p>	
Time	Content, including teaching methods, audio visual aids used and resources needed.
	Resources: 8 Computers Overhead Projector White Board Whiteboard Markers PNC Manuals PNC Handouts PNC Exercise Folders Misc 142 Transaction Code/Paging Handout Pens/Pencils

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2 mins	<p>MASLOW – Welfare and removal of blocks to learning</p> <ul style="list-style-type: none">• Environmental check (heating/lighting etc)• Meet and greet and any other formal introductions• Administration including Fitness to Train Declaration*• Domestic Arrangements – breaks; location of facilities etc*• General Health and Safety and Safety Briefing (if relevant)*• Relevant Instructions e.g. mobile phones/questioning strategy*• Encouragement to share experiences appropriately/participation
2 mins	<p>GESTALT – Overview of what is to come in session</p> <ul style="list-style-type: none">• Outline aims and objectives• Outline learning strategies/assessment method

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Training Risk Assessment Record

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Binding Portfolio	One per course - place in front of folder	Serial Number																																					
Date		Assessor																																					
Lesson Title / Task/Activity/Process																																							
Hazards which could result in Significant Harm	Checklist (not exhaustive)																																						
	<input checked="" type="checkbox"/> Slips, Trips and Falls <input type="checkbox"/> Vehicle Contact <input type="checkbox"/> Manual Handling/Lifting <input type="checkbox"/> Poor Housekeeping <input type="checkbox"/> Working at height/use of ladder <input type="checkbox"/> Ladders <input type="checkbox"/> Use of tools and machinery <input type="checkbox"/> Environmental conditions <input type="checkbox"/> Lack of Instruction, supervision & Training <input type="checkbox"/> Pressure systems or temperatures <input type="checkbox"/> Dust & Fumes <input type="checkbox"/> Fall of objects <input type="checkbox"/> Biological Agents (COSHH) <input type="checkbox"/> Excavations <input type="checkbox"/> Lifting Operations <input type="checkbox"/> Electricity <input type="checkbox"/> Hazardous substances (COSHH) <input type="checkbox"/> Noise <input type="checkbox"/> Fire or Explosion																																						
Those Persons At Risk	Checklist (not exhaustive)																																						
Trainer(s) Upto 12 students	<input checked="" type="checkbox"/> Students <input type="checkbox"/> Supervisors <input type="checkbox"/> Maintenance Workers Cleaners <input type="checkbox"/> Visitors/Contractors <input type="checkbox"/> Operatives <input type="checkbox"/> Disabled Staff <input type="checkbox"/> Inexperienced Staff <input type="checkbox"/> Lone Workers <input type="checkbox"/> Pregnant workers <input type="checkbox"/> Members of the Public																																						
Current Control Measures	Checklist (not exhaustive)																																						
STATE WHERE INFORMATION IS KEPT	<input checked="" type="checkbox"/> H&S Briefing <input type="checkbox"/> Compliance with current legislation <input type="checkbox"/> Engineering Controls, e.g. LEV <input type="checkbox"/> Isolation <input type="checkbox"/> PPE/RPE <input type="checkbox"/> Information, Instruction, Training <input checked="" type="checkbox"/> Adequate Supervision <input type="checkbox"/> SSOW/Permit to work <input type="checkbox"/> Compliance with Recognised Industry Standards																																						
Assessment Of Risk	<table border="1"> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table> <p>Place and 'X' in the appropriate box having considered all of the risks</p> <p>Vertical Axis No. Highly Improbable (1) Horizontal Axis No Minor Injury (1) Final Assessment Low</p>			5						4						3						2						1	X						1	2	3	4	5
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4																																							
3																																							
2																																							
1	X																																						
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If current control measures are not adequate further protective and preventative measures necessary.	Checklist (not exhaustive)																																						
	<input type="checkbox"/> Elimination or substitute operation <input type="checkbox"/> Reduction of exposure <input type="checkbox"/> Safe systems at work <input type="checkbox"/> Permit to work system <input type="checkbox"/> Information, Instruction & Training <input type="checkbox"/> Provision of Special Equipment / Facilities <input type="checkbox"/> Increased Supervision																																						

Assessor Signed
 Supervisor L McGarley Signed
Date for next assessment

Where risks are assessed as requiring additional controls, the following action plan should be used to manage the process:

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ACTION PLAN FOR FURTHER CONTROLS		
What is required?	By whom?	When?

Action timescales depend on levels of risk – so far as is reasonably practicable – the greater the risk the sooner the action must be taken

PLAN FOR ACTIVE MONITORING (for low and medium risks only)		
Control Measure	How monitored	How often

In order to ensure that work continues to be safe, the control measures identified in the risk assessment must be implemented and maintained. The following checklist should be used to highlight how controls will be checked

DETAILS OF REVIEW			
Date of Review	Findings	Reviewed by	Signature

Risk assessments must be reviewed following any significant change if there is any reason to suspect that the assessment is no longer valid **and at least annually**. The results of reviews are to be recorded below:

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