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Lesson Plan

TDP 3

Lesson Title	Duration
Session 1 - Introduction	17 Mins
Trainer	Group
IT Trainers	All Operational Police Officers
Aim	
To introduce delegates to the purpose and process of the training programme	
Objectives - By the end of the session, students will be able to:	
By the end of the session delegates will:	
<ol style="list-style-type: none"> 1. Be aware of the purpose of the training and the process it will take 2. Overview of the system 	
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	
Time	Content, including teaching methods, audio visual aids used and resources needed.
2 mins	<p>Resources: Overhead Projector Projector Screen White Board Pens User Guides Exercise Cards</p> <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)*

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5 mins	<ul style="list-style-type: none">• Relevant Instructions e.g. mobile phones/questioning strategy*• Encouragement to share experiences appropriately/participation <p>GESTALT – Overview of what is to come in session</p>
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Training Risk Assessment Record

Training Details	Sleuth MFH/PVP	Serial Number	
Date	22/01/2010		
Lesson Title/Task/Activity/Project			
Records 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 Trainers folder at the front of the classroom	<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"/> SSOV/Permit to work <input type="checkbox"/> Compliance with Recognised Industry Standards	
Assessment of Risk	<p>Place and 'X' in the appropriate box having considered all of the risks</p>		
Vertical Axis - probability of Accident 1. Highly Improbable 2. Less Than Even Chance 3. Even Chance 4. Probable 5. Almost Certain	Vertical Axis No. Highly Improbable (1) Horizontal Axis No. Minor Injury (1) Final Assessment Low		
Horizontal Axis - Most Likely Outcome 1. Minor Injury 2. 4-7 Day Injury 3. Temporary Incapacity (Up To 6 Mths) 4. Permanent Disability 5. Fatality			
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 Angela Hunt
 Supervisor C Hugill

Signed
 Signed

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Date for next assessment

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

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

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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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