

Lesson Plan

TDP 3

Lesson Title Session 1 Course introduction and legislation	Duration 17 mins
Trainer Angela Hunt	Group Potential vehicle and property updaters
Aim To enable the student to be aware of the course contents and understand the legislation surrounding updating of PNC records	
Objectives - By the end of the session, students will be able to: <ul style="list-style-type: none"> • State the legislation surrounding the updating of vehicle and property file 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	Resources: Trainer Notes Student Exercise Folders Student Handouts Notebooks White board Computer Terminals (with PNC access) one per student Overhead projector MASLOW – Welfare and removal of blocks to learning <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*

5 mins	<ul style="list-style-type: none">• General Health and Safety and Safety Briefing (if relevant)*• 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> <ul style="list-style-type: none">• Outline aims and objectives• Outline learning strategies/assessment method
--------	---

--	--

--	--

(Continue overleaf if necessary)

Training Risk Assessment Record

Training Portfolio	Angela hunt		Serial Number																																					
Date	15/6/2009		Assessor	Angela Hunt																																				
Lesson Title / Job/Activity/Process	PNC Vehicles Updating Course																																							
Hazards which could result in Significant Harm	<p><i>(Checklist (not exhaustive))</i></p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Slips, Trips and Falls</td> <td><input type="checkbox"/> Dust & Fumes</td> </tr> <tr> <td><input type="checkbox"/> Vehicle Contact</td> <td><input type="checkbox"/> Fall of objects</td> </tr> <tr> <td><input type="checkbox"/> Manual Handling/Lifting</td> <td><input type="checkbox"/> Biological Agents (COSHH)</td> </tr> <tr> <td><input type="checkbox"/> Poor Housekeeping</td> <td><input type="checkbox"/> Excavations</td> </tr> <tr> <td><input type="checkbox"/> Working at height/use of ladder</td> <td><input type="checkbox"/> Lifting Operations</td> </tr> <tr> <td><input type="checkbox"/> Ladders</td> <td><input type="checkbox"/> Electricity</td> </tr> <tr> <td><input type="checkbox"/> Use of tools and machinery</td> <td><input type="checkbox"/> Hazardous substances (COSHH)</td> </tr> <tr> <td><input type="checkbox"/> Environmental conditions</td> <td><input type="checkbox"/> Noise</td> </tr> <tr> <td><input type="checkbox"/> Lack of Instruction, supervision & Training</td> <td><input type="checkbox"/> Fire or Explosion</td> </tr> <tr> <td><input type="checkbox"/> Pressure systems or temperatures</td> <td></td> </tr> </table>				<input checked="" type="checkbox"/> Slips, Trips and Falls	<input type="checkbox"/> Dust & Fumes	<input type="checkbox"/> Vehicle Contact	<input type="checkbox"/> Fall of objects	<input type="checkbox"/> Manual Handling/Lifting	<input type="checkbox"/> Biological Agents (COSHH)	<input type="checkbox"/> Poor Housekeeping	<input type="checkbox"/> Excavations	<input type="checkbox"/> Working at height/use of ladder	<input type="checkbox"/> Lifting Operations	<input type="checkbox"/> Ladders	<input type="checkbox"/> Electricity	<input type="checkbox"/> Use of tools and machinery	<input type="checkbox"/> Hazardous substances (COSHH)	<input type="checkbox"/> Environmental conditions	<input type="checkbox"/> Noise	<input type="checkbox"/> Lack of Instruction, supervision & Training	<input type="checkbox"/> Fire or Explosion	<input type="checkbox"/> Pressure systems or temperatures																	
<input checked="" type="checkbox"/> Slips, Trips and Falls	<input type="checkbox"/> Dust & Fumes																																							
<input type="checkbox"/> Vehicle Contact	<input type="checkbox"/> Fall of objects																																							
<input type="checkbox"/> Manual Handling/Lifting	<input type="checkbox"/> Biological Agents (COSHH)																																							
<input type="checkbox"/> Poor Housekeeping	<input type="checkbox"/> Excavations																																							
<input type="checkbox"/> Working at height/use of ladder	<input type="checkbox"/> Lifting Operations																																							
<input type="checkbox"/> Ladders	<input type="checkbox"/> Electricity																																							
<input type="checkbox"/> Use of tools and machinery	<input type="checkbox"/> Hazardous substances (COSHH)																																							
<input type="checkbox"/> Environmental conditions	<input type="checkbox"/> Noise																																							
<input type="checkbox"/> Lack of Instruction, supervision & Training	<input type="checkbox"/> Fire or Explosion																																							
<input type="checkbox"/> Pressure systems or temperatures																																								
Persons At Risk	<p><i>(Checklist (not exhaustive))</i></p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Students</td> <td><input type="checkbox"/> Disabled Staff</td> </tr> <tr> <td><input type="checkbox"/> Supervisors</td> <td><input type="checkbox"/> Inexperienced Staff</td> </tr> <tr> <td><input type="checkbox"/> Maintenance Workers Cleaners</td> <td><input type="checkbox"/> Lone Workers</td> </tr> <tr> <td><input type="checkbox"/> Visitors/Contractors</td> <td><input type="checkbox"/> Pregnant workers</td> </tr> <tr> <td><input type="checkbox"/> Operatives</td> <td><input type="checkbox"/> Members of the Public</td> </tr> </table>				<input checked="" type="checkbox"/> Students	<input type="checkbox"/> Disabled Staff	<input type="checkbox"/> Supervisors	<input type="checkbox"/> Inexperienced Staff	<input type="checkbox"/> Maintenance Workers Cleaners	<input type="checkbox"/> Lone Workers	<input type="checkbox"/> Visitors/Contractors	<input type="checkbox"/> Pregnant workers	<input type="checkbox"/> Operatives	<input type="checkbox"/> Members of the Public																										
<input checked="" type="checkbox"/> Students	<input type="checkbox"/> Disabled Staff																																							
<input type="checkbox"/> Supervisors	<input type="checkbox"/> Inexperienced Staff																																							
<input type="checkbox"/> Maintenance Workers Cleaners	<input type="checkbox"/> Lone Workers																																							
<input type="checkbox"/> Visitors/Contractors	<input type="checkbox"/> Pregnant workers																																							
<input type="checkbox"/> Operatives	<input type="checkbox"/> Members of the Public																																							
Current Control Measures	<p><i>(Checklist (not exhaustive))</i></p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> H&S Briefing</td> <td><input type="checkbox"/> Information, Instruction, Training</td> </tr> <tr> <td><input type="checkbox"/> Compliance with current legislation</td> <td><input checked="" type="checkbox"/> Adequate Supervision</td> </tr> <tr> <td><input type="checkbox"/> Engineering Controls, e.g. LEV</td> <td><input type="checkbox"/> SSOW/Permit to work</td> </tr> <tr> <td><input type="checkbox"/> Isolation</td> <td><input type="checkbox"/> Compliance with Recognised Industry Standards</td> </tr> <tr> <td><input type="checkbox"/> PPE/RPE</td> <td></td> </tr> </table>				<input checked="" type="checkbox"/> H&S Briefing	<input type="checkbox"/> Information, Instruction, Training	<input type="checkbox"/> Compliance with current legislation	<input checked="" type="checkbox"/> Adequate Supervision	<input type="checkbox"/> Engineering Controls, e.g. LEV	<input type="checkbox"/> SSOW/Permit to work	<input type="checkbox"/> Isolation	<input type="checkbox"/> Compliance with Recognised Industry Standards	<input type="checkbox"/> PPE/RPE																											
<input checked="" type="checkbox"/> H&S Briefing	<input type="checkbox"/> Information, Instruction, Training																																							
<input type="checkbox"/> Compliance with current legislation	<input checked="" type="checkbox"/> Adequate Supervision																																							
<input type="checkbox"/> Engineering Controls, e.g. LEV	<input type="checkbox"/> SSOW/Permit to work																																							
<input type="checkbox"/> Isolation	<input type="checkbox"/> Compliance with Recognised Industry Standards																																							
<input type="checkbox"/> PPE/RPE																																								
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><i>Place and 'X' in the appropriate box having considered all of the risks</i></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
5																																								
4																																								
3																																								
2																																								
1	X																																							
	1	2	3	4	5																																			
If current control measures are not adequate further protective and preventative measures necessary.	<p><i>(Checklist (not exhaustive))</i></p> <table border="0"> <tr> <td><input type="checkbox"/> Elimination or substitute operation</td> </tr> <tr> <td><input type="checkbox"/> Reduction of exposure</td> </tr> <tr> <td><input type="checkbox"/> Safe systems at work</td> </tr> <tr> <td><input type="checkbox"/> Permit to work system</td> </tr> <tr> <td><input type="checkbox"/> Information, Instruction & Training</td> </tr> <tr> <td><input type="checkbox"/> Provision of Special Equipment / Facilities</td> </tr> <tr> <td><input type="checkbox"/> Increased Supervision</td> </tr> </table>				<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																													
<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 C Hugill

Signed

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

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:

