



POLICE

NORFOLK & SUFFOLK
working together for you



WORK ACTIVITY RISK ASSESSMENT RECORD SHEET

Area / Department: Human Resources

District / Section: Learning & Development

Unit / Sub Section: Personal Safety Training


Location: Norfolk & Suffolk Wide

Description: The safe use and application of spit guards to detainees in custody or on the front line of policing

Other Relevant Information: [Spit Guard Lesson Plan V0.2](#), July 2013, ACPO Personal Safety Training Manual, JCOT Decision Paper

Date Completed: 16/03/2018

Review Date: 16/03/2019

REF NO.	HAZARD, WHO MIGHT BE HARMED & HOW	CONTROL MEASURES IN PLACE	RISK (H-M-L)	PERSON RESPONSIBLE
1.	Hazard - Spitting detainee and potential for cross infection. Police Officers and Staff through contact with saliva and any inherent disease.	Spit guards to be applied for the following reasons to protect Police Officers and staff from contact: <ul style="list-style-type: none"> • Subject is spitting • Threatening to spit, • Honest held belief they will spit if the opportunity arises, • Contagious Infection (whereby honest held belief is they will try to infect staff by spitting) 	L	Trained Police Officers or Staff
2.	Hazard - Inappropriate procurement and selection of spit guards e.g. non-transparent. Detainee as a result of a potential for a reduced ability to monitor welfare leading to possible death.	<ul style="list-style-type: none"> • Only transparent type spit guards to be used within Norfolk & Suffolk Constabularies. These are pictured below and identified within the ACPO PST Manual. 	M	PST and Procurement

		<p>Benefits:</p> <ul style="list-style-type: none"> • Simple to use. • Lightweight mesh and elastic base. • Fits around neck loosely. • Clear air passage maintained • Difficult for restrained subject to remove. • Disposable • Compact. • Inexpensive • Does NOT significantly affect hearing, breathing or vision. • Can be used on subject standing, sitting or prone. <ul style="list-style-type: none"> • Spit guards to be made available in marked vehicles and custody suites only. 		
3.	<p>Hazard - Inappropriate use of the spit guard</p> <p>Detainee as a result of inappropriate conditions of use which may lead to choking or even death.</p>	<p>Spit guards shall not be considered for use when:</p> <ul style="list-style-type: none"> • The detainee is bleeding from the mouth or nose • If the detainee is vomiting or has been vomiting • The detainee is having difficulty breathing • As a punishment <p>Spit guards must be replaced if they become wet from bodily or other fluids.</p> <p>Use of spit guards must be recorded and accounted for as such on a use of force form.</p>	M	Trained Police Officers or Staff
4.	<p>Hazard – Inappropriate application of spit guards to the detainee</p> <p>Detainee as a result of improper fitting of the spit guard leading to injury or even death</p>	<p>Detainee to be secured with restraints (ERB, Fast Straps, handcuffs) prior to application of the spit guard to prevent falling.</p> <p>If the subject is standing or sitting the torso should be inclined forwards to allow application. Avoid officer's face being in the line of the subject's sight to avoid spit contact.</p> <p>Consider removing detainee's spectacles if present before use.</p> <p>Guard is placed over subjects head. Ensure elastic banding does not interfere with subject's nose or eyes.</p> <p>If guard is not correctly secured it may rise over the face.</p>	M	Trained Police Officers or Staff

		<p>Ensure breathing is not restricted. (Monitor and reassure detainee their breathing should not be affected).</p> <p>Check guard is not causing any undue pressure around the subject's neck that would inhibit breathing.</p> <p>All officers who deploy the use of spit guards shall be trained by a Personal Safety Training instructor in their safe application and use. Training is in accordance with the designed lesson plan for PST Module 3 Equipment and Restraints. Training will be recorded and records retained by the learning and development department.</p> <p>Annual refresher training to be provided as part of Personal Safety Training continued certification.</p>		<p>Line Managers (identify), Personal Safety Trainers (Train), Learning and Development (Record)</p>
5.	<p>Hazard - Inadequate supervision of the detainee wearing a spit guard</p> <p>Detainee could choke on bodily fluids during use leading to potential death</p>	<p>Supervision of those wearing spit guards should be <u>constant</u> while the spit guard is on and performed by a trained Officer/Staff member, this includes during vehicle escort to custody. If constant supervision cannot be maintained the spit guard must be removed.</p> <p>Spit guard to be removed if subject starts to vomit, bleed from the nose or mouth or experience any difficulty that may threaten safety or life.</p>	M	<p>Trained Police Officers or Staff</p>
6.	<p>Hazard - Inappropriate disposal of spit guard post use</p> <p>Waste Regulatory breach leading to organisational fine</p>	<p>Users are trained by Personal Safety Training Instructors that spit guards are a single use item and must be disposed of as a bio-hazard after use.</p>	L	<p>Trained Police Officers or Staff</p>
7.	<p><u>Public use only</u></p> <p>Hazard – Public response to the application of a spit guard to a detainee in the public domain.</p> <p>Violence and Aggression towards Officers/Staff</p>	<p>Spit guards wherever practicable should be applied discreetly to avoid any unnecessary and uninformed public concern.</p> <p>Officers to liaise with the Contact and Control Room (CCR) for appropriate Officer support as required.</p>	L	<p>Trained Police Officers or Staff</p>

Authorised Assessor

Name and Role: John Holder (Personal Safety Trainer)

Date: 16/03/2018

Authorised Health and Safety

Name and Role: Tom Wright (Health & Safety Manager)

Date: 16/03/2018

The following matrix is used to calculate the Residual Risk once Control Measures are already in place. Once calculated, put outcome (H-M-L) into the Risk column above.

CRITERIA FOR CALCULATING THE RESIDUAL RISK		LIKELIGUARD of HARM		
		HIGH Very likely or near certain that harm will occur	MEDIUM Likely or possible	LOW Unlikely or seldom occurs
SEVERITY of INJURY	HIGH Death, major injury or serious illness, hospitalised	HIGH	HIGH	MEDIUM
	MEDIUM Serious injury or ill health resulting in 7 days or more absence	HIGH	MEDIUM	LOW
	LOW Minor injuries needing only basic first aid	MEDIUM	LOW	LOW