

FOI Ref

7594

Response sent

7 Aug 2020

(CCC) Risk Assessment for Travellers Illegally Camped

1. Copy of Risk Assessments for Travellers illegally camped in Cambridge in 2020
2. Copy of Risk Assessments for Travellers illegally camped in Cambridge during 2020

Response:

Risk assessments attached.

Further queries on this matter should be directed to foi@cambridge.gov.uk

RISK ASSESSMENT



Ref No	PRE013	Issue No	2	Service	Public Realm Enforcement: Streets and Open Spaces				
Activity	Traveller liaison welfare assessment interviews (includes serving of notices) (COVID-19 update)								
Summary of Control Measures	<ul style="list-style-type: none"> • Access to employment protection register with the ability to report acts of violence and aggression, any control measures set out in the register to be adhered to. • Provision of suitable means of communication such as radio, charged mobile telephone, WhatsApp group and lone worker ID tag • Use of suitable PPE including stab vest, uniform and safety boots <u>if needed in Traveller Liaison Officers (TLO) opinion.</u> • Assistance available for teamwork in known risk areas. • Managing conflict and personal safety training to be undertaken by all staff. • All instances to be reported using incident reporting forms as soon after the incident as practicable • Corporate risk assessments 								
Hazard	Hazard effect	Severity	Likelihood	Risk	Control measures to minimize risk	Severity	Likelihood	Risk	
Traveller site visits	Violence leading to physical injury, verbal abuse to staff and damage to vehicles and /or council property. Possible attack from dogs	4	4	16	<ul style="list-style-type: none"> • Traveller site visits will be restricted to <u>Monday to Friday and during normal office hours (8 to 4).</u> • Streets & Open Spaces team leaders will defer any visits for the issuing of refuse sacks to the <u>same hours as above</u> • All interviews which are proposed to take place at traveller sites to be cross-referenced with the violence and aggression register and control measures set out in the register to be adhered to. • Regular liaison with County council traveller liaison officer for updates on more mobile groups of travellers. • See Dog Warden risk assessment DWS005 	2	3	6	

				<ul style="list-style-type: none">• All officers who deal with travellers to undergo traveller training via e-learning• Conducting initial site visit and welfare check needs to be carried out by <u>two officers at all times</u>• Where possible all visits should be conducted by the TLO or designated deputy.• The TLO or their deputy should approach all sites in a non-aggressive manner i.e. do not wear tactical vest/body camera.• All staff to have training on dealing with lone working, and dealing with conflict and aggression.• All staff are to avoid confrontation; defuse situation and leave the area if requested to do so, or the situation requires vacation of an officer.• Joint working to be undertaken at all sites for which there is a reported issue (regardless of whether or not on the employee protection register).• All incidents or near misses involving any kind of accident or incident (including verbal abuse) to be reported using appropriate procedure and forms at the earliest opportunity.• Officers to have provision of suitable means of communication such as radio, charged mobile telephone and lone worker ID tag. And to use body armour and body cameras <u>if situation in the opinion of the officer warrants their use.</u>• In all cases which involve known volatile characters, or situations which may result in a lengthy or strenuous interview, to be conducted in pairs.• Welfare assessment to be conducted in such a way as not to cause offence as some questions could be considered aggravating/demeaning.			
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<p>Attacks in the street/on Green Space/Play Area patrol/inspections Physical threats and abuse.</p>	<p>Possible infection of Covid-19. Threats of being coughed over/at and being spat at. Physical injury or abuse, stress, harassment. Actual bodily harm, incapacity or death.</p>	5	4	20	<p style="text-align: center;">COVID-19 PRECAUTIONS</p> <p>Use of suitable PPE including Face mask, Hand sanitiser, Disposable gloves, sterilising wipes, stab vest, uniform, body worn camera(optional) and safety boots.</p> <p>If meeting/engaging with a member of the travelling community do so in a safe manner at all times and keep to the minimum recommended <u>2</u> metre social distancing. If enforcing ensure body cam is turned on (optional) report any forms of abuse to the police on 101, giving description, time/date and place. Ensure that your lone worker device is with you, switched on and charged, these can be used to escalate situations if the needs arise</p> <p>Defuse situation, back off and summon assistance if required.</p> <p>Managing conflict and personal safety training. Report incident to manager A.S.A.P.</p> <p>Face mask, disposable gloves, stab vest, uniform, body worn camera(optional) and safety boots to be worn at all times.</p> <p>Sterilising wipes and hand sanitiser to be available in the vehicles at all times</p> <p>Officers are now able to share a vehicle but must comply with the specific risk assessment for sharing a vehicle during the Covid-19 restrictions, officer to ensure that vehicles door handles and steering wheels to be wiped clean with sterilising wipes when re-entering vehicle after site visit, used gloves and wipes to be treated as clinical waste and double bagged at the end of the shift and disposed of at Cowley Road compound in the appropriate container/bin (large sharps container reserved for just such a use) Gloves to be replaced after each site visit.</p>	5	3	15
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					Ensure that each vehicle has a supply of in date eye wash in the first aid box in case of being spat at.			
					Officers should ensure that vehicles are located near to where they are to plan escape route if needed			

Most Likely Severity:- 5 = Multiple deaths could be caused 4 = One death or permanent disablement, or multiple major injuries could be caused. 3 = Hazard capable of causing major injury (impairment lasting more than 1 month) 2 = Hazard can cause equipment damage, illness or injury (with impairment lasting between 3 days and 1 month) 1 = Hazard cannot result in serious injury or illness, unlikely to require more than minor first aid	Likelihood / Probability:- 5 = Probably will occur in the next six months 4 = Probably will occur in the next year 3 = Probably will occur in the next 5 years 2 = May occur in the next 5 years 1 = Unlikely to ever occur	Degree of Residual Risk:- 16 – 25 High (Unacceptable. Task must not be carried out without additional controls) 8-15 Medium 1-6 Low
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This assessment should be read in conjunction with Corporate Risk Assessments CCC010 + CCC003 + DWS005	Overall risk is acceptable with the above controls in place. Staff should utilise the employee protection register before undertaking site visits/interviews, and where necessary put in place appropriate measures. Means of communication should be in place before attending site including lone worker tag/WhatsApp group, mobile phone Managing conflict and personal safety training to be completed by all staff.	Overall Residual Risk 15 Medium
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Is the overall risk acceptable	X	Yes		No	If yes work can be commenced If No task must be re-evaluated			
Initial assessment by (Name)	[Redacted]			Signature	[Redacted]		Date	15/10/2019
Assessment approved by	[Redacted]			Signature	[Redacted]		Date	15/10/2019
Assessment approved by	[Redacted]			Signature	[Redacted]		Date	23/06/2020

Assessment must be reviewed when there any changes to environment, procedures, equipment or new employees who may have different capability. Next Review: 27/05/2023

TLO should utilise the employee protection register before undertaking site visits and liaise with County traveller liaison officer, and where necessary put in place appropriate measures.

RISK ASSESSMENT



Ref No	PRE013	Issue No	1	Service	Public Realm Enforcement: Streets and Open Spaces				
Activity	Traveller liaison welfare assessment interviews (includes serving of notices)								
Summary of Control Measures	<ul style="list-style-type: none"> • Access to employment protection register with the ability to report acts of violence and aggression, any control measures set out in the register to be adhered to. • Provision of suitable means of communication such as radio, charged mobile telephone, WhatsApp group and lone worker ID tag • Use of suitable PPE including stab vest, uniform and safety boots <u>if needed in Traveller Liaison Officers opinion.</u> • Assistance available for team work in known risk areas. • Managing conflict and personal safety training to be undertaken by all staff. • All instances to be reported using incident reporting forms as soon after the incident as practicable • Corporate risk assessments 								
Hazard	Hazard effect	Severity	Likelihood	Risk	Control measures to minimize risk	Severity	Likelihood	Risk	
Traveller site visits	Violence leading to physical injury, verbal abuse to staff and damage to vehicles and /or council property. Possible attack from dogs	4	4	16	<ul style="list-style-type: none"> • Traveller site visits will be restricted to <u>Monday to Friday and during normal office hours (9 to 5).</u> • Streets & Open Spaces team leaders will defer any visits for the issuing of refuse sacks to the <u>same hours as above</u> • All interviews which are proposed to take place at traveller sites to be cross-referenced with the violence and aggression register and control measures set out in the register to be adhered to. • Regular liaison with County council traveller liaison officer for updates on more mobile groups of travellers. • See Dog Warden risk assessment DWS005 	2	3	6	

				<ul style="list-style-type: none">• All officers who deal with travellers to undergo traveller training via e-learning• Conducting initial site visit and welfare check needs to be carried out by <u>two officers at all times</u>• Where possible all visits should be conducted by the Traveller liaison officer or designated deputy.• The traveller liaison officer or their deputy should approach all sites in a non-aggressive manner i.e. do not wear tactical vest/body camera.• All staff to have training on dealing with lone working, and dealing with conflict and aggression.• All staff are to avoid confrontation; defuse situation and leave the area if requested to do so, or the situation requires vacation of an officer.• Joint working to be undertaken at all sites for which there is a reported issue (regardless of whether or not on the employee protection register).• All incidents or near misses involving any kind of accident or incident (including verbal abuse) to be reported using appropriate procedure and forms at the earliest opportunity.• Officers to have provision of suitable means of communication such as radio, charged mobile telephone and lone worker ID tag. And to use body armour and body cameras <u>if situation in the opinion of the officer warrants their use.</u>• In all cases which involve known volatile characters, or situations which may result in a lengthy or strenuous interview, to be conducted in pairs.• Welfare assessment to be conducted in such a way as not to cause offence as some questions could be considered aggravating/demeaning.			
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<p>Most Likely Severity:-</p> <p>5 = Multiple deaths could be caused 4 = One death or permanent disablement, or multiple major injuries could be caused. 3 = Hazard capable of causing major injury (impairment lasting more than 1 month) 2 = Hazard can cause equipment damage, illness or injury (with impairment lasting between 3 days and 1 month) 1 = Hazard cannot result in serious injury or illness, unlikely to require more than minor first aid</p>	<p>Likelihood / Probability:-</p> <p>5 = Probably will occur in the next six months 4 = Probably will occur in the next year 3 = Probably will occur in the next 5 years 2 = May occur in the next 5 years 1 = Unlikely to ever occur</p>	<p>Degree of Residual Risk:-</p> <p>16 – 25 High (Unacceptable. Task must not be carried out without additional controls)</p> <p>8-15 Medium</p> <p>1-6 Low</p>
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<p>Final assessment or comments</p>	<p>Overall risk is acceptable with the above controls in place. Staff should utilise the employee protection register before undertaking site visits/interviews, and where necessary put in place appropriate measures. Means of communication should be in place before attending site including lone worker tag/WhatsApp group, mobile phone Managing conflict and personal safety training to be completed by all staff. This assessment should be read in conjunction with Corporate Risk Assessments CCC010 + CCC003 + DWS005</p>	<p>Overall Residual Risk</p> <p>6</p> <p>Low</p>
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Is the overall risk acceptable	X	Yes		No	If yes work can be commenced If No task must be re-evaluated			
Initial assessment by (Name)				Signature			Date	15/10/2019
Assessment approved by				Signature			Date	15/10/2019
Assessment review by				Signature			Date	

Assessment must be reviewed when there any changes to environment, procedures, equipment or new employees who may have different capability.

Next Review: 15/10/2022

Traveller liaison officers should utilise the employee protection register before undertaking site visits and liaise with County traveller liaison officer, and where necessary put in place appropriate measures.