

HEALTH & SAFETY

PRE-ATTACHMENT BRIEFING FORM

This form is to be completed by the officer who has been requested to take out an attachment. Please refer to the risk assessment and ensure that you are familiar with the control measures specified.

You are required to explain the following items to the person on attachment. Also to stress that a failure to comply may result in the termination of this, and any future, attachments.

Once completed please retain for your records.

DETAILS OF PERSON ON ATTACHMENT

First Name:		Last Name:		FIN & Base Station: (IF Surrey Police Staff)	
Address: (If NOT Surrey Police Staff)					
Contact Tel No					
Dates of Attachment					

DETAILED REASON FOR ATTACHMENT REQUEST

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WHAT RISK ASSESSMENTS APPLY?		
Is a specific Risk Assessment Required	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

If 'Yes' please go to the Information Hub and click on the link on 'Health & Safety – Risk Assessments' before the event, and attach to this form. If necessary complete a new risk assessment for this activity.

ITEM	Tick
Whilst engaged on this attachment it is vital that you follow all instructions given by the officer, or any officer at a multi-unit call.	<input type="checkbox"/>
You will not attend incidents where the detention of a suspect is likely, including the following; <ul style="list-style-type: none"> • Shoplifting • Domestic violence • Public order offences. 	<input type="checkbox"/>
If attendance is unavoidable, or spontaneous, then you may be dropped off at a place of safety en-route or directed otherwise, so will need adequate funds to arrange your passage home or back to the unit responsible.	<input type="checkbox"/>
Detained persons will not be conveyed in the vehicle with you, unless the detainee is in a prisoner cage.	<input type="checkbox"/>
Seat belts must be worn at all times when the vehicle is in motion.	<input type="checkbox"/>
To reduce the potential for Trauma induced by witnessing a distressing incident, you will be excluded from attending; <ul style="list-style-type: none"> • Sudden death • Serious RTC (if unavoidable, not to the scene) • Serious assaults • Sexual assaults <p>If attendance has been unavoidable then you will have access to debriefing and counselling services. SurPol staff have access via Validium 0800 358 4858 For detailed information contact the 'Occupational Health Unit' on ext. 39888</p>	<input type="checkbox"/>
In order to avoid being struck by traffic whilst on attachment you must wear the provided high visibility jacket at the direction of the officer. If attending accidents then you are to remain in the vehicle, with seat belt on until called by the officer, then you must follow any verbal instructions.	<input type="checkbox"/>
Upon exposure to incapacitant spray you must follow the instructions given by the officer, do not rub your eyes or face, expose the affected part to fresh air, breathe normally, if symptoms persist after 15 minutes seek medical aid. <p>If you are affected you will be seen by a medical advisor. Detailed information is available in the Custody Suite.</p>	<input type="checkbox"/>
You are to avoid contact with body fluids including blood and vomit, and follow the advice regarding Hepatitis B/HIV, on the leaflet given to you.	<input type="checkbox"/>
Unavoidable contact should be made only when Nitrile gloves are worn.	<input type="checkbox"/>

Accidental exposure should be reported, seen and assessed by a GP or suitably trained staff.	
You are to avoid any manual handling operation. Attention should be paid to individual limitation, which may be affected by size or previous injury. Unavoidable manual handling must not present a significant risk to health.	<input type="checkbox"/>

PERSON ON ATTACHMENT		
<p>I have had the above information explained to me and I agree to follow instructions given by the officer. I am aware that refreshment breaks may be interrupted or missed. I accept that Surrey Police may not be held liable for loss or damage to my personal property.</p> <ul style="list-style-type: none"> • I am medically fit to attend Attachment to a police officer • I have read and understood the related Risk Assessment • I am not a new or expectant mother 		
Name:	Signature:	Date:
Line Manager if Surrey Police Staff:		
Emergency Contact Name:	Emergency Contact Tel No:	

OFFICER GIVING PRE-ATTACHMENT BRIEFING		
Rank:	Fin:	Name:
Business Function:	Command:	
I confirm that Person on Attachment has read, and confirmed as understood, the attached Risk Assessment		
Signature:	Date:	