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| ONR GUIDE  |
| **MANAGING INVESTIGATION GRAB BAGS** |
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1. INTRODUCTION

This document sets out the work instructions for staff who are responsible for managing the investigation grab bags and associated equipment within the ONR offices (Redgrave Court, Cheltenham and Windsor House).

A number of investigation grab bags and associated equipment such as portable printers and cameras are available for use in response to incidents and for activities associated with the investigation process.

1. PURPOSE AND SCOPE

The purpose and scope of this document is to provide guidance to responsible persons that will assist them while undertaking their duties.

1. responsible persons

The nominated DDS person(s) in each ONR office responsible for the grab bag upkeep are given in CM9 reference 2018/97557. Inspector using the grab bag.

1. Location of grab bags and equipment

Grab bags are stored in each of the ONR Offices. Appendix 1 provides a summary of the grab bag contents while appendix 2 provides information on the portable printers and cameras.

* Redgrave Court, Bootle – 4 grab bags are stored in the ONR material storeroom, contact responsible persons for access.
* Windsor House, London – 1 grab bag is stored within the office, contact responsible persons for access for access.
* Cheltenham - 1 grab bag is stored within the office, contact responsible persons for access for access.
1. Loaning & returning Grab Bag

When loaning a grab bag the recording sheet (Appendix 1 - CM9 2019/181526) should be completed. A recording sheet will be used to detail information on the bag’s use such as the site, date issued, name of the person who has loaned the bag/printer/camera. The same recording procedure is used when returning items.

A check list is used to monitor the grab bag contents; this list is stored within the bag and is used to ensure the contents are correct (Appendix 2 - CM9 Ref 2019/181526). The bag should be checked prior to issue. On return, to assist DDS the member of staff using the bag should to tick off the check list and quantify which items have been used (Appendix 3 – CM9 2019/188986). This assist with stock control and restock. Instructions of this requirement are kept with the checklist in each bag.

Any missing items need to be replenished by DDS upon return. Sufficient stock should be held centrally in all three ONR offices. It is the responsibility of DDS to ensure a periodic stock check is carried out. Details of how to order items can be found within the asset list (CM9 2019/181526).

1. maintenance of grab bags and equipment

The responsible persons in each office charged with the upkeep of the bags, portable printers and cameras are listed in CM9 2018/97557.

For routine maintenance of the grab bags, a review of the contents will be carried out every 12 weeks to ensure the bag contents are adequate. It is also important to ensure that all kit is in working order and items with expiry dates have not expired. This will also be done on return from loan to ensure that the contents are in good condition for future use.

If the camera within the grab bag is used, then the ‘flash card / memory card’ in the camera could become evidence. The person who uses the grab bag should follow the instruction for collecting evidence, and deal with the card accordingly. The Lead investigator should advise the DDS investigation support officer who will arrange for a new card to be placed in the camera.

For portable printer and camera routine maintenance, testing the battery and device operability will be carried out every 12 weeks. This will also be done on return from loan to ensure that they are in good condition for future use.

1. Feedback on Grab Bags

Any feedback on using a grab bag, the contents or usefulness should be provided to the ONR Operational Investigation email account. – ONR.Operational.Investigation@onr.gov.uk

1. appendices

Appendix 1: Grab Bag Sign In/Out Register

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Bag No** | **Affected Site** | **Date Signed Out:** | **Person Taking Bag:** | **Signature:** | **Date Returned:** | **Returned To:** | **Signature:** |
| **1** |   |   |   |   |   |   |   |
| **2** |   |   |   |   |   |   |   |
| **3** |   |   |   |   |   |   |   |
| **4** |   |   |   |   |   |   |   |

Appendix 2: Grab Bag Contents

|  |  |
| --- | --- |
| **Guides** | **Quantity** |
| ONR-ENF-GD-005 - Conducting Investigations | 1 |
| ONR-GEN-GD-010 Guide to Collecting and Exhibiting material as evidence | 1 |
| ONR-ENF-GD-013 Witness Statement Taking  | 1 |
| **Forms** | **Quantity** |
| LP Mat 1 – Materials Label form | 30 |
| LP 70 Statement of witness form | 15 |
| LP 70 Statement of witness form – continuation sheet | 40 |
| LP 7 Statement of person required to provide information form | 10 |
| LP 7 EA Statement of person required to provide information form  | 10 |
| LP 2 – Prohibition Notice form | 5 |
| LP 3 – Schedule form (for enforcement notices) | 5 |
| LP21 – Authorisation to enter premises with an inspector under Section 20(2)(c)(i) | 5 |
| LP21 EA– Authorisation to enter premises with an inspector under paragraph 9(a)(i) of Schedule 8 to the 2013 Act | 5 |
| LP25 Notice to identify material taken away/into possession using powers under s. 20 HSWA or Sch 8 Energy Act | 10 |
| LP 23 - Notice to identify original documents taken into possession | 10 |
| LP23 EA Notice to identify original documents taken into possession | 10 |
| LP 6 Notice of taking into possession and detaining | 10 |
| LP 6 EA – Notice of taking into possession and retaining | 10 |
| LP 12 Direction to leave undisturbed | 5 |
| LP 12 EA Direction to leave undisturbed | 5 |
| Key Decision Log Template  | 1 |
| Work Related Death: Practical Guide  | 1 |
| Work Related Death: Protocol for liaison | 1 |
| HSE Work Related Deaths Protocol for liaison (Scotland) | 1 |
| **Grab Bag Items** | **Quantity** |
| 3 x day glow or high visibility vest  | M,L and XL |
| Blue Powder-Free Nitrile Disposable Gloves (Box 100) | One Size |
| Pairs of cut level 3 gloves – size 8 (large) and size 9 (extra-large) | 2 sets of each |
| Safety Barrier Tape  | x 1 |
| Hand Held Torch & Spare batteries  | x 1 |
| 1 Petzl E+Lite Headlamp ( Black, One Size) and spare batteries  | x1 |
| Secure Tags  | 4 |
| Luggage Label | 30 |
| Rolls PVC Tap | x 6 |
| Tape Measure  | x1 |
| Wet Wipes  | multiple |
| Range of different size evidence bags  | 20 |
| Disposable boiler suits - type 5/6 (EU standards EN ISO 13982-1)  | M,L and XL |
| Type 3 FFP3 disposable masks | 1 box |
| Self-adhesive labels | 4 x A4 sheets |
| Spare Rucksack  | 1 |
| ONR Emergency contact Card  | 1 |
| Camera with memory card (spare memory card included) | 1 |
| Printer | 1 |
| Spare ink cartridges - black  | 1 |
| Spare ink cartridges - Colour | 1 |

Appendix 2: Portable printers and cameras.

The below table provides information on the portable printers and cameras.

Portable Printers – these are currently long term loan items from Sopra Steria.

|  |  |  |
| --- | --- | --- |
| **Brand & Model** | **Amount** | **Ink Cartridge** |
| HP Officejet 100 Mobile Printer | 5 | HP 338/343 Black /Cyan/Magenta/Yellow Ink Cartridges (Pack of 2) SD449EE |
| HP Officejet 200 Mobile Printer | 2 | HP 62XL Black Ink Cartridge C2P05AE HP 62XL Cyan/Magenta/Yellow High Yield Ink Cartridge C2P07AE |

Cameras

|  |  |  |
| --- | --- | --- |
| **Brand & Model** | **Amount** | **SD Memory Card / Flash Card** |
| Canon IXUS 185 | 6 | 1 with the camera and more in stock  |

Appendix 3: Grab Bag Contents List – User Tick Sheet

|  |  |  |
| --- | --- | --- |
| **Guides** | **Quantity** | **Tick if used** |
| ONR-ENF-GD-005 - Conducting Investigations | 1 |  |
| ONR-GEN-GD-010 Guide to Collecting and Exhibiting material as evidence | 1 |  |
| ONR-GEN-GD-013 Witness Statement Taking  | 1 |  |
| **Forms** | **Quantity** | **Tick if used** |
| LP Mat 1 – Materials Label form | 30 |  |
| LP 70 Statement of witness form | 15 |  |
| LP 70 Statement of witness form – continuation sheet | 40 |  |
| LP 7 Statement of person required to provide information form | 10 |  |
| LP 7 EA Statement of person required to provide information form  | 10 |  |
| LP 2 – Prohibition Notice form | 5 |  |
| LP 3 – Schedule form (for enforcement notices) | 5 |  |
| LP21 – Authorisation to enter premises with an inspector under Section 20(2)(c)(i) | 5 |  |
| LP21 EA– Authorisation to enter premises with an inspector under paragraph 9(a)(i) of Schedule 8 to the 2013 Act | 5 |  |
| LP25 Notice to identify material taken away/into possession using powers under s. 20 HSWA or Sch 8 Energy Act | 10 |  |
| LP 23 - Notice to identify original documents taken into possession | 10 |  |
| LP23 EA Notice to identify original documents taken into possession |  |  |
| LP 6 Notice of taking into possession and detaining | 10 |  |
| LP 6 EA – Notice of taking into possession and retaining | 10 |  |
| LP 12 Direction to leave undisturbed | 5 |  |
| LP 12 EA Direction to leave undisturbed |  |  |
| Key Decision Log Template  | 1 |  |
| Work Related Death: Practical Guide  | 1 |  |
| Work Related Death: Protocol for liaison | 1 |  |
| HSE Work Related Deaths Protocol for liaison (Scotland) | 1 |  |
| **Grab Bag Items** | **Quantity** | **Tick if used** |
| 3 x day glow or high visibility vest  | M,L and XL |  |
| Blue Powder-Free Nitrile Disposable Gloves (Box 100) | One Size |  |
| Pairs of cut level 3 gloves – size 8 (large) and size 9 (extra-large) | 2 of each |  |
| Safety Barrier Tape  | x 1 |  |
| Hand Held Torch & Spare batteries  | x 1 |  |
| 1 Petzl E+Lite Headlamp ( Black, One Size) and spare batteries  | x1 |  |
| Secure Tags  | 4 |  |
| Luggage Label | 30 |  |
| Rolls PVC Tap | x 6 |  |
| Tape Measure  | x1 |  |
| Wet Wipes  | multiple |  |
| Range of different size evidence bags  | 20 |  |
| Disposable boiler suits - type 5/6 (EU standards EN ISO 13982-1)  | M,L and XL |  |
| Type 3 FFP3 disposable masks | 1 box |  |
| Self-adhesive labels | 4 A4 sheets |  |
| Spare Rucksack  | 1 |  |
| ONR Emergency contact Card  | 1 |  |
| Camera with memory card (spare memory card included) | 1 |  |
| Printer | 1 |  |
| Spare ink cartridges - black  | 1 |  |
| Spare ink cartridges - Colour | 1 |  |