

Health and Safety Action Plan

Element 1: Workplace inspections/assessments are not completed and the state of particular buildings				
Chief Officer: CC	BCU/Dept Commander: Director of HR	Recommendation Owner: Health and Safety Manager	Co-ordinator: Health and Safety Manager	
<u>Recommendation action plan:</u>	<u>Previous update:</u>	<u>Target Date</u>	<u>Current Progress:</u>	
1. Identify Building Controllers as per Section 1, 2.8 of the Health, Safety & Environment System. (R8)	1. Building Controllers identified. (26/06/07)	Complete		
2. Identify training for Station Managers/Building Controllers (R8)	2. Station Managers/Building Controllers must attend the H&S for Line managers and Supervisors Course. A guidance document to be used as training/reference for Managers/Building Controllers was developed and issued. If required one to one guidance is supplied by Health and Safety Officers. (03/05/07)	Complete		
3. Assess whether Building Controllers have attended the H&S for managers and supervisors course. (R8)	3. Training requirements identified (01/10/07)	Complete		
4. Provide H&S for Managers and Supervisors training to untrained Station Managers/Building Controllers (R8, R11)	4. The majority of Building Controllers have been trained. Target date revised. (16/04/08)	30/06/08	4. Partially complete (19/05/08)	
5. Issue Managers and BC guidance document. (R8, R11)	5. Guidance document issued (17/12/07)	Complete		
6. Ascertain whether Fire/Safety Wardens can be paid an allowance in line with First Aiders. If agreed a mechanism for authorising payment, tracking moving Wardens etc. will be required	6. Allowance was agreed by Chief Officers' Group and the Fire Safety Management Policy reviewed and issued (02/11/07)	Complete		
7. Identify Safety/Fire Wardens as per Section 1, 2.9 of the Health, Safety & Environment System.	7. Fire/Safety Wardens identified. (27/02/08)	Complete		
8. Provide training to untrained Safety/Fire Wardens	8. The majority of Safety/Fire Wardens have been trained. (22/11/07)	30/09/08	8. Partially complete. (19/05/08)	
9. Train Fire Wardens who are upgraded to Safety/Fire Wardens and haven't been trained in the last 5 years.	9. The majority of Safety/Fire Wardens have been trained. (22/11/07)	30/09/08	9. Partially complete. (19/05/08)	
10. BCUs/Departments to set a H&S target for 6 monthly inspections to be completed. (R7, R8)	10. Targets set by BCUs/Departments (01/10/07)	Complete		
11. BCUs/Departments to identify and assess accommodation where cramped conditions exist. (Note: Action 11 has been split into identifying locations and taking action to improve conditions)	11. Accommodation where cramped conditions exist identified (16/05/08)	Complete		
11a. Relevant action should be taken and/or bids submitted for proposed change to improve cramped conditions. Any proposed changes should be consulted with staff. (R21) - Regulation 10 of the Workplace (Health, Safety and Welfare) Regulations provides guidance on room dimensions.		Target date to be set	11a. Partially complete. (19/05/08)	

<p>12. BCUs/Depts to carry out Risk assessments of: (R16)</p> <ul style="list-style-type: none"> • Property desks/Stores (violence & aggression, manual handling). • Evidence Stores (Manual Handling) • Car Parks (Vehicle movement, base requirement for assessment on accident records) • Station Enquiry Offices (violence & aggression) 	<p>12. The majority of risk assessments have been completed. (16/04/08)</p>	<p>31/05/08</p>	<p>12. Partially complete. (19/05/08)</p>
<p>13. The working environment and conditions (including thermal comfort) in the two control rooms requires assessment by competent persons, to see what improvements can be made. Improvements should be made in consultation with staff. (R19)</p>	<p>13. The working environment was surveyed by the Health and Safety Laboratory in November 2007. The recent refurbishment of the control rooms and planned maintenance/cleaning of the air handling units have contributed positively to improving the thermal and working environment. (16/04/08)</p>	<p>Engage consultants by 31/12/07</p>	<p>13. The report on the working environment was received from the Health and Safety Laboratory on 12/05/08. This is being reviewed by area management and a local action plan will be produced. (19/05/08)</p>

Element 2: Poor Control of Contractors			
Chief Officer: CC	BCU/Dept Commander: Director of Finance and Resources/Head of Estates	Recommendation Owner: Senior Building Surveyor/ Health and Safety Manager	Co-ordinator: Senior Building Surveyor/ Health and Safety Manager
<u>Recommendation action plan</u>	<u>Previous update:</u>	<u>Target Date</u>	<u>Current Progress:</u>
1. Formulate an up-to-date list of Building Controllers for the whole Estate. (R18)	1. Master list of building Controllers has been produced and is on the P Drive in Building Controller folder.	Complete	
2. Issue updated guidance of responsibilities (R18)	2. Guidance on responsibilities issued	Complete	
3. Define the roles, responsibilities and relationship between BCU / Departmental Commander staff and the Estates Department. (R18)	3. Estates Management Tenants Responsibilities document approved (22/11/07)	Complete	
4. Improve communication with respect to contractors work. To implement an immediate fix, an electronic form will be implemented to notify the relevant Building Controller, copied to the respective AFM, when an official order is raised for ad-hoc work to be carried out by external contractors. This action excludes internal contractors such as Sodexo, caterers, SGV etc all of which have normal access. Elyo has a mixture of normal access and notified access for planned work. (R18)	4. System introduced whereby the person instructing the contractor emails a form with work details to the relevant BCU/Dept Admin for onward local distribution. (09/08/07)	Complete	
5. Review electronic form system following 2 month implementation and introduce any revision. (R18)	5. Form and process reviewed and slightly revised process is in place. (27/02/08)	Complete	
6. Issue Commanders and their Building Controllers with a full draft guidance document for feedback and finalisation. Once agreed, address procedures and training requirements . (R18)	6. The agreed procedure will be added to the Control of Contractors policy, target date to be revised to include full consultation (16/04/08)	31/05/08	6. Partially complete (19/05/08)
7. Review requirement for and if required develop a list of approved contractors (Contractor competence). (R18)	7. The review has been completed and a list of contractors for spot purchasing will be produced. (19/05/08)	01/04/09	7. Partially complete (19/05/08)
8. Improve recording of statutory inspections. (R18)	8. On target to roll out the new certificates by 31/5/08, subject to contractors providing the information. (19/05/08)	31/05/08	8. Partially complete (19/05/08)
9. Estates to ensure contractors site safety files are issued with any missing information (R18)	9. Estates reported that this action was complete. (16/04/08)	Complete	
10. The organisation to consider central maintenance/building work control e.g. a Forcewide repairs helpdesk (R18)	10. The principal of the central repair desk has been agreed. The desk will be rolled out this year commencing with HQ in September and progressing through Devon, Plymouth and Cornwall at March 2009, so that the desk will cover the whole Force by 1 st April 2009. The progress will be monitored to ensure success and sufficient resources. (19/05/08)	30/04/08 and ongoing	10. Complete new target to be set for implementation (19/05/08)

Note: Actions within the Asbestos Action Plan also relate to this Element.

Element 3: Display Screen Equipment Assessments				
Chief Officer: CC		BCU/Dept Commander: Director of HR		Recommendation Owner: Health and Safety Manager
				Co-ordinator: Health and Safety Manager
Recommendation action plan:	Previous update:	Target Date	Current Progress:	
1. Identify additional Display Screen Equipment Assessors. (R17)	1. Display Screen Equipment Assessors identified. (26/06/07)	Complete		
2. Identify DSE Assessor trainers. (R17)	2. Display Screen Equipment Assessor trainers identified. (03/05/07)	Complete		
3. Train Display Screen Equipment Assessors. (R17)	3. Display Screen Equipment Assessors trained (16/04/08)	Complete		
4. Identify staff who install computers – can they be trained to set up correctly – SunGard Vivista. (R17)	4. It was agreed on 15/03/07 that SunGard Vivista will set up new/modified workstations to the schedule of minimum requirements for workstations in the DSE Regs. (03/05/07)	Complete		
5. Identify training for staff who install computers (this is to ensure the workstation complies with the schedule in the DSE Regs once a new item has been fitted) (R17)	5. Training provided on 11/05/07. (26/06/07)	Complete		
6. Identify method of conducting DSE assessments. Computer based with follow up or one to one. (R17)	6. The proposal for Elearning was approved, therefore the assessment method will be computer based (30/07/07).	Complete		
6a. Introduce new/revised DSE assessment system (R17).	6a. The process to introduce H&S Elearning within the Force is part of the larger Force wide Elearning project. The tender process has been started with a target date of awarding the contract by 31/07/08. Revised target date for introduction of system 30/09/08. (27/02/08)	30/09/08	6a. Partially complete (19/05/08)	
7. Identify method of training employees who use Display Screen Equipment. (R17)	7. The proposal for Elearning was approved, therefore the training method will be computer based (30/07/07).	Complete		
8. Train employees. (R17)	8. Training will be completed via the Elearning system. The tender was issued WC 14/04/08 (16/05/08)	31/12/08	8. Partially complete (19/05/08)	
9. Carry out generic DSE assessments of relevant workstations. (R17) If workstations are used by multiple individuals throughout a day for short durations (e.g. Parade rooms) these must be assessed against the schedule of the DSE regs using form HS5a. This is in addition to any individual assessment. It should be ensured that they are suitable for the majority of staff.	9. Generic Display Screen Equipment assessments complete. (16/04/08)	Complete		
9a. Carry out DSE assessments of all workstations. (R17) Individual DSE assessments should be completed for all DSE Users.	9a. The Elearning system will include a Display Screen Equipment assessment. Paper based assessments are continuing to be completed (16/04/08)	31/12/08	9a. Partially complete (19/05/08)	
10. Action issues raised on DSE Assessments. (R17)	10. Issues are actioned as required (16/04/08)	31/12/08 and ongoing	10. Partially complete (19/05/08)	
11. Introduce process to identify internal transfers/new starters and flag requirement for assessment. (R17)	11. Process introduced in all areas (16/04/08)	Complete		

Element 4: Health and Safety Training				
Chief Officer: CC	BCU/Dept Commander: Director of HR	Recommendation Owner: Health and Safety Manager	Co-ordinator: Health and Safety Manager	
Recommendation action plan:	Previous update:	Target Date	Current Progress:	
1 Identify owner of H&S training, organisation etc.	1. Owner of H&S training identified as Human Resources. (03/05/07)	Complete		
2. Training/Performance needs analysis.	2. Performance Needs Analysis approved by Learning and Development (01/10/07)	Complete		
3. Ensure mandatory H&S training is given a high priority. (R12)	3. Mandatory Health and Safety training has been given a high priority in the Training Prioritisation Model V1 2007-2008. D163 Protected Learning Policy for mandatory open/distance learning issued 20/06/07. Attendance on the H&S for Line Managers Course is a PDR requirement. (30/07/07)	Complete		
4. Review current training	4. Courses updated and being delivered. (03/05/07)	Complete		
5. Develop/revise training – look at alternative methods e.g. computer based.	5. The proposal for Elearning was approved. Classroom based training will continue for training identified in 6 below (30/07/07).	Complete		
5a. Introduce new H&S Training.	5a. 8. Training on Display Screen Equipment, Manual Handling and Fire will be completed via the Elearning system. The tender was issued WC 14/04/08 (16/05/08)	30/09/08	5a. Partially complete (19/05/08)	
6. Identify employees who require training. (R2, R5, R6, R11, R12, R13) <ul style="list-style-type: none"> • Dynamic Risk Assessment • H&S for Line Managers and Supervisors • H&S for Senior Managers • H&S for Principal Officers • Specific Manual Handling Training • Safety/Fire Wardens Manual handling awareness and Fire Safety Awareness is planned to be introduced as E learning packages.	6. Health and safety training needs identified (02/11/07)	Complete		
7. Identify trainers	7. Trainers identified. Additional trainers have been identified for specific Manual Handling training. (03/05/07)	Complete		
8. Train employees	8. BCUs/Depts are booking employees on appropriate courses (22/11/07)	31/12/08	8. Partially complete (19/05/08)	
9. Introduce process to identify internal transfers/new starters/promotions and flag requirement for training.	9. Process introduced in all areas (16/04/08)	Complete		
10. Revise and implement an effective training records system. (R14)	10. Data from MCS transferred to Force Integrated Management System (FIMS), an improved system will be introduced with FIMS 5.5	31/12/08	10. Partially complete (19/05/08)	

Element 5: Organisational Commitment				
Chief Officer: CC	BCU/Dept Commander: Director of HR	Recommendation Owner: Health and Safety Manager	Co-ordinator: Health and Safety Manager	
Recommendation action plan:	Previous update:	Target Date	Current Progress:	
1. Revise health and safety policy statement and gain approval from Chief Constable and Police Authority.	1. Policy statement approved and signed by Chief Constable and Chairman of the Police Authority. (26/06/07)	Complete		
2. Communication Strategy for Health and Safety <ul style="list-style-type: none"> Raise awareness of health and safety policies. (R1) Raise awareness of the role of Health and Safety Officers. (R5) Raise senior managers awareness of their health and safety responsibilities. (R5) Raise employees awareness of their health and safety role and responsibilities. (R6) Raise operational managers awareness of health and safety (R11) 	2. Awareness raised via training, SMT and H&S Committee meetings, weekly order entries and local BCU/Dept initiatives. OIS logs have demonstrated that operational supervisors and officers have considered H&S as part of an incident. It was noted that although this action is complete raising awareness will always be an ongoing process and that management will need to continue to focus on H&S. (16/04/08)	Complete		
3. Introduce H&S performance as a factor in the PDR process. (R11, R27)	2. Health and safety for line managers course added as a PDR objective. (03/05/07)	Complete		
4. Ensure H&S is part of the agenda of SMTs (R5, R11, R27)	4. H&S is a standing agenda item on the Chief Officers' Group and Organisational Development Group. BCUs/Depts have ensured H&S is a standing agenda item of SMTs. (03/05/07)	Complete		
5. BCU/Dept strategic objectives should have a clear link with Human Resources objectives and the H&S Action Plan. Past performance data e.g. accident statistics should be used when setting objectives. (R15, R26)	5. Draft objectives have been proposed to the Director of HR (16/05/08)	30/04/08	5. Partially complete (19/05/08)	
6. Review the Terms of Reference for the Force Health, Safety and environment Group. (R9)	6. Revised terms of reference approved at Force Health and Safety Committee 08/11/07	Complete		
7. Review the Terms of Reference for BCU/Dept HS&E Committees. (R9) (site specific issues should be dealt with locally, local BCU/Dept HS&E Committees should take a more strategic view)	7. Revised terms of reference approved at Force Health and Safety Committee 08/11/07	Complete		
8. Review Health and Safety Policies (R4) <ul style="list-style-type: none"> Ensure staff and staff representatives are more involved in the production of new and revised policies.(R3) 	8. The majority of health and safety policies have been reviewed and issued (19/05/08)	30/06/08	8. Partially complete (19/05/08)	
9. The working group reviewing the policy on the provision and wearing of body is to be led by an Officer with operational experience. (R2)	9. The working group is led by an Operations Superintendent.	Complete		
10. BCUs/Depts to ensure managers with specific H&S responsibilities have sufficient time to complete them. (R7)	10. BCUs/Depts have reported that managers do have time to complete their responsibilities (27/02/08)	31/12/08	10. Partially complete (19/05/08)	
11. Annual reviews/audits of Stations/Management Units to be undertaken by Health and Safety Officers including review of Site Safety File. (R25)	11. Health and Safety Advisors completed the annual reviews/audits (16/04/08)	Complete		

12. Revise and implement an effective system to monitor sickness absence and accident data with more support provided to BCU Commanders by HR. (R23)	12. Absence levels and trends are reported to the Police Authority, HR Strategic Group and Senior Management Teams on a quarterly basis. Accident statistics are reported to Health and Safety Committees on a quarterly basis. Additional support is provided by HR as required. (27/02/08)	Complete	
13. Raise awareness with BCU Commanders so that they appreciate the value and practical benefits of measures to improve sickness absence management. (R24)	13. Commanders are aware of the value of measures to improve sickness management and have agreed to provide local resources to assist with the management of sickness absence. (27/02/08)	Complete	
14. Develop the proactive management of work related stress. (R20)	14. Wellness paper to be presented to COG. (17/03/08)	31/05/08	14. Partially complete (19/05/08)
15. A review of the work being undertaken by the Driver Training Unit and Transport Services Dept. should be undertaken with a view to using initiatives force wide. (R22)	Review complete, information on good practice distributed. (14/01/08)	Complete	

R numbers in brackets are the reference to the HSE recommendation number.