

DEVON AND CORNWALL CONSTABULARY POLICY & PROCEDURE - D197

HEALTH AND SAFETY MANAGEMENT

Version Dated 07/08/08

1 POLICY STATEMENT

- 1.1 Health and safety policy will fully support the policing style by the promotion of a positive culture and application of a high standard in the management of health and safety, thereby reducing accidents, injuries and sickness absence. By adopting this approach, which it is acknowledged will need to be balanced against available resources, the Force will achieve maximum effort and output from well trained highly motivated police officers and police staff with a high level of morale and pride in the fact that they belong to an organisation demonstrating such clear commitment to their well being.
- 1.2 The Force must manage health and safety with the same degree of expertise and to the same standards as other core business activities, if we are to effectively control risks and prevent unnecessary harm to our staff and those with whom we interact.
- 1.3 The Chief Constable and Chairman of the Police Authority have published a health and safety policy statement, which should be brought to the attention of all personnel. A copy is displayed on the health and safety notice board at every police station and all other Force premises along with other mandatory notices including; the Health and Safety Executive (HSE) poster " Health and safety law - What you should know" and a current copy of the certificate of employer's liability insurance.
- 1.4 A Force Health and Safety Policy Handbook, containing brief details of responsibilities and arrangements for the management of health and safety is issued to all personnel. The relevant Human Resources (HR) unit will ensure that a copy is provided to all new police staff as part of their induction package. The Induction Unit, HR Department will ensure a copy is provided to all police probationers and transferees during their induction. Copies of the Handbook can be requisitioned from HQ Stationary Store using Stock Code: SF 758.
- 1.5 Sickness absence resulting from injuries sustained at work is carefully managed. Advice is available if required from the Human Resources and Occupational Health Support Unit.
- 1.6 Effective policies are not simply examples of management 'paying lip service' to improved health and safety performance but a genuine commitment to action. The Force currently has in place the following policies for the management of health and safety, which are reviewed annually in accordance with Force procedure, or more frequently in light of developments or changes in legislation:

| | |
|------|---|
| D26 | Stress Management |
| D48 | First Aid at work |
| D61 | Infectious Diseases |
| D114 | Smoking at Work |
| D139 | Personal Protective Equipment |
| D156 | Risk Assessment |
| D186 | Management of Contractors on Force Premises |
| D187 | Management of Electrical Equipment |
| D202 | Safety Incident Reporting and Investigation |
| D217 | Fire Safety Management |
| D230 | Display Screen Equipment |
| D252 | Management and Control of Asbestos |
| D265 | Manual Handling |

| | |
|------|---|
| D270 | Control of Substances Hazardous to Health |
| D275 | Noise at Work |
| D301 | Work Equipment |
| D333 | Environmental Management |
| D346 | Working Time Regulations |
| D352 | Water Related Incidents |
| D358 | Force Integrated Risk Management Policy |

2 POLICY AUDIT IDENTIFICATION

- 2.1 This policy has been drafted and audited in accordance with the principles of Human Rights legislation, the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 1995, the Policing Bureaucracy Gateway and Freedom of Information Act 2000. Under the Freedom of Information Act 2000, the document is classified as 'OPEN'.

CONTENTS

| | |
|----|--|
| 1 | Policy Statement |
| 2 | Policy Audit identification |
| 3 | Introduction |
| 4 | Health and Safety Policy Statement |
| 5 | Organisation for Health and Safety Management |
| 6 | Specific Responsibilities |
| 7 | Enforcement Authority |
| 8 | Training |
| 9 | Measuring Performance |
| 10 | Proactive Monitoring |
| 11 | Reactive Monitoring |
| 12 | Annual Reports |
| 13 | Health and Safety Committee Structure |
| 14 | Review |
| | Appendix A Health and Safety Committees Terms of Reference |

3 INTRODUCTION

- 3.1 The Force is fully committed, based on a risk management approach, to securing the health and safety of all persons affected by its undertaking, including police officers, police staff, police community support officers (PCSOs), special constables, visitors, volunteers, contractors and members of the public. This commitment is realised by an effective risk assessment procedure, which will identify all foreseeable hazards and introduce sensible cost effective control measures to reduce risks to an acceptable level. Included in this procedure will be the provision of adequate funding for protective equipment and training together with a management structure, which has a clear focus on health and safety matters. The Force will aim to exceed all applicable health and safety legislation and will ensure legal compliance.

4. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of the Police Authority and the Chief Constable to ensure so far as is reasonably practicable, the provision and maintenance of:

- safe and healthy working conditions, equipment and systems of work for all Force personnel; and
- to provide such leadership, resources, information, training and supervision as is needed for these purposes.

The Police Authority and the Chief Constable also accept their responsibility for the health and safety of other people who may be affected by the force activities.

To this end the Force will aim to exceed the requirements of the Health and Safety at Work etc. Act 1974, all other relevant statutory provisions and recognised codes of practice. The Police Authority and the Chief Constable expect all members of the Force – police officers, police staff and members of the Special Constabulary, irrespective of rank, grade or position – and all contractors working on behalf of the Force, to co-operate fully in the achievement of this policy.

The Force will continue to work with staff associations in the implementation of health and safety. Provision is made through the meetings structure for consultation with staff on matters relating to health and safety.

The allocation of responsibilities for health and safety matters and the particular arrangements made to implement the policy are set out in the Health, Safety and Environmental Management System.

Signed by the Chairman of the Police Authority and Chief Constable.

PROCEDURE

5 ORGANISATION FOR HEALTH AND SAFETY MANAGEMENT

- 5.1 The Force has a framework for the management of health and safety with clearly defined responsibilities and relationships, which will ensure continuous improvement. Sufficient competent persons, with the necessary expertise and experience must be made available within this framework to assist managers and supervisors to realise and fulfil their health and safety duties. Individual H&S responsibilities and duties should be clearly defined and included in Job Descriptions. Key managers and personnel within the H&S structure must be authorised and provided with the necessary resources (e.g. time) to carry out their duties. It is essential that senior management ensure that these responsibilities are fully recognised.

6 SPECIFIC RESPONSIBILITIES

- 6.1 Responsibility for the health, safety and welfare of all personnel rests with the Police Authority and the Chief Constable who delegate specific duties for functional management as follows. There will be representation at all meetings from the staff associations and trade unions.
- 6.2 **Police Authority** In the context of the Health and Safety at work act 1974, the Police Authority is the body corporate and therefore has legal obligations upon them under the afore-named legislation. The Police Authority delegates to the Chief Constable the direction and control of all matters relating to health, safety and welfare.

The Police Authority is responsible for ensuring sufficient resources are allocated to effectively manage health and safety.

The Police Authority has nominated a health and safety lead who represents the authority and is a full and active member of the Force Health and Safety Committee.

It is the responsibility of the police authority to, where appropriate, scrutinise, and if necessary, challenge, the health and safety management systems of the force. It should also agree and sign the joint health and safety policy and policy statement.

- 6.3 **Chief Constable** has overall responsibility for the effective implementation of health and safety legislation and ensuring that the Devon and Cornwall Constabulary complies with all relevant statutory health and safety requirements.

These responsibilities include:

- a) Establishing and overseeing the effective running of the Force's health and safety organisation and arrangements.
- b) Consulting with the Police Authority and allocating adequate resources for health and safety.
- c) Determining priorities for effective health and safety management.
- d) Promoting and championing a positive health and safety culture within the Force.

- 6.4 **The Director of Human Resources** (Director HR) is the Force Director of H&S. The Chief Constable delegates responsibility for the effective management of corporate risks by ensuring compliance with applicable legislation and correct implementation by Assistant Chief Constables and commanders of H&S management policies. The Director HR will chair meetings of the Force Health and Safety Committee and will be responsible for ensuring:

- a) Correct formulation of H&S management policies, which ensure compliance with legislation.
- b) Relevant H&S objectives are included in business plans.
- c) H&S management and monitoring systems are applied within the Force.
- d) Monitoring the application of H&S practices and standards defined in this document, through reports, performance indicators (PI) and auditing process.
- e) Ensuring necessary resources are made available for implementation of H&S policies and arrangements.
- f) Ensuring the Chief Officers' Group is kept aware of significant aspects of H&S, which impact upon the Force.
- g) Actively promote a positive culture by demonstrating commitment to H&S principles.

- 6.5 **The Director of Finance and Resources** is responsible for ensuring that: provision is made for adequate financial resources to ensure that the Force can fulfill its legal obligations and duty of care as required by health and safety legislation.

- 6.6 **BCU/Department Commanders.** BCU/Departmental Commanders are responsible for all aspects of operational safety and the effective management of risk to the health and safety of personnel under their command by ensuring compliance at all levels with applicable legislation and correct implementation of Force health and safety management policies.

- a) Implementation of the HS&E Management System and policies within area of responsibility.
- b) Ensuring risk assessments are prepared throughout their BCU or department that identify all significant hazards, and establish appropriate control measures to eliminate or reduce the risks involved
- c) Ensuring necessary resources are made available for implementation of HS&E policies and arrangements.
- d) Ensuring that adequate HS&E training is provided for personnel under command.
- e) Ensuring the Chief Officers' Group is made aware of significant aspects of HS&E, which may impact upon the Force.
- f) Monitoring the application, within area of responsibility, of HS&E practices and standards defined in this document, through reports, performance indicators (PI) and auditing process.
- g) Actively promoting a positive culture by demonstrating commitment to HS&E principles.
- h) Identifying and appointing key personnel and competent persons, as listed in the following paragraphs, necessary to ensure compliance with the Management System.

- i) The agenda item Professional Working Environment including Health and Safety must be discussed at all monthly SMT/DMT meetings
- 6.7 **Business Managers** are responsible to their respective Commander for the functional day-to-day management of non-operational health and safety matters, and correct implementation of the Chief Constable's health and safety policy. In the case of Headquarters Departments, the Site Services Manager will perform this function.
- 6.8 **Force Health and Safety Manager.** The Force Health & Safety Manager (FHSM) is responsible for providing advice, support and information on the application of health and safety legislation within the Force. The Force Health and Safety Team will:
- a) Provide advice on health and safety policy formulation and development.
 - b) Provide advice on the day to day implementation and monitoring of health and safety policies and plans.
 - c) Assist management in establishing and maintaining appropriate monitoring and auditing systems.
 - d) Provide advice to management in an independent and effective manner.
 - e) Establish effective links within the Force and with outside agencies including the Health and Safety Executive.
- 6.9 **BCU/Department Health and Safety Advisor.** All BCU/Departmental H&S Advisors (HSA) are responsible to the FHSM and to respective Commanders, for providing advice and support on the implementation of the HS&E Management System and associated PPS guidelines. They will also assist the FHSM with a – e above.
- 6.10 **Occupational Health Support Unit.** The Force Occupational Health Support Unit supports a range of confidential medical, physiotherapy, and counselling services to all members of the Force. Occupational Health services are provided by the Force Medical Advisors and Force Nursing Advisors and include advice, statutory health screening, health education and sickness absence monitoring support to managers. Counselling services are provided by the Force EAP
- 6.11 **Safety Co-ordinator.** All managers have a legal duty to comply with HS&E legislation. As necessary, certain key management posts are to be designated by BCU/Department commanders as Safety Co-ordinators (SC), in order to provide a focal point and direct management of HS&E matters. This will ensure oversight and effective compliance with Force procedures. SCs will be responsible to their respective commander for execution and oversight of HS&E activities in the operational and working environment. He/she should be of sufficient rank/grade and position within the organisation to fulfil this responsibility effectively. Specific responsibilities are:
- a) To be fully conversant with necessary HS&E policies, arrangements and procedures which impact within area of responsibility.
 - b) Implementation of the HS&E Management System and policies within area of responsibility.
 - c) Monitoring the application, within area of responsibility, of HS&E practices and standards defined in this document.
 - d) To ensure accidents involving injury and dangerous occurrences or 'near misses' are properly investigated and followed up by effective remedial action where necessary to avoid recurrence.
 - e) To ensure implementation of PPS D186 with respect to control of contractors.
 - f) Act as the focal point for the receipt and dissemination of HS&E information and instructions.
 - g) To ensure personnel are provided with adequate training, instruction and information to allow them to perform their duties safely. Details of HS&E training courses available to personnel are published in the Force Prospectus.
 - h) Oversee the activities of the Building Controller and Safety/Fire Wardens (Building Controller Assistants).

- i) Ensure co-ordination between shared site occupants regarding the implementation of HS&E management systems.

6.12 **Building Controllers.** The Regulatory Reform (Fire Safety) Order and The Management of H&S at Work Regulations detail the duties of managers who have control of buildings (Building Controller). All Force buildings must have a nominated Building Controller (BC). The BC is often the senior manager present in Force premises (e.g. station inspector/sergeant or support staff manager). In larger premises the BC may be a manager nominated by the BCU/Unit Commander. Where premises are small a BC can cover more than one premise. In multi-occupied premises it may be necessary to designate more than one BC, each BC would cover a specific area of the premise e.g. a custody suite within a police station. The BC holds responsibility for fire safety, contractors and the safety and statutory maintenance of buildings and equipment. The responsibilities of the BC will vary with the size and complexity of the site, but will include:

- a) The provision of a focal point for building matters including associated external areas. Ensuring, in liaison with the respective Business Manager, Safety/Fire Warden, that buildings, services, plant, portable electrical appliances, fire equipment and alarms are inspected, tested, maintained and recorded in a safe condition and any defects found are reported.
- b) Conduct six monthly fire/safety inspections followed by remedial action where necessary.
- c) Implementation and promulgation of fire and bomb emergency action plans, including the execution of periodic drills.
- d) Assist with minimising energy expenditure within building of responsibility.
- e) Where applicable, the identification and recording of waste streams.
- f) The minimisation, by recycling where applicable, and safe disposal of all waste generated within the building.
- g) Act as a Safety/Fire Warden if required to do so.
- h) Additional responsibilities should be formally recorded locally.

6.13 **Safety/Fire Wardens (SFWs)** (known as Assistant Building Controllers in some areas) are to be appointed to assist line managers, BCs and Safety Coordinators by undertaking specific HS&E activities such as fire/safety checks, inspections and monitoring the implementation of safe systems of work. The utilisation of SFWs reduces the burden placed upon BCs and managers. Large premises may require more than one SFW. More than one SFW may be required for premises with restricted/complex zones e.g. police station may require a SFW and the Custody Suite within the station another SFW. Small premises may not require a SFW. The duties of SFWs will vary with the size and complexity of the site, but will include:

- a) Maintaining a working knowledge of HS&E policies, arrangements and procedures that are relevant to the building/department.
- b) To assist in fire/safety inspections, including conducting weekly fire safety checks.
- c) To assist in implementation of HS&E management systems.
- d) Undertake regular fire and panic alarm tests.
- e) To assist, if required, in the investigation of accidents involving injury and dangerous occurrences or 'near misses'.
- f) To identify and report actions required, and to rectify any breaches in HS&E management procedures.
- g) Undertake risk assessments on behalf of managers and the BC if required to do so.
- h) Where applicable, maintain Site Safety Files and health and safety noticeboards/documentation.
- i) The maintenance of a Fire Logbook/Safety File for building of responsibility containing records of:
 - i. Fire inspection reports.

- ii. Fire extinguisher/hose reel tests and maintenance.
 - iii. Fire alarm tests.
 - iv. Emergency lighting tests.
- j) Additional responsibilities should be formally recorded locally.

6.14 **Manager's Responsibilities.** *Managers at all levels hold direct responsibility* for the safety of their staff and anyone else, including visitors and contractors working on site, who may be harmed by any work activity carried out. Managers are to identify hazards within their area of responsibility, assess the associated risks in accordance with procedures detailed in this policy, PPS D156 and other associated PPS policies, and ensure the implementation of measures which will reduce and control those risks. Specialist advice and guidance is available from the BCU/Departmental H&S Advisor. Specific responsibilities of line managers include the following:

- a) The conduct of risk assessments in respect of:
 - (i). Planned operations, making full use of Force Generic Risk Assessments (GRA), in accordance with instructions contained in PPS D156.
 - (ii). Computer workstations, where operators are involved in keyboard work for an appreciable part of their normal working day, using Force forms HS 5/5a in accordance with PPS D230.
 - (iii). Hazardous manual handling tasks, using Force form HS 7 in accordance with PPS D265.
 - (iv). Hazardous substances used by personnel either on or off site, using Force form HS 3 in accordance with PPS D 270.
 - (v). Hazardous non operational activities.
- b) The timely reporting of all accidents, assaults, dangerous occurrences and 'near miss' incidents using Force Form F2508 (police) in accordance with PPS D202.
- c) Ensuring the adequate investigation of all accidents and safety incidents in order to ascertain the circumstances and conditions of cause and introduce measures to prevent recurrence.
- d) Implementation of HS&E management systems and policies within area of responsibility.
- e) The identification of HS&E training needs and organisation of such training.

6.15 **All Force Personnel.** It is the duty of all Force personnel - police officers, police staff and members of the Special Constabulary, irrespective of rank, grade or position to:

- a) Take reasonable care of themselves and of other personnel who may be affected by their acts or omissions. The duty of care to third parties is particularly important in relation to independent custody visitors and other members of the public who visit police premises, those in police custody, those being interviewed on police premises, those being transported in police vehicles and contractors and their employees whilst working on police premises.
- a) Co-operate fully in enabling the employer to comply with statutory duties for health and safety.
- b) Use all work items provided by their employer in accordance with the training and instructions they receive.
- c) Inform the employer or the person responsible for health and safety of any work situation that might present a serious or imminent danger or of any shortcomings in Forces health and safety arrangements.

6.16 **Staff Association Safety Representatives.** In accordance with the provisions of the Health and Safety at Work Act 1974 and the general policy of the Chief Constable and Police Authority in relation to health and safety, the staff associations representing the interests of Force employees are entitled to appoint their own safety representatives to consult with management in matters relating to health and safety, and to carry out the

functions as detailed in the Safety Representatives and Safety Committees Regulations 1977, as amended by the Management of Health and Safety at Work Regulations 1999.

The primary function of a safety representative is to represent employees in consultation with the employer on health and safety matters. Additionally the functions of a safety representative will be to:

- a) Investigate potential hazards and dangerous occurrences in the workplace (whether or not they are drawn to their attention by the employees they represent) and to examine the causes of accidents in the workplace.
- b) Investigate complaints by any employee they represent relating to that employee's health, safety or well being at work.
- c) Make representations to management on general matters affecting the health, safety and well being at work of employees.
- d) Carry out inspections as required and guided by the Force Health and Safety Manager.
- e) Represent the employees they represent in consultations at the workplace with HM Inspectors of the Health and Safety Executive and any other enforcing authority and to receive information from those inspectors.
- f) Attend meetings of the health and safety committee.

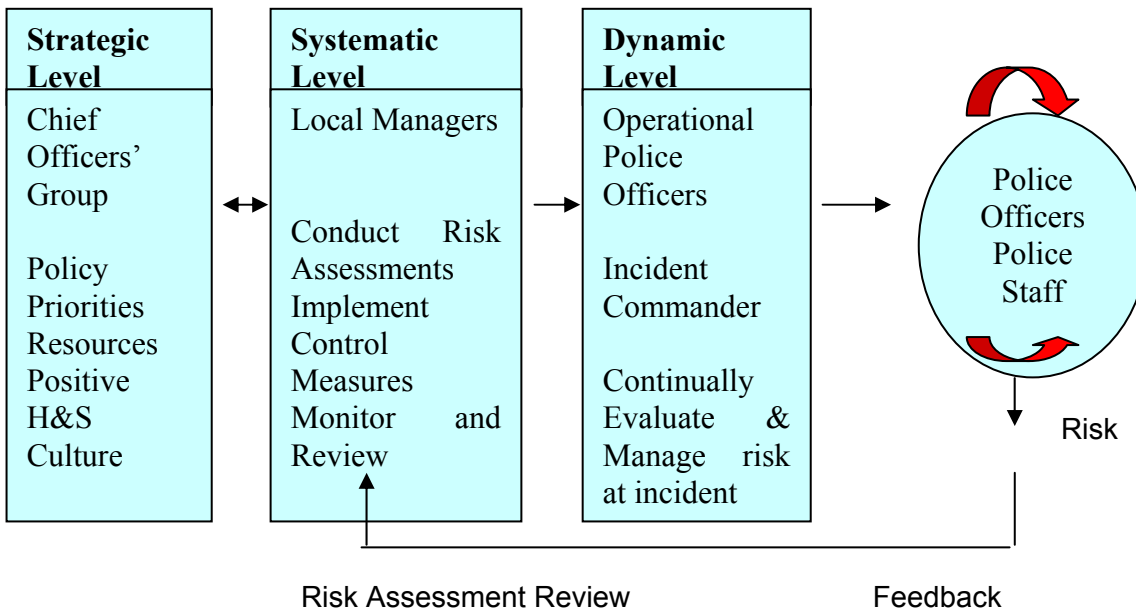
In accordance with the Management of Health and Safety at Work Regulations 1999 the Force will consult with safety representatives in good time about the:

- a) Introduction of any measure at the workplace, which may substantially affect the health and safety of any employees the safety representative represents.
- b) Appointment of competent persons.
- c) Planning and organisation of health and safety matters.
- d) Health and safety information required to be provided to employees under the relevant statutory provisions.
- e) Planning and organisation of any health and safety training required under the relevant statutory provisions.
- f) Health and safety consequences for employees of the introduction or planning of new technologies into the workplace.
- g) Make available information within the employer's knowledge, which the safety representatives need in carrying out inspections, following notifiable incidents, occurrences and diseases.

In order to facilitate safety representatives to undertake their duties Force will:

- a) Provide such facilities and help as safety representatives may reasonably require.
- b) Allow safety representatives such time off with pay during their working hours as is necessary for them to perform their statutory functions and undertake appropriate training.

In summary, the link between making health and safety policy and its implementation to improve health and safety can be summarised as follows.



7. ENFORCEMENT AUTHORITY

HM Inspectors based at the South West Area Office of the Health and Safety Executive are responsible for enforcing the provisions of health and safety legislation with respect to the Force.

Address: South West HSE Area Office
 4th Floor
 The Pithay
 All Saints Street
 Bristol
 BS1 2ND

The address of the HSE Employment Medical Advisory Service is:

4th Floor
 The Pithay
 All Saints Street
 Bristol
 BS1 2ND

Local Authority Environmental Health Officers are responsible for the enforcement of the provisions of health and safety legislation with respect to food hygiene and safety within the Devon and Cornwall Constabulary.

8 TRAINING

8.1 Introduction

Employers have a legal duty to ensure the provision of sufficient training, instruction, and information, required to ensure employees are able to perform their duties safely and without risk. All staff must have relevant skills and an understanding of Force health and safety management policies and procedures to a level commensurate with their duties. A further requirement is for the provision of adequate supervision to ensure understanding and compliance with safe systems of work.

8.2 Training Strategy

In determining training needs, full account will be made and recognition given to appropriate existing health and safety qualifications and previous training received. Relevant aspects of health and safety will be included in all training courses, such as driver training, firearms etc. Health and safety training is an on-going process throughout the career of all employees, which may be categorised as follows:

Basic Awareness (Induction) Training: All employees are to receive health and safety induction training on joining the Force. Newly recruited or transferred staff are also to be provided with a copy of the Force Health and Safety Policy Handbook, as part of their documentation package, which they are expected to read prior to taking up post. Further training is to be planned and executed commensurate with the duties to be undertaken by the employee.

Higher Level (job specific) Awareness Training: All line managers and staff with specific health and safety responsibilities are to receive training commensurate with those responsibilities.

8.3 Training Courses.

Health and safety training requirements are as follows: (Full details are published in the Force Training Prospectus):

- a) Induction Training: All new personnel must undergo basic induction training in HS&E. This training should be delivered locally and comprise of a self learning element providing information on general HS&E matters (available from the H&S pages of Expert <http://expert/healthsafety/trainingcourses.htm>), and a Line Manager lead local induction covering information such as significant hazards encountered in a particular job or area of employment. Training must include the following topics:
 - (i). Introduction to Force HS&E policy and arrangements.
 - (ii). Fire safety.
 - (iii). Computer safety.
 - (iv). Manual handling.
 - (v). Significant hazards associated with employment group.
 - (vi). Environmental awareness training.
- b) Police Constables: All PCs must be trained in general safety awareness, manual handling technique and dynamic risk assessment procedures.
- c) Safety/Fire Wardens/Assistant Building Controllers: All Safety/Fire Wardens should attend the Safety/Fire Warden Course.
- d) Line Managers, Supervisors and Building Controllers: All supervisory grades up to Chief Inspector must attend a one-day training course in health and safety responsibilities, practical risk assessment, accident investigation, fire safety and building safety aspects (Health and Safety for Line Managers and Supervisors course).

A Manager's and Building Controllers guide the responsibilities is available at <http://expert/healthsafety/guidancedocuments.htm>

- e) Senior Managers: Senior managers, particularly those occupying posts, which have specific health and safety responsibilities, should be trained to a level commensurate with their duties.
- f) Principal Officers: Principal officers of Superintendent level and above must attend the one day health and safety for Principal officers course.
- g) Fire Safety: All staff should complete fire safety training including actions to take in the event of a fire and identification and correct use of fire fighting equipment held on site. This training should be completed at least once in every three-year period.
- h) Environmental Protection: Courses will be arranged as required.
- i) Local Health & Safety Advisors: Health and Safety Advisors must be trained to NEBOSH Certificate level and hold associate membership of IOSH. Continued professional development to Chartered Membership of the Institution of Occupational Safety and Health (IOSH) status should be encouraged. Training in environmental protection is also desirable.
- j) Force Health & Safety Manager (FHSM): The FHSM should be qualified to NEBOSH Diploma level and hold Chartered Membership of the IOSH. An environmental management qualification is also desirable.

8.4 **Training Execution.**

Managers at all levels hold responsibility, supported by the BCU/Dept training officer/co-ordinator, to identify training needs and make appropriate arrangements for delivery to their staff. Managers are to review training needs regularly, in particular those of new and transferred staff and during PDR interviews for existing staff. Details of all health and safety training courses available are published in the Force Training Prospectus.

9 **MEASURING PERFORMANCE**

9.1 Measurement of performance against agreed objectives and standards is essential if the Force is to maintain and improve a positive health and safety culture. The Force has in place several procedures for both active and reactive monitoring and measurement of performance in health and safety. Performance is measured to:

- a) Determine whether health and safety management action plans have been implemented and that objectives have been achieved;
- b) Check that control measures have been implemented and are effective;
- c) Learn from failures, including hazardous events;
- d) Promote plans and provide feedback for all parties;
- e) Provide information that can be used to improve aspects of health and safety management.

10 PROACTIVE MONITORING

- 10.1 Proactive monitoring will be carried out by audit and inspection procedures to determine the effectiveness and level of implementation of Force management systems and PPS Guidelines. Areas monitored will include:
- a) Standard of risk assessments and compliance with control measures;
 - b) Provision of adequate health surveillance where needed;
 - c) Provision and attendance level of health and safety training;
 - d) Compliance with safe systems and permits to work where applicable.
 - e) Control of hazardous substances;
 - f) Level of staff perceptions of risk and willingness to comply with procedures;
 - g) Adequate provision and correct use of Personal Protective Equipment (PPE);
 - h) Standards of compliance and control of contractors working arrangements;
 - i) Accident trends and statistics.
- 10.2 **Auditing:** All organisations are subject to audit, (e.g. for finance and quality). This business discipline must also be applied to health and safety. Through this application we can improve our ability to manage and control risks by learning from experience gained through the regular use of audits and performance reviews. The objective of an audit is to measure performance against the standards set in PPS guidelines. BCU and Departments health and safety audits will be conducted periodically by Health & Safety Advisors.
- 10.3 Local Health & Safety Advisors will undertake a planned program of annual workplace safety inspections/audits, which cover all of their area of responsibility. Representatives from local management and staff associations should, ideally, take part in these inspections. Health & Safety Advisors will publish an inspection program giving advance notification to managers and staff associations of proposed dates. The resulting report, which will recommend prioritised remedial action according to the level of risk will be presented to Health and Safety Committees, by the Health & Safety Advisor, as a performance indicator (PI).
- 10.4 Managers who have control of buildings are to continually monitor levels of workplace safety within their area of responsibility by conducting safety inspections of buildings making note of any unsafe conditions found. The frequency of safety inspections will depend upon hazards present and the level of risk, but should be conducted no less than six monthly. The form to be used for this inspection report is Force Form HS 11. Records should be kept in the Site Health & Safety Monitoring File of the date safety inspections were conducted, any unsafe conditions found and remedial actions taken.
- 10.5 **Force Audit:** A Force-wide audit will be conducted regularly. The objective of this audit will be to determine effectiveness of, and level of compliance with Force PPS guidelines and health and safety management systems. An action plan will be produced, which will address any areas of non-compliance identified by the audit. This will be used as a performance indicator (PI).
- 10.6 **Annual Status Review:** Local Health & Safety Advisors will conduct an Annual Status Review, which will be used to monitor improvements made and remedial actions taken as a result of the auditing process. This will be used as a performance indicator (PI), which will be presented to meetings of the local Health & Safety Committee.
- 10.7 **Audit of Control Book System.** Local H&S Advisors will audit the Site Control Books annually as part of their workplace safety inspection.

11 REACTIVE MONITORING

- 11.1 **Accident Investigation:** All accident, injury, assault and near misses must be reported to line managers via form 2508 in accordance with PPS D202 Health & Safety: Accident/Incident Reporting and Investigation. The report must then be investigated by supervisor in order to determine the underlying causes and identify any training issues, management failures, non-compliance with and effectiveness of safe working practices. For significant accidents/incidents it will be necessary to involve the local Health & Safety Advisor. Results of investigations and data analysis of reports will be utilised by Health & Safety Advisors and line managers to introduce measures to prevent any avoidable recurrence.
- 11.2 **Accident Recording:** Reports of accidents, injuries, assaults and 'near misses' will be forwarded to the Force Health & Safety Manager, using Force Form F2508 (police), via BCU/Department headquarters, in accordance with PPS D202 Health & Safety: Accident/Incident Reporting and Investigation. All reports will be recorded and copies kept on file within the Health and Safety Department for a minimum period of five years. Quarterly and annual statistical reports will be produced Health and Safety Department for distribution and analysis. These statistics will be used as a performance indicator (PI).

12 ANNUAL REPORTS

- 12.1 An annual health and safety report is to be prepared by BCU/ departmental health and safety Advisors and submitted to Director of HR via the Force Health & Safety Manager by the end of April each year. The report should be based on the findings of workplace safety inspections, audits and reviews for the previous financial year and should contain evidence of progress made in key areas of health and safety management grouped under the following headings:

Policy: Identification of any significant difficulties in the implementation of health and safety policy, including comments on the impact of legislation or Force initiatives.

Organisation: A brief statement on the local health and safety management structure, including any outstanding training requirements or other problem areas.

Planning and Implementation: A brief report on any difficulties experienced, such as budgetary or resource constraints, in the progress of outstanding health and safety issues and in the implementation of health and safety management systems.

Measuring Performance: Details of performance against health and safety objectives and performance indicators set within Force, BCU and Departmental business plans. A brief summary of significant accidents/safety incidents, including results of investigations and lessons learnt.

Audit: A summary report of safety audits (internal and external) conducted during the previous financial year, including any significant findings and a copy of the management action plan used to discharge key recommendations.

13 THE HEALTH AND SAFETY COMMITTEE STRUCTURE

- 13.1 **Force Health and Safety Committee. (FHSC)** The FHSC will meet quarterly to consider Force wide and strategic HS&E issues, including new legislation and formulation of policy. Meetings will be chaired by Director HR and will consist of representatives from management and staff associations. A copy of the full Terms of Reference is at Appendix A.
- 13.2 **BCU/Department HS&E Committees.** BCU/Department HS&E committee meetings, chaired by the commander, will be held quarterly. The committee will consist of representatives from management and staff associations and will consider

BCU/Department HS&E issues raised by personnel. Any issues, which cannot be resolved locally or may have Force-wide impact are to be submitted to the FFHSC. The Terms of Reference for BCU/Department HS&E Committees are at Appendix A.

14 REVIEW

- 14.1 This policy document is the responsibility of the Director of Human Resources. The Force Health and Safety Manager will be responsible for its annual review.

FORCE HEALTH AND SAFETY COMMITTEE

Terms of Reference

OBJECTIVES

- 1.1 To facilitate the continuing development and review of health and safety strategy and policy and to make decisions on these issues in light of legislative requirements, corporate requirements and recognised good practice (internal and external).
- 1.2 To review and ensure accountability for the performance of health and safety issues across the Force. Considering issues that cannot be resolved by Basic Command Units (BCU)/Departments or have wider implications. Receiving and considering the minutes of BCU/Department H&S Committees.
- 1.3 To consider accident and work related sickness statistics and trends in order to identify and prioritise any remedial or preventative action required.
- 1.4 To monitor the effectiveness of existing health and safety training and to identify, and give direction on, any new training needs for submission as appropriate to the Human Resources Strategic Group.
- 1.5 To consider equipment and environmental needs from a health and safety perspective and refer to the appropriate corporate group.
- 1.6 To provide a link with the appropriate enforcing authority through the Chair and oversee arrangements for and responses to health and safety inspections and audits.
- 1.7 To discuss, interpret and communicate items of health and safety e.g. legislation, corporate requirements and recognised good practice (internal and external).

COMMITTEE

- 2.1 The Committee will be chaired by Director of Human Resources and comprise the following: -

| | |
|--|------------------------------------|
| BCU Commander or Superintendent | [representing BCUs] |
| HR Manager | [representing HR] |
| Superintendent Operations Dept | [representing Support Departments] |
| Force Health & Safety Manager | |
| HQ Site Services Manager | |
| BCU Business Manager | [representing Business Managers] |
| Organisation Learning and Risk Manager | [Principal Corporate Risk Adviser] |
| Superintendent's Association | |
| Co-ordinator Special Constabulary | |
| Police Authority Officer | |
| Trade Unions | |
- 2.2 Other personnel may be invited to attend, as and when required, in order to discuss and progress specific issues.

MEETING ARRANGEMENTS

- 3.1 The committee will meet quarterly

3.2 The Secretary of the committee will be provided by Human Resources Department who will be responsible for the circulation of agendas, preparation of minutes and co-ordination of meetings and booking accommodation.

3.3 Agenda items will be approved by the Chair, with appropriate backing papers in the agreed format, being submitted to the Secretary within two weeks of the meeting. Late agenda items may only be included with the express permission of the Chair. Standing items will be:

- Attendance
- Apologies
- Declaration of any other business
- Minutes of last meeting
- Matters arising
- Substantive items
- Accident/Injury Statistics
- Staff Association/trade union Matters
- Any other business
- Date, time and location of next meeting.

BCU/DEPARTMENT HEALTH, SAFETY & ENVIRONMENT COMMITTEE
Terms of Reference

OBJECTIVES

- 1.1 To facilitate the continuing development and review of health and safety management practices and local strategy for area of responsibility.
- 1.2 To provide a forum in which management and staff can co-operate in all matters relating to health and safety issues and to promote this ethos throughout area of responsibility.
- 1.3 To consider accident and work related sickness statistics and trends within area of responsibility in order to identify and prioritise any remedial or preventative action required.
- 1.4 To give advice and direction to managers within area of responsibility on health and safety issues.
- 1.5 To review and direct health and safety issues that could not be resolved at a site specific level.
- 1.6 To identify and remit health and safety issues which cannot be resolved within the BCU/Department, or may have a Force-wide impact, to the Force Health and Safety Committee.
- 1.7 To consider environmental factors for area of responsibility and refer force wide issues to the appropriate corporate group.
- 1.8 To consider equipment needs from a health and safety perspective and refer force wide issues to the appropriate corporate group.
- 1.9 To oversee arrangements for progressing local issues emerging from health, safety and environmental inspections and audits, and issues identified by the Force H&S Committee for local action.

COMMITTEE

- 2.1 The Committee will be chaired by BCU/Departmental Commander or Superintendent and will be made up of the following: -
 - Local Police Area Commanders/Superintendent Operations
 - Business Manager
 - Local H&S Advisor
 - Local HR Manager
 - Superintendents Association
 - Trade Unions
 - Other representatives considered appropriate
- 2.2 Other personnel may be invited to attend, as and when required, in order to discuss and progress specific issues.

MEETING ARRANGEMENTS

- 3.1 The Committee will meet at least Quarterly.
- 3.2 The Secretary of the Committee, provided under local arrangements, will be responsible for the circulation of agendas, preparation of minutes and co-ordination of meetings and booking accommodation.
- 3.3 Agenda items, with appropriate backing papers in the agreed format, must be submitted to the Secretary within two weeks of the meeting and late agenda items may only be included with permission of the Chairman. Standing items will be:

- Attendance
- Apologies
- Declaration of any other business
- Minutes of last meeting
- Minutes of last Force Health and Safety Committee
- Matters arising
- Health and Safety Advisor's Update
- Accident/Injury Statistics
- Matters from Staff Associations
- Any other business