

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. The majority of Building Controllers have been identified. Work continues on identifying Building Controllers in multi-occupied buildings. The Site User Group will verify BCs for HQ at the meeting on 23/05/07 From the information received by H&S, a master list of BCs is being produced. (03/05/07)	Complete	1. Master list of Building Controllers has been produced and is on the P Drive in the Building Controller Folder. (26/06/07)
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 is being developed. This will be issued and if required one to one guidance can be supplied by Health and Safety Officers. The guidance document has been reviewed by Staff Associations and HSOs and is being updated.	Complete	2. Training has been identified. (03/05/07)
3. Assess whether Building Controllers have attended the H&S for managers and supervisors course. (R8)	3. BCU/Departments are identifying Building Controllers who require training. (03/05/07)	30/09/07	3. This is ongoing within BCUs/Depts. (26/06/07)
4. Provide H&S for Managers and Supervisors training to untrained Station Managers/Building Controllers (R8, R11)	4. BCU/Departments are booking Building Controllers who require training on to the H&S for Line Managers and Supervisors course. (03/05/07)	31/03/08	4. H&S for Line Managers and Supervisors courses are being run on a monthly basis. (26/06/07)
5. Issue Managers and BC guidance document. (R8, R11)	5. The full guide has been prepared, but not issued. At the HSE Plan Update meeting on 24/04/07 it was agreed that BCs should be issued/briefed with information similar in format to the Operations BC folder. Details of the contents of this folder and the role of the BC have been issued to BCUs/Depts. (03/05/07)	31/10/07	5. The guidance document will need to be reviewed following receipt of the formal HSE report. As part of the action plan review a revised target date will be set. (26/06/07)
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. A briefing paper has been produced and is to be progressed by the Director of Human Resources. (03/05/07)	30/09/07	6. COG has agreed that SFWs can be paid, the process is being reviewed by H&S and HR. (26/06/07). The revised Fire Safety Management Policy D217 is being consulted with staff associations. (30/07/07).
7. Identify Safety/Fire Wardens as per Section 1, 2.9 of the Health, Safety & Environment System.	7. Fire/Safety Wardens are where possible being identified. Identification of some SFW is delayed until 5 is complete. (03/05/07)	31/12/07	
8. Provide training to untrained Safety/Fire Wardens	8. BCUs/Depts are booking untrained FSW on courses. (03/05/07)	30/09/08	8. Courses are being run on a bi-monthly basis. (26/06/07)
9. Train Fire Wardens who are upgraded to Safety/Fire Wardens and haven't been trained in the last 5 years.		30/09/08	9. Courses are being run on a bi-monthly basis. (26/06/07)
10. BCUs/Departments to set a H&S target for 6 monthly inspections to be completed. (R7, R8)	10. BCUs/Depts are setting targets for 6 monthly inspections. Operations Department has set a target for 3 monthly inspections as many of their locations are higher risk. (03/05/07)	30/09/07	

<p>11. BCUs/Departments to identify and assess accommodation where cramped conditions exist. Relevant action should be taken and/or bids submitted for proposed change. Any proposed changes should be consulted with staff. (R21) - Regulation 10 of the Workplace (Health, Safety and Welfare) Regulations provides guidance on room dimensions.</p>		31/12/07	
<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) 		31/03/08	
<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>		Engage consultants by 31/12/07	

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: at 09.08.07</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)		Complete	Master list of Building Controllers has been produced and is on the P Drive in the Building Controller Folder.
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. Finance and Resources Group agreed structure 29 th March 2007	31/10/07	Estates are to reissue papers to clarify roles etc. (09/08/07)
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. Electronic form has been introduced. (Immediate solution)	Complete	Electronic form introduced with guidelines on procedures for implementing the process. Surveyors issued with instructions on how to implement the procedures and to advise Building Controllers of the approximate date of the contractors visit(s). Contractors being warned that they may be turned away from sites if no prior arrangements have been made. (09/08/07)
5. Review electronic form system following 2 month implementation and introduce any revision. (R18)		31/12/07	Form and process being reviewed following 2 month introduction. (09/08/07)
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)	Plan developed. Support from Health and Safety Officers, Training, Estates and Building Controllers required to deliver within realistic target date.	31/03/08	
7. Review requirement for and if required develop a list of approved contractors (Contractor competence). (R18)	Review not yet commenced.	01/04/08 and ongoing	
8. Improve recording of statutory inspections. (R18)	This will be incorporated into the new Estate Management System, which has now been approved by the Business Change Group.	01/04/08	
9. Estates to ensure contractors site safety files are issued with any missing information (R18)		31/03/08 and ongoing	

<p>10. The organisation to consider central maintenance/building work control e.g. a Forcewide repairs helpdesk (R18)</p>		<p>30/04/08 and ongoing</p>	<p>Discussions are underway within the organisation to consider bringing the devolved reactive maintenance budgets of BCUs and other departments back to the centre and for the establishment within Estates of a helpdesk. The helpdesk would receive and process all repairs of reported building defects in any building by issuing an order to a selected contractor. The control of the contractor and the dissemination of the information would then be contained and monitored within the Estates Department. (09/08/07)</p>
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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. DSE Assessors are being identified by BCUs/Depts. (03/05/07)	Complete	1. A master list of DSE Assessors has been produced and is on the P Drive in the Building Controller Folder. (26/06/07)
2. Identify DSE Assessor trainers. (R17)	2. There is currently one DSE Assessor trainer within the Force. Depending on the number of assessors who require training additional trainers may be required. (03/05/07)	Complete	
3. Train Display Screen Equipment Assessors. (R17)		30/11/07	3. DSE Assessor Courses were provided in May and two have been scheduled for October and Nov. (26/06/07)
4. Identify staff who install computers – can they be trained to set up correctly – SunGard Vivista. (R17)		Complete	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)
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. The checklist has been trialled. Following the trial it has been identified that to assist installers they will be trained on basic DSE set up on 11/05/07. (03/05/07)	Complete	5. Training provided on 11/05/07. (26/06/07)
6. Identify method of conducting DSE assessments. Computer based with follow up or one to one. (R17)	6. Funding requires approval, paper being prepared. Specification being prepared. (03/05/07)	Complete	6. A paper was prepared and presented to Business Change Group, the group recommended that the proposal is incorporated into the Force Proposal for E Learning. This proposal is to be presented to the Business Change Group on 05/07/07. (26/06/07). The proposal for Elearning was approved, therefore the assessment method will be computer based (30/07/07).
6a. Introduce new/revised DSE assessment system (R17).		31/03/08	6a. A Project Manager will be identified and a Project Initiation Document produced to progress Elearning/assessment (30/07/07)
7. Identify method of training employees who use Display Screen Equipment. (R17)	7. If funding is approved this will be computer based training. (03/05/07)	Complete	7. As per 6 above the proposal for Elearning was approved, therefore the training method will be computer based (30/07/07).
8. Train employees. (R17)		31/12/08	8. A Project Manager will be identified and a Project Initiation Document produced to progress Elearning (30/07/07)
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. BCUs/Depts are completing generic DSE assessments. (03/05/07)	31/12/07	9. Generic Risk assessments are ongoing. (26/06/07). Generic Risk assessments are ongoing (30/07/07)

<p>9a. Carry out DSE assessments of all workstations. (R17)</p> <p>Individual DSE assessments should be completed for all DSE Users.</p>		<p>31/12/08</p>	<p>9a. The introduction of a computer based DSE assessment system is being progressed. (13/07/07). A Project Manager will be identified and a Project Initiation Document produced for the Elearning system (30/07/07)</p>
<p>10. Action issues raised on DSE Assessments. (R17)</p>		<p>31/12/08 and ongoing</p>	
<p>11. Introduce process to identify internal transfers/new starters and flag requirement for assessment. (R17)</p>		<p>31/10/07</p>	

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.		Complete	1. Owner of H&S training identified as Human Resources. (03/05/07)
2. Training/Performance needs analysis.	2. Draft PNA produced being reviewed with Training Dept. (03/05/07)	31/10/07	2. Second draft produced for consultation. (09/08/07)
3. Ensure mandatory H&S training is given a high priority. (R12)		Complete	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. Following the raising of the priority for H&S training BCUs/Depts are actively identifying training requirements and booking employees on courses (30/07/07)
4. Review current training	4. External course provided courses reviewed on 19/02/07, content being updated.	Complete	4. Health and Safety for Line Managers and Supervisors and Fire/Safety Warden Courses updated and being delivered. (03/05/07)
5. Develop/revise training – look at alternative methods e.g. computer based.	5. Funding for computer based training on DSE, Manual Handling and Fire is being progressed. (03/05/07)	Complete	5. A paper was prepared and presented to Business Change Group, the group recommended that the proposal is incorporated into the Force Proposal for E Learning. This proposal is to be presented to the Business Change Group on 05/07/07. (26/06/07) The proposal for Elearning was approved. Classroom based training will continue for training identified in 6 below (30/07/07).
5a. Introduce new H&S Training.		31/03/08	5a. A Project Manager will be identified and a Project Initiation Document produced to progress Elearning.
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. BCUs/Depts are identifying employees who require H&S training. A guide highlighting priority courses and priority attendance was issued by H&S to BCUs/Depts on 26/04/07. (03/05/07)	31/10/07	6. Identification of training requirements is ongoing. (26/06/07).
7. Identify trainers	7. External trainers continue to be RCES Ltd. Additional trainers are being identified for Manual Handling training. (03/05/07)	Complete	
8. Train employees	8. BCUs/Depts are booking employees on appropriate courses. (03/05/07)	31/12/08	8. Training is ongoing. (26/06/07). Additional courses funded by the BCUs/Depts are being arranged (30/07/07).
9. Introduce process to identify internal transfers/new starters/promotions and flag requirement for training.		31/10/07	

10. Revise and implement an effective training records system. (R14)		31/12/08	H&S training data from the old recording system MCS (year 2001 onwards, 5138 entries) has been sent to the FIMS team to be transferred to FIMS. 10/07/07. Meeting held on 10/07/07 between Learning and Development and FIMS team to identify what FIMS currently can and cannot do.
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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. Draft policy agreed with Director of HR, to be forwarded in May to Chief Constable and new Chair of Police Authority for signature. (03/05/07)	Complete	1. Signed by Chief Constable and Chairman of the Police Authority. (26/06/07)
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) 		31/03/08	2. Communications strategy for H&S produced. Short message to line managers in Leading People newsletter explaining that they not the Health and Safety Officers are responsible for H&S. Also top five things they should think about. Monthly Implementation of H&S Action Plan meeting is raising the awareness of Senior Managers, this is then cascaded. Clarification meetings of H&S responsibilities for senior managers are carried out as required. (30/07/07)
3. Introduce H&S performance as a factor in the PDR process. (R11, R27)	2. Meeting held between HR and H&S to draft standard objectives for managers.	Complete	3. Health and Safety Objectives have been added to the PDR Directory of objectives. (03/05/07)
4. Ensure H&S is part of the agenda of SMTs (R5, R11, R27)		Complete	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)
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. BCUs/Depts have started to identify targets. (03/05/07)	30/04/08	
6. Review the Terms of Reference for the Force Health, Safety and environment Group. (R9)		30/11/07	
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)		30/11/07	
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) 		30/06/08	D187 Management of Electrical Equipment consulted with Staff Associations and issued 25/04/07. D114 Smoking at Work consulted with Staff Associations and staff groups and issued 01/07/07 D270 COSHH consulted with Staff Associations and staff groups and issued 06/08/07
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)		Complete	9. The working group is led by Superintendent Baker.
10. BCUs/Depts to ensure managers with specific H&S responsibilities have sufficient time to complete them. (R7)		31/12/08	
11. Annual reviews/audits of Stations/Management Units to be undertaken by Health and Safety Officers including review of Site Safety File. (R25)		31/03/08 and ongoing	11. Reviews are completed to a schedule produced by the Health and Safety Officer.

12. Revise and implement an effective system to monitor sickness absence and accident data with more support provided to BCU Commanders by HR. (R23)	This action is being progressed as part of the Improving Attendance Management Action Plan.	31/03/08	
13. Raise awareness with BCU Commanders so that they appreciate the value and practical benefits of measures to improve sickness absence management. (R24)	This action is being progressed as part of the Improving Attendance Management Action Plan.	31/03/08	
14. Develop the proactive management of work related stress. (R20)	This action is being progressed as part of the Improving Attendance Management Action Plan.	31/03/08	
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)		30/11/07	

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