



**Derbyshire
Police and Crime
Commissioner**

*Protecting Communities,
Fighting Crime*



Derbyshire Constabulary & Police and Crime Commissioner

Health and Safety Policy

Policy Reference 05/034

This policy is suitable for Public Disclosure

**Owner of Doc: Head of Corporate Services / Police and Crime
Commissioner**

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1. Policy Identification Page

Policy title:	Health and Safety Policy
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None			

Security Classification: NOT PROTECTIVELY MARKED
Disclosable under FOI Act: YES
Policy to be published on Intranet YES
Policy to be published on Force Website YES

2. Legislative Compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the individual and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

3. Introduction

The purpose of this policy is to set a clear framework around which Derbyshire Constabulary (the Force) and the Police and Crime Commissioner can develop and maintain a successful and proactive health and safety management system. In order to do this the Force and the Police and Crime Commissioner must: -

- Provide strong and active leadership on matters of health and safety,
- Promote good working practices and make sure health and safety is an integrated part of all business activities and objectives,
- Ensure that all contractors working on behalf of the Force and the Police and Crime Commissioner are compliant with health and safety legislation,
- Gain commitment, involvement and consultation with all staff and recognised union and staff associations within the organisation.

Further specific information regarding health and safety will be provided in the form of procedures and guidance documents.

4. Policy Statement

As employers of Police Staff and Police Officers the Police and Crime Commissioner and the Chief Constable of Derbyshire Constabulary recognise that successful health and safety must be an integral part of all business activities and objectives of the Force.

The Police and Crime Commissioner and the Chief Constable acknowledge that high standards of health and safety exist through the current legislative framework; however the organisation seeks to exceed these minimum standards through adopting a process of continual improvement. The Police and Crime Commissioner and the Chief Constable will ensure the provision and maintenance of;

- A safe place of work including safe access and egress for all
- A healthy working environment with suitable and sufficient welfare facilities
- Equipment and systems of work that are safe
- Safe and appropriate arrangements for the use, handling, storage and transport of articles and substances
- Adequate information, instruction, training and supervision to enable employees to conduct their duties in a competent and safe manner.

It must be accepted that on occasions Police Officers and Police Staff have to enter high risk situations. In order to minimise the risk of injury, harm or ill health to employees and members of the public and to mitigate the risk of prosecution or enforcement action by the Health and Safety Executive, the Chief Constable, with the support of the Police and Crime Commissioner, will ensure that a suitable health and safety management system is implemented. This management system must take into account the wider legal and regulatory context in which the Force operates so that it can;

- Fight crime and protect the public through delivery of an effective service whilst meeting its health and safety obligations and;
- Enable Officers and Staff to take appropriate care for themselves, colleagues and the general public's health and safety.

The Police and Crime Commissioner and the Chief Constable expect that all members of the Force; Police Officers, PCSO's, Police Staff, Special Constabulary and Volunteers, irrespective of grade, rank or position, will fully co-operate and actively work towards the successful implementation of this policy.

In order to demonstrate their shared vision and commitment with regard to health and safety, this policy is signed by both the Chief Constable and the Police and Crime Commissioner.

Hardyal Dhindsa
Police and Crime Commissioner

Mick Creedon
Chief Constable
Derbyshire Constabulary

May 2016

5. Organisation

a. The Police and Crime Commissioner

The Police and Crime Commissioner is responsible for ensuring: -

- Strategic responsibility for commitment to health and safety.
- That the objectives outlined within this policy and associated documentation are fully understood and acted upon at all levels within the organisation.
- All planning and subsequent budgetary requirements place health and safety requirements as a high priority including necessary training identified for health and safety purposes.
- Resources are made available, within the wider resource plan, to enable strategic and operational objectives to be accomplished.
- Adequate funds, materials, equipment and competent personnel are provided to meet all safety requirements, so far as is reasonably practicable.
- That appropriate insurance is in place in accordance with the legal obligations.

This responsibility will be met through working with Derbyshire Constabulary as necessary.

b. Chief Constable of Derbyshire Constabulary

The Chief Constable has overall responsibility for the day to day management of health and safety and must ensure that the Force undertakes its services and activities in such a way as to minimise the risk, so far as is reasonably practicable, to the organisation, its employees and all others who may be affected by those activities. It is the responsibility of the Chief Constable to ensure that a suitable framework is developed to assist with the establishment of a proactive and positive health and safety culture within the organisation. Working with the Police and Crime Commissioner, the Chief Constable will publish indicators which will be used to measure the performance of the Force with regard to health and safety. The Chief Constable must ensure that appropriate Policies and Procedures are written and reviewed regularly or in light of significant legislative or organisational changes. The Chief Constable will get regular updates from the Chair of the Force Health and Safety Committee.

c. Head of Corporate Services

The Head of Corporate Services will Chair the Force Health and Safety Committee, acting as the primary performance reporting route to the Chief Constable and other members of the Force Executive.

d. BCU Commander / Heads of Department

BCU Commanders and Heads of Department are accountable to the Chief Constable for the day to day implementation of the health and safety management system within their areas of responsibility. They must ensure that appropriate arrangements are established to effectively implement health and safety legislation and the Forces' Health and Safety Policies and Procedures.

These arrangements must include a clear BCU/Departmental structure detailing the specific health and safety roles and responsibilities allocated to individuals or groups within the BCU/Department.

The following list is an example of the responsibilities/arrangements that should be included, but others may be added as appropriate to the BCU/Department: -

- The completion of documented risk assessments under the Management of Health and Safety at Work Regulations, including the implementation of all identified risk control measures and action plans resulting from those risk assessments.
- The completion of risk assessments under other specific health and safety legislation such as Manual Handling Operations, Control of Substances Hazardous to Health and Display Screen Equipment etc.
- Assessing competency levels for specific tasks.
- The completion of workplace inspections and the subsequent development of remedial action plans.

BCU and Departments consist of a number of Local Policing Units (LPU) or Teams, therefore, it must be ensured that health and safety issues are communicated at all levels, e.g. inclusion of a standing item on Senior Management Team or Section meeting agenda's.

e. Health and Safety Section

The Health and Safety Section will provide specialist support, advice and guidance to the Force on matters of health and safety. This will be achieved in several ways including the production of written policies, procedures and guidance documents, development and maintenance of the Health and Safety intranet site, joint and independent audits and inspections etc. They will attend both the Local BCU and the Force Health and Safety Committees in an advisory capacity.

f. Occupational Health Section

The primary function of the East Midlands Regional Collaboration HR Service - Occupational Health Unit (EMCHRS - OHU) is to assess the effects of health on work and conversely the effects of work on the health of employees, and in doing so EMCHRS- OHU offers advice to individuals, the Human Resource Department and Line Managers in a number of ways, including, but not restricted to; assessment of pre-recruitment/employment fitness for work; ongoing assessment of fitness for role, including fitness for role change or specialist functions; advice on suitable intervention and rehabilitation of sick or injured staff; health surveillance in line with Health and Safety legislation and Home Office guidance; advice on adjustments that may be required in order to assist an individual in the workplace; advice on the suitability and undertaking of immunisation programmes in relation to role etc. EMCHRS - OHU liaise with and provide specialist advice to Management and the Health and Safety Section as appropriate on issues relating to work and health.

g. All Employees (including Police Special Constables and Police Special Volunteers)

All members of staff have a duty to take reasonable care of their own health and safety and that of those people who may be affected by their work activities.

In addition to the general duty above the following responsibilities are placed upon all staff members: -

- Comply with all health and safety policies, procedures, instructions and other documentation whether written or verbal.
- Co-operate with Managers and Supervisors on matters of health and safety.
- Report any damaged or defective equipment provided or your health and safety concerns to a supervisor and, where appropriate, to an identified health and safety representative.
- Not to misuse or interfere with any equipment provided for your health and safety.
- Wear appropriate clothing for the working conditions and job role.
- Always use the correct equipment for the job.
- Use appropriate personal protective equipment for the task, as specified by the risk assessment.
- Ensure that personal protective equipment is stored, used and maintained in the correct way, in accordance with training.
- Attend training courses when requested.
- Report all accidents, incidents, near misses or hazards to a relevant supervisor.
- Become competent with their work activities, processes, procedures and systems that are in place to eliminate or reduce risk.
- To assist the employer in developing risk assessments and to be familiar with risk assessments relevant to their occupation/role.
- Not to use or bring into work any unauthorised equipment that is not approved.
- Be aware of relevant emergency procedures, the location of welfare facilities, first aid and fire precautionary measures.

h. The Police Federation, Superintendents Association and Unison

Union and Staff Association safety representatives have a positive impact on health and safety at work. The rights and functions of representatives include the following:-

- A legal right to represent employees in discussion with the employer on health, safety and welfare issues.
- Take part in discussions with the Health and Safety Executive or other enforcing authorities
- Investigate hazards and dangerous occurrences
- Investigate complaints
- Carry out inspections of the workplace
- Attend Health and Safety Committees to represent their members.

6. Management Arrangements

The following information outlines the overall policy for the management of various health and safety issues. The detailed procedures for how this is managed and discharged are detailed in supporting guidance documents which are produced under the Health and Safety Policy.

a. Accident / Incident Reporting and Investigation

The Force will ensure that all accidents / incidents involving Police Officers, Staff or visitors to any police building / site will be reported. Where it is felt appropriate, due to the nature of, or the injury resulting from the accident, an investigation will be undertaken and a suitable report produced.

b. Asbestos

The Force will ensure that all premises owned or managed by them and found to contain asbestos containing materials, are properly and safely managed, thereby minimising the risk of uncontrolled disturbance and exposure.

c. Contractors

The Force will ensure that where contractors are working on any Police owned premise, arrangements will be in place to ensure their competence to carry out the required work and that they shall complete the work in such a manner as not to adversely affect the health and safety of Police Officers and Police Staff working on the premise.

d. Control of Substances Hazardous to Health (CoSHH)

The Force will ensure that any known hazardous substance used by Police Officers and Police Staff is subject to a suitable risk assessment. For those situations where substances have been seized for evidential purposes, arrangements will be in place to ensure adequate handling and temporary storage whilst a full risk assessment is obtained.

e. Clinical Waste (Needlestick / Sharps)

The Force will ensure that suitable and sufficient arrangements are in place for the disposal of any clinical waste found or seized by Police Officers as part of their work activities.

f. Display Screen Equipment

The Force will ensure that all Police Officers and Staff who are identified as being a 'User' of display screen equipment complete a risk assessment using the approved E-learning solution. BCU Commanders / Heads of Department will ensure that any issues highlighted within this risk assessment are actioned by the implementation of suitable and sufficient control measures.

g. Electrical Appliances

The Force will ensure that all portable electrical appliances located in any premise owned or managed by them is identified and subject to a portable appliance test at a frequency established by completion of a risk assessment.

h. Fire

The Force will ensure that all premises owned by them have had a fire risk assessment completed as required by the Regulatory Reform (Fire Safety Order). In addition to this, suitable and sufficient fire precautions will be implemented to ensure the safety of Police Officers, Police Staff and visitors.

i. First Aid

The Force will ensure that all Police Officers complete basic first aid training as part of their initial training, with specialist Unit Officers receiving a higher level of qualification. A suitable number of persons will be identified and trained as first aiders to cover the needs of Police Staff and any visitors. Arrangements will be made to ensure that refresher training is carried out prior to the expiration of first aid certificates.

j. Infectious Diseases

The Force will ensure that where it is identified that Police Officers and Police Staff are at risk of infection / contamination (particularly from blood borne viruses) a risk assessment will be carried out and suitable control measures implemented to reduce the risk. In situations where control measures were not successful, the Force will ensure that suitable medical provision is available to mitigate the chances of infection.

k. Lone Working

The Force will to reduce, so far as is reasonably practicable, the risk to the health and safety of Police Officers and Police Staff in situations where lone working is unavoidable and ensure that suitable and sufficient control measures are implemented.

l. Manual Handling

The Force will reduce the need for manual handling as far as is reasonably practicable. Where this is not possible a risk assessment will be carried out on all hazardous operations and any issues highlighted within this risk assessment will be actioned by the implementation of suitable and sufficient control measures.

m. New and Expectant Mothers

The Force will ensure that all Police Officers and Police Staff who provide notification that they are an expectant mother, have a specific risk assessment completed by their Line Manager. Any issues highlighted within this assessment which may have an adverse effect upon the new or expectant mother should be addressed by the implementation of suitable and sufficient control measures.

n. Noise

The Force will ensure that where necessary, risk assessments are carried out for those activities which expose Police Officers and Police Staff to excessive levels of noise. Divisional Commanders / Heads of Department will ensure that any issues highlighted within this risk assessment are actioned by the implementation of suitable and sufficient noise reduction control measures.

o. Personal Protective Equipment

The Force will ensure where personal protective equipment (other than that issued as standard uniform for Police Officers) is issued, it will be fit for purpose, maintained and suitable and sufficient provision made for storage.

p. Risk Assessment

The Force will ensure that suitable and sufficient risk assessments are completed on the work activities which they carry out and that adequate control measures are implemented. These may take the form of generic risk assessments or where there is a specialist operation or task to be undertaken, the development of a specific risk assessment.

q. Work Equipment

The Force will ensure that all work equipment issued to Police Officers and Police Staff is fit for purpose and subject to the necessary maintenance checks, both informal and formal.

r. Workplace Inspections

The Force will ensure that all Police owned premises will be subject to at least one workplace inspection carried out on an annual basis. Inspections will be carried out by suitably identified building staff, Unison / Federation representatives and a Health and Safety Advisor if requested.

7. Training

For any management system to be effective a high priority must be given to training. BCU Commanders and Heads of Department must ensure that local training needs are identified through the completion of risk assessments and their associated action plans.

8. Communication and Consultation

Effective communication and consultation with employees and other relevant stakeholders is key to the successful management of health and safety. Each BCU and Department must ensure that it has effective methods and means of communicating, consulting and involving all staff, Staff Associations and recognised Trade Unions on health and safety issues. The Local Health and Safety Committee will form a central role, feeding information to and from the Force Health and Safety Committee. It is vital that the attendance and format of these Committees is appropriate and suitable to the needs of the BCU. All Committees meet three times a year.

9. Monitoring and Review

BCU/Departments must ensure they have their own suitable systems for monitoring compliance with health and safety legislation, risk assessments and other health and safety arrangements. Monitoring will also be undertaken by the Health and Safety Section and on occasions by external bodies such as the Forces Insurance provider. Monitoring shall be overseen by the Force Health and Safety Committee. Minutes of these will be available on the Health and Safety Section intranet page.

The review date of this policy is annually, or if there are any significant changes in the relevant legislation or organisation.

11. Appeals Process

Where an employee believes that this policy is not being applied appropriately they should appeal to the Head of Corporate Services or to the Police and Crime Commissioner.

Non-employees and members of the public can appeal through the Force complaints process, either on the Force internet or at any police station.

