



## Force Policy

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### **Publication:**

All policies are published on Connect.

This Force policy is suitable for public disclosure under the Freedom of Information Act 2000 and will be published on the external Force website? Yes

# 1. Introduction

## 1.1 Force Policy Statement

1.2 It is the policy of the Chief Constable and Police and Crime Commissioner of Derbyshire Constabulary to ensure so far as is reasonably practicable, the health, safety and welfare of all Police Officers (including Specials), Police Staff, Volunteers and Cadets whilst on duty.

1.3 They recognise that successful health and safety must be an integral part of all business activities and objectives of the Force and as such they will ensure provisions are made for adequate financial and physical resources to be available to ensure legislative compliance.

1.4 The Chief Constable and Police and Crime Commissioner 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 Chief Constable and Police and Crime Commissioner will ensure the provision and maintenance of:

- A safe place of work and healthy working environment including safe access, egress and suitable and sufficient welfare facilities (in relation to Force owned and managed buildings).
- Uniform, equipment and systems of work that are safe, suitable and effective in protecting and assisting employees to carry out their policing functions.
- Suitable information, instruction, training and supervision to enable employees to conduct their duties in a competent and safe manner and discharge their health and safety responsibilities.
- Safe and appropriate arrangements for the use, handling, storage and transport of articles and substances.

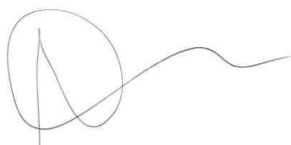
1.5 The allocation of responsibilities for health and safety matters is set out in the Organisations section to this statement.

1.6 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.

1.7 This policy shall be reviewed at least annually, but reviews can occur in between these intervals to reflect organisational changes.



**Chief Constable**



**Police and Crime Commissioner**

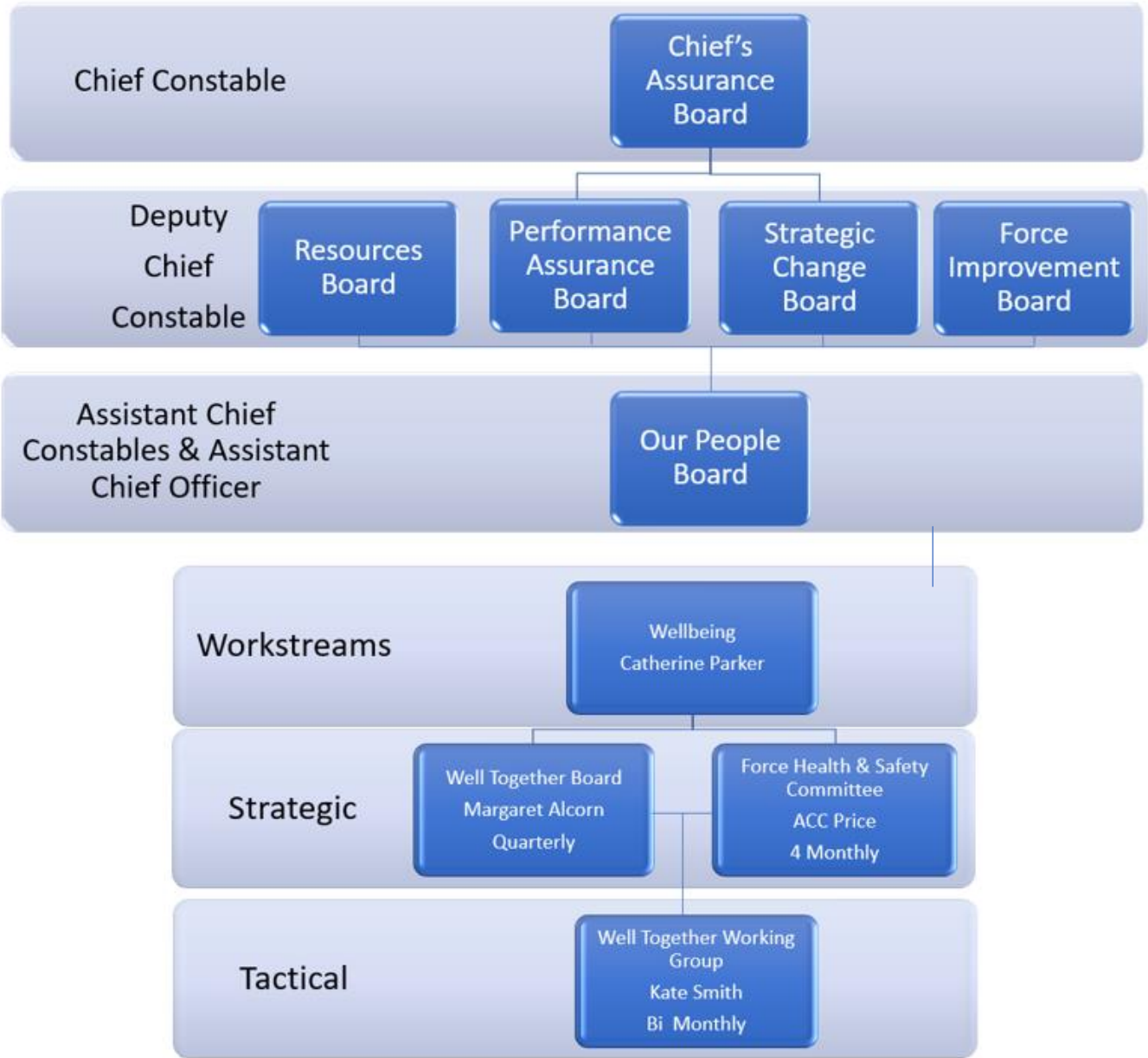
## **1.8 Commitment to Policy**

1.9 The Police and Crime Commissioner and the Chief Constable expect that all members of the Force, irrespective of grade, rank or position, will fully co-operate and actively work towards the successful implementation of this policy.

1.10 All employees of the Force have been issued with the Policy and confirmed acknowledgement of this to demonstrate their commitment to the Statement of Intent and to acknowledge their responsibilities with regard health and safety.

1.11 In doing so, this demonstrates, that all Force employees are aware of the level of importance afforded to health and safety and that it requires the commitment of all employees with regard ensuring the health, safety and welfare of themselves and others.

2. Governance Arrangements



## **3. Organisation**

### **3.1 Roles and Responsibilities**

### **3.2 Chief Constable and Police and Crime Commissioner**

The Chief Constable is responsible for ensuring the health, safety and welfare of all persons in their employment and as such holds overall accountability for health and safety matters throughout the Force.

The Office of the Police and Crime Commissioner has strategic oversight of the Force and is responsible for holding the Chief Constable to account in regard the Forces' performance which includes health and safety.

Both the Chief Constable and Police and Crime Commissioner have responsibility for the management of health and safety, for which responsibility may be delegated as necessary.

Both are specifically responsible for:

- Ensuring all legal obligations under health and safety legislation and related guidance are met.
- Demonstrating visible leadership and commitment towards health and safety, including understanding the Force Policy and ensuring it is brought to the attention of all employees.
- Agreeing to and approving the Force Health and Safety Policy
- Ensuring that sufficient resources, financial and other, are made available to allow effective management of health and safety.

### **3.3 Chief Officers (Deputy Chief Constable, Assistant Chief Constables, Assistant Chief Officer)**

The Chief Officer team assist the Chief Constable in the overall management of the Force and as such have delegated responsibilities with regard health and safety.

Specifically, they are responsible for:

- Demonstrating visible leadership and commitment towards health and safety
- Supporting the Chief Constable in fulfilling their health and safety responsibilities
- Ensuring health and safety is afforded due consideration as part of any decision making process.
- Ensuring that sufficient resources, financial and other, are made available within their areas of responsibility to allow effective management of health and safety.

### **3.4 Divisional Commanders / Heads of Department**

Divisional Commanders and Heads of Department are accountable to the Chief Constable for the overall management of health and safety within their areas of responsibility.

Specifically, they will be responsible for:

- Demonstrating visible leadership and commitment towards health and safety, including understanding the Force Policy and affording their support to ensuring all Divisional

- employees are aware of the Policy and their responsibilities contained within it.
- Ensuring Force arrangements, safe systems of work, workplace precautions and associated procedures are implemented and working effectively within their areas of responsibility.
- Ensuring that Officers under their command with specific health and safety responsibilities have the appropriate training to fulfil this role.
- Actively encouraging employee participation regarding health and safety issues
- Delegate to an appropriate Command Team Member to attend 4-monthly Force Health and Safety Committee meetings.
- Include health and safety at all relevant senior management meetings.
- Taking all reasonable steps to resolve significant health and safety risks and where necessary escalate issues to the Force Health and Safety Committee and / or Chief Officers for support and resolution.

### **3.5 Supervising Officers / Managers**

Supervising Officers and Managers are accountable to their Divisional Commander / Head of Department for the overall day to day implementation of health and safety within their areas of responsibility.

Specifically, they will be responsible for:

- Demonstrating visible leadership and commitment towards health and safety, including understanding the Force Policy and affording their support to ensuring all employees under their management are aware of the Policy and their responsibilities contained within it.
- Managing the health and safety risks affecting their staff and ensuring that control measures detailed within Force risk assessments relevant to them and their staff are implemented and adhered to.
- Investigating all health and safety incidents and near misses allocated to them via the Incident Reporting System, determining root causes, implementing any corrective action as required to prevent reoccurrence and providing feedback (where appropriate) with regard lessons learnt.
- Ensuring all assets under their control are suitable for use and maintained in a safe condition including ensuring that any defects in property, fleet or equipment are promptly reported to allow repair to take place.
- Ensuring that actions from workplace inspections and any other report detailing recommendations or actions required to achieve compliance with legislation, are acted upon in accordance with defined timescales.
- Taking all reasonable steps to resolve significant health and safety risks and where necessary escalate issues to the Force Health and Safety Committee and / or Chief Officers for support and resolution.
- Ensuring all officers and staff under their control complete mandatory health and safety training and any additional health and safety training required for their role or other health and safety related roles they hold.
- Encouraging and supporting all officers and staff to report all injury on duty or near miss incidents they are involved in via the appropriate reporting mechanism.
- Ensuring all officers and staff are aware of emergency plans within their areas of responsibility in case of serious or imminent danger, such as fire evacuations and know the procedures to follow to reach a safe assembly point as well as raise the alarm to warn others.
- Making arrangements for the provision of necessary personal protective equipment (over and above standard issue uniform) to allow officers and staff to carry out their

roles safely.

- Completing Occupational Health Referrals for officers and staff within their areas of control who require reasonable adjustments and / or other forms of support to enable them to remain in the workplace.

### **3.6 All Police Officers, Police Staff, Special Constables, Volunteers, Police Cadets**

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, all staff are specifically responsible for the following:

- Demonstrating commitment towards health and safety, including understanding the Force Policy and making themselves aware of their responsibilities contained within it
- Complying with all health and safety policies, guidance, instructions, and other documentation whether written or verbal.
- Making themselves aware of risk assessments and control measures relevant to their roles and ensuring these are complied with.
- Co-operating with Managers and Supervisors on matters of health and safety including assistance in developing risk assessments and bringing issues to their attention that they cannot resolve themselves.
- Reporting all accidents, incidents and near misses involving themselves or others in a timely manner via the Incident Reporting System.
- Reporting any damaged equipment or defects in property or fleet via the appropriate mechanisms and where necessary removing the items from use whilst repair is carried out.
- Maintaining their work environment (building or vehicle) in a manner so as not to introduce hazards which may affect the health and safety of themselves or other.
- Completing all mandatory health and safety training and any additional health and safety training required for their role or other health and safety related roles they hold.
- Familiarising themselves with emergency plans for their work environment, such as fire evacuations and know the procedures to follow to reach a safe assembly point as well as raise the alarm to warn others.
- Ensuring that uniform, equipment, personal protective equipment and any other item provided to them for the purpose of protecting their health and safety is used, stored and maintained in the correct manner and in accordance with training and that this is not misused or interfered with.
- Co-operating in health screening or surveillance as is required due to the nature of the role they carry out or as a result of exposure to hazardous substances.

### **3.7 Departmental Roles and Responsibilities**

#### **3.7.1 Health and Safety Section**

The Force Health and Safety section provide the competent person function as required by the Management of Health and Safety at Work Regulations.

They are accountable to the Chief Constable in ensuring they discharge their health and safety responsibilities effectively and efficiently and complies with all relevant legislative requirements. They must ensure that appropriate arrangements are established to

effectively implement health and safety legislation and the Forces' Health and Safety arrangements.

Specifically, they will be responsible for:

- Providing advice and guidance across the entire Force, including written documentation, on all matters relating to health and safety.
- Producing risk assessments in collaboration with appropriate Departments, Officers and Staff to ensure that they are relevant and fit for purpose.
- Conducting workplace inspections of all Force premises to ensure that each location receives an annual inspection and providing reports of recommendations to Supervising Officers / Managers.
- Monitoring and analysing injury on duty and near miss reports to identify any trends and making relevant recommendations to management.
- Completing relevant accident reports to the enforcing authority (HSE) for any and all reportable incidents which occur as part of routine Force activities.
- Being active members of Force Health and Safety Committee and other related groups
- Developing and managing training packages in relation to health and safety issues for mandatory completion by all Officers and Staff.
- Maintaining professional competence and keeping up to date with relevant legislation, guidance, techniques etc.

### **3.7.2 Occupational Health and Wellbeing Department**

The primary function of the Derbyshire Constabulary Occupational Health and Wellbeing Department is to assess the effects of health on work and conversely the effects of work on the health of employees. This will be achieved by delivering a proactive and preventative approach to staff wellbeing by providing a wide range of services to help support the physical, mental, and emotional health of the workforce.

In doing so Occupational Health and Wellbeing 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 and sufficient intervention and rehabilitation of sick or injured staff.
- Health surveillance in line with Health and Safety legislation and Home Office guidance.
- Advice on reasonable adjustments that may be required in order to support and assist an employee with their return to work or when in the workplace.
- Advice on the suitability and undertaking of immunisation programmes in relation to roles.

### **3.7.3 Staff Associations (Federation 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:



### **3.7.4 Unison Health & Safety Officer (Police Staff)**

- Increase the awareness of members, health and safety representatives and branch officers of health and safety issues.
- Co-ordinate the activity of health and safety representatives and to organise regular meetings of health & safety representatives to exchange information and consider priorities.
- Advise the branch committee on health and safety issues arising in the branch and to recommend policies and priorities.
- Act as a link between the health and safety representatives and other branch representatives to ensure that health and safety issues are treated as an integral part of the work of the branch.
- Investigate complaints and / or reports of hazards and dangerous occurrences made by members.
- Conduct workplace inspections.
- Attend Force Health and Safety Committees to represent their members.

### **3.7.5 Federation Health and Safety Lead (Police Officers)**

- Ensure that health and safety considerations are fully integrated into force operational policies and guidance.
- Consult with members on matters affecting their health and safety and provide information and training for their Health and Safety representatives.
- Ensure forces take seriously their health and safety responsibilities, in particular, to:
  - Maintaining safe and healthy working conditions, especially with regards to the adequate control of health and safety risks arising from the duties of police officers.
  - Consulting with officers on matters affecting their health and safety.
  - Providing the necessary equipment, information, training and supervision for officers.
  - Preventing accidents and cases of work-related ill health.
- 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 Force Health and Safety Committees to represent their members.

## **3.8 Specific Health and Safety Roles and Responsibilities**

### **3.8.1 Fire Wardens**

Fire Wardens are responsible for:

- Completing all relevant training to enable them to fulfil their role effectively.
- Familiarising themselves with escape routes, assembly points, Fire Marshal and location of refuge areas for the building they work from
- Assisting in the efficient evacuation of persons from their area of responsibility to the relevant assembly points during any activation of the fire alarm, be this a drill or real event by:
  - Directing staff out of the area via the nearest fire exit route / door and to their designated assembly point

- Conducting a sweep their areas checking meeting rooms, toilets etc. ensuring that they are the last person out of their area.
- Ensuring that any persons subject to a PEEP (Personal Emergency Evacuation Plan) evacuates the building as per the plan (i.e. use of Evac Chair, buddy system etc.)
- Liaising with the Fire Marshal to provide an update report with regard the status of their area of responsibility.
- Liaising with Assets staff as and when required to ensure compliance with any findings and recommendations detailed with the Fire Risk Assessment
- Participating in any debriefs following drills or real events to identify any issues, learning points or good practice.

### **3.8.2 Fire Marshals**

Fire Marshals are responsible for: -

- All of the items as detailed for Fire Wardens
- Acting as the single point of contact for Fire Wardens to report the status of their area following evacuation.
- Liaising with the Fire Service upon attendance at scene.
- Communicating the 'All Clear' message to persons and providing instructions for re-entering the premise.
- Conducting a debrief of all fire drill and real events and providing report to Divisional Commanders / Heads of Department and the Responsible Person
- Ensuring that the log book is completed with information pertaining to fire drill and other alarm activations (false alarms etc.).

### **3.8.3 First Aiders**

First aiders are responsible for:

- Ensuring their first aid training is kept up to date.
- Administering first aid to anyone requiring assistance at work.
- Disposal of any contaminated equipment in biohazard waste bins.
- Ensuring replacement first aid supplies are requested from Central Stores where required.
- Maintenance of personal issue first aid kits (where provided) to ensure items have not expired and are replaced in a timely manner.
- Familiarise themselves with the locations of the First Aid Rooms and Defibrillators.
- If working in a building with a first aid room, regular checks should be undertaken to ensure it is fit for purpose and fully stocked as intended.
- Inform Health & Safety Department / HR of any circumstances which may prevent them from continuing in the role of First Aider (i.e. relocation, departure from the organisation).

## **4. Arrangements**

There are a number of documentary arrangements which supplement this Policy and set out the Forces approach to managing health and safety issues.

These detail the arrangements in place and are available by searching for the relevant subject on CONNECT - the Force intranet portal.