

DURHAM CONSTABULARY



Altogether Better Policing

Health and Safety Policy

Application	Police Officers, Police Staff and Special Constables
Policy Owner	Human Resources
Version	2
Date of PUG approval	14.07.2009
Last Review Date	01.08.2014
Next Review Date	01.08.2017
Protective Marking	Not Protectively Marked
Publication Scheme Y/N	Yes
Durham Constabulary Freedom of Information Act Publication Scheme	

1.0 HEALTH AND SAFETY POLICY

2.0 PURPOSE AND SCOPE

- 2.1 To define clearly the levels of responsibility, practices and procedures necessary for the Constabulary to effectively manage its health and safety legal requirements.

3.0 THE LEGAL BASIS AND LEGITIMATE AIMS

- 3.1 Durham Constabulary is required to comply with the requirements of:-
- i. The Health & Safety at Work Act 1974
 - ii. The Police (Health & Safety) Act 1997
 - iii. The Management of Health and Safety at Work Regulations 1999
 - iv. The Corporate Manslaughter & Corporate Homicide Act 2007 and
 - v. all other relevant statutory provisions and codes of practice.
- 3.2 Throughout the operation of this policy Durham Constabulary will seek to take the least intrusive action which fits within the working policy criteria and will act fairly and proportionally to achieve the proposed purpose
- 3.3 Durham Constabulary will operate within the policing principles as defined by the College of Policing Code of Ethics and in support of this our policies will seek to promote Accountability, Fairness, Honesty, Integrity, Leadership, Objectivity, Openness, Respect and Selflessness.

4.0 POLICY STATEMENT

- 4.1 Durham Constabulary shall recognise and accept its responsibility as an employer to provide safe, healthy and pleasant working conditions for all staff and will attempt to minimise workplace risks by:
- i. Providing appropriate information, instruction, training and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety at work;
 - ii. Providing continual support by actively promoting and providing appropriate sources for the effective implementation of the policy;

- iii. Paying appropriate attention to the provision and maintenance of plant equipment, safe systems of work for the use, handling, storage and transport of articles and substances;
- iv. The systematic general examination of work activities to identify hazards via suitable and sufficient risk assessments;
- v. Developing and implementing an ongoing and routine programme to prevent accidents and near misses.

5.0 ACCOUNTABILITY UNDER THE POLICY

- 5.1 The responsibility for the management of this policy rests with the Chief Constable.
- 5.2 The responsibility for implementation of this and all supporting Health and Safety policies rest with the delegated Commanders and Heads of Department.
- 5.3 Whilst primary responsibility rests with delegated Managers and Supervisors, competent technical support and advice will be available on health, safety & welfare matters, where this is necessary, from HR.
- 5.4 The policy will be updated to reflect any necessary health, safety and welfare changes/improvements and the policy will be monitored and reviewed annually by the Health Management Group.

6.0 CHIEF CONSTABLE

- 6.1 The Chief Constable has special responsibility for the Health and Safety activities of Durham Constabulary. Ensuring that there are effective policies and arrangements for health, safety and welfare which cover all Constabulary activities.

7.0 ASSISTANT CHIEF OFFICER

- 7.1 The Assistant Chief Officer has responsibility for:
 - i. Ensuring that the Force's Strategic health and safety objectives are achieved and continually developed. He/she will chair (on behalf of the Chief Constable) the Force's Health Management Group meetings and promote effective measures in the prevention of accidents and ill health.
 - ii. The management of the health and safety function will be facilitated via the aims outlined in the Force Health Management Strategic Plan, which will be reviewed and updated on a bi monthly basis.

8.0 HEAD OF HR

8.1 The Head of HR is responsible for:

- i. Monitoring the policy arrangements and reporting the effectiveness of them to the Assistant Chief Officer.
- ii. In the absence of the Assistant Chief Officer, chairing the Force Health Management Group meeting.
- iii. Continuously monitoring and ensuring actions are progressed within the Force Health Management Strategic Plan.
- iv. The management and co-ordination of the Health Management services for the Constabulary.

9.0 FORCE HEALTH & SAFETY ADVISOR

9.1 The Force Health & Safety Advisor is responsible for:

- i. Providing the Force with a comprehensive health and safety service.
- ii. Promoting safe practices, procedures and assisting in the identification of training needs analysis and meeting legislative requirements.
- iii. Identifying, interpreting and advising on relevant health and safety legislation and codes of practice.
- iv. Advising and consulting with Commanders, Heads of Department, Managers and Supervisors on staff health, safety and welfare issues.
- v. Monitoring and ensuring regular inspections audits and assessments are undertaken throughout the Force area.
- vi. Investigating and making recommendations on statutory and non-statutory recording and reporting systems relative to health and safety.
- vii. Compilation, production and presentation of management reports and policy documents.
- viii. Representing Durham Constabulary as Liaison Officer on health and safety matters with relevant external and internal agencies.
- ix. Advising on all safety aspects including equipment, processes and materials, particularly when new items of equipment are to be introduced.

- x. Consulting with Commands and Departments to advise and recommend the purchase and proper use of the correct safety equipment.
- xi. Advising in assessing the needs of staff at all levels for safety training, to enable the Health and Safety Policy to be effectively implemented.
- xii. Monitoring the safety performance and standards of sub-contractors in liaison with Head of Estate. To include cases where it becomes apparent that a situation presents a direct and serious risk to safety or health such as would be liable to attract a prohibition or improvement notice.

10.0 OCCUPATIONAL HEALTH NURSE

10.1 The Occupational Health Nurse is responsible for:

- i. Providing advice to all members of staff on the effects of health at work and promoting the benefits of good health.
- ii. Monitoring and providing management information on work related ill-health and undertaking health screening and health assessments at periodic intervals.
- iii. The provision of a confidential occupational health service, health education, rehabilitation advice and health surveillance as appropriate.
- iv. The maintenance of individual personal health records and all aspects of their security and medical confidentiality.
- v. Advising on immunisation and vaccination for defined risks.
- vi. Provision of audiometric and eyesight testing, undertaking health examinations and providing professional reports.
- vii. Assisting the Force Medical Advisor in pre-recruitment and other medical examinations.
- viii. Carrying out medical assessments of staff who are suffering from illness, disabilities or returning to work on recuperative duties and advising in conjunction with the Force Medical Advisor on redeployment for alternative work.

11.0 HEAD OF LEARNING & DEVELOPMENT

11.1 The Head of Learning & Development is responsible for:

- i. Training employees, supervisors and managers in response to identified and approved needs to enable them to work safely and carry out their health and safety responsibilities efficiently.

- ii. Responding to changing training needs in line with the recommendations of the Health Management Group which are supported by the Training User Group, to include the relevant statutory requirements.
- iii. Where a requirement for health and safety training has been identified and approved by the relevant group, ensuring that clear targets are given as to a time period within which the training should be completed.
- iv. Ensuring that appropriate record keeping and monitoring should be carried out so that progress can be compared with training plans.
- v. Recording and filing of copies of internal training programmes and any aids used.
- vi. Providing the Force Leadership and Health Management Groups with advice and assistance in matters relating to safety training.

12.0 COMMANDERS/HEADS OF DEPARTMENTS:

- 12.1 Commanders and Heads of Departments are responsible to the Chief Constable for the delivery of the actions identified in the Force Health Management Strategic Plan.
- 12.2 They have overall responsibility for the health, safety and welfare of all staff within their direct control.
- 12.3 They will implement health and safety arrangements as are applicable to the work place activities.
- 12.4 They shall implement the Force's procedures to be followed in the event of evacuation of premises for serious and imminent danger or an agreed training exercise. Arrange for appropriate evacuation procedures to be implemented in police buildings for which they have responsibility.
- 12.5 They will ensure that local bomb and fire evacuation procedures are fit for purpose and up to date and that competent staff are available to act as fire wardens and evacuation officers in their principal stations.
- 12.6 They will ensure that there are sufficient qualified first aiders within their area of responsibility (as specified by force policy).
- 12.7 They will ensure that they are conversant with Durham Constabulary policies and procedures concerning health and safety and where appropriate that these are communicated to staff under their command.

- 12.8 They will review accident and near-miss reports and ensure that these have been appropriately investigated and any corrective actions are taken.
- 12.9 They will ensure that all health and safety matters are discussed at weekly Command/Senior Management meetings and appropriately actioned and recorded.

13.0 BUSINESS SERVICES MANAGER AND SUPPORT MANAGERS

- 13.1 The Business Services Manager and Support Managers are responsible for:
- i. Leading on the co-ordination of actions allocated to the Commands/Departments under the Strategic Health Management Plan.
 - ii. Auditing local risk assessments and other health and safety procedures, in liaison with appropriate senior managers and with the support of the Health and Safety Advisor. These will be conducted as changes occur or annually.
 - iii. Supporting the Health Services Manager in reviewing and implementing new and amended health, safety and welfare policies and procedures.

14.0 MANAGERS:

- 14.1 Managers must ensure that they are conversant with their responsibilities within the health, safety and welfare policies and procedures.
- 14.2 When agreeing PDR objectives, Managers shall consider the inclusion of health & safety initiatives.
- 14.3 Managers shall be responsible for the effective implementation of the Health and Safety Policy, within their particular area.
- 14.4 Managers shall keep themselves informed of all accidents and near misses which arise within their area of responsibility and report these in accordance with the appropriate policy and take immediate action to remove or reduce the risk.
- 14.5 Identify health and safety training needs for their staff.
- 14.6 Make a suitable and sufficient assessment of any possible risks to the health and safety of staff and visitors within their area of control and provide appropriate advice to remove or reduce risks.
- 14.7 Provide staff with comprehensive and relevant information on the risks to their health, and the preventive and protective measures that are identified via the assessment process.

14.8 Managers are responsible for ensuring that Control of Substances Hazardous to Health (COSHH) Risk Assessments are carried out and recorded.

14.9 Managers are responsible for carrying out and recording risk assessments in relation to staff deployment for both pre planned and spontaneous operations.

15.0 SUPERVISORS:

15.1 Supervisors are responsible for ensuring that suitable and sufficient risk assessments are carried out for all workplace activities and the appropriate staff are informed of the assessment results.

15.2 They are responsible for the effective implementation of all force policies on health, safety and welfare, within their area of control.

15.3 They shall conduct an investigation on all accidents and near misses which arise either within their area of control or to staff under their control and apply current reporting procedures. Advice on this is available from the Health and Safety Advisor.

15.4 They are required (via appropriate training) to have a working knowledge of relevant statutory health and safety requirements within their area of control.

15.5 They are responsible for carrying out ongoing risk assessments in relation to staff deployment for both pre planned and spontaneous operations.

16.0 EMPLOYEES:

(Section 7 and 8 of the Health and Safety at Work Act etc. 1974)

16.1 Durham Constabulary's statement on health, safety and welfare contained in this policy demonstrates how accidents can be minimised by the co-operation of management and staff. Notwithstanding that the Chief Constable has allocated clear responsibilities to managers and supervisors; every member of staff has a personal responsibility for their own actions.

16.2 The following obligations apply to every member of staff whilst at work:

- i. To take reasonable care of their own health and safety and for the health and safety of others. This applies to all acts or omissions at work.
- ii. To co-operate with the Force to enable it to comply with any duty imposed by law.
- iii. Not to interfere with or misuse anything provided in relation to health and safety.
- iv. To ensure that all personal protective equipment provided by the Force is adequately maintained, worn or used in line with force policy.

- v. To ensure that a good standard of cleanliness and tidiness is maintained in their work place at all times.
- vi. To report all injuries, accidents and near misses to their supervisor.
- vii. Follow instructions supplied with equipment and substances, and ensure proper use of these.
- viii. Be aware of the various generic and workplace risk assessment requirements and carry out the agreed measures to reduce risks.
- ix. Be aware of the various health and safety policies relevant to their area of work.

17.0 MAINTENANCE OF CONSTABULARY BUILDINGS, SITES AND SERVICES –

17.1 The Head of Estate is responsible for:

- i. Ensuring that the Constabulary's sites, buildings and services are maintained and inspected (with reference to statutory requirements) to assist in the reduction and prevention of accidents and to ensure the health, safety and welfare of staff.
- ii. Ensuring that the Force Environmental Strategy is promoted throughout the force.
- iii. Advising the Health and Safety Advisor of any significant hazards or damage to property, plant or equipment that may involve health and safety implications.
- iv. Advising Command and Departmental Managers/Supervisors of any hazards that may be created by contractors working on Constabulary sites.
- v. Co-ordinating the safety induction requirements (Form H&S 7) of the various contractors with line managers, sub-contractors and health & safety professionals and ensuring that any risks are highlighted.

18.0 MANAGEMENT OF PROJECTS

- ### **18.1**
- Project Managers are expected to take all reasonable and practical steps to minimise the risk of accidents which may result in personal injury or damage to property, plant or equipment.

NB Project Managers should seek advice from the Health and Safety Advisor with regard to the required legislative safety standards of equipment and materials. This should be done prior to the purchase of any new equipment.

18.2 Particular attention should be devoted to the following:

- i. Observance of any specific health and safety legal requirements..
- ii. Compliance with Codes of Practice, Rules or Procedures adopted by the Force in relation to health, safety and welfare.
- iii. Carrying out suitable and sufficient risk assessments to identify work place hazards and take steps to combat the risks at source.
- iv. Ensuring compliance with safe systems of work by staff under their control (including the use of protective clothing or equipment).
- v. In consultation with the Head of Estate periodically examine the operations of contractors to ensure that their activities do not produce any obvious risks to staff.

19.0 CONSULTATIVE ARRANGEMENTS

19.1 Health Management Group

- i. The Assistant Chief Officer will chair the bi - monthly meeting of the Health Management Group on behalf of the Chief Constable.
- ii. The aim of the group will be to implement the ACPO Strategy for a Healthy Police Service and achieve the ACPO Police Health and Safety Management Benchmark Standard. The Group incorporates representation from the Executive, Senior Management, Health Management Unit and elected staff representatives.
- iii. The Group will:
 - a) Develop and monitor the Force Health Management Strategic Plan.
 - b) Debate policies and procedures which would positively impact upon injury and ill-health.
 - c) Receive management information regarding injury, ill-health and absence and ensure that appropriate preventative and remedial action has been taken or will be taken.
 - d) Ensure that the force meets its legal obligations under Health and Safety Legislation, Equality Act, Working Time Regulations and any prevailing legislation.

- e) Ensure that organisational learning and development needs relating to the delivery of the Force Health Management Strategy Plan are identified and progressed via the Force Training User Group.
- f) Implement the findings from HMIC Inspections and other regulatory bodies and identify good practice and opportunities for improvement.
- g) Through members, engage with and provide guidance to officers and staff regarding appropriate personal standards of health and fitness for work.

19.2 **Local Health and Safety Arrangements** – Health and safety will be an item on the weekly Command/Senior Management Team meeting agenda.

19.3 **Functions of Safety Representatives appointed by Staff Associations** – These appointed persons will:

- i. Consult with managers and supervisors on health and safety matters with a view to monitoring, developing, implementing and maintaining arrangements for securing safe and healthy working conditions.
- ii. Familiarise themselves with the health and safety policies, procedures, rules and arrangements for securing safe and healthy working conditions.
- iii. Report to a supervisor or the Health and Safety Advisor any hazard, conditions or circumstances identified or reported to them which they consider are likely to adversely affect health and safety.
- iv. Attend Health Management Group meetings as required and play an active role in accident prevention and the development of recommendations for improving health and safety arrangements.
- v. Be afforded those facilities laid down by regulations, to enable them to carry out their duties on behalf of all staff.

20.0 PROCEDURES TO CONTROL HAZARDS

20.1 Health and safety risk assessments for all workplace activities will be carried out by managers and supervisors supported, where necessary, by professional advice and guidance from the Health and Safety Advisor.

20.2 The risk assessments undertaken will include:

- Work place activities (Including any home working)
- Control of substances hazardous to health (COSHH)
- Manual handling
- Display Screen Equipment (DSE)

- Personal protective equipment
- Work place equipment and machinery

20.3 In addition to this policy the Force has specific policies and procedures on health and safety issues details of which can be found on the force intranet.

21.0 APPEALS PROCEDURE

If an individual wishes to appeal against any decision made in connection with this policy, they should write to or email, the Chief Constable at the below address within 14 days of receiving a decision. The appeal will be considered and consultation will take place with appropriate individuals to establish all facts before a decision with regard to the appeal is made. A response to the appeal will be provided in writing within 10 working days of receipt of the appeal. Should this period not be achievable the individual will be notified in writing when a decision will be communicated.

The Chief Constable
c/o Human Resources
Police Headquarters
Aykley Heads
Durham

DH1 5TT

Telephone number:- 101

Email human.resources@durham.pnn.police.uk