



Warwickshire
POLICE AUTHORITY

The authority behind the force

Health and Safety Policy

December 2008

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Statement of Policy

Introduction

The Health and Safety at Work etc Act 1974 requires Warwickshire Police Authority (the Authority) to produce a written statement of policy to all staff explaining its procedures and commitment to the health and safety of those members of staff. Warwickshire Police Authority takes very seriously its responsibility for the health and safety of all who attend the premises where the business of Warwickshire Police Authority is conducted.

The Chief Executive, as the Authority's Principal Manager, has primary responsibility for health and safety, in accordance with the arrangements set out in this Statement of Policy.

General Policy

1. In accordance with Sections 2 and 3 of the above Act, the Authority will ensure, so far as is reasonably practicable, the health, safety and welfare of all its staff, Members of the Authority and members of the general public, where they have any access to, or contact with, the place where the business of the Authority is transacted.
2. To this end the work of the Authority will, as far as is reasonably practicable, comply with all appropriate legislation and Approved Codes of Practice as may be issued by the Health and Safety Commission. Additionally, the Authority will take steps to ensure the health, safety and welfare of its staff on contract sites by bringing the content of this Safety Policy to the attention of Contractors.
3. All staff are to be provided at all times as far as is reasonably practicable with:-
 - (1) A safe place of work.
 - (2) Safe means of access to and egress from the place of work and procedures for evacuation in emergency.
 - (3) Safe methods of using, handling, storing and transporting articles.
 - (4) Safe materials and safe systems of work.
 - (5) Adequate information, instruction, supervision and, where necessary, training for the task.
 - (6) A safe working environment.
4. The Authority recognises and accepts its responsibility as an employer to provide safe and healthy working conditions for all staff and will attempt to minimise workplace risks through:-
 - (1) Contractual support by actively promoting and providing sufficient means for the effective implementation of the policy.
 - (2) Paying particular attention to the provision and maintenance of a suitable workplace, equipment, safe systems of work for the use, handling, storage and transportation of articles.

5. The Chief Executive is responsible to the Authority for carrying out this policy. Within the framework of the policy, the Chief Executive and the Treasurer will ensure that arrangements for health and safety within their area of control are up to date and accurately reflect the procedures to be followed by the workforce.
6. Personnel are reminded of their own responsibility for the health and safety of themselves and others who may be affected by their actions or omissions. They are further reminded of the duty to co-operate with management instructions so far as is necessary to enable duties or requirements to be performed or complied with.
7. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
8. A copy of this statement shall be circulated to all officers of the Authority (other than those who are under the direction and control of the Chief Constable and who are separately covered by the Force Policy). It will be reviewed regularly and amended/modified when necessary.

Signed..... Dated.....
Chief Executive, Warwickshire Police
Authority

Responsibilities

The Police Authority

It is the policy of the Authority that the health, safety and welfare of the individual is a matter of continuing priority which must be taken into account when formulating any policies and procedures of the Authority.

The Authority has responsibility for ensuring that funding is made available for necessary health and safety works to the premises occupied by the Authority.

Chief Executive to the Authority

The responsibility for health, safety and welfare matters relating to Officers of the Authority, Members of the Authority and visitors rest with the Chief Executive.

The Chief Executive shall ensure the implementation of the policies of the Authority.

The Chief Executive has a responsibility within their own portfolio for specific areas and, as part of their duties, the health, safety and welfare of staff within those areas is to be given due consideration and weight.

The Chief Executive shall be concerned with the Authority's strategic health and safety management and will advise the Authority in determining the health and safety policy, deciding the priorities, providing resources and promoting a positive health and safety culture.

The Chief Executive has a responsibility for the day-to-day management of the staff under their control.

The Chief Executive will ensure that local policies/procedures reflect those of the Authority regarding the health, safety and welfare of their staff. He/she will ensure that local policies are implemented in an approved manner and that appropriate action is taken to remedy any shortcomings.

The Chief Executive shall undertake systematic health and safety management by monitoring the outcome of risk assessments and providing control measures (safe systems of work) locally, or if this cannot be achieved, recommend to the Authority proposals for the improved control of risk.

Assistant Chief Executive to the Authority

The Assistant Chief Executive will be responsible for the inventory and inspection of the work place, in accordance with the general arrangements of this policy.

The Assistant Chief Executive will ensure that all new staff receive appropriate health and safety training to enable them to carry out their duties in a safe manner.

The Assistant Chief Executive will ensure that purchases of new equipment are not made without first obtaining relevant information from the supplier.

The Assistant Chief Executive will act at site contact and accompany all inspections by accredited parties. He/she will ensure that the Authority premises are properly maintained and cleaned to the required standard and that staff are not permitted to attempt repairs etc beyond their capabilities.

The Assistant Chief Executive shall ensure that a risk assessment has been prepared for the task to be undertaken and that control measures adopted adequately minimise the risk to reasonably acceptable standards. They shall further ensure that the risk assessments are reviewed as and when required.

Health and Safety Inspection

The Health and Safety Officer of Warwickshire County Council will visit the premises occupied by the Authority to assist in maintaining a satisfactory environment. The Officer will carry out a joint inspection with The Assistant Chief Executive and then produce a report to the Chief Executive regarding safety, health and welfare of staff within the premises. The Assistant Chief Executive will be advised of any irregularity requiring urgent consideration. For this purpose all members of staff are required to co-operate with the Health and Safety Officer carrying out the inspection.

The Health and Safety Officer will ensure that all guidelines and information about current health and safety legislation will be passed to the Assistant Chief Executive for action.

The Health and Safety Officer will advise the Chief Executive in the development and review of the Authority's Health and Safety Policy in relation to safe working practices and will advise on effective systems and procedures for implementing health and safety legislation.

In addition, the Health & Safety Officer will ensure that accidents are correctly investigated and action is taken in relation to matters arising from the investigation.

Members of Staff

All staff have a statutory duty to co-operate with the Authority in providing a safe and healthy working environment. They shall:-

- (1) Carry out their duties without endangering the health and safety of themselves, colleagues, third parties and/or the general public.
- (2) Comply with all instructions appertaining to safety, all statutory provisions, Codes of Practice and safe systems of work.
- (3) Inform the Assistant Chief Executive of any defect or work situation which may reasonably be considered to represent a danger to health and safety or any shortcomings identified in the arrangements for health and safety.
- (4) At all times endeavour to facilitate the proper implementation of the Safety Policy.

Breach of such duty may also be grounds for disciplinary action.

They shall undertake personal (dynamic) assessments of risk, based on the intelligence, information, training and resources available. They shall make considered judgements in order to use the available resources in such a way as to achieve an acceptable level of safety whilst undertaking the task.

Members of the Authority

Members of the Authority and visitors are entitled to such information as necessary to ensure their health and safety whilst on Authority premises. Conversely, those persons must also inform members of staff of any risks eg from equipment, substances or working

practices that they introduce to the workplace. They shall comply with all relevant health and safety legislation whilst on Authority premises. Members of the Authority are also entitled to any other information they require to ensure their health and safety whilst carrying out Authority business.

General Arrangements for Carrying Out the Duties specified in this Policy

Co-operation. The Authority recognises that status of safety representatives from accredited Trade Unions and Associations and actively seeks their help and advice in discharging its responsibilities.

Consultation. New members of staff will receive, as part of basic induction, guidance on health and safety. This will include arrangements for first aid and fire evacuation. Their personal obligations under the law will be explained. Additional training, where necessary, will be provided to accommodate the specific needs of the individual. The Chief Executive will provide all staff with comprehensive and relevant information on any risks to health and safety and the protective and preventative measures necessary to ensure that risk is minimised in accordance with statutory duties.

Premise Safety

The premises occupied by the Authority shall be the subject of quarterly inspections by the Assistant Chief Executive and any defects should be reported and dealt with as a matter of urgency.

Display Screen Safety

Display Screen Equipment and the workplace environment will be subject of a specific Code of Practice in which the Authority will lay down minimum standards to ensure the health and safety of equipment users.

Work Equipment Safety

The Authority will ensure that all persons who use work equipment shall have available to them adequate health and safety information and, where appropriate, written instructions. All such work equipment will be maintained on a proper basis and must only be used by authorised, trained personnel.

Safe Manual Handling

The Authority is aware that manual handling of loads can be a major source of occupational injury and ill health. The Authority will strive to reduce such instances to a minimum through the completion of risk assessments.

Injury and Incident Reporting and Investigation

All injuries and dangerous occurrences will be reported to, and initially investigated as soon as possible by the Assistant Chief Executive. Further investigation shall be made by the Chief Executive and the County Council's Health and Safety Officer and action taken to remedy the situation. Where local action is not appropriate then specialist advice must be sought without undue delay. As a matter of course, all accidents/incidents giving rise to serious personal injury are to be reported to County Council's Health and Safety Officer. Near miss incidents are to be reported using the same format as injuries.

First Aid Provision

A nominated member of staff shall be trained in first aid and certified in accordance with the Health and Safety (First Aid) Regulations.

Electrical Safety

In accordance with the Electricity at Work Regulations, the County Council (as landlord) shall arrange for the servicing of both portable equipment and fixed installations by a qualified electrician. In addition, a routine check of selected leads, plugs etc will be carried out. All staff are reminded of the dangers of electricity and must take defective equipment out of use and report the matter as soon as possible.

Arrangements for Dealing with Serious and Imminent Danger

The Chief Executive, in conjunction with the County Council's Health and Safety Officer, is responsible for ensuring that arrangements are established and monitored to deal with any incident which presents serious and imminent danger. The Assistant Chief Executive will be assigned specific responsibilities for ensuring procedures to deal with fire and bomb evacuation are implemented and practised regularly.

ANNEX

RISK ASSESSMENT

A risk assessment is a systematic examination of a work activity to be undertaken. It involves identifying hazards that are present and evaluating the risk(s) involved.

It then goes further to identify the control measures in place to minimise those risks and details any further action that may be required.

Risk assessments must be undertaken by competent persons. That is a person with the necessary skill, knowledge and experience of the task under assessment who has undertaken a short course in the mechanics of risk assessing.

The significant findings of the risk assessment and the control measures employed to minimise those risks must be recorded and then communicated to those persons likely to undertake the task.

Risk assessments are to be undertaken for every task expected to be performed. It is not, however, necessary to assess the task every time it is performed unless significant changes to work practice or the environment exist.

Risk assessments should be reviewed annually and also as a result of any change of work practice, equipment or environment.

DISPLAY SCREEN EQUIPMENT

In keeping with the Display Screen Equipment Regulations 1992, it is necessary to risk assess all workstations which are used by designated users. Users' work must be arranged where possible to include work pattern changes. Work pattern changes constitute either non-screen work or an actual rest break, where no type of work is available.

DSE users are entitled to eye tests on a four yearly cycle. Should spectacles be required by a DSE user for the sole and exclusive purpose of working with DSE, the Authority will contribute to the cost.

PROVISION AND USE OF WORK EQUIPMENT

'Work equipment' is any machinery, appliance, apparatus or tool (anything from a screwdriver to a vehicle) and 'use' is any activity involving work equipment.

Measures are to be taken to ensure that the work equipment is constructed or adapted to be suitable for the purpose for which it is used. It must be maintained in an efficient state, efficient working order and in good repair.

All persons who are to use the equipment shall be provided with adequate information. Adequate instructions and information pertaining to the use of the equipment should be available to all staff. Where it is necessary all persons should be trained in the methods to be adopted when using the equipment.

Where the use of the equipment creates a specific risk, the use of the equipment should be restricted to those persons who have demonstrated competence to use the equipment.

The issue and receipt, proper storage and maintenance of the equipment should be controlled by those persons made responsible for the equipment.

ACCIDENT/NEAR MISS REPORTING

The Authority is committed to undertake accident and near miss reporting and investigation.

All accidents on site resulting in death or personal injury must be recorded in the Police Authority accident book by the individual or representative. This should be located in a central office accessible to everyone.

Where an accident/major incident results in a death or major injury the scene must be undisturbed and reported to the County Council's Health and Safety Officer. This must also be reported to the Health and Safety Executive (HSE) by the quickest means.

Additionally in the event of a fatal/major injury or where an individual is absent more than three days due to an accident at work, it must be reported to the HSE.

FIRST AID

The Chief Executive should ensure that a qualified first aider is available whenever the premises are occupied. Advice on this matter is available from the County Council's Health and Safety Officer.

The first aider should ensure that the location of the first aid box and the name of the qualified person is publicised to all staff.

In the unavoidable absence of the qualified first aider, an appointed person should be nominated to attend to emergencies.

USE OF PORTABLE ELECTRICAL EQUIPMENT

This relates to equipment that is connected to a fixed installation by means of a flexible cable and a plug and socket.

Extension leads, kettles, hand lamps, computers, photocopiers, fax machines, shredders, microwaves etc fall into this category.

The risk of electrical shock is increased by the use and/or abuse that such equipment receives. In order to reduce the risk, the person about to use the equipment should check visually that the equipment is in sound condition. The following should be included in the visual inspection:-

- (1) No mechanical damage to cable or plug.
- (2) No temporary joints (insulation tape)
- (3) The cable is secure in the plug body (no signs of coloured cables)
- (4) The equipment is not wet or otherwise contaminated
- (5) There is no apparent physical damage to the outer casing of the equipment
- (6) There is no evidence of overheating (burn marks or discolouration)

Any of the above should result in the equipment being suitably marked, taken out of use and the fact reported to management. It should not be brought back into use until declared operational by a qualified electrician.

All equipment should be entered on a register and the formal visual inspections recorded. The inspection should follow the user checks, but in a more formal and systematic manner. The competent person appointed to carry out the inspection should be sufficiently informed to be able to recognise failing and take appropriate action.

Combined inspection and testing should be carried out by qualified persons and should be undertaken whenever the equipment is suspected of being defective. The equipment should undergo such testing after any repair or modification and also at periodic intervals determined by the type of equipment and the use it is put to. These tests should also be formally tested.

FIRE

The Assistant Chief Executive must ensure that all staff are trained and knowledgeable in the fire evacuation procedure.

The County Council are responsible for providing adequate training and that practice evacuations are undertaken at least twice yearly. These are monitored to ensure successful and swift evacuation of all personnel and visitors.

In the event of a fire evacuation occurring, staff are responsible for guiding any visitors out of the building via the nearest available exit and onward to the nominated assembly point.

The Fire Warden should be informed immediately of any staff and/or visitors who may require assistance to exit the building.

Re-entry of the premises must only be under the direction of the Fire Warden (who will be guided by the Fire Service and/or the County Council's Emergency Planning staff).