

Office of Police & Crime Commissioner – Devon & Cornwall
Policy Cover Sheet

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Office of Police & Crime Commissioner – Devon & Cornwall

Health and Safety Policy

Version dated:

1.0 Contents List [FOIA Open]

[Contents](#)
[Policy Statement](#)
[Introduction](#)
[Responsibilities](#)
[Arrangements and Procedures](#)
[Audit Declaration](#)
[Review and ownership](#)
[Links](#)

1.0 Policy Statement [FOIA Open]

- 1.1 The Office of the Police and Crime Commissioner fully commits to embracing the principles of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1992 and other relevant health and safety provisions and recognised codes of practice.
- 1.2 By embracing these principles and promoting and managing health and safety at work, the Office of the Police and Crime Commissioner will enhance its performance through reduced absence, injuries and ill health.
- 1.3 Our staff are our most valuable resource and, as such, we commit to ensuring work activities are conducted in a manner that will, so far as is reasonably practicable, protect their health, safety and welfare.
- 1.4 We make the same commitment to our volunteers, and others working at or visiting our premises, others acting in fulfilment of the Police and Crime Commissioner's functions and any members of the public likely to be affected by his / her work.

2.0 Introduction [FOIA Open]

- 2.1 The Health and Safety at Work Act 1974 provides a comprehensive structure for regulating health and safety in the workplace and aims to secure and improve standards of health, safety and welfare of people at work, and to protect the health and safety of others who are

affected by people at work. It places a general duty on employers to safeguard the health and safety of their employees and others affected by their undertakings. It also places a duty on employees to take reasonable care of their own health and safety and others who are affected by their actions, and to co-operate with their employers in complying with the health and safety law.

- 2.2 This policy complements and supports the joint Health and Safety Policy Statement signed by the Police and Crime Commissioner and the Chief Constable (attached to this policy as appendix 1)
- 2.3 Both the Police and Crime Commissioner and his / her employees have particular responsibilities for health and safety.
- 2.4 The Police and Crime Commissioner, and any deputies also have a responsibility to adhere to the precepts of this policy whilst carrying out their business.
- 2.5 In addition, the Police and Crime Commissioner is responsible for the delivery of independent custody visiting and also appoints other people to deliver specific functions such as Misconduct Panels. These people, whilst not employees of the Police and Crime Commissioner, may in exercising their responsibilities, attend premises over which the Police and Crime Commissioner does not hold responsibility. The Police and Crime Commissioner has a responsibility to check that those in control of those premises have instituted risk assessment processes and take appropriate action to eliminate or minimise risks that are identified.
- 2.6 Volunteers and others acting in fulfilment of the Police and Crime Commissioner's functions have a responsibility to act upon any advice or instruction that they are provided in respect of risks that are identified. Any emerging risks or hazards encountered while acting in support of the Police and Crime Commissioner's functions are to be reported to the OPCC Office Manager.

3.0 Responsibilities

[FOIA Open]

Police and Crime Commissioner - health and safety within the Police Force

- 3.1 It is the responsibility of the Police and Crime Commissioner to hold the Chief Constable to account for effectiveness of the health and safety management systems of the Police Force.
- 3.2 The Police and Crime Commissioner is responsible for ensuring sufficient resources are allocated to the police to effectively manage health and safety.

- 3.3 Whilst capital assets such as police land, buildings and vehicles are under the ownership of the Police and Crime Commissioner as corporation sole, the responsibility for maintaining them has been delegated to the Chief Constable.
- 3.4 The Chief Constable has responsibility for the health and safety of police staff and officers. The Force Health & Safety Management Policy (D197) refers to this in more detail.

Police and Crime Commissioner - health and safety within the Office of the Police and Crime Commissioner.

- 3.5 In order to comply as far as is reasonably practicable with his / her responsibilities, the Police and Crime Commissioner will make adequate provision to:
- Maintain the workplace in such a condition that it is safe and will minimise the risk to health, safety and welfare.
 - Undertake suitable and cost effective risk assessments, ensuring that foreseeable hazards are identified and appropriate action taken to eliminate risk or, where this is not possible, to reduce risk to as low as is reasonably practicable.
 - Provide such information, training and supervision as is necessary to ensure the health and safety at work of all his / her employees, agency and contract workers, volunteers and advisors and other appointed Members;
 - Consult appropriately with his / her employees on health and safety matters;
 - Ensure all accidents and 'near misses' are recorded and investigated to determine their underlying cause for the purpose of ensuring that there is no potential for recurrence and using the lessons learnt to improve health and safety performance within the Office of the Police and Crime Commissioner;
 - Ensure all dangerous occurrences, major injuries and serious illnesses are reported to the Health and Safety Executive or other appropriate body following any statutory escalation processes (RIDDOR 95);
 - Adopt a 'no blame' culture when investigating accidents for the purpose of improving health and safety performance. The type and level of the investigation will be appropriate to the circumstances.

Employees

- 3.6 Effective health and safety requires the active support of employees, whose responsibilities include:

- Completing health and safety training provided by the organisation.
- Following instructions and appropriate systems for work laid down for their health and safety and co-operating with the Police and Crime Commissioner in fulfilling his / her health and safety responsibilities;
- Making proper use of any equipment and personal protective equipment provided for their health and safety;
- Informing the Office Manager if they identify hazards and/or have an accident at work or near miss and completing a hazard report form accordingly;
- Taking care to ensure that their activities do not put themselves or others at risk;
- Not intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health and safety and welfare
Contacting the appropriate emergency service for assistance as necessary.

Chief Executive

3.7 The Chief Executive has responsibility for the effective implementation of health and safety legislation and ensuring that the OPCC complies with all relevant statutory health and safety requirements.: These responsibilities include:

- Advising the Police and Crime Commissioner on health and safety matters and ensuring that appropriate resources are available to meet the requirements of this policy;
- Monitoring compliance with and the overall effectiveness of health and safety policy and practice in the Office of the Police and Crime Commissioner.
- Determining priorities for effective health and safety management;
- Actively promoting a positive culture by demonstrating commitment to Health and Safety principles;
- Identifying and appointing key personnel and competent persons necessary to ensure compliance with Health and Safety requirements.
- As Monitoring Officer, to report to the Police and Crime Commissioner, and Police and Crime Panel, if it appears that any proposal, decision or failure within the Office of the Police and Crime Commissioner constitutes, has given rise to, or is likely to break Health and Safety law or a code of practice.

Office Manager

3.8 The Office Manager has responsibility for co-ordinating health and safety activity on a day to day basis including:

- Establishing, interpreting and ensuring the effective administration of procedures to fulfil the requirements of this policy;
- Ensuring that all employees, volunteers and others working at the Office of the Police and Crime Commissioner, are made aware of this policy and its associated procedures and of their individual and collective responsibilities for health and safety;
- Ensuring that workplace hazard identification exercises are initiated and completed for the Police and Crime Commissioner's offices;
- Ensuring that hazards are risk assessed and managed appropriately;
- Ensuring that the risk assessments are completed in risk priority order;
- Ensuring that persons nominated to conduct risk assessments are competent to do so. Where such persons are employees of the Police and Crime Commissioner they should receive appropriate training;
- Ensuring that employees (including new employees), volunteers and others working at the Office of the Police and Crime Commissioner are provided with relevant and adequate information, instruction and training on relevant health and safety matters, including training in the safe systems of work resulting from the risk assessments;
- Ensuring that any health and safety risks identified by the assessments are reduced to as low as is reasonably practicable;
- Checking that when the Office of the Police and Crime Commissioner uses or hires premises, which are not under the control of the Police and Crime Commissioner, for the conduct of his / her business e.g. for public meetings , risk assessment processes are implemented and appropriate action is taken to eliminate or minimise risks that are identified;
- Encouraging employees to complete hazard, near miss, injury and dangerous occurrence reporting forms when required;
- Ensuring that First Aid provisions meet the necessary statutory requirements and the needs of the organisation;
- Ensuring that risk assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made;
- Ensuring that relevant risk assessments are reviewed following an accident, incident or near miss and that appropriate investigation and statutory notifications are made in the event of accidents;
- Ensure that a fire evacuation test is completed;
- Ensuring that effective procedures are in place and that relevant assessments are made by nominated competent assessors in respect of all facets of this policy:

Nominated Risk Assessor(s)

- 3.9 In fulfilment of the Police and Crime Commissioner's responsibilities under this policy one or more Risk Assessors will be identified whose role will be to:
- Undertake risk assessments in accordance with the hazard identification process and priorities set by the Office Manager;
 - Identify anyone who may for any reason be especially at risk;
 - Undertake risk assessments as a result of reports from employees, agency and contract workers, volunteers and advisors and other appointed Members or visitors to the Office of the Police and Crime Commissioner;
 - Report to the Office Manager on the findings of risk assessments and make appropriate recommendations proportional to the risk to eliminate/reduce identified hazards;
 - With the authorisation of the Office Manager, obtain assistance from specialist parties where required;
 - Keep appropriate records of risk assessments, recommendations and subsequent action;
 - Identify specific risk assessments, such as manual handling, hazardous substances and display screen equipment, if they are required;
 - Investigate at the request of the Office Manager any hazards or accidents reported by employees and submit any findings to them;
 - Review the risk assessments for their confirmed application at least once every 12 months and when any significant change is made, and following an accident, the completion of a hazard report form or a near miss.
- 3.10 The nominated risk assessor for the Office of the Police and Crime Commissioner is the Force Health and Safety Advisor for Exeter policing sector.

Fire warden

- 3.11 A competent person who has completed the Fire Warden training course will be nominated as a fire warden, whose role will be to:
- have a working knowledge of health and safety policies relevant to the building.
 - conduct and record fire and safety inspections, including the fire safety checks as detailed in the fire log book (the panic alarms should also be tested and tests recorded on a monthly basis).
 - Assist in implementation of Health and Safety management systems.
 - Identify and report actions required to the relevant Manager, Building Repair Desk (Force or Landlord), or individual to rectify any breaches in health and safety.

- Where applicable, maintain site safety and Health and Safety file/ notice-boards/documentation.
- Assist the Office Manager to ensure statutory and other maintenance is carried out, and provide information to contractors.
- Assist the Nominated Assessor in the completion of the annual Health and Safety workplace Inspection.

Enforcement Authority

- 3.12 HM Inspectors based at the South West Area Office of the Health and Safety Executive are responsible for enforcing the provisions of health and safety legislation with respect to the Police and Crime Commissioner's office.

Address: South West HSE Area Office
4th Floor
The Pithay
All Saints Street
Bristol
BS1 2ND

The address of the HSE Employment Medical Advisory Service is:

4th Floor
The Pithay
All Saints Street
Bristol
BS1 2ND

4.0 Arrangements and Procedures

[FOIA Open]

Health and Safety Assistance

- 4.1 When required, professional advice on health and safety is provided by the Force Health and Safety Unit.

Training

- 4.2 Health and safety awareness training will be provided to all employees using either or both internal and external providers as appropriate.
- 4.3 All new personnel will undergo basic induction training in Health and Safety. This training will be delivered locally and will comprise a self learning online package providing information on general Health and Safety matters. The Office Manager will provide local induction covering

information such as significant hazards encountered in a particular job or area of employment. Training will include the following topics:

- Introduction to the Health and Safety policy and arrangements.
- Fire safety.
- Computer safety, including DSE assessment.
- Manual handling.
- Significant hazards associated with the employee's work.

- 4.4 Fire Wardens will undergo Fire Warden training. More specialised training in the duties will also be arranged on request.
- 4.5 All supervisory grades will attend the Force Health and Safety for Line Managers Course in Health and Safety and Environment responsibility, practical risk assessment, fire safety and building safety aspects.
- 4.6 All staff will complete the fire safety E-learning package, including actions to take in the event of a fire and identification and correct use of firefighting equipment held on site. This training will be completed at least once in every three years.
- 4.7 All staff will complete the manual handling E-learning package, including the different types of manual handling injuries and how they occur; the importance of assessing every manual handling task; the correct handling techniques for lifting, carrying and setting down a load. This training should be completed at least once in every three years.
- 4.8 All staff will complete the manual handling e-learning package, including the hazards with DSE and how to control the hazards. This training should be completed at least once in every three years.
- 4.9 Supervisors at all levels hold responsibility to identify training needs and make appropriate arrangements for delivery to their staff including making reasonable adjustments for those who would find it difficult to complete the e-learning package. Supervisors are responsible for reviewing training needs regularly, in particular those of new and transferred staff and during Appraisal interviews for existing staff.

Safe systems of work

- 4.10 Under the Management of Health, Safety and Work Regulations, the Police and Crime Commissioner will ensure that work activities are risk assessed and appropriate control measures are implemented. One of these control measures may be a safe system of work. A safe system of work is a work procedure specifically designed to reduce exposure of employees to health and safety risks. They may be verbal, but will preferably be in the form of a written statement.

First Aid

- 4.11 Under the Health and Safety (First Aid) Regulations 1981, the Police and Crime Commissioner is required to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. This provision will be dependent upon the risks posed to the people who work at individual premises'
- 4.12 The Police and Crime Commissioner will make arrangements to assess and keep under review the First Aid requirements and provision, but will ensure that, one Appointed Person (as defined in guidance from the Health and Safety Executive) is appointed and will receive relevant approved training, for which appropriate time off with pay may be given.
- 4.13 It is the responsibility of the Office Manager to:
- undertake an assessment to determine the number of first-aid personnel and the facilities required;
 - ensure that all staff are aware of the first-aid personnel;
 - ensure that first-aid personnel are given sufficient time for training and carrying out their responsibilities;
 - organise training (and refresher training) from an approved course provider for first-aid personnel;
 - keep training records and copies of certificates for first-aid personnel;
 - ensure that there is adequate first-aid cover on a day-to-day basis;
 - organise the purchase of supplies for first-aid kits when requested;
 - keep first-aid personnel notices updated;
 - Report dangerous occurrences, major injuries and serious illnesses to the health and safety executive or other agencies in line with RIDDOR 95 requirements.
- 4.14 It is the responsibility of designated First Aid personnel to:
- take initial charge of injury/ill health situations;
 - provide first-aid assistance or advice within the scope of their training and confidence;
 - seek support from the emergency services where necessary;
 - monitor the contents of first-aid kits so that they are properly stocked, in date and in a suitable location and arrange to procure new supplies when needed;
 - ensure appropriate records are kept, including near miss forms, and accident reporting forms.

Fire Precautions

- 4.15 The Office Manager will nominate a responsible person to carry out an annual fire risk assessment.
- 4.16 The nominated responsible person to carry out an annual fire risk assessment for the Offices of the Police and Crime Commissioner is the Force Health and Safety Advisor for Exeter policing sector.
- 4.17 It is the responsibility of the nominated Fire Warden to:
- Carry out a weekly fire-risk assessment identifying any foreseeable dangers and risks;
 - Ensure fire alarm tests are conducted weekly
 - Identify, so far as is possible, who may be especially at risk from a fire related emergency;
 - Eliminate or reduce the risk from fire as far as is reasonably possible;
 - Make recommendations on general fire precautions to deal with any foreseeable risks;
 - Take other measures to make sure there is protection if flammable materials are used or stored;
 - Create a plan to deal with any fire related emergency;
 - Ensure as far as is reasonably practical that everyone on the premises, or nearby, can escape safely if there is a fire;
 - Maintain and keep under review a record of all fire risks.
- 4.18 The Office Manager will also ensure that anyone hiring the meeting room is aware of the fire procedures.

Display Screen Equipment

- 4.19 The Police and Crime Commissioner will make arrangements for the health and safety of employees using Display Screen Equipment (DSE). The Police and Crime Commissioner recognises that risks associated with DSE are directly related to the type and layout of the workstation, and the nature of the work as well as ensuring that DSE provided is suitable for the needs of the individual. The Police and Crime Commissioner will make arrangements for the provision of reasonable information, training and support to staff to enable them to understand and manage these risks and will also make arrangements for suitable and sufficient DSE risk assessments to be undertaken to eliminate or reduce risks.
- 4.20 In particular the Police and Crime Commissioner will make arrangements that work activities are planned to avoid prolonged periods of DSE use. The Office Manager will make arrangements to

- ensure that all DSE workstations in the Police and Crime Commissioner's workplace(s) comply with the minimum requirements specified in the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992;
- ensure that DSE users (other than very occasional users); complete the online DSE awareness training and assessment for each workstation they work from.
- initiate risk control measures identified by the user through the awareness training and assessment (eg provision of new or modified equipment or aids, modification of working methods, training); or refer to the Force Health and Safety Advisor where appropriate / necessary.
- Arrange for a Health and Safety Advisor to complete a specialist risk assessment if there are musculoskeletal issues that cannot be resolved by the user or the Office Manager.
- ensure that DSE assessments are reviewed when:
 - a major change to hardware has taken place
 - a major change in workstation furniture has taken place
 - a substantial alteration has taken place regarding time spent using DSE or when the nature of the users work has changed.
 - The workstation is relocated to another part of the office or building
 - Major features of the work environment, such as the lighting, are significantly modified.
 - Work related health or safety issues have been identified.
- Arrange for the payment of an eye examination for all employees who are identified as 'DSE users' as detailed in appendix 2 and where such a test has been arranged, ensure further tests are arranged at regular intervals.
- where prescribed solely for DSE use, or where a prescription incorporates a special prescription for DSE use, arrange for the payment of corrective lenses.
- ensure that adequate training is provided to all users to enable them to use DSE in a safe and healthy manner;

Lone Working

- 4.21 The need for employees to work alone will be avoided where reasonably practicable. Where lone working is necessary, the Police and Crime Commissioner will make arrangements for all reasonable steps to be taken to safeguard the health and safety of employees working alone.
- 4.22 Line managers will ensure that when risk assessments are conducted they take into account the possibility that employees will be working alone and

will ensure that arrangements to take account of any identified risks are in place prior to employees working alone. In particular that:

- emergency procedures are in place so that members of staff working alone can obtain assistance if required;
- any employee working alone is capable of undertaking the work alone;
- arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times;
- persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone;
- records are kept of all lone working assessments.

4.23 Employees working alone will:

- follow the safe working arrangements developed by the Office of the Police and Crime Commissioner for lone working.
- take reasonable steps to ensure their own safety;
- inform their line manager/assessor of any incidents or health and safety concerns.

The Lone Working Generic Risk Assessment provides employees with detailed information on the procedures associated with lone working. Where the lone working situation is not covered by the generic risk assessment, or the risk assessment is not sufficiently comprehensive for the situation and / or lone worker, Line Managers are responsible for undertaking a risk assessment relevant to the lone working situation / lone worker.

Use of Vehicles

4.24 The Police and Crime Commissioner will ensure that all reasonable measures (as is reasonably practicable) are taken to reduce the risks to employees, other road users and the public resulting from driving.

4.25 The Police and Crime Commissioner, through the Office Manager, will ensure that:

- evidence is provided by all drivers that they hold a full current driver's license for the class(es) of vehicle(s) that they drive on Police and Crime Commissioner business;
- evidence of suitable insurance is demonstrated for all privately owned vehicles used for Police and Crime Commissioner business;
- all drivers of their own vehicle on Police and Crime Commissioner business provide evidence of a current MOT for the car, where appropriate;

- all drivers of their own vehicle on Police and Crime Commissioner business provide evidence of a valid road fund license;
- advise the Office Manager of as soon as is practicable after a penalty is imposed or any change occurs including a change of vehicle used for business purposes, insurance conditions etc.
- all fleet vehicles owned or operated by the Police and Crime Commissioner as corporation sole are subject to regular servicing at a recognised service facility, which applies maintenance procedures, equipment and replacement parts which are suitable for the vehicle in question;
- before fleet vehicles are used by Police and Crime Commissioner staff, a driving assessment must be undertaken and passed. Instruction is provided for specific driving skills where required.

4.26 At all times while driving, employees shall conduct themselves in accordance this policy. In particular they will:

- be responsible for their own safety, for any passengers or loads carried in the vehicle and for ensuring, so far as is practicable, that the vehicle is safe to use (including hired vehicles);
- ensure that passengers are carried only in accordance with the vehicle manufacturer's design specification, with a seat for everyone and only one person per seat;
- take breaks every two hours when driving, especially on long-distance trips, to avoid fatigue;
- wherever possible, share driving on journeys of over two hours' duration;
- where reasonably practicable plan their journeys to avoid travel in adverse weather or where excessive hours will be worked as a consequence;
- report promptly any problems with the condition of hired vehicles (this includes pool cars booked via the Force) to the supplier and also inform the Office Manager;
- not use mobile telephones while driving.

Electrical Equipment

4.27 No electrical equipment may be used by staff undertaking Police and Crime Commissioner business unless it carries the British Standards Institute 'kite' mark.

4.28 All electrical equipment owned by the Police and Crime Commissioner as corporation sole will be tested for safety at least once every 2 years by a qualified electrician.

- 4.29 Employees will not attempt to repair or alter any electrical equipment owned by the Police and Crime Commissioner as corporation sole.

Manual Handling

- 4.30 From time to time, in the course of Police and Crime Commissioner business, it may be necessary for heavy, bulky or large items to be moved. In such circumstances a dynamic risk assessment will be undertaken and every effort made to minimise risks; this may include the use of contractors or specialist equipment.
- 4.31 Staff will not be expected to lift or move any item which they believe to be beyond their capability.
- 4.32 Staff will be provided with information about manual handling.

5.0 Audit Declaration **[FOIA Open]**

- 5.1 This policy has been drafted and audited to comply with the principles of the Human Rights Act. Equality and diversity issues have also been considered to ensure compliance with equality legislation and policies. In addition Data Protection, Freedom of Information, and Management of Police Information have been considered. Adherence to this policy will therefore ensure compliance with all relevant legislation and internal policies. Under the Freedom of Information Act 2000, the document is classified as 'OPEN'.

6.0 Review and Ownership **[FOIA Open]**

- 6.1 This policy is owned by the Chief Executive who will ensure an annual review of this policy is undertaken.

7.0 Useful Links **[FOIA Open]**

- 7.1 [Fire risk assessment](#)
- 7.2 [Endeavour House generic risk assessment](#)
- 7.3 [Community engagement event risk assessment](#)
- 7.4 [Lone working generic risk assessment](#)
- 7.5 [Lone Working step by step](#)
- 7.6 [Home worker risk assessment](#)
- 7.7 [ICV risk assessment](#)
- 7.8 [Paper shredder risk assessment](#)
- 7.9 [Risk management framework](#) (contained within the Governance Framework)
- 7.10 [Webcasting safe working practice](#)

Appendix 1

Joint Health and Safety Policy Statement

[FOIA Open]

Appendix 2

Definition of a DSE User

[FOIA Open]

For staff to qualify as a "user" an individual must satisfy the conditions below:

- (a) normally use DSE for **continuous or near-continuous spells of an hour or more** at a time; and
- (b) use DSE in this way **more or less daily**; and
- (c) have to **transfer information quickly** to or from the DSE;

and also need to apply high levels of **attention and concentration**; or are **highly dependent** on DSE or have **little choice** about using it; or need **special training or skills** to use the DSE.

Typically display screen equipment users include word processor operator; secretary or typist, data input operator; journalist. Managers who occasionally use DSE and certain staff such as receptionists, etc., whose work requires customer/public inter-action and only occasional use of a display screen for obtaining details are not normally regarded as users.