



Health & Safety Force Policy Document

Policy owner(s)	DCC Norfolk / DCC Suffolk
Policy holder	Head of HR Service Delivery (Norfolk & Suffolk)
Author	Health & Safety Team Leader

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Approved by

Legal Services	✓ 11.03.15
Policy owner	✓ 11.03.15
JJNCC	✓ 10.09.14.

Note: By signing the above you are authorising the policy for publication and are accepting responsibility for the policy on behalf of the Chief Constables.

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Note: Please send the original Policy with both signatures on it to the Norfolk CPU for the audit trail.

Index

1	General Principle.....	4
2	Introduction.....	4
3	Health & Safety Policy Statement.....	4
4	Organisation.....	7
	4.1 Roles and Responsibilities.....	7
	4.1.1 The Police and Crime Commissioners	7
	4.1.2 Chief Constables.....	7
	4.1.3 Deputy Chief Constables.....	7
	4.1.4 Chief Officers and Heads of Department.....	8
	4.1.5 Managers and Supervisory Roles.....	9
	4.1.6 All employees and Volunteers.....	10
	4.1.7 Health and Safety Department.....	11
	4.1.8 Trade Union Representatives.....	11
5	Planning	12
	5.1 Health and Safety Arrangements	12

1 General Principles

- 1.1 This document sets out the joint policy of Norfolk and Suffolk Constabularies and that of the respective Police and Crime Commissioners in respect of health and safety at work.
- 1.2 Norfolk and Suffolk Constabularies are committed to ensuring this policy complies with relevant legislation and general principles of fairness, and that consultation has been undertaken with all relevant staff groups.
- 1.3 All Norfolk/Suffolk policies are intended to promote equality, eliminate unlawful discrimination and actively promote good relations regardless of a person's gender, race, ethnic origin, colour, nationality, gender reassignment, sexual orientation, religion or belief, marital or family status, trade union or staff association or support group activity, disability or age.

2 Introduction

- 2.1 This policy sets out the commitments of Norfolk and Suffolk Constabularies and the respective Police and Crime Commissioners in relation to the health and safety of all their employees and anyone else that may be affected by their acts or omissions. It is designed to ensure that Norfolk and Suffolk Constabularies and the respective Offices of the Police and Crime Commissioners define policy, organisation and arrangements to comply with the legal duties placed upon them under the Health and Safety at Work etc... Act 1974. This policy and compliance with this and other arrangements should ensure that neither the Norfolk and Suffolk Constabularies or the Offices of Police and Crime Commissioners become vulnerable to prosecution for failure to comply with the law.
- 2.2 This policy applies to all employees and volunteers of Norfolk and Suffolk Constabularies and those of the Norfolk and Suffolk Police and Crime Commissioners.

**NORFOLK CONSTABULARY****OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK****HEALTH AND SAFETY POLICY STATEMENT**

We recognise that good health and safety management has positive benefits in providing excellent service and protection for the communities we serve.

We are committed to achieving exemplary standards of health and safety for all our employees so far as is reasonably practicable, and in view of the dynamic nature of operational policing.

We will:

- Provide and maintain premises, equipment and systems of work that are safe and healthy;
- Ensure that the working environment contains adequate facilities and arrangements for staff welfare;
- Provide sufficient information training and instruction to employees or individuals acting on our behalf
- Allocate sufficient resources to comply with all relevant health and safety legislation as a minimum requirement.
- Ensure that health and safety is given equal importance to other organisational objectives.
- Ensure that hazards are identified and assessments of risk are undertaken
- Encourage involvement of our employees in the implementation of health and safety policy
- Measure and monitor our health and safety performance with the aim of continuous improvement across the organisation
- Promote communication and co-operation with all partner agencies on all matters relating to health and safety
- Undertake periodic review of our health and safety policy and arrangements

We equally accept responsibility for the health and safety of volunteers, contractors and members of the public who may be affected by our acts or omissions.

Signed: Date: 23.05.16.

Chief Constable Simon Bailey, Norfolk Constabulary

Signed: Date: 31.05.16.

Lorne Green, Police & Crime Commissioner for Norfolk

**SUFFOLK CONSTABULARY****OFFICE OF THE POLICE & CRIME COMMISSIONER FOR SUFFOLK****HEALTH AND SAFETY POLICY STATEMENT**

We recognise that good health and safety management has positive benefits in providing excellent service and protection for the communities we serve.

We are committed to achieving exemplary standards of health and safety for all our employees so far as is reasonably practicable, and in view of the dynamic nature of operational policing.

We will:

- Provide and maintain premises, equipment and systems of work that are safe and healthy;
- Ensure that the working environment contains adequate facilities and arrangements for staff welfare;
- Provide sufficient information training and instruction to employees or individuals acting on our behalf
- Allocate sufficient resources to comply with all relevant health and safety legislation as a minimum requirement.
- Ensure that health and safety is given equal importance to other organisational objectives.
- Ensure that hazards are identified and assessments of risk are undertaken
- Encourage involvement of our employees in the implementation of health and safety policy
- Measure and monitor our health and safety performance with the aim of continuous improvement across the organisation
- Promote communication and co-operation with all partner agencies on all matters relating to health and safety
- Undertake periodic review of our health and safety policy and arrangements

We equally accept responsibility for the health and safety of volunteers, contractors and members of the public who may be affected by our acts or omissions.



Signed:

Date: 14.01.14.

Chief Constable Douglas Paxton, Suffolk Constabulary



Signed:

Date: 28.01.14.

Tim Passmore, Police & Crime Commissioner for Suffolk

4 Organisation

4.1 Roles and Responsibilities

4.1.1 The Police & Crime Commissioners (Policy Maker)

As an employer the Police and Crime Commissioners have statutory accountability under the Health and Safety at Work etc... Act 1974 for the health and safety of their employees at work.

The Police and Crime Commissioners have strategic oversight of health and safety management throughout the Constabularies and are responsible for ensuring:

- approval of health and safety policy
- strategic commitment and organisational integration of health and safety
- that resources are allocated to discharge the Constabularies health and safety responsibilities at all levels;
- the Constabularies overall health and safety performance is monitored and reported on at a senior organisational level
- the support of the respective Chief Constable in the development of an effective joint health and safety management system, inclusive of audit and review.

4.1.2 Chief Constables (Policy Maker)

As employer of police officers and staff the Chief Constables have a statutory accountability under the Health and Safety at Work etc... Act 1974 for their health and safety at work.

The Chief Constables have overall day to day accountability for health and safety matters throughout their Constabularies and therefore must:

- ensure strategic commitment and organisational integration of health and safety
- ensure that the respective Constabulary 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 its acts or omissions.
- actively promote a positive health and safety culture throughout the organisation
- assign responsibilities for planning, measuring, reviewing and auditing health and safety policy and arrangements to ensure the continuous improvement of the health and safety management system
- ensure that adequate arrangements exist for effective implementation of this policy;

- with the support of the respective Police and Crime Commissioner, ensure that adequate resources are allocated to meet both present and anticipated health and safety requirements
- ensure that performance measures are established and reviewed to gauge health and safety performance within their Constabulary

4.1.3 Deputy Chief Constables (Policy Maker)

The nominated Deputy Chief Constable will fulfil the role of “Lead” for health and safety within the Joint Chief Officer Team (JCOT).

This role serves as an advocate - promoting, supporting, sponsoring and questioning health and safety matters at Chief Officer level, as well as providing the link between JCOT and the Joint Health and Safety Committee. The Deputy Chief Constables responsibilities in respect of health and safety include:

- approving the health and safety policy
- chairing the quarterly Joint Health and Safety Committee
- acting to support the Chief Constables in fulfilling their health and safety responsibilities as defined within this policy document
- actively promoting a positive health and safety culture throughout the organisation
- reporting to the Joint Chief Officer Team on health and safety matters, risk and performance

4.1.4 Chief Officers and Heads of Department (Planners)

Chief Officers and Heads of Department are responsible for ensuring that this policy and associated arrangements are managed effectively within their area of responsibility. In particular they are required to:

- make adequate resources available, including specialist advice to successfully manage health and safety within the organisation
- keep up to date with changes in health and safety legislation
- actively encourage employee participation in health and safety matters
- use the PDR process to measure the performance of managers against health and safety targets and objectives set by the Constabularies
- ensure that arrangements, safe systems of work, workplace precautions and associated procedures are established and working effectively within their areas of responsibility
- ensure health and safety objectives are an integral part of their business plans

- take all reasonable steps to resolve significant health and safety risks, and where necessary seek support from Chief Officers to resolve
- ensure health and safety action plans pertaining to their areas of responsibility are acted upon in accordance with defined timescales.

4.1.5 Managers and Supervisory Roles (Implementers)

All those with managerial or supervisory responsibility must promote a positive health and safety workplace culture and are responsible for ensuring that:

- hazards are identified and foreseeable risks are controlled to as low as reasonably practicable levels via means such as safe systems of work
- risk assessments are recorded and communicated to employees in an appropriate and timely manner
- health and safety arrangements are implemented within their area of responsibility
- employees have the necessary resources to carry out their duties
- ensure that health and safety meeting arrangements are working effectively within their areas of responsibility with an opportunity for employees to report any changes or concerns that may affect their health or safety
- they escalate any health and safety risks that cannot be controlled to as low as reasonably practicable levels to heads of department
- information, training and instruction is provided to employees under their control to enable those employees to perform their duties safely and understand the requirements of any risk assessments in place
- risk assessments are recorded and kept for audit purposes and to retain legal compliance
- risk assessments are reviewed annually, following an incident or whenever circumstances change
- any accidents or incidents are reported and investigated in accordance with the incident reporting arrangements.
- sufficient time and resources are allocated to enable health and safety to be managed effectively. This includes identifying and meeting training needs and the provision of personal protective equipment.
- measure and review performance against safety targets and objectives set by the Constabularies.

4.1.6 All Employees and Volunteers

All employees and volunteers of Norfolk and Suffolk Constabularies must:

- take responsibility for their own health and safety and that of others who may be affected by their acts and omissions
- co-operate with managers / supervisors on matters of health and safety
- not misuse or interfere with any equipment provided for their health and safety
- store appropriately, wear and report any damage to personal protective equipment provided in accordance with risk assessment
- adhere to safe systems of work and other suitable controls as identified by risk assessment
- report any changes that may affect their ability to work safely
- report hazards, accidents and near misses to their manager / supervisor immediately
- report any shortcomings in the health and safety controls provided by the organisation
- inform their manager / supervisor of any training needs required to fulfil their role
- attend health and safety training as agreed with line manager / supervisor
- familiarise themselves with emergency procedures within their work area, such as fire and bomb evacuation and first aid.

4.1.7 Health and Safety Department

The Health and Safety Department advises Norfolk and Suffolk Constabularies on all matters relating to health and safety. The department has responsibility for:

- advising on and providing information around compliance with health and safety legislation and safety management best practice
- identifying hazards, assessing risks and identifying suitable means of control
- providing competent health and safety assistance to all levels of the organisation on health and safety matters
- preparing and reviewing elements of the health and safety management system such as documentary policy and arrangements
- monitoring control measures using proactive and reactive techniques such as auditing
- promoting a positive health and safety culture and advocating the benefits of effective health and safety management
- receiving incident report forms, maintaining records, monitoring data and reporting on trends

- reporting into the joint health and safety committee on health and safety performance and compliance
- maintaining professional relationships with all levels of the organisation and external agencies
- providing or facilitating health and safety training to all levels of the organisation.

4.1.8 Trade Union Representatives

Safety representatives of the Police Federation, the Superintendents Association and UNISON represent the interests of their members in respect of health and safety at work matters. The rights and responsibilities of these representatives include:

- a legal right to represent employees in discussion with the employer on health and safety issues
- the right to investigate accidents, hazards, near misses and dangerous occurrences
- the right to investigate complaints on health and safety grounds
- the right to carry out inspections of the workplace
- the right to make representations to the employer regarding health and safety matters
- a right to attend health and safety committees to represent their members

5 Planning

5.1 Health and Safety Arrangements

The following documentary arrangements supplement this policy and set out the Constabularies' approach to managing the specified health and safety risk control indicators. These arrangements form part of the health and safety management system and are available via the local Constabulary intranet, health and safety department or the health and safety shared drive:

Asbestos	First Aid
Dangerous Substances Explosive Atmospheres	Accident & Incident Reporting and Investigation
Control of Substances Hazardous to Health	Information Training and Instruction
Portable Appliance Testing	Lone Working
Display Screen Equipment	Manual Handling
Risk Assessment	Noise
Fire	Personal Protective Equipment
Provision & Use of Work Equipment	Working at Height
Monitoring & Audit	Health & Safety Assistance
Violence and Aggression	Radiation Protection
Employee Consultation	Occupational Road Risk
Occupational Health Management	Workplace Safety and Welfare

Protective Security Marking:	NOT PROTECTIVELY MARKED
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Water Management – Legionella	Electricity at Work
Pressure Systems	Lifting Operations and Lifting Equipment
Permit to Work	Control of Contractors
Decontamination	Health and Safety Management System

Protective Security Marking:	NOT PROTECTIVELY MARKED
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