

DYFED-POWYS POLICE

HEALTH & SAFETY

AT WORK POLICY

HQ POLICY REF No: 03/08

AUTHOR: S. Wathan **DEPT:** Health & Safety Department
VERSION: 1.5
DATE: May 09
**HUMAN RIGHTS ACT
CERTIFICATION:** S Gainard **DATE:** October 2009
(Force Legal Adviser)

Dyfed-Powys Police

Health & Safety Policy

HQ Policy Ref. No:

Author:	S. Wathan	Dept:	Health and Safety Department
Version:	1:5		
Date:	May 2009		
H R Act Certification:	S. Gainard	Dept Date	Legal Services HQ October 2009
Approved by:	H & S Strategy Board	Date:	23 rd October 2007
Ratified by:	Corp Strategy Board	Date:	6 th May 2008
Review Date:	May 2010		

Document History

Version	Date	Author	Reason for Change
1:1		S. Wathan	Update & Review
1:2		S. Wathan	Update & Review
1:3		S. Wathan	Update & Review
1:4	March 08	S. Wathan	Update & Review
1.5	May 09	S. Wathan	Update & Review

Consultation Circulation List

POLICY CONTENTS

This policy has been drafted in accordance with the Human Rights Act 1998

1. POLICY

This policy on health and safety at work is for the information of all employees.

- 1.2 a) The Dyfed-Powys Police Authority recognises its responsibility for conducting its affairs to ensure so far as is reasonably practicable measures are taken to avoid risk to its police officers and employees or others who may be affected by their actions.
- b) In the context of the Health and Safety at Work etc Act 1974, the Police Authority is the body corporate and therefore has legal obligations upon it under the afore-named legislation. The Police Authority delegates to the Chief Constable the direction and control of all matters relating to health, safety and welfare.
- c) The Police Authority is responsible for ensuring sufficient resources are allocated to effectively manage health and safety.
- d) The Police Authority has nominated a health and safety lead who represents the authority and is a full and active member of the Force Health and Safety Committee.
- e) It is the responsibility of the Police Authority to, where appropriate, scrutinise, and if necessary, challenge, the health and safety management systems of the Force. It should also agree and sign the joint health and safety policy and policy statement.”
- 1.3 In respect of the police officers and staff subject to his direction and control the Chief Constable has the duty to:-
- a) provide a safe working environment.
- b) maintain all places of work in a condition that is safe and without risk so far as is reasonably practicable, provide relevant information, instruction, training and supervision to ensure safety.
- c) provide and maintain plant and systems of work that are without risk so far as is reasonably practicable.
- d) ensure that the use, handling, storage and transportation of articles, equipment and substances are safe.

e) provide reasonable resources which are necessary to achieve operational objectives.

1.4 The Chief Constable will also ensure:-

a) The establishment, maintenance and development of health and safety policies and safety procedures to meet the requirements of other relevant statutory provisions, including the provision of safe systems of work including lone working arrangements.

b) The provision of relevant advice and assistance on health and safety matters.

c) The reporting of accidents or incidents which have led to death, injury or ill-health and investigate such accidents or incidents to establish the cause and institute procedures to prevent a recurrence.

d) The maintenance of an accident/incident and near miss recording system.

e) The revision of this safety policy and arrangements when working practice changes. When these revisions are made they shall be brought to the attention of all staff.

f) The production of Force / Divisional health safety and welfare plans.

g) Establish and maintain a central advisory committee on health and safety matters as requested by the relevant staff associations.

h) Consult with the relevant staff associations, recognised trade unions and safety representatives on health and safety issues. Provide sufficient facilities to enable them to carry out their tasks.

i) Develop, maintain and promote best practices for health, safety and welfare.

j) Develop and maintain systems for the monitoring and controlling of performance standards.

k) Develop and implement safety training programmes for staff to comply with the relevant statutory provisions.

l) To purchase equipment that is safe and without risk so far as is reasonably practicable and complies with The Provision and Use of Work Equipment Regulations, 1998.

m) The selection and employment of persons who are competent to carry out their work safely.

- 1.5 This policy statement supersedes any earlier statements. The attention of staff is drawn to their individual responsibilities and other supplements contained within this publication. This statement is to be brought to the attention of all existing and new members of staff.
- 1.6 The exercise of any power, authority or directive under this policy, will ensure that:
- a) Due regard is given to the welfare, safety, general well being and human rights of individuals.
 - b) There is not any unjustifiable discrimination against any individual or group of individuals.
 - c) Actions taken are justified, strictly proportional to and the least intrusive and damaging option to the achievement of their legitimate aims.
 - d) Guidance which is contained at **Appendix 'A'** to this policy and all relevant Codes of Practice under the Health & Safety at Work etc Act 1974, **Appendices B** - are followed.
- 1.7 That in the carrying out of this duty, it will be the responsibility of staff to follow a clearly defined decision making process by detailing their objectives, assessing available and relevant information and options, documenting decisions made and reviewing outcomes.
- 1.8 This policy applies to all serving police officers, full and part time police staff, special constables and volunteers.
- 1.9 This decision making process will be the subject of review and scrutiny by Her Majesty's Inspector of Constabulary, Health & Safety Executive and other relevant parties as appropriate.

2. Aim and Lawful Authority

- 2.1 It is the aim of Dyfed Powys Police to establish, a safe and healthy working environment for all members of staff, visitors or members of the public using the facilities or buildings which are the responsibility and under the control of the Chief Constable.
- 2.2 The lawful authority for the exercise of any power authority or directive under this policy is:
- The Health and Safety at Work Act 1974. and the regulations there under.
The Management of Health and Safety at Work Regulations 1999.
- 2.3 Dyfed Powys Police consider that any action taken under this policy is necessary in a democratic society in the interests of:

- (a) Public safety
- (b) Protection of health
- (c) Protection of the reputations, rights and freedom of others

Definitions

- HSE - Health & Safety Executive
- HMIC - Her Majesty's Inspector of Constabulary
- ACOP - Approved Codes of Practice

Members of staff includes all police officers, all police staff, Special constables, volunteers, Lay visitors and all young people who for the time being are placed with Dyfed Powys Police under the Force "Work Experience Placement Scheme".

- Regulations - Those Regulations made under the Health and Safety at Work etc., Act, 1974 and Statutory Instruments.

4. Derogations

Nil

5. Enforcement and Reporting

- 5.1 It is the responsibility of all members of staff, officers, supervisors and managers to ensure strict compliance with this policy.
- 5.2 In the exercise of their responsibilities, all members of staff will adhere to the Health and Safety guidance document contained in **Appendix A** of this policy, and the guidance given in the relevant Codes of Practice under the Regulations contained in **Appendices B**.

6. Accessibility, Redress and Reviews

- 6.1 This document will be published and made readily available to all members of staff as defined above and young persons who at the time being are attending under the Force "Work Experience Placement Scheme" within the Dyfed-Powys Police via the Force Intranet system or where this facility is not available, and at the discretion of Divisional Commanders/Heads of Departments, through paper dissemination.
- 6.2 This document will be made available to the general public via the Force external Internet Site – www.dyfed-powys.police.uk - or upon written requests made to the Force Policy Co-ordinator.

- 6.3 Any person(s) who has/have cause to feel aggrieved by any matter outlined in this policy may seek redress via the Dyfed-Powys Police Professional Standards Department in the following ways:
- a) In relation to the content of this policy, any question or complaint will be dealt with in accordance with the Dyfed-Powys Police direction and control complaints procedures.
 - b) Matters relating to the specific conduct of police officers or police staff will be dealt with using the appropriate misconduct procedures.
- 6.4 In exercising their right as detailed in 6.3 above, the individual may have a right to equal access to information in so far as the law permits and subject to the rules applicable in civil actions.
- 6.5 This policy will be reviewed annually by the Health and Safety Advisor of Dyfed-Powys Police and may, where appropriate be subject to independent external scrutiny by Her Majesty's Inspector of Constabulary, Health and Safety Executive and any other relevant parties.
- 6.6 Public consultation is an important part of this process and any views or comments will be welcomed. These should be addressed to:

The Chief Constable,
Dyfed-Powys Police Headquarters,
PO Box 99,
Llangunnor,
CARMARTHEN.
SA31 2PF

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HEALTH AND SAFETY AT WORK

INTRODUCTION

For a health and safety policy to be effective, all police officers, managers, supervisory staff and employees have the responsibility for implementing this policy throughout the Force area. They must ensure that health and safety considerations are given adequate priority in planning and day to day supervision at work. The same standards of good health and safety practices are expected of both police officers and police staff.

FORCE HEALTH AND SAFETY STRATEGY GROUP

The primary objective of the Force Health and Safety Strategy Group is to promote co-operation between the Force and its staff in developing and carrying out measures to ensure the health, safety and welfare of all staff at work. To succeed both management and employees have to demonstrate a committed and positive approach to the establishment of a safe and healthy environment and safe systems of work.

This group will meet on a quarterly basis to:-

- a) Monitor and review the effectiveness of the Force's health and safety policies.
- b) Consider the safety performance of the whole Force.
- c) Consider proposals for future developments put forward by Divisional/HQ Health and Safety Committees, Heads of Departments and managers.
- d) Provide co-ordination between the safety committee and departments.
- e) Review accident and occupational health trends and any recurring problems identified by safety audits.

This Committee will comprise:

ACPO Lead on Health & Safety	Chairman
Head of Human Resources	
Superintendents' Association	(1 Representative)
Divisional Commanders or delegated staff	(1 Representative)
HQ Departments	(1 Representative)
Police Federation	(1 Representative)
UNISON	(1 Representative)
Estates Manager	
Health and Safety Adviser	
Occupational Health Manager	

DIVISIONAL HEALTH AND SAFETY COMMITTEES

The divisional health and safety committees are concerned with the promotion of Force health and safety policies within the divisional areas. This committee will comprise:

Chairman (nominated Chief Inspector)
Officers in Charge of Division
Federation Representative
UNISON Representative
Divisional Finance and Administration Officer
Divisional HR Managers
Co-opted members as deemed necessary

This committee will meet on a quarterly basis before the main Health and Safety Strategy Group so that any health and safety issues which cannot be solved at divisional level can be submitted for discussion at the main meeting.

Their objectives are to:-

- a) provide guidance to divisional staff.
- b) review accident and occupational health trends and any recurring problems identified by safety audits.
- c) resolve health and safety problems at a local level.
- d) submit reports and recommendations to the central Health and Safety Policy Group on items that cannot be resolved at local level.
- e) Identify local health and safety training needs.

Within Headquarters each Head of Department will form a Health and Safety team to deal with items arising out of or in connection with their work. The objectives of these teams will be to mirror those of divisional teams.

The purpose of the departmental team is to:-

- a) provide guidance to departmental staff.
- b) review accident and occupational health trends and any recurring problems identified by safety audits.
- c) resolve health and safety problems at a local level.
- d) submit reports and recommendations to the central Health and Safety Strategy Group on items that cannot be resolved at local level.
- e) identify local health and safety training needs.

Minutes of these meetings will be submitted to the Health and Safety Adviser. Issues that cannot be resolved locally or may have a force wide impact will be agenda items for the Main Health and Safety Strategy Group.

RELEVANT HEALTH and SAFETY LEGISLATION

In addition to accepting this duty of care as a matter of course, there are also legal requirements which seek to achieve the same objectives.

All members of staff should understand the significance of health and safety legislation and how it relates to them.

The Health and Safety at Work Etc. Act, 1974 was designed and introduced to protect the health safety and welfare, so far as is reasonably practicable, of all persons at work.

Other relevant statutory provisions introduced under the Health and Safety at Work Act give more detailed requirements. Of these the Management of Health and Safety at Work Regulations, 1999, is the most significant. These Regulations place on an employer, the duty to make suitable and sufficient assessments of risks to workers and any others who may be affected by their activities, whilst at work or arising out of or in connection with the conduct by him or of his undertaking.

It requires managers and employees to manage and reduce these risks by engineering or other means, such as the introduction and use of safe systems of work.

All staff are reminded of their duties under Sections 7 and 8 of the Health and Safety at Work Etc. Act, 1974.

These duties are known as the general statutory duties of employees and as such require an employee to take reasonable care for the health and safety of themselves and others. This means not only avoiding reckless or stupid behaviour but also taking positive steps to understand the dangers and risks involved in the workplace, to comply with safety instructions and training, and to make sure that, by act or omission, they do not put others in danger. The employee must, furthermore, co-operate with the employer to enable the employer to carry out any duties or requirements under legislation. For example, the employer has an obligation to supply, under certain circumstances, personal protective equipment to employees. Once issued with such equipment, and while engaged in the hazardous process for which the equipment was supplied, the employee must co-operate by wearing or using the equipment correctly. The use, maintenance and replacement of such equipment must be in accordance with the instructions given by the employer.

POLICY REVISION

This policy will be reviewed and updated from time to time in the light of experience of its operation. It may be supplemented in appropriate cases by further statements relevant to specific working requirements or operations.

Any revision that occurs will be brought to the attention of all employees.

ORGANISATION

Health and Safety Responsibility at Work

The Chief Constable, Chief Officers, Superintendents, Departmental Heads, supervisors and members of staff, all have responsibilities for the health, safety and welfare of the personnel and areas under their direct control and are delegated as follows.

Divisional Commanders and Departmental Heads

Divisional Commanders and Departmental Heads have responsibilities for the health, safety and welfare of all personnel in the areas under their direct control. They are responsible to Chief Officers for carrying out their duties under the health and safety policy.

They must understand their responsibilities under the Health and Safety at Work Etc. Act, 1974, and any other of the relevant statutory provisions. They are responsible for ensuring that the responsibilities of those subordinate to them are clearly defined and carried out and will:-

- a) Nominate senior officers or managers to be responsible for day to day health and safety issues. The senior officers or managers must have the delegated authority to make key decisions affecting other departments. These persons must receive training that is appropriate to meet these specific responsibilities.
- b) Allocate duties and responsibilities for health and safety matters within their divisions and ensure that job descriptions reflect these duties.
- c) Undertake and review on a regular basis, risk assessments for work activities for which they are responsible.
- d) Nominate a senior officer to undertake maintain and review a fire risk assessment procedure. Ensure that fire evacuations are undertaken on a regular basis including custody areas. Maintain a fire inspection log for every police building within the divisional area.
- e) Appoint one or more staff to undertake the duties of fire warden to assist in the evacuation procedures within the divisional buildings.
- f) Make arrangements to ensure the provisions of the Fire policy are integrated into the daily work routine.
- g) Introduce systems for the investigation of work place accidents or incidents of work related ill health. Review, risk assessments in light of these accidents or incidents and where necessary amend the risk assessments.

- h) The nominated officer for monitoring contractors must utilise the site safety assessment form at Annex C. The officer must refer to the asbestos survey report located in each premises to ensure the area in which work is to be undertaken contains no asbestos or if asbestos is in the area suitable precautions are implemented.
- i) Undertake walk rounds of sites and monitor contractors at work.
- j) Draw up and publish for staff a health and safety policy statement.
- k) Establish and review divisional/departmental health and safety policies.
- l) Establish a divisional/departmental safety committee.
- m) Consult with relevant staff associations and recognised trade unions and safety representatives on matters relating to health and safety issues to ensure staff have an avenue of formal consultation.
- n) Draw up, publish and submit safety plans to the Chief Constable for meeting the general requirements of the health and safety policy. Implement and maintain a health and safety strategy, monitor and report on the strategy in an annual report to the Chief Constable.
- o) Provide adequate information, instruction, training and supervision to ensure the health, safety and welfare of all members of staff under their control and any others who may be affected by their activities (including new employees).
- p) Establish monitoring and safety inspections within their divisions/departments.
- q) Establish systems to identify eliminate or control risks. Develop, introduce and maintain safe systems of work. Provide instruction, training and supervision so that safe systems of work are maintained including arrangements and processes to account for lone working.
- r) Establish procedures to provide information, instruction and induction training for new employees and those on government training placements so they are aware of the risks within departments.
- s) Ensure that all members of staff are aware of the identity of those members of staff who are responsible for health and safety matters.
- t) Ensure that the correct procedures are in place to implement the above responsibilities and staff are aware of and comply with these procedures.
- u) Ensure that a system is in place to identify, record and action building defects to maintain employee and visitor safety.

Divisional/Departmental Managers with Health and Safety responsibility

The above will carry out the health and safety duties delegated to them and will in particular:-

- a) Co-ordinate divisional/departmental accident/incident or near miss reporting procedures and assist managers with the investigation and prevention of accidents.
- b) Assist in the production of the divisional/departmental health and safety plan.
- c) Advise (or seek advice) for the appropriate managers, supervisors and others on health and safety matters.
- d) Assist in the risk assessment process with members of staff.
- e) Carry out health and safety inspections to assess workplace hazards and take action to ensure that safe working practices are applied.
- f) Liaise with the health and safety adviser/training officer to assess training needs for health and safety.

Line Managers /Supervisors

Line managers/supervisors are responsible for the implementation of the policy within the area under their direct control, so far as is reasonably practicable. In particular they will:-

- a) Liaise with departmental managers, safety representatives and any others to promote the co-operation and understanding of hazards and safe systems of work.
- b) Ensure that visitors and contractors comply with the relevant safety procedures that are in operation within their working environment.
- c) Ensure that these visitors have the same protective equipment as other members of staff working in the same area.
- d) Develop, enforce and monitor procedures and safe systems of work.
- e) Take action where they identify an immediate risk to life or injury; this may include suspending the activity. They must inform their immediate supervisor of accidents and near miss incidents. The line manager is to investigate these incidents and change working practices to prevent recurrence.
- f) Monitor working conditions to identify hazards and take action where necessary.
- g) Ensure that staff are competent to carry out particular work by ensuring that they have received the appropriate information and training and that they correctly use any safety equipment or personal protective equipment provided.

Staff

Staff will be provided with adequate information, instruction, training and supervision so that they understand the associated risks and the necessary precautions to be taken to enable them to carry out their work safely.

Staff are required to act in a safe and responsible manner at all times to ensure their own safety and the safety of others in their immediate work area. In particular they must:-

- a) Report any accidents or near miss occurrences. They must assist in the completion of accident/incident reports where they are able to do so.
- b) Carry out any detailed or daily user checks or inspections prior to equipment or plant being used in their areas of control, they must report any defects that are found and ensure that any equipment that they are responsible for is used correctly and in accordance with the manufacturers' instructions.
- c) Prevent the abuse of plant, equipment and material within their areas of control.
- d) Co-operate with their employer in the prevention of accidents, training obligations and comply with any safety instruction, requests and orders.

Health and Safety Adviser

The Health and Safety Adviser will provide health and safety advice and information to the Force and will discharge this duty by:-

Providing specialist support, advice and guidance to Chief Officers and all members of staff to enable them and the organisation to discharge their statutory duties under relevant health and safety legislation.

The Health and Safety Adviser is authorised to serve internal improvement notices and/or prohibition notices as appropriate.

- a) Monitor new legislation, advise the Force on the implications and notify the Force of these changes in health and safety legislation, standards or best working practice.
- b) Develop within the Force, an understanding that accident, injury prevention and damage control are an integral part of operational efficiency.
- c) Circulate relevant health and safety information to develop and assist in the delivery of health and safety training to raise the level of awareness of health and safety requirements.
- d) Undertake fire risk assessments.
- e) Advise on fire drills and emergency evacuation procedures.

- f) Monitor health and safety inspections to assess hazards in the workplace. Develop an auditing system to ensure compliance with health and safety requirements.
- g) Establish systems to ensure the thorough investigation of accidents/ incidents and near miss occurrences, then record and report the occurrences to the relevant statutory authorities where necessary.
- h) Develop Force wide safe systems of work and codes of practice. Audit the implementation of these safe systems of work.

The following Codes of Good Practice should be read in conjunction with this policy:

- COGP1 – Disposal of Contaminated waste
- COGP2 – Fire Policy
- COGP3 – Risk Assessments
- COGP4 – Electricity at Work
- COGP5 – Manual Handling of Loads
- COGP6 – Display Screen Equipment
- COGP7 – Reporting of Injuries, Diseases and Dangerous Occurrences
- COGP8 – Management of Latex Sensitivity in Staff
- COGP9 – New and Expectant Mothers
- COGP10 – Lone Working
- COGP11 – Noise at Work
- COGP12 – Control of Substances Hazardous to Health

- i) Monitor divisional/departmental risk assessments to ensure that they are relevant and will remain valid for a reasonable time.
- j) Prohibition Notice/Improvement Notice.

Occupational Health Unit Manager

The Occupational Health Unit Manager will provide health advice and information to the Force and will discharge this duty by:-

- a) Providing specialist support, advice and guidance to the Police Authority, Chief Officers and all members of staff to enable them and the organisation to discharge their statutory duties under relevant legislation.
- b) To provide a comprehensive Occupational Health Service to management and staff on all matters relating to health and well-being of members of the Force.
- c) To advise on current Occupational Health issues.
- d) To promote the physical, mental and social well-being and to preserve, enhance and promote health, safety and welfare of the Force.
- e) Pre-employment screening.
- f) Assist the Force Medical Adviser in the recruitment medical process.

g) To provide health surveillance for Force members exposed to particular hazards at work by implementing preventative health programmes e.g. audiometric testing, spirometry testing, blood lead levels, etc.

h) To have a thorough knowledge of the workplaces within the Force.

i) To identify, evaluate and control potential or actual health hazards, and so preventing ill-health and accidents arising from work in conjunction with the Health and Safety Adviser.

j) To assist in the rehabilitation process in liaison with the Force Medical Adviser, Welfare Officers, Divisional Commanders and other professional bodies.

k) To give advice and training on infection control, manual handling and occupational health issues.

Construction Design and Management Regulation, 2007(CDM)

Contractors

In order to meet its general duties within the above relevant health and safety legislation Dyfed Powys Police must exercise some control of the activities of contractors who carry out work on police owned sites.

These regulations introduce a number of responsibilities for key appointments in relation to projects. The Estates Manager will advise Divisions on all work to be undertaken by contractors, under these regulations.

Not all work undertaken by contractors is covered by the CDM regulations but prior to any contractor working on property which is under the control of the Chief Constable the contractor must fulfil the following conditions:-

a) They must be on the approved contractor supply list.

b) Have provided a copy of their health and safety policy and their arrangements for implementing this policy.

Where the work is considered to be of a hazardous nature such as demolition work, working at height or electrical work the department concerned will request a method statement detailing how the work will be undertaken, prior to any work starting. When any building work is undertaken there is a need to co-ordinate the activities of both the contractor and employees to ensure that both can continue without risk so far as is reasonably practicable to the other.

The department must ensure that contractors are aware of the internal health and safety arrangements contained in the health and safety policy along with any safe systems of work. In the event of a fire or other emergency hosts should ensure that the contractors are taken to the assembly area. Contractors must abide by the agreed arrangements and procedures that are appropriate to the site where they are working.

Specialist advice on contractor activities can be obtained from the Estates Manager or the Safety and Fire Adviser at Headquarters.

Responsible officers have the right to stop work if they consider that the health or safety of any employee or site visitor is being put at serious risk. In other circumstances they should consult the contractor supervisor the Safety and Fire Adviser or Estates Manager. Staff who have sufficient knowledge to know that the work is being undertaken in a dangerous manner **must** take positive action.

The client department responsible for the contractor must monitor the contractor's activities to ensure that health and safety arrangements are maintained by:-

- a) Nominating an officer to monitor the contractor.
- b) Provide information relating to the presence of or otherwise of asbestos at the start of each project.
- c) Producing a monitoring system, which is communicated to the contractor prior to the commencement of work.
- d) Establish a system for liaison between the relevant persons so that the appropriate information is given.
- e) Use of site safety assessment form (Annex C).

Safety Representatives

Provision for the appointment of safety representatives and the formation of safety committees is made under section 2 (4) - (7) of the Health and Safety at Work Etc. Act, 1974. These sections are further expanded by the Management of Health and Safety at Work Regulations, 1999 which grant safety representatives the right to carry out certain functions. It allows that a recognised trade union may appoint safety representatives from amongst the employees.

The Health and Safety (Consultation with Employees) Regulation, 1996 further requires employers to consult with employees who are not members of recognised trade unions.

The Human Resources Department should be notified in writing of the names of employees and the group or groups that they represent.

The safety representative should have worked for the Dyfed-Powys Police for the previous two years or have two years' experience in a similar employment. Once appointed, safety representative remains in post until they resign the appointment, leave the employer or the nomination of the trade union is withdrawn.

Functions

A function is an activity that a safety representative is permitted to carry out by legislation but does not have a duty to perform. It is therefore treated as an advisory action. A safety representative cannot be held accountable for failing to carry out a function.

In addition to the representation of staff the safety representative will:-

- a) Take reasonable practicable steps to keep informed of the legal requirements relating to the health and safety of people at work, particularly the people that they represent and particular workplace hazards and the measures necessary to reduce minimise or eliminate the risks arising from the hazards.
- b) Encourage co-operation between the employer and his employees in promoting and developing essential measures to ensure the health and safety of the work force and in the checking of those measures.
- c) Investigate hazards and accidents in the workplace, employee complaints relating to health, safety or welfare. Carry out inspections of the work place in liaison with the supervisor/manager for that area.
- d) Alert the employer in writing to any unsafe or unhealthy working practices conditions or unsatisfactory arrangements for welfare at work.
- e) Represent the employees, by whom they have been appointed, in consultation with HSE inspectors or any other enforcing authority. Receive any health and safety information from the same inspectors in accordance with the health and safety at work act.
- f) Attend health and safety meetings.

Arrangements for Health and Safety at Work

These general arrangements supplement the Policy Statement and Organisation section. They are not exhaustive and particular arrangements covering operations peculiar to individual functions will be issued either corporately or by the Division/Department where applicable.

Emergencies

Serious and Imminent Danger

a) Accident

In the event of an accident, render first aid and if necessary call an ambulance. There are local arrangements for the provision of first aid. Refer to your Divisional/Departmental policy.

Where the accident was caused by machinery, stop the process which caused the accident, but do not move plant/equipment unless it is likely to cause further harm. An investigation of the accident will follow by the supervisor and/or the Divisional/Departmental Manager with Health and Safety responsibility. Only allow work to resume if fault or deficiency can be rectified, following investigation. In certain circumstances the Force Health and Safety Adviser may be included in the investigation.

Record the circumstances of the accident in full on Form A.324 "Report of Injury Sustained Whilst on Duty" accompanied by A.316 Guidance notes are contained in the document. Refer to specific RIDDOR guidance on whether the accident needs to be reported immediately by telephone to the Health and Safety Executive.

b) Fire/Emergency Evacuation

In the event of a fire or other emergency, raise the alarm and evacuate the workplace. Should you hear the fire alarm, leave the building immediately by the nearest available fire evacuation route.

FOLLOW THE INSTRUCTIONS ISSUED AND POSTED FOR INDIVIDUAL BUILDINGS.

First Aid

Lists of appointed and/or designated First Aiders for all floors of the Police Headquarters building are posted at strategic points throughout the building. Other buildings will have local arrangements; ensure you are aware of these.

Should you become unwell during the working day and need to rest, firstly inform your manager/supervisor or whoever is in charge before leaving the work area. Contact your First Aider and let them know you are unwell. The First Aider will take you to the sick room or an appropriate quiet area and monitor your progress. Please consult your Divisional/Departmental procedure for further information.

Any first aid room provided must be capable of allowing access with a stretcher or any other device used to transport or move a patient.

Any first aid room must be signposted in accordance with the Safety Signs Regulations, 1980.

Planning, Design and Supply of Minor Works

When **minor** building repairs are required, the nominated officer must be notified so that the site contractor's safety form at Annex C can be completed prior to the appointment. This allows the health and safety aspects of the task to be considered at the beginning of the project so that suitable arrangements can be made to co-ordinate the activities of the contractor and the employees to ensure the safety requirements of

both are considered. Further information can be obtained from the Health and Safety Adviser.

Relevant training for the nominated officer will be provided to ensure the safe discharge of these duties.

In the event of a major alteration or project, the Divisional Administration Officer should inform the Estates Manager located at Headquarters.

Health and Safety Regulations require that health and safety files are started and updated in relation to certain building work on premises controlled by the Chief Constable.

The above will also be applicable at Headquarters - all alterations must be controlled by the Estates Manager.

Divisional Commanders/Departmental Heads must produce and communicate to staff a clear statement of procedure:

- a) for introducing new machinery, plant and equipment, substances or processes.
- b) for examining health and safety aspects before a new project is commenced.
- c) for the selection, provision and use of suitable protective clothing and equipment.

Information, Instruction, Training and Supervision

Divisional Commanders/Departmental Heads must ensure that employees are informed of the arrangements for health and safety matters. This includes information about articles, equipment and substances for use at work and includes the arrangements for lone working.

They must also make arrangements for identifying training needs and for securing adequate training on recruitment and retraining when members of staff take up new responsibilities or move to a different work area.

Staff must be made aware of the procedure for drawing the attention of their supervisor to health and safety matters.

Safe Systems of Work

Using the ACPO Policies and procedures as they are developed Divisional Commanders/Departmental Heads must set up and review:-

- a) Instructions for dealing with risks such as those associated with noise; body fluids, blood, selection, use, storage and transport of gases and toxic chemicals and disposal of clinical waste and drugs.

- b) Safe systems and methods of work for maintaining the fabric and services of the building.
- c) Arrangements dealing with the use of premises outside normal working hours.
- d) Arrangements for security to prevent unauthorised access.

Safety Equipment and Clothing

The Home Office, ACPO Guidance and the risk assessment program will help to identify the requirements for safety equipment and protective clothing. Additional equipment may be sanctioned by the Divisional/Departmental Head on an ad hoc basis.

Suitable and sufficient safety equipment and protective clothing are provided by the Force for use on appropriate occasions or circumstances. All staff must use safety equipment and wear the protective clothing provided for their work.

Health and Safety Inspections/Audits

Senior officers/departmental heads on a regular basis should carry out Divisional/Departmental health and safety inspections. Safety representatives of recognised trade unions/Staff Associations should be invited to join health and safety inspections where appropriate (these inspections will include the work of contractors).

In addition to the audits and safety inspections carried out by Divisional Commanders /HODs, the Health and Safety Adviser will carry out additional independent audits with the Divisional Safety Representatives. This is to assist Divisional Commanders/HODs to complete and validate the Force self certification process.

Permits to Work

Certain circumstances may indicate a special need to co-ordinate hazardous processes. In these cases it should be considered whether those hazards would be reduced by an operative permit-to-work system (some statutes and regulations specifically require that this is done).

The following are examples:-

- a) No one may enter a confined space such as pits, tanks, silos, tunnels, in which dangerous fumes are liable to be present, until the appropriate precautions have been taken to ensure the place is safe for entry.
- b) Control of Substances Hazardous to Health: A permit-to-work system could be an acceptable control measure in certain situations.

c) Where activities require Permit to Work procedures, these are to be followed conscientiously and the occasions of use recorded. If you are in any doubt whether it is appropriate to apply a Permit to Work system, please contact the Health and Safety Adviser.

Test Certificates

Test Certificates for items such as body armour, fire extinguishers, lifting equipment, jacks, air receivers or items of personal protective equipment like safety harnesses and ropes are required to be kept in-date or, on expiry of the test certificate the item(s) are to be taken out of service until re-certified as fit for use.

Good Housekeeping

A clean and tidy workplace is the basis of safety and health at work, in which everyone has a vital part to play. It is essential to follow the arrangements for:-

- (a) Proper storage of clothing, tools, materials and equipment.
- (b) Proper storage of articles not in immediate use to keep floor/ground area clear.
- (c) Proper storage and disposal of waste.
- (d) Siting of machinery, plant and chemical processes.
- (e) Maintenance of a first-aid facility.

Employees must not interfere or tamper with equipment provided for the safety of personnel or the building.

The presence of rats, mice, cockroaches, etc., must be reported to the immediate supervisor. There are arrangements for their elimination.

Suggestions for improvement to safety, health and welfare are very much encouraged and should be made in the first instance to the immediate supervisor.

Control of Substances Hazardous to Health

The COSHH regulations seek to ensure that any health risk arising from the use of substances and from working practices are identified before work starts.

Substances may be hazardous if they are inhaled, swallowed, absorbed through the skin or via the eyes, in contact with the surface of the skin or eyes or injected into the body by high pressure equipment or by contact with sharp objects. Substances such as blood and body fluids as well as cleaning fluids are also required to be assessed under the COSHH Regulations.

It is the Force's aim that all substances likely to be covered by the regulations shall be assessed and, if necessary, information and clear concise instructions will be issued for their safe use along with any standards for the provision and wearing of personal protective equipment.

Where local exhaust ventilation (LEV) is applied as a control measure in such areas as fume cupboards and vehicle workshops these extraction systems are subject to mandatory maintenance every 14 months

Electricity at Work Regulations and Portable Appliance Testing

These Regulations seek to provide a safe environment where electricity or electrically operated appliances are used in the workplace.

The Force will, through a policy of regular testing, seek to ensure all fixed installations and portable appliances do not give rise to danger in their use.

It is the Force's aim that, once the programme of testing is established, equipment shall not be used unless tested and is still within its period of certification.

It is the responsibility of every individual to take out of circulation any electrical equipment which is defective or appears to be faulty. It must be clearly labelled "DANGER - OUT OF ORDER" until such time as it is repaired.

Staff should not bring their own electrical equipment to work. If for any approved reason, this is necessary, then the equipment must be tested before being used in the workplace. All equipment should be visually checked every time before use.

Noise at Work Regulations

These regulations seek to avoid permanent damage to hearing by short or continuous exposure to high noise levels in the working environment.

If noise-hazardous areas exist then the noise must be assessed and appropriate action taken. A general rule of thumb would be that a noise hazardous area exists where communication at a distance of 2 metres is difficult.

Ear defenders/plugs will be issued to employees who need to wear them.

If employees consider that they are working in unduly noisy environments they should contact the supervisor who will arrange for an assessment to be made in consultation with the Health and Safety Adviser.

Where it is anticipated that a site visit may require ear protection, this should be obtained before the visit is made.

Asbestos

Work with asbestos is governed by the Control of Asbestos at Work Regulations, 2006.

Asbestos is primarily a hazard for lung tissues, although damage to the gastrointestinal tract by ingestion should not be overlooked. Asbestos will only pose a risk to health if asbestos fibres are released into the air and can be breathed in. The danger is not immediately obvious as the harmful fibres are too small to be seen by the naked eye.

The Force's policy is that generally staff will not be required to work with asbestos or its products. Any remedial or replacement work needed will be undertaken by specialist contractors. Contact the Buildings Department at Headquarters before any building work is considered in an area where asbestos is identified and located.

An asbestos survey has been undertaken and copies of these asbestos reports are held in each building the report relates to. These reports are for consultation when contractors are to work within the premises. If any material is discovered which is suspected to contain asbestos then the work must stop immediately and everybody within the vicinity should be evacuated. The estates Manager must then be contacted for advice on how to proceed.

Divisional Commanders/HOD`s should be aware that exposure can also occur in the field to operational staff in particular during searching duties or while providing assistance to the other emergency services. If exposure is thought likely then an A. 324 should be completed and the Health and Safety Executive informed by telephone.

Waste Disposal

There is a need to dispose of clinical and hazardous waste correctly. There are some areas of work which, will require the disposal of hazardous materials through licensed waste disposal agents and authorised waste disposal sites.

Where fluorescent light tubes need to be replaced the old tubes need to be disposed of in compliance with the relevant legislation on hazardous substances. These tubes should be handled with care as they contain powered mercury coating on the inside of the tube.

If in doubt about any other materials, seek advice from the Health and Safety Adviser.

Consignment and Waste Transfer Notes

The disposal of special and clinical wastes is becoming more regulated and expensive. In some given circumstances there is a need to inform the enforcing authorities some days prior to the movement of these waste materials. Consignment and Waste transfer notes are required for special and clinical wastes. These documents must be retained in divisions to establish an audit trail for the relevant authorities in the event of an investigation.

Use of Information Technology

Display screen equipment is widely used in Dyfed Powys Police the possible hazards associated from the use of display screen equipment are those leading to musculoskeletal problems. The Policy for Health and Safety with respect to Display screen equipment is available on the Intranet. Included in the guidance is information on undertaking a DSE assessment.

Detailed information relating to eyesight testing under these regulations is contained within the guidance. The frequency of repeat testing will vary according to the individual; this information should be available from the optometrist.

When a DSE assessment has been completed, managers will need to keep a record of the significant findings. If you have any queries on the above issue please refer them, in the first instance, to your supervisor.

Any workstation provided by Dyfed-Powys Police must comply with the schedule which accompanies the Display Screen Equipment Regulations.

Manual Handling

Manual Handling Operations Regulations 1992

The regulations are intended to help identify and encourage the control of factors in the workplace which increase the risk of injury due to manual handling, whether to the back or to other parts of the body such as the hands or fingers.

Manual handling-related injuries account for most lost-time injuries at work. Wherever employees are engaged in manual handling operations that involve a risk of their being injured, they should be advised and trained as to safe working practice. This will include training on how to lift and move objects and when to use mechanical aids or invite colleagues to assist.

For workers with significant manual handling duties, training will be practical as well as theoretical. This provides employees with an opportunity to develop and demonstrate the requisite skills.

In departments where significant manual handling activities are undertaken, which have the potential to pose risk to ill health a detailed manual handling risk assessment will be undertaken.

Further information is provided within the policy on manual handling which is available on the Force Intranet.

Confined Spaces

Confined Spaces Regulations 1997 (S.I. 1997, No. 1713)

The definition in reg. 1(2) is:

'any place including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue well or similar space in which by virtue of its enclosed nature, there arises a reasonably foreseeable risk'

Searching duties by police officers and scenes of crime officers will involve some access to confined spaces. Entry into a known confined space is a specialist task which, should be undertaken with a system of work which is safe and without risk.

To manage and control the risk associated with confined entry procedures a detailed risk assessment is required. The risk assessment will assist in the development of a safe system of work. A permit to work in the confined space is required should take into account and specify the control and rescue measures.

Lone Working

The **HSE** defines lone working as those staff who work by themselves without close or direct supervision. The Force has identified that staff may work in this way for all or some of the time.

A generic risk assessment has been undertaken for lone working activities and this assessment is available on the Force intranet.

Legal Requirements

There are no specific legal duties in relation to lone working however there is the general duty of employees to maintain safe working arrangements, this includes:

- process to arrange log in and on at start and end of shift
- contact during shift
- use of radios including gateway activation
- mobile phones
- appointment details
- booking in and out with the Force Communications team
- panic alarm in Custody

Employees Duties

Employees are responsible for taking reasonable care of themselves and must cooperate with their employers to enable the employer to discharge their legal obligations and must also use equipment or process and comply with information or instructions given to them.

Prosecutions

Prosecutions may be initiated by Health and Safety Inspectors for contraventions of health and safety legislation.

Liability of Corporation and Managers

Section 37 states:

- (a) *Where an offence under any of the relevant statutory provisions committed by a body corporate is proved to have been committed with the consent or connivance of, or to have been attributable to any neglect on the part of any director, manager, secretary or other similar officer or a person who was purporting to act in any such capacity, he as well as the body corporate shall be guilty of that offence and shall be liable to be proceeded against and punished accordingly.*
- (b) *Where the affairs of a body corporate are managed by its members, the preceding subsection shall apply in relation to the act and defaults of a member in connection with his functions of management as if he was a director of the body corporate.”*

What this means in fact is that senior members in the management of a company (as well as the company itself) may be **individually liable** for breaches of the law. The board of directors, individual functional directors and senior managers can all be prosecuted under this section. The question of “corporate manslaughter” has come under the spotlight and there has been speculation in the field of health and safety about whether a company or organisation will eventually be dealt with by the courts in this way. The problem of sustaining a prosecution against individual directors lies in the difficulty of proving that the offence was committed with the consent or connivance, support/involvement of, or was attributable to neglect by, any of these individuals.

Penalties

On summary conviction at a magistrates’ court, the maximum penalties are:

- (a) £20,000 for breaches of Sections 2 to 6 of HASAWA.
- (b) £20,000 and/or six months’ imprisonment for breaches of Improvement or Prohibition Notices.
- (c) £5,000 for obstructing an Inspector or other breaches of the remaining sections of HASAWA subordinate regulations, such as the **Control of Lead at Work Regulations, 2002** or any other relevant statutory provisions such as remaining provisions of the Factories Act, 1961.

Improvement and Prohibition Notices

The powers of Health and Safety Inspectors (HSE) include:-

- (a) The serving of an Improvement Notice.
- (b) The serving of a Prohibition Notice.
- (c) **Improvement Notice**

This can be served on a person where there is, or was, a breach of Regulation(s). The Notice informs the person of the Regulation(s) which is being or has been broken and stipulates the period of time in which to rectify the situation.

- (d) **Prohibition Notice**

This can be served on persons controlling work activities where the Inspector believes that there is a risk of serious personal injury. There need not be any breach in Regulation(s).

IT IS AN OFFENCE NOT TO OBEY A NOTICE

However, both Notices can be appealed against.

While an Improvement Notice appeal is being lodged, work can continue.

If a Prohibition Notice is served **WORK MUST STOP** pending the outcome of the appeal.

In any event there is a stipulated time during which an appeal must be made, so if you are served with either notice.

INFORM YOUR MANAGER/SUPERVISOR IMMEDIATELY

HEDDLU DYFED-POWYS POLICE
SITE SAFETY ASSESSMENT FORM
(to be completed prior to commencing work)

Annex "C"

Property Address:			
Order No/Urgent Maintenance request:			
Date of duration of work (max of 28 days per form)			
From:		To:	
Contractor:			
Date of Visit:			
Nominated Officer's Name on Site:			
Contractor's Representative on Site:			
Number of Contractor's Operatives on Site:			
1.	Contractor's representative has read and understands Dyfed Powys Police Health & Safety at Work Policy and Guidance.		
2.	Contractor's representative and all operatives have read and understand the Site Fire Procedures.		
3.	Contractor's representative has been advised of specific site safety requirements.		
4.	A person has been identified to observe the contractor on a regular basis.		
	Name of Person:		
	Observation Time Period:		
5.	The Contractor has available first aid facilities		
	Or		
	First Aid facilities will be made available by Dyfed Powys Police at:		
	(Insert each location)		
6.	The following workplace hazards have been identified:		
	(a)*	<i>Safe access and egress for staff, visitors and contractors</i>	
	(b)*	<u>Fire evacuation routes</u>	
	(c)*	<u>Waste management arising from the work</u>	
	(d)*	<u>Noise control</u>	
	(e)*	<u>Dust control</u>	
	(f)*	Confirmation that the asbestos survey has been consulted prior to any contractor commencing work.	
	(g)*	Action on the discovery of suspected asbestos material, the contractor is to leave the material undisturbed and in the first instance contact the supervising officer then the Buildings Manager or the health and safety adviser.	
	Others		
	(h)		
	(i)		
	(j)		

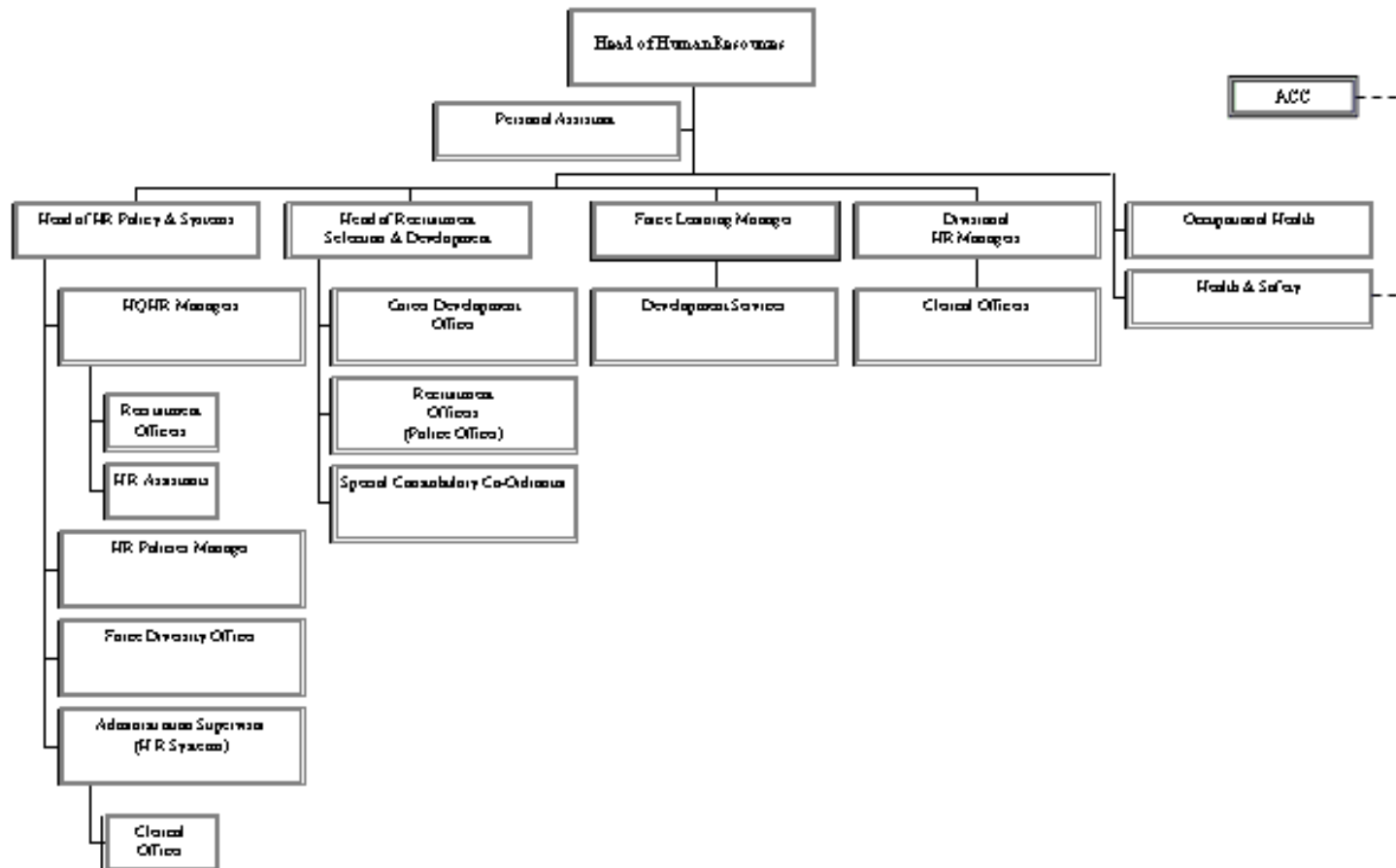
*Delete as necessary

HEDDLU DYFED-POWYS POLICE
SITE SAFETY ASSESSMENT FORM
(to be completed prior to commencing work)

7.	The following control measures will be put in place to eliminate or control hazards:	
	(a)	
	(b)	
	(c)	
	(d)	
	(e)	
	(f)	
	(g)	
	(h)	
	(i)	
8.	The contractor has available and will use the correct PPE	
9.	A permit to work is/is not required.*	
10.	Having considered the above it is considered that work may safely commence.	
	Nominated Officer's Signature:	
	Dyfed-Powys Police (name):	
	Contractor's Representative Signature:	
	Date:	
<u>Completion</u>		
11.	The work and any agreed variations instructed under Order No:_____ is complete. Workplace hazard control may be removed.	
	The Nominated Officer has been advised that the work is complete and that the contractor has left the site.	
	Nominated Officer's Signature:	
	Name:	
	Contractor's Representative Signature:	
	Name:	
	Date:	

*Delete as necessary

Dyfed-Powys Police Human Resources



APPENDIX A

DYFED-POWYS POLICE AUTHORITY

HEALTH AND SAFETY AT WORK

GUIDANCE

Under Section 2 (3) of the Health and Safety at Work Act, 1974, all employers who employ 5 or more people have to prepare a written health and safety policy.

Included in this Policy are direct quotations from the relevant Health and Safety legislation and all references to 'he' or 'him' will also include 'she' and 'her'.

Date: October 2007