



POLICY AND STANDARD OPERATING PROCEDURES

Title	Health and Safety Policy		
Policy Ref. No	E007		
SOP(s) Ref. No	As listed below		
Version No.	2.1		
Senior Officer Lead	Assistant Chief Officer		
Author (by job title)	Health and Safety Advisor		
Ratifying Group	Force Executive Board	Date	Sept 03

1 Purpose.

- 1.1 This policy establishes the overall intentions of Bedfordshire Police towards its staff in relation to Health and Safety issues and is necessary to inform the entire police workforce.

2 Revision History.

Date	Revision	Change	Section	Schedule Review Due
30/05/09	New			April 2010
30/07/2010	2.0	New template and EIA		August 2013
09/08/2013	2.1	Amendments & Review		August 2015

3 Persons Affected.

- 3.1 All members of Bedfordshire Police including volunteers.

4 Policy.

- 4.1 It is the policy of Bedfordshire Police ("the Force") and the Office of the Police and Crime Commissioner ("The OPCC") to ensure, so far as is reasonably practicable, the provision and maintenance of:
- (i) safe and healthy working conditions, equipment and systems of work for all Force and OPCC personnel;
 - (ii) such leadership, resources, information, training and supervision as is needed for these purposes; and
 - (iii) the health and safety of others who may be affected by the Force's or OPCC's activities, or the activities of both the Force and the OPCC.
- 4.2 To this end, the Force and the OPCC will comply with the requirements of the Health and Safety at Work, etc. Act 1974 and all other relevant statutory provisions and recognised codes of practice. The Chief Constable and the Police and Crime Commissioner expect all members of the Service (police officers, members of the Special Constabulary, police staff and volunteers, including police cadets),

irrespective of rank, grade or status, and all contractors working on behalf of the Service, to co-operate fully in the achievement of this policy.

- 4.3 The allocation of responsibilities for health and safety matters and the particular arrangements made to implement the policy are set out in supplementary policies and procedures to this statement. These are available from the Force Health and Safety Advisor and on the Force intranet.
- 4.4 The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant items of health and safety legislation, impose specific obligations upon the Force as follows:
- Make arrangements to ensure suitable and sufficient assessment of risks to the health and safety of all staff, and all other persons affected by Bedfordshire Police's activities and to identify measures necessary to comply with all statutory provisions for those persons.
 - Having regard to the nature of Bedfordshire Police activities, put into effect appropriate arrangements for the effective planning, organisation, monitoring and review of preventative and protective measures implemented to control workplace or work-derived risks.
 - Employ competent persons to undertake risk assessment and risk management tasks and to provide health & safety assistance in order to establish and monitor the appropriate preventative measures necessary to control workplace or work-derived risks.
 - Establish and give effect to appropriate procedures which are to be followed in the event of serious and imminent danger arising from work activities.
 - Bedfordshire Police does not allow smoking within any building in accordance with the Smoke Free (Premises and Enforcement) Regulations 2006 brought into use on 1st July 2007 under the Health Act 2006. Smoking on police premises will only take place at the designated externally sited smoking areas. Police officers and police staff are not granted extra breaks from work in order to smoke. Members of staff who wish to smoke must adhere to the policy and utilise their regular permitted breaks. This policy is to be strictly adhered to.

5 Definitions.

- 5.1 The position with ultimate responsibility for health and safety in Bedfordshire Police is the Office of The Chief Constable. The Police and Crime Commissioner will also take ultimate responsibility for health and safety matters where, as a collective, their actions override the decisions of the Chief Constable.
- 5.2 The Chief Officer responsible for overseeing, implementing and monitoring the effectiveness of the health and safety policy on a day to day basis is the Assistant Chief Officer, who reports directly to the Chief Constable on matters relating to health and safety.
- 5.3 Bedfordshire Police's nominated Health and Safety Advisor will be responsible for advising on Bedfordshire Police's safety practice and ensuring that appropriate management systems are in place to co-ordinate it. They will act as a resource on matters of technical detail with regard to safety practice, but it is all Senior Responsible officers who will carry the primary local day to day responsibility for safety matters in their department(s)/site(s) of authority.
- 5.4 Bedfordshire Police also discharges its health and safety responsibilities through a Corporate Health and Safety Board.

5.5 The Force Executive Board will fulfil the function of the executive policy making body.

6 Responsibilities.

6.1 The Chief Constable

The position with overall responsibility for health & safety within Bedfordshire Police is the office of The Chief Constable. He/she carries the primary responsibility to ensure that all the strategic safety-related responsibilities are being effectively discharged.

To safeguard the health and safety of all staff, the Chief Constable is responsible, so far as is reasonably practicable, for:

- Establishing a Force Health and Safety Policy which is regularly reviewed to ensure that working conditions are safe and without risk to the health of all staff,
- Ensuring that the Health and Safety Policy and other relevant statutory requirements are implemented and observed.
- Ensure safety management is effectively delegated and measured throughout the Force.
- Ensuring that suitable and sufficient assessment of all risks to the health and safety of staff and others, arising at or from a work activity. An assessment will be supported by accurate record keeping. Remedial measures to put in place to eliminate or reduce these risks.

In relation to the Force Health and Safety Policy:

- Ensuring sufficient resources are allocated to meet all the requirements of the health and safety policy.
- Designating Senior Managers to ensure implementation, continuous monitoring and reviewing of the requirements of the policy.
- Ensuring that all staff are provided with adequate information, instruction, training and supervision as are necessary to ensure the health and safety at work of all staff.
- Ensuring that a system is in place for liaison with safety representatives appointed by Police Staff Associations and recognised Trade Unions, with sufficient facilities provided.
- Ensuring that procedures are in place, which will permit the establishment of Safety Committee(s).
- Appointing competent person(s) to advise on occupational health issues as required by the Management of Health and Safety at Work Regulations 1999, or other statutory provisions.

6.2 The Bedfordshire Police and Crime Commissioner

The Bedfordshire Police and Crime Commissioner has a duty to the general public in that they will have to ensure the effective management of Bedfordshire Police and the efficient use of public funds. Part of this duty relates specifically to ensuring effective health and safety management.

The Police and Crime Commissioner members of the Board will ensure that Bedfordshire Police has management systems in place to ensure it complies with the specific requirements of legislation and with the Government guidelines of the day.

Any significant health and safety issue will be reported to a meeting of the Police and Crime Commissioner's Executive Board, which will also receive an annual report on health and safety matters.

6.3 The Assistant Chief Officer (Nominated senior Executive Officer responsible for Health and Safety)

The Assistant Chief Officer is responsible for overseeing, on a day to day basis, the implementation and monitoring of the Health & Safety Policy at the strategic level.

- The Assistant Chief Officer assumes the responsibility of the Chief Constable during any absence

The Assistant Chief Officer has been delegated responsibility for:

- Ensuring that the Force Health and Safety Policy is adopted, implemented and monitored throughout the Force.
- Ensuring that all staff throughout the Force are not only aware of the policy but are also familiar with the contents to ensure the implementation.
- Ensuring that the Health and Safety policy and associated procedures and codes of practice are regularly reviewed.

6.4 The Force Executive Board

- Members of the Force Executive Board act to support the activities of the Chief Constable and the Assistant Chief Officer.
- Members of the Force Executive Board act to support the activities of the Chief Constable and the Assistant Chief Officer, by deciding health and safety policy, procedures and codes of practice. Additionally, they will consider, as a standing agenda item, the most significant risks of Bedfordshire Police's strategic Risk Register.
- The Force Executive Board (full) meeting will include Health & Safety as a standing agenda item.

6.5 Command Level Health and Safety Committees

The Bedfordshire Police Health & Safety Board is the main body responsible for developing, auditing and maintaining the health and safety system. The command level health & safety committees report to the Force H&S Board.

6.6 Heads of Function and Department

The Police management system operates on a four tiered responsibility structure from a strategic overview by the Executive, through to operational management at Function/ Department level.

The Heads of Functions and Departments are directly accountable to an Executive Officer. They are responsible for all aspects of risk management in their particular areas of responsibility. These responsibilities cover operational and non-operational activities as appropriate. Heads of Functions and Department should nominate a suitable additional member of their local management team to act as their assistant in safety matters in their absence for each police building. These nominated persons will be referred to as Senior Responsible Officers (SRO). The appointment of an SRO will not detract the responsibilities of function heads, departmental heads, managers and supervisors.

In particular, Heads of Functions and Department are responsible for ensuring that:-

- A system of documented risk assessment and management procedures are established at the local level in accordance with statutory requirements and Bedfordshire Police codes of practice and that such procedures are being properly followed by all senior responsible officers, managers, supervisors and staff.
- Adequate and appropriate records are being kept relating to all health & safety initiatives (i.e. risk assessments, health & safety training registers, etc.) at the local level.
- Local resources are allocated to minimise local risks in priority order, starting with those risk assessed as being high.
- Any risks controlled locally that still have intolerable level of residual risk, are passed up to the H&S Team for consideration against the Strategic Risk Register.
- Action is taken to implement the recommendations that arise from accident investigations
- Any breach of this policy is brought to the attention of the relevant Executive Officer, and as appropriate, to the Command level Health & Safety Committee. Any action taken with regard to breaches of this Safety Policy should follow the Police's disciplinary procedures

6.7 Senior Responsible Officers

Senior Responsible Officers for each site will be responsible for the day to day health and safety issues relating to that site. This will include:

- Identifying any principal risks / hazards to the site and ensure that risk assessments are completed and passes to the function/department heads for consideration against the Force Strategic Risk Register.
- Ensuring sufficient cover for first aid and fire by appointing members of staff to fulfil those areas which have no cover as identified by the force health and safety advisor
- Ensuring the systems for reporting accidents, incidents and near misses within 24hrs is maintained and that these occurrences are investigated and followed up as appropriate.
- Ensuring that personnel who have been selected to conduct risk assessments, fire safety or first aid have had the appropriate training.
- Ensuring that checks are carried out with regards to PPE and 1st aid equipment within the site.
- Ensuring that officers, employees, volunteers, contractors and visitors are aware of the safety procedures of the site.
- Allocating duties and responsibilities of health and safety matters within their site.
- Providing effective arrangements for communications and consultations with staff, their representatives on health.
- Liaising with the health and safety department on areas of concern to gain information, training, to help themselves to fulfil their duties towards health and safety.
- Holding and attending regular health and safety meetings.
- Reporting any issues that cannot be resolved at command level to the force health and safety board.

6.8 Line Managers & Supervisors

Line Managers are accountable for all aspects of risk management in their particular areas of responsibility.

- Local accident and near miss recording is adequately undertaken and properly recorded and dealt with. This especially includes the investigation and reporting of all incidents covered by the 'RIDDOR' regulations.
- Local risk assessments are being undertaken according to a time and resources schedule appropriate to the level and spread of local risks faced (these risk assessments must also formally consider the safety implications arising from undertaking Bedfordshire Police's activities whilst off-site).
- Local emergency equipment is kept in good working order and that free access and egress is being maintained in case of an emergency. They should also ensure that emergency procedures are understood, being practised as appropriate, and appropriate records are being kept.
- Advice is sought, as appropriate from the Health and Safety Advisers, where there is any doubt as to the standards that are to be applied in adhering to the Health & Safety Policy.
- Staff who are subject to special hazards at work e.g. exposure to lead or bio-chemicals, undergo periodic examination/occupational health screening as appropriate.
- Ensure that new staff and agency workers receive safety induction training before they start work and that this is logged.
- Carry out safety inspections of Bedfordshire Police premises with local health and safety representatives.
- That effective lines of communication are opened and maintained between any Contractor who works for Bedfordshire Police, the local line manager concerned and the manager from the Facilities Department if appropriate; and that meetings are properly minuted or recorded for future reference as necessary.

Manager's specific responsibilities relating to Procedures and Codes of Practice can be found in each relevant procedure, code of practice or managers guide. In addition further advice may be obtained from the health & safety team.

6.9 Bedfordshire Police's Health and Safety Team

To comply with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the Health and Safety Advisers within the health and safety team is appointed as a 'Competent Person' for the Force.

Bedfordshire Police's Health & Safety Team will advise all Bedfordshire Police's managers and staff in discharging their health & safety responsibilities. The Health & Safety Team will be responsible for co-ordinating and advising on Bedfordshire Police's safety practice on a day to day basis. He/She will discharge these responsibilities by providing services in relation to:

- Acting as the technical advisor to Bedfordshire Police on all matters of health and safety advising managers on how to comply with health and safety legislation
- Advising on the mechanisms needed to establish safe systems of work and their implementation by Managers and Police Commanders
- Advising on the co-ordination and evaluation of the effectiveness of the local risk assessment/risk management/risk monitoring programmes across Bedfordshire Police

- Drafting health and safety documents for approval by the Force Health and Safety board and the Command Level Health and Safety committees.
- In conjunction with the Occupational Health, Safety and Welfare Manager, acting as a primary focal point for liaison with External Agencies, Enforcing Authorities and the Health & Safety Executive (HSE) Officers.
- Advising the Occupational Health, Safety and Welfare Manager on the provision of competent external support agencies for health & safety concerns
- Carrying out investigations into serious incidents
- Acting as primary advisory source in emergency health & safety situations
- Advising/supporting Bedfordshire Police in preparing a defence for litigation cases where appropriate
- Conducting health & safety inspections and audits as required.
- Collation and trend analysis of accidents statistics (and related absence) and reporting this information to the Force Health and Safety Board.
- Advising on the identification and design of health & safety related training requirements
- Provision of health and safety induction to all members of Bedfordshire Police
- Provision of information on health and safety to members of Bedfordshire Police
- Advising on the mechanism for establishing the competence of Contractors and the monitoring of the safety conduct of Contractors in conjunction with the Facilities Department

Note: Bedfordshire Police's Health & Safety Advisers are not legally and individually responsible for all health & safety matters in Bedfordshire Police's activities.

6.10 Risk Assessors

Risk Assessors nominated to assist in the risk assessment process, carry no additional legal responsibilities to those of other staff members. The line manager retains direct responsibility for discharging local requirements under Bedfordshire Police Health & Safety Policy and the responsibility for risk management decisions is a line-management function.

The primary role of the risk assessor is to identify, assess and monitor risk. The risk assessor will also make recommendations on how the risk may be controlled, but the line manager has the responsibility for deciding which risk controls will be implemented and by whom.

Nominated Risk Assessors will:

- Undergo suitable training to ensure their demonstrable competence in the role of Local Risk Assessor.
- As required, assist the local management team in the day to day conduct of risk assessments.
- As required, assist managers in the keeping and maintenance of adequate and appropriate records with regards to risk assessments and risk monitoring activities for their nominated area of responsibility.
- As required, assist other risk assessors in different areas of Bedfordshire Police's activities in the conduct of risk assessments

6.11 Health and Safety Representatives

Bedfordshire Police recognises the right of every member of staff to have representation of their views and concerns about health and safety, regardless of whether they are a member of Staff association or Unison or not. Bedfordshire Police recognises Unison as the sole negotiator for Police Staff for health and safety issues.

It is the function of a health and safety representative to:

- Investigate potential hazards, dangerous occurrences and causes of accidents, ensuring that the local line management takes appropriate action as defined by this.
- Investigate complaints by staff and bring them to the attention of their line managers, Second Line Managers in their absence or when an impasse is reached.
- Regularly inspect the workplace, taking note not just of physical hazards, but task related danger also.
- Regularly inspect local safety documentation to ensure safety is being appropriately managed and issues addressed.
- Represent staff when they are being interviewed by line management or by external enforcing agencies over a health and safety matter.
- Represent members of staff at the Command Level Committee and Force Health & Safety board meetings.
- Accompany line managers on their safety inspections of Bedfordshire Police premises.

Bedfordshire Police will provide such facilities and assistance as the safety representatives may reasonably require (including facilities for independent investigation by them and private discussion with the Staff) for the purpose of carrying out an inspection as per the Regulations on Safety Representatives and Safety Committees 1977. But nothing in this paragraph shall preclude Bedfordshire Police from being present in the workplace during the inspection.

Staff Health & Safety Representatives must be aware that the forum provided by the Command Level Health and Safety Committee is not meant for raising minor matters or individual cases. It is a line management responsibility to deal with such issues. The Command Level Health and Safety Committee concern itself primarily with the overview of trends and the application of this Policy and its associated procedures on a local level.

6.12 Staff Members

All Bedfordshire Police staff have a duty to co-operate with the implementation of the Health & Safety Policy.

They are required to:

- Take reasonable care of their own health & safety and also that of others who may be affected by what they do or do not do.
- Co-operate with managers and others having specific safety duties, so as to ensure that Bedfordshire Police can comply with its statutory obligations and achieve the aims and objectives of this Policy.
- Bring to the attention of their immediate manager any unsafe condition or perceived shortcoming in Bedfordshire Police's health & safety measures. Report immediately any difficulty in safely performing their required tasks which might have arisen through ill-health or injury, whether or not incurred whilst at work.

- Ensure that they do not intentionally damage or interfere with plant and equipment or with anything that is provided in the interests of health & safety. Not attempt to operate or use any plant, machinery or substances for which they have not received adequate training **or hold a current competency certificate or licence.**
- Ensure that all accidents and “near misses” are reported immediately to management and that, where appropriate, first aid and/or other appropriate treatment is obtained.
- Co-operate with incident/accident investigations and the completion of risk assessments.
- Follow safe systems of work.
- Ensure that all PPE equipment/clothing provided is used as directed, is regularly examined and is immediately reported in the case of loss or damage.
- Adopt good housekeeping practices.
- Consult with their line manager if they have any doubt on any matter relating to health & safety.

NB: In health and safety law Special Constables (and other unpaid volunteers) are provided with the same rights as any other Police Officer or Police Staff member. They are still acting under the direction of a line manager on behalf of Bedfordshire Police.

7 Standard Operating Procedures.

7.1 See 10.2 below.

8 Monitoring Compliance

8.1 This Health & Safety Policy will be subject to periodic audits by the Force Health & Safety team or other relevant competent person to determine how well the provisions of this policy and associated procedures are being implemented in day to day operations. The findings of any audit will be reported to the Force Health & Safety Board along with recommendations to address any shortfalls identified. The Board will determine when the next audit should be undertaken on a risk assessed basis.

9 Communications/Implementation Plan

9.1 This policy/SOP will be communicated and implemented by means of the force intranet and notice boards.

10 Associated Documentation / Legislation.

10.1 Associated Legislation/ Standards / Documents included:

- Health and Safety at Work Act 1974
- Corporate Manslaughter and Corporate Homicide Act 2007
- Police (Health and Safety) Act 1997
- Management of Health and Safety at Work Regulations 1999

10.2 Associated Policies / SOPs included:

- E011 Accident Reporting SOP
- E009 Health and Safety Committees SOP

- E010 Permits to Work SOP
- E012 Display Screen Equipment SOP
- E013 Expectant Mothers SOP
- E014 Eyesight Testing SOP
- E015 First Aid SOP
- E016 Hazardous Substances SOP
- E017 Lone Working SOP
- E018 Manual Handling Policy and SOP
- E019 Provision and Use of Equipment SOP
- E020 Body Armour Wearing Policy
- E021 Fire Emergency SOP
- E023 Inspections and Audits SOP
- E024 Managing Contractors SOP
- E025 Personal Protective Equipment SOP
- E026 Use of Force Monitoring SOP
- E030 Legionella Control and Water Hygiene Policy

11 Freedom of Information.

11.1 Suitable for External Publication. **Yes**

Exempted Paragraphs	Reason for Exemption

12 Equality Impact Assessment

12.1 The equality impact assessment for this document is provided below.

EQUALITY IMPACT ASSESSMENT - PART ONE			
Name	E007 Health and Safety Policy	Date Assessed	30 July 2010
Person(s) responsible for assessment	Health and Safety Advisor		
Designation: Low			
1. Who are the main stakeholders?	All force personnel and volunteers.		
2. Are there concerns that there <u>could</u> be a differential impact on racial groups?	No		
What existing evidence (either presumed or otherwise) do you have for this? Health and Safety legislation is designed to be non-discriminatory			
3. Are there concerns that there <u>could</u> be a differential impact due to sex?	No		
Describe existing evidence (either presumed or otherwise) do you have for this. Health and Safety legislation is designed to be non-discriminatory			
4. Are there concerns that there <u>could</u> be a differential impact due to Gender reassignment?	No		
Describe existing evidence (either presumed or otherwise) do you have for this. Health and Safety legislation is designed to be non-discriminatory			
5. Are there concerns that there <u>could</u> be a differential impact due to disability?	No		
Describe existing evidence (either presumed or otherwise) do you have for this. Health and Safety legislation is designed to be non-discriminatory			
6. Are there concerns that there <u>could</u> be a differential impact due to sexual orientation?	No		
Describe existing evidence (either presumed or otherwise) do you have for this. Health and Safety legislation is designed to be non-discriminatory			
7. Are there concerns that there <u>could</u> be a differential impact due to age?	No		
Describe existing evidence (either presumed or otherwise) do you have for this. Health and Safety legislation is designed to be non-discriminatory			
8. Are there concerns that there <u>could</u> be a differential impact due to religion and belief?	No		
Describe existing evidence (either presumed or otherwise) do you have for this. Health and Safety legislation is designed to be non-discriminatory			
9. Are there concerns that there <u>could</u> be a differential impact due to dependants/caring responsibilities?	No		
Describe existing evidence (either presumed or otherwise) do you have for this. Health and Safety legislation is designed to be non-discriminatory			
10. Are there concerns that there <u>could</u> be a differential impact due to socio-economic issues?	No		
Health and Safety legislation is designed to be non-discriminatory			
11. Are there any other issues or considerations?	No		
12. Can the impact be justified on grounds of promoting equality of opportunity for one group? Or any other reason?	NA		
Describe existing evidence (either presumed or otherwise) do you have for this. Health and Safety legislation is designed to be non-discriminatory			
13. Should this proceed to a full impact assessment? If yes, proceed to the EIA Part Two.	No		

Approved by the Diversity and Inclusions Advisor: Date: Low Impact Not Required.
(High and Medium Impacts and Collaboration Policies/SOP only)

Contact Information Governance: Bedfordshire Police Headquarters, Woburn Road, Kempston,
Bedfordshire.MK43 9AX.