



Policy Title: Health & Safety Management Policy

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Thames Valley Police ensures that all policies have been assessed and comply with MoPI Guidance, and the Data Protection Act 2018. In addition, this Policy has been reviewed by the Force Head of Health, Safety and Environment and has undergone an Equality Impact Assessment.

About this Policy

Rationale

- 1.1 In order for Thames Valley Police (TVP) to effectively control risks and prevent unnecessary and avoidable harm to our police officers, staff volunteers and those with whom we interact, the Force must manage health and safety with the same degree of expertise and to the same standard as other core business activities. Health and safety is everyone's responsibility and should be regarded as an essential part of good management rather than a separate entity.

Applicable Legislation

- 1.2 The Health and Safety at Work Act 1974 and all associated Acts and Regulations including - The Police (Health and Safety) Regulations 1999, The Management of Health and Safety at Work regulations 1999

Intention

This purpose of this policy is to ensure compliance with:

- 2.1 The Health and Safety at Work Act 1974 (HASWA), introduced by the UK government to safeguard the health and safety of workers and others. The Act and associated Regulations specify minimum legal requirements on how Health and Safety should be organised
- 2.2 The Police (Health and Safety) Regulations 1999 as amended bring Police Health and Safety requirements into line with HASWA. The Force is committed to compliance with requirements provided under

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the legislation. LPA/OCU Commanders and Heads of Department are accountable for ensuring compliance with this policy.

General Principles

- 3.1 **Policy.** The Chief Constable and Police & Crime Commissioner have published a joint health and safety policy statement outlining their commitment towards securing safe working practices and compliance with applicable health and safety legislation, which should be brought to the attention of all personnel. Copies, which are accessible via the Staff / Managers Portal or by following this link [H&S Policy Statement](#), should be displayed on the health and safety notice board at every police station and Force premises along with other mandatory notices including; the Health and Safety Executive (HSE) poster " Health and safety law - What you should know". The Force has adopted the HSE model 'Successful Health & Safety Management' contained within the publication - HSG65 as the strategic framework for health and safety arrangements, which is reflected in this policy. Detailed guidance on all aspects of health and safety management is published on the intranet within the Staff / Managers Portal.
- 3.2 **Organisation.** The Force has a robust framework for the management of health and safety with clearly defined responsibilities and relationships, which will ensure continuous improvement. Sufficient competent persons, with the necessary knowledge and experience, must always be readily available within this framework to assist managers and supervisors to realise and fulfil their health and safety duties. Commanders, managers and supervisors at all levels hold responsibility for the safety of their officers and/or staff and other persons who may be affected by their work activities. Every police officer and member of staff, including members of the Citizens in Policing Team, holds responsibility for their own safety and that of their colleagues. All personnel have a duty to comply and co-operate with anything provided in the interests of their safety, including the correct use of personal protective equipment (PPE) and compliance with measures contained within Force risk assessments and recognised safe working practices. Also, personnel have an absolute duty to report, via their line management, any unsafe condition or defective equipment using the self-service safety incident reporting system. Ultimate responsibility for the health, safety and welfare of all personnel rests with the Chief Constable and Police & Crime Commissioner who delegate specific responsibilities as follows: -
- a) **Director of People Services-** holds 'director level' responsibility for health and safety management on behalf of the Chief Constable and Police & Crime Commissioner and chairs the Force Health Safety & Environment and Wellbeing (HSE&W) Board. This meets periodically to develop strategy, provide link to CCMT, Office of PCC and provides advice and direction on any issues that cannot be resolved locally by LPA/OCU/Department HSE committees.

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- b) Head of Health Safety & Environment (HSE)** – is the appointed competent person with responsibility for provision of effective advice and guidance on compliance with all legislation impacting upon policing activities and the development/implementation of Force policies and procedures. This role is also responsible for provision of a shared service for advice, guidance and practical support via local Health Safety & Environment (HSE) coordinators. Head of HSE should hold and maintain, through participation in a recognised CPD scheme, Chartered Safety & Health Practitioner status
- c) LPA/OCU Commanders and Department Heads.** – hold ‘Manager level’ responsibility for the effective management of risks to the health and safety of personnel under their command by ensuring compliance with applicable legislation and correct implementation of Force health and safety management procedures. All commanders and department heads should be certified on ‘Peoplesoft’ indicating qualification of at least IOSH Leading Safely Certificate (TVP Course Code HSA8), details for which may be accessed via the Staff Portal/Learning Opportunities Directory. Commanders and department heads should chair a local HSE committee, which should meet periodically to consider, and where possible resolve, local issues and also review accident and injury data in order to identify and target any trends and/or common occurrences. Any issues that cannot be resolved locally, or which may have wider implications, should be elevated to HSE&W Board.
- d) Line Managers** – are responsible to their respective commander/department head for the functional day to day management of health and safety matters. All line managers are encouraged to attend ‘Managing Safely’ training HSA21, details for which may be accessed via the Staff Portal/Learning Opportunities Directory.
- e) HS&E Coordinators** – are the competent persons appointed to provide local commanders/department heads and line managers with information, advice and practical support in the effective management of health and safety throughout their area of responsibility. All HS&E Coordinators should be certified on ‘Peoplesoft’ indicating qualification of at least NEBOSH General Certificate in Health & Safety Management, (TVP Course Code HSA10) details for which may be accessed via the Staff Portal/Learning Opportunities Directory.

3.3 Planning & Implementation. Successful health and safety management involves the minimisation of potential for accidents, injury and ill health. Thames Valley Police will achieve this through the application of a robust system of risk assessment, which identifies foreseeable hazards police officers and staff may encounter during the course of their duties, evaluates

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the associated risks presented by those hazards and introduces effective control measures to reduce and manage the risks. The system contains the following elements: -

- a) **Force Risk Assessments.** A library of Force risk assessments covering a variety of policing and work activity, all of which have been approved and quality assured by HSE&W Board, are published on the Staff Portal. Force risk assessments aim to identify reasonably foreseeable hazards associated with operational policing and support work activity, assess the level of risk and list control measures, which should be regarded as the Force 'standard'. This is intended to cut down on duplication of effort and greatly reduce the amount of work required by managers and supervisors.

- b) **LPA/OCU/Departmental Risk Assessments.** Force risk assessments must be 'localised' at LPA/OCU/Department level to take into account any specific hazards peculiar to local circumstances, which have not been covered. This may mean expansion/amendment of the risk assessments to include any newly identified hazards. All Force risk assessments can be accessed through the Staff Portal, downloaded/saved locally and amended as necessary

- c) **Local Risk Assessments.** Force risk assessments cannot be expected to cover all local circumstances and/or hazards peculiar to a particular operation or work activity. Commanders, line managers and supervisors, including Citizens in Policing coordinators, hold responsibility for ensuring that a suitable and sufficient risk assessment is carried out in respect of the work/operational activities of officers, staff and volunteers under their command/control. If these activities are not covered adequately within Force or LPA/OCU/Department risk assessments then a new local risk assessment using Force Form PER 72 must be carried out following the guidance contained within the Force H&S Manual Section 4-1- risk assessment. For help, advice and where necessary, practical support contact the LPA/OCU/Department HSE coordinator or the HSE Department.

- d) **Dynamic Risk Assessments.** As operational incidents unfold and develop there will be new hazards encountered and revised/additional control measures needed. Under these circumstances the risk assessment process must be a continuous appreciation of changing circumstances. A dynamic risk assessment should follow NPCC guidance: - National Decision Model. This normally involves identification and consideration of all potential hazards associated with an incident, a mental assessment of the level of risk and selection of an appropriate course of action, which minimises the potential for harm/injury. Dynamic risk assessments are not usually recorded but it is important that any lessons are learnt and feedback is provided where appropriate. Further guidance on dynamic risk assessment is published in the Force H&S Manual Section 4-6.

- e) **Risk Assessment Training.** Access to details of risk assessment training courses is available via the Staff Portal/Learning Opportunities Directory.

3.4 Measuring and Reviewing Performance. Measurement is a key step in any management process, which forms the basis for continual improvement. If measurement is not carried out correctly, the effectiveness of health and safety management systems and procedures is undermined and there is no reliable information for managers to gauge how well health and safety risks are being controlled. A common feature in other areas of performance measurement is that it is usually positive, reflecting achievement, whereas with health and safety it frequently comes down to one negative measure – that of injury and ill-health statistics, which is an indication of failure. Health and safety differs from many areas measured by managers because success results in the absence of an outcome (injuries or ill health) rather than a presence. Rather than rely solely on accident statistics as a performance indicator, TVP will carry out both proactive and reactive monitoring as follows:

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- a) **Pro-active Monitoring.** Procedures for pro-active monitoring will provide an indication of how effectively risks are being controlled and will consist of: -
- **Buildings.** Managers who have control of buildings are to continually monitor levels of workplace safety, particularly precautionary arrangements for control of any fire risk present, storage of hazardous substances and means of emergency access and egress. Any unsafe condition identified should be rectified and remedial action taken must be recorded and made available for auditing.
 - **Personnel.** All supervisors are to maintain close liaison with the police officers and staff including volunteers, who come under their control/influence, making sure they are provided with appropriate information, instruction and training in respect of all foreseeable hazards, which they may encounter. Supervisors must also ensure that items of personal protective equipment (PPE) provided, are used/worn correctly.
 - **Inspections.** Periodic 'safety tours' of all places of work and more detailed inspections of high-risk areas, are to be carried out by the local HS&E Coordinator in conjunction with management and staff associations. Frequency of these inspections will be determined by the significance of hazards present but will be carried out at least annually (3-monthly in custody). Inspection reports should be filed and made available for auditing.
- b) **Reactive Monitoring.** All accidents, injuries, assaults and 'near miss' incidents will be reported using the self-service safety incident reporting

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system which may be accessed via the Staff Portal. Reports must be investigated at an appropriate level by managers using the manager self-service safety incident investigation system to establish the immediate and underlying causes. Details reported are recorded automatically on Peoplesoft and a notification workflow email is sent to all interested parties. This will enable trends to be clearly identified and measures implemented which will improve risk control and prevent unnecessary future recurrences. Statistical information in respect of accidents, injuries and near misses will be presented to and considered by local HS&E committees, highlighting any common causes/trends in order that resources may be effectively targeted to make improvements to training, equipment and/or working practices. Any issues identified that may have Force-wide implications should be elevated to the FHSE&W Board.

- 3.5 Auditing.** All organisations are subject to audit, (e.g. for finance, quality etc.). This business discipline must also be applied to health and safety. Through this application we can improve our ability to manage and control risks by learning from experience gained through the regular use of audits and performance reviews. The objective of an audit is to measure performance against standards set by legislation, College of Policing NPCC, HO and TVP policy.

Statement of Policy

- 4.1 Thames Valley Police (TVP) shall so far as reasonably practicable comply with The Health and Safety at Work Act etc 1974 and all associated Acts and Regulations including - The Police (Health and Safety) Regulations 1999, The Management of Health and Safety at Work Regulations 1999.

Human Rights Articles Engaged

- 5.1 The policy has been drafted and audited in accordance with the Human Rights Act 1998.

It is acknowledged that this policy has the potential to engage the following Articles:-

- Article 8 Right to respect for Private and Family Life
- Article 14 Prohibition of Discrimination

Communication

- 6.1 This policy shall be published on the TVP Intranet site.
- New and reviewed policies will be promoted in Managers' Briefing.
 - Where info/support can be found (if applicable)

Compliance and Certification

Freedom of Information Act

- 7.1 This policy can be made available to the public via the Thames Valley Police Freedom of Information Publication Scheme and shall be published on the public TVP website.

Government Security Classification Policy (GSCP)

- 7.2 This policy has been assessed as requiring an Official marking.

Health and Safety at Work

- 7.3 This policy should be read in conjunction with the Force Health and Safety Manual. In addition to the Force Generic Risk Assessments.

Related guidance

Guidance, Procedures & Tactics have been developed alongside this policy.