

HEALTH & SAFETY

POLICY

ISSUE 1

DECEMBER 2004
Amended April 2006

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POLICY DOCUMENTATION

INTRODUCTION

This manual sets out clearly the **Policy, Arrangements and Organisation** for the management and control of Health and Safety within the Humberside Police Authority.

They have been designed to reflect the nature of the organisation and the main hazards and risk of harm to health and safety, which it presents. The policy arrangements and organisation is established to facilitate the effective management and control of health and safety.

The responsibilities and duties of individuals within the organisation are clearly identified and meet the logistical needs of the organisation. Ensuring that the delegated responsibilities rest with the individuals who have or are best placed within the organisation to control specific aspects of these arrangements.

The identified Assistant Chief Executive must sign any amendments made to this manual and include the effective date of any amendment.

HEALTH AND SAFETY POLICY

In accordance with the Health and Safety at Work, etc. Act 1974

1 General Statement of Health and Safety Policy

The Humberside Police Authority, in recognition that people are our most important asset, considers Health and Safety to be a management responsibility of equal importance to performance and quality. Furthermore, the Secretariat recognises that accidents and work related ill health can result from failings in management control over people and technology and are not just faults of individual employees.

It is the policy of Humberside Police Authority, so far as is reasonably practicable, to provide and maintain safe and healthy working conditions, equipment and procedures for all its employees and to provide such information, training and supervision as they need for this purpose.

The Authority is committed to a strong health and safety culture with a supportive attitude and good communications to achieve adequate control over risks by ensuring a systematic approach to the identification of risks and the allocation of resources to control them.

Humberside Police Authority also accepts responsibility for the health and safety of other people who may be affected by its activities. In particular the Authority will, so far as is reasonably practicable, ensure the safe working environment for visitors, temporary employees and contractors where that environment or activity is under the control of the Authority.

The Chief Executive has overall responsibility for the Humberside Police Authority Safety Policy, with delegated powers to the Assistant Chief Executive, who is advised by appointed officers and external support. The Assistant Chief Executive will supervise and monitor the competence of external support agencies.

The successful implementation of the Health and Safety Policy depends on the active support and co-operation of all staff. The arrangements and necessary safety rules required to create the climate which will ensure the continuing involvement and co-operation of all staff are detailed in this document. It is, however, essential that all staff perform their tasks diligently and that in this performance they comply with the issued safety rules and use and not misuse anything provided in the interests of health and safety. It is also important for staff to report to their supervisor or the Chief Executive any occurrences or defects which appear to present a risk to their safety or health or the safety or health of others.

Department managers are responsible for health and safety in their area, and ensuring that this policy is carried out. The Authority recognises that competency in managing health and safety is an essential part of professional management where a proactive approach to prevention is adopted by the development of an organisational structure supported by adequate and appropriate training at all levels.

The policy will be kept up to date as required by any changes in legislature or by any changes in the Authority's size or nature of operations. To ensure this, the policy and the way in which it has operated will be reviewed at least every three years, and will

be supplemented in appropriate cases by further statements relating to the work of individual areas or groups of employees.

Procedures for the action to be taken in the event of a fire or other emergency are in existence at the location and these procedures will be reviewed and rehearsed ensuring that all persons are adequately protected.

Signed:

Date:

Revision number: 1.0

Last review dates:

2 ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

2.1 Assistant Chief Executive

The role and responsibility of the Assistant Chief Executive is to: -

1. Interpret and effectively implement the corporate Authority Health and Safety Policy and associated codes of practice or legislative requirements.
2. Ensure a health and safety inspection is completed and acted upon annually.
3. Ensure a health and safety audit is commissioned on a regular basis, but at least every three years.
4. Ensure that this Health and Safety Policy is kept up to date and is drawn to the attention of all members of staff including any amendments/changes to policy.
5. Act as a focal point for all Health and Safety matters within the Secretariat.
6. Ensure all new staff receive appropriate information, knowledge and training in Health and Safety (including first aid provision, fire drills and alarm tests) necessary to enable them to carry out their duties in a safe manner.
7. Ensure safe systems of work are produced, reviewed and maintained and are based upon an assessment of risk and efficient use of Authority time and resources.
8. Ensure acceptable levels of housekeeping are maintained and staff are not permitted to attempt repairs, etc, beyond their capabilities.
9. Ensure any Health and Safety problems reported are dealt with as quickly as possible.
10. Ensure that there are sufficient first aid trained personnel and first aid equipment in light of the hazards known to be present within the Secretariat and make their location known to employees.
11. Ensure that all accidents (including assaults) are monitored and serious incidents are reported to the Chief Executive.
12. Monitor the effectiveness of the Policy.
13. Set a personal example

2.2 Line Managers

The role of the Line Manager will be to: -

1. Organise the Section so that operations or work carried out is to a satisfactory standard of safety, resulting in there being a minimal risk to persons, equipment and materials.

2. Make sure that the control measures in place are at all times operable and not interfered with and that personal protective clothing, where appropriate, is available and is used.
3. Ensure that hazards from equipment operations, e.g. substances, material stacking, etc, are addressed, that the risk from them is understood and that corrective measures are implemented to prevent danger to staff.
4. Plan and maintain a tidy working area, including access to and from the location or equipment being used.
5. Bring to the attention of all new staff as part of the induction process the Health and Safety policy, including first aid provision, fire drills and alarm tests, etc.
6. Set a personal example

2.3 Members of Staff

All staff will comply with the following: -

1. Carry out their duties without endangering the health and safety of themselves and others.
2. Use the correct equipment or tools for the operation and not misuse any item provided in the interest of health and safety.
3. Work in a safe manner including the use of any relevant safety equipment and protective clothing provided.
4. Report any defects in tools or equipment immediately.
5. Develop a personal concern for the safety of themselves and others.
6. Avoid improvising or taking short cuts, which would entail unauthorised and unnecessary risks.
7. Inform new employees of hazards involved in the operation or work of the Secretariat.
8. Report and record any accident or incident, which has, or may have, led to injury or damage in the Accident Book.
9. Suggest ways of eliminating hazards.
10. Co-operate in the investigation of accidents with the objective of introducing methods to prevent recurrence.
11. Comply with all health and safety arrangements.
12. Set a personal example.

2.4 External Safety Support

The safety support service is accountable to the Assistant Chief Executive and will assist each operating unit in meeting its obligations under the Health and Safety at Work etc. Act 1974 and subordinate regulations.

The safety support service is responsible for screening new legislation and advising the Authority on relevant statutory obligations.

In co-operation with the Assistant Chief Executive, the external safety support will conduct safety audits to ascertain how well the Authority policy is implemented and to identify aspects needing improvement.

2.5 Visitors

All visitors must be made aware by the host member of staff or via the booking process of the action they are to take in the event of a fire.

Special consideration will be given to the safety of visitors on site, appropriate to their knowledge and experience.

Customer and supplier representatives will where appropriate be escorted at all times by not less than one experienced member of staff.

Maintenance and contractors' personnel will be supervised appropriately and must observe all Company safety requirements.

Visiting council or police staff will be escorted by local staff as appropriate.

3 SAFETY CONSULTATION

Team meetings are the primary route of employee consultation under the Safety Representatives and Safety Committees Regulations and the Consultation with Employees Regulations. Health and safety will normally form a regular item on the Team Meeting Agenda. The issues that may be considered on a regular or ad hoc basis are:

1. Consideration of the cause and prevention of accidents.
2. Assistance in hazard spotting and routine inspections.
3. Preparing and modifying safety rules as necessary.
4. Planning and introduction relevant to safety promotion campaigns.
5. Monitoring the unit's performance on accident prevention.
6. Consider the outcomes of scheduled policy and safety arrangement audits.
7. Consider and recommend amendments to the policy, arrangements and organisation documentation.
8. Consider/approve Health and Safety training requirements.

4 SAFE SYSTEMS OF WORK (ARRANGEMENTS)

4.1 Induction and training

Induction of New Staff to the Secretariat

All new members of staff to the Secretariat will be made aware of the implications and content of the Health and Safety Policy including any known risks and procedures relating to bomb alert, fire drills, first aid, accident reporting, etc.

General

Job specific training will be provided as required and will include all appropriate health and safety training.

Monitoring of Health and Safety Training

The Line Manager has the overall responsibility to ensure that adequate training provided to Secretariat personnel and that refresher training is given when required.

Health and Safety Matters

Health and safety issues should be raised with, and addressed by, the relevant line manager in the first instance. Issues that cannot be addressed should be referred to team meetings, the Assistant Chief Executive or the Chief Executive.

4.2 Risk Assessments

General

Line managers will carry out risk assessments relevant to their work area where this is not covered by an Authority risk assessment. Line managers will ensure that records are kept of all significant findings of the assessments and that suitable work instruction or procedures are developed from them.

Monitoring

Assessments will be reviewed at least every three years. The assessment may be reviewed earlier when the work or activity changes, as the result of an accident, or if it appears appropriate.

4.3 Emergency Evacuation

Fire or Other Emergency

All Staff should acquaint themselves with the fire alarm points, location and type of fire extinguisher, fire exits and assembly points.

The Fire Warden and/or the Assistant Chief Executive will oversee the evacuation and to act as a focus for the Senior Fire Officer when the Fire Service arrives.

If a fire is discovered the alarm should be sounded and if possible, where there is no personal risk, the fire can then be tackled.

A list of all members of staff should be easily available and this can be used in roll calls.

On hearing the alarm, all staff should leave quickly and quietly by the nearest exit, taking with them any students or visitors to the section.

Disabled staff or visitors should be accompanied out of the building. If evacuation is difficult the disabled person may be able to use the disabled access lift, but only if it is safe to do so.

Wherever feasible, a roll call should be taken as soon as possible at the assembly point, where all staff and visitors will wait for further instruction. Other wise the Fire Warden should try to identify areas where there may be persons requiring rescue.

Once out of the building, no one must re-enter without express permission.

All assistance will be given to the fire and emergency services at all times. Particular attention should be paid to allow free access to all emergency vehicles and personnel.

A report on the incident will be made by the staff to the Chief Executive as soon as possible after the incident.

Fire Drills

A fire drill will be held at least once a year, organised by the Assistant Chief Executive, who will then forward a report on the effectiveness of the drill to the Head of Section. The drill should be treated as a real incident so that any defects in procedure or equipment can be highlighted and resolved.

Detailed Emergency Procedures

An emergency procedure including fire and bomb threat evacuation has been produced for Pacific Exchange. A copy is attached at Appendix 1.

4.4 Illness, Accident or Near-miss incident

All accidents or incidents at work resulting in injury, property damage, ill health or a near-miss incident (including accidents when visiting other premises or when traveling between Pacific Exchange and other sites), and verbal or physical assaults, must be reported in the accident book.

The Accident Book is located on the Assistant Chief Executive's bookcase.

If anyone should become ill or suffer injury as a result of an accident, the procedures below should be followed:

- First aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible reassurances and, if absolutely necessary removed from danger.
- All staff should be aware of the location of the first aid box and the identity of those staff who have been trained in first aid and the means to contact them. If circumstances necessitate, a trained first aider should be summoned immediately to tend to the casualty.
- **Transport to hospital:** if an ambulance is required the emergency “9-999” service should be used. In less severe cases, it may be appropriate to transport the casualty to the hospital Casualty Department without using the ambulance service but it should be noted that this must always be on a voluntary basis. If members of staff use their own cars for these purposes, they must ensure that they have obtained specific cover from their insurance companies. Wherever possible, no casualties should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

Work Related Illness

Sickness at work must be reported in the normal manner. Where the sickness is thought to be work-related it should also be brought to the attention of the Assistant Chief Executive.

Accident forms

As soon as possible after the incident, every case of injury or accident must be reported fully and accurately in the accident book and, where possible, detailed statements should be obtained from witnesses. Accident forms, when completed, should be passed immediately to the Line Manager. An accident form must be completed for all accidents, (to employees, contractors, members of the public, etc.), however minor.

In the case of a serious injury or a serious event (even if such an event may not have caused any injury) there must be no clean-up of the site until a full investigation has been completed. This requires that there be no removal or movement of items or of evidence. The Assistant Chief Executive will be involved in all such investigations and may take photographs and statements.

Accident Monitoring

Line managers are expected to investigate any accidents, incidents or work-related illness that occurs within their area of responsibility. The Assistant Chief Executive may also review and investigate (as necessary) accidents or work related ill health. This is with a view to reducing the likelihood of re-occurrence and also to look for any trends or patterns.

Specialist health and safety support may be brought in to assist in serious accident investigations.

4.5 FIRST AID

Humberside Police Authority will provide adequate facilities and ensure that procedures are in place to protect the health, safety and welfare of employees in the event of injury, illness or an emergency at work.

The Assistant Chief Executive will check that first aid provision and emergency procedures are adequate on a regular basis.

The appointed first aider is Jenni Rockett. The first aid box is located in the main office.