

Health and Safety

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Policy Statement

Summary

The Chief Constable (CC) of West Yorkshire recognise their responsibility to fulfil their statutory duties under the Health and Safety legislation, including how this can contribute to the organisational performance through reduction of injuries, ill health, protecting the environment and reducing financial losses and liabilities.

This policy explains where responsibilities in relation to health and safety are held in the organisation.

The Chief Constable has signed a Statement of Intent.

Scope

As defined in the Health and Safety at Work etc. Act 1974, this policy applies to all personnel working for or on behalf of the Force, i.e. police officers, police staff, apprentices, police community support officers, special constables, volunteers, partners, agency staff, contractors, sub-contractors and third party suppliers. This includes those working for the Force under the terms of a collaboration agreement pursuant to section 22A of the Police Act 1996 (as amended by the Police Reform and Social Responsibility Act 2011).

This policy applies to all premises occupied by West Yorkshire Police and any maintained by the Force on behalf of the West Yorkshire Combined Authority (WYCA).

Responsibilities

Overview

- The activities of West Yorkshire Police require the management of a wide range of health and safety risks and are not limited to the geographical boundaries of West Yorkshire.
- In order to protect the health and safety of those who deliver and those affected by this service there is a requirement to clearly identify where responsibilities lie. The following section and associated policy guidance provides the details of these responsibilities.

Responsibilities Associated to Position

Chief Constable (Policy Maker)

- As an employer, the Chief Constable has responsibility for health, safety and welfare matters relating to their employees, visitors and others affected by their relevant undertaking.

- They commit to ensuring that these undertakings do not have any adverse effects so far as is reasonably practicable.

Chief Officer Team (COT) (Policy Makers)

- As strategic decision makers, the Chief Officer Team (COT) will ensure that appropriate regard for health and safety matters is embedded in the decision making process and will assist the Chief Constable in devising health and safety policy, deciding the priorities, providing resources and promoting a positive health and safety culture.
 - Each individual is responsible for assuring themselves that appropriate arrangements exist in their area of responsibility for the health, safety, and welfare of employees, including maintaining appropriate communication systems.
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District Commander or Departmental Head (planners)

- Within the framework of the policy, each District Commander and Departmental Head is responsible for:
- The day-to-day management of the area under their control, and ensuring the competence of staff therein;
 - Establishing management arrangement, risk control systems and work place precautions that reflect the policies/procedures of the Chief Constable regarding health, safety, and welfare;
 - Ensuring those policies are implemented in an approved manner and that appropriate action is taken to remedy any shortcoming;
 - Ensuring appropriate consultation arrangements are in place for staff under their control through either:
 - A local Health and Safety committee, which they will chair; or
 - An agreement that their staff are represented at another district or department's Health and Safety Committees associated to their location of work;
 - Ensuring participation of staff in the delivery and development of local arrangements (including obtaining specialist advice where appropriate); and
 - Ensuring Health and Safety objectives form part of the business planning process.
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Line managers and supervisors (implementers)

- Line managers and supervisors are responsible for:
- Ensuring that workplaces under their control are maintained in a clean, tidy, and safe state and that adequate resources (human, physical and information) are provided to those carrying out tasks;
 - Confirming that all regular tasks are covered by the Force wide risk assessments;
 - Identifying control measures and implementing these in line with Force policy;
 - Ensuring suitable risk assessments are documented, where they are responsible, for planned operations or activities outside the scope of the generic assessments;

- Ensuring that staff have received appropriate communications and training for the role they are undertaking, to assist in the delivery of local arrangements; and
 - Providing feedback to both staff and senior management on any identified Health and Safety successes or deficiencies.
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All individuals

In addition to any statutory functions that individuals may hold due to their role, all individuals have a duty to co-operate with West Yorkshire Police in providing a safe and healthy working environment. They are responsible for:

- Carrying out their duties without endangering the health and safety of themselves, colleagues, third parties and/or the general public unnecessarily insofar as fulfilling any obligations that come with their office or role;
- Complying with all instructions appertaining to safety, statutory provisions, codes of practice and safe systems of work, including attendance at relevant training;
- Informing their immediate supervisor of any defect or work situation which may reasonably be considered to represent a danger to health and safety, or any shortcomings identified in the arrangements for health and safety;
- At all times endeavouring to facilitate the proper implementation of the Health and Safety policy and not to intentionally or recklessly interfere with anything provided for the purpose of Health and Safety;
- Undertaking personal (dynamic) assessments of risk, based on the intelligence, information, training, and resources available; and
- Making considered judgements in order to use the available resources in such a way as to achieve an acceptable level of safety while undertaking the task.

There will be situations where the police have temporary authority at a work site/incident and can exercise some control over the health, safety and welfare of its staff and other persons brought to that work site/incident at the request of West Yorkshire Police.

Where this arises, the officer in charge will ensure that safe working practices shall be adopted as far as is reasonably practicable under the circumstances.

Breach of these duties may be grounds for disciplinary action.

Contractors (Visitors)

**Force
responsibility**

- Visitors, such as contractors, are entitled to such information as necessary to ensure their health and safety while on police premises.
- It shall be the responsibility of those persons engaging the services to provide it.

Contractor responsibility

Contractors and visitors must:

- Inform members of staff of any risks, e.g. from equipment, substances, or working practices that they introduce to the work place; and
- Comply with all relevant health and safety legislation while on police premises.

Role Specific Responsibilities

Deputy Chief Constable (DCC)

The DCC has the portfolio for occupational health, safety and welfare arrangements and is responsible for:

- Ensuring the health and safety strategic objectives are met and continually developed;
- Chairing the West Yorkshire Police Health and Safety Board to:
 - Agree and monitor action plans; and
 - Approve changes to policy, strategies and arrangements including the allocation of responsibilities and integration into general business as appropriate;
- Ensuring the level of health and safety related training available is commensurate with the degree of risk posed by the activities undertaken by West Yorkshire Police personnel; and
- Reviewing health and safety performance.

Chief Officer Team (COT)

Members of the Chief Officer Team (COT) are responsible for:

- The strategic health and safety management of West Yorkshire Police;
- Implementing the policies of the Chief Constable;
- Specific areas and, as part of their duties, the health, safety, and welfare of staff within those areas must be given due consideration and importance; and
- Assisting the Chief Constable in:
 - Determining health and safety policy;
 - Deciding the priorities;
 - Providing resources; and
 - Promoting a positive health and safety culture.

Air Operations Certificate (AOC) Accountable Manager

The AOC Accountable Manager is responsible for:

- Ensuring a suitable safety management system is developed; and
- Implementing the activities undertaken by the National Police Air Service.

ACO Finance Officer

The Chief Finance Officer has responsibility for:

- Identifying the funding implications in respect of necessary health and safety improvements including those made to the premises of West Yorkshire Police; and
- Ensuring that through the application of the business services strategy, the relevant objectives are met.

ACC People The ACC People will be the vice chair of the Force Health and Safety Board.

Health and Safety Manager The Health and Safety Manager is responsible for:

- Co-ordinating health and safety matters within West Yorkshire Police, including corporate liaison with the Health and Safety Executive and other relevant enforcing authorities;
- In conjunction with the Force Health and Safety Team, receiving guidelines and information relating to current health and safety legislation and ensure that these are interpreted and communicating, via appropriate channels, to those who are required to take action;
- Preparing an annual report for the Chief Officer Team via the Chair of the Force Health and Safety Board;
- In conjunction with the Force Health and Safety Team, developing and reviewing the health and safety policy in relation to safe working practices;
- Advising on effective systems and procedures for implementing such legislation including:
 - Setting objectives and priorities;
 - Hazard identification, risk assessment and control measures; and
 - Active/reactive monitoring control measures; and
- Ensuring that accidents are correctly investigated, and action is taken in relation to matters arising from the investigation. In respect of this, all members of staff are required to co-operate with any such investigation undertaken by the Health and Safety manager or their representative.

Health and Safety team The Health and Safety team:

- Are responsible for carrying out regular auditing of the whole health and safety provisions within districts and departments and submitting a report of their findings;
- Are empowered to visit locations where staff are working to assist in maintaining a satisfactory environment –
 - These visits may be carried out in conjunction with the Local representatives.
 - The district or department will be advised of any irregularity requiring urgent consideration.
 - For this purpose, all members of staff are expected to co-operate with any officer carrying out a safety inspection;
- Will maintain a regime of Fire risk assessments for all premises under the control of the Force;

- Agree a program of works with the Estates department in order that fire risks are effectively managed;
- Will ensure that they are up to date with all relevant legislation and current safety management practice;
- Will maintain a regime of activity monitoring to identify changes in health and safety performance; and
- Promote a positive health and safety culture.

**Clinical staff
(doctors/
nurses)**

These occupational health practitioners shall be proactive in health, safety and welfare matters by:

- Implementing a preventative approach to reducing ill health including the promotion of health by education and a statutory Health Surveillance regime;
 - Identifying and monitoring situations where there is a risk to health and, where relevant, providing suitable interventions;
 - Promoting health and safety at every opportunity either individually or collectively and advising on topics directly related to health; and
 - Liaising on matters arising from visits to districts or departments.
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**Director of
Estates and
Business
Services**

The primary responsibility for the management of property related health and safety lies with the Director of Estates and Business Services who, in addition to their other Directorate responsibilities, will so far as is reasonably practicable:

- Ensure legal compliance is achieved as a minimum for estate management and, where necessary, specific policies/procedures are produced for significant hazards;
- Ensure provision and maintenance of buildings, which comply with Building Regulations, current Health and Safety legislation and, relevant British Standards as applicable;
- Ensure appropriate arrangements are in place for monitoring and maintenance of statutory systems e.g. lifting equipment, water quality;
- Set appropriate standards for appointing contractors and ensure arrangements are in place to:
 - Assess their health and safety management before work commences; and
 - Monitor their activities to minimise risk
- Create standards and regimes for Estates project management and delivery.
- Provide Secretariat to co-ordinate and minute district/department health and safety meetings;
- Ensure that Estates Facilities Officers and Business Support Officers undertake building inspections in line with Force policy;
- Ensure that Estates Helpdesk staff will triage actions from Building Inspections and assign to relevant persons/contractor for completion;
- Ensure that Estates staff work in line with Force policy and procedures, ensure safe ways of working in safe environments and manage

contractors in line with Health and Safety policy, Risk and Method Statements; and

- Ensure that Estates staff provide audits of on site works with Health and Safety issues reported and addressed.

Health and Safety Consultation Arrangements

Overview

- The Safety Committees and Safety Representatives Regulations 1977 (SRSC) and the Health and Safety (Consultation with Employees) Regulations 1996 requires West Yorkshire Police to have effective consultation arrangements in place for Health and Safety matters.
- This chapter describes these arrangements and the relevant responsibilities for the Force and Local Health and Safety Meetings.

Health and Safety Board

- The Health and Safety Board is the formal consultation, engagement and accountability forum for health and safety matters for the organisation with the Police Federation, Superintendents' Association and Trade Unions.
- The Health and Safety Board will meet once every three months. Meetings can be called by exception by the Deputy Chief Constable (DCC).
- The key reporting themes and agenda items will include:
 - Update on the risks outlined across the Force by each District Commander and Director.
 - Reporting on any specific areas relating to health and safety that their department/district have a lead on, e.g. Driver Standards Board, Clothing Working Group, Training etc.
 - Reporting on work programmes or action plans related to health and safety and review of the Corporate Health and Safety Highlight report.
 - Matters raised for consultation by Trade Unions, Police Federation and Superintendents' Association.
 - Changes of risk category, new and emerging risks.
 - Presentation, consideration and approval of policy, strategy and work programmes or activity.
 - Prioritisation of demand and key priority areas for action.
 - Tasking of resulting/outstanding actions, from Health and Safety Board, Local Accountability Meetings (LAMs), JNCC and Local Building Inspections for all areas of health and safety.
- Minutes will be published on the Force Health and Safety intranet page by the Health and Safety team.

Membership

Membership will be as follows:

- Deputy Chief Constable (Chair) and/or Assistant Chief Constable, People (vice Chair);
- Health and Safety Manager;

- Operational representation – District Commanders and Directors to attend. Where nominated deputies are to attend, an IOSH (or comparable) qualified member of SLT will be required, who is sufficiently briefed to report on risks;
 - Trade Unions, Police Federation and Superintendents' Association representatives;
 - Nominated secretarial support to facilitate all administrative aspects of the meeting, including collation of agenda items prior to the meeting and circulation of minutes to attendees.
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Local Health and Safety Meetings

- The purpose is to review local issues raised through health and safety inspection/incident reports, identify any issues that require escalation to the Force Health and Safety Board and allocate actions locally as appropriate.
 - These will meet at least four times per year, usually consecutively to the local JNCC, and are chaired by the District Commander/Head of Department.
 - The composition of the committee is agreed at district/departmental level and will be representative of all groups within that area.
 - The agenda will focus on local matters. (See recommended agenda.)
 - Minutes will be published on the Force Health and Safety intranet page by Business Support.
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Other consultation

- As appropriate, other consultation groups will be convened to consider changes to the working practices or equipment that may impact the current health and safety arrangements.
 - The membership of these groups will include representatives from the relevant staff associations, although these may not be the Health and Safety leads if other individuals are better placed to recognise the issues associated to the change.
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Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

- Data Protection Act 2018
 - Health and Safety at Work etc. Act 1974
 - Health Surveillance policy
 - Workplace (Health, Safety and Welfare) policy
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Relevant policies

- Control of Substances Hazardous to Health
 - Manual Handling
 - Control of Noise at Work
 - Personal Protective Equipment (PPE)
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Further Information

- Health and Management Structure Chart
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