

Workplace (Health, Safety and Welfare)

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Policy Statement

Summary	<p>West Yorkshire Police have a duty to implement processes and procedures to provide a safe place of work for all officers and staff.</p> <p>This policy aims to describe specific responsibilities in Force to design and provide a safe place of work, describe the arrangements for providing and maintaining a safe place of work and outline roles and responsibilities.</p>
Scope	<p>This policy covers all premises occupied and used on a regular basis by officers and staff which are under the control of the Chief Constable.</p>

Principles

Summary	<ul style="list-style-type: none">• The nature of the Force's activity often results in the need to relocate officers or staff to alternative environments in order to improve operational performance or meet Force objectives.• These moves must consider the Health and Safety of everyone in the workplace, including the provision of adequate welfare facilities.• The Workplace (Health, Safety and Welfare) Regulations 1992 provide guidance on a wide range of considerations, and in some areas sets out a minimum standard that must be met.• These Regulations form the basis for decisions on the suitability of accommodation during the selection process.• See Workplace health, safety and welfare – A short guide for managers.
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Responsibilities

New or Changed Workplaces

Summary	<ul style="list-style-type: none">• The identification, selection, development and occupation of a new/alternative location for a team places responsibilities on a number of different roles to ensure the outcome is a safe and suitable environment.• Depending on the scale of the move, these may include responsibilities for the departments and individuals outlined in this section.
Local	<ul style="list-style-type: none">• The Head of the Department will appoint a member of staff to act as the Single Point of Contact on the move.

- management**
- They will be responsible for:
 - Notifying the Estates and Business Services department of all changes;
 - Providing relevant details to the Estates and Business Services department on the use of the building;
 - Consulting with local staff and staff associations about the change in compliance with the Organisational Change policy; and
 - Making decisions that affect the use/design of the building on behalf of the local management.
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- Estates and Business Services department**
- The Estates and Business Services department will appoint a member of staff to take lead on the change.
 - They will be responsible for:
 - Ensuring the proposals are compliant with current Building Regulations – this includes a range of fire and building safety related requirements;
 - Ensuring that any ongoing maintenance/inspection requirements are reflected in the planned maintenance programme to reflect any changes/additions; and
 - Arranging training of staff for any new equipment installed by them in the premise.
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- Health and Safety team**
- The Health and Safety team will appoint a member of staff to advise on the change.
 - They will be responsible for:
 - Providing advice to the local management and Estates and Business Services department; and
 - Organising the review of any relevant documents e.g. Risk Assessments (generic/fire, post implementation of the change).
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Current Workplaces

- Summary**
- Although a workplace can be safe when first brought into use, there remains a need to monitor and maintain this condition.
 - This can only be achieved via a team effort.
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- Line managers**
- Managers and supervisors must ensure that their areas of responsibility maintain satisfactory standards of housekeeping at all times.
 - Managers and supervisors are responsible for:
 - Ensuring that articles are not left in walkways/stair enclosures or on the floor;
 - Ensuring that there are no trailing cables liable to cause a tripping

hazard;

- Ensuring that articles are stored in designated places;
- Regularly checking the working area to ensure that satisfactory standards of housekeeping are maintained;
- Removing obsolete or unwanted articles or furniture;
- Enforcing the Force Clear Desk policy; and
- Reporting any damage or deficiencies to the building which could affect safety to the Estates and Business Services department .

Estates and Business Services department

- The Estates and Business Services department must:
 - Arrange for appropriate inspections of equipment to ensure that they remain effective in providing a safe place of work;
 - Have in place a reactive maintenance facility to address any breakdown or damage to equipment/structure should this occur; and
 - Ensure that four periodic inspections of buildings are carried out annually, using appropriately competent staff.
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Employees

- Employees are responsible for:
 - Ensuring that they do not allow waste materials to accumulate in their working area;
 - Keeping their workstations tidy in compliance with the Force Clear Desk policy;
 - Acting in accordance with information and training relating to housekeeping in the workplace; and
 - Reporting problems relating to storage or removal of articles to their line manager.
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Shared Workplaces

Use of third party premises

- Where the Force arranges for officers/staff to use premises that are primarily occupied by other organisations e.g. council premises, they will agree what, if any, activities are required by the Force to maintain the location as a safe place of work.
 - These arrangements may include the Force undertaking some tasks, such as building inspections, where the security arrangements prevents the primary occupier from undertaking such tasks.
 - All staff who work in this type of location are required to co-operate with the primary occupier in procedures provided for their safety e.g. fire drills.
 - Where issues arise, staff must report these through the local protocols.
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**Third party use
of police
premises**

- Where third parties are authorised to use police premises unaccompanied, they are required to co-operate with the Force procedures provided for their safety e.g. fire drills.
 - It is the responsibility of those authorising the use to ensure the lead individual is briefed on the relevant procedures and is aware of their personal responsibilities in such events.
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Additional Information

- Compliance** This policy complies with the following legislation, policy and guidance:
- Workplace (Health, Safety and Welfare) Regulations 1992
 - Data Protection Act 2018
 - Asbestos Management policy
 - Electrical Safety policy
 - Fire Legislation policy
 - Management and Control of Legionella policy
 - Risk Assessment (Health and Safety) policy
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Further Information Further guidance in relation to this policy can be sought
from: Building inspection information
