

## Policy: Health and Safety

### Equality Statement

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public, member of staff, secondee, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

### Introduction

1. The OPCC expects all staff, contractors and volunteers to co-operate fully in the achievement of this policy. The OPCC also accepts responsibility for the Health and Safety of other people who may be affected by its activities. The OPCC will comply with the requirement of the Health and Safety at Work Act 1974 and all other relevant statutory provisions and recognised codes of practice.
2. The OPCC is committed to creating a safe working environment for all colleagues and all members of the community we serve. We will strive to remove or reduce those risks by providing:
  - Safe ways in which to work and information on how to minimise the risk of injury
  - Clear supervision, guidance and training
  - Suitable protective equipment
  - Support for individuals to develop and exercise their professional judgement in assessing risk where our work requires a dynamic response
  - Conditions for the development of a positive safety culture
3. In support of this aim all levels of management have a duty to:
  - Understand and discharge their responsibilities for the management of health and safety
  - Supervise colleagues to ensure they work safely in accordance with their training
  - Ensure safety and health is considered with equal importance to all other priorities
  - Encourage and support development of a positive safety culture
  - Maintain effective consultation and communication with staff-side representatives and others on matters of safety
4. All colleagues have a duty to contribute to this process by:
  - Understanding and accepting responsibility for our own safety, the safety of others we work with and members of the wider public
  - Using protective equipment that is provided

- Following the training and guidance we are given
  - Reporting all incidents and hazards which have or could have led to injury
5. Acknowledging our responsibilities for health and safety and in support of our vision to serve our communities and protect them from harm we will continue to regularly review our performance to ensure we do meet the challenge of managing and reducing risk. This can only be achieved with the help of all colleagues and contractors working on behalf of the OPCC and we rely upon your full support to ensure we successfully meet this objective.

## **Roles & Responsibilities**

6. The OPCC has responsibility for setting out the strategic commitment to safety and ensuring that this has equal prominence with all other OPCC priorities. It ensures that adequate resources are available to achieve the objectives detailed in the Health & Safety Policy Statement and encourages and promotes a positive safety culture.
7. The Chief Executive has functional responsibility for health & safety and will ensure the provision of high quality professional advice to identify and manage risk and provide clear effective guidance to all areas of the organisation. The Chief Executive closely monitors performance and directs resources to promote and achieve the objectives detailed in this statement. He will ensure that the Health and Safety Committee function takes place quarterly through Senior Management Team meetings, facilitated by the Head of Business Services with day to day responsibility for Health and Safety.
8. Line Managers, at all ranks and grades, have a responsibility to read and understand the aims and objectives outlined in this statement and support and promote these in the course of their duties. Specifically all Managers must:
- Ensure staff under their control are appropriately trained and equipped to complete their duties safely
  - Read and understand the Risk Assessment Guide and facilitate the completion and recording of risk assessments where required. This includes all orders and assessments for fire, manual handling, display screen equipment (DSE), noise and the use of hazardous substances (COSHH) for all locations within their control
  - Ensure that any Personal Protective Equipment (PPE) is regularly inspected and maintained in good condition, readily available and used for the purpose intended
  - Require that all accidents, incidents and near misses are promptly and accurately reported. Post accident investigations are to be completed and consideration given to action that can be taken to prevent a recurrence
  - Ensure that key safety roles are maintained within their teams including Fire Marshals, First Aiders, Risk Assessor, Evac Chair Risk Assessors
  - Maintain adequate supplies and ready access to first aid equipment at all times
  - Facilitate and/or support quarterly walkthroughs. Promote the development of local health and safety action plans and ensure staff under their control are kept informed of health and safety issues
  - Conduct safety inspections and consider all recommendations from examination and audit visits and promptly implement those recommendations where appropriate.

- Ensure staff under their control understand and accept the personal responsibility they have for their own safety and the safety of people they work with.
  - Promote the development of an environment where safety is important and considered as part of everything that we do.
  - Maintain effective consultation and communication channels on matters of safety
9. All employees have a personal responsibility to work safely to protect themselves and others from risk. To achieve this they must:
- Co-operate and comply with all health and safety instructions whether written or verbal.
  - Attend training courses when required to enable them to carry out their duties competently and safely.
  - Wear appropriate clothing and Personal Protective Equipment (PPE) where this is provided and required for the activities they are involved in.
  - Promptly report damaged or defective equipment or any other health and safety concerns to a supervisor or manager.
  - Act responsibly at all times and do not misuse equipment that is provided for the purposes of safety.
  - Report all accidents, incidents and near misses to their supervisor or manager and cooperate in any investigations that follow.
  - Ensure they are aware of procedures to be followed in the event of an emergency such as a fire and the location of fire exits, fire assembly points and first aid facilities.
  - Assist in the completion of risk assessments for the activities they are involved in.
  - Support the development of an environment where safety is important and considered as part of everything that we do.

### Specialist Roles

10. Staff from within OPCC are required to undertake the following specialist roles, for which training will be provided:

Qualification and Role	Criteria and Role
Workplace First Aiders  <i>** This role attracts an additional payment of £62.50 per annum</i>	<ul style="list-style-type: none"> <li>• Attend and pass First Aid at Work course and pass a re-qualification course every 3 years. This must be evidenced by producing current certificate/training record.</li> <li>• Confirmation that line manager will release the individual to complete this role as required.</li> <li>• Monitoring and maintaining first aid facilities in their office.</li> <li>• Administering first aid</li> </ul>
Fire Marshal	<ul style="list-style-type: none"> <li>• Attend Fire Marshal training every 2 years and complete e-learning package 'In the Line of Fire' every 12 months</li> <li>• Attend any other relevant training/seminars as necessary</li> <li>• Submit monthly Fire Marshal checklists</li> <li>• Confirmation that line manager will release the individual to complete this role as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with other responsible persons to carry out a fire risk assessment of the premises and review it regularly</li> <li>• Tell staff or their representatives about the risks you've identified</li> <li>• Put in place, and maintain, appropriate fire safety measures</li> <li>• Plan for an emergency</li> <li>• Provide staff information</li> </ul>
Risk Assessors	<ul style="list-style-type: none"> <li>• Attend and pass risk assessor course. Attend any other relevant training/seminars as necessary</li> <li>• Completion of the relevant paperwork</li> <li>• Confirmation that line manager will release the individual to complete this role as required</li> </ul>

## Manual Handling

11. This policy encompasses the requirements of health and safety legislation particularly the Manual Handling Operations Regulations 1992/99 as amended which impose duties on employers to protect employees or other persons who may be at risk of being injured as a result of tasks associated with Manual Handling Operations. Manual handling is defined as the transporting or supporting of a load by hand or bodily force including lifting, lowering, pushing, pulling, carrying or moving. Unsafe manual handling of loads can lead to injuries resulting in pain, time off work and in some instances permanent disability. It is our commitment to ensure that, so far as is reasonably practicable, we avoid the need for staff to undertake any manual handling operations at work which involve significant risk of injury. Where this is not possible, manual handling risk assessments shall be completed and control measures put in place to reduce risk of injury.

12. Line managers must:

- Wherever possible, avoid the need for manual handling which may result in injury
- Ensure that any manual handling activities which have a significant risk of injury, are assessed by a manual handling risk assessor, with the involvement of staff involved in the activity
- Ensure that all assessments identifying significant risks are recorded, reviewed periodically and communicated to staff involved
- So far as is reasonably practicable, reduce the risks identified by the assessment process to the lowest possible level
- Ensure that members of staff who undertake manual handling operations are suitable for the task and receive information, instruction and training in manual handling as appropriate
- So far as is reasonably practicable provide a working environment that is conducive with safe manual handling e.g. clear walkways, adherence to a safe system of work with regard to storing items within racking etc

13. All staff are required to:

- Take part in manual handling training
- Assess the task before undertaking any manual handling, e.g. Does the load really need to be moved? Is mechanical assistance required? Am I capable of handling this load? Should another person help with this task?

- Carry out manual handling in line with information, instruction and training provided
- Inform their line manager of any manual handling tasks that are problematic and have the potential to expose staff or other to a risk of injury
- Inform their line manager of any new manual handling tasks not previously identified and contribute to manual handling risk assessments where required
- Observe manual handling limitations and avoid short cutting processes e.g. not using mechanical aids in order to complete the task quicker
- Report incidents involving manual handling to their line manager

14. Your line manager will ensure that activities that require a manual handling risk assessment is completed and mitigating actions and activities take place. There is a manual handling risk assessment form which should be used for the completion of manual handling risk assessments, which should be sent to the Head of Business Services once complete.

15. Where we provide equipment to assist in manual handling activities, e.g. trolleys, it should be maintained in accordance with the manufacturer's guidance and staff who are required to use it should be trained in its use first. Any defective equipment must be removed from use and either repaired or disposed of.

16. Information, instruction and training on manual handling forms part of the staff induction programme. Training for manual handlers will be arranged and provided before handlers engage in any manual handling activity. Refresher training for manual handlers should be provided at least on a 2 yearly basis. Individuals who provide manual handling training should be suitably qualified and competent, and provide training to current standards and in line with the Manual Handling Operations Regulations in force from time to time.

17. Technical Advice and Guidance is made available by Force specialists as required.

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1.0	June 2018	Polly Reed	Head of Business Services	General Review		Biennial