



Joint Audit and Standards Committee Health & Safety Management - March 2021

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Date:	4 th March 2021
Version:	1.0
GPMS marking:	OFFICIAL
URN	N/A

Summary

The report provides an update with regards to the transition of the management of Health and Safety from the Alliance to Warwickshire Police.

It seeks to provide reassurance that Warwickshire Police have established systems to manage health and safety.

On 1st April 2020, the Health and Safety function transitioned out of the Alliance. The Deputy Chief Constable is the Occupational Health and Safety lead. The Health and Safety department, which is part of Business Operations, consists of Helen Minett (Facilities and Health and Safety Manager) and Alan Robinson (Health and Safety Advisor) who provide the day to day Health and Safety advice to the Force. The Health and Safety Plan has been updated and work is ongoing against this Plan.

The report covers the following areas:

Health and Safety Governance

- Safety Management System
- Occupational Health and Safety Committees

Health and Safety Policy

- Health and Safety Policy Statement
- Health and Safety Organisation
- Health and Safety Arrangements

Health and Safety Responsibilities

- Details of all the levels of responsibilities across Warwickshire Police

Health and Safety Reporting

- Accident and Investigation Reporting
- Reporting to the Occupational Health and Safety Committees

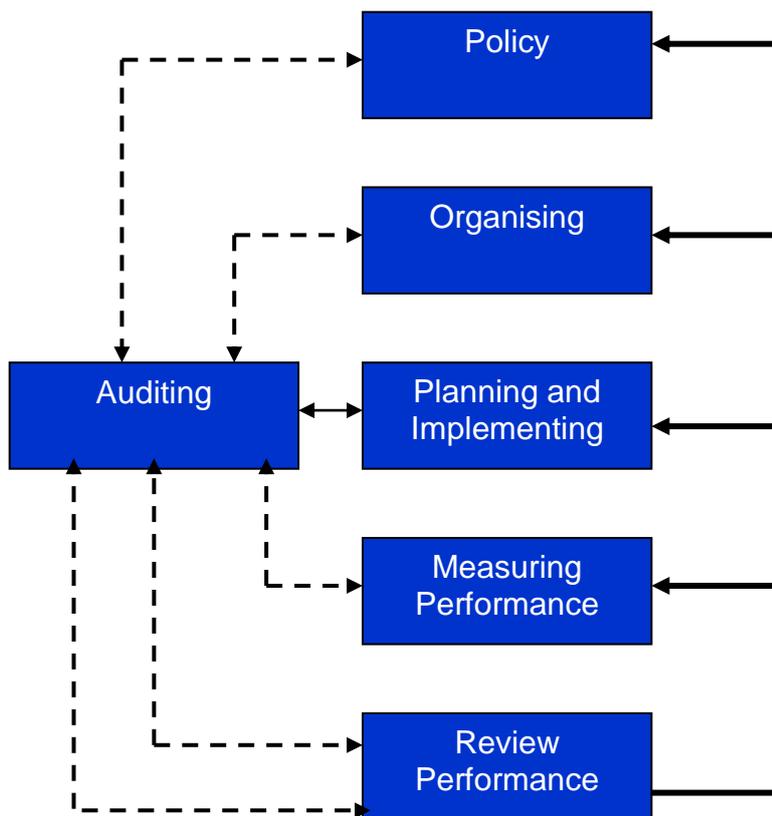
Health and Safety Risks

- Strategic Health and Safety Risks for 2020 / 21

Health and Safety Governance

The arrangements are set out in the Health & Safety Policy - Appendix 2 – Organisation. Warwickshire Police and the Office of Police and Crime Commissioner work to a Safety Management System, which was devised by the Health and Safety Executive and is the most commonly used model across all sectors.

The system is HS (G) 65 and the flowchart below identifies the key stages.



-----> Information Link

————> Control Link

The governance is provided via the Occupational Health and Safety Committees

- Strategic Occupational Health & Safety Committee
- Operational Policing Occupational Health & Safety Committee
- Professional Services Occupational Health & Safety Committee

The Operational Policing OH&S Committee and the Professional Service OH&S Committee report into the Strategic Occupational Health and Safety Committee.

Strategic Health and Safety Committee - Terms of Reference

Chair – Deputy Chief Constable

- To oversee the implementation of health and safety policies, procedures and related strategies. Formally review these every 3 years or sooner if deemed necessary
- To keep under review the Force's obligations for health, safety and welfare including the generation of risk assessments and management processes.
- To identify issues of a pressing nature and to consider justification for escalation in terms of resources and timescales
- To consider submissions by Staff Associations, H&S Advisors and other group participants including submissions from Operational committees
- To monitor the performance of Operational level committees and bring any relevant observations to the attention of the Strategic Committee
- To consider the general prioritisation of H&S issues and timescales for completion
- To distribute its minutes to members, notice boards, the Intranet and Operational level Committees
- To consider and discuss force wide accident / incident statistics and ill health statistics
- To learn from the outputs from accident / incident / ill health investigations where applicable
- To consider and discuss inspections / observations or notices from enforcement agencies and auditing bodies such as HMIC
- To consider and discuss Chief Officers guidelines on occupational health and safety management as they arise
- To obtain and consider independent audit documents as submitted
- To monitor the adequacy of occupational health and safety communication and publicity in the workplace
- To formally report to Chief Officers and the PCC as deemed necessary
- All other objectives and responsibilities to be agreed by the committee

Operational Policing Occupational Health and Safety Committee

Chair - Superintendent Mike Smith

Professional Services Occupational Health and Safety Committee

Chair - Tania Coppola, Director of Enabling Services

Terms of Reference (Operational Policing / Professional Services OH&S Committees)

- To consider the practical application and implementation of health and safety policies and the introduction of new health and safety legislation at an operational level.
- To identify health and safety priorities within their local business plans and integrate health and safety management within general management functions.
- To develop local procedures which promote the safety and health of personnel within their operational area.
- To ensure that systems exist so that any delegated responsibility is accompanied by a training programme suitable for the role.

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- To develop and monitor the delivery of an operational level annual health and safety plan which is linked and central to the business planning cycle.
- To set targets and have monitoring in place for their achievement. This is to include effective performance management in terms of risk assessments and systems of work, absence management, recuperative / restricted, medical retirement, accident, injury and near-miss reduction targets
- Ensure that systems exist at an operational level to accommodate training for new staff / officers, those who have moved roles, those who have new responsibilities
- To ensure that incidents are reported, recorded and monitored e.g. for trends and appropriate action is taken if deemed necessary at an operational level.
- To ensure that data from incident / accident reports is considered as part of risk management strategy of the business area.
- To ensure that short / long term management of problems arising from incidents are considered i.e. revised risk assessment, return to work policies, working with occupational health and HR within the Force
- To identify issues of a pressing nature and to consider justification for escalation in terms of resources and timescales to the Strategic Health and Safety Committee.
- To consider submissions by staff associations, Safety Advisors and other group participants.
- Consider and report quarterly to the Strategic Health and Safety Committee on the performance of the business area against the Operational Health and Safety Plan.
- To consider annually the force performance from the Strategic Annual Health and Safety Plan.
- To distribute its minutes to members, notice boards, the Intranet and other local committees
- To consider, determine and implement any appropriate operational level actions in respect of force wide accident / incident statistics and ill health statistics
- To learn from the outputs from accident / incident / ill health/ major incident investigations where applicable
- To consider, determine and implement any appropriate operational level actions arising from inspections / observations or notices from enforcement agencies and auditing bodies such as HMIC/ HSE
- To raise awareness of occupational health and safety issues and monitor the adequacy of health and safety communication and publicity in the workplace
- To keep under review via reports, planned inspections, surveys, audits and incidents, the measures taken to ensure the health and safety of the employees and non-employees within the Business Area.
- To escalate any matters deemed to be of relevance to the Strategic H&S committee
- To consider the impact of major changes on the relevant operational areas and address these or escalate to the Strategic committee as necessary
- All other objectives and responsibilities to be agreed by the committee

The following groups also feed into the Occupational Health & Safety Committees:

- Health and Wellbeing Board
- Uniform and Equipment Board
- Armed Policing Board

Health and Safety Policy

The Health and Safety Policy sets out the governance, responsibilities and arrangements in place for the management of health and safety.

To demonstrate the commitment of the organisation to meet its legal and moral duties, the policy document is structured around three key areas.

- **Health and Safety Policy Statement**

A statement of intent and commitment to the management of risk.

Signed by the Chief Constable and the Chief Executive, Police and Crime Commissioner

- **Health and Safety Organisation**

Provides the detail of the Health and Safety Management system and who is responsible for what and where.

- **Health and Safety Arrangements**

The health and safety arrangements are the management systems, procedures and processes that have been implemented to effectively manage the risks to health, safety and welfare. Local departments also develop their own procedures and processes to enable compliance with the overall policy but they need to be clearly communicated to all staff concerned.

The Alliance documents were reviewed and updated prior to 1st April 2020 to provide a policy for Warwickshire Police as a standalone force. These documents are reviewed by the Facilities and Health and Safety Manager annually or when there is a change to the organisation or legislation.

The Health and Safety Policy Statement is currently being updated to reflect the appointment of a new Chief Executive, Police & Crime Commissioner.

On 1st April 2021, the Estates and Facilities Management function, which is currently provided by Place Partnership, will be insourced under the leadership of the Estates, Facilities and Health and Safety Manager (currently the Facilities and Health and Safety Manager). This is a significant change so the Health and Safety Organisation and Arrangement documents are being updated to reflect this.

These documents are available to all staff and officers via the intranet.

Health & Safety Responsibilities

Overall Responsibilities

In accordance with the Health and Safety at Work etc Act 1974 and the Police (Health and Safety) Act 1997, the Chief Constable has responsibility for the day-to-day management of health and safety within Warwickshire Police.

The Police and Crime Commissioner for Warwickshire Police has responsibility for the day-to-day management of health and safety within their Office. They will ensure that adequate resources are available for health and safety issues.

The Deputy Chief Constable is responsible to the Chief Constable for the arrangements for implementing the Force health and safety policy.

There is no individual or position within Warwickshire Police that does not have some health and safety responsibilities that need to be observed, considered and where necessary discharged.

The Police Professional Framework established levels of competency and technical requirements for each post within the organisation in relation to health and safety. In conjunction with this the technical requirements for each post will indicate the responsibilities and accountabilities for each post holder.

Notwithstanding the above, the following section illustrates where key general responsibilities are assigned.

The Police and Crime Commissioner and the Chief Constable – A Shared Responsibility

The distinction between the responsibilities is broadly as follows:

- The primary statutory function of the Police and Crime Commissioner, under Section 1 of the Police Reform and Social Responsibility Act 2011, is to ensure the maintenance of an efficient and effective Police Force.
- The delivery of policing services is the responsibility of the Chief Constable and the Police and Crime Commissioner holds him or her to account for the delivery of those services.
- The Chief Constable has the direction and control of the force and thus has responsibility for its activities and operations. This applies to both direct policing operations and the range of support functions.
- The employer of police staff is the Chief Constable. The Chief Constable must discharge the general duties of an employer, under Section 2 HASAWA 1974, in respect of police staff.
- The employer of OPCC staff is the Police and Crime Commissioner, and they must discharge the general duties of an employer, under Section 2 HASAWA 1974, in respect of those staff.
- The Police and Crime Commissioner will provide sufficient resources to fulfill the requirements and the duties of the employer under Section 2 HASAWA 1974, so far as is reasonably practicable.
- Both the Police and Crime Commissioner and the Chief Constable owe a similar duty to non-employees under Section 3 HASAWA 1974. These duties are discharged through the safety management systems, and by oversight through corporate governance processes.

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- Both the Police and Crime Commissioner (as owner) and the Chief Constable (as manager) have a duty under Section 4 HASAWA 1974 to ensure that premises within the estate owned by the Police and Crime Commissioner are safe, which it discharges through the safety management systems and through its oversight of the Estates Services Strategy and service delivery.
- So far as the activities of the Force affect the health and safety of persons who are neither police officers nor in the employment of the Police and Crime Commissioner, it is the responsibility of the Force (under the direction and control of the Chief Constable) to ensure, in so far as is reasonably practicable, that such persons are not exposed to risk.
- The Police and Crime Commissioner's undertaking for the purposes of Section 3 HASAWA 1974 includes monitoring the effectiveness and efficiency of the Force Health and Safety Management systems.
- The Chief Constable has overall and ultimate responsibility for the safe operation of all the Force's activities and is accountable to the Police and Crime Commissioner for the general implementation of this policy.

Chief Officers

Chief Officers (Deputy Chief Constable and Assistant Chief Constables) provide a link between the Chief Constable and / or the Police and Crime Commissioner for matters of a strategic nature thereby satisfying those parties that duties are being met.

In particular they will:

Maintain a broad awareness of statutory requirements for health and safety and the specific issues which are relevant to the Force's operations in this respect;
Ensure the allocation of sufficient financial and human resources to meet the requirements of this policy and the policies, which supplement it;

- Facilitate, encourage and contribute to the review of the management of health and safety within the Force; and
- Through corporate health checks and other appropriate performance measures, monitor performance indicators relating to health and safety, encourage excellence and ensure that timely and appropriate remedial action is taken when required.

The Deputy Chief Constable shall assume the responsibilities of the Chief Constable in his absence.

Chief Officer Occupational Health and Safety Lead

The Deputy Chief Constable has been allocated 'director level' responsibility for determining and overseeing the strategic direction of health and safety issues on behalf of the Chief Constable and Police and Crime Commissioner.

In particular the Deputy Chief Constable will:

- Have responsibility for devising, making and approving the health and safety policy;
- Approve the Force's Occupational Health and Safety Policy/Strategy;

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- Establish strategies to implement policy and integrate these into the general activities of the Force;
- Assign responsibilities for planning, measuring, reviewing and auditing health and safety policies and procedures;
- Specify the structure and supporting plans for implementing policy and strategy;
- Formulate and agree plans to review progress and achieve continuous improvement to develop the Force and the Policy/Strategy;
- Liaise with the H&S Manager and staff associations to further improve health, safety and welfare standards force wide
- Ensure that health and safety performance is regularly reviewed and report back to the Chief Constable, Chief Officers and the Police and Crime Commissioner.

In addition, the Deputy Chief Constable will chair the Strategic Occupational Health and Safety Committee and promote effective measures to manage the risks from the Force's activities.

Senior Officers

Chief Superintendents, Superintendents and Police Staff equivalent are accountable to the Chief Constable for the implementation of the Force Health and Safety Policy for the areas under their control. Each is responsible for overseeing the implementation and performance management of health and safety for the areas under their control.

More specifically each is responsible for (with the use of Force resources) ensuring that:

- The objectives outlined within the Health and Safety Policy and associated documentation are fully understood, communicated and acted upon by persons under their control;
- Maintaining an up to date outline knowledge of the statutory requirements relating to health and safety which are relevant to their operation;
- Set key performance indicators for health and safety in line with the policing plan and operational health and safety requirements;
- Operational level safety plans are developed in line with the Force Health and Safety Plan;
- Compliance is monitored by reviewing performance in the completion of health and safety plans, risk assessments and accident investigation and recommendations have been implemented
- All significant incidents are investigated and the work activities / processes are improved to prevent reoccurrence;
- Regular health and safety meetings for the directorates are held and chaired by a senior officer/ manager with delegated responsibility;
- All planning and subsequent budgetary requirements give adequate consideration to take into account health and safety requirements;
- Accommodation needs are appropriate according to the tasks that are to be carried out in that accommodation;
- A training programme exists to instruct persons under your control in the requirements of their role in the organisation, health and safety and in the safe systems of work relevant to their workplace and work activity;
- Persons under your control are released from their duties to attend training courses / development briefing opportunities;
- All new staff are suitably inducted through the Force induction programme;

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- Ensuring the need for funds or resources for operational/ health and safety requirements is considered alongside all other budget and resource management planning.

Functional Heads / Managers:

Heads of Departments, Functional Managers and Local Policing Area Commanders are accountable to the Chief Constable for the implementation of the Force's health and safety policy in areas under their control. They are responsible for the health and safety of their staff while on duty and for others, particularly members of the public, who may be affected by their work activities. Each is responsible for ensuring that the objectives outlined within the Health and Safety Policy and associated documentation are fully understood, communicated and acted upon by persons under his/her control. Communication and consultation occurs with other managers in matters where co-dependencies exist.

Additionally each is responsible for:

- Maintaining an up to date outline knowledge of the statutory requirements relating to health and safety which are relevant to their operation;
- Ensuring that the objectives outlined within the Health and Safety Policy and associated documentation are fully understood, communicated and acted upon by persons under your control;
- Drawing up, implementing and maintaining a health and safety plan (in line with the Operational H&S plan) for the department;
- Ensuring health and safety priorities are identified and performance managed;
- Allocating duties and responsibilities for health and safety matters within the TPU/ department;
- Managing resources to ensure that specific health and safety roles (e.g. Fire Wardens) are suitably and sufficiently filled so far as is reasonably practicable;
- Ensuring that risk assessments are prepared throughout the directorate/ department, which identify all significant hazards and establish appropriate control measures to eliminate or reduce the risks involved;
- Ensuring the provision, so far as is reasonably practicable, of safe systems of work and regular workplace inspections;
- Providing effective arrangements for communication and consultation with staff, their representatives and accredited safety advisors to achieve effective planning for and implementation of the Health and Safety Policy, Strategy and any other health and safety objectives;
- Ensuring such facilities and assistance to safety professionals that they may reasonably require for the purpose of carrying out their functions;
- Ensuring, in conjunction with Learning and Development, the delivery of appropriate training for staff; and
- Allocating resources for the above purposes.

Chief Inspectors/ Inspectors/ Police Staff Managers:

Have responsibility for ensuring that the objectives outlined within the Health and Safety Policy and associated documentation are fully understood, communicated and acted upon by persons under your control. Communication and consultation occurs with other managers in matters where co-dependencies exist.

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Each is responsible for ensuring that:

- They maintain an up to date outline knowledge of the statutory requirements relating to health and safety which are relevant to their operation;
- Staff under your control conduct and where necessary review risk assessments and systems of work relating to operational policing/ police staff activities;
- Arrangements for consultation with staff to develop risk assessments for work activities, operations and equipment exist and are used;
- COSHH assessments are completed and implemented prior to the person(s) using the hazardous substances;
- All incident / hazard reports are reported via the relevant reporting procedures;
- All significant incidents that affect persons under your control are thoroughly investigated and documented and recommendations are prioritized and implemented. These should also be fed back into the risk assessment;
- Recommendations from fire risk assessments are implemented and communicated;
- Adequate first aid facilities are kept on site and in vehicles and trained first aiders are available on site;
- Operational health and safety committee representatives are notified of any health and safety concerns that have TPU or Force implications.
- When responding to incidents or taking control of an operation, contingency planning and tactical advisers are consulted as required to develop risk assessments and implement appropriate controls.
- Succession planning in relation to health and safety is maintained for each role – Fire Wardens / First Aid etc.
- District and departmental action plans emerging from district inspections and safety committees are acted upon by staff under your control.
- Joint safety inspections of the workplace are undertaken every six months with the assistance of facilities management and health and safety and the recommendations are prioritised and implemented;
- The work environment under your control is adequate in terms of heating, lighting, and ventilation. Shortcomings are brought to the attention of Property Services;
- Accommodation needs are appropriate according to the tasks that are to be carried out in that accommodation;
- Training needs are identified through the risk assessment process and PR and then communicated to the Learning and Development Department;
- Persons under your control are released from their duties to attend training courses/ development briefing opportunities;
- All new staff are inducted through the Force Induction programme;
- Funds for operations are sourced through the correct budgets and are adequate to implement measures to control the threat / risk;
- All equipment or services are purchased through the contracts and purchasing department or approved contractual agreements.

Sergeants/ First Line Managers:

Have responsibility within Warwickshire Police for ensuring that:

- The objectives outlined within the Health and Safety Policy and associated documentation are fully understood, communicated and acted upon by persons under your control.

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- They maintain a good working knowledge of applicable statutory requirements, related guidance and internal rules and procedures, which relate to their areas of operation.
- Consultation occurs with staff to develop risk assessments for all work activities, operations and equipment under your control. Assessments are recorded, reviewed, signed off and copies forwarded to health and safety for filing and introduction on to the Intranet;
- Substances are assessed, stored, handled and transported in accordance with COSHH regulations;
- All items of PPE that are provided are readily available and maintained in good condition;
- All significant incidents are investigated, recorded and the recommendations implemented and fed back into the relevant risk assessment;
- All vehicles used are in good condition, regularly serviced and maintained with any defects reported by drivers. Daily and weekly checklist in association with the vehicle fleet policy are undertaken;
- Meetings are conducted for the shift regularly to discuss and resolve health and safety issues.
- When responding to incidents or taking control of an operation, contingency planning and tactical advisers are consulted as required to assist in developing risk assessments and to advise on appropriate controls. Officers should also be briefed on the need for dynamic risk assessments;
- The workplace is maintained in a clean and tidy condition. Defects are promptly reported and action taken for urgent situations;
- Training requirements of personnel are recorded and training including, on the job training is recorded on the appropriate PR system;
- New staff are inducted through the Force Induction programme;
- All equipment or services are purchased through the contracts and purchasing department or approved contractual agreements. Risk assessments form the basis for the specification;
- Ensure individual health and safety objectives agreed between line managers, team leaders and supervisors are implemented to ensure continuous improvements in health and safety.

All Staff (Including Officers and Volunteers, and the staff of the OPCC)

Each individual has an obligation to take reasonable care of his / her own health and safety and for the safety of others that may be affected by their actions or inactions.

All staff must co-operate with their managers and supervisors. In addition to this general requirement the following responsibilities are placed upon staff members:

- To comply with all health and safety instructions whether written or verbal;
- Report any damage or defective equipment or any health and safety problems to a supervisor and where appropriate, to an identified health and safety representative;
- Take care of yourself and others;
- Not to misuse or interfere with any equipment provided for your health and safety;
- Wear the correct clothing for the working conditions and job being done. This may be prescribed in any risk assessment, safe system of work, risk control strategy or procedure that may be documented for the task being performed;
- Use machinery, equipment, substances, transport equipment or safety devices/equipment in accordance with training and instruction provided;
- Report any medical condition to their immediate supervisor and the Occupational Health Unit which may/could affect health and safety at work;

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- Attend training courses when requested and complete all training / development / briefing events or opportunities when requested to do so;
- Report all accidents, incidents, near misses, hazards whether injured or not to a supervisor;
- Not undertake any repairs (however minor) unless they have been specifically authorised and are competent to do so;
- Become knowledgeable and competent with the work activity, process you undertake and of the procedures / systems that are in place to minimise or eradicate risks;
- To assist the employer in developing risk assessments and to become knowledgeable and familiar with risk assessments relevant to their occupation / role;
- Not to use or bring into work any unauthorised equipment or protective clothing;
- Be aware of the emergency evacuation procedures, location of welfare facilities, first aid and fire-fighting equipment (if trained to use it).

Safety Representatives

In accordance with the provisions of the Health and Safety at Work etc Act 1974 and the general policy of the Chief Constable and the Police and Crime Commissioner in relation to health and safety, official staff associations and recognised trade unions representing the interests of Force personnel are entitled to appoint safety representatives to consult with management in matters relating to health and safety and to carry out the functions detailed in the Safety Representatives and Safety Committees Regulations 1977, as amended.

These functions include:

- Representing the employees in discussions with the employer on health, safety or welfare issues and in discussion with the HSE or other enforcing authorities;
- Familiarising themselves with the health and safety policy, procedures, rules and arrangements for securing safe and healthy working conditions;
- Being involved with the risk assessment procedures;
- Attending Strategic and Operational Occupational Health and Safety committees as required and play an active role in accident prevention and the development of recommendations for improving health and safety arrangements in the Force;
- Inspecting the workplace in conjunction with the Health and Safety Advisors and Facilities Managers;
- Reporting to managers any hazards, conditions or circumstances identified or reported to them which they consider are likely to adversely affect health and safety;
- Investigating notifiable accidents, cases of diseases or ill health and dangerous occurrences

Health and Safety Department

The Health and Safety team are responsible for providing advice and information on the application of occupational health and safety legislation within the Force. The health and safety team is responsible within the health and safety policy for advising on, formulating and developing health and safety policies and for promoting a positive safety culture to secure the effective implementation of policies.

Particularly having responsibility for ensuring that:

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- The Health and Safety Management system allocates responsibility for health and safety with line management in accordance with legislative requirements and the Organisation of this Policy;
- Develop and review a long-term strategy and action plan for improvement of Health and Safety compliance for the force;
- Develop and Review annual and specific health and safety plans throughout the Force in line with the Police Benchmarking Standards;
- Ensure that appropriate guidance and cost effective advice is provided to the Chief Constable and to Warwickshire Police on all health and safety issues including at major incidents;
- Identify, interpret and advise on relevant Health and Safety legislation and Codes of Practice and maintain up-to-date guidance for the Force;
- Advise on all safety aspects including equipment, processes and materials, particularly when new items are to be introduced;
- Maintain an up to date Health and Safety Intranet site to communicate policies, procedures, guidance and best practice to implement the safety management system;
- Promote best practice in relation to occupational health and safety issues, and advise staff on potential health factors associated with work activities and workplace hazards;
- Where legislative requirements and risk assessments dictate that health / medical / biological surveillance is undertaken on exposed employees and records are kept for at least 40 years;
- Provisions are made for health assessments to be conducted for new and existing staff in line with the requirements of legislation and their roles and records are kept.
- In liaison with Human Resources Business Partners risk assessments are conducted for staff returning to work to ensure that they are not placed at greater risk due to their condition / demands of the work activity;
- Assess the need for and provide welfare support as appropriate
- Provide appropriate rehabilitation interventions. Support and give advice to managers and staff regarding rehabilitation, recuperation and restricted duties, redeployment, with regard also for organisational policy that may affect these activities;
- Advise and where necessary assist in the investigation of accidents and near misses to determine root causes, accident trends and means to prevent recurrence;
- Monitor the reporting and documentation of accidents and near misses in line with Force Policy;
- Establish appropriate working relationships with the Health and Safety Executive, and other relevant external and internal bodies, to ensure that all advice given is in line with current directives;
- Liaise with Staff Associations' Safety Representatives and other staff representatives on safety matters and encourage their active participation in work-place inspections and safety committees;
- Manage the requirement of risk assessments, conducting specific assessments where necessary to ensure that the organisation's liabilities in terms of Occupational Health and Safety are adequately addressed;
- Attend the relevant health and safety committees and identify key priorities and agenda items, and ensure the Committee reflects the ongoing needs of the Force;
- Oversee a Force wide monitoring/ audit programme ensuring that the relevant findings are reported to appropriate management and groups within Warwickshire Police;
- Prioritised occupational health and safety training is incorporated within the Force training programme whilst reviewing training requirements and making appropriate adjustments as demanded by legislative changes;
- To assist in the induction programmes for new employees and temporary staff;
- The Force is advised of the appropriate level of resources or funding to meet health and safety plans and objectives throughout the Organisation;

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- Manage the budget allocated for Health and Safety ensuring adequate controls and compliance exists with force procedures in relation to expenditure.

Human Resources

HR Business Partners and their teams have responsibility for ensuring that:

- Suitable advice is given to the organisation as it relates to employment relations and employee/ police officer entitlements.
- Advice is provided to TPU/ Departmental Managers to manage sickness absence
- Advice and guidance on individual capabilities of staff is provided to appropriate Directorate Managers allocating staff to specific duties (including recuperative and restricted), consulting with the Occupational Health Unit or other specialists as required;
- Arrangements are implemented to ensure that only competent individuals having the appropriate knowledge, skills and aptitude are recruited to fill vacant posts;
- All new employees/ officers including agency staff and temporary staff undergo the corporate induction programme;

Learning and Development

The Learning and Development Lead will be responsible for identifying and providing solutions to the identified needs of the ongoing Health & Safety learning needs analysis. Particularly Learning and Development will have responsibility for ensuring that:

- The objectives outlined within the Health and Safety Policy and associated documentation are fully understood, communicated and acted upon by persons under their control;
- Learning needs analyses are conducted annually through the risk assessment and PR process by TPUs and line managers to determine the annual training requirement and where appropriate they are reviewed on a quarterly basis at the relevant Training Panel;
- General occupational training needs are communicated from TPUs and Departments on an annual basis and form part of the Strategic Training Plan to be adopted by the Force;
- To ensure that when notified of the projected training needs for each financial year adequate funding and prioritisation of resources may be allocated to ensure that at least the minimum health and safety legislative training requirements are met;
- Where necessary for health and safety reasons sufficient planning incorporates the anticipated needs for refresher training requirements;
- There is delivery of suitable and sufficient occupational health and safety courses to meet legal and organisational requirements, prioritised on a risk assessed basis.
- Learning facilities and learning activities are suitably and sufficiently risk assessed cognisant not only of the venue, the learning to be undertaken but also the profile of the trainees such as those with disabilities and or learning difficulties and the need to evacuate in an emergency;
- Learning facilities are kept clean and tidy in accordance with the departmental responsibilities;
- A central system is maintained to administer Force learning records for all learning activities including on the job training. Also to ensure that learning is recorded on each employee's or officer's personal employment record.

Estates & Facilities Management

Have responsibility for ensuring that:

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- The objectives outlined within the Health and Safety Policy and associated documentation are fully understood, communicated and acted upon by persons under their control;
- All structural aspects of the Warwickshire Police estate holdings including temporary buildings and ancillaries are surveyed and maintained on a periodic basis in accordance with health and safety and building legislation;
- To ensure document control systems exist which indicate that relevant policy, procedures and documentation in accordance with legal requirements have been obtained and retained with Place Partnership Ltd;
- To adhere to the Control of Contractors policy and ensure that contractors and sub-contractors are appropriately vetted, selected and monitored to ensure compliance with the Control of Contractors Policy and other relevant legislation;
- Place Partnership Ltd will ensure that their staff are competent to carry out their role;
- Waste streams within the Force are adequately managed from source through to disposal;
- All fixed plant and equipment relating to heating, ventilation, air-conditioning, and water delivery and catering services are maintained, inspected, tested and repaired as dictated by relevant operational and legislative requirements;
- Plant, equipment, services and premises owned or occupied by Warwickshire Police is maintained in an efficient state and in efficient order so as not to give rise to danger and is inspected in accordance with all statutory requirements;
- Appropriate fire-fighting, fire detection and fire signage equipment is provided and maintained in accordance with relevant British Standards and Building Regulations;
- All construction and other works commissioned under Place Partnership Ltd control complies with Construction, Design and Management Regulations and other relevant legislation;
- To liaise with managers to determine engineering controls for hazardous substances and to ensure that the maintenance and repair of said equipment is carried out;
- Local exhaust ventilation is subjected to statutory inspections at periods not exceeding 14 months;
- To ensure that the Asbestos Management Plan and procedures are complied with;
- To monitor that the Asbestos Registers are in place and the systems are being adhered to in accordance with the Control of Asbestos at Work Regulations 2012;
- That systems are in place to monitor and reduce the risk of Legionella in water supplies in accordance with Approved Code of Practice - L8;
- Condition surveys are conducted periodically to proactively identify and resolve problems;
- Accommodation needs are appropriate according to the tasks that are to be carried out in that accommodation and comply with relevant legislation;
- The Director of Enabling Services is notified of additional funding required as identified through surveys or capital asset expansion;
- That any shortfalls in staff and or resources are accounted for and accommodated so as not to create additional health and safety risks.

Place Partnership Ltd have delegated responsibility for delivery, the Facilities and Health and Safety Manager has the responsibility for oversight of Place Partnership Ltd.

Contractors / Sub-contractors

Contractors and sub-contractors have the responsibility within this policy for ensuring that:

- All staff under their direction and control complies with all European and United Kingdom Health and Safety Legislation;

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- All their staff comply with Warwickshire Police Control of Contractors Policy;
- Their organisation undertakes a commitment to proactively manage Health and Safety through line management responsibilities and accountabilities and can demonstrate this through formal documentation;
- Contractors and sub-contractors take reasonable care for their health and safety and that of others;
- Contractors and their staff provide suitable and sufficient risk assessments and method statements to ensure that activities can be managed safely and in accordance with the law;
- All contractors and subcontractors view the asbestos register and associated pictures / location information to ensure that they will not disturb asbestos containing materials or if there is any likelihood that they will, then they must contact personnel within Place Partnership Ltd for advice and guidance;
- All contractors and subcontractors must report immediately any damage to asbestos, or suspected asbestos containing materials if so discovered;
- All contractors / subcontractors must sign the associated Asbestos Register signing in form – failure to do so will render the contract void;
- All contractors and subcontractors must have sufficient knowledge, skills, aptitude and resources to conduct their activities safely and without risk to health. No contractor is to work on any system beyond his / her knowledge or capability;
- All contractors and subcontractors must comply with all lawful directions given by the responsible persons appointed by Warwickshire Police;
- All contractors and subcontractors must ensure that their staff comply fully with this policy and all arrangements under this policy;
- Contractors and sub-contractors must not misuse or interfere with anything provided to them in the interests of health and safety;
- All contractors will make themselves aware of their designated contact within Warwickshire Police and keep the appointed person aware of any issues in relation to health and safety;
- All contracts entered into to impose these responsibilities

Health and Safety Reporting

Accident and Incident Reporting

An accident and investigation system is available on the intranet. All accidents and near misses are recorded on this system. The system automatically sends the accident report to the Senior Officer / Line Manager who completes the investigation of the accident and updates the report. The system is checked by Health and Safety on a daily basis. If there are any reportable incidents, Health and Safety complete a RIDDOR.

Reports for the Health and Safety Committees

The Facilities and Health and Safety Manager produces a quarterly report for the Health and Safety Committees including:

- Accident and near miss statistics
- Types of accidents
- Trends
- Investigations

AS&I produce a report regarding Officer Assaults.

Inspections

Inspections during 2020, were replaced with inspections focused on compliance with COVID19. From April 2021, with a new in-house Estates and FM team, a programme of inspections will be reinstated.

Statutory compliance of the estate

The Facilities and Health and Safety Manager completes continuous checks to ensure that Place Partnership Ltd are fulfilling their delegated duties.

There have been issues with access to statutory compliance data relating to the estate. However, Place Partnership Ltd have made more data available to the Facilities and Health and Safety Manager to enable her to check the compliance. Place Partnership Ltd provide a compliance report.

From 1st April 2021, many of these duties will be taken on directly by the Estates, Facilities and Health and Safety Manager. It will be easier to demonstrate compliance when working directly with the specialist sub-contractors and an in-house Facilities Management and Projects team.

Health and Safety Risks

Health and Safety completed a review of the Health and Safety Plan and agreed with the Deputy Chief Constable the four main risks which should be prioritised during 2020/21.

These form the Health and Safety Risk Register which identifies the issues, mitigations, actions required and progress to completion. These are reviewed at the quarterly Occupational Health and Safety Committee Meetings.

- **Accident Reporting and Investigation**

The existing Accident & Near Miss Reporting system is difficult to use and is combined with West Mercia Police.
There was a lack of awareness of the Accident & Near Miss Reporting system which has been improved by issuing up-to-date instructions on the intranet and promotion via the OH&S Committees
Investigations were not completed following Accidents & Near Misses. Outstanding investigations have been identified and following reminders are now being completed.
More data is being retrieved and reported to the OH&S Committees
The requirements of a replacement Accident & Near Miss Reporting and Investigation system are being reviewed so a business case can be prepared for a replacement system.
- **Health and Safety Training**

It was identified that there was a lack of health and safety training in some areas
H&S NCALT packages have been incorporated into Induction training
All members of the OH&S Committees members have completed the H&S for Managers E-learning course
All staff completing risk assessments to complete the 5 Steps to Risk Assessment
Sergeants Passport training now includes Health and Safety Training provided by the H&S Advisor
DSE Training packages are being rolled out to all new starters and DSE users
Identification of training gaps based upon job role profiles and risk assessment
- **Management of Contractors**

Concerns were raised regarding the management of contractors directly employed by Warwickshire Police (ie non-estates)
The Policy has been updated and redistributed
Health and Safety have engaged with the Evolve team who are the main users of contractors and have started to check competencies and contractor risk assessments and method statements.
- **Risk Assessment**

There is a set of Force Risk Assessments which cover the main Force activities and are available via the intranet.
The Alliance Force Risk Assessments were converted into Warwickshire Police Force Risk Assessments.
All the Risk Assessments have been updated. They are being reviewed by Health and Safety for approval by the Health and Safety Manager, the Federation and Unison.
The updated assessments will be issued during April 2021.
Specific risk assessments are completed for planned operations.