



HEDDLU GOGLEDD CYMRU

Gogledd Cymru **diogelach**

NORTH WALES POLICE

A **safer** North Wales

Health and Safety Policy

Governance:	People & Resources Committee		
Policy Owner:	Head of Fleet and Facilities		
Department:	Finance & Resources		
Policy Writer:	Health and Safety Manager		
Policy Number:	123	Version:	9.1
Effective Date:	19/09/2017		
Review Date:	19/09/2020		
CHANGE HISTORY			
Version No:	Author	Changes	Ratification
9.0		Changes from Health, Safety & Welfare Policy to Health and Safety Policy + adoption of the latest Force policy template	People & Resources Committee 15.09.17
9.1		Alteration to Arrangements (June 2018) for Health & Safety Flowchart on page 10.	

Contents

1. WHY IS THIS POLICY REQUIRED?	2
2. WHO SHOULD USE THIS POLICY?	3
3. SELF-ASSURED SAFETY - CODE	4
4. ORGANISATION - ROLES AND RESPONSIBILITIES	5
4.1 Police & Crime Commissioner for North Wales	5
4.2 Chief Constable.....	5
4.3 Chief Officers and Heads of Department.....	6
4.4 Managers and Supervisors	6
4.5 All Employees	7
4.6 Health and Safety Manager	7
4.7 North Wales Police Federation, Unison and Superintendent Association Representatives	8
4.8 Force Health and Safety Management Group.....	8
5. ARRANGEMENTS FOR HEALTH & SAFETY	9
6. MONITORING & REVIEWING PROCESS	10
7. DECLARATION & LEGALITIES.....	11

1. WHY IS THIS POLICY REQUIRED?

This policy will

- 1.1 Meet the Forces' requirements under Section 2(3) of the Health and Safety at Work Act 1974 of providing employees with a written Health and Safety Policy document.
- 1.2 Outline responsibilities for health and safety within the Force and the arrangements in place to comply with the legislation.
- 1.3 Outline the health and safety policy statement which is signed by both the Police & Crime Commissioner, and the Chief Constable, giving the commitment of senior management on behalf of the Force on health and safety.
- 1.4 Support other protocols which refer, support and compliment it.



Health and Safety Policy Statement

Declaration by the Chief Constable of the North Wales Constabulary and Police & Crime Commissioner for North Wales

The Chief Constable of North Wales Police and the Police and Crime Commissioner for north Wales recognise that the health and safety of all Police Officers, Special Constables, Police Staff, Office of the Police and Crime Commissioner staff and Volunteers are of paramount importance to the delivery of effective and efficient policing in north Wales.

The Chief Constable and the Police and Crime Commissioner recognise that people are our most valuable asset and aim to ensure, so far as is reasonably practicable, a duty of care, which incorporates:

- **Safe and healthy working conditions, whilst providing equipment that is suitable for purpose and properly maintained**
- **Safe operating systems that cover all our activities and personnel, with sufficient consideration given to other persons, who are not necessarily in our employment, who may be affected by our activities**
- **Other such resources, information, training and supervision as is necessary for these purposes**

The effective management of health and safety is a worthwhile investment, which benefits everyone and we shall seek to attain the highest standards.

The Chief Constable and the Police and Crime Commissioner expect all members of the Service, irrespective of rank, grade or position, along with all contractors, volunteers and agency staff, to fully co-operate in the achievement of this policy.

We expect all employees of the Force to abide by the Force Self Assured Safety Principles at all times.

The 'Think Right' website is the main point of access for all to view the policy and principles and the arrangements that are in place to realise these.

Good health and safety stem as much from a frame of mind as from policy and arrangements and we must all strive to ensure that we develop and maintain a strong safety culture.

Signed

Chief Constable

Date: 13.6.17

Signed

Police & Crime Commissioner

Date: 16/6/17

Noder - mae yna fersiwn Gymraeg o'r datganiad uchod ar gael.

2. WHO SHOULD USE THIS POLICY?

- 2.1 This policy should be used by all staff to enable them to act in a sensible manner in order to develop safe working practices which will reduce incidents of injury or ill-health in the working environment.
- 2.2 Outline responsibilities for health and safety within the Force and the arrangements in place to comply with the legislation.
- 2.3 In terms of the Health and Safety legislation the Police & Crime Commissioner is the designated employer for those employed within the Office of the Police & Crime Commissioner, whilst the Chief Constable is the designated employer, appointed by the Police & Crime Commissioner, of all Police Officers, Police Community Support Officers, members of the Special Constabulary (whilst on duty), all Police Staff and volunteers. For

the purposes of health and safety legislation all personnel will be treated as employees and as such will be referred to as employees throughout this document.

- 2.4 This policy also applies to those working in shared premises, partnerships and seconded to other organisations. These situations will require co-operation between the parties involved to ensure that everyone is clear about the status of their respective policies, procedures and arrangements
- 2.5 The policy is defined by health and safety legislation. Compliance with this and other policies should ensure that the Police & Crime Commissioner, the Chief Constable and individuals are protected against prosecution for failure to comply with the law.

3. SELF-ASSURED SAFETY - CODE

Self-Assured Safety

All the rules and procedures in the world will not make a difference unless a key component is in place – ***your commitment***.

To help ensure your safety & that of others, there are some key issues that you must ensure are in place:

Supervisors & Managers

- Understand & carry out your health and safety obligations as detailed in this Force health and safety policy
- Ensure that appropriate risk assessments are carried out, communicated & reviewed regularly
- Ensure appropriate personal protective clothing and equipment (PPE) is in place & used by trained staff
- Ensure appropriate levels of staffing are in place
- Make sure all staff are appropriately trained for the task in hand and review regularly any refresher training requirements
- Always brief your staff on their health and safety responsibilities & test understanding

All Officers and Staff

- Understand & carry out your health and safety obligations as detailed in this Force health and safety policy
- Ensure that you understand what you are being asked to do – do not take chances – check
- Familiarize yourselves with generic and specific risk assessments relevant to your role
- Only use equipment or machinery you have been trained to use
- Always use appropriate personal protective clothing and equipment (PPE) for the task in hand
- Always follow the training requirements for your role
- Report any concerns to your manager or supervisor
- Keep your inoculations up to date & attend any medical review, as appropriate

Officers only:

- Ensure that your communications equipment is fully functional
- Expect the unexpected – use DORA

Use - **Think Right** – your point of access to health and safety information



4. ORGANISATION - ROLES AND RESPONSIBILITIES

The following Post Holders have specific responsibilities created by this Force policy:

4.1 Police & Crime Commissioner for North Wales

Under the Police Reform and Social Responsibility Act 2011, 'The Police and Crime Commissioner for North Wales is a corporation sole and is, in respect of North Wales:

- 4.1.1 The employer of the staff in the Office of the Police and Crime Commissioner
- 4.1.2 The employer of volunteers working directly on behalf of the Office of Police and Crime Commissioner.
- 4.1.3 The employer in control of all assets / premises, or parts thereof, that are either owned, leased by, or used by North Wales Police or the Office of the Police and Crime Commissioner for North Wales – at least to the extent of any contractual arrangement.
- 4.1.4 The Police and Crime Commissioner also has responsibilities under the Police Reform and Social Responsibility Act 2011 to secure the maintenance of an efficient and effective police Force and to hold the Chief Constable to account for the functions of the Chief Constable and persons under their direction and control. To achieve compliance with the above, the role of Police and Crime Commissioner includes:
 - Ensuring that the Chief Constable of North Wales Police makes adequate provision for health and safety
 - Actively support the Chief Constable of North Wales Police in the implementation of this policy
 - Considers the annual report on health and safety performance and where appropriate, discuss with the Chief Constable of North Wales Police areas for targeted improvement.

4.2 Chief Constable

Under the Police Reform and Social Responsibility Act 2011, the 'Office of Chief Constable for North Wales Police' is a corporation sole and is, in respect of North Wales:

- The employer* of Police Officers or Police Cadet
- The employer* of Special Constables
- The employer of all police staff (including volunteers, PCSOs, Detention Officers)
- The employer* of any Constables or Police Cadet who, by virtue of a collaboration agreement under Section 23 of the Police Act 1996, are under the direction and control of the Chief Constable of North Wales Constabulary.

***Note:** Any 'Constable' or 'Police Cadet' is, by virtue of the Police (Health and Safety) Act 1997, classed as an 'employee' under the Health and Safety at Work etc. Act 1974.

The Chief Constable has overall responsibility for the day to day health and safety matters for North Wales Police including:

- 4.2.1 Responsibility for the implementation and day-to-day operational activities, management of health and safety matters for police staff, officers and volunteers.

- 4.2.2 Ensuring that adequate arrangements exist for effective implementation of this policy.
- 4.2.3 With the support of the Police and Crime Commissioner for ensuring that adequate resources are allocated to meet both present and anticipated health and safety requirements.
- 4.2.4 Ensuring that an appropriate level of monitoring, auditing and review is in place to support the continuous improvement of the Force's health and safety performance.

4.3 Chief Officers and Heads of Department

The Chief Constable, Deputy Chief Constable, Assistant Chief Constable and Director of Finance and Resources, collectively act as Chief Officers for North Wales Police. Each will fulfil the role of lead for health and safety in their respective areas and are responsible for promoting, supporting, sponsoring and questioning health and safety matters.

Each Chief Officer and Head of Department is responsible for ensuring that this policy is implemented and managed effectively within their area of responsibility. In particular they are required to:

- 4.3.1 Make adequate resources available to successfully manage health and safety.
- 4.3.2 Lead by example in health and safety matters and require the same from their direct reports and other managers and supervisors.
- 4.3.3 Use indicators to measure the performance of senior managers against health and safety targets and objectives.
- 4.3.4 Ensure that health and safety is an agenda item on regular departmental consultative committees and/or senior management team meetings such that health and safety arrangements are working effectively within their areas of responsibility.
- 4.3.5 Measure and review performance against indicators, targets and health and safety action plans.

4.4 Managers and Supervisors

All those with managerial or supervisory responsibility must promote a positive workplace culture and are responsible for ensuring that:

- 4.4.1 Hazards are identified and controlled.
- 4.4.2 People at risk are identified and provided with safe systems of work as required.
- 4.4.3 All significant risks at work have a valid and appropriate risk assessment carried out by a competent person.
- 4.4.4 Results of these risk assessments are recorded and communicated to employees in an appropriate and timely manner.
- 4.4.5 A record of risk assessments is kept for compliance and audit visits.
- 4.4.6 Risk assessments are reviewed annually, following an incident or whenever circumstances change significantly.

- 4.4.7 Training is provided where necessary to enable employees and managers to discharge their duties in a safe manner.
- 4.4.8 Incident involving injuries or near misses are recorded and investigated and steps taken to prevent a recurrence wherever possible.
- 4.4.9 Sufficient time and resources are allocated to enable health and safety to be managed effectively.

4.5 All Employees

This includes all Police Officers, Police Staff, Volunteers and staff in the Office of the Police and Crime Commissioner.

Under Sections 7 & 8 of the Health and Safety at Work etc. Act 1974 it is the duty of every employee:

- not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- to take reasonable care for the health and safety of himself / herself and of others who may be affected by his / her acts or omissions at work; and
- to co-operate with his / her employer ... so far as is necessary, to enable his / her employer ... to perform or comply with any requirement or duty imposed under a relevant statutory provision.

- 4.5.1 Follow safe systems of work and other precautions identified in risk assessments and obey the Force health and safety policy, procedures and other relevant codes of safe working practice.
- 4.5.2 Observe all health and safety rules at all times and adhere to health and safety instructions given by a supervisor or manager.
- 4.5.3 Be responsible for the safe use and upkeep of all equipment used in their role within the Force and ensure that they report any failure, wear or other issue with any equipment under their charge.
- 4.5.4 Report any changes to personal circumstances that may affect their ability to work safely.
- 4.5.5 Wear protective clothing and use safety devices provided by the organisation when needed, or when told to do so by a manager / supervisor.
- 4.5.6 Report hazards, incidents, near misses, property damage or dangerous occurrence to their line manager / supervisor.
- 4.5.7 Attend health and safety training agreed with line manager / supervisor and tell their manager when training may be required or refreshed.

4.6 Health and Safety Manager

- 4.6.1 Provides competent advice and information on Health and Safety issues in compliance with Regulation 7 of the Management of Health and safety at Work Regulations 1999.
- 4.6.2 Promote the effective management of workplace health and safety so it is considered integral to the efficient operation of both North Wales Police and the Office of the

Police and Crime Commissioner.

- 4.6.3 Advises on compliance with health and safety legislation.
- 4.6.4 Provides professional advice to Chief Officers and the Force Health and Safety Management Group.
- 4.6.5 Prepares and reviews elements of the health and safety management system such as policy, action plans, risk assessments, guidance, etc.
- 4.6.6 Monitors compliance with statutory and internal requirements.
- 4.6.7 Promotes a positive health & safety culture.
- 4.6.8 Receives accident / incident report forms, maintains records, monitors data and reports on trends.
- 4.6.9 Provides general information and guidance throughout the Force on issues that may affect the health and safety of employees or others.

4.7 North Wales Police Federation, Unison and Superintendent Association Representatives

The Police and Crime Commissioner for North Wales, and the Chief Constable of North Wales Police both formally recognise North Wales Police Federation, UNISON and Superintendent Association. Safety Representatives do not have legal 'duties' however their role is critical to the successful management of Health and Safety and therefore will be supported by the Chief Constable of North Wales and the Police, and Crime Commissioner for North Wales at all levels in undertaking the following 'functions' which they are by law allowed to undertake

- 4.7.1 They have the right to attend any Health and Safety Committees and are core members of the Force Health and Safety Management Group. Members of Unison and the Police Federation are entitled to elect Safety Representatives who have legal rights to carry out the following functions:

To investigate accidents, hazards and near misses and to examine the causes of accidents at the workplace.

- To investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work.
- To carry out inspections in accordance with Regulations 5, 6 and 7 of the Safety Representatives and Safety Committees Regulations 1977.
- To represent the employees he/she was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and/or any other enforcing authority.
- Represent staff in discussions with health and safety inspectors and to receive information from inspectors in accordance with section 28(8) of the Health and Safety at Work (etc.) Act 1974.

4.8 Force Health and Safety Management Group

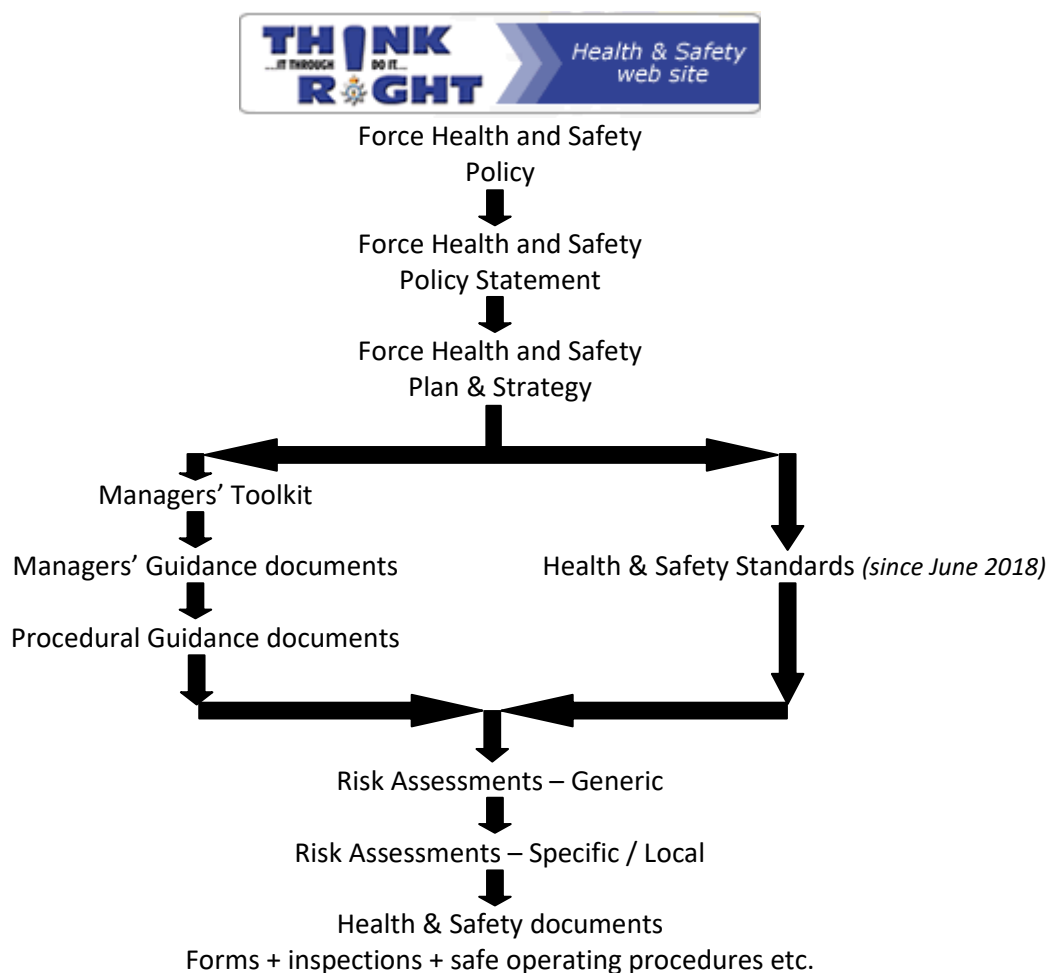
The rationale of the Force Health and Safety Management Group is to provide reassurance to People & Resources Committee that the Health and Safety policies, procedures and working arrangements are in place to meet the Force's legislative commitments.

4.8.1 Summary of Group Objectives

- Review health and safety performance, promote best practice, and encourage continuous improvement in health and safety.
- Ratify the Force health and safety Policy and ensure that working arrangements are in place to meet Force legislative commitments.
- Act as a conduit for local health and safety issues and promulgate plans of action.
- Take forward promulgate action plans to the People & Resources Committee where required.
- The Force trade unions and staff associations will continue to support the Force health and safety management group and the formation of Divisional and Departmental health and safety forums.
- Copies of all meeting minutes shall be kept available on the [Think Right](#) website.

5. ARRANGEMENTS FOR HEALTH & SAFETY

All policy supporting arrangements and procedures can be found on the [Think Right](#) website



6. MONITORING & REVIEWING PROCESS

6.1 When monitoring the effectiveness of this policy and the arrangements / procedures:

6.1.1 The Health and Safety Management Group will:

- Systematically look at each of the arrangements / procedures in turn proactively, and
- Be reactive in an appropriate manner when items are brought to the attention of the committee

Where such monitoring reveals a potential problem the Group will commission a review of the arrangement or process.

6.1.2 The Health and Safety Manager will review this policy:

- After any changes in legislation or relevant guidance
- Should any information come to light to suggest it is no longer valid, or
- After any significant changes to the organisation

6.1.3 The Health and Safety Manager will, following any changes to the post of either Chief Constable of North Wales Police or Police and Crime Commissioner for North Wales, send this policy to the new post holder(s) for consideration, agreement and signatures.

7. DECLARATION & LEGALITIES

- 7.1 In line with all Force policies, the overarching purpose of this document is to directly support the PCC police and crime plan objectives. Overall the intention of this policy is to provide a safer North Wales.
- 7.2 In the writing of this policy cognisance has been taken of the college of policing code of ethics (2014).
- 7.3 North Wales Police policies will be written in accordance with the approved corporate format and published on the Force Intranet, allowing access to staff and public, where appropriate, on the pages of the public facing Internet site under the Force publication scheme and Freedom of Information Act 2000.
- 7.4 The following main legal requirements have been identified within this policy:
- Equality Act 2010
 - Human Rights Act 1998
 - Welsh Language Act 1993 and the NWP Welsh Language Scheme
 - Data Protection Act 1998
 - Freedom of Information Act 2000
 - Health and Safety Act 1974
- 7.5 This policy has been written giving due regard to the above legislation and has considered the risk of unfair and/or disproportionate impacts on individuals or groups (actual or perceived) and has done so via an equality impact assessment (EIA).
- 7.6 New legislative requirements or changes in Force structure may necessitate a review of this policy document.
- 7.7 This policy may be subject to scrutiny by Her Majesty's Inspector of Constabulary, the Health and Safety Executive and other relevant parties, as appropriate.
- 7.8 The Health and Safety Executive area office responsible for North Wales Police is at:

Unit 7 & 8 Edison Court,
Wrexham Technology Park,
Wrexham LL13 7YT,
Tel: 01978 316000