



Health & Safety Policy

This document is North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire, and Crime Commissioner are required to adhere.

Statement

The Police, Fire & Crime Commissioner and North Yorkshire Police (NYP) are separate corporate bodies with a common commitment to Health & Safety compliance. Both the Commissioner and the Chief Constable require full commitment to the development and provision of their organisations which, having regard to the policing imperative is as safe as possible and without unnecessary risks. This includes the health, safety and welfare of staff, officers and the health and safety of visitors, detained persons, contractors and members of the public affected by our activities.

NYP has achieved significant progress in health and safety. As a new corporate body, the Police, Fire & Crime Commissioner seeks to build upon that track record of achievement. We are committed to improving our health and safety standards and performance, using the standards contained within legislation.

We believe individual wellbeing can be assured – and business performance improved - by managing health and safety effectively. We consider that the achievement of our health and safety objectives run alongside and complement our policing objectives.

Jointly with management, the staff associations UNISON and Federation, we will ensure that health and safety management is an integral feature of all officer/staff and management duties. Everyone working for the Chief Constable and the Commissioner has a responsibility for their own health and safety and that of others in the workplace.

We will report and fully investigate near misses and accidents. Serious breaches of health and safety legislation and this policy will be referred to senior management.

Your co-operation is needed to ensure Health and Safety is successfully managed. To assist in this we will operate effective consultation and communication systems which provide two way information flows on health and safety matters.

In order to ensure the effective achievement of our health and safety objectives appropriate provision will be made as far as is reasonably practicable for financial, human and physical resources in order to ensure effective management of health and safety.

The Chief Constable and Commissioner respectively must discharge the general duties of an employer, under s2 Health and Safety at Work Act 1974, in respect of police officers, police staff and Commissioner Staff as the case may be. We have duties to non-employees under s3, discharged

through the safety management system in place in the organisations, and by oversight through corporate governance processes including the Risk Performance meeting and Local / District Health and Safety Committees. The purpose of s3 Health and Safety at Work Act 1974 includes monitoring the effectiveness and efficiency of the health and safety management system.

The Chief Constable and Commissioner have duties under the 1974 Act to ensure that premises within the estate are safe. NYP discharges these duties through the Commissioner's oversight of the management of the police and fire estate and safety management systems. The Safety management systems are the processes and procedures NYP have in place that clearly demonstrate how as an organisation we manage health and safety, this includes the policy documents, agreed procedures, risk assessments and Standard Operating Procedures.

So far as the activities of the Chief Constable and the Commissioner may affect the health and safety of other people, it is our responsibility to ensure, so far as is reasonably practicable, that persons are not exposed to risk.

Objectives for NYP and Commissioner

The specific objectives of the Health and Safety Policy are as follows:

- Determine the strategic priorities for Health Safety and Welfare, balancing organisational requirements against those at Regional, National level and emerging H&S legislation.
- Audits will be conducted on a regular basis in Police buildings. The audit schedule will be dependent upon the size, number of persons and activities undertaken in that building.

The Risk Performance meeting chaired by the Deputy Chief Constable (DCC) will set out agreed objectives which will be reviewed at each meeting.

The Commissioner and Chief Constable, in consultation with the Risk Performance meeting and advice from the Enable Health and Safety Manager will plan the Health and Safety Management activities. This will work in accordance with HSG65 Successful Health and Safety Management.

The Commissioner and NYP will work to agreed objectives and Health and Safety Synopsis which acts as a management tool to progress key issues. Progress of the Health and Safety objectives and Synopsis will be regularly monitored by the Risk Performance meeting.

There are several committee structures: overarching is the Risk Performance meeting chaired by the DCC. In addition, there are local H&S Committees on each district, chaired by the District Commander, as well as Dept specific meetings e.g. Criminal Justice, Firearms and HQ committees. These committees manage and address local issues as well as complying with the agreed actions from the Risk Performance meeting. In addition, if the local committees have an issue which they cannot address locally or has a wider impact on the organisation then they feed into the Risk Performance meeting.

Responsibilities

Police, Fire and Crime Commissioner

The Commissioner is liable, under the Health and Safety at Work Act 1974, for the purpose of Health and Safety Legislation, as a designated employer of Police Staff and therefore ultimately responsible for the health and safety of staff and officers within their remit.

Specific Responsibilities include:

- Understanding the main requirements and implications of the Health and Safety at Work Etc Act 1974, Police (Health and Safety) Act 1997 . For the legal position and responsibilities see Appendix A
- In conjunction with the Chief Constable, allocating such resources as appear to be necessary for the management of health, safety and welfare
- In conjunction with the Chief Constable, ensuring the organisational structure is appropriate to manage health, safety and welfare
- In conjunction with the Chief Constable, ensure that premises, or parts thereof, that are either owned, leased by, or used by the Police, Fire and Crime Commissioner whether for their own purposes or those of NYP, satisfy the requirements of the Health and Safety at Work etc Act 1974
- So far as is reasonably practicable, ensuring that persons not in their employment who may be affected are not thereby exposed to risks to their health and safety
- Supporting the Chief Officer Team in policy setting
- Ensuring equal importance is applied to health and safety as to other policing activities
- Reviewing the Health and Safety performance of the Chief Officer Team and Heads of Service
- Take appropriate action as necessary in respect of any breach of the responsibilities set out in this Policy.

In practice, the Commissioner's Scheme of Delegation allocates responsibility for the discharge of the Commissioner's own health and safety responsibilities to their Chief Executive Officer.

Chief Constable

The Chief Constable is liable, under the Health and Safety at Work Act 1974, for the purpose of Health and Safety Legislation, as a designated employer of Police Officers and Police Staff and therefore ultimately responsible for the health and safety of employees within their remit.

Specific Responsibilities include:

- Understanding the main requirements and implications of the Health and Safety at Work Etc Act 1974, Police (Health and Safety) Act 1997. For the legal position and responsibilities see Appendix A
- In conjunction with the Commissioner, allocating the necessary resources for health, safety and welfare
- In conjunction with the Commissioner, ensuring the organisational structure is appropriate to manage health, safety and welfare
- In conjunction with the Commissioner, ensure that premises, or parts thereof, that are occupied by NYP officers and staff satisfy the requirements and responsibilities of the Health and Safety at Work etc Act 1974
- So far as is reasonably practicable, ensuring that persons not in their employment who may be affected are not thereby exposed to risks to their health and safety
- Supporting the Chief Officer Team in policy setting
- Ensuring equal importance is applied to health and safety as to other policing activities
- Reviewing the Health and Safety performance of the Chief Officer Team and Heads of Service
- Take appropriate action as necessary in respect of any Chief Officer Team who fails to discharge responsibilities placed upon him/her

Chief Officer Team (COT)

The Chief Constable has nominated the Deputy Chief Constable with responsibility for Health and Safety. The DCC is required to establish Force level measures of health and safety performance and to ensure that COT focus on improving this performance. The DCC may be required to provide annual reports to the Commissioner and the Health and Safety Executive on NYP's Health and Safety Management Performance. In order to ensure the effective achievement of our health and safety objectives, the COT will provide, as far as is reasonably practicable, adequate financial, human and physical resources.

The entire COT has the following responsibilities:

- Understanding the main requirements and implications of the Health and Safety at Work Etc Act 1974, Police (Health and Safety) Act 1997. For the legal position and responsibilities see Appendix A
- Ensuring that competent persons are employed to assist the employer in carrying out their statutory duties
- Setting Corporate Policy and Direction
- Ensuring that the responsibilities for health, safety and welfare related tasks are correctly assigned within the Force
- Ensuring the effective implementation of Force Policy within their respective areas of responsibility
- Ensuring that the Chief Constable is informed of health and safety progress and developments
- Ensuring and enabling effective consultation on health and safety matters
- Provision of information relative to their area of management responsibility in order to assist the COT lead in the production of update reports
- Take appropriate action in respect of any member of staff who fails to discharge responsibilities placed upon him/her
- Ensuring that health and safety management audits are carried out within their respective remit
- Appropriate learning to be given

Heads of Service

- Understanding the main requirements and implications within their Districts/Departments of the Health and Safety at Work Etc Act 1974, Police (Health and Safety) Act 1997. For the legal position and responsibilities see Appendix A.
- Ensuring measures of local health and safety performance are established in their Department in line with Risk Performance meeting's aims and objectives.
- Ensuring the effective dissemination and implementation of health and safety information, policies and procedures.
- Allocating the necessary resources for health, safety and welfare within their respective remit
- Ensuring that the Districts/Departmental structure is appropriate to manage health, safety and welfare
- Ensuring and enabling effective consultation on health and safety matters
- Ensuring that equal importance is applied to health and safety as to other policing activities within their respective areas
- Appropriate learning to be given.

Safer Neighbourhood Commanders (SNC)

- Understanding the main requirements and implications within their Districts/Departments of the Health and Safety at Work Etc Act 1974, Police (Health and Safety) Act 1997 For the legal position and responsibilities see Appendix A
- Ensuring that measures of local health and safety performance are established in line with Risk Performance meetings aims and objective
- Focussing local management activity on improving local performance against these targets
- Understand adopted policy and procedures and ensure their staff comply with all safety Policies/Procedures
- Ensuring the effective dissemination and implementation of health and safety information, policies and procedures within their respective areas
- Ensuring that all incidents in the workplace, accidents and near misses are reported and investigated and where appropriate control
- Measures communicated and implemented
- Production of such health and safety reports which may be required to support the Annual Health and Safety report
- Allocating the necessary resources for health, safety and welfare within their respective SNC's
- Ensuring that the SNC structure is appropriate to manage health, safety and welfare
- Ensuring and enabling effective consultation on health and safety matters
- Supporting the SN Management Team in local procedure setting
- Ensuring that equal importance is applied to health and safety as to other policing activities within their respective areas
- Reviewing the health and safety management performance of the SN Management Team
- Chair their respective Health and Safety Committees
- Appropriate learning to be given.
- Risk Performance meetings aims and objectives
- Focussing local management activity on improving local performance against these objectives
- Understand adopted policy and procedures and ensure their staff comply with all safety Policies/Procedures
- Ensuring the effective dissemination and implementation of health and safety information, policies and procedures within their respective areas
- Ensuring that all incidents in the workplace, accidents and near misses are reported and investigated and where appropriate control measures communicated and implemented
- Production of such health and safety reports which may be required to support the Annual Health and Safety report
- Allocating the necessary resources for health, safety and welfare within their respective SNC's
- Ensuring that the SNC structure is appropriate to manage health, safety and welfare
- Ensuring and enabling effective consultation on health and safety matters
- Supporting the SN Management Team in local policy/procedure setting
- Ensuring that equal importance is applied to health and safety as to other policing activities within their respective areas
- Reviewing the health and safety management performance of the SN Management Team
- Chair their respective Health and Safety Committees
- Appropriate learning to be given.

All Senior Managers

- Understanding the main requirements and implications within their Departments of the Health and Safety at Work Etc Act 1974, Police (Health and Safety) Act 1997 For the legal position and responsibilities see Appendix A
- Ensuring that measures of local health and safety performance are established in line with Risk Performance meeting aims and objectives
- Focussing local management activity on improving local performance against these targets
- Understanding adopted policy and procedures
- Ensuring the effective dissemination and implementation of health and safety information, policies and procedures within their respective areas
- Ensuring that all incidents in the workplace, accidents and near misses are reported and investigated and where appropriate control measures communicated and implemented
- Ensure that Workplace Building Inspections are carried out within buildings in accordance with procedures
- Production of such health and safety reports which may be required to support the Annual Health and Safety report
- Allocating the necessary resources for health, safety and welfare within their respective Departments
- Ensuring that the Departmental structure is appropriate to manage health, safety and welfare
- Ensuring and enabling effective consultation on health and safety matters
- Supporting the Department Management Teams in local procedure setting
- Ensuring that equal importance is applied to health and safety as to other policing activities within their respective areas
- Reviewing the health and safety management performance of the Management Team
- Ensuring that they and their staff comply with all safety Policies/Procedures
- Appropriate learning to be given.

Superintendent Customer Contact or Front Counter and Exhibits Lead

- Understanding NYP Health and Safety policy and procedures
- Ensuring that supervisors within Customer Contact are properly trained and instructed as to their Health and Safety duties and responsibilities
- Ensuring that supervisors carry out their assigned Health and Safety responsibilities and review their Health and Safety performance accordingly within Business Administration
- Overall responsibility for ensuring that District Building and Fire Inspections are carried out in accordance with procedure
- Overall responsibility for ensuring that District annual fire drills are undertaken in accordance with NYP procedure
- Overall responsibility and supervision of the maintenance of District workplace first aid facilities.

Estates Manager

- Ensuring that major plant such as boilers, pressure systems, lifts, air conditioning etc are maintained and tested in accordance with statutory requirements
- Ensuring the installation and maintenance of emergency lighting, fire-fighting equipment, fire alarm systems and emergency escape routes, in accordance with statutory requirements
- Ensure Portable Appliance Testing is undertaken periodically depending on the risk assessment across the organisation

- Ensuring that suitable records are maintained of known hazardous substances in relation to the Estate and management of the estate in line with current legislation i.e. Asbestos, chemicals and that the records are made available to contractors on request
- Ensuring that any new construction or demolition, complies with the requirements of the Construction (Design and Management) Regulations 2007 (CDM)
- Provision and instruction of NYP Health and Safety Policy and procedures to contractors prior to the commencement of work assessing the quality of written method statements and risk assessments provided by Contractors where appropriate
- Monitoring the compliance of contractors and subcontractors with relevant health and safety legislation
- Advising contractors of any known hazards associated with the place of work, and provide all necessary information (including information about other concurrent work) to enable the contractor to undertake an adequate risk assessment of the task
- Advising relevant departments of risks, which they may be exposed to during/after, work by contractors
- Provide local managers with details of contractors, nature of the work to be undertaken, and the proposed dates and place of work and any other relevant information
- Provide essential safety information to the workforce, other organisations and individuals likely to visit a site whilst contract work is in progress
- Ensure comprehensive maintenance programme for all buildings (including electrical testing)
- Ensure copies of all plans will be made available to appropriate safety representatives on request
- Understanding policy and procedures relevant to the Department and the environment in which they operate
- Ensuring that supervisors within the department are properly trained and instructed as Their Health and Safety duties and responsibilities
- Ensuring that supervisors within the department carry out their assigned Health and Safety responsibilities and review their performance accordingly
- Appropriate learning to be given.

Transport Manager

- Understanding NYP policy and procedures in respect of the fleet and associated equipment
- Ensuring that the fleet selected for policing activities are so far as is reasonably practicable, suitable and sufficient for those tasks required to be performed by them or their users
- Ensure vehicle fit for purpose for each model used.
- Ensuring that suitable systems are identified and maintained for all equipment within the vehicles including regular maintenance checks
- Ensure all incidents of near misses and accidents relating to vehicles are investigated
- Appropriate learning to be given.

Head of Assets

- Overall responsibility for ensuring that and Fire Inspections are carried out in accordance with NYP procedure
- Overall responsibility for ensuring that fire drills are undertaken in accordance with NYP procedure

Enable Health and Safety Manager

- Provision of professional services and advice to all staff and officers, relating to health, safety and welfare issues
- Advisor to COT and the Commissioner on health and safety matters
- Promotion of health and safety awareness across the Organisation
- Provision of professional and technical advice on matters relating to health and safety, environmental protection and fire prevention
- Act as the 'Competent Person' in relation to the Regulatory Fire Reform Order
- Audit and monitor health and safety, environmental protection and fire prevention performance
- Ensuring and enabling effective consultation on health and safety matters
- Development of Policy and related procedures
- Identifying the potential impact of new health and safety, environmental protection and fire legislation and developing issues as they relate to the Chief Constable and Commissioner
- Ensuring that all accidents and incidents of occupational ill health are recorded, investigated and where necessary reported to the Health and Safety Executive in accordance with the Reporting of Diseases and Dangerous Occurrences Regulations
- Liaison with enforcing authorities, insurance companies and other external organisations in relation to safety, fire and environmental protection
- Member of the Risk Performance meeting
- Act as 'Competent Person' to ensure suitable and sufficient noise assessments are undertaken
- Ensuring Provision of statistics relating to accident and injury on duty
- Ensure timely investigations into major accidents and incidents in the workplace
- Identification and delivery of specific health and safety training

Health and Wellbeing Manager

- Provision of professional services and advice available to all staff on matters relating to health
- Identification and provision of health surveillance for specific occupational groups
- Provision of specialist Workstation Assessments
- Provision of advice regarding protection against infectious diseases
- Manage the provision of welfare and counselling service to all staff
- Provision of critical incident stress management services
- Routine support for staff in specialist roles, identified through a risk assessment process
- Provide support in relation to training and advice on issues related to well-being (e.g. Stress Management, Attendance Management, Critical Incident Management)

All Supervisors

- Ensuring they are familiar with the Health and Safety Policy
- Ensure all work activities are planned, supervised and executed in a safe manner without danger to staff or other persons
- Ensuring all staff (within their control) are provided with, training in the use of, and correctly utilise and store personal protective equipment (PPE) at all times where necessary
- Instructing or ensuring the instruction of new staff on safe working practices and all aspects of health and safety related to their duties Ensure they and their staff follow adopted policies and procedures relating to health and safety
- Ensuring all staff under their control are aware of the Fire evacuation procedure

- Ensure all accidents and near misses relevant to their departments are reported in accordance with adopted policy
- Ensure they investigate accidents to staff within their control in a timely manner
- Ensure all staff under their supervision know the location of the first aid facilities and appointed First Aiders
- Lead by example in all issues related to health and safety

All Staff, Officers, Specials and Volunteers

It is the duty of every member of the workforce to:

- Take reasonable care at work to ensure that they do not endanger themselves, other staff or non-Staff who might be affected by their activities
- If they come across a hazard to themselves or others in the course of their work that they assess to be unacceptable they will take corrective action by:
 - Immediately making the situation as safe as practicable in the circumstances
 - Reporting the problem to their immediate supervision so that any necessary further action can be taken
- Make themselves familiar with force health and safety policies, and if in doubt as to their meaning, seek advice from their supervisor
- Not interfere with, or misuse anything provided in the interests of health and safety
- Reporting all accidents and near misses promptly, in accordance with force procedure
- Report any medical (including psychological) conditions to the Health and Welfare department which may/could affect their health and safety at work
- Maintain good standards of housekeeping in all areas
- Report immediately any defects in equipment to their immediate supervisor
- Not to undertake any repairs (however minor) unless they have been specifically authorised and are competent to do so
- Ensure that no equipment, item or substance be brought into the workplace or used at work without the prior knowledge and authority of their immediate supervision
- To familiarise themselves with the correct action to take in the event of fire
- To co-operate with the employer in all matters relating to health and safety
- Wear or make appropriate use of all PPE issued relevant to their role.

Communication

The Health and Safety Policy will be communicated extensively throughout the organisation. The Enable Health and Safety Manager is responsible for advising as to the changes to relevant health and safety legislation. Updates will be provided to the representatives at the Risk Performance meeting who are responsible for disseminating information within their remit.

All procedures relating to Health and Safety can be accessed via the Health, Safety and Welfare Department site on the Source.

Staff Consultation

Commissioner and Chief Constable recognise that as well as being a legal requirement, consultation with Employees has significant benefits. Employees are able to provide (via consultation) realistic information and practical experience on matters relating to their work activity and workplace. Such information can be used by management to make informed decisions. In addition a workforce which is actively involved in decision making will normally adopt a positive attitude.

The requirement to consult is, in general, discharged by the network of committees constituted to address health and safety and organised on a functional and/or geographic basis.

Safety Representatives Link to Safety Reps Guidance

The Safety Representatives and Safety Committees Regulations 1977 detail the provisions for the appointment by recognised trade unions of Safety Representatives and the formation of Safety Committees at places of work.

Recognised trade unions may elect or appoint representatives to represent the health and safety interests of Staff.

It should be noted that safety representatives have functions not duties. Their responsibility (apart from the normal responsibilities of an employee) is to their members not to management.

In accordance with legislation, the Commissioner and Chief Constable will enable and encourage safety representatives to carry out the following statutory functions:

- Investigate potential hazards (whether or not they are drawn to his/her attention by the Staff they represent) and examine the causes of notifiable accidents at the workplace
- Investigate complaints by Staff concerning health, safety or welfare at work
- Make representations to the management on matters arising out of the above
- Carry out inspections of the workplace
- Consult with inspectors from the Health and Safety Executive and receive information from them
- Attend meetings of the local H&SCC

The Commissioner and Chief Constable will consult safety representatives in good time, in respect of those Staff they represent, concerning:

- The introduction of any measures at the workplace which may substantially affect health and safety
- Any information which the employer is required to provide to Staff
- Planning and organisation of any health and safety training the employer is required to provide
- Health and safety consequences of the introduction of new technologies into the workplace

Fire Risk Assessments (FRA)

A fire risk assessment will be undertaken for all buildings owned by the Commissioner and/ or occupied by NYP or Commissioner Staff, with an action plan to ensure that sufficient fire safety provisions are in place. This will be regularly reviewed in line with recommendations from the Fire authority following audits undertaken, and given the risks associated with the buildings. The reviews will be between 2 and 5 years.

Weekly and quarterly audits will be undertaken to comply with the requirements under the Regulatory Fire Reform Order (RFRO). This will include checks of the fire alarm system and emergency lighting etc. All buildings occupied will be subject to annual fire drills.

Personal Emergency Evacuation Plans (PEEPs) will be developed for identified individuals to ensure safe evacuation in the event of an emergency.

Where the Commissioner and Chief Constable share buildings under the direction and control of a third party, we will ensure that the FRA for the building is completed by the landlord and ensure that it is in compliance with the RFRO prior to occupancy.

Quarterly Building and Fire Inspections

Building and fire inspections will take place on a quarterly basis. Building defects will be reported to Estates by the person completing the inspection report.

Display Screen Equipment (DSE) Assessments

DSE assessments will be undertaken by all staff and officers who are required to have a DSE assessment under the regulations.

The online DSE assessment will be undertaken by individuals and managed by supervisors to ensure compliance and identified actions are undertaken. This process will be audited by the H&S department and non-compliance raised through the appropriate channels as per the procedure. Where there is no DSE online, access to alternative arrangements will be made. E.g. For Volunteers.

Risk Assessments

The Management of Health and Safety at Work Regulations 1999 specify a requirement for risk assessments to be undertaken. All risk assessments will be consulted on with Federation and UNISON and published on the Source.

Role specific risk assessments

The undertaking of role specific risk assessments is the responsibility of Managers or appointed SPOCs. Managers must ensure they have risk assessments which are suitable to eliminate, reduce or manage risks within their remit. Managers should ensure staff and officer are aware of risk assessments and these are disseminated appropriately.

Where required assistance can be sought from the H&S department.

Generic Risk Assessments

Generic risk assessments will be undertaken for all low risk activities and published to assist managers and staff. E.g. officer worker.

Contractors

The Health and Safety at Work Etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 imposes duties to safeguard the health and safety of those who are not in our employment, but who may be affected by our activities.

The Commissioner and Chief Constable will employ only competent contractors who will be selected according to our specifications.

No work will commence until the required documentation has been provided.

Required documentation will include as a minimum:

- Health and Safety Policy

- Risk Assessments
- COSHH Assessments (assessments of the risks arising from the use of hazardous chemical/substances)
- Employers/Public Liability Insurance Documentation
- Written System of Work

Measuring and Auditing

In order to encourage sufficient progress of health and safety management activities, performance targets will be set and monitored through prioritised action plans set at Organisational and District level.

The Health and Safety committee Chairs are responsible for implementing local Health and Safety Procedures , monitoring and reviewing them as required. Findings will be reported to the Risk Performance meeting on a quarterly basis through the Health and Safety Dashboard.

The Health and Safety Synopsis will assist in determining area's for monitoring the effectiveness of the management of health and safety.

The Enable Health and Safety Manager will carry out an inspection programme and will liaise in all matters with the relevant Functional lead, Safer Neighbourhood Commanders and Heads of Department. The Risk Performance meeting will retain an overview of the Health and Safety in respect of Corporate Risk.

First Aid

Adequate first aid facilities will be provided in accordance with the Health and Safety (First Aid) Regulations 1981. Police Officers are trained to Module 2 level in First Aid. Additional First Aiders will be trained where required e.g. Transport Hub based on risks within that area or activity.

First Aid Kits

All Commissioner and Chief Constable occupied buildings and vehicles will be provided with sufficient first aid kits. Kits should be placed in a clearly identified and accessible location.

Overall responsibility for the provision and replenishment of kits rests with the relevant Business Administration Manager. The 'geographical area' is responsible for the first aid facilities irrespective of the occupants e.g. York Custody Suite will be the responsibility of York SNC. Local arrangements will detail specific building responsibilities.

First Aid Kits will contain appropriate material and nothing else e.g. no painkillers, creams or sprays.

Business Administration Managers will be responsible for ensuring that the first aid kits at locations under their responsibility are checked as part of the Quarterly Building Inspections and items are either replenished or replaced.

Vehicle kits will be checked on a weekly basis during the routine Vehicle check.

Workplace First Aiders

Details of qualified workplace First Aiders will be prominently displayed throughout all buildings (minimum of one sign per floor). In addition (where applicable) all front office staff will be informed of the name and location of workplace First Aiders within the building.

Business Administration Managers have overall responsibility for the maintenance of signs detailing first aid arrangements. The Training Department will regularly update Business Administration with details of those who have completed First Aid training so that signs can be amended when required.

Health And Safety Training / Instruction / Information

Health and Safety Training is provided in order to improve a person's skills, knowledge and/or attitudes in order to enable them to work safely. Some Staff, e.g. those engaged in hazardous activities, may require extensive training. Others may require only basic training or information.

The Management of Health and Safety at Work Regulations 1999 require that we provide health and safety training for people:

- Upon appointment
- On their being exposed to new or greater risks as a result of:
 - A change in their job or responsibilities
 - A change in their working environment
 - The introduction of new technology
 - A change in the system of work

Refresher training will be delivered periodically as appropriate.

In addition, legal requirements for the provision of certain types of training exist in a number of regulations that deal with specific hazards/activities.

Identification of Training Needs

Commissioner and Chief Constable will ensure that training needs are identified in a systematic manner.

The following information/documents will be consulted by the Line Manager in order to identify training needs:

- Risk Assessments
- Role Profile
- Accident Records
- Legislation
- PDR

Applications for training are to be submitted to Training Services via the Costed Training Plan or the Training Commissioning Request form. A copy of the associated documentation e.g. risk assessments should be submitted with the training application.

Provision of Training

Training will be provided where necessary however priority will be given to training which addresses high-risk activities.

All training will be provided during normal working hours, subject to the availability of courses. New Police Officers, Specials, Transferees and PCSOs receive Health and Safety induction during Stage 1 of initial training.

New Police Staff and Volunteers complete a Health and Safety Induction form with their line manager / supervisor.

Senior Management will attend appropriate and relevant Health and Safety training.

Linkages

Other Documents:

- Managing for Health and Safety HSG65 (HSE Books) ISBN 07176 12767
- Appendix A – Legal Position and Responsibilities