

**PROCEDURE – SUMMARY**

Please note this document is a summary of the Force's Health & Safety procedures. Full copies can be obtained via a Freedom of Information request.

<b>Title:</b>	<b>Health and Safety General Policy- (H&amp;S Arrangements)</b>	
Practice / Business Area:	H&S Administration of	
Department Responsible:	Health & Safety	
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Version Number:	16 (summarised)	
<b>SOUTH WALES POLICE PROCEDURE OBJECTIVE:</b>		
The Health and Safety General Policy (H&S Arrangements) is in place to safeguard the health and wellbeing of all South Wales Police staff, others working or visiting our premises, contractors and members of the public.		
<b>GENERIC RISK ASSESSMENT:</b>		
See GRA's attached to specific H&S G&P's		
<b>PROCEDURE:</b>		
<p><b>General principles</b></p> <p>The force will comply fully with the requirements of the Health and Safety at Work etc. Act 1974, associated regulations, Health and Safety Legislation and other relevant 'Approved Codes of Practice'. The Chief Constable and the Police and crime commissioner expect all:</p> <ul style="list-style-type: none"> <li>• Police Officers, Police Staff and members of the Special Constabulary, irrespective of rank, grade or position, and</li> <li>• all contractors working on behalf of the service to co-operate fully in the achievement of this policy.</li> </ul> <p><b>General arrangements for health and safety at work</b></p> <p>These general arrangements supplement the policy statement and organisation section. They are not exhaustive and particular arrangements covering operations peculiar to individual functions will be issued either corporately or by the BCU/department where applicable.</p> <p>The force will ensure that all new or revised health and safety procedures and policies have been authorised and approved through the writing policies procedure. It is the policy of South Wales Police that all documents which form part of the formal health and safety management system are developed verified, issued and managed in accordance with Management of Police Information (MoPi) principles. The Director of Human Resources is responsible for approval of HSMS documents. The Health and Safety Advisor is responsible for the drafting and review and maintaining the list of all HSMS policies and procedures.</p> <p><b>Health and Safety Management</b></p> <p><b>Health and safety management system</b></p> <p>South Wales Police recognise that good management of risks to health and safety at work and the environment is vital to the success of their activities.</p>		

This includes:

- Co-operation – participation by staff
- Consultation – with employee's representatives
- Communication – sharing information between key stakeholders
- Competence – for both organisational needs and individual job needs

### **Planning - corporate and operational**

Planning is the key to ensuring that force health and safety efforts really work. It is fundamental that the management standard follows HSG (65): 2013

Planning requires:-

- Setting measurable and achievable objectives, identifying hazards, assessing risks and developing a pragmatic and positive approach;
- Reducing incidents (accidents, injuries and near-misses), provision of training fit for role and proactive/reactive measuring and monitoring protocols; and
- Strategic planning structured around a holistic approach to managing people issues, encapsulating all aspects of health, safety and welfare expertise.

### **Risk Assessment**

South Wales Police will assess the health and safety risks which police officers, special constables and police staff face in their workplaces and in carrying out their duties; and will take appropriate action to eliminate or reduce these risks.

The Management of Health and Safety at Work Regulations 1999 requires every employer to make a suitable and sufficient assessment of the risks to the health and safety of employees whilst they are at work and other persons who may be affected, and:

- To record in writing the significant findings of the assessment and note any group of workers identified as being significantly at risk.
- To review any assessment when there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates, following the investigation of any accidents or incidents that may occur.
- To introduce preventive and protective measures to control the risks identified.

### **Safe systems of work**

A system of work is a set of procedures according to which work must be carried out. Safe systems of work are required where hazards cannot be eliminated and some risk still exists. When developing safe systems of work, consider how the work is carried out and the difficulties that might arise and expose you or your officers / staff to risk. Then develop a set of procedures detailing how the work must be carried out to minimise or reduce the risk of accident or injury.

### **Measuring performance**

In the same way that a police force needs to monitor its finance and other performance indicators, it needs to measure its health and safety performance to find out if it is being effective through:

**Active monitoring** – to ensure standards are adhered to, implemented and monitored.

**Reactive monitoring** – to prevent recurrence as well as lessons learnt.

**Audits** – audit the components of the Force' health and safety management system (HSMS), complying with current Health and Safety

Executive guidance HSG(65) and recent legislation.

**Review** – Reviews need to be done systematically with regular reviews of performance, based on data from:-

- Monitoring and assessment activities; and
- Independent audits of the whole health and safety management system.

### **Health and Safety training**

The obligation on the organisation is to provide information, instruction, training and supervision and the required level of each aspect will be dependent on the individual role, the risk presented and the complexity of the control measures required.

### **Accident / Incident Management**

All accidents are recorded and investigated, and where possible additional control measures or a safer system of work are implemented. We understand our duties to report incidents under statutory regulations within the appropriate timescales.

### **Contractors**

We expect contractors to comply with our health and safety procedures and to provide copies of their health and safety policy, insurance and risk assessments and assess their ability to work safely and without risk to our staff and visitors.

It should be noted that, while tasks and responsibilities can be assigned to contractors or 'strategic partners' the legal duty for health and safety cannot be delegated.

### **Fire**

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for fire fighting and detection.

Fire risk management involves the assessment of the risk of fire in a premises and the mitigating action to reduce the likelihood of a fire and its consequences should a fire occur. The purpose of fire risk management may be for the protection of life (as required by the law) and the protection of property.

### **First Aid**

South Wales Police is committed to providing suitable and sufficient first aid facilities, as required by the Health and Safety (First Aid) Regulations) 1981.

We have taken action to provide suitable first aid arrangements for our employees whilst at work and visitors who may be affected by our activities.

### **Personal protective equipment and clothing**

Where risks cannot be controlled by other means, then the need and standard of PPE must be identified by the risk assessment

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as body armour, safety helmets and hard hats, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

### **Purchasing**

The risk assessment process will help to select work equipment, substances and services and assess their suitability for particular tasks.

When South Wales Police purchases or hires new work equipment and materials, the health and safety implications of its use will be considered. The safest available equipment and substances must be obtained.

Safety Data Sheets for substances and similarly, technical data and instructions for work equipment will be obtained. The hazard and risk data that is provided, is used to inform and train our officers and staff as necessary.

### **Safety equipment**

South Wales Police ensures that all equipment used in the course of our business is maintained in good condition, serviced to manufacturer's schedules and is safe to use. Officers and staff are provided with suitable and sufficient information and training to enable them to use equipment safely

TEST CERTIFICATES - Test Certificates are required to be kept in-date or, on expiry the item(s) taken out of service until newly certified

### **Young persons**

The management of Health and Safety at Work Regulations 1999 requires employers to assess risks to all employees, including young workers and to do what is reasonably practicable to control those risks.

There is a requirement to:

- Assess risk to young people, under 18 years old, before they start work
- Take into account their inexperience, lack of awareness of existing or potential risks and immaturity
- Address specific factors in the risk assessment
- Provide information to parents of school-age children about the risk and the control measures introduced and
- Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities, except where they are over minimum school leaving age and it is necessary for their training and
- Where risks are reduced so far as is reasonably practicable and
- Where proper supervision is provided by a competent person

### **Premises Management Arrangements**

#### **Asbestos**

South Wales Police (via Estates Department) have surveyed all areas of the premises under our control to establish the location and condition of asbestos containing materials. An asbestos management plan has been developed to manage the risk of exposure to asbestos, which includes asbestos registers for each of our buildings (adjacent to fire alarm control panels).

Where employees may be exposed to asbestos containing materials asbestos awareness training is carried out and refreshed. Mandatory annual refreshers for all employees are carried out using NCALT and identified roles have additional accredited training.

#### **Electricity at work and Portable Appliance Testing (PAT)**

The fixed electrical systems used in our premises have been inspected, tested and certificated by a competent electrical contractor. An inventory of equipment and records of

these inspections must be maintained.

Annual Electrical refresher training is mandatory for all officers and staff via NCALT and additional accredited training is carried out for identified roles.

### **Health and safety inspections**

South Wales Police will manage our premises to provide a safe place of work. We will maintain the means of access and egress, the fabric of the building, ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and heat, light and ventilation. The workplace will be regularly cleaned, maintained, adequately lit and ventilated.

Health and safety inspections of BCU's/departments premises must be carried out on an annual basis or on completion of work if there have been any significant changes.

### **Permits to work**

Where proposed work is identified as having a high risk, strict controls are required. A permit-to-work system is a formal recorded process used to control work which is identified as potentially hazardous

### **Definitions**

- ***So far as is reasonably practicable***: means that the degree of risk in a particular activity or environment can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk
- ***So far as is practicable***: implies a stricter standard. This term generally embraces whatever is technically possible in the light of current knowledge, which the person concerned had or ought to have had at the time. The cost, time and trouble involved are not to be taken into account.
- ***Best practicable***: can vary depending on its context and ultimately it is for the courts to decide. Where the law prescribes that "best practicable means" should be employed, it is usual for the regulating authority to indicate its view of what is practicable in notes or even agreements with particular firms or industries

### **LEGISLATION & REGULATION:**

- Health and Safety at Work Act etc. <http://www.hse.gov.uk/legislation/hswa.htm>
- The management of H&S at work regulations 1999