

 WARWICKSHIRE POLICE		POLICY
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY TITLE	Health and Safety
REFERENCE NUMBER	WP082
Version	3.0

POLICY OWNERSHIP	
DIRECTORATE	ENABLING SERVICES
BUSINESS AREA	ESTATES, FACILITIES AND HEALTH AND SAFETY

INITIAL IMPLEMENTATION DATE	August 2025
NEXT REVIEW DATE:	August 2027
RISK RATING	MEDIUM
EQUALITY ANALYSIS	LOW
TIER	2

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail policiesandprocedures@warwickshire.police.uk

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Appendix A: HEALTH AND SAFETY - POLICY STATEMENT

HEALTH & SAFETY POLICY STATEMENT

- 1.1 The Police and Crime Commissioner (PCC) and Chief Constable have a legal obligation to comply with the Health & Safety at Work Act 1974, and all other relevant statutory provisions and recognised codes of practice.
- 1.2 The PCC and Chief Constable also accept their individual responsibility for the health and safety of other people who may be affected by force activities. In order to satisfy their legal obligations, the Health and Safety Policy Statement can be seen at Appendix 1.
- 1.3 In order to support the delivery of protecting our communities from harm, it is important that our people's health and wellbeing is put first to ensure an effective, efficient and motivated workforce. A key enabler for this is the effective management of health, safety and welfare.
- 1.4 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.
 - **Health and Safety Organisation, Governance and Roles and Responsibilities**- Who is responsible for what and where.
 - **Health and Safety Arrangements** - The necessary arrangements that are in place to manage risks.
- 1.5 The Office of the Police and Crime Commissioner (OPCC) and Warwickshire Police will strive to ensure continuous improvement in the development of a positive health and safety culture and to provide a place of work, which is healthy and suitable for the activities being undertaken.
- 1.6 All employees, police officers, volunteers and staff of Warwickshire Police and the OPCC are expected to assist in delivering these aims and to co-operate and participate to provide a healthier and safer work environment for all.

2.0 PURPOSE of the POLICY

- 2.1 Every individual and position within the OPCC and Warwickshire Police have health and safety responsibilities that need to be observed, considered and where necessary discharged. Everyone has an obligation to take reasonable care of their own health and safety and for the safety of others that may be affected by their actions or inactions.
- 2.2 It is recognised however, within the Health and Safety Executive (HSE) joint agreement, '*Striking the balance between operational and health and safety duties in the Police Service*', that policing is a unique and hazardous role, and officers may need to take proportionate action to preserve life and so put their personal safety at risk.

3.0 IMPLICATIONS OF THE POLICY

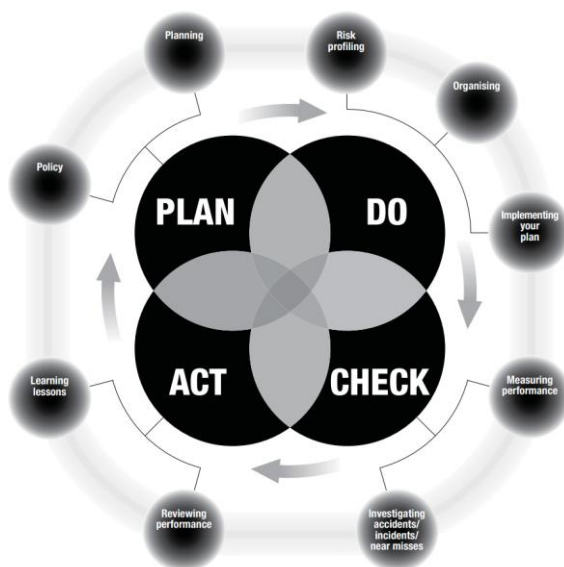
- 3.1 Legal - It is the responsibility of the PCC and Chief Constable to ensure that the force has appropriate Health & Safety arrangements in place, formalised through the publication of strategies, policies and procedures, and that it actively monitors the effectiveness of those arrangements including their appropriateness and performance.

The legal basis for this policy is found in existing legislation and developed to consider the requirements of the Health and Safety at Work etc Act 1974 and relevant subordinate legislation made under it.

- 3.2 Equality Act 2010 - The Force is committed to ensuring that service users and staff are not discriminated against because of any of the protected characteristics as defined in the Equality Act 2010.
- 3.3 Financial - There are no additional financial implications for the PCC in applying this policy.
- 3.4 Staff / Training - To ensure the competency of all Officers, staff and volunteers to effectively manage and implement the procedures of this policy, the workforce will be made aware of their responsibilities. Business leads will identify and coordinate any relevant training required via the Force Learning & Development Department.
- 3.5 Bureaucracy - The minimal additional bureaucracy created by this policy is necessary to meet the Force's responsibility to meet its legal, environmental and social responsibilities.

4.0 GOVERNANCE and ORGANISATION

- 4.1 The OPCC and Warwickshire Police work to a Safety Management System, which was devised by the Health and Safety Executive and is one of the most used models across all sectors. The system is HSG 65 (2013) and the chart below identifies the key stages.



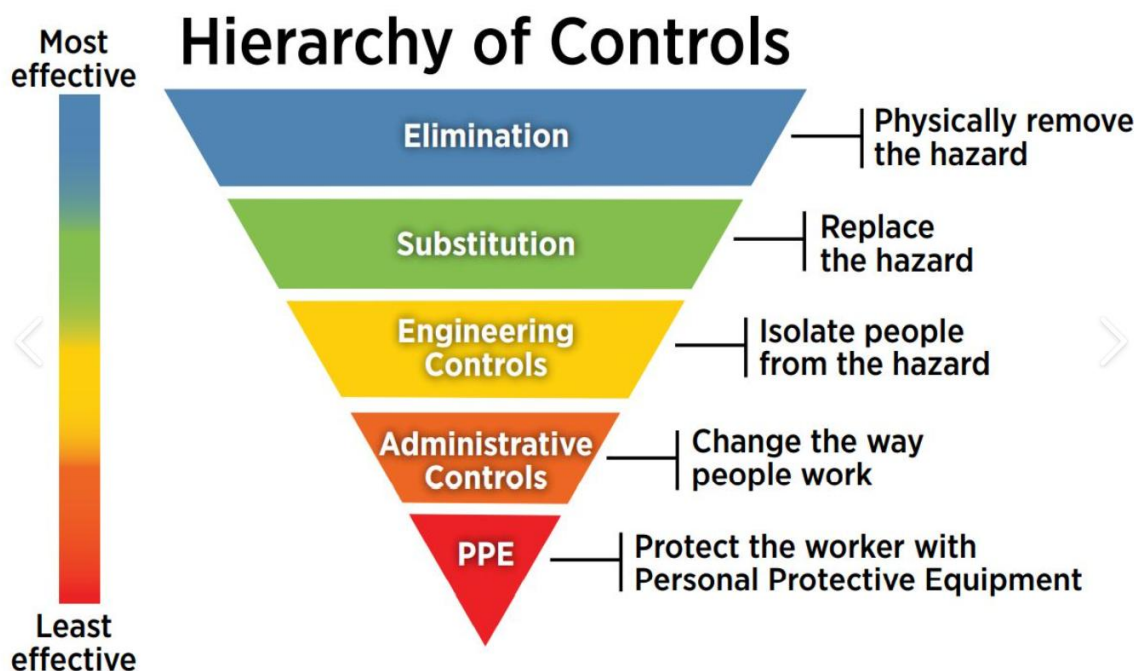
4.2. Plan

The Force has a Health and Safety Policy and a Strategic Health & Safety Action Plan.

The Health and Safety policy will be reviewed annually or more frequently considering new legislation or significant changes in working practices. The Strategic Health & Safety Action Plan will be reviewed quarterly by the Strategic HSQE and Estates Manager on behalf of the Chief Constable of Warwickshire Police and the PCC and presented to the Strategic Health and Safety Board.

4.3 Do

A formal systematic approach will be applied to the completion of risk assessments, which are of fundamental importance in the reduction of risk in the workplace. Assessments will form the basis for establishing priorities and objectives for reducing risks and eliminating hazards through strategic and operational decision-making. Wherever reasonably practicable, risks will be eliminated at source through the selection and design of facilities, equipment and processes. Where risks cannot be eliminated the hierarchy of control will be used as below.



Health and safety responsibilities will be assigned to ensure that the activities of all personnel are established and coordinated to the benefit of the overall safety management system. The scope and extent of responsibilities will be clear and unambiguous to ensure that duties can be discharged appropriately. Sufficient time and resources will be allocated to ensure that duty holders can discharge their duties effectively. Performance standards will be set which will ensure that responsibilities are being met.

Adequate communication and consultation are of vital importance in conveying the health and safety message and reducing accidents / ill health in the workplace and across the force. To meet this objective Health and Safety Boards have been established and key representatives

appointed. The quorum of such meetings will involve the participation of both management and staff associations.

Notice boards and the force intranet will be fully utilized as a means of conveying the minutes of safety meetings and relevant literature on current and pending health and safety issues. A positive approach to health and safety management will be clear throughout all consultation and communication. Lines of communication will be reflected in the Organisational structure established for the Forces Health and Safety Policy.

4.4 Check

Active monitoring through regular inspections, audits and safety tours will be conducted by the Health and Safety Officer to ensure the effectiveness of the safety management system and the ongoing suitability of the preventive and protective measures.

Reactive monitoring will ensure that the immediate and underlying causes of incidents and accidents are investigated so that remedial action and long-term risk reduction objectives can be established.

Statistical analysis will reflect accident and ill health trends within the organisation and will identify short term and long-term improvement objectives.

This Health and Safety Policy will be reviewed every year or more frequently considering new legislation or significant changes in working practices by the Health and Safety department.

4.5 Act

The strategic H&S board and the H&S Boards will review compliance. The Health and Safety Boards will review the accident and incident data and check that the results of investigations have been carried out. Sickness records will be reviewed at the Strategic Occupational Health and Safety Board. Plans will be reviewed quarterly; policies will be reviewed at intervals determined by risk. Risk assessments will be reviewed annually. All documents will be updated, as necessary.

Actions will be completed following lessons learned from accidents, audits and inspections.

Governance

The following arrangements are in place in respect of Governance. There are 2 formal boards established, each with a different function.

4.7 Strategic Health and Safety Board - Terms of Reference

- To oversee the implementation of health and safety policies, procedures and related strategies. Formally review every year
- 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.

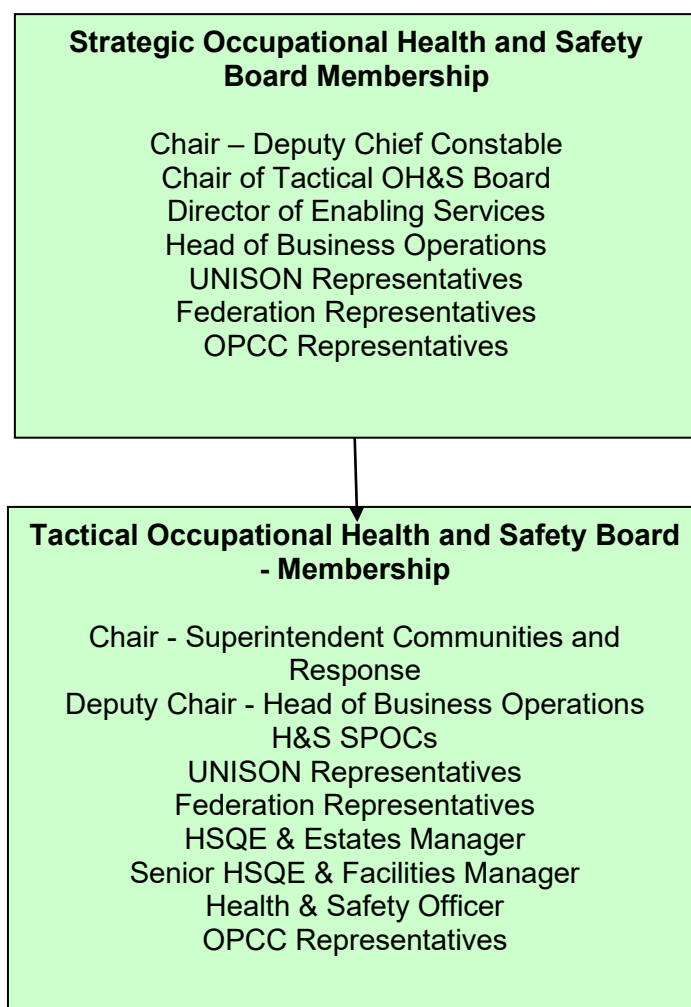
- To consider submissions by Staff Associations, H&S Advisors and other group participants including submissions from Tactical Board
- To monitor the performance of Tactical level Board and bring any relevant observations to the attention of the Strategic Board
- To consider the general prioritisation of H&S issues and timescales for completion
- To distribute its minutes to members, notice boards, the Intranet and Tactical level Boards
- 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 Board

4.8 Tactical Health and Safety Board – Terms of Reference

- 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.
- 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 the 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 consider justification for escalation in terms of resources and timescales to the Strategic Health and Safety Board.
- To consider submissions by staff associations, Safety Advisors, and other group participants.

- Consider and report quarterly to the Strategic Health and Safety Boards on the performance of the business area against the Operational Health and Safety Plan.
- To consider annually the performance of the Strategic Annual Health and Safety Plan.
- To distribute its minutes to members, noticeboards, the Intranet, and other local Boards.
- 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 Board.
- To consider the impact of major changes on the relevant operational areas and address these or escalate to the Strategic Board, as necessary.

Structure of Occupational Health and Safety Boards



5.0 ROLES and RESPONSIBILITIES

5.1 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 Deputy Chief Constable is responsible for the arrangements for implementing the Force Health and Safety policy.

The PCC has responsibility for the day-to-day management of health and safety within the OPCC. They will ensure that adequate resources are available for health and safety issues.

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

The Policing Professional Profiles (College of Policing) established levels of competence 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.

5.2 The PCC and the Chief Constable – A Shared Responsibility

The distinction between the responsibilities is broadly as follows:

- The primary statutory function of the PCC, 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 PCC holds them 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 the police staff is the Chief Constable. By virtue of the Police (Health and Safety) Act 1997 police officers are, in effect, to be treated as employees of the Chief Constable for the purposes of Health and Safety legislation. The Chief Constable must therefore discharge the general duties of an employer, under Section 2 HASAWA 1974, in respect of both officers and Police staff.
- The employer of OPCC staff is the PCC, and they must discharge the general duties of an employer, under Section 2 HASAWA 1974, in respect of those staff. The PCC 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 PCC 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.
- Both the PCC (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 PCC are

safe, which it discharges through the safety management systems and through its oversight of the force estates programme of activity

- 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 PCC, 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 PCC'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 PCC for the general implementation of this policy.
- It is the PCC's responsibility to ensure that the Force has systems in place to manage risks so far as is reasonably practicable.
- The PCC must do all that is reasonably practicable to ensure that the Force is discharging its health and safety responsibilities efficiently and effectively, through its safety management systems, by way of corporate governance and scrutiny.
- The PCC has a shared legal responsibility with the Chief Constable and bears financial liability for any litigation.
- The PCC considers Health and Safety as part of their duty to ensure efficient and effective policing.
- The PCC holds the Chief Constable to account.
- The PCC should be fully engaged with and represented on the Strategic Occupational Health and Safety Board.
- The Deputy Chief Constable shall assume the responsibilities of the Chief Constable in his or her absence.

5.3 Chief Officers

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.

5.4 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.

The Deputy Chief Constable will:

- Have responsibility for ensuring the Health and Safety Policy is in place for the PCC and Chief Constable to approve.
- 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.
- Consult 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 Board and promote effective measures to manage the risks from the Force's activities.

5.5 Senior Officers

Assistant Chief Constables, Directors, Chief Superintendents, Superintendents and Heads of Service 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.

OPCC Managers are responsible to the OPCC Chief Executive in respect of the below.

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 of the statutory requirements relating to health and safety which are relevant to their operation.
- Key performance indicators for health and safety are set 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 recurrence.
- Regular health and safety meetings for the directorates (Operational Policing and Professional Services) are held and chaired by a senior officer/ manager with delegated responsibility.
- All planning and subsequent budgetary requirements consider 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.
- Ensuring the need for funds or resources for operational/ health and safety requirements is considered alongside all other budget and resource management planning.
- 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.
- 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.

5.6 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 people under your control. Communication and consultation with other managers in matters where co-dependence exists.

Each is responsible for ensuring that:

- They maintain an up-to-date outline of the statutory requirements relating to health and safety which are relevant to their operation.
- Staff under their 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 people under their control are thoroughly investigated and documented and recommendations are prioritized and implemented. These should also be fed back into risk assessment.
- Recommendations from fire risk assessments completed by Facilities Managers are implemented and communicated.
- Adequate first aid equipment is kept on site and in vehicles and trained first aiders are available on site.
- Operational Health and Safety Board representatives are notified of any health and safety concerns that have 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, building and departmental action plans emerging from district inspections and Local Workplace and Tactical Health & Safety Boards are acted upon by staff under your control.
- Joint safety inspections of the workplace are undertaken every three months with the assistance of facilities management and health and safety, and the recommendations are prioritised and implemented.
- The work environment under their control is adequate in terms of heating, lighting, and ventilation. Shortcomings are brought to the attention of Estates and Facilities Management.
- Accommodation needs are appropriate according to the tasks that are to be conducted in that accommodation.
- Training needs are identified through the risk assessment process and PDR 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 by HR recruitment 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.

5.7 Sergeants police staff, First Line 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 people under your control.
- 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, managed 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 checklists in association with the vehicle fleet policy are undertaken.
- Meetings are conducted for the team 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 clean and tidy condition. Defects are promptly reported, and action taken for urgent situations.
- The training requirements of personnel are recorded and training including, on the job training is recorded on the appropriate PDR 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.

5.8 All Staff (Including officers, volunteers and OPCC staff)

Everyone 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.
- You are responsible for taking care of yourself and Not to misuse or interfere with any equipment provided for health and safety (as mentioned in the HASAWA).
- Wear the correct clothing for the working conditions and the 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.
- 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 and processes undertaken and of the procedures / systems that are in place to minimise or eradicate risks.
- 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 firefighting equipment (if trained to use it).

5.9 Safety Representatives (Federation and Unison)

In accordance with the provisions of Health and Safety at Work etc. Act 1974 and the general policy of the PCC and the Chief Constable 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 risk assessment procedures.
- Attending Strategic and Tactical Occupational Health and Safety Boards 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.

5.10 Health and Safety Department:

The Health and Safety team (who are part of the Estates, Facilities and 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 are responsible within the health and safety policy for advising on, formulating and developing health and safety policies and promoting a positive safety culture to secure the effective implementation of policies. Any immediate high-risk health & safety issues should be dealt with immediately by the health and safety officer.

Particularly having responsibility for:

- Ensuring that the Health and Safety Power App (Management system) allocates responsibility for health and safety with line management in accordance with legislative requirements and the Organisation of this Policy.
- Developing and reviewing a long-term strategy and action plan for improvement of Health and Safety compliance for the force.
- Developing and reviewing annual and specific health and safety plans
- Ensuring 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.
- Identifying interpreting and advising on relevant Health and Safety legislation and Codes of Practice and maintaining up-to-date guidance for the Force.
- Advising on all safety aspects including equipment, processes, and materials, particularly when new items are to be introduced.
- Maintaining an up-to-date Health and Safety Intranet site to communicate policies, procedures, guidance, and best practice to implement the safety management system.
- Promoting best practice in relation to occupational health and safety issues and advise staff on potential health factors associated with work activities and workplace hazards.
- Advising and where necessary assisting in the investigation of accidents and near misses to determine root causes, accident trends and means to prevent recurrence.
- Monitoring the reporting and documentation of accidents and near misses in line with Force Policy.
- Establishing 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.
- Liaising with Staff Associations' Safety Representatives and other staff representatives on safety matters and encouraging their active participation in work-place inspections and safety Boards.
- Managing the requirement of risk assessments, assisting with specific assessments where necessary to ensure that the organisation's liabilities in terms of Occupational Health and Safety are adequately addressed.
- Attending the relevant health and safety boards and identifying key priorities and agenda items, and ensuring the board reflects the ongoing needs of the Force.
- Overseeing a Force wide monitoring/ audit programme ensuring that the relevant findings are reported to appropriate management and groups within Warwickshire Police.
- Ensuring 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.

- Advising the Force of the appropriate level of resources or funding required to meet health and safety plans and objectives throughout the organisation.
- Managing the budget allocated for Health and Safety ensuring adequate controls and compliance exists with force procedures in relation to expenditure.

5.11 Human Resources

The Head of Human Resources is responsible 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 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.
- 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.
- 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.
- 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.
- 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.

5.12 Learning and Development

The Head of Learning and Development 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 people under their control.
- Analysis for learning needs are conducted annually through the risk assessment and PDR process by 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 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.

5.13 HSQE & Estates Manager

Having responsibility for ensuring that:

- The objectives outlined within the Health and Safety Policy and associated documentation are fully understood, communicated, and acted upon by people 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.
- 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.
- 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 are maintained in an efficient state and in efficient order so as not to give rise to danger and are inspected in accordance with all statutory requirements.
- Appropriate firefighting, fire detection and fire signage equipment is provided and maintained in accordance with relevant British Standards and Building Regulations.
- All construction and other work commissioned 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 system is in place to monitor and reduce the risk of Legionella in water supplies in accordance with the 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.

5.14 Contractors / Sub-contractors

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

- All staff under their direction and control comply with all United Kingdom Health and Safety Legislation.
- 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 Estates and Facilities Management for advice and guidance in advance of any works commencing.
- 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 to impose these responsibilities
- All Contractors will also be required to adhere to the control of contractor's policy sent out with all tender documents.

6.0 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. However local departments can develop their own procedures and processes to enable compliance with the overall policy, but they need to be clearly communicated to all staff concerned.

Warwickshire Police arrangements include the following policies and procedures:

- 6.1 Accidents and Incidents
- 6.2 Asbestos
- 6.3 Alcohol and drugs
- 6.4 Authorised Users of equipment / processes
- 6.5 Cannabis Factories
- 6.6 Construction / Building Fabric Works
- 6.7 Control of Contractors
- 6.8 Control of infection
- 6.9 Control of Substances Hazardous to Health
- 6.10 Custody
- 6.11 Display Screen Equipment
- 6.12 Driving
- 6.13 Electrical Safety
- 6.14 Events
- 6.15 Extreme Weather
- 6.16 Fire Precautions
- 6.17 First Aid
- 6.18 Flammable Substances
- 6.19 Incident management
- 6.20 Information, Instruction and Training
- 6.21 Lone Working
- 6.22 Manual Handling / Ergonomics
- 6.23 Machinery, Plant, Equipment and Maintenance
- 6.24 New and Expectant Mothers
- 6.25 Noise
- 6.26 Occupational Health & Welfare
- 6.27 Organisational Change
- 6.28 Observers
- 6.29 Operational Planning and Operational Orders
- 6.30 Personal Protective Equipment
- 6.31 Permits to Work
- 6.32 Protecting the Environment

- 6.33 Risk Assessments
- 6.34 Health & Safety Boards
- 6.35 Striking the Balance
- 6.36 Seized, Detained and Found Property
- 6.37 Vibration from work equipment
- 6.38 Visitors
- 6.39 Volunteers and 'Work Experience'
- 6.40 Work Equipment
- 6.41 Working at Height
- 6.42 Work related Stress
- 6.43 Working Time
- 6.44 Working near Water
- 6.45 Resolution of Health and Safety Matters

6.1 Accidents and Incidents (including Near Misses*)

The prevention of accidents and ill health is the responsibility of all personnel irrespective of rank, grade, or position. The OPCC and Warwickshire Police are committed to reducing the likelihood of accidents and ill health and will take all reasonably practicable steps to do so.

Where an accident does occur, it must be reported as soon as possible after the incident to the member of staff's immediate supervisor and recorded via the online Accident / Near Miss form on the Intranet.

Reporting accidents is important on three fronts:

1. If the cause of an accident or near miss is understood, where practicable measures can be taken to prevent it happening again.
2. Risk assessments and safe systems of work can be modified thereby increasing the protection of all personnel in the future.
3. Compliance with the Health and Safety Executive (HSE) requirements that certain accidents are fully investigated and reported to them in accordance with the law – failure to do so is a criminal offence.

Upon receipt of the accident information the line manager will complete initial investigations and update the record. The Health and Safety Team will determine whether further investigation is needed and whether to contact the enforcing authority.

Where a near miss occurs then the Health and Safety Officer can determine whether further action is required. The reporting of near-miss events is extremely important, as they indicate where accidents may happen at some point in the future. Near miss reports are therefore to be encouraged as they demonstrate the co-operation of the workforce and provide a valuable opportunity for the organisation to learn and make changes before an injury occurs.

* A 'near miss' is any incident, which had potential to result in an injury, ill health loss or damage to force resources but fortunately on the relevant occasion did not do so. All near misses and incident/accidents should be forwarded to the claims/insurance team.

6.2 Asbestos

The OPCC and Warwickshire Police takes its responsibility to its staff, visitors and contractors very seriously have conducted detailed surveys to determine the presence of asbestos and have compiled the information in on site registers for viewing. Management surveys will be conducted at regular intervals and the registers updated accordingly.

All contractors visiting police premises are required to view the asbestos register prior to commencing any work and to sign a signing in form. All police personnel are free to view the register at their respective stations at any time.

Asbestos has the potential to cause harm through the inhalation of fibres, which remain in the lining of the lungs.

Provided the materials are intact and in sound condition then the potential for harm is extremely low. Once the materials are disturbed or worked upon – particularly using power tools for drilling, cutting and sanding then the risk to health increases significantly.

Asbestos can be found (for example)

- As sprayed insulation coating on steelwork and concrete
- As lagging on pipes and boilers
- As insulation board in walls, on doors and ceilings
- As asbestos cement for roof and wall coverings, pipes and tanks etc
- In some decorative plasters such as Artex.
- In Vinyl floor tiles
- In old fashioned toilet seats and cisterns
- In older machine parts e.g. gaskets / brake drums etc

(list not exhaustive)

All identified asbestos materials have been overtly marked and under **no circumstances** must any person irrespective of rank, grade or position disturb them. Any damage noted must be reported to the Estates, Facilities and Health and Safety Department.

No one (including staff, officers, and contractors) should disturb the fabric of the buildings without clearance from the Estates, Facilities and Health and Safety Department who will ensure that all relevant checks have been completed to determine the likelihood of asbestos disturbance.

Please refer to the **Asbestos Management policy** for further details.

6.3 Alcohol and Drugs

The consumption of alcohol and drugs can impair a person's ability to function safely, and the perception of risk can be dulled. These factors alone can increase the likelihood of accidents occurring. The OPCC and Warwickshire Police have agreed policies detailing acceptable limits where applicable, there are no acceptable limits for controlled drugs. Policies also set out when and how testing can take place; and the implications of failing or avoiding a test.

6.4 Authorised Users of equipment / processes

There exist several activities within Warwickshire Police that require Authorisation, these include:

- (a) Authorised access to restricted areas / processes e.g. plant rooms
- (b) Use of Firearms
- (c) Use of Stingers
- (d) Issuing permits to work – e.g. working with asbestos, electricity, hot work etc
- (e) Vehicle Driving – i.e. police vehicles, etc.

Unless there is a clear and immediate threat to life, no person may conduct any activity which requires a form of authorisation unless they have been granted authorisation by the organisation. If in any doubt the person should contact their supervisor for guidance.

6.5 Cannabis Factories

The creation of cannabis & drugs factories is on the increase and as a result the police service is becoming increasingly involved in dealing with and dismantling them. There are several hazards associated with drug factories that officers and all personnel involved in cannabis/ drugs factory dismantling need to be aware of.

As such anyone that is likely to be involved in cannabis/ drugs factory raids should make themselves familiar with the Safe Operating Procedure (SOP) and the Risk Assessment on the Intranet. Officers/ staff involved in this process must ensure that they call upon the expertise of electricians, waste management companies etc in accordance with the SOP to prevent the risk of injury.

Officers and staff should also bear in mind any intelligence relating to potential booby-traps (explosive, chemical and electrical) when planning operations involving such facilities or when encountering them on patrol.

A Minor Operations Risk Assessment must be completed before any planned raid.

6.6 Construction / Building Works

All Construction projects and building works must be authorised and managed by Estates and Facilities Management. All contractors will be appointed in accordance with the management of contractors' policies. *All construction work, including design and demolition works, must comply with the requirements of the Construction (Design & Management) (CDM) (2015) Regulations, as necessary. There must be adequate consultation between the client, principal designer and others and the principal and other contractors and site management.*

All works must be suitably signed and consider the safety of those around them. Any concerns or dangerous behaviour should be reported immediately to Estates and Facilities Management.

6.7 Control of Contractors

The OPCC and Warwickshire Police have a duty to ensure the health, safety and welfare of contractors whilst working on Police premises and local arrangements should be in place to ensure contractors are aware of any relevant site hazards. The suitability, competency, appointment and safety of Contractors must be in line with the Control of Contractors Policy.

6.8 Control of infection

The OPCC and Warwickshire Police recognise that staff are at a heightened risk of infection owing to the inherently hazardous nature of policing. Frequent contact with high-risk groups such as users of controlled drugs and their paraphernalia poses a significant risk of contact with blood borne viruses.

Specific training and guidance in the safe handling of persons and items is provided, along with guidance on 'needle-stick' injuries and the emergency assessment arrangements with local Accident and Emergency Departments.

An inoculation programme is available to staff to protect them from Hepatitis A & B infection and for other diseases in certain specific circumstances where the risk assessment dictates.

Water hygiene is maintained and overseen by Estates and Facilities Management, through a comprehensive risk assessment and testing regime that is applied to every building within the Warwickshire Police estate. Whilst Legionnaire's Disease is the principal reason for the programme, it also covers the testing and control of organisms such as E. coli.

Further guidance is available to prevent infection through contact with other agents such as Weil's Disease, associated with rats near to water courses.

The response to a pandemic e.g. COVID-19 is overseen by Chief Officers.

6.9 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations place duties upon the OPCC and Warwickshire Police to protect employees and others from risks to their health from hazardous substances through risk assessment, control strategies and through limiting exposure.

The purpose of the Regulations could be more clearly explained as the control of people's exposure to substances hazardous to their health. To achieve this **COSHH** lays down a hierarchy of duties for exposure that must be followed in this order:

- (a) **Eliminate** the substance or **Substitute** it for a safer alternative e.g. replace a lead or solvent based paint with a water-based paint.
- (b) **Segregate** or **Enclose** the hazard i.e., make it safe by positioning it away from people who could be affected by it.
- (c) **Minimise the generation of the substance** e.g., replacing lids on paints and adhesives etc. between jobs to reduce vapours.
- (d) **Local Exhaust Ventilation** e.g., extraction hoods over appliances
- (e) **General Ventilation** e.g., ensuring that there is sufficient natural ventilation by opening doors and windows
- (f) **Limit numbers exposed** e.g. prevent access to the area
- (g) **Reduce the exposure period**
- (h) **Cleaning, Storage and Disposal procedures**
- (i) **Suitable training and where appropriate Personal Protective Equipment (PPE)**
- (j) **Hygiene Arrangements** e.g. no smoking, eating, drinking, suitable washing and cleaning facilities etc.

Hazardous substances may be solid, liquid, dust, fume, vapour, gas, or micro-organism and have the potential to be harmful to health.

Before introducing any new substance or preparation subject to these regulations authority must be sought from the Health and Safety Team who will advise whether a written COSHH assessment is required. A standard COSHH assessment form is available on the Intranet.

6.10 Custody

The OPCC and Warwickshire Police recognise that the custody environment is high risk to both detainees and staff alike, and the duty of care that is owed to vulnerable detainees. Consequently, custody is managed in accordance with 'Safer Detention & Handling of Persons in Police Custody' manual. Custody is subject of a specific Force Risk Assessment, and an extensive and detailed policy and procedure.

6.11 Display Screen Equipment

The OPCC and Warwickshire Police comply so far as is reasonably practicable with the requirements of the Health and Safety (Display Screen Equipment) Regulations (DSE). All DSE workstations, the work equipment, the user set-up and the environment they are in will be assessed for suitability. Initial user assessment will be by the individual following training using the DSE e-learning package on College Learn. All DSE 'Users' must complete this training. Where further concerns are identified the individual or his/ her line manager should contact HR for support.

The employer will take all reasonably practicable steps to remedy any risks found because of the assessment. The software is kept under review to ensure its continued suitability for the task.

Provision is made for eye tests and eye examinations for 'Users' as defined under the Health and Safety (Display Screen Equipment) Regulations 2002 and will contribute towards corrective spectacles where tests have indicated a need (for DSE purposes).

6.12 Driving

Only personnel who have the requisite licenses or authorisations are permitted to drive vehicles on or off Warwickshire Police sites whilst conducting tasks in connection with work. Before driving, users should check that the vehicle is safe to be used with no obvious defects. If any defects are found, then these should be reported to supervision and resolved before the vehicle is driven again. Where applicable the safety checks outlined in the Driving Standards Policy must be adhered to and records kept.

All vehicles should be driven with due care and attention, consistent with prevailing conditions and pedestrians. Where speed limits are displayed then they should not be exceeded (except for operational policing where limits can be exceeded lawfully in the exercise of duty in accordance with agreed protocols and training). Mobile data devices should only be used in Warwickshire Police vehicles in line with the relevant law, policy, risk assessment and the authorisation of management as required.

Please also refer to the Driver Fatigue Guidance on the Intranet.

6.13 Electrical Safety

The OPCC and Warwickshire Police recognise the potential hazards associated with electricity in the workplace and take all reasonable steps to ensure the safety of all persons on police premises.

Under no circumstances must unauthorised staff ever attempt to modify, repair or maintain electrical equipment. Users do have a role to play however by visually checking such equipment they use. Any apparent defects should be reported. Staff are discouraged from bringing personal electrical items into police premises. If they are authorised to do so, such items will require portable appliance testing.

Arrangements for portable appliances testing (PAT) are made by Estates and Facilities Management. Only competent electrical personnel are to work on electrical installations and to maintain and test electrical equipment whether it be fixed or portable. Any defective items identified by users are to be brought to the attention of management, labelled and taken out of service until disposed of or repaired by a competent person.

Where extension leads and adapters are used, they are to be used as per their rating, manufacturer's instructions and not used to accommodate other adapters and extensions. All electrical switch gear / control cabinets in police buildings should always remain locked and access is forbidden to unauthorised personnel. These cabinets should also be suitably labelled. The introduction of new servers or plant and equipment must be subject to risk and impact assessments, which consider not only the electrical demand but also the effect on the local environment - overheating, noise etc.

Operational staff may encounter electrical services in many areas of their work, for example fallen power lines, illegally by-passed electricity meters in cannabis growing installations. Staff need to be aware of the dangers and avoid contact or proximity (i.e. within 3 metres in case of fallen lines) until declared safe by a competent person.

Operational staff are warned about the potential danger of electrocution from Hybrid / Electric vehicles. The electric part of the drive system is high voltage and governed by a 20A fuse. If the cabling is damaged there is a potential for the car to become 'live' and the shock delivered is potentially fatal.

6.14 Events

Events are frequently arranged by Local Policing Teams and others to improve engagement with the community. Whilst beneficial, such events also bring a duty of care particularly where Warwickshire Police are either:

1. Supervising or controlling the 'activity'
2. Running the 'activities' at their own premises
3. It involves employees participating in the 'activities'

Any event arranged by or on behalf of Warwickshire Police must be carefully planned in accordance with current legislation and guidance from our Insurers. This will vary significantly according to the type of event but is likely to include some/ all of the following steps to be taken in good time:

- A suitable and sufficient risk assessment which includes activities taking place before, during and after event.
- Large events may need a planning team with roles and responsibilities clearly defined.
- Details of all events to be notified to the Health and Safety Team in sufficient time for assistance to be given and actioned. Tac Planning Team to be engaged in events to ensure Health and Safety coordination
- Management approval for all activities.
- Any contractors involved, for example caterers, must have Public Liability Insurance.
- Insurance (legal) Department to be informed with as much notice as possible and a copy of the risk assessment supplied to enable approval to be obtained from the Underwriters.

- Emergency Plans for the event looking at all reasonably likely scenarios.
- Inform Force Control Centre and any other departments who may have an interest.
- Report any accidents and near misses during the event.
- Carry out a de-brief and forward the lessons learnt to interested parties.

6.15 Extreme weather

During extreme weather, , local arrangements may be required for staff to work from premises closer to their home, or not to come into work.

Extreme weather, particularly floods, snow, and very low temperatures will have an operational impact, and will require implementation of specific control measures as laid out in the 'Water' and 'Patrol' risk assessments.

See 'Disruption to travel to and from work' procedure inclement

6.16 Fire Precautions

The OPCC and Warwickshire Police recognise their obligations under the Fire Regulatory Reform regulations, to prevent fire and ensure safety from fire including emergency procedures for evacuation in the event of fire in premises occupied by Force personnel whether owned or leased, including those with shared occupancy.

All premises are subject to suitable and sufficient fire risk assessment (carried out by outside supplier), and subsequent arrangements to prevent fire and for evacuation should fire occur are tailored to the individual building. Floor plans to be by the fire alarm panels.

Local arrangements will be made to appoint Fire Wardens – Officer in charge 1st option, Sergeant, 2nd option and departmental delegate 3rd option in hierarchy of fire warden responsibility. The building fire evacuation plans will be practised at least twice every year to ensure all staff are aware of their personal emergency evacuation plan (PEEP) and any other action they need to take in the event of a fire, and to ensure the arrangements are adequate and effective. Fire evacuation drills will be organised by Facilities Managers in conjunction with senior management.

Operational areas such as Custody Suites and the Force Control Rooms will have detailed procedures that consider the specific issues concerning security and operational continuity.

6.17 First Aid

The OPCC and Warwickshire Police comply with the First Aid at Work Regulations to ensure that employees receive immediate attention if they are taken ill or are injured at work. Accidents and illnesses can happen at any time and first aid can save lives and prevent minor injuries from becoming major ones.

A First Aider's role is to preserve life following an accident / incident until such time as the emergency services arrive. This may include rendering first aid to a member of the public as

well as to Warwickshire Police employees. If a First aider is rendering medical assistance, any reasonable requests they make for assistance should be met.

There must be an adequate number of First Aiders to cater for the different buildings, working patterns and staffing levels across the Force area.

Adequate first aid kits must be maintained and be readily available at all occupied buildings and in force vehicles. If any first aid equipment is used the first aid person who used it must request replacements. The health and safety inspections carried out by the Estate Team will check first aid boxes to ensure the contents are correct and in date.

6.18 Flammable Substances

Flammable or highly flammable substances pose risks to the safe operation of Warwickshire Police and require strict controls. Authorisation to use or house flammable or highly flammable substances within Warwickshire Police premises must be sought through the Health and Safety department. Where authorisation is granted then liquids should be housed in fireproof labelled containers / cabinets when not in use and the quantity kept to an absolute minimum. Suitable storage requires full assessment as the materials will ignite with reactive chemicals and rapidly cause fires. Incorrectly stored materials can also rapidly accelerate a fire caused by other means.

The legislation governing the use and storage of flammable liquids are the Dangerous Substances Explosives Atmospheres Regulations (DSEAR) and a specific DSEAR assessment will be required. Areas in which flammable or highly flammable substances may be present are to be suitably signed in accordance with the Safety Signs and Signals Regulations.

6.19 Incident Management

It is recognised that the dynamic and unpredictable nature of policing is a unique health and safety challenge. Whilst it can be predicted that police officers and staff will be required to deal with high-risk incidents and hence procedures and guidance can be developed, no two incidents are ever the same and so must be managed dynamically.

In general terms most of the challenges can be successfully met if the officers attending a specific incident have the following:

- Through adequate communications be provided with the best available information prior to arrival, continually updated as the situation develops
- The right tools for the task, for example appropriate MOE, vehicles, PPE and information on risks associated with a premises/person (including up to date intelligence etc).
- The right assistance to be available when it is needed e.g. back-up or the availability of more specialist resources.

Specific incident types will be managed in accordance with the nationally developed best practice, for example Firearms, Major Incidents, Pursuits, Public Order. However, even where

there is detailed guidance available, each incident will require robust and flexible command and control to deal successfully with the specific aspects of any given incident.

The health and safety of all concerned is of utmost importance and risk assessment should form the basis for planning the police response to achieve the policing objective with minimum acceptable risk. National models for decision making set out the current recognised approach.

6.20 Information, Instruction and Training

In line with the requirements of section 2 of the HSAWA 1974, the OPCC and Warwickshire Police have a duty to ensure that all staff are suitably trained and developed to carry out their work safely. This also includes the provision of relevant information and instruction to enable those individuals to demonstrate competence and discharge any duty as outlined by the organisation.

Safety is an integral part of police training, to ensure that policing operations and support activities can be carried out as safely as is reasonably practicable. It is recognised that the dynamic and unpredictable nature of policing presents unique health and safety challenges and police training does reflect this. Some high-risk areas require intensive training, such as firearms, pursuit driving, and public order.

Specific training will be delivered in line with role requirements, and this will usually be approved via the Training Panel following authorisation by a line manager or at a relevant board. All individuals have a duty to corporate with his/ her employer by attending such courses where they have been identified.

Training should be reviewed to ensure it is fit for purpose and meets the needs of the organisation. Where relevant training should also be refreshed in line with the Force's policy and procedure.

6.21 Lone Working

The OPCC and Warwickshire Police comply with the requirements of the Lone Worker Regulations and recognise that the risks for a lone worker carrying out an often-difficult role can be compounded when faced in isolation in a large rural area. When planning an operation or responding to incidents, a primary consideration is whether an individual can adequately control the foreseeable risks associated with the activity or situation.

Precautions should take account of normal and foreseeable emergencies, for example, violence; equipment failure; illness and accidents. Some of the more straightforward precautions can include active monitoring by OCC using Automatic Resource Location System; radio contact with a supervisor; and maintaining contact with a colleague at a predetermined time or interval. FRA31, which can be found on the Intranet, will support the assessment.

If planning an activity, any additional risk control arrangements that are specifically required due to lone working should be identified and addressed prior to work commencing.

6.22 Manual Handling / Ergonomics

The OPCC and Warwickshire Police recognise the risks arising from poor manual handling arrangements. Monitoring data clearly demonstrates that the most significant issue involves the handling of individuals, particularly those who have been arrested and are resisting including those within the custody suite.

Officer Safety Training is designed to control or mitigate such problems and is an annual training requirement for all relevant officer/staff roles. The more readily recognised general manual handling training is also provided as required.

6.23 Machinery, Plant, Equipment and Maintenance

There are a limited number of hazardous machines in use within Warwickshire Police premises which have the potential to be hazardous if not operated correctly for example grounds maintenance tractors. Risk assessment must be undertaken before introducing machinery and plant equipment. This will enable selection of the correct machinery and plant, identify necessary training required, allow development of safe systems of work and of protective equipment.

Any person who uses a machine must be competent to use it and have received instruction and training which must be documented. Before using a machine, staff should check daily those guards and any protective devices, for example that emergency stops are in place and working.

6.24 New and Expectant Mothers

The OPCC and Warwickshire Police accepts the requirements to assess risks to new or expectant mother or her baby from any processes, working conditions or physical, chemical or biological agents whilst at work.

Once the expectant mother has notified the employer in writing that she is pregnant, and the work she normally undertakes is of a kind that could involve a risk of harm or danger to the health and safety of the expectant mother or her baby, and the risk arises from either processes, working conditions or physical, chemical or biological agents in the workplace, then there is a further requirement to carry out a specific risk assessment for that person and if necessary to put specific risk control measures in place.

In practical terms whilst there are risks, often they can be effectively managed without restricting either the employee or the organisation. Such risk assessments will need to be updated and adjusted as the pregnancy progresses. The arrangements must be reviewed if there are any concerns that are expressed by the new or expectant mothers GP or Midwife.

Local arrangements will be made to support nursing mothers whilst at work and needing to express and store milk.

6.25 Noise

It is recognised that noise can be harmful if exposed to high levels or for long duration. Noise is a particular issue to parts of the organisation, for example Firearms, Dog Section, OCC. In such cases environmental noise-monitoring and health surveillance involving hearing tests will be carried out as per the Occupational Health Depts requirement per individual

6.26 Occupational Health & Welfare

Whilst all reasonable steps are taken to avoid physical and psychological injury or illness arising from work, when such injuries do occur the Office of the Police and Crime Commissioner and Warwickshire Police will take reasonable steps to assist with recovery to enable the affected person to return to full health as quickly as possible. The Occupational Health and Welfare Team also carry out pro-active monitoring for specific health risks such as noise, lead, eyesight, and respiratory health.

6.27 Organisational Change

Prior to the implementation of change, the OPCC and Warwickshire Police will ensure that the relevant risk and impact assessments have been completed and that there is adequate consultation and communication with staff associations and relevant staff. Any organisational change that could have safety implications will require the proposals to be risk assessed for potential health and safety impact. The Health and Safety Team will be consulted, as will the Staff Associations. Following consultation, the risk assessment and safe system of work may be suitably amended.

6.28 Observers (Members of Public)

It is accepted that there may be legitimate and advantageous reasons for persons other than the OPCC and Warwickshire Police staff to accompany officers on patrol.

In such cases an individual suitable and sufficient risk assessment must be carried out in good time to ensure the safety of the observer, police officers and staff, and of the public. This will determine the most appropriate safe method to facilitate the visit. FRA 30 which can be located on the Intranet will act as a guide to what is required. It must be adjusted to suit specific activity.

The Health & Safety Team will be consulted at an early stage for advice specific to that visit. Legal must be informed in sufficient time prior so that the Force Insurers can be notified, and their approval obtained prior to the activity.

6.29 Operational Planning and Operational Orders

All policing operations that can be pre-planned will be subject of suitable and sufficient written risk assessment. Carrying out a risk assessment first will bring benefits as it will identify hazards and risks and thereby facilitate effective planning to ensure management control and efficient use of resources.

Such risk assessments should not be seen as a barrier to operational activity, but rather as an essential planning tool in enabling officers to stay safe, while keeping the public safe. The level of risk assessment should be proportionate to the risk involved in the proposed operational activity. As a minimum a risk assessment should be recorded in a Pocket Notebook or on the electronic Minor Operations Briefing Note. The dynamic Risk assessment tool found on the intranet can be used for non-standard operations.

6.30 Personal Protective Equipment (PPE)

The OPCC and Warwickshire Police are committed to reducing risks in the workplace in so far as is reasonably practicable. Where risk assessment identifies a hazard and that hazard cannot be adequately controlled by any other means, such as changing the way in which work is carried out, it may be necessary to use personal protective equipment (PPE) as a risk control measure.

To be effective in reducing risk from a hazard PPE must have the following characteristics:

- Be appropriate for the job and hazards involved
- It must fit correctly
- Not conflict with other PPE being worn
- Be used correctly, and
- It must be properly maintained and properly stored when not in use.

Specification of PPE can require specialist knowledge if the hazard is to be adequately controlled. For example, full protection from harmful airborne dusts cannot be achieved unless the respiratory protective mask / respirator is of the correct grade or has the appropriate filters fitted. Incorrect selection of PPE can result in an increased risk and avoidable exposures which could be extremely harmful.

The Health and Safety team can assist and advise on the selection of appropriate PPE.

6.31 Permits to Work

Permits to work are to be required for the following activities both within buildings or if used externally on police sites:

- Use of Bitumen Boilers (Hot Work)
- Welding / Burning / Hot Cutting (Hot Work)
- Use of Angle grinders / Cutting disks (Hot Work)
- Confined Spaces – “confined space” means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk

- Work on High voltage electrical equipment
- Working at heights / roofs
- Modifications to safety systems

Personnel must not conduct the above work without a signed permit from Estates and Facilities Management.

6.32 Protection of the Environment

The OPCC and Warwickshire Police have a legal duty to prevent pollution and to protect the environment. To meet this aim, all employees should:

- Follow Force Waste procedures
- Refer to Material Safety Data Sheets for disposal of substances or containers where COSHH materials are involved
- Obtain clearance from Estates and Facilities Management before pouring or flushing any substances down **any** drains
- Accidental discharge of substances into any drains must be notified immediately to Estates and Facilities Management.
- Be aware of any emergency procedures
- Report any leaks, spillages or unusual emissions at the earliest opportunity
- Control and minimise waste
- Recycle where possible
- Switch off machinery and any other electrical items if safe to do so when not in use

Estates, Facilities and Health and Safety will co-ordinate and update a waste management strategy with relevant post holders.

6.33 Risk Assessments

Undertaking a risk assessment is an important first step in the planning process to help protect staff and the public, as well as complying with the law. It provides focus on the risks that really matter in the workplace – the ones with the potential to cause real harm and enables planned provision of resources and arrangements to reduce risk and enable improved performance. There is an absolute requirement on employers to carry out risk assessments in respect of any health and safety risks to an organisation's employees; in other words, it is a criminal offence to fail to do so and there is no defence. The risk assessment must be 'suitable and sufficient' which means it correctly identifies the foreseeable hazards and the workable control measures. The law does not expect all risk to be eliminated, but there is a requirement to protect people from foreseeable hazards as far as 'reasonably practicable'.

Force Risk Assessments

Force Risk Assessments (FRAs) are in place for all the main activities carried out by Warwickshire Police. They can be found on the Health and Safety Intranet site. These Force Risk Assessments can be used as a basis for additional local risk assessments or for specific roles.

Specific Risk Assessments

For events or operations that can be planned a suitable and sufficient risk assessment should be carried out as part of the planning process. The level of detail and complexity required will be determined by the scale of the operation and the risks involved.

The Health and Safety Team will provide help and guidance as required.

Dynamic Risk Assessment

Working from force and specific risk assessments, under operational conditions, dynamic risk assessment allows the selection and application of individual risk control measures to a specific set of circumstances existing at that moment. For example, the force risk assessments for mobile patrol provide a number of options for dealing with a particular hazard. Which of those options is best suited to the circumstances is a decision that has to be made in the moment by the people actively involved in dealing with that incident. Staff are provided with Dynamic Risk Assessment training to help prepare them for that decision making process.

Recording

All risk assessments should be recorded.

Dynamic risk assessments should be recorded before action is taken if that is possible in the circumstances, or if not as soon as is practical post incident. Most will require only a few lines in a Pocket Notebook or a brief entry in a Command & Control log.

6.34 Safety Boards

Achieving high standards of health and safety through the process of continuous improvement requires the involvement of officers and staff at all levels within the Office of Police and Crime Commissioner and Warwickshire Police.

There is a Tactical Operational Health and Safety Board which reports into a Strategic OH&S Board. All force departments must be represented on the Tactical Occupational Health and Safety Board. The Safety Board should meet regularly and be chaired by a fully briefed member of the senior management team. The purpose of the Health and Safety Boards are detailed in Appendix 2, Sections 4.0, 4.1, 4.2 and 4.3.

Health and Safety is included in the Workplace Boards which report into the Tactical Occupational Health and Safety Board.

In addition, Health and Safety should be included in all Departmental / Team Meetings / Briefings.

The purpose of the Health and Safety Boards are:

- to support management of health and safety at a local level and to provide an open forum for discussion with staff associations, local managers and command team.
- to bring relevant matters which cannot be resolved at local level to the attention of the Strategic OH&S Boards for consideration as soon as possible.
- to review performance, particularly in sickness and injury levels, and to submit progress reports to the Strategic OH&S Board.
- To review the measures taken locally to ensure the health and safety at work of officers, staff and others who may be affected by the work of Warwickshire Police. These will include arrangements for issues that are specific to that area or department.

The Tactical Health and Safety Boards have a key role in managing health and safety. The Boards should concentrate on learning lessons identified from establishing the root causes of incidents and so act to continuously improve the overall performance of the safety management system.

Meeting minutes are published and accessible to all staff.

6.35 Striking the Balance

Health and Safety at Work, etc. Act 1974 (HSWA) places duties on Police Officers and OPCC / Police Staff to take reasonable care of themselves and others and to co-operate with their employer.

Therefore, police officers and staff should act sensibly and responsibly within the command and control of their employer; they should not act recklessly.

However, the HSE recognise that in protecting the public, individuals may, very occasionally in extreme cases, decide to put themselves at risk in acts of true heroism. In these rare circumstances, the HSE takes the view that HSWA has not been breached by Warwickshire Police and that it would not be in the public interest for HSE to act against the individual.

Equally, the HSE, like the Police Service, recognise that in such extreme cases everyone has the right to make personal choices and have dynamically assessed the risk and their abilities that individuals may choose not to put themselves at unreasonable risk.

Any attempt at rescue must consider other actions that the person can take first without endangering themselves or others, any personal protective equipment available, any training and safety information received, and the likelihood of a successful outcome.

6.36 Seized, Detained and Found Property

The detention, retention and appropriate disposal of property is an important part of crime management and general policing. The process has the potential to introduce risks into the organisation, risks which can initially be unforeseen and therefore difficult to guard against.

Police Officers and staff have a duty to assist in ensuring the safety of Property Officers by giving a full description of the items, which require storage, and provide detail any hazards known to them at the time of transfer. Items such as sharps and those contaminated by body fluids must be appropriately packaged and labelled. Officers and staff should consider the necessity of bringing items back to police stations and should consider other means of disposal or collection where feasible e.g. by other agencies, where items are not required for evidential purposes.

Unnecessarily bringing chemicals or unidentified substances into police sites can present additional hazards and can be prohibitively expensive for the police to ultimately dispose of due to environmental and other requirements.

Property Officers are to treat items as a potential hazard until satisfied that the contrary is true, and particular care should be taken with sharps and needles.

Police Officers and staff are to ensure that Property Officers are informed at the earliest opportunity as to when items can be removed from detained property storage

6.37 Vibration from work equipment

Regular and frequent exposure to hand-arm vibration can lead to permanent physical harm. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome.

The Office of Police and Crime Commissioner and Warwickshire Police recognise the harm associated with vibration and has arrangements to risk assess both the task and individual to ensure that all reasonably practicable steps to reduce harm have been taken.

6.38 Visitors and Contractors

The OPCC and Warwickshire Police have a duty of care to ensure the safety of any visitor to police premises. Visitors must be subject to access control, and a named person will be responsible for their safety during the visit. Wherever possible, visitors should be escorted whilst on police premises, particularly to ensure their safety in the event of fire or another emergency. Visitors who have a disability which would impair their ability to leave the premises in an emergency must be adequately escorted. Be particularly careful not to take persons with a mobility condition to upper floors as lifts cannot be used for evacuation in event of fire.

6.39 Volunteers and 'Work Experience'

The OPCC and Warwickshire Police recognise the duty of care towards volunteers and those on work experience placements. There is a specific legislative requirement not to put at risk the health safety and welfare of persons not in employment, through the way the organisations carry out their work activities. Volunteers and work experience placements will therefore receive sufficient training, equipment and supervision to ensure that they are not put at avoidable and foreseeable uncontrolled risk.

Work experience volunteers or cadets need safeguarding and care due to their probable lack of experience and awareness of hazards in a police environment. The Office of the Police and Crime Commissioner and Warwickshire Police recognise the specific duty to risk assess work activities that will be undertaken by young people (under the age of 18 years) and where appropriate to consult with Legal respect of the insurance position for certain activities, for example – exposure to traumatic material and/ or incidents

6.40 Work Equipment

Work equipment includes motor vehicles, cycles, method of entry equipment, Airwave, handcuffs and 'Stinger' together with office equipment, tools and site facility equipment Warwickshire Police will ensure that all equipment provided to officers and staff for use in their duties is:

- Suitable for the work for which it is intended. All equipment will be risk assessed before being supplied to ensure that its use does not present unidentified and uncontrolled risk of injury to police officers, police staff or others.
- Maintained in an efficient state, working order and good repair. Maintenance logs should be kept up to date.
- Restricted in use to only those specifically trained if the use of that work equipment requires specific knowledge and or is likely to involve a specific risk.
- Repaired, modified, maintained or serviced by those who, are designated to carry out such activities and are adequately trained and competent to so.

6.41 Working at Height

The OPCC and Warwickshire Police recognise that falling from height exposes people to significant risk of serious or fatal injuries. The Work at Height Regulations cover all work activities where there is a need to control the risk of a person falling a distance liable to cause personnel injury.

All planned work at height must be risk assessed by competent persons and all height access equipment must be inspected for defects before and during use. However, it is recognised that the need to work at height may arise from operational necessity. In all cases less hazardous alternative courses of action should be explored to avoid climbing up to or walking on surfaces at height. All surfaces at height must be considered fragile unless proven otherwise by a competent person.

Specific training is provided for specialist staff that have a recognised need to work at height.

6.42 Work related Stress

The OPCC and Warwickshire Police recognise that work related stress, particularly chronic stress, can be a considerable risk to both physical and mental health. It is currently the single largest cause of lost working days. The overarching aim is to prevent where possible, chronic stress and mental health issues from occurring. Warwickshire Police has a specific policy and procedure to address workplace stress that are in line with the HSE 'Stress Management Standard'.

6.43 Working Time

The OPCC and Warwickshire Police accept that being at work for excessive hours can be harmful to personal health and well-being. This in turn can have implications for carrying out policing operations safely. Working time is recorded and monitored. Shifts and working patterns are set in accordance with the Working Time Directive. Supervisors and managers have key roles to play in ensuring that officers and staff take appropriate levels of annual leave, rest days and time off in lieu.

6.44 Working near Water

Working near water or mud can be highly dangerous. It is hazardous for police staff or officers, especially in the dark, to enter areas where open water, water courses or mud may be found. Flooding is a particular issue within the Warwickshire Police area. Recognising the local issues, Warwickshire Police have a comprehensive risk assessment to provide the basis of safe operations near water and provides training and water safety equipment to support such policing operations.

Warwickshire Police do not require officers or staff to enter the water. However, it is recognised that policing is a unique and hazardous role, and officers may need to take proportionate action to save life and in doing so put their personal safety at risk where such life is savable. In such circumstances the decision to act rests with the officer or staff.

6.46 Resolution of Health and Safety Matters

All staff must follow health and safety policies and protocols by using recognised working practices and by keeping their workplace safe and tidy.

Health and safety matters can be dealt with more effectively and speedily in an atmosphere of mutual confidence and trust, which promotes a positive health and safety culture.

It is anticipated that most health and safety matters can be resolved informally between the individual and their supervision who may, if necessary, seek the assistance or guidance of the Health and Safety Team and / or staff associations/ unions.

Where an individual feels that they are unsatisfied, and the matter remains unresolved then they can take the matter further with their safety Board representative.

Unison, Federation and the Superintendents Association provide this service within Warwickshire Police. The representative will then be able to discuss the matter with the supervisor or refer it to the relevant Operational level Health and Safety Board. Where deemed necessary and if of a strategic nature, matters can be raised at the Strategic Occupational Health and Safety Board.

In certain circumstances the gravity of the matter and the potential exposure of the organisation will dictate that matters will be pursued through the formal stages of disciplinary proceedings. A safe space to report whistle blowing examples (escalation process) – and an anonymous reporting line is in place and can be used by all.

If an individual fails to adhere to the H&S policy or any UK Legislation they could become part of the disciplinary process.

7.0 CONSULTATION

The draft policy was circulated to the membership of the Strategic Health and Safety meeting, which includes representatives of the Police and Crime Commissioner; Chief Officers, Staff Associations; operational and support departments; Legal; & Learning and Development. Their submissions have been included in this final version.

8.0 ASSESSMENT and ANALYSIS

The Equality Impact Assessment (EIA), Health and Safety Assessment (HAS) and Risk Assessments (RA's) associated with this document are available on request from the Health and Safety Team.

9.0 DOCUMENT HISTORY

The history and rationale for change to policy will be recorded using the chart below:

Date	Author / Reviewer	Amendment(s) & Rationale	Approval / Adoption
October 2021	Helen Minett	Reviewed – the appendices updated to reflect change in CC and Chief Executive and end of PPL. Updated as a Warwickshire Policy	
Dec 2023	Helen Minett	Changes to appendices	
Feb 2024	Helen Minett	Changes made to make a single document as requested by Polly Reed, Chief Executive OPCC. Changes made following feedback from Tania Coppola, Director of Enabling Services and Alison Hall, Head of Human Resources	
July 2024	Raja Khan	Review and minor changes	
September 2024	Nathan Moore	Review and minor changes	
October 2024	Polly Reed	Review and significant feedback	
Jan25 – July25	Katharine Grasby Nathan Moore Polly Reed	Review and significant feedback	August 2025

Appendix A: WARWICKSHIRE POLICE – HEALTH AND SAFETY POLICY STATEMENT



Health and Safety Policy Statement Warwickshire Police and Police and Crime Commissioner

It is the policy of the Police and Crime Commissioner and the Chief Constable of Warwickshire Police to ensure as far as is reasonably practicable, the provision and maintenance of:

- *Safe and healthy working conditions, equipment and systems of work for all Force personnel and the staff of the Office of Police and Crime Commissioner; and*
- *To provide such leadership, resources, information, training and supervision as is needed for these purposes.*

The PCC and the Chief Constable also accept their responsibility for health and safety of other people who may be affected by the force activities.

To this end the OPCC and Force will comply with the requirements of Health and Safety at Work etc. Act 1974, all other relevant statutory provisions, and recognised codes of practice. The PCC and the Chief Constable expect all members of the Force – police officers, police staff and volunteers, irrespective of rank, grade or position, OPCC staff and all contractors, to co-operate fully in the achievement of the Health and Safety Policy.

Philip Seccombe	Alex Franklin-Smith
Police and Crime Commissioner	Chief Constable
Date:	Date:
Signed:	Signed: