



METROPOLITAN POLICE SERVICE

HEALTH AND SAFETY POLICY



**METROPOLITAN
POLICE**

Working together for a safer London

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1. Introduction

- 1.1. The health and safety of members of the Metropolitan Police Service (MPS) Extended Police Family, as well as all members of the public who may have reason to visit our premises or are otherwise affected by our activities and undertakings, is a primary concern for both the Authority and the Commissioner. Together they will work towards ensuring a healthy, safe environment and will promote best practice in all the processes and all activities of the MPS. They will seek to ensure that standards are continually improved; this policy is the foundation for that.
- 1.2. The Metropolitan Police Authority (MPA) is the “employer” of all police staff in the MPS under section 15 of the Police Act 1996 and, like officers, are under the direction and control of the Commissioner. In addition, the Authority is also responsible for all police buildings. Both the Commissioner and the MPA also have responsibility for the health and safety of all persons who may work in or visit police premises.
- 1.3. This Health and Safety policy updates the 2004 policy. It meets our legal obligations and is, therefore, mandatory. It outlines the overall health and safety management system, including the organisational structure, responsibilities, systems and procedures that need to be in place, to enable us to comply with the relevant legislation and guidance.
- 1.4. At the core of this revised policy is the continuing commitment to comply with the requirements of the Health and Safety at Work Act etc. 1974; the Police (Health and Safety) Act 1997 and all other relevant statutory provisions and recognised codes of practice. The MPS and the MPA seek the support of everyone in improving the standards of health and safety, and to this end, this policy encourages open communication and any suggestions that could lead to improvements in the safety and quality of our work.

2. Application

- 2.1. This policy will take effect from 08/04/05.. It will apply to all MPS police officers, police staff, members of the Special Constabulary or extended police family (hereinafter designated “employees” for the purposes of this policy), irrespective of rank, grade or position.
- 2.2. The Commissioner requires all employees and all contractors working on behalf of the MPS to co-operate fully in the achievement of the aims of this policy.
- 2.3. This policy focuses on the key roles of all managers, including the Commissioner, Management Board, commanders (whether operational or support based roles), Departmental Heads and Senior Designated Officers (multi-occupancy buildings only). It recognises the importance of those in key roles, achieving and maintaining healthy and safe working practices and a healthy and safe working environment.

3. Purpose

- 3.1. The policy sets out the overall management system for health and safety and provides an essential reference for all MPS employees, in the planning and implementation of operations and activities. It is designed to ensure that the necessary processes are in place to allow the health and safety objectives of the MPS to be met. We have important obligations placed on us to ensure the safety of our people, and any others who may be affected by our operations. It is vital that all those within the Service realise that they have a responsibility towards health and safety and ensuring compliance with the relevant statutory provisions and guidance.

4. Scope

- 4.1. This Health and Safety Policy covers the whole of the MPS and shows the lines of accountability, responsibility and involvement with regard to health and safety.

5. Policy Statement

- 5.1. This policy has a signed Statement of Intent by the Commissioner that can be found on page 6.
- 5.2. The MPS will comply fully with the legislative requirements and statutory guidance.
- 5.3. This policy provides that the Commissioner, so far as is reasonably practicable, taking into account the special nature of policing, ensures safe and healthy working conditions, equipment and systems of work for all MPS employees are provided and maintained. The MPS also accepts its responsibility for health and safety of other people who may be affected by its activities.
- 5.4. In accordance with Section 7 of the Health and safety at Work, etc Act 1974 it is the duty of all MPS employees to take reasonable care of the health and safety of themselves and others, who may be affected by their acts or omissions at work. All MPS employees will cooperate with the MPS, in order that we may fulfil our statutory responsibilities.
- 5.5. This policy lays down the necessary commitment on the part of senior management to provide resources, instruction, information, training and supervision to meet our specific legislative requirements.
- 5.6. Each department, borough or other operational unit will be expected to draw up local health and safety arrangements, reflecting this policy, which encompass both police operations and support employees' activities, and implement it throughout their span of command. These local policies will ensure that the MPS has in place a comprehensive health and safety strategy.

6. Benefits

- 6.1. The health and safety of all our employees is a primary concern and integral to ensuring that the MPS delivers a first-class service to the public. By fully embracing the legislative requirements, incorporating such requirements throughout the whole MPS structure and ensuring that health and safety encompasses everything

it does, the MPS will endeavour to provide a healthy and safe working environment for its employees, visitors and all those who come into contact with the MPS.

7. Responsibilities

- 7.1. This policy was prepared by Health and Safety Branch in the Human Resources Directorate, following consultation with all interested parties, as required by law. It was approved by the Strategic Health and Safety Committee and ratified by the Commissioner and the MPA. The Health and Safety Branch will monitor the implementation of this policy, reporting to and assisted by the Strategic Health and Safety Committee and the Management Board. The policy document will be reviewed by the Health and Safety Branch Policy Unit on or before the review date shown under the Statement of Intent.

8. Associated Documents and Policies

- 8.1. This Policy will be supplemented by a guidance manual and also the following procedures/documents:-

Statement of Intent	Page 6
Organisation	Pages 7 - 15
Arrangements	Pages 16 - 18
Monitoring	Page 19
Audit and Review Process	Page 20
Special Notice 2/2001	Cancelled

- Associated Documentation:-
Health and Safety Guidance Manual listing all Health and Safety Special Notices and Guidance.

Safer Working for a Safer London

The Metropolitan Police Service ("MPS") operates under the principles contained within our mission, vision and values statement and is committed to making London safe for all the people we serve. In order to assist in delivering that vision, the Commissioner and the MPA recognise that our most important resource are our employees, that is, our police officers and police staff, ensuring their health and safety is an integral part of all work activity.

We are committed, as a minimum, to having a systematic approach to health and safety management, focused on achieving performance improvement through compliance, so far as reasonably practicable, with all relevant legislation and associated guidance. We will co-operate fully with relevant enforcement agencies, and work with external bodies to further our understanding of health and safety management and practice.

Safe working practices and systems, based on risk assessments, are central to all our operational activity.

We are committed to ensuring that there are effective procedures for consultation on health and safety with all employees and their safety representatives. Health and safety concerns from employees and others, involved in or affected by our operations, will be taken into account and those contracted to deliver services will be required to demonstrate health and safety competence. We will ensure that our buildings provide a safe and healthy work environment.

Whilst managers at all levels of the organisation will be responsible and accountable for visible and proactive leadership in implementing this policy, issuing appropriate advice and information and by maintaining adequate supervision, all employees have a critical role to play through their active partnership, in developing and complying with systems introduced to keep them safe. The responsibility for health and safety is a shared one.

All employees have a responsibility to comply with health and safety policies and procedures, through taking care of themselves and their colleagues and by bringing to notice health and safety concerns, which may lead to accident or injury. We will allocate appropriate resources to assist with the implementation of our health and safety policy, with main emphasis being placed upon the education of all our employees in health and safety matters.

Progress in compliance in achieving our goals will be measured by appropriate proactive and reactive monitoring, through the use of High Risk Self Review ("HRSR"), other additional review mechanisms and by independent auditing.



Signed:.....

Dated: **1 February 2005**

Organising - Key Management Responsibilities and Accountabilities

1. Commissioner

- 1.1. The Commissioner is responsible for health and safety for the MPS and reports to the Metropolitan Police Authority ("MPA"). It is also the Commissioner's responsibility to promote and maintain effective working relations between the MPS and the statutory enforcing authorities.
- 1.2. The Commissioner will ensure that there is a policy of open communication and consultation on health and safety issues, and that health and safety is regarded as a priority throughout the MPS, both for policing operations and for the working environment.
- 1.3. The Commissioner will monitor the MPS's performance by obtaining relevant information on all health and safety pro-active and reactive indicators, including accident and ill-health statistics.
- 1.4. The Commissioner will lead by example in the matter of health and safety and ensure that there is an annual health and safety plan. This plan will set short, medium and long-term goals, which will address those issues facing the MPS, with the aim of achieving constant and consistent improvements in the MPS's health and safety performance. Performance in pursuit of these goals will be judged objectively.
- 1.5. The annual health and safety plan will be presented to the MPA, published and brought to the attention of all MPS employees, extended police family and stakeholders.
- 1.6. In order to achieve these goals, the Commissioner will ensure that adequate resources are allocated to meet both present and future health and safety requirements, as well as ensuring that such resources are used appropriately and directed towards the maintenance and improvements of health and safety standards.
- 1.7. The Commissioner will actively monitor the implementation of the policy through the Management Board. The Commissioner will also ensure that the MPS considers and, if necessary, acts upon any representations made or advice given by the Health and Safety Branch, on the Service's performance. The Commissioner will require managers to set in place robust measures, to ensure continuous observance of the health and safety standards and procedures, such as the recording of near misses.
- 1.8. The Commissioner will advise the MPA, with regard to the financial and other implications of compliance with current and forthcoming legislation and assist the MPA in setting health and safety priorities and the measures appropriate to monitor them.

2. Management Board

- 2.1. Members of Management Board will collectively and individually promote and provide clear leadership and commitment to health and safety, and afford health and safety the same level of seriousness as any other management issue.

- 2.2. The Assistant Commissioner for Human Resources will act as the Board's lead member for health and safety matters, and will work closely with both Board members and the Commissioner, to ensure that the structure for the management of health and safety is embedded within the MPS.
- 2.3. Each Board member will appoint a suitable and competent individual, able to deputise in their absence, and will encourage the development of a culture in which all employees' share the MPS commitment to health and safety.
- 2.4. The Management Board's role is to discuss and formulate health and safety policy; encourage all business units to coordinate their health and safety activities; communicate and establish health and safety objectives; to ensure effective communication, consultation and implementation of health and safety matters with employees, their representatives and accredited safety representatives and allocate the necessary resources to achieve the objectives and requirements. In support of this, Board members will also consult Health and Safety Branch before making a final decision about any matter with health and safety implications.
- 2.5. Each Board member is responsible for the implementation of the health and safety policy throughout their span of command . This will include drawing up and maintaining a local health and safety policy; allocating duties and responsibilities for health and safety matters; ensuring that the corporate risk assessments, are developed and implemented and any control measures identified and adhered to; ensuring that risk assessments are reviewed at regular intervals with amendments communicated to appropriate managers responsible for implementing those changes, in order that they may be brought to the attention of employees, Federation and Union representatives and to ensure, as far as reasonably practicable, that safe systems of work are in place and regular workplace inspections are undertaken. It is also essential that the members of the Management Board know, understand and appreciate the hazards and risks encountered by their personnel in their day-to-day activities.
- 2.6. The Board will measure the MPS health and safety performance, using all relevant performance indicators, including accident, incident and near miss records, inspection, HRSR, other review mechanisms and audit recommendations and any other management information. Appropriate priorities will be agreed or action taken, if required.
- 2.7. The Management Board will ensure that the Health and Safety Branch is provided with all necessary information and statistics to enable the Branch to discharge its responsibilities. Board members will also ensure that accredited safety representatives are given all necessary assistance to carry out their work and their inspections.
- 2.8. Management Board will ensure that health and safety training is provided for all employees, not only to meet the health and safety requirements, but also to promote and actively encourage measures that will raise the profile of health and safety awareness and reduce the costs associated with accidents and ill-health.

3. Management Structure for Delivery of Health and Safety at Department, Borough or Other Operational Unit Level

3.1. Introduction

- 3.1.1. Whilst each member of the Management Board has a responsibility to implement the health and safety policy throughout their span of command, this can only be achieved with the full co-operation of all their managers . This is to ensure that the implementation of the health and safety policy is filtered down the managerial line and ensures that all units within the MPS, whether operational or support, are embraced within the MPS health and safety policy.
- 3.1.2. Whilst overall accountability rests with the Borough Commander, other OCU Commander, Head of Department or Senior Designated Officer (multi-occupancy buildings only), the practical elements of the policy implementation will be the responsibility of senior managers within their senior management teams ("SMT"). Senior management teams will be allocated specific health and safety roles. The roles that need to be allocated are in relation to buildings, health and safety monitoring, training and the delivery of operational services and support functions.
- 3.1.3. Senior management teams are responsible for the effective integration of the health and safety management system. This will include the setting of objectives, improvements, targets and performance monitoring, as well as incorporating those issues that have been devolved by the Management Board and promoting good working practices, including work life balance. There will also be occasions where liaison and action will be required, by the SMT, with other MPS departments, especially within shared accommodation, to develop integrated health and safety systems between all parties.
- 3.1.4. The model figure 1 (page 21) is recommended as the one that all Boroughs/ Operational Command Units/Departments should have in place to cover the health and safety responsibilities. In the event of certain roles not corresponding to this model, it will be the responsibility of the Borough Commander, other Operational Commander, Head of Department or Senior Designated Officer to ensure that the specific roles of building, health and safety monitoring, training, delivery of operational services and the support functions of such operations are allocated to senior managers, within the SMT, and fully identified within their local health and safety policy. As such, all the functions detailed in paragraphs 3.6. to 3.10. are to be allocated to members of their Senior Management Team using the guide in figure 2 (page 22).

3.2. Borough Commanders, Other OCU Commanders, Heads of Department, Senior Designated Officer (multi- occupancy buildings only) and Deputies – hereon in referred to as "Senior Managers".

- 3.2.1. Senior Managers are expected to competently and efficiently manage those areas for which they are responsible, ensure that they meet the minimum standards and expectations, set by the Management Board of the MPS (incorporated within the local health and safety policy), and comply with all relevant legislative and statutory requirements.

- 3.2.2. They are accountable to their line managers for health and safety and have overall responsibility for the implementation of their local health and safety policy. This includes the protective and preventative measures identified by all agreed risk assessments.
- 3.2.3. All such Senior Managers will implement the MPS Health and Safety Management System, which are based on the Health and Safety Executive (HSE) guidance HSG65, "Successful Health and Safety Management".
- 3.2.4. Part of the MPS Management System, as contained within the local health and safety policy, will be the allocation of roles to SMT members, who will have specific responsibility in relation to buildings, health and safety monitoring, training and the delivery of operational services and support functions for operational activity. It is essential that such senior managers are aware of their responsibilities and are discharging their health and safety duties competently and in compliance with the regulations.
- 3.2.5. Senior Managers will provide clear leadership in the realm of health and safety and promote a culture in which all employees share the MPS commitment to health and safety.
- 3.2.6. Borough Commanders, Other OCU Commanders, Heads of Department and Senior Designated Officers (multi-occupancy buildings only), will chair their local Health and Safety Committee, which encompasses those senior representatives from all their departments or stations, including the local safety representatives. Meetings should be not less than quarterly. In absence, their nominated deputy will chair this meeting.
- 3.2.7. It is essential that all Senior Managers know, understand and appreciate the hazards and risks encountered by their staff in the course of their day-to-day activities. Critically the recognition of the potential consequences of their decisions on the health and safety of police officers and police staff.

3.3. HR Manager and Deputy

- 3.3.1. The HR Manager is accountable to the Borough Commander, other Operational Commander, Head of Department or Senior Designated Officer (multi-occupancy buildings only), and is responsible for the co-ordination and instigation of the health and safety training, ensuring that all employees are competent with regards to their role and with any such training appropriately logged and recorded.
- 3.3.2. The above manager is also responsible for the delivery of induction training to employees, visitors and contractors to the premises for which they control.
- 3.3.3. The HR Manager is responsible for competently managing the corporate accident reporting (METAIR) system; and any information or data generated is communicated to the required individuals, other internal departments or third parties, as required, for analysis and feedback.
- 3.3.4. The HR Manager is also charged with notifying the HSE of any deaths or serious accidents, as soon as practicable, after the event and with those accidents and incidents, as defined by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). The HR Manager will liaise with the (B)OCU commander to ensure that an investigation is initiated.

3.4. Finance and Resources Manager (“FRM”) and Deputy

- 3.4.1. This Senior Manager is accountable to the Borough Commander, other Operational Commander, Head of Department or Senior Designated Officer (multi-occupancy buildings only), and is responsible for providing a safe working environment, incorporating all required statutory provisions, for all those within the premises, of which they have responsibility.
- 3.4.2. This manager is responsible for ensuring that all non-police operational work activity is risk assessed and the necessary protective, preventative and control measures identified by the risk assessment procedure are implemented through safe systems of work.
- 3.4.3. Those F&R managers with devolved budgets will manage and supervise the work of contractors on premises, for which they control and are responsible for ensuring that any equipment purchased is suitable and safe for that purpose.
- 3.4.4. For those managers without devolved budgets, and where PSD, DOI and PFI partners have lead ownership on contractor management and equipment, the senior manager will work closely in conjunction with PSD with regular interaction between the two parties, to assure compliance, safe systems and communication.

3.5. Senior Operational Managers and Deputies

These Senior Managers are those, who control/manage police operations and support.

- 3.5.1. These managers are accountable to their Borough Commander, other Operational Commander, Head of Department or Senior Designated Officer (multi-occupancy buildings only), and are responsible for ensuring that all work activity is risk assessed and the necessary protective, preventative and control measures identified by the risk assessment procedure are implemented through safe systems of work.
- 3.5.2. The managers above are also responsible for ensuring that for those employees who work outside their nominated work place, work to a safe system arising from a risk assessment of their work activity.

3.6. Building Role

- 3.6.1. A member of the Senior Management Team has a specific responsibility in relation to all buildings which fall under the control/command of the Borough Commander, OCU Commander, Head of Department or Senior Designated Officer (multi-occupancy buildings only).
- 3.6.2. This manager will be responsible for ensuring that buildings comply with fire safety legislation, that contractors are managed, and that the fittings and fixtures provided to the building do not create hazards, are ergonomically correct and meet specific employee needs. In short, this manager will ensure that the building(s) provides a safe working environment and will as necessary require liaison with Property Services Department and/or any other independent property maintenance company, in relation to buildings covered by Private Finance Initiative.

3.7. Health and Safety Monitoring Role

- 3.7.1. Health and Safety monitoring consists of two specific roles. One in relation to the reactive monitoring of system failures, as evidenced by accidents, incidents and/or occupational sickness, which require reporting under the Reporting of Incidents,

Diseases or Dangerous Occurrences Regulations 1995 ("RIDDOR"). Any death or major injury resulting from an accident arising out of or in connection with work must be reported immediately to the HSE, with a report within 10 days. The other role is the proactive monitoring of compliance of systems, through inspections. The first role will normally fall under the remit of a HR manager, whereas the second should be allocated to a Quality Assurance Officer or other appropriate manager.

3.8. Training Role

3.8.1. This role requires employees to be trained to carry out their functions in a safe manner. A training needs analysis will be employed to define all units operational and support activity, knowledge and skill requirements. The induction of employees joining the MPS, is a fundamental requirement of this role. This is in addition to the legal requirements relating to display screen equipment, manual handling, local fire arrangements and first aid provision. Training needs to ensure that all employees are competent in the operational or support role that they are being asked to perform.

3.9. Operational Service Delivery

3.9.1. This role requires the implementation of risk assessed safe systems of work in the delivery of operational policing within the streets of London. This includes all CID operations, Public Order, Specialist Operations and Counter Terrorism. The managers responsible will normally be Detective/Superintendent Operations.

3.10. Support to Operational Service Delivery

3.10.1. This role requires the implementation of risk assessed safe systems of work, in relation to all services, which support operational policing. This will cover such service provision in relation to catering, transport, forensics services and so on.

3.10.2. Managers who are given any of the roles above are expected to competently and efficiently manage those areas for which responsible, to ensure that they meet the minimum standards and expectations, set by the MPS Management Board and to incorporate those standards within the local health and safety policy. They will comply with all relevant legislative and statutory requirements.

3.10.3. All those senior managers, with specific roles shown above, will be held accountable to their Borough Commander, OCU Commander, Head of Department or Senior Designated Officer (multi-occupancy buildings only) and are responsible for the implementation of the local health and safety policy as it pertains to their working unit, including the protective and preventative measures identified by the agreed risk assessments.

3.10.4. These managers will provide clear leadership, in the realm of health and safety and promote a culture in which all employees share the MPS commitment to health and safety.

3.10.5. They will ensure that they discharge their health and safety duties competently and in compliance with the regulations.

3.10.6. The above managers or deputies will attend their local Health and Safety Committee.

1. The Strategic Health and Safety Committee

- 1.1. The Strategic Health and Safety Committee is responsible for consulting employees and for the strategic development, standardisation and review of health and safety in the MPS. The Committee will recommend policy and performance objectives to the Management Board and provide the forum to discuss items that affect the MPS corporately. It will be responsible for the on-going monitoring of the Health and Safety Management System. The Committee has agreed terms of reference, and will meet regularly, not less than once every two months. The Chairperson may have occasion to call meetings in relation to emergency measures.
- 1.2. The MPS through the Strategic Committee will ensure that we meet our legal and statutory requirement, with regard to formal consultation, as well as ensuring that we meet our own detailed arrangements. However, it is also vital that through the proper use of communication whether in committees, notices, or by ad hoc publications, we inform all those, within the MPS, of any implications to their health and safety, and take all possible steps to ensure that any health and safety matter, concern or suggestion is dealt with, as soon as possible. It is important that any health and safety message is transmitted to all those within the MPS as rapidly as is possible, and the effectiveness of such communication will form part of the monitoring process, with the results being presented to the Committee via the Health and Safety Branch.

2. Local Committees

- 2.1. Each Borough/Other Operational Unit/department will have in place a local health and safety committee. These committees will be made up of the senior management team, local safety representatives for both police and support employees and, if required, health and safety advisers who can give specialist advice. These committees should convene on a regular basis, at least quarterly, with comprehensive minutes of the meetings being recorded, officially documenting any action necessary on health and safety matters and published with copies forwarded to the relevant departments with interest. Actions generated by meetings will be allocated to a specific branch or manager, with the results made known to all relevant personnel.

3. Safety Representatives

- 3.1. The Police Federation represents the interests of its members in all matters of welfare, including health and safety and the Trade Union represents all police staff whether they are members of a trade union or not in matters relating to welfare, health and safety. Formal consultation with police officers and our extended police family will be in accordance with the Safety Representatives and Safety Committees Regulations 1977 and, as necessary, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Police Federation representatives will be treated, for this purpose, as if they were appointed trade union representatives.
- 3.2. Safety representatives will have access to MetAIR or the provision of accident and incident records including relevant statistical data.
- 3.3. There will be consultation with safety representatives, in relation to risk assessments, new systems of work and any other measures or plans, with health and safety implications, before they are implemented.

Figure 3 (page 23) shows the Health and Safety communication process from local health and safety committees to Management Board, which in turn is fed back into the system to ensure maximum and optimum coverage and input on health and safety matters, concerns, implications and the meeting of the management system obligations.

1. Internal Communication

- 1.1. Communication on health and safety issues flows from the Management Board to Borough Commanders, other OCU Commanders, Department heads and Senior Designated Officer (multi-occupancy buildings only).
- 1.2. Strategic health and safety issues from those individuals will be raised through the Strategic Health and Safety Committee for possible onward transmission to Management Board, with advice and monitoring provided by Health and Safety Branch.
- 1.3. Borough Commanders, other OCU Commanders, Heads of Department and Senior Designated Officers (multi-occupancy buildings only), through to employees under their command, will include health and safety matters within any communication model. Such communication will include health and safety as an agenda item at senior management meetings and quarterly health and safety committees, chaired by the Borough Commander/Other OCU Commanders/Head of Department/Senior Designated Officer, other consultations, briefings and notice boards. Where departments are spread over several sites, those sites will be encouraged to hold local meetings, prior to the main departmental committee meeting which a representative, normally the chairperson of that local meeting, will attend.

2. External Communication

- 2.1. In addition to the requirement to liaise with the HSE, Health and Safety Branch will be responsible for providing health and safety information to external bodies and receiving, documenting and responding to relevant communications. Health and Safety Branch personnel will also liaise with all relevant stakeholders.

3. Competence

- 3.1. All employees must be competent to perform the role required of them. Competence will be measured by a variety of means at various stages from initial training through the differing stages of development including promotion. Sufficient and relevant experience, incorporation of training, knowledge, communication and the application of these skills are vital ingredients that should be attained by all employees, within the MPS, and will also form part of the criteria in any selection/recruitment/promotion process. All employees will be given suitable and appropriate training to ensure that they can safely perform the role. Training needs analyses will be employed to define the nature, type and frequency of training needed by individuals, at the various stages of their careers and in their various unit postings. The integration of health and safety in training courses is necessary for continual improvement and will be accorded a high priority.

- 3.2. Where such exist, the MPS will use National Competency standards as a minimum for health and safety responsibilities. All job descriptions, in particular those for the critical roles described in this policy, will contain clear statements of the post holders health and safety responsibilities and of our expectations of their performance in those roles. The Personnel Development Review for all employees will incorporate health and safety knowledge and performance. We believe that good performance in health and safety is a crucial component of a satisfactory overall appraisal.
- 3.3. Through the appropriate use of the risk assessment process, the integration of these procedures, the MPS can proceed to gain knowledge and use that information effectively, in order to keep our employees safe.

4. Health and Safety Branch

- 4.1. The Health and Safety Branch is responsible for providing policy, advice and information to the MPS on health and safety legislation. The Branch will introduce, maintain and revise as necessary, develop and promote all MPS objectives held within the corporate health and safety policy, following consultation with all interested parties.
- 4.2. The Health and Safety Branch will provide advice and guidance to all MPS employees, and training to management regarding their health and safety responsibilities, including informing the MPS of changes to the current law and all new legislation concerning health and safety.
- 4.3. In particular, the Branch will provide professional support to operational units and departments by the carrying out of regular visits, the provision of ad hoc advice, publishing appropriate guidance, and by using other forms of communication, so as to keep operational units and departments informed about the activities of the Branch.

1. Introduction

- 1.1. The following arrangements support the Statement of Intent, in being designed to generate safe systems of work and safe places of work. This planning is essential in order to establish and operate a health and safety management system, which controls the risks facing both our police officers and our extended police family, reacts positively to changing demands and sustains a positive health and safety culture.
- 1.2. Manual(s) of guidance relating to the individual topics, and the actions necessary to ensure compliance with the relevant health and safety legislation, can be found on the Health and Safety Branch intranet site. It is beneficial to retain a hard copy. Health and Safety Branch will notify employees of any amendments. It is important to ensure that the hard copy guidance is the latest version by reference to the Health and Safety Branch intranet site.

2. Safe systems of work

- 2.1. The MPS operates in controllable building environments, environments which do not normally form part of their day-to-day activities, in the public domain and in an operational environment that it does not control and is thus exposed to both building occupancy related hazards and potentially uncontrolled hazards and risks. This section outlines the arrangements necessary to ensure that all employees, in delivering a service, perform within a safe system of work.

3. Risk Assessment

- 3.1. All work activity is required to be risk assessed, in consultation with safety representatives, and that those significant risks which cannot be eliminated, are controlled. All service activity will be the subject of a corporate risk assessment, which will outline the minimum control requirements that managers will have in place, to keep those staff members safe. Locally, risk assessments can be enhanced and amended to reflect local changes to hazards from the activity. Employees subject to risk assessments will have these brought to notice and regularly updated. Risk assessments will be periodically reviewed, with those covering significant risks being reviewed at least annually, whenever circumstances change or they are no longer deemed appropriate.

4. Control of Contractors

- 4.1. All contractors will be appropriately selected before being awarded contracts. Contractors working on police premises will be supervised through Property Services Department ("PSD"), Directorate of Information ("DoI") and Private Finance Initiative ("PFI") partners to ensure that the work does not create significant hazards, which effect staff members. For those with devolved budgets, it is either the F&R manager or the Senior Manager responsible for building issues to supervise the contractors. However, before work is commenced on any project, liaison with the appropriate Senior Manager responsible for building issues will take place, an agreed safe system of work put in place and monitored to ensure compliance.

5. Induction

- 5.1. All new employees and those new to the working environment will undergo a health and safety induction process, established by the HR Manager or the Senior Manager responsible for training. Induction will cover arrangements for other employees who work in our buildings.
- 5.2. All visitors to police buildings will pass through a controlled entry point to ensure that security of the building is not compromised and also ensure that, whilst in the building, they are aware of the necessary emergency procedures which exist to keep them safe, such as fire arrangements. Arrangements relating to visitors to the custody suite will require more robust procedures to be in place.

6. Manual Handling

- 6.1. All relevant employees will receive manual handling training. However, it is incumbent on those Senior Managers with responsibility for purchasing, to look at alternative solutions, to use mechanical aids or specialist contractors to avoid employees' having to lift in the first instance.

7. Personal protective equipment

- 7.1. Where hazards cannot be eliminated or adequately controlled, employees will be issued with personal protective equipment, as identified by the risk assessment, to support the safe system of work.

1. Introduction

- 1.1. The following arrangements are designed to ensure that the work places owned by the MPA, where our employees work, are safe. This includes those covered under PFI and the arrangements within those partnerships, as well as covering locations owned by others, where our employees work.

2. Fire arrangements

- 2.1. All MPS buildings will hold a valid fire certificate where applicable. Regular fire risk assessments will be conducted to ensure that arrangements are in place for safe evacuation in the event of a fire and to ensure that all employees, contractors and visitors are aware of those arrangements. The emphasis is one of proactive management of prevention, through removal of ignition sources and/or combustible materials, as a result of improved house keeping. All employees and non-MPS personnel within a building will comply with the fire evacuation plan.

3. First Aid

- 3.1. All MPS buildings and operations will have suitable arrangements for First Aid, in accordance with the First Aid policy.

4. Office safety

- 4.1. Line managers will ensure that the offices they accommodate is kept safe through good housekeeping, general tidiness and the identification of hazards and suitable risk control management to MPS standards. Staff within those offices have a key role to play in keeping their work places safe.

5. Display Screen Equipment ("DSE")

- 5.1. All users of display screens will be subject of a risk assessment to ensure the workstation is correctly set up for their use

6. Smoking at Work

- 6.1. The MPS smoking at work standard operating procedure will be adhered to at all times. All police buildings have been designated as "no smoking" areas and have designated smoking areas external to the building which are clear of fire escape routes. Further details on the SOP will be available in the Guidance Manual.

7. Other Relevant Statutory Provisions

- 7.1. The MPS will ensure that we meet the requirements of all relevant statutory provisions in relation to health and safety. However, due to the precise and in depth nature of the required provisions, information will be made available in the Guidance Manual.

1. Introduction

- 1.1. The Health and Safety Branch will, on behalf of Management Board, monitor the effective implementation of this policy drawing on the assurance processes described within this policy. Guidance on the criteria of implementation in line with this policy, and the agreed key performance indicators and standards, will be summarised in the Guidance Manual.
- 1.2. Performance reporting will be achieved through the annual health and safety report from the Borough Commanders, other Operational Commanders, Heads of Department or Senior Designated Officer to the Management Board.
- 1.3. Commanders and other senior line managers will actively monitor the performance of those managers above, not only holding them to account for their performance, but also offering assistance to promote health and safety. Officers within ACPO and senior police staff managers will additionally take the opportunity to proactively monitor health and safety as per 2.1 below.
- 1.4. The Health and Safety Branch will annually provide the Management Board with health and safety performance data that has been recorded and reported by the operational units and departments.

2. Pro-Active Monitoring

- 2.1. Proactive measurement, apart from the opportunity for senior managers to show visible active leadership for health and safety, will also provide evidence of the development of a health and safety culture within the MPS, as well as identifying potential system failings before they occur. Self-inspection, HRSR, inspection tours and other relevant tools will assist such development.

3. Reactive Monitoring

- 3.1. Reactive measurement will look to learning the lessons where safe systems of work have failed and/or risks are not being effectively controlled in order to prevent repetition. This will be assisted by the monitoring of accident statistics, near misses, MetAIR, HRSR and other review mechanisms. Such monitoring will include the noting of any significant trends, any incidents, which did, or could, have resulted in a major injury or serious ill-health problem and specify where the data or analysis indicates that remedial action should be taken. If such remedial action needs to be taken on a local level, then it is for the senior management team in place to integrate measures. If the monitoring has shown that corporate remedial action is necessary, then these measures will be presented to the Assistant Commissioner for Human Resources via the Health and Safety Branch, for onward transmission to the Management Board for authority.

4. Quality Assurance Officer ("QAO") or other designated manager.

- 4.1. The QAO is responsible for delivering the assurances that the Borough, other operational Units and departments, within their area of responsibility, are meeting their specific health and safety standards and requirements. The QAO's role is to proactively test the local health and safety systems in place to identify any unsafe practices, to ensure that those with health and safety responsibilities are meeting their targets and to review investigations into accidents and incidents to identify any management failings.

The MPS has three levels of audit providing self-assurance, re-assurance inspections carried out by Health and Safety Branch and independent auditing.

The Borough Commanders, other Operational Commanders, Heads of Department and Senior Designated Officer will provide self-assurance. They are required to establish their own inspection/audit programme, of their local management system, and key performance indicators. Such inspection mechanisms will include HRSR as a self-assurance tool.

Re-assurance inspection will be provided by the auditing of the Boroughs, Units and Departments by the Health and Safety Branch and will be conducted in accordance with the guidelines, as detailed in the Guidance Manual.

The final independent level involves scrutiny by the MPA using the Internal Audit function. The MPA will collect information on the effectiveness, efficiency and reliability of its system. The MPS will respond positively to all recommendations, arising from such audits or reviews by drawing up tracked plans for corrective action.

Health and Safety performance is monitored at all levels of the MPS, through regular feed back against plans and targets, audit findings, accident/incident investigation reports and recommendations.

The Strategic Health and Safety Committee reviews performance on an ongoing basis, by assessing whether objectives are being satisfactorily achieved and identifying areas of concern.

An annual review will verify how the system has been implemented and maintained, how effective the system is whether or not it is still suitable in light of any changes to the MPS processes, legislation or other external factors. The data from the annual review will be forwarded to Management Board for deliberation.

Figure 1

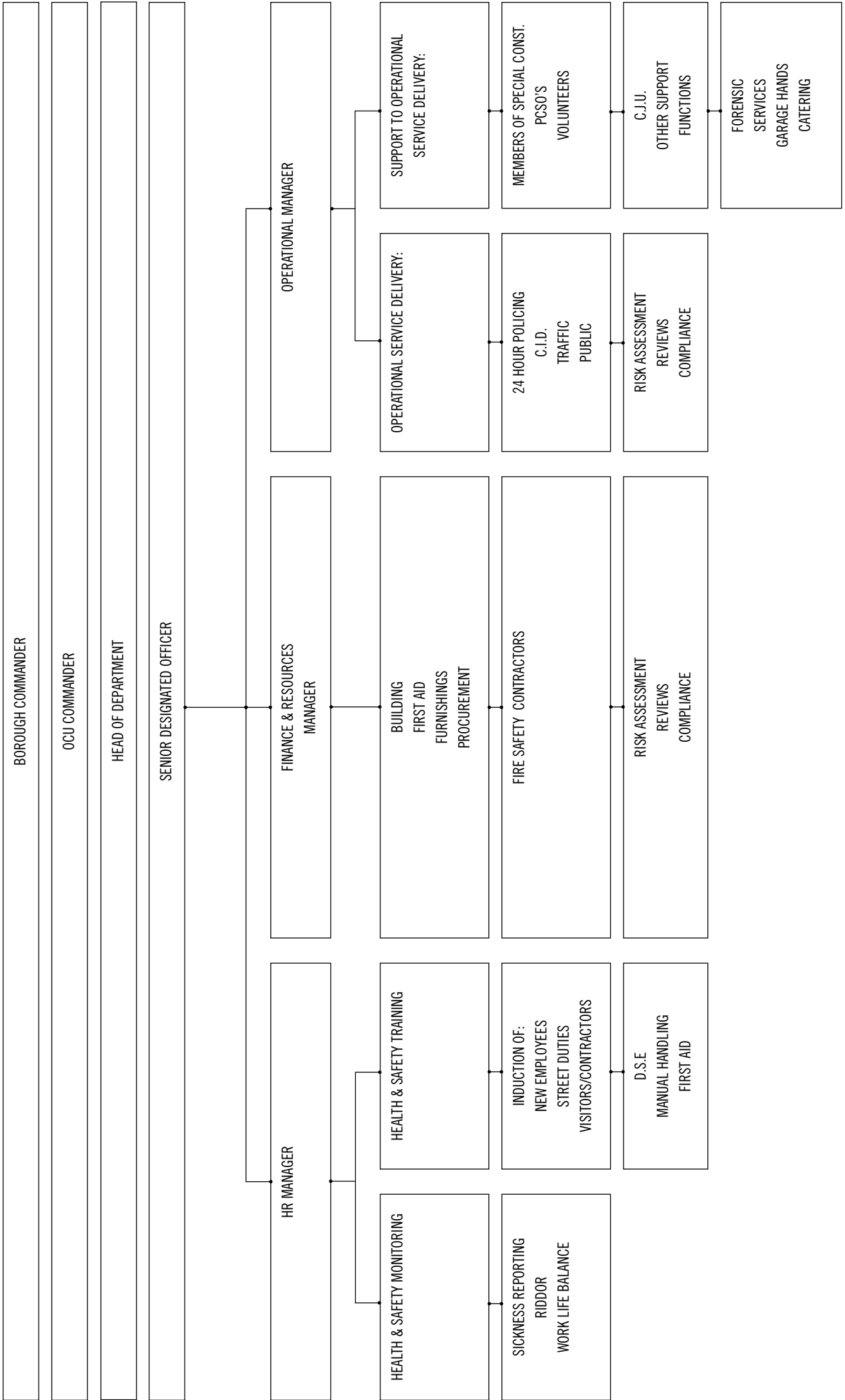


Figure 2

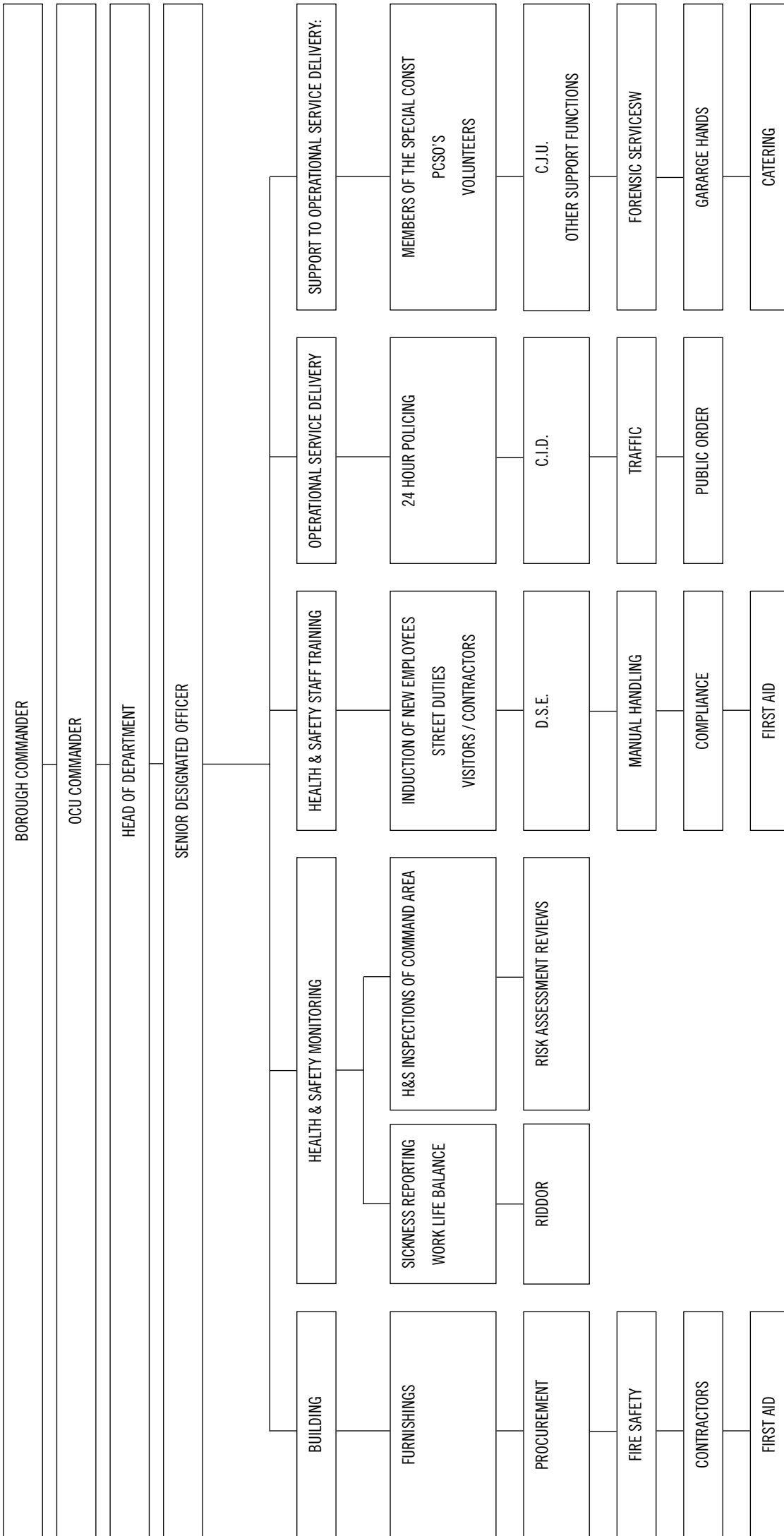


Figure 3

