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Heddlu Police
DYFED-POWYS



COMISIYNYDD
HEDDLU A THROSEDDU
DYFED-POWYS
POLICE AND CRIME
COMMISSIONER

Health and Safety Policy

Version 3.5, February 2019

VERSION CONTROL

| Version | Date | Author | Reason for Change |
|---------|----------------|-------------|-----------------------|
| 1.1 | | S.Wathan | Update & Review |
| 1.6 | September 2010 | S.Wathan | Update & Review |
| 1.7 | January 2011 | A.Daniels | Update & Review |
| 1.8 | November 2013 | A. Daniels | Update and Review |
| 2.0 | November 2013 | S. Davis | Convert to new format |
| 3.1 | October 2014 | S. Bergiers | Revised Version |
| 3.2 | May 2015 | S. Bergiers | Update & Review |
| 3.3 | November 2016 | S.Bergiers | Annual Review |
| 3.4 | November 2017 | S.Bergiers | Update & Review |
| 3.5 | February 2019 | S.Bergiers | Update & Review |

EQUALITY IMPACT ASSESSMENT

Section 4 of the Equality Act 2010 sets out the **protected characteristics** that qualify for protection under the Act as follows: Age; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion or Belief; Sex; Sexual Orientation.

The **public sector equality duty** places a proactive legal requirement on public bodies to have regard, in the exercise of their functions, to the need to:

- eliminate discrimination, harassment, victimisation, and any other conduct that is unlawful under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The equality duty applies to all protected characteristics with the exception of Marriage and Civil Partnership, to which only the duty to have regard to the need to eliminate discrimination applies.

Carrying out an **equality impact assessment** involves systematically assessing the likely or actual effects of policies on people in respect of all the protected characteristics set out above.

An equality impact assessment should be carried out on any policy that is **relevant** to the public sector equality duty.

An equality impact assessment has been completed on this policy, click [here](#).

HUMAN RIGHTS ACT

CERTIFICATE OF COMPLIANCE

This policy has been drafted in accordance with the Human Rights Act and has been reviewed on the basis of its content and the supporting evidence and it is deemed compliant with that Act and the principles underpinning it.

Name: Rachel Jones (Assistant Director)

Department: Legal Services


Signed: R.Jones

Freedom of Information Act 2000

Section 19 of the Freedom of Information Act 2000 places a requirement upon public authorities to publish all policies on their websites. Policies are why we do things and procedures are how we do them. A case-by-case review of procedures must be undertaken to protect law enforcement and health and safety considerations. Where a combined policy and procedure document is being produced there is a legal requirement for each public body and assess the procedure to ensure no sensitive information is published.

There is a requirement therefore to review this document to establish its suitability for publication. Please identify below whether the document is suitable for publication in its entirety or not. Where it is believed that disclosure will be harmful please articulate the harm that publication would cause and highlight the relevant sections within the document. Where it is perceived that there is harm in disclosure the document should be forwarded to the FOI Unit for review.

Suitability for publication

| Suitability for publication | Yes/No | Date | Signature |
|--|--------|------------|---|
| Document is suitable for publication in its entirety | Yes | 22.02.2019 |  |
| Document is suitable for publication in part; I have identified those sections which I believe are not suitable for disclosure and have articulated below the harm which would be caused by publication. | | | |
| Harm – in publication | | | |

FOI review – to be completed by FOI Unit

| Suitability for publication | Yes/No | Date | FOI Decision Maker |
|---|--------|------|--------------------|
| Document is suitable for publication in its entirety | | | |
| Document is suitable for disclosure in part and relevant redactions have been applied. A public facing version has been created. | | | |
| Once review has been undertaken FOI decision maker to return document to policy author and following sign-off document to be published within Force and OPCC Publication Scheme. Any future changes to the document should be brought to the attention of the FOI Unit, as appropriate. | | | |
| “GDPR – Dyfed-Powys Police Force will collect and use personal data to ensure the health, safety and welfare of its Staff and others”. Please refer to the Health and Safety Department Privacy Notice, available from the Health and Safety Department | | | |

HEALTH AND SAFETY POLICY

INTRODUCTION

1. Purpose

This statement sets out the Policy for both the Chief Constable (CC) and Police and Crime Commissioner (PCC) for securing the health, safety and well-being of all its resources and those who may be affected by the Force's activities.

The Policy will ensure that Dyfed Powys Police (DPP) and the Office of the Police and Crime Commissioner (OPCC) for Dyfed Powys comply with the requirements placed upon them by Health and Safety legislation, particularly sections 2 and 3 of the [Health and Safety at Work etc. Act 1974](#).

This Policy meets the explicit duty placed on employers with more than 5 employees to prepare a written statement of their policy regarding health and safety, together with a description of their organisation and the arrangements that exist to implement that policy.

2. Scope

This policy applies to all employees and volunteers of Dyfed-Powys Police and the OPCC. It also applies to those working in shared premises, partnerships and seconded to other organisations. These situations will require co-operation between the parties involved to ensure that everyone is clear about the status of their respective policies, procedures and arrangements.

The policy is defined by health and safety legislation. Compliance with this and other policies should ensure that the CC, the PCC and individuals are protected against prosecution for failure to comply with the law.

This health and safety policy is supported by other protocols which refer, support and compliment it.

HEALTH AND SAFETY POLICY STATEMENT

We recognise that good management of health and safety has positive benefits in providing excellent service and protection for the communities we serve.

We will strive to achieve exemplary standards of health and safety for all employees (Police Officers, Police Staff, OPCC Staff, and volunteers) so far as is reasonably practicable, and in view of the dynamic nature of operational policing.

We will:

- Provide and maintain premises, equipment and systems of work that are safe and healthy;
- Ensure that the working environment contains adequate facilities and arrangements for staff welfare;
- Provide sufficient information, instruction, training and supervision;
- Allocate sufficient resources to comply with health and safety legislation;
- Ensure that health and safety is given equal importance to other organisational objectives;
- Encourage involvement of our employees, safety representatives and volunteers in all aspects of health and safety;
- Promote a positive culture towards health, safety and welfare issues through the implementation of a health and safety management system;
- Measure and monitor our health and safety performance with the aim of continuous improvement across the organisation.

We accept responsibility for the health and safety of non-employees such as volunteers, contractors, visitors to premises owned by the PCC and members of the public who may be affected by our activities or omissions.

We will comply fully with the [Health and Safety at Work etc. Act 1974](#), all other relevant statutory provisions and approved codes of practice.

We require all employees (Police Officers and Police Staff), volunteers, contractors and visitors working on our behalf to co-operate fully to with this policy.

Signed: 

Mark Collins
Chief Constable for Dyfed-Powys Police

Date: 25/02/2019

Signed: 

Dafydd Llywelyn
Police and Crime Commissioner for Dyfed-Powys

Date: 13/3/2019

3. Policy Detail

ROLES AND RESPONSIBILITIES

The PCC for Dyfed-Powys

As the legal employer of Staff within the OPCC, the PCC has statutory responsibilities for their health and safety at work. The PCC's responsibilities as an employer are delegated to the OPCC's Chief of Staff.

As the owner of premises of the police estate, the PCC also has duties under Section 4 of the [Health and Safety at Work etc. Act 1974](#) to ensure that premises are safe. These duties are discharged through the estates and safety management systems and through the PCC's oversight of the management of the police estate.

The PCC also has responsibilities under the [Police Reform and Social Responsibility Act 2011](#) to secure the maintenance of an efficient and effective police force and to hold the CC to account for the functions of the CC and persons under their direction and control.

The PCC therefore retains strategic oversight of the Force health and safety arrangements and commitment to management of all activities undertaken within the OPCC. In particular the PCC has the responsibilities related to responsibilities for the whole of the DPP estate, including:-

- Ensuring that resources are available to enable strategic and operational objectives to be accomplished;
- Monitoring the effectiveness and efficiency of the Force's overall health and safety performance by means of an annual review;
- Ensuring that the premises within the Police Estate are safe, which is implemented through the Estates and Safety Management Systems and through oversight of the management of the Police estate;
- Ensuring adequate funds, materials, equipment and competent personnel are provided to meet all safety requirements, so far as reasonably practicable;
- Working together with the Chief Constable in the development of effective health and safety management practices, including audit and review.

The Chief Constable for Dyfed-Powys Police

The post of CC carries the duties of employer in respect of Police Officers, Staff and Volunteers who are defined as employees for the purpose of health and safety under the [Police \(Health and Safety\) Act 1997](#).

The Chief Constable has overall responsibility for the day to day health and safety matters for Dyfed-Powys Police including:

- Responsibility for the implementation and day-to-day operational activities, management of health and safety matters for police staff, officers and volunteers;
- Ensuring that adequate arrangements exist for effective implementation of this policy;
- With the support of the PCC for ensuring that adequate resources are allocated to meet both present and anticipated health and safety requirements;
- Ensuring that an appropriate level of monitoring, auditing and review is in place to support the continuous improvement of the Force's health and safety performance.

National Police Chiefs' Council (NPCC) Lead for Health and Safety

The Deputy Chief Constable will fulfil the role of "Lead" for health and safety within the Chief Officer Group (COG) and has responsibility for reporting issues to Policing Board. This role serves as an advocate - promoting, supporting, sponsoring and questioning health and safety matters at Policing Board and at Chief Officer Level. They will provide the link between Policing Board, COG and the Force Health and Safety Committee. This includes:

- Chairing the Health and Safety Committee;
- Taking the lead on behalf of the Chief Constable to ensure that appropriate health and safety management arrangements are in place;
- Reporting to Policing Board and COG on health and safety matters.

Chief Officers

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

- Make adequate resources available to successfully manage health and safety;
- Lead by example in health and safety matters and require the same from their direct reports and other managers and supervisors;
- Use indicators to measure the performance of Senior Managers against health and safety targets and objectives;
- Ensure that health and safety committee and departmental meeting arrangements are working effectively within their areas of responsibility;
- Measure and review performance against indicators, targets and health and safety action plans.

Managers and Supervisors

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

- Hazards are identified and controlled;
- People at risk are identified and provided with safe systems of work as required;
- All significant risks at work have a valid and appropriate risk assessment carried out by a competent person;
- Results of these risk assessments are recorded and communicated to employees in an appropriate and timely manner;
- Training is provided where necessary to enable employees and managers to discharge their duties in a safe manner;
- A record of risk assessments is kept for compliance and audit visits;
- Risk assessments are reviewed annually, following an incident or whenever circumstances change significantly;
- Incidents involving injuries or near misses are recorded and investigated and steps taken to prevent a recurrence wherever possible;
- Sufficient time and resources are allocated to enable health and safety to be managed effectively. This includes identifying and meeting training needs.

All Police Officers, Police Staff and Volunteers

All employees and volunteers must:

- Take reasonable care for the health and safety of themselves and that of others who may be affected by their acts or omissions at work;
- Follow safe systems of work and other precautions identified in risk assessments;
- Report any changes to personal circumstances that may affect their ability to work safely;
- Report hazards, incidents and near misses to their line manager / supervisor;
- Inform their manager / supervisor of potential health and safety training needs;
- Attend health and safety training agreed with line manager / supervisor and tell their manager when training may be required or refreshed.

Health and Safety (Governance and Change)

The Force Health, Safety and Sustainability Senior Manager provides competent advice and information on Health, Safety and Environmental issues to the Force and OPCC in compliance with Regulation 7 of the [Management of Health and safety at Work Regulations 1999](#).

The Health and Safety Advisors promote the effective management of workplace health and safety so it is considered integral to the efficient operation of both Dyfed-Powys Police and the OPCC. This includes:

- Advising on compliance with health and safety legislation;
- Providing professional advice to Chief Officers and the Health and Safety Committee;
- Preparing and reviewing elements of the health and safety management system such as policy, action plans, risk assessments, guidance, etc.
- Monitor compliance with statutory and internal requirements;
- Promoting a positive health & safety culture;
- Receiving accident / incident report forms, maintaining records, monitoring data and reporting on trends;
- Providing general information and guidance throughout the Force on issues that may affect the health and safety of employees or others.

The Police Federation, Superintendents Association and Unison Representatives

Representatives of the Police Federation, the Superintendents Association and Unison represent the interests of their members in respect of health and safety at work matters. They have the right to attend the Health and Safety Committee. Members of Unison and the Police Federation are entitled to elect Safety Representatives who have legal rights to carry out the following functions:

- Investigate accidents hazards and near misses;
- Investigate complaints on health and safety issues;
- Carry out inspections of the workplace;
- Make representations to the employer regarding health and safety matters;
- Represent staff in discussions with health and safety inspectors and to receive information from them;

4. Related Policies, protocols, practices or Service Agreements

- [First Aid Policy](#)
- [Fire Policy](#)
- [Environmental Policy](#)

Work with local managers to ensure that healthy and safe working practices are followed. However it should be remembered that primary responsibility for ensuring people's health and safety rests with management and not the safety representative; to be consulted by managers when carrying out risk assessments as they have an important role in ensuring that staff expertise and views are taken into account.

MANAGEMENT ARRANGEMENTS FOR IMPLEMENTATION

Procedures

Standard Health and Safety procedures and specific operational procedures affecting staff and officers are both covered under the Health and Safety Arrangements Document, **Appendix 1**.

These arrangements, together with the health and safety management system supplement this Policy and set out its implementation.

Key Points

Specific operational procedures are aligned with the health and safety management system and are part of the management framework providing staff, officers and volunteers with procedures, guidance and best practice advice.

While the procedures and associated guidance documents provide full details about the arrangements for implementing this policy, the following information summarises some key points:

Risk Assessment

Risk assessment is the cornerstone of effective health and safety risk management. A risk assessment must be carried out by the manager/supervisor responsible for any employee(s) undertaking work activities involving significant hazards. They must consider:

- The risks to the health and safety of the employees exposed to the hazard;
- The risks to the health and safety of others who may be affected by the activities of those employees,
- The measures necessary to secure a healthy and safe place of work.

It is important to remember that the risk assessment process is no more than a systematic way of identifying how work activities can be carried out in relative safety. Risk assessment is not about eliminating all possible hazards, nor is it about producing procedures that are never put into practice.

Risk assessments should where practicable be reviewed following an incident or when the work activity changes. If there have been no changes or incidents, they must be reviewed annually. Further information and guidance on risk assessment is available on the Health and Safety Intranet pages. This includes a list showing all Dyfed-Powys Police Risk assessments which are monitored at least 6 monthly to ensure that review dates are acted upon.

Some legislation requires specific risk assessments to be carried out e.g. manual handling, display screen equipment and hazardous substances.

Police Officers and Operational Police Staff need to be aware of dynamic risk assessment techniques so that they can carry out subjective assessments of hazards during high risk fast time incidents, and take appropriate and immediate actions to manage the hazards and control the risks.

Health and Safety Committee

The Health and Safety Committee has the key functions of overseeing Dyfed-Powys Police health and safety strategy and monitoring their health and safety performance. This Committee is chaired by the Deputy Chief Constable (DCC) with support from the Health, Safety and Sustainability Senior Manager of Dyfed-Powys Police and membership is comprised of the Chair of each of the Regional Health and Safety Committees or their nominated deputy, the health and safety leads for the OPCC, Federation and UNISON. The Health and Safety Advisors supports and advises the Committee. The actions from the Committee are available on the Health and Safety intranet pages.

Training

Health and Safety (Governance and Change) Department provides a training matrix outlining the health and safety training available and identifying who should attend.

The Learning and Development Services arrange and organise the courses, which are delivered in various ways:-

- . Through e-learning;
- . Internally and;
- . Externally

Records of health and safety training are maintained by the Learning and Development Services.

Managers must ensure that employees receive induction and other health and safety training, appropriate to the needs of their work.

Information on accessing training is available through the Learning and Development pages under People Services on the Intranet pages.

5. Monitoring

Monitoring, Audit and Review

Monitoring health and safety performance uses both reactive and proactive techniques.

Reactive Monitoring

This takes place after events such as accidents and work related ill health. It includes incident investigation, analysis and reporting of data, statistics and trends and adherence to the statutory requirements on the notification of injuries, etc.

Accident / Incident statistics are reported to health and safety committee and departmental management meetings.

Reporting to the Health and Safety Executive under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#) is carried out by the Health and Safety Department following receipt of A324 Accident Form.

Proactive Monitoring

This takes place before events such as accidents or illness and includes site inspections, periodic review of risk assessments and monitoring training uptake.

Site inspections to monitor premises-related health and safety issues are carried out by the Health and Safety Advisors at a frequency dependant on the level of risk. In addition, those designated as Premises "Responsible Persons" will ensure that a quarterly safety tour using the "Health and Safety Checklist" is carried out.

Scrutiny of risk assessments is carried out by the Health and Safety (Legal and Compliance Directorate) by reviewing/auditing risk assessments and their application in practice. Reporting is via the Health and Safety Committee.

6. Review

The policy will be formally reviewed by the Health and Safety Committee Group on an annual basis.

The Policy may be subject to scrutiny by Her Majesty's Inspector of Constabulary, the Health and Safety Executive and other relevant parties as appropriate.

7. Appeals Process

Where an employee believes that this policy is not being applied appropriately they should Appeal to the Legal and Compliance Department or to the Police and Crime Commissioners office. Non-employees and members of the public can appeal through the Force complaints process, either on the Force internet or at any police station.

8. Who to contact about this policy

Please contact the Health, Safety and Sustainability Senior Manager in case of any query regarding the policy content.

Health, Safety and Sustainability Senior Manager

Tel. ext. 23183 / 01267 226429

E-mail: steve.bergiers@dyfed-powys.pnn.police.uk