

Health and Safety Policy

Greater Manchester Police



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1. Policy Statement

The Chief Constable and the Police and Crime Commissioner are committed to delivering the priorities within the policing plan. In delivering this plan for Greater Manchester Police, the Chief Constable and the Police and Crime Commissioner recognise health, safety and well-being as a high priority and an integral part of an efficient police service.

With due regard to the nature of our undertakings and the policing imperative, we will, so far as reasonably practicable, provide a safe and healthy working environment. To achieve this we will comply with the requirements of the Health and safety work etc Act 1974, the Police (Health and Safety) Act 1997 and all other relevant stationary provisions, including codes of practice.

Our joint aim is to prevent injuries to police officers, police staff, special constables, volunteers, contractors and to those members of the community who may be affected by our work.

To attain this, we recognise that it is vital that the health and safety implications of all work activities are properly assessed for risk and that appropriate arrangements to manage those risks are put in place.

We seek the support of all police officers, police staff, special constables, volunteers and contractors in improving the standards of health and safety and to this end this Policy promotes open communication and actively encourages suggestions that could lead to improvements in health and safety at work.

We are committed to ensuring that there are effective procedures for consultation on health and safety with all staff through their safety representatives.

The Chief Constable and the Police and Crime Commissioner aim to develop a culture of safety awareness and it is our expectation that all police officers, police staff, special constables, volunteers and contractors of Greater Manchester Police will recognise their individual responsibility and co-operate by carrying out their duties and responsibilities with proper regards for health and safety.

Chief Constable

Greater Manchester Police

Police and Crime Commissioner

Greater Manchester Police

Date: Feb 2016

1.1 Aims

The Chief Constable and the Police and Crime Commissioner for Greater Manchester Police are committed to protecting the health and safety of all police officers, police staff, special constables, volunteers, contractors and members of the public, who may be affected by the work of GMP.

Together the Chief Constable and the Police and Crime Commissioner, have a duty under section 2 (2) of the [Health and Safety at Work etc Act 1974](#) and the [Police \(Health and Safety\) Act 1997](#) to provide and maintain a safe working environment, which is, so far as is reasonably practicable, safe, without risk to health and adequate as regards to facilities and arrangements for welfare at work.

They will take all reasonable steps within their power to meet these responsibilities through the provision of:

- A safe and healthy place of work;
- Safe plant, machinery, vehicles and equipment;
- Information, supervision, instruction and training to assist police officer, police staff, special constables and volunteers, to avoid hazards and contribute positively to their own health and safety at work;
- Proper and safe arrangements for the use, handling, storage and transport of substances potentially hazardous to health;
- Adequate first aid facilities;
- Clearly defined and well rehearsed emergency evacuation procedures;
- Effective arrangements for joint consultation on health and safety issues;
- Effective workplace risk assessments.

2. Scope

A primary requirement of the Health and Safety at work etc Act 1974, is for the employer to set down in writing, clear details of the policy, organisation and arrangements for managing health and safety at work. This Policy covers relevant activities of Greater Manchester Police and the Office of the Police and Crime Commissioner (OPCC).

Greater Manchester Police and the OPCC, require all officers, staff, volunteers and contractors, working on behalf of Greater Manchester Police, to comply with the contents of this Policy. The Health and Safety Policy comprises;

- Statement of intent signed by Chief Constable and Police and Crime Commissioner.
- Organisation, identifying roles and responsibilities
- Arrangements

3. Roles & Responsibilities

Police and Crime Commissioner

The Police and Crime Commissioner is responsible for strategic oversight of health and safety within Greater Manchester Police. The strategic oversight responsibilities include:

- Oversight of Greater Manchester Police health and safety performance.
- Oversight of health and safety compliance in respect of GMP estate.

- Supporting the Chief Constable in facilitating the promotion and development of effective health and safety risk management practices across the organisation.
- Receipt of an annual assurance statement from the Chief Constable.

Chief Constable

The Chief Constable is responsible for the implementation and day to day operational management of health and safety in Greater Manchester Police. The Chief Constable, with the support of the Police and Crime Commissioner, will ensure that as far as reasonably practicable, adequate resources are allocated to meet our obligations under The Health and Safety at Work etc Act 1974.

The Chief Constable will ensure that GMP considers and, where necessary, acts upon any representations made or advice given by his chief officers, enforcing authorities, specialist advisors or Force Strategic Health and Safety Committee.

Chief officers

The chief officers will collectively and individually promote and provide clear leadership and commitment to health and safety. The Chief Officer Group will support the Chief Constable to discharge his Health and Safety responsibilities. To this end they should be aware, understand and appreciate the hazards and risks encountered by their teams in their day to day activities.

The Assistant Chief Officer Resources will act as the Chief Officer Group lead member for health and safety matters (including estates and associated activities) and will work closely with all Chief Officers and the Chief Constable to ensure that the structure for the management of health and safety is embedded within Greater Manchester Police and is fully operational. However, other chief officers will continue to retain primacy for health and safety within their own area of responsibility.

Divisional/ Branch Commander/Head

Each divisional /branch commander / head is responsible for producing and implementing a local Health and Safety Policy, organisational structure and arrangements for the management of health and safety within their area of responsibility. The Policy statement will be signed by the Divisional /Branch, Commander / Head.

All Divisional / Branch, Commanders /Heads will:

- Show clear leadership in promoting a positive health and safety culture.
- Comply with all relevant legislation and statutory requirements.
- Implement GMP's health and safety management system, based on the Health and Safety Executives (HSE) HS(G) 65 "Successful Health and Safety Management".
- Ensure that risk assessments are completed and control measures (including safe systems of work) are implemented and communicated to staff.
- Ensure that risk assessments are reviewed at regular intervals. Hold and chair quarterly divisional/branch Health and Safety Committee meetings.

- Ensure effective consultation with local Safety Representatives is undertaken.
- Monitor implementation of the policy.
- Provide the Chief Constable with an annual statement of health and safety assurance.

Managers/Supervisors

Managers/Supervisors are responsible for:

- Ensuring the implementation of the GMP's Health and Safety Policy and associated codes of practice in their areas of responsibility;
- Ensuring the health and safety of all staff under their supervision;
- Ensuring all staff, under their supervision, receive adequate information, instruction, training and supervision.
- Ensuring the provision of appropriate protective clothing and equipment;
- Undertaking risk assessments for work activities, which may pose a risk to staff, contractors, or members of the community
- Ensuring staff receive appropriate instruction and training on emergency evacuation procedures;
- Recording and investigating accidents/assaults and incidents in their respective areas of responsibility;
- Taking prompt and corrective action, whenever unsafe conditions, unsafe practices or unsafe acts are identified.

All staff

All staff are responsible for:

- Taking reasonable care for the health and safety of themselves and others who may be affected by their actions;
- Observing safe working practices at all times;
- Not intentionally or recklessly interfering with or misusing equipment provided in the interest of health, safety;
- Familiarising themselves with and conforming to any relevant health and safety policy and or procedure;
- Familiarising themselves with the emergency evacuation procedures in their immediate work areas;
- Ensuring that all accidents/assaults/incidents, whether and injury occurs or not, are reported as soon as practicable to their manager;

- Ensuring any hazards identified are reported as soon as practicable to their manager;
- Using and taking care of protective equipment or clothing provided by GMP and ensuring such clothing is stored safely when not in use;

Health, Safety and Well-being Unit

Health, Safety and Wellbeing Unit is responsible for:

- Advising the Chief Constable on developing, implementing, communicating and revising, as necessary, the GMP Health and Safety Policy and other associated procedures;
- Designing, delivering and evaluating health and safety training activities;
- Advising and consulting with appointed Health and Safety Committee members on matters of Health and Safety;
- Organising the Force Strategic Health and Safety Committee meetings, initialising reports and activity as appropriate, and providing specialist input to Strategic Health and Safety Committee meetings ;
- Monitoring and reporting accidents/ assaults and incidents on a quarterly basis;
- Ensuring emergency evacuations take place on a planned basis across GMP estate
- As directed undertake safety audits within GMP.

Force Strategic Health and Safety Committee

This committee is chaired by the Assistant Chief Officer Resources. The Committee will provide a forum to discuss corporate and strategic health and safety issues.

Divisional Branch Health and Safety Committees

These committees will be chaired by the Divisional/Branch Commander/Head.

Terms of reference can be found here for Safety Representatives and local Safety Committees.

4. Terms and Definitions

N/A

5. Arrangements

Health and safety information

The Health, Safety and Well-being Unit Division/Branch Intranet sites are to be used to support the implementation of this policy by all staff. These sites provide guidance on:

- The implementation of GMP health and safety management systems.
- Compliance with specific legislative and statutory requirements;
- Action necessary to ensure compliance with the relevant health and safety legislation;
- General guidance in relation to building and estate safety matters.

Risk assessments

All work activity is required to be risk assessed. This assessment will evaluate the significant hazards and implement control measure to eliminate, reduce or control the risk. Generic and specific risk assessments are available on the Division and Branch Health and Safety Intranet site.

Control of contractors

All contractors will undergo an appropriate health and safety selection process and must demonstrate adequate competency. In addition all relevant stakeholders who are involved with contractor's activities or their supervision will:

- Cooperate to ensure compliance with current legislation;
- Exchange safety information (including risk assessments);
- Ensure all undertake the site specific health and safety induction.

More detailed information can be found in the Control of Contractors Policy

All GMP buildings/ sites

The relevant Divisional/Branch Commander/ Head in Conjunction with the Head of Business Support Services are to develop and implement local site /building arrangements to ensure the health and safety of all building users and visitors, including:

- The safety of communal area including pedestrian and road safety;
- Emergency plans;
- The control of visitors;
- The control of contractor access.

First aid

GMP will provide training for qualified first aiders. A list of trained first aiders will be displayed on notice boards/on the Health and Safety Intranet site.

Health and safety training

Greater Manchester Police is committed to providing Health and Safety training and, where appropriate, refresher training for all staff.

Emergency evacuation procedures

All GMP estate/buildings will have detailed emergency evacuation procedures and managers will be responsible for ensuring that staff are aware of the action to take in the event of an emergency evacuation. Programmed evacuations will take place in all

GMP buildings to ensure emergency evacuation procedures work in practice and to identify areas for further training. See GMP Fire Policy.

Personal Protective Equipment (PPE)

Greater Manchester Police will provide personal protective equipment (PPE), to staff where appropriate. See Uniform Policy and Dress Standards. Staffs are required to wear PPE provided and are responsible for keeping such equipment in good order whilst it is in their possession. Failure to wear and make use of PPE may lead to disciplinary action being taken in accordance with disciplinary procedure.

Use of GMP equipment

Across GMP there will be a range of equipment and machinery used. Staff must not use any equipment or machinery until they have received the appropriate training and instruction.

Manual handling risk assessment and training

Some roles will require staff to undertake physical activities, which may involve lifting, moving, carrying bending, pushing or pulling.

In order to prevent staff from sustaining injuries, manual handling risk assessments will be compiled for all work activities that pose a significant risk. Training will also be provided for staff required to lift, move, carry, bend, push or pull loads as a regular part of their day-to-day job.

Display Screen Equipment Regulations (DSE)

Where staff are required to use display screen equipment for a significant part of their normal working day, a risk assessment will be undertaken.

Reporting Accidents Assaults, Incidents and Dangerous Occurrences

All accidents assaults, incidents and dangerous occurrences must be reported as soon as practicable. See Accident/ Injury/ Assault Reporting and Investigation Procedure.

Monitoring and review

Greater Manchester Police is responsible for the effective implementation of the Health and Safety Policy and for ensuring it is regularly reviewed.

Safety Audits

As directed a system of planned safety audits will be implemented across the GMP and the outcome of safety audits will be presented to the Force Strategic Health and Safety Committee.

6. Associated Documents

[Health and Safety at Work etc Act 1974](#)

[Police \(Health and Safety\) Act 1997](#)

Control of Contractors Policy

GMP Fire Policy

Uniform Policy and Dress Standards

Accident/ Injury/ Assault Reporting and Investigation Procedure

DSE Risk Assessment form

DSE Self Assessment Form

Manual Handling Risk Assessment.

7. Consultation & Statutory Compliance

7.1 Statutory Compliance

7.1.1 Data Protection Act (~~2018~~1998) & GDPR

~~The Policy is compliant with the Act.~~
The policy and procedures are compliant with the Acts & Regulation.

7.1.2 Freedom of Information Act (2000)

The Policy is compliant with the Act.

7.1.3 Equality Act 2010

The Policy is compliant with the Act