

**OFFICE OF THE POLICE & CRIME COMMISSIONER**  
**Health and Safety Policy Statement**

<b>SECTION</b>		<b>PAGE</b>
<b>Part I</b>	Health and Safety Policy Statement	
1	Introduction	2
2	General Statement	2
<b>Part II</b>	<b>Organisational Details and Responsibilities</b>	
3	Responsibility	3
4	Health and Safety Advice	3
5	Consultation	3
<b>Part III</b>	<b>Arrangements</b>	
6	Safety Policy Review	4
7	Training	4
8	Documentation	4
9	First-Aid Facilities	5
10	Fire and Bomb Threats - Precautions	5
11	Electrical Safety	5
12	Safety Rules	5
13	Risk Assessments	6
14	Lone Working	8
15	Environmental Impact	8
16	Information for Employees and Others	9
<b>Appendices</b>		
A	Responsibilities	
B	Office of the Police & Crime Commissioner - Structure	

## Part I – Health and Safety Policy Statement

### 1. Introduction

- .1 Section 2(3) of the Health and Safety at Work. Act 1974 requires employers to prepare, and when appropriate to revise, a written statement of general policy with respect to the health and safety at work of its employees, and the organisation and arrangements in force for carrying out the policy, and to bring the Policy Statement to the notice of all employees.
- .2 This document contains the Policy Statement of the Avon and Somerset Police & Crime Commissioner, Valley Road, Portishead, Bristol BS20 8JJ.

### 2. General Statement

- 2.1 It is our policy to work in the safest manner so far as is reasonably practicable, and consistent with good practice. The health and safety of our employees and all those likely to be affected by our operations is the responsibility of our management, and as a priority it ranks equally with our service to the public, our partners and all those with whom we come into contact. Adequate resources will be made available to ensure the success of this policy.
- 2.2 It is the duty of our management to do everything reasonably practicable to prevent injury and ill health, and it is equally the duty of each employee to exercise personal responsibility for his or her own safety and that of others.
- 2.3 It is our policy to adhere completely to the requirements of the Health and Safety at Work etc. Act 1974; the Workplace (Health Safety and Welfare) Regulations 1992; the Management of Health and Safety at Work Regulations 1999; and all other Acts, Regulations and Codes of Practice made under the Acts which affect our operations.
- 2.4 The attention of all employees is directed to this Health and Safety Policy and its Appendix. Any revisions will be incorporated when necessary.

The foregoing is the statement of Health and Safety Policy of the AVON AND SOMERSET POLICE & CRIME COMMISSIONER. It has been prepared after due consultation with those involved in the management of the Office of the Police & Crime Commissioner.

## **Part II - Organisational Details and Responsibilities**

### **3. Responsibility**

- 3.1 The Chief Executive of the Office of the Police & Crime Commissioner is responsible for health and safety matters generally. Where difficulties arise in the maintenance of safe working conditions, or practices, reference must be made to the Chief Executive, who then has responsibility for ensuring that sufficient authority is given to enable safe conditions and practices to be maintained.
- 3.2 Specific responsibilities of all members of staff are set out in Part III of this Policy Statement.

### **4. Health and Safety Advice**

- 4.1 In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the Manager of the Constabulary's Health and Safety Department (MCHSD) is appointed as the competent person for the purpose of assisting us to undertake necessary measures to ensure compliance with statutory provisions.

### **5. Consultation**

- 5.1 The Police & Crime Commissioner will consult with all employees on all matters which could have an effect on their health and safety, in compliance with the Health and Safety (Consultation with Employees) Regulations 1996.

## **Part III - Arrangements**

### **6. Safety Policy Review**

- 6.1 The Chief Executive of the Office of the Police & Crime Commissioner is responsible for health and safety. The Chief Executive in conjunction with the MCHSD will review the Health and Safety policy periodically and will bring any significant amendments approved by the Police & Crime Commissioner to the attention of the Office of the Police & Crime Commissioner.

### **7. Training**

- 7.1 It is the responsibility of the Chief Executive to review health and safety training needs at all levels at regular intervals, in conjunction with the MCHSD. Safety training will be given to all members of staff as necessary.
- 7.2 The Office Manager will review, or arrange a review with any new member of staff any hazards and the specific health and safety rules and information relating to the work to be done, before the new staff member begins work. Similarly, those changing jobs or tasks will be given any necessary information. When assessing the risks to young persons (under the age of 18 years) their lack of experience and appreciation of danger will be taken into account. The introduction of new technology or working methods will also be occasions when further training will be provided as necessary.

### **8. Documentation**

- 8.1 Accident details must always be recorded on SAP EH&S, however trivial they may appear to be. In addition, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), accidents resulting in a fatality, a major injury or an absence from normal work for more than seven days must be reported to the Health and Safety Executive, 2 Rivergate, Temple, Bristol BS1 (Incident Reporting Centre Telephone: 0845 300 9923). Fatal or major injury accidents and injuries to members of the public where they go to hospital from the premises must also be reported by telephone immediately. All injuries must be reported to the Business Manager, who is responsible for ensuring that direct telephone and written notifications are made where necessary.
- 8.2 Details of listed diseases and conditions which are notified in writing to us as having been suffered by members of staff will be reported to the Health and Safety Executive by the Office Manager.
- 8.3 Copies of documentation covering injuries, dangerous occurrences and notifiable diseases and conditions will be held in the Office of the Police & Crime Commissioner by the Office & HR Manager. Copies of all notifications made on our behalf will be kept for record purposes.
- 8.4 The Chief Executive in conjunction with the MCHSD will ensure that where necessary injuries will be investigated to prevent recurrence.

---

## **9. First-Aid Facilities**

---

- 9.1 9.1 To comply with the Health and Safety (First-Aid) Regulations 1981, first aid notices will be displayed informing staff that a full list of designated workplace first aiders is held at the reception desk who are first aid trained and will provide assistance if required. They will also identify the location of first aid kits.

---

## **10. Fire and Bomb Threats - Precautions**

---

- 10.1 The procedure for dealing with fire evacuation and response to bomb threats is displayed in the main office of our department and in the main reception area of the building.
- 10.2 Fire and bomb threats could be classed as circumstances where employees may be exposed to serious and imminent danger, and therefore to comply with the Management of Health and Safety at Work Regulations 1999. At least two members of staff will be classed as 'competent persons' and be trained to evacuate the premises should the need arise.

---

## **11. Electrical Safety**

---

- 11.1 In order to comply with the Electricity at Work Regulations 1989, all fixed and portable electrical equipment will be inspected and tested at regular intervals.
- 11.2 The use of mains-powered personal electrical equipment in the office is not permitted, unless the item has been subject to inspection or testing as appropriate. Staff are reminded that they are neither authorised nor competent to undertake any electrical repairs.

---

## **12. Safety Rules**

---

- 12.1 Statutory requirements are viewed as being the minimum acceptable standards, rather than the ideal maximum. In addition to statutory requirements, the following safe operating practices and procedures must be strictly adhered to by all members of staff regardless of the nature of their specific duties. These have been derived from our risk assessments (see below). Wilful disregard by any member of staff of any safety rule may be considered sufficient cause for disciplinary action. Some of these rules are statutory requirements and are included as reminders.
- 12.2 Fire-fighting equipment is provided in all places of work. Fire extinguishers are to be kept readily accessible and where possible are to be positioned on wall brackets. All members of staff must be aware of these locations, of the methods of operation of fire extinguishers, and of the fire drill procedure for evacuation. The Constabulary's HQ Purchasing and Supplies Department is responsible for ensuring all fire-fighting equipment is regularly serviced.
- 12.3 Smoking is not permitted within the building or in designated prohibited areas outside.
- 12.4 Fire exits must be kept clearly signed and unobstructed at all times.

- 12.5 Untidy areas and methods of working create unacceptable risks and must be avoided at all times.
- 12.6 Anyone known to be under the influence of alcohol and/or non-prescribed drugs will not be allowed to work in the office while in that condition. Members of staff are to inform the Office & HR Manager if they are taking prescribed medication which could knowingly affect the health and safety of themselves or other people.
- 12.7 Horseplay, scuffling, and other acts which tend to endanger the safety or well-being of members of staff are prohibited.
- 12.8 Work equipment such as photocopiers and display screen equipment must be kept and maintained in good condition for the tasks for which they will be used. Photocopiers will be positioned in well-ventilated areas to prevent any build-up of ozone. Worn or broken equipment must be replaced immediately, or removed from service, and it is the personal responsibility of each member of staff to ensure that this is done.
- 12.9 Office furniture and equipment must be arranged so as to avoid injury from sharp corners.
- 12.10 Upper drawers of filing cabinets must not be overloaded, causing them to become top-heavy. Only one drawer of a filing cabinet must be open at a time, so as to prevent a tipping hazard.
- 12.11 Access to high upper storage shelves must only be gained by using the steps or safe access provided.
- 12.12 Cables from telephones and leads to office electrical equipment are not to be laid across the floors so as to cause a tripping hazard.
- 12.13 Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.
- 12.14 At the end of each working day or shift, non-essential electrical appliances are to be switched off.
- 12.15 Any electrical faults on IT equipment must be reported at once to the IT Department, and any such faults on non-IT equipment are to be reported at once to the Estates Department.
- 12.16 Persons handling chemicals must be made aware of the hazards associated with the handling, storage and use of such chemicals, together with the precautions to be observed and the first-aid measures to be adopted.

---

## **13. Risk Assessment**

---

- 13.1 To comply with the Management of Health and Safety at Work Regulations 1999 we will carry out an ongoing assessment of the risks associated with all hazardous work activities. The MCHSD will make risk assessments for general office work including manual handling tasks and of display screen equipment in the offices as required by the Regulations.
- 13.2 All our written risk assessments will be reviewed periodically and/or whenever it is suspected that they may no longer be valid.

13.3 Information and instruction will be given to members of staff as necessary in order to make them aware of the findings of the assessments and the required control measures. In general, the priority will be for an alternative, less hazardous procedure to be specified as the control measure to be preferred.

#### 13.4 **Manual handling operations**

The Office & HR Manager will ensure that all manual handling operations carried out by our members of staff will be identified and recorded by the MCHSD. Where these cannot be avoided, mechanised or automated, and a risk of injury remains, specific assessments will be made and procedures developed to minimise the risks involved. Appropriate selection of staff as to capability will then take place, followed by necessary training and the giving of appropriate information and instruction. All members of staff are encouraged to discuss with the Office & HR Manager potential manual handling problems not so identified, together with any work involving repetitive motion.

#### 13.5 **Control of substances hazardous to health (COSHH)**

A review of the substances we use has indicated that COSHH substances are unlikely to be present, other than in the form of small amounts of adhesive. The MCHSD will carry out an assessment of the risks associated with the use, handling, storage, removal or transportation of any other hazardous materials before they are used at work and the results will be recorded. COSHH assessments (if and when made) will be reviewed by the MCHSD periodically and/or whenever it is suspected that they may no longer be valid.

13.6 It is the policy of the Police & Crime Commissioner to adhere to the principles of good practice for the control of exposure to substances hazardous to health as set out in Schedule 2 of the Control of Substances Hazardous to Health Regulations 2002 (as amended), namely:

- design and operate processes and activities to minimise emission, release and spread of substances hazardous to health
- take into account all relevant routes of exposure (inhalation, skin absorption and ingestion) when developing control measure
- control exposure by measures that are proportionate to the health risk
- choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health
- where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment
- check and review regularly all elements of control measures for their continuing effectiveness
- inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks
- ensure that the introduction of control measures does not increase the overall risk to health and safety

13.7 The following general precautions apply to the use, handling and transport of all substances. Specific precautions are detailed in the written assessments for specific materials and other substances likely to be encountered in the work environment.

- Protective clothing and equipment will be used to prevent the contact of hazardous substances with the eyes, skin and mucous membranes.
- Adequate ventilation or respiratory protective equipment will be provided as appropriate to prevent inhalation of hazardous dusts, gases or vapours.
- Hazardous substances should not be used in areas where food is being eaten.
- Good personal hygiene practices must be observed.
- Facilities for washing, cleaning and protecting the skin must be available including suitable cleansers and barrier creams.
- Chemical products and materials are to be stored in ventilated areas away from temperature and environmental extremes.
- Spillages must be cleaned up immediately, and waste and used containers disposed of properly.
- Data sheets must be read container labels and detailed health and safety information before using any chemical products

13.8 The Estates Department is responsible for fire and emergency precautions and assessments in the Police & Crime Commissioner's offices. The Estates Department will ensure that all reasonable steps have been taken to comply with the Regulatory Reform (Fire Safety) Order 2005 as amended, in liaison with the person responsible for fire safety throughout the entire premises of which the Office of the Police & Crime Commissioner occupies a part. These will include:

- identification of potential sources of ignition of fire in the premises
- a written emergency evacuation procedure is available and practised at least annually
- ensuring an adequate means of escape in the event of a fire
- ensuring that escape routes are kept clear
- sufficient fire fighting appliances are available and properly maintained.
- an adequate means of warning in the case of a fire is available

## **14. Lone Working**

14.9 Extra working or out of hours lone working will only be allowed after a risk assessment has been carried out to assess the nature of the work, the workplace and the specific risks to the lone worker. Where it is not possible for the work or the journey to be done safely by one person, arrangements will be made to provide back up and assistance. All employees and volunteers who work or travel alone will be given instruction and training on recognising the risks, the precautions to be taken and the procedure for requesting assistance.

## **15. Environmental Impact**

15.1 The Office of the Police & Crime Commissioner recognises that its activities may have environmental implications, and therefore pursues a policy designed to minimise environmental damage. The Police & Crime Commissioner's operations will be managed and organised so as to reduce so far as is reasonably practicable environmental damage caused by waste disposal.



## 16. Information for Employees and Others

- 16.1 Contractors will be given a copy of this Policy Statement on request.
- 16.2 Employees will be asked to read this Policy Statement on joining the Office of the Police & Crime Commissioner as part of their induction training. Their attention will also be drawn to the generic risk assessment system.
- 16.3 Employees will be advised by the Estates Department of risks drawn to the Office of the Police & Crime Commissioner's attention by contractors or other employers sharing a particular workplace.

<b>Policy Statement Information</b>	
Policy Owner (Job Title)	Chief Executive Officer
Date to be Reviewed	June 2021
Date Last Reviewed Completed	<del>June 2015</del> November 2018
Effective Commencement Date	November 2012