



NOT PROTECTIVELY MARKED

# WEST MIDLANDS POLICE

## Force Policy Document

**POLICY TITLE:**

**HEALTH AND SAFETY POLICY**

**POLICY REFERENCE NO:**

**HR/03**

### Executive Summary.

The purpose of this policy document is to set out the commitment of West Midlands Police to the health and safety of all its officers, staff and members of the community in which it serves. It details the roles and responsibilities of its management and employees, including the need for appropriate and proportionate risk management, training, advice and support mechanisms.

Any enquiries in relation to this policy should be made directly with that of the policy contact / department shown below.

### Intended Policy Audience.

This policy is aimed at all police officers and staff of West Midlands Police.

<b>Current Version And Effective Date</b>	<b>Version 3.0</b>	<b>01/04/2014</b>
<b>Business Area Owner</b>	<b>Human Resources</b>	
<b>Department Responsible</b>	<b>Employee Safety and Health</b>	
<b>Policy Contact</b>	<b>Alan Whitehouse (Health and Safety Manager)</b>	
<b>Policy Author</b>	<b>Alan Whitehouse</b>	
<b>Approved By</b>	<b>ACC Rowe</b>	
<b>Policy Initial Implementation Date</b>	<b>August 2008</b>	
<b>Review Date</b>	<b>01/04/2015</b>	
<b>Protective Marking</b>	<b>Not Protectively Marked</b>	
<b>Suitable For Publication – Freedom Of Information</b>	<b>Yes</b> (no restrictions – see section 13)	

### Supporting Documents

Policy – directly supporting documents.

Responsibility Organisational Chart – (Appendix A).

### Evidence Based Research

Full supporting documentation and evidence of consultation in relation to this policy including that of any version changes for implementation and review, are held with the Force Policy Coordinator including that of the authorised original Command Team papers.

**Please Note.**

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.**

**Force Diversity Vision Statement and Values**

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, police officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

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**Acronyms**

<b>ACC</b>	Assistant Chief Constable
<b>CoP</b>	College of Policing
<b>COSHH</b>	Control of Substances Hazardous to Health
<b>DSE</b>	Display Screen Equipment
<b>EQIA</b>	Equality Impact Assessment
<b>FOI</b>	Freedom of Information Act 2000
<b>GPMS</b>	Government Protected Marking Scheme
<b>HR</b>	Human Resources
<b>H&amp;S</b>	Health and Safety
<b>HSE</b>	Health and Safety Executive
<b>LPU</b>	Local Policing Unit
<b>PCC</b>	Police and Crime Commissioner
<b>PPE</b>	Personal Protective Equipment
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
<b>WMP</b>	West Midlands Police

## West Midlands Police Health and Safety Policy Statement

***West Midlands Police are committed to creating a safe working environment for all colleagues and all members of the community we serve whilst recognising the challenging and unique risks that policing work presents.***

***We will strive to reduce those risks by providing:***

- ✓ *Safe ways in which to work and information on how to minimise the risk of injury*
- ✓ *Clear supervision, guidance and training*
- ✓ *Suitable equipment for the role together with appropriate protective equipment provision*
- ✓ *Support for individuals to develop and exercise their professional judgement in assessing risk where our work requires a dynamic response*
- ✓ *Conditions for the development of a positive safety culture*
- ✓ *A Force Development Plan to ensure the organisation minimises risk and that it encourages professional health and safety practice*

***In support of this aim, all levels of management have a duty to:***

- ✓ *Understand and discharge their responsibilities for the management of health and safety*
- ✓ *Supervise colleagues to ensure they work safely in accordance with their training*
- ✓ *Ensure health and safety is considered with equal importance to all other priorities*
- ✓ *Encourage and support development of a positive safety culture*
- ✓ *Maintain effective consultation and communication with staff side representatives and others on matters of safety*

***All colleagues have a duty to contribute to this process by:***

- ✓ *Understanding and accepting responsibility for their own safety, the safety of others they work with and members of the wider public*
- ✓ *Using protective equipment that is provided*
- ✓ *Following the training and guidance they are given*
- ✓ *Reporting all incidents and hazards which have or could have led to injury*

***Acknowledging our responsibilities for health and safety and in support of our vision to serve our communities and protect them from harm we will continue to regularly review our performance to ensure we do meet the challenge of managing and reducing risk. This can only be achieved with the help of all colleagues and contractors working on behalf of the Force and we rely upon your full support to ensure we successfully meet this objective.***

**Chief Constable**

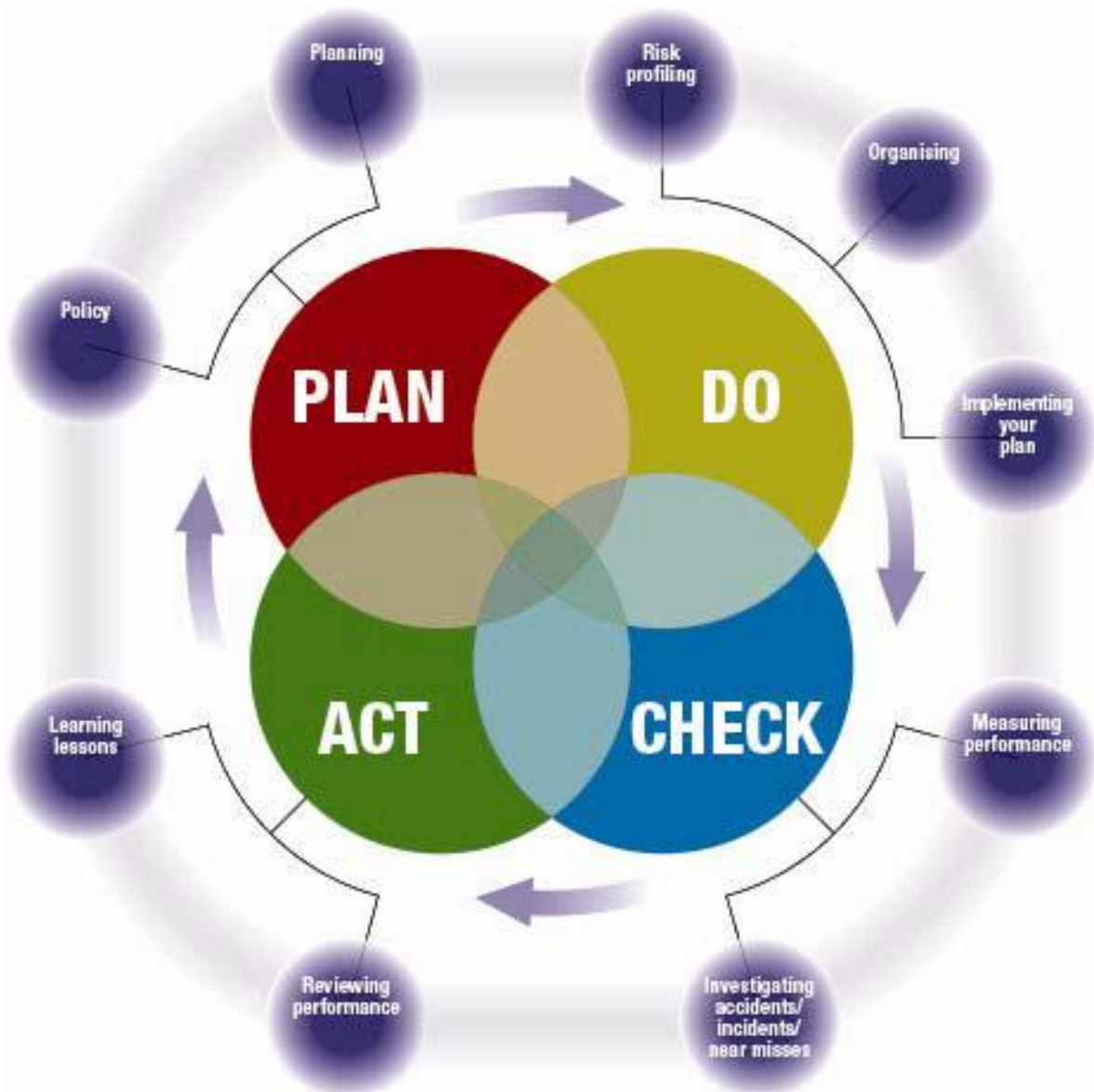
**ACC Security**

## 1. INTRODUCTION

- 1.1 The policy document outlines the key elements of our management system, roles and responsibilities of the management and employees, and expresses our commitment to managing the safety of all colleagues and the safety of people in the community we serve as overseen by the Force Health, Safety and Welfare Committee. It also seeks to balance the wider public duties of the Force with the need to protect colleagues by means of appropriate and proportionate risk management, suitable equipment and training.

Health and safety management within the Force adheres to the Plan, Do, Check, Act cycle (shown below), as recommended by the HSE in HS(G)65 – Managing for Health and Safety, which aims to achieve a balance between the systems and behavioural aspects of management.

The process also treats health and safety management as an integral part of good management generally, rather than a standalone system.



## 2. SENIOR ROLES AND RESPONSIBILITIES

### 2.1 Chief Constable

The Chief Constable has responsibility for setting out the strategic commitment to safety and ensuring that this has equal prominence with all other Force priorities. An assurance will be provided that adequate resources are available to achieve the objectives detailed in the Health and Safety Policy and encourage and promote a positive safety culture.

### 2.2 Assistant Chief Constable

An ACC is designated with functional responsibility for health and safety and as Chair of the Force Health, Safety and Welfare Committee they closely monitor performance against the Force Development Plan and direct resources to promote and deliver against the objectives set out in the Health and Safety Policy.

### 2.3 Force Command Team

The Operational Command Team supports the Chief Constable in achieving safety objectives by ensuring the effective development, communication, understanding and implementation of the Health and Safety Policy. They encourage and develop a positive culture in relation to safety and closely monitor performance to actively promote improvement both as a corporate team and within their individual portfolios.

### 2.4 LPU Commanders and Department Heads

LPU Commanders and Department Heads have responsibility for the safety and welfare of all colleagues under their control and they ensure effective consultation takes place with the Police Federation and Trade Unions at the earliest opportunity where changes in the workplace have health and safety implications. They chair local health and safety committees and facilitate safety inspections to maintain a safe working environment and to ensure understanding and compliance with safety policies and procedures.

**At all levels of management there are significant and specific responsibilities for safety and these are expanded upon overleaf. Further detailed guidance on the scope of all these responsibilities is available through the Health and Safety intranet site.**

*Please refer to the Force Responsibility Organisational Chart – Appendix A*

### 3. TECHNICAL ADVICE AND SUPPORT

3.1 The Chief Constable ensures that access to competent health and safety advice is available within the Force by employing professionally qualified Health and Safety Advisors, who are responsible for:

- Providing professional advice and guidance on legislative requirements and best practice, which facilitates informed and cost effective decision making, whilst striking a balance between health and safety, and operational policing.
- Developing health and safety policies, procedures and guidance. Other key tasks include conducting audits, inspections, accident / incident investigations and completing strategic risk assessments, all in support of a robust safety culture.
- Managing all contact with enforcing authorities such as the HSE and Fire Service on compliance issues.
- The provision of a Health and Safety Helpdesk to respond to policy queries, maintain and collate health and safety information and provide management packs for health and safety committee meetings.

Functions with specific responsibilities in relation to health and safety management; as set out in the chart at [Appendix A](#) are as follows:

#### 3.2 HR Function

- The Head of Human Resources takes the role of Deputy Chair of the Force Health, Safety and Welfare Committee and works closely with the ACC designated with functional responsibility for health and safety to promote a positive culture.
- In addition to the Occupational Health, Safety and Employee Support Section, there are a number of other key sections of the department, including EDHR, Workforce Strategy and Line Manager Advisors, who all provide services to ensure the successful delivery of health and safety management.
- Strategic HR Managers play an important part in promoting the objectives outlined in the Health and Safety Policy and support Senior Leadership Teams in the effective analysis of data to drive improvement in safety performance.

#### 3.3 Corporate Asset Management - Property Services

- Provide and maintain a safe place of work and ensure that property related safety matters are effectively managed and controlled in accordance with our legal obligations and best practice.
- Establish safe working arrangements with contractors and monitor their compliance with the principles outlined in the Health and Safety Policy.
- Ensure all equipment specifications, installation standards, maintenance schedules and statutory inspections meet the requirements of relevant European and British Standards, legislation and best practice.



**3.4 Corporate Asset Management – Hard and Soft Facilities**

- Ensure all catering facilities (internal and contracted) are managed in accordance with Food Hygiene Regulations.
- Ensure all uniform and personal protective equipment procured complies with the relevant European and British Standards and legislation, and is readily available to control risk as required.
- Ensure the security of the Force estate is managed in accordance with ACPO guidance and best practice.
- Ensure all waste is disposed of in accordance with the relevant legislation and best practice.
- Provide and maintain a safe working environment and ensure that facilities related hazards are effectively managed and controlled in accordance with our legal and moral obligations.

**3.5 Corporate Asset Management - Fleet Services**

- Procure and maintain a fleet of vehicles fit for purpose, with safety a key priority.
- Ensure all fuel installations within the Force are managed in accordance with legislation and best practice.
- Undertake statistical analysis of vehicle accident data to allow identification of trends that are prevalent within Force to ensure remedial action can be taken.
- Ensure vehicle recovery operations are managed in accordance with relevant European and British standards and legislation.

**3.6 Demand Champions**

- Ensure all estate provided is fit for purpose and all reviews take in to account the relevant health and safety legislation and best practice.

**3.7 Shared Services and Finance**

- Provide and maintain a safe place of work by assisting all areas of the Force on a range of issues including facilities management, control of contractors, resource management, recruitment, purchasing and management of detained property.
- Manage the availability of funds to procure and maintain all practicable safety related activities and equipment, from suppliers who have been subject to a selection process which includes a review of health and safety standards.

**3.8 Learning and Development**

- Develop and deliver high quality initial and refresher training to all areas of the Force to drive improved safety management. Training courses should be developed and delivered in accordance with legal and best practice requirements.

**3.9 Information Systems**

- Maintain availability of a radio system to ensure effective communication and to protect the safety of all operational colleagues.
- Maintain data systems which enable the effective reporting of accidents and recording of key health and safety information.
- Establish safe working arrangements with contractors and monitor their compliance with the principles outlined in the Health and Safety Policy.

#### 4. MANAGEMENT RESPONSIBILITIES FOR SAFETY

4.1 Line Managers, at all ranks and grades, have a responsibility to read and understand the aims and objectives outlined in the Force Health and Safety Policy and support and promote these in the course of their duties.

Specifically all Managers must:

- Ensure staff under their control are appropriately trained and equipped to complete their duties safely.
- Read and understand the arrangements relating to health and safety, in particular the risk assessment arrangements, and ensure the completion and recording of risk assessments where required. This includes all operational orders and assessments for fire, manual handling, display screen equipment (DSE), noise and the use of hazardous substances (COSHH) for all locations within their control.
- Ensure personal protective equipment (PPE) is readily available, regularly inspected and maintained and used for the purpose intended.
- Require that all accidents, incidents and near misses are promptly and accurately reported. Proportionate accident investigations are completed and consideration given to action that can be taken to prevent a recurrence.
- Ensure that key safety roles are maintained within their teams including Fire Marshals, First Aiders, Risk Assessors, DSE Assessors and Evacuation Chair Operators.
- Maintain adequate supplies and ready access to first aid equipment at all times.
- Facilitate and / or support LPU and Department Health and Safety Committee meetings and quarterly walkthroughs. Promote the completion of actions relating to health and safety and ensure staff under their control are kept informed of the issues discussed at Committee.
- Consider all recommendations from examination and audit visits and promptly implement those recommendations where appropriate.
- Ensure staff under their control understand and accept the personal responsibility they have for their own safety and the safety of people they work with.
- Promote the development of an environment where safety is important and considered as part of everything that we do.
- Maintain effective consultation and communication channels on matters of safety.
- Promptly inform the appropriate Health and Safety Advisor of all enforcement correspondence and visits.

## 5. EMPLOYEE RESPONSIBILITIES FOR SAFETY

5.1 All employees have a personal responsibility to work safely to protect themselves and others from risk. To achieve this they must:

- Cooperate and comply with all health and safety instructions whether written or verbal.
- Attend training courses when required to enable them to carry out their duties competently and safely.
- Wear appropriate clothing and personal protective equipment (PPE) where it is provided and required for the activities they are involved in.
- Promptly report damaged or defective equipment or any other health and safety concerns to a supervisor or manager.
- Act responsibly at all times and do not misuse equipment that is provided for the purposes of safety.
- Report all accidents, incidents and near misses to their supervisor or manager and cooperate in any investigations that follow, including incidents on third party premises and those relating to Force business that occur whilst off duty.
- Notify the Force of any civil claims made against third parties in respect of incidents that occur whilst on duty or in connection with Force business whilst off duty.
- Ensure they are aware of procedures to be followed in the event of an emergency such as a fire and the location of fire exits, fire assembly points and first aid facilities.
- Assist in the completion of risk assessments for the activities they are involved in.
- Support the development of an environment where safety is important and considered as part of everything that we do.

## 6. EMBEDDING SAFETY CULTURE

6.1 The implementation of safe working practice relies upon the full support of the local management structure. It is the responsibility of the LPU Commander or Department Heads to ensure that line managers and staff discharge their roles effectively and understand and meet their responsibilities for health and safety.

## 7. FORCE HEALTH AND SAFETY COMMITTEE: - TERMS OF REFERENCE

### 7.1 Constitution and Purpose

7.1.1 The Chief Constable recognises fully the need for a proactive, good governance approach to health and safety management, and to ensure that the implementation of the Health and Safety Policy is being directed and overseen effectively. The Chief Constable also recognises the need to exercise effective overall control and show clear support.

7.1.2 To ensure the high level focus that this needs, the Chief Constable has chosen to meet these important requirements by delegating authority for this role to an appropriately constituted body, the Force Health, Safety and Welfare Committee, and this has been arranged formally.

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7.1.3 The Health, Safety and Welfare Committee exists to provide a vehicle for good governance in health and safety on behalf of the Chief Constable, and to ensure that the management of health and safety is given equal importance in comparison with all other aspects of Force business.

7.1.4 The Assistant Chief Constable (Security) represents the Chief Constable's interest on the Force Health, Safety and Welfare Committee and is required to provide progress reports and communication back to the Chief Constable.

### 7.2 Membership and Chairperson

- Assistant Chief Constable (Chair)
- Head of Human Resources (Deputy Chair)

#### **and a senior representative from each of the following areas:**

- Operations
- Corporate Asset Management – Hard and Soft Facilities
- Corporate Asset Management – Fleet Services
- Information Systems
- Learning & Development
- Corporate Asset Management – Property Services
- Shared Services and Finance
- Occupational Health, Safety and Employee Support
- Superintendents Association, Police Federation, Unison, Unite
- Other senior members of the Force management team and technical advisors when required

### 7.3 Meetings

The Force Health, Safety and Welfare Committee will normally meet four times a year, but may meet at any time at the request of the Chair.

In addition, Corporate Health and Safety Advisors will meet with Staff Association and Trade Union Representatives (Consultation Meeting) on a regular basis to discuss and progress any safety matters that may be arising. Any matters that cannot be resolved within the Consultation Meeting may be reported at Force Health, Safety and Welfare Committee if required.

### 7.4 Objectives and Duties

7.4.1 The Force Health, Safety and Welfare Committee's primary objective is to create a safe and healthy working environment. With this in mind it will:

7.4.2 Ensure the active and effective participation of all areas of the organisation in meeting the objectives of the Force Health and Safety Policy.

7.4.3 Create stakeholder ownership of health and safety throughout all levels of the Force, with a particular emphasis on increasing the appreciation of the importance of health and safety, personal responsibility and safe behaviour.

7.4.4 Embed the essential principles of:

- Strong and active leadership on health and safety;
- Worker involvement, engagement and effective two-way communication;
- Appropriate and proportionate risk management.

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- 7.4.5 Create a team that will identify key risk areas and priority issues and work collaboratively towards improving standards that affect health and safety. This will ultimately lead to:
- A reduction in the number of injuries through accident and assault;
  - A reduction in the cost of accidents and assaults;
  - A continually improving safety culture.

### 7.5 Reporting

- 7.5.1 The proceedings and resolutions of all committee meetings will be minuted, including the names of those in attendance. Minutes of committee meetings shall be circulated promptly to all members of the committee.
- 7.5.2 In support of the requirement on the Assistant Chief Constable to provide progress reports and communication back to the Chief Constable, minutes of the committee shall be included in the papers of monthly Command Team meetings. This will facilitate monthly visibility through comparing trends against health and safety performance measures.
- 7.5.3 The Force Health, Safety and Welfare Committee shall make an annual written report on its activities and progress on health and safety performance and future priorities to the Chief Constable, as the basis of the Chief Constable's formal annual review of health and safety.
- 7.5.4 The Force Health, Safety and Welfare Committee shall annually review its terms of reference and its own effectiveness and recommend any necessary changes to the Chief Constable.

## 8. **FORCE HEALTH AND SAFETY COMMITTEE STRATEGIC OBJECTIVES**

- 8.1 The Health, Safety and Welfare Committee is charged with ensuring each of the Strategic Objectives is met. The objectives are consistent with the approach identified in HSE guidance i.e. Plan, Do, Check, Act.

### 8.2 Plan

The strategic objectives of the committee are:

- To determine the adequacy and implementation of Force Health and Safety Policy and annually review the Force Health and Safety Policy.
- To review specific Force Health and Safety policies and arrangements to maintain legal compliance and promote good practice.
- To consider the implications of new legislation, standards and guidance.
- To produce a Force Development Plan to support the continual successful delivery of health and safety management.
- To promote a appropriate and proportionate approach to health, safety and risk management.

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### 8.2 Do

- To develop and oversee the framework, structures and responsibilities for managing health and safety; including a Force Development Plan based on clear objectives and annual targets approved by the Chief Constable.
- To identify and ensure the adequacy of resources to deliver the strategy.
- To oversee adequate health and safety action plans and performance targets in all areas of the organisation.
- To monitor performance against the Force Development Plan and direct resources to promote and achieve the objectives.
- To determine and oversee a structured communication plan on health and safety
- To determine and oversee relationships with Enforcing Authorities.

### 8.3 Check

- To monitor Force health and safety performance and trends against a range of proactive and reactive appropriate performance measures.
- To oversee an annual health and safety audit programme, and arrangements for evaluating legal compliance including receiving progress reports and feedback.
- To implement a schedule of statutory inspections and ensure relevant remedial action is taken.

### 8.4 Act

- To consider the overall results and implications of health and safety audits.
- To review the implementation of overall and specific Force Health and Safety policies.
- To provide an annual written report on health and safety performance to the Chief Constable, as the basis of his annual review of health and safety.

## 9. LOCAL HEALTH AND SAFETY COMMITTEE: TERMS OF REFERENCE

### 9.1 Constitution and Purpose

9.1.1 The Chief Constable recognises the importance of the full support of senior management to ensure the effective implementation of the Force Health and Safety Policy throughout the organisation. To this end the Chief Constable tasks LPU Commanders and Department Heads with responsibility for establishing Local Health and Safety Committees and directing activities to ensure safety is given equal importance in comparison with all other aspects of local business.

9.1.2 LPU Commanders and Department Heads represent the Chief Constable's interest and promote the objectives of the Force Health and Safety Policy through Local Health and Safety Committees.

### 9.2 Objective

9.2.1 The Committee's primary objective is to ensure working conditions and practices locally comply with the Force Health and Safety Policy and best practice.

9.2.2 Committee actions should focus on increasing the appreciation of the importance of health and safety, personal responsibility and safe behaviour.

### 9.3 Membership

#### 9.3.1 **The Committee will comprise of:**

- LPU Commander or Department Head
- One other officer member of the Senior Leadership Team
- Section / Department Managers
- Property Surveyor
- Police Federation and Trade Union Representatives
- Designated Health and Safety Advisor (where possible)

The LPU Commander or Department Head will chair the Committee

### 9.4 Meetings

Local Health and Safety Committee meetings should be held on a bimonthly basis, be minuted and focus on any areas of concern or new activity from the suggested list of **Agenda Items** detailed below:

- Apologies
- Minutes of previous meeting
- Matters arising
- ❖ **Accidents, Assaults, Near Miss Reports and Accident Investigations** - A review of any new reports (provided in the information pack from the helpdesk) since the last meeting. The findings from any new investigation reports should be considered by the committee. Details of investigations requested are included in the information pack.
- ❖ **Health and Safety Action Plan** – the plan includes actions from walkthrough inspections, audits, accident investigations, fire risk assessments etc. Review all outstanding items and ensure appropriate action is being taken to address the issues identified. Notify the Health and Safety Helpdesk of actions that are complete or require updating by email.
- ❖ **Health and Safety Inspections** – review the findings from any health and safety inspections, audits, walkthroughs etc. Ensure walkthroughs have been conducted for all areas.
- ❖ **Health and Safety Training** – review the status of all safety training as required by the Learning and Development Manual and ensure that suitable candidates are selected to fill any gaps that are identified.
- ❖ **Risk Assessments** – consider any new risk assessments, completed or required, and any issues with implementing the necessary controls. Ensure the Health and Safety Helpdesk is provided with a copy of all risk assessments for retention by emailing them to B7\_HealthAndSafety.
- ❖ **Operational Activity / Debriefs** – discuss any significant issues that impacted on the health, safety and welfare of staff and where there are lessons to be learnt.
- ❖ **Uniform and Equipment** – consider any issues or concerns raised by staff. The Health and Safety Advisor will feedback any relevant matters from the Force Uniform and Equipment Committee.



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- ❖ **Estates Management** – to be presented by a representative from Property Services covering any concerns or issues associated with the fabric of the building or services within it. Review any statutory examinations or testing which has been conducted and ensure this is up to date. Discuss any building security issues identified.
- ❖ **Fire Safety** – discuss outcomes of fire drill practices, fire marshal coverage and any fire precaution issues to include internal and external housekeeping, weekly fire alarm testing etc. and consider whether there have been any significant changes (building work, office moves, etc) which need to be taken into account within the fire risk assessment.
- ❖ **Force Health and Safety Issues** – review any recent health and safety communications or current Force safety initiatives. The Health and Safety Advisor will raise any relevant issues discussed at the last Force Health, Safety and Welfare Committee meeting.
  - Staff side / Union items
  - New initiatives / best practice
  - Any other business

9.5 Where local Health and Safety Committees, having consulted with any relevant departments, are not able to resolve an issue, it can be referred to the Force Health, Safety and Welfare Committee.

9.6 The Force Health, Safety and Welfare Committee review the performance of the local Health and Safety Committee meetings, to ensure they are managed in accordance with the terms of reference.

## 10. EQUALITY IMPACT ASSESSMENT (EQIA)

10.1 The Policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:

- Eliminate discrimination, harassment, and victimisation
- 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.

*Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this Policy.*

## 11. HUMAN RIGHTS

11.1 This policy has been implemented and reviewed in accordance with that set out with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties and values of WMP (and its partners), to uphold the law and serve / protect all members of its community (and beyond) from harm.



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**12. FREEDOM OF INFORMATION (FOI)**

- 12.1 Public disclosure of each policy document is determined by the Force Policy Coordinator in agreement with its owner. Version 3.0 of this policy document has been GPMS marked as 'not protectively marked' and is fully disclosable to members of the public via the Force WMP internet website.
- 12.2 Public disclosure does not automatically apply to supporting Force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

There are no exemptions to the disclosure of this policy (see below):-

Which exemptions apply and to which section of the document?	Whole document	Section number
<b>No issues – Version 3.0</b>	N/A	N/A

**13. TRAINING**

- 13.1 Any training required to comply with this policy will be provided under the guidance of the Force Health, Safety and Welfare Committee.

**14. PROMOTION / DISTRIBUTION AND MARKETING**

- 14.1 The following methods will be adopted to ensure full knowledge of the Policy:
- Policy document and associated documents on the Force Intranet (noticeboard) for the attention of all WMP officers and staff;
  - Recording and audit entry on the Policy Portal (EQUIP);
  - Intranet marketing via HR.

**15. REVIEW**

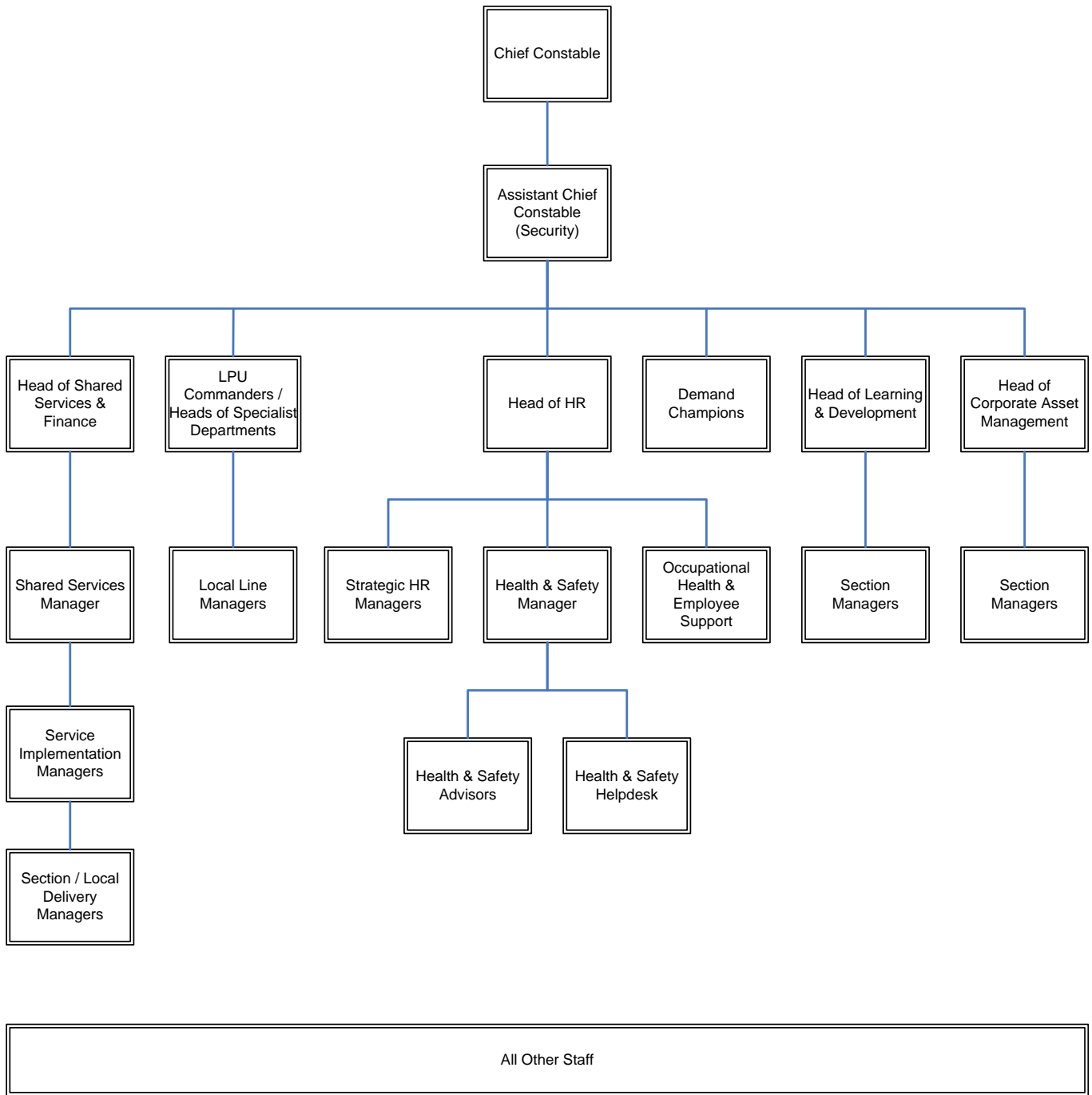
- 15.1 The Policy business owner, Human Resources, will maintain outright ownership of the policy and any other associated documents and in turn delegate responsibility to the department / unit responsible for its continued monitoring.
- 15.2 The Policy should be considered a 'living document' and subject to regular review to reflect upon any Force, Home Office / ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.
- 15.3 A formal review of the Policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.
- 15.4 Any amendments to the Policy will be conducted and evidenced through the Force Policy Coordinator and set out within the version control template.
- 15.5 Feedback is always welcomed by that of the author/owner and/or Force Policy Coordinator as to the content and layout of the policy document and any potential improvements.

**Chief Constable**

**16. VERSION HISTORY**

Version	Date	Reason for Change	Amended / Agreed by
Version 1.0	August 2008	Force Policy	Authorised by Chief Constable Scott-Lee
Version 2.0	21/06/2012	Fully revised Force Policy setting out new organisational roles / responsibilities, force and local committees roles and objectives etc	Authorised by Chief Constable Sims
Version 3.0	March 2014	Amendments made to the Policy to reflect changes in the Force structure and changes to legislation.	Alan Whitehouse, H&S Manager

### HEALTH AND SAFETY RESPONSIBILITY ORGANISATIONAL CHART



All Other Staff