



Force Health and Safety Action plan 2010 – 2011



Serving with PRIDE

Professionalism Respect Integrity Dedication Empathy

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INTRODUCTION

Introduction – Health and Safety Action Plan

Lincolnshire Police recognises the need to consolidate and build on previous Health and Safety Action Plans. Though much good work has already been achieved, work needs to continue to fully embed a positive health and safety culture throughout the organisation at all levels.

This Action Plan supports the:

- The Policing Plan for Lincolnshire 2009 - 2012
- Human Resources Strategy and Annual HR Plan
- Risk Management Strategy 2010 - 2012
- Organisational Risk Management Policy PD 122
- Leadership and Staff Charters
- Health and Safety Policy PD 27(1)
- Force Health, Safety and Welfare Strategy 2010-2015 (under development)

The plan incorporates actions arising from:

- Previous Force Health and Safety Action Plans
- Association of Chief Police Officers' (ACPO) Police Health and Safety Benchmarking Standard
- ACPO Strategy for a Healthy Police Service 2006-2010
- Health and Safety Executive's (HSE) Summary of Police Inspections

The Action Plan is a key part of the health and safety framework. The plan

- provides focus and direction for work in health and safety
- gives clear actions and targets in 7 key areas:
 1. Strengthening leadership and management of health and safety
 2. Health and safety training
 3. Health and safety policies, procedures and guidance
 4. Audits and inspections
 5. Managing attendance
 6. Accident reporting and recording
 7. Risk assessments
- provides a framework for measuring progress.

Aims

The aims of this plan are to improve the overall health of our workforce, in line with PRIDE and the Leadership Charter, by;

1. Promoting a culture of good attendance.
2. Promoting a positive health and safety culture,
3. Improving the overall health of the workforce.
4. Reducing the number of working hours lost through sickness absence.
5. Reducing the number of work related incidents and accidents.
6. Integrating health and safety into the wider field of risk management.
7. Improving the efficiency and effectiveness of the health and safety management system.

Priorities

The key priority areas for 2010-11 are:

- Produce, lead the implementation of and monitor the Force Annual Health and Safety Action Plan 2010-11.
- Produce the Force Health and Safety Annual Report for 2009-2010
- Produce a Health, Safety and Welfare Strategy for 2010-15
- Review health and safety training, especially first aid, ensuring it is fit for purpose;
- Reviewing how absences due to injury on duty and in particular physiological disorders can be reduced;
- Developing, implementing and reviewing policies, procedures and guidance;
- Auditing the HSE and ACPO recommendations.

Health and Safety Input

Communicating the health and safety message is a key output of any safety plan.

The Force Health and Safety Adviser currently attends various meetings and working parties to provide professional health and safety advice. He is therefore a member of the following groups.

Membership of internal groups:

- Force H&S Committee
- Operational HQ H&S Committee
- East Division H&S Committee
- West Division H&S Committee
- South Division H&S Committee
- Strategic Custody User Group
- East Division Custody User Group
- West Division Custody User Group
- South Division Custody User Group
- Strategic Personal Safety Group
- Strategic Firearms Group
- Personal Equipment and Uniform Focus Group
- CBRN/Public Order Working Party
- Vehicle User Group
- Insurance Review Group
- Force Security Board
- Airwave User Group
- Lincolnshire Police Federation Safety Committee

Membership of external groups:

- ACPO Strategic Health, Safety and Welfare Group
- National Executive APHSA – currently as National Chairman
- Regional Association of Police Health and Safety Advisers (APHSA) Group
- Regional First Aid Training Group
- ACPO First Aid Training Working Party
- Lincolnshire Safety Officers Group
- Local Resilience Forum – Risk Management Support Group
- Origin HSR Special Interest Group
- Origin Change Implementation Group
- Regional Police Federation Safety Committee
- East & East Midlands ALARM Branch
- East Midlands Police Collaboration – H&S Advisers Group

REVIEW OF 2009 - 10

Progress has been made in many areas of the Force.

In addition to the implementation of the Force Health and Safety Action Plan the following activities have taken place:

- Divisional and Departmental Health and Safety Action Plans were produced and implemented in all Divisions and Departments.
- The local Health and Safety Committees and Management Teams have monitored the Health and Safety Action Plans.
- Managers are taking greater ownership for health and safety issues in line with the Leadership Charter.

The Force Health and Safety Strategy covers a 5-year period, ending in 2010. It is due to be reviewed during the early part of the 2010-11 year and will incorporate a wider strategy for improving the health, safety and attendance of the workforce. The Health and Safety Action Plans are annual, and make sure the continuing implementation of the Strategy. They take into account changes in legislation and priorities driven by internal and external stakeholders.

Key health and safety policies are reviewed on a regular basis and during 2009 – 10, the Smoking at Work Policy was reviewed and revised. The implementation of the alcohol, drug and other substance misuse policy was progressed. The principal of a Clinical Governance Group was approved during the year, and a major review of risk assessors and their training was completed.

No major pieces of health and safety legislation were issued during 2009-10, though sentencing guidelines for corporate manslaughter and serious health and safety offences has now been published. Changes to the Health and Safety Executive's First Aid at Work training scheme came in to force in October 2009, and the NPIA have also revised their first aid training modules.

A full review of the Force Health and Safety Action Plan 2009 - 10 is included in the Health and Safety Report 2009 - 10 published as a separate document.

Health and Safety Action Plan 2010 - 2011

Specific Action	Actioned by	Target	Timescale	Monitoring and Review
Strengthening leadership and management of health and safety				
1. Managers are to make sure there is a safe, clean and healthy working environment as required by the Leadership Charter, Force Health and Safety Policy and the PRIDE Strategy.	Division Commanders and Heads of Department and all other managers.	Promoting the requirements of the Leadership Charter as they relate to health and safety (H&S), complying with the Force H&S Policy and including H&S objectives and key performance indicators in PDRs where relevant.	By end of March 2011	Through PDR assessment against leadership standard, regular H&S inspections and updates to the relevant Management Team meeting.
2. Each Division and Headquarters (HQ) Department produces an Action Plan to implement the Strategy, Force Action Plan and local priorities to be monitored by the relevant local H&S Committee and/or Management Team.	Division Commanders and Heads of Department.	A Divisional or Departmental Health and Safety (H&S) Action Plan which is monitored regularly.	By end of May 2010	Through the local and Force H&S Committees.
3. Force, Divisional and Operational HQ H&S Committees to continue to meet.	Chairs of relevant committees.	To continue to meet on a quarterly basis.	Ongoing.	Through regular updates to the Force H&S Committee.
4. Corporate reporting on the Force's H&S Performance.	Force H&S Adviser.	Annual H&S report to be presented to the Force H&S Committee and Police Authority Human Resources Committee. H&S performance updates included in the Quarterly HR Performance Reports for the LPA HR Committee.	By end of June 2010	Reports presented.
5. Develop the working with the other East Midlands H&S Advisers towards a standard set of policies and procedures.	Force H&S Adviser and other East Midlands H&S Services.	To develop a process for producing a standard set of regional H&S policies and procedures.	By end of March 2011	Through regular updates to the East Midlands Police Collaboration H&S Advisers Group and HR Board.
Health and Safety Training				
6. To ensure the delivery of the health and safety training identified in the Force Training Plan for 2010-11.	Head of HR (Resourcing and Development) via Force Training Plan 2010-11.	Deliver health and safety elements for Initial Police Learning and Development Programme (IPLDP), Induction, risk assessment, first aid and other specialist areas.	By end of March 2011.	Monitoring actual training against Force Training Plan for 2010-11 by Force H&S Adviser as Client Lead for H&S Training.

7.	To develop Senior Managers health and safety awareness.	Chief Officer Group	A proportion of members of all SMTs have attended Safety for Senior Executives (Corporate Manslaughter) Course.	By end of March 2011 and continuing.	Monitoring actual training against SMT members by Force H&S Adviser as Client Lead for H&S Training.
8.	To identify health and safety training at all levels and to recommend inclusion in the Annual Training Plan for 2011-12.	Area Human Resource Managers and Force H&S Adviser working with senior managers.	Completed Annual Training Plan incorporates Health and Safety elements for IPLDP, Induction, Risk Assessment, first aid and other specialist areas.	By end of October 2010.	Review Annual Training Plan for 2011-12.
9.	Review the provision of first aid training in light of the recent ACPO Guidance in regards to NPIA First Aid Training	Force Health and Safety Adviser with Head of HR (Resourcing and Development)	An agreed policy on the levels of first aid training across the force.	By end of October 2010.	Through regular updates to the Force H&S Committee.

Health and safety policies, procedures and guidance

10.	Review Force <i>H&S Strategy 2005 – 10</i> and <i>Strategy To Improve Health And Attendance Of The Workforce</i> .	Head of HR (Strategy) and Force Health and Safety Adviser.	Reviewed combined strategy to be published and implemented.	By end of September 2010	Monitored by HR Department.
11.	All Health and Safety Policies and Guidance to be reviewed and updated. New guidance to be produced as required.	Force Health and Safety Adviser.	All policies and guidance to be reviewed, in particular: <ul style="list-style-type: none"> • Occupational Stress • Drug & Alcohol Misuse 	By end of March 2011.	Monitored by H&S Adviser.
12.	All Health and Safety Plans, Policies and Guidance to be actively promoted. Raise the profile of the H&S Website and associated information.	Force H&S Adviser. Area HR Teams. All managers. H&S Single Points of Contact.	All plans, policies and guidance to be actively promoted. All managers to be aware of current health and safety legislation and guidance.	By end of March 2011.	Monitored by HR Department.
13.	Produce a H&S Policy on Cycling	Force Health and Safety Adviser in consultation with relevant parties.	An agreed policy on the safe use of bicycles for policing purposes.	By end of August 2010.	Through regular updates to the Force H&S Committee.
14.	Produce a H&S Policy on Working near Water	Force Health and Safety Adviser in consultation with relevant parties.	An agreed policy on the safe working on or near water, including rescue.	By end of August 2010.	Through regular updates to the Force H&S Committee.
15.	Lead and coordinate the Airwave Health Monitoring Project undertaken by Imperial College.	Force Health and Safety Adviser.	To work with Imperial College to progress the project, leading to health medicals.	By end of March 2011.	Through regular updates to the Force H&S Committee.
16.	Review the systems for training, information and assessment of Display Screen Equipment 'users'.	Force H&S Adviser, with Divisional and Departmental management.	Develop the current DSE guidance and train further DSE Assessors.	By end of October 2010	Through regular updates to the Force H&S Committee.

17. Develop and implement Personal Emergency Evacuation Plans (PEEPs).	Force H&S Adviser, with Equality and Diversity Officer and local management.	Produce PEEPs system and develop individual PEEPs where required.	By end of December 2010	Monitored by H&S Adviser and E&D Officer..
Audits and Inspections				
18. Develop a programme of health and safety inspections.	Division Commanders and Heads of Department.	Programme of health and safety Inspections to be carried out on regular basis as determined by management based on the level of risk, at least annually.	By end of August 2010.	Through the local and Force H&S Committees.
19. Conduct a further audit of compliance with the ACPO Police Health and Safety Management Benchmarking Standard.	Force Health and Safety Adviser	Produce a report as to the level of compliance with the ACPO Standard.	By end of March 2011.	Through regular updates to the Force H&S Committee.
20. Conduct a further audit of compliance with the HSE's Summary of Police Inspections.	Force Health and Safety Adviser	Produce a report as to the level of compliance with the HSE's Summary reports.	By end of March 2011.	Through regular updates to the Force H&S Committee.
Managing attendance				
21. Reduce absences due to illness and accidents.	Division Commanders and Heads of Department supported by Human Resources.	Reduce sickness absence to below 8 working days lost per person.	By end of March 2011.	Through the local and Force H&S Committees.
22. Reduce sickness absence due to accidents.	Division Commanders and Heads of Department supported by Human Resources.	Reduce fatal, major and "3-day" reportable accidents to below last year's outcome of 38.	By end of March 2011.	Through the local and Force H&S Committees.
Accident and near accident reporting and recording				
23. Review the accident reporting process including making the best use of ICT to record and report accidents, near accidents and other H&S issues.	Force Health and Safety Adviser. HRSC Manager. Div Admin Managers. Area HR Managers.	Publish revised guidance on accident reporting and recording. An improved reporting system to include direct accident reporting using ICT means.	By end of June 2010.	Monitored by HR Department.
24. Produce regular information on accidents, near misses and absence due to injuries on duty.	Force Health and Safety Adviser. Area HR Managers	Reports on accidents and absence due to injuries on duty to be a standing item on local and force H&S Committees.	By end of October 2010	Through the local and Force H&S Committees.

Risk assessments				
25. Maintain the existing risk assessment management system, ensuring that it is available on the Force Intranet.	Force Health and Safety Adviser.	Maintain the Risk Assessment Database. Revise the risk assessment guidance.	By end of March 2011.	Through the local and Force H&S Committees.
26. To regularly review risk assessments to ensure: <ul style="list-style-type: none"> • all in date; • removing surplus; and • adding new. 	Division Commanders and Heads of Department.	100% of all existing risk assessments to be in date.	By end of August 2010 and then a rolling programme	Through the local and Force H&S Committees.
27. To ensure that there are an adequate number of risk assessors trained and that existing risk assessors receive refresher training every three years.	Division Commanders and Heads of Department.	A sufficient number of risk assessors to undertake initial risk assessments and review existing ones. All Risk Assessors to have been trained or refreshed within the last three years.	Ongoing	Through the local and Force H&S Committees.
28. Ensure Fire Risk Assessments are up to date for all police premises.	Division Commanders and Heads of Department.	All police premises to have current fire risk assessments.	By end of December 2010.	Through the local and Force H&S Committees.
29. Review the procedure and guidance for Control of Substances Hazardous to Health (COSHH)	Force Health and Safety Adviser, with Divisional and Departmental management.	Revise the COSHH assessment process and guidance.	By end of March 2011.	Through the local and Force H&S Committees.