

**POLICE AND CRIME COMMISSIONER (PCC) FOR LINCOLNSHIRE
REQUEST FOR DECISION**

REF: 20 - 2015

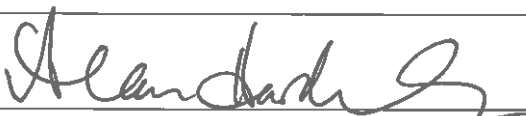
DATE: 24 June 2015

SUBJECT	FORCE HEALTH & SAFETY ACTION PLAN 2015-16
REPORT BY	Assistant Chief Officer (Resources)
CONTACT OFFICER	Nick Cornwell-Smith, Head of Health and Safety Tel: 01522 558043 Email: nick.cornwell-smith@lincs.pnn.police.uk
EXECUTIVE SUMMARY AND PURPOSE OF REPORT <p>The publication of Annual Health and Safety Action Plans, and subsequent Annual Reports is now well established. This Action Plan will now be the tenth since the Force Health and Safety Strategy was launched.</p> <p>Appendix 1 presents the draft Force H&S Action Plan for the year 2015-16.</p> <p>The Force Health and Safety Committee approved the draft Action Plan at its meeting on 18 March 2015 and the Chief Officer Group on 27 April 2015.</p>	
RECOMMENDATION	That the Force Health and Safety Action Plan for 2015-16 be approved for implementation.

POLICE AND CRIME COMMISSIONER FOR LINCOLNSHIRE

I hereby approve the recommendation above, having considered the content of this report.

Signature:



Date:

24/06/15

A. NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC**A1. INTRODUCTION AND BACKGROUND**

Lincolnshire Police has a legal duty to put in place suitable arrangements to manage for health and safety. Much good work has already been achieved, but work needs to continue to fully embed a positive health and safety culture throughout the organisation at all levels. This Health and Safety Action Plan establishes strategic targets to support the Lincolnshire Police's Health and Safety Policy.

A2. LINKS TO POLICE AND CRIME PLAN AND PCC'S STRATEGIES/PRIORITIES

This Action Plan supports:

- The Police and Crime Plan for Lincolnshire 2013-2017
- Lincolnshire Police Operational Policing Plan 2015-2017

- National Police Code of Ethics
- Force Values - PRIDE
- Leadership and Staff Charters
- The Force Risk Management Policy PD 122
- The Lincolnshire Police People Strategy 2014-2017
- The Lincolnshire Police Health and Safety Policy PD 27
- G4S Health and Safety Policies

B. FINANCIAL CONSIDERATIONS

There will be financial implications in the implementation of the Force and local H&S Action Plans. These costs are incorporated in existing budgets. Training for Lincolnshire Police has been submitted to the Learning and Development Commissioning Group and where approved incorporated in the Annual Training Plan.

C. LEGAL AND HUMAN RIGHTS CONSIDERATIONS

The Health and Safety at Work, etc. Act 1974 (as amended) and subsidiary health and safety legislation requires all employers to have safety policies and management arrangements in place to ensure the health, safety and welfare of all its employees and those it provides service to, so far as reasonably practicable.

The Health and Safety Executive (HSE) encourages a common-sense and practical approach. It should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.

D. PERSONNEL AND EQUALITIES ISSUES

None

E. REVIEW ARRANGEMENTS

The Plan will be co-ordinated by the G4S Policing Support Services Head of Health and Safety, with the Assistant Chief Officer (Resources) as the Health and Safety Portfolio Holder for Lincolnshire Police. Progress reports will be produced on a 6-monthly basis, which will include an Annual Health and Safety Report to the Force Health and Safety Committee to determine the need for any additional corrective action at a local level within departments. The Force Health and Safety Action Plan will be reviewed at the end of 2015 - 16, and revised to reflect any change in priorities to replicate the Force's performance or due to a change in national priorities as determined by the Health and Safety Executive (HSE).

F. RISK MANAGEMENT

Ensuring the adequate provision of health and safety, and monitoring its effective implementation helps to fulfil the legal obligation for a safe and healthy working environment. This compliance also reduces legal, reputational and financial risks to the Force and the Office of the Police and Crime Commissioner.

G. PUBLIC ACCESS TO INFORMATION

Information in this form along with any supporting material is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available on the PCC's website within one working day of approval. However, if release by that date would compromise the implementation of the decision being approved, publication may be deferred. An explanation for any deferment must be provided below, together with a date for publication.

Is the publication of this form to be deferred? No

If Yes, for what reason:


Until what date:

Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate part 2 form.

Is there a part 2 form? No

If Yes, for what reason:

ORIGINATING OFFICER DECLARATION

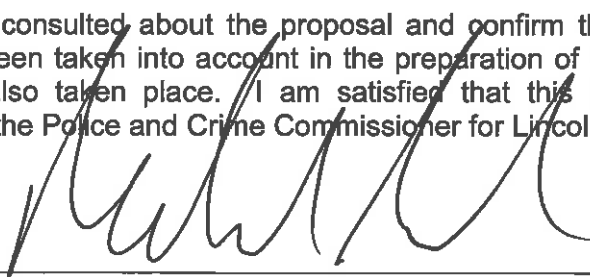
	Initial to confirm
Originating Officer: The Head of Health and Safety recommends this proposal for the reasons outlined above.	NHCS
Financial advice: The PCC's interim Deputy Chief Finance Officer has been consulted on this proposal.	Adh
The CC's Chief Finance Officer has been consulted on this proposal.	AB/
Monitoring Officer: The PCC's Monitoring Officer has been consulted on this proposal	MB 
Chief Constable: The Chief Constable has been consulted on this proposal	NR

OFFICER APPROVAL

Chief Executive

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. Consultation outlined above has also taken place. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lincolnshire.

Signature:

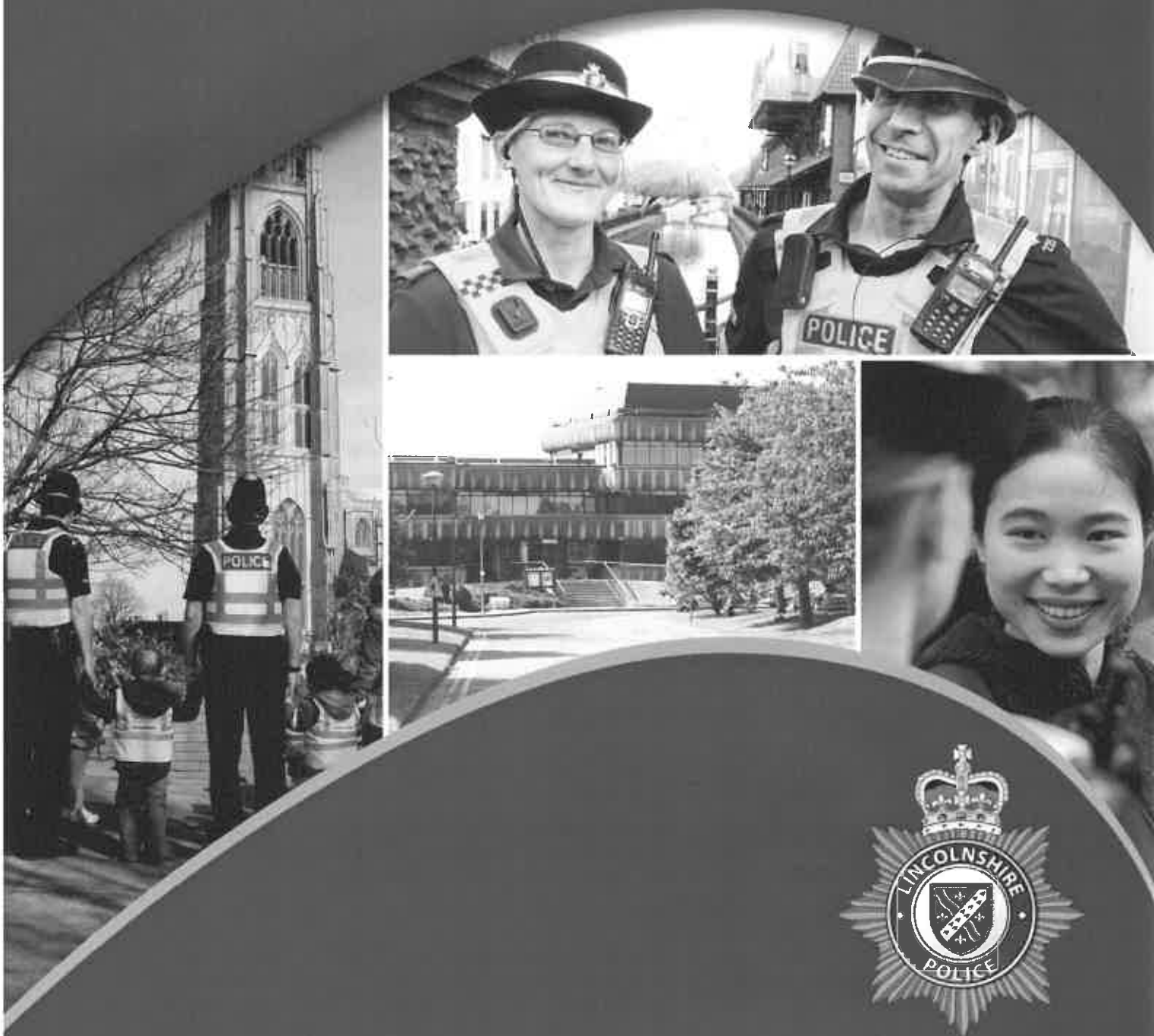


Date:

24/6/15

LINCOLNSHIRE POLICE

Health and Safety Action Plan 2015 - 2016



policing with PRIDE

Professionalism Respect Integrity Dedication Empathy

Introduction – Health and Safety Action Plan

Lincolnshire Police has a legal duty to put in place suitable arrangements to manage for health and safety. Much good work has already been achieved, but work needs to continue to fully embed a positive health and safety culture throughout the organisation at all levels. This Health and Safety Action Plan establishes strategic targets to support the Lincolnshire Police's Health and Safety Policy.

The Health and Safety Executive (HSE) encourages a common-sense and practical approach. It should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.

Judith Hackitt, HSE Chair, has publically stated that:-

'There is a need for a sensible and proportionate approach to risk management, in short, a balanced approach – this means ensuring that paperwork is proportionate, does not get in the way of doing the job, and it certainly does not mean risk elimination at all costs.'

Lincolnshire Police is committed to providing good health and safety conditions which requires effective management arrangements at all levels to ensure the wellbeing of employees and others to minimise the adverse impact to individuals and the force from ill health and injury.

Lincolnshire Police operates in very different climate from a few years ago. Not only has the force restructured its internal operational departments a number of times, but there is a continuing process of collaborative working with the other East Midlands Forces, such as EMSOU and EMOpSS. These collaborative arrangements bring their own challenges in how health and safety is managed. In 2014 the majority of police staff previously employed by the Police and Crime Commissioner for Lincolnshire were transferred to the Chief Constable, with his office now being their employer. With G4S (Policing Support Services), as Strategic Partners from 2012, there has to be suitable cooperation on health and safety issues between all three parties, to ensure the continuation of a positive health and safety culture in the way policing services are delivered within Lincolnshire.

All managers and employees of all three organisations are to make sure there is a safe, clean and healthy working environment as required by the Force Health and Safety Policy, the College of Policing Code of Ethics and G4S Safety First values.

This Action Plan supports:

- The Police and Crime Plan for Lincolnshire 2013-2017
- Lincolnshire Police Operational Policing Plan 2015-2017
- National Police Code of Ethics
- Force Values - PRIDE
- Leadership and Staff Charters
- The Force Risk Management Policy PD 122
- The Lincolnshire Police People Strategy 2013-2017
- The Lincolnshire Police Health and Safety Policy PD 27
- G4S Health and Safety Policies

The plan takes account of:

- Previous Force Health and Safety Action Plans
- Association of Chief Police Officers' (ACPO) Police Health & Safety Benchmarking Standard
- Health and Safety Executive's (HSE) Summary of Police Inspections
- HSE's **"Striking the Balance"** statement and guidance

Aims

The aims of this plan are to improve the overall health, safety and wellbeing 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 and wellbeing of the workforce.
4. Reducing the number of working time 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 Action Plan will build upon the work already undertaken in past years and will focus upon the following key issues:-

- Reducing work-related accidents and ill-health;
- Actively measuring and monitoring health and safety performance;
- Keeping health & safety policies, guidance and procedures under review;
- Implementing and monitoring the Force Annual Health and Safety Action Plan 2015-16;
- Producing the Force Health and Safety Annual Report for 2014-2015;
- Monitoring the health and safety arrangements within collaborative working arrangements with other East Midlands' forces.
- Reviewing how Clinical Governance is managed within Lincolnshire Police;

- Monitoring the health and safety issues relating to the increase in volunteers;

Health and Safety Support

Communicating the health and safety message is a key output of any safety plan. The Head of Health and Safety (employed by G4S) advises various managers, employees, meetings and working parties by providing professional health, safety and wellbeing advice, and is therefore a member of many internal and external groups.

Membership of internal groups:	Membership of external groups:
Force H&S Committee	National Police/ACPO Strategic Health, Safety and Welfare Group
Crime H&S Committee	National Executive Association of Police Health and Safety Advisers (APHSA) - Currently Chairman
Local Policing (East) H&S Committee	Regional (APHSA) Group
Local Policing (West) H&S Committee	Lincolnshire Safety Officers Group
Specialist Ops/EMOpSS (Lincs) SMT	East Midlands Regional Police H&S Advisers Group
G4S (Lincs) H&S Committee	EMSOU H&S Committee
Strategic & Local Custody User Groups	EMOpSS Tactical AP/RP Group
Force Resources Group	East Midlands Clinical Governance Group
Vehicle User Group	
Insurance Review Group	
Force Security Board	
Airwave User Group	
Lincolnshire Police Federation Safety Committee	

Monitoring and Review

The Plan will be co-ordinated by the G4S Policing Support Services Head of Health and Safety, with the Assistant Chief Officer (Resources) as the Health and Safety Portfolio Holder for Lincolnshire Police.

Progress reports will be produced on a 6-monthly basis, which will include an Annual Health and Safety Report to the Force Health and Safety Committee to determine the need for any additional corrective action at a local level within departments. The Force Health and Safety Action Plan will be reviewed at the end of 2015 - 16, and revised to reflect any change in priorities to replicate the Force's performance or due to a change in national priorities as determined by the Health and Safety Executive (HSE).

REVIEW OF 2014 – 15 ACTION PLAN

Substantial progress has been made in the majority of actions from the Force Health and Safety Action Plan for 2014-15. By the end of March 2015 all but a few of actions will have been completed satisfactorily. Those outstanding actions will be reviewed, and where relevant included in this plan.

In addition to the implementation of the Force Health and Safety Action Plan other health and safety activities have taken place.

With the imminent transfer of many police officers to the East Midlands Operational Support Services (EMOpSS) there has been much working on bringing together Standard Operating Process, risk assessment and H&S coordination. This work has involved the H&S managers from the four participating forces. The Regional H&S Strategy has been reviewed and will apply, a process for accident and hazards reporting is being developed.

The Health and Safety Executive (HSE) have been consulting on changes to various health and safety legislation and Approved Codes of Practice. This has required comments to be returned. There have been no major changes in legislation during the year, though guidance in the form of revised Approved Codes of Practice has been published.

A key H&S issue during the year has been the impact of the Ebola epidemic in Africa. This has led to coordinated work between the Emergency Planning Officer and the Head of Health and Safety in developing guidance, identifying equipment and informing staff.

The completion rate of reviews of generic risk assessments has continued to remain high with 90+ % in date at various dates.

Health and safety input on various training courses was provided. This includes Student Officers on Initial Police Learning and Development Programme, new PCSOs including Volunteer PCSOs, FCR Call Takers and Special Constables. Training for managers has been provided by the e-learning package from NCALT aimed at Chief Officers which is carried out by Inspectors and above, and the IOSH Safety for Senior Executives course for senior managers.

A full review of the Force Health and Safety Action Plan will be included in the Force Annual Health and Safety Report 2014 - 15 published as a separate document.

LOOKING FORWARD TO 2015 - 16

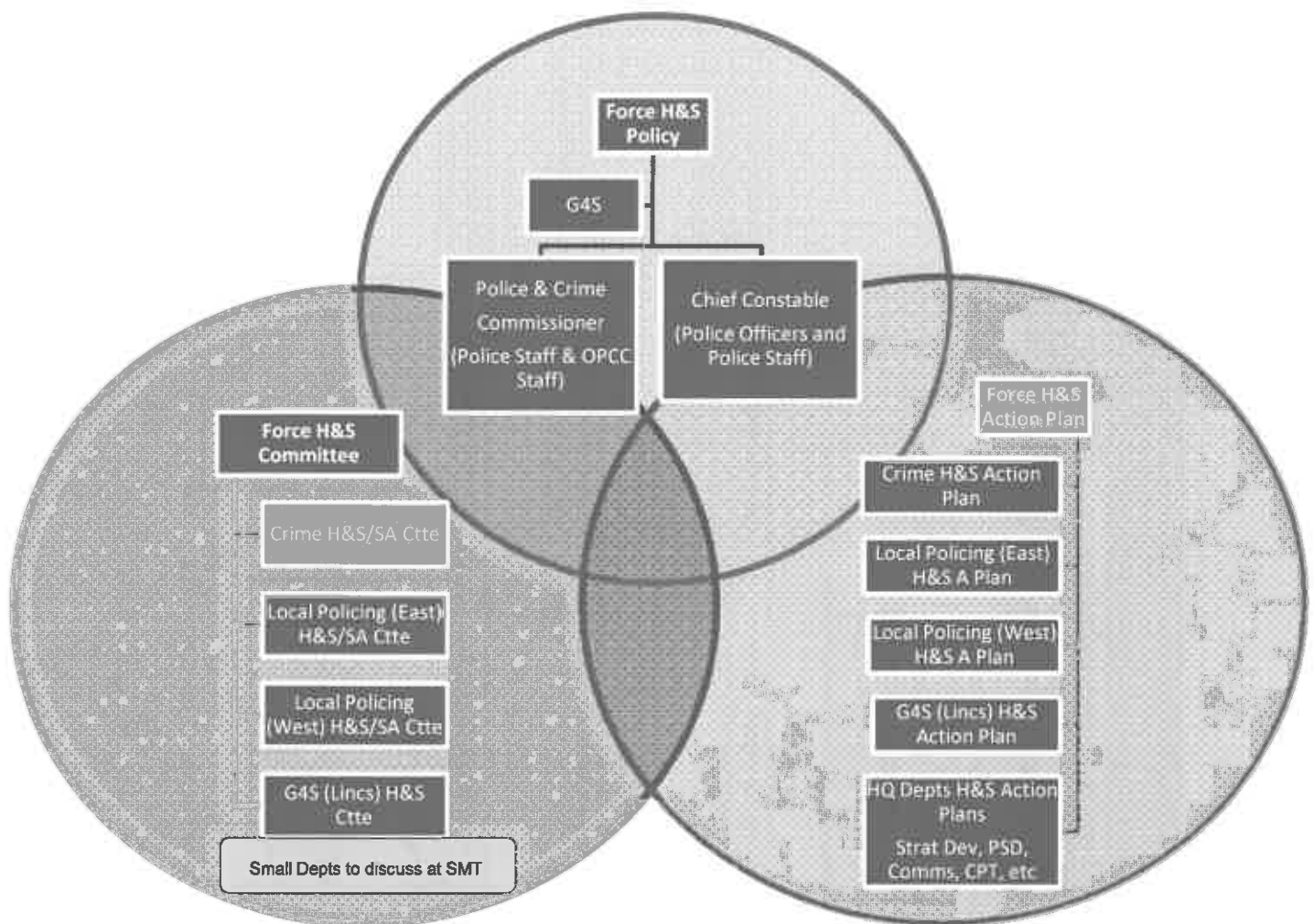
The HSE is continuing the work of reviewing legislation and Approved Codes of Practice. The Construction (Design and Management) Regulations 2015 will come in to force on 6 April 2015. These revised regulations will impact on how major building works will need to be managed, under the auspices of G4S Facilities Management. In particular the role of CDM co-ordinator has been removed and various duties have been recast including client duties (regulation 4) and general duties (regulation 8).

The revocation of legislation will continue into 2015-16 but is unlikely to have any direct impact on Lincolnshire Police. The review of Approved Codes of Practice has just about been concluded and there will be little impact on the Force.

Work continues at the National Police Health, Safety and Wellbeing Strategy Group chaired by ACPO to produce sensible and pragmatic advice to forces about various health and safety issues. Topics that are likely to be considered in the coming year include stress, water safety, asbestos, auditing and the role of Police and Crime Commissioners in managing health and safety.

As EMOpSS becomes operational, and officers operate in the wider East Midlands environment, coordination of health and safety will become key to ensuring accident and incidents are controlled. The East Midlands H&S Managers will continue to meet and provide professional H&S advice to EMOpSS and EMSOU as required.

Within the force the integration of the Force H&S Policy (with G4S), the various Health and Safety Committees and the Force and local H&S Action Plans will be a main driver for the Action Plan for this year.



Health and Safety Action Plan 2015 - 2016

Specific Action	Actioned by	Target (Performance indicator)	Timescale	Monitoring and Review
Strengthening leadership and management of health and safety				
1. Operational Lincolnshire Police Departments, including G4S, to produce an Action Plan to implement the Strategy, Force Action Plan and local priorities which will be monitored by the relevant local H&S Committee and/or Management Team.	Heads of: <ul style="list-style-type: none"> Local Policing (East) Local Policing (West) Crime Strategic Development G4S (PSS Lincs) 	A Departmental Health and Safety (H&S) Action Plan which is monitored regularly ensuring: <ul style="list-style-type: none"> Regular H&S inspections, Up to date risk assessments, Reduced accident numbers, Monitoring of H&S Action Plan. 	By 15 May 2015.	Through updates to the relevant Management Team meetings, local H&S committees and Force H&S Committee.
2. Smaller Lincolnshire Police Departments to agree in writing to implement the Force H&S Action Plan which will be monitored by the relevant Management Team.	Heads of: <ul style="list-style-type: none"> Prof Standards Commercial Partnership Team 	Head of Dept to sign a letter agreeing implement the Force H&S Action Plan.	By 15 May 2015.	Through updates to the relevant Management Team meetings and Force H&S Committee.
3. Force, Departmental and G4S H&S Committees to continue to meet regularly.	Chairs of relevant committees.	To continue to meet on a regular basis.	Every 4 months throughout year.	Through regular updates to the Force H&S Committee.
4. Continue the effective management of Health and Safety within Regional Collaboration Units e.g. EMSOU and EMOpSS.	Chief Officer Group, Heads of Departments, Regional managers and Head of H&S.	To have an agreed policy on H&S management in Regional Collaboration Units.	By end of March 2016.	Through regular updates to the Force H&S Committee.
5. Corporate reporting on the Force's H&S Performance.	Head of H&S.	Annual H&S report to be presented to the Force H&S Committee and PCC Resources Governance Meeting. H&S performance updates provided to the Force and G4S.	By end of July 2015. Monthly throughout year.	Reports presented. Reports presented.

Health and Safety Training				
6. To develop Lincolnshire Police Senior Managers health and safety awareness.	Chief Officer Group	All members of all SMTs to have attended IOSH Safety for Senior Executives Course within the last 5 years. In some cases this would include refresher training.	By end of March 2016.	One course per year is currently planned. Monitoring actual training against SMT members by Head of H&S.
7. To develop Lincolnshire Police Managers health and safety awareness.	Chief Officer Group and Heads of Departments.	All officers and staff of Inspector rank and above to have completed the ACPO/NCALT Chief Officers H&S Package. This will apply to newly appointed or promoted staff as well as existing.	By end of March 2016.	Monitoring actual training by Head of H&S.
8. To identify health and safety training at all levels, including refresher training, and to recommend inclusion in the Annual Training Plan.	G4S Learning and Development and Head of H&S 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 December 2015.	Review Annual Training.
Health and safety policies, procedures and guidance				
9. Force Health and Safety Policies, Guidance and Procedures to be reviewed and updated as necessary.	Head of H&S.	All policies, guidance and procedures to be reviewed.	By end of March 2016.	Monitored by Head of H&S.
Audits and Inspections				
10. Develop an annual programme of health and safety inspections.	Head of H&S working with the H&S Coordinator (G4S FM)	Programme of health and safety Inspections to be produced. An inspection to be carried out H&S Coordinator (G4S FM) of all force premises annually. Local managers to carry out other inspections on regular basis as based on the level of risk, but at least annually.	By end of May 2015. By end of March 2016. By end of March 2016	Through the local and Force H&S Committees.

11. Regular health and safety inspections to be carried out by local managers.	Heads of Departments working with Head of H&S and H&S Coordinator (G4S FM)	Local managers to carry out H&S inspections on regular basis as based on the level of risk, but at least quarterly.	By end of March 2016.	Through the local and Force H&S Committees.
12. To develop an audit process to monitor the force H&S management system taking account of national recommendations.	Chief Officer Group with Head of H&S.	A Health and Safety Auditing process to be in place.	By end of March 2016.	Through the Force H&S Committee.
13. Review first aid boxes provision across the force taking account of any Clinical Governance recommendations.	Head of H&S working with the H&S Coordinator (G4S FM)	Produce a standard first aid box contents list for police offices, custody and vehicles. Audit against the above list.	By end of March 2016.	Through the local and Force H&S Committees.
Managing attendance, injuries and ill health				
14. Reduce sickness absence due to accidents.	Heads of Departments supported by G4S Policing Support Services (HR).	Reduce reportable fatal, major and "7-day" accidents to below 15	By end of March 2016.	Through the local and Force H&S Committees.
15. Managers to ensure timely reporting of accidents.	Heads of Departments	Accident reporting to be monitored to ensure accidents are reported in time.	By end of March 2016.	Monitored by Heads of Departments and Head of H&S.
16. Continue to support Imperial College in its national project on Airwave Health Effects.	Chief Officer Group and G4S Managers in consultation with H&S Manager.	To work with Imperial College to progress the project, leading to health medicals.	By end of March 2016.	Through the local and Force H&S Committees.
Risk assessments				
17. Ensure all Risk Assessments are up to date for all police activities including those provided by G4S.	Heads of Departments and G4S Managers in consultation with Head of H&S.	100% of all existing risk assessments to be in date.	Continuous	Through Force and local H&S Committees.
18. Ensure Fire Risk Assessments are up to date for all police premises.	Head of H&S with the H&S Coordinator (G4S FM).	All police premises to have current fire risk assessments.	By end of March 2016.	Through the local and Force H&S Committees.
19. Ensure COSHH Assessments are up to date for all police premises.	Heads of Departments and G4S Managers in consultation with Head of H&S.	All police premises to have current COSHH assessments.	By end of March 2016.	Through the local and Force H&S Committees.
20. Ensure DSE Assessments are carried out where identified as necessary.	Heads of Departments and G4S Managers in consultation with Head of H&S.	All identified DSE users to have completed a DSE Self-Assessment or on a generic basis for multi-user workstations.	By end of March 2016.	Through the local and Force H&S Committees.