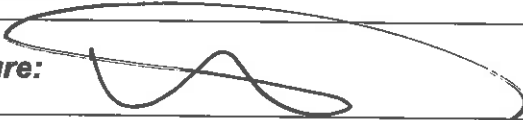


**POLICE AND CRIME COMMISSIONER (PCC) FOR LINCOLNSHIRE  
REQUEST FOR DECISION**

REF: 12/2016  
DATE: 8 July 2016

<b>SUBJECT</b>		<b>FORCE HEALTH &amp; SAFETY ACTION PLAN 2016-17</b>
<b>REPORT BY</b>	<b>Assistant Chief Officer (Resources)</b>	
<b>CONTACT OFFICER</b>	<b>Nick Cornwell-Smith, Head of Health and Safety</b> <b>Tel: 01522 558043</b> <b>Email: nick.cornwell-smith@lincs.pnn.police.uk</b>	
<b>EXECUTIVE SUMMARY AND PURPOSE OF REPORT</b>		
<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 twelfth since the Force Health and Safety Strategy was launched.</p> <p>Appendix 1 presents the draft Force H&amp;S Action Plan for the year 2016-17.</p> <p>The Force Health and Safety Committee approved the draft Action Plan at its meeting on 16 March 2016 and the Chief Officer Group on 26 April 2016.</p>		
<b>RECOMMENDATION</b>	That the Force Health and Safety Action Plan for 2016-17 be approved for implementation.	

<b>POLICE AND CRIME COMMISSIONER FOR LINCOLNSHIRE</b>	
I hereby approve the recommendation above, having considered the content of this report.	
<b>Signature:</b> 	<b>Date:</b> 8/7/16

**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 Annual 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**

1. 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**

1. 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.
2. 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**

1. None

## **E. REVIEW ARRANGEMENTS**

1. 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 2016 - 17, 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**

1. 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**

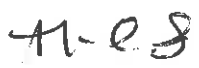




- Information in this form along with any supporting material is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available on the PCC's website within one working day of approval. However, if release by that date would compromise the implementation 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:**

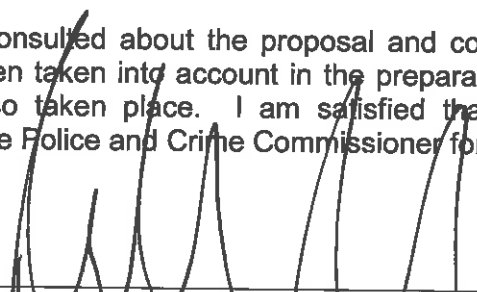
**ORIGINATING OFFICER DECLARATION**

	Initial to confirm
<b>Originating Officer:</b> The Assistant Chief Officer (Resources) recommends this proposal for the reasons outlined above.	
<b>Financial advice:</b> The PCC's Chief Finance Officer has been consulted on this proposal.	
The CC's Chief Finance Officer has been consulted on this proposal.	
<b>Monitoring Officer:</b> The PCC's Monitoring Officer has been consulted on this proposal	
<b>Chief Constable:</b> The Chief Constable has been consulted on this proposal	

**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:** 7/7/16



LINCOLNSHIRE POLICE

# Health and Safety Action Plan 2016 - 2017



LINCOLNSHIRE POLICE

**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 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 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, previously Chair of the Health and Safety Executive, 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, EMOpSS and more recently EMCJS. These collaborative arrangements bring their own challenges in how health and safety is managed. Since 2014 the Chief Constable is now the employer for the majority of those police staff not transferred to G4S in 2012. G4S (Policing Support Services), as Strategic Partners from 2012, continues to work cooperatively with the force and the OPCC on health and safety issues, 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 2014-2017
- 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
- National Police Chiefs' Council (NPCC) 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 the Code of Ethics, 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 2016-17;
- Producing the Force Health and Safety Annual Report for 2015-2016;
- Monitoring the health and safety arrangements within collaborative working arrangements with other East Midlands' forces.
- 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.

<b>Membership of internal and external H&amp;S groups:</b>	
Force H&S Committee	NPCC 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
EMOpSS H&S Committee	East Midlands Regional Police H&S Advisers Group
EMSOU H&S Committee	EMSOU H&S Committee
EMCJS & Local Custody User Groups	Lincolnshire Police Federation Safety Committee
EMOpSS Tactical AP/RP Group	G4S (Lincs) H&S Committee
Protective Equipment and Uniform Group	G4S UK&I H&S Managers Group
Insurance Review Group	
East Midlands Clinical Governance Group	

## 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 2016 - 17, 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 2015 – 16 ACTION PLAN

Substantial progress has been made in the majority of actions from the Force Health and Safety Action Plan for 2015-16. By the end of February 2016 all but a few of actions 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.

Following the transfer of many police officers to the East Midlands Operational Support Services (EMOpSS) there has been continuing working on bringing together Standard Operating Process, risk assessments and H&S coordination. This work has involved the H&S managers from the four participating forces. Similar work has now started within the East Midlands Criminal Justice Services (EMCJS).

The Health and Safety Executive (HSE) have finished consulting on various health and safety legislation and Approved Codes of Practice, most changes having now been implemented. The major change in legislation during the year has been the revised Construction (Design and Management) Regulations 2015. The work of implementing these regulations predominantly falls to G4S Facilities Management but there are duties laid upon the client e.g. Lincolnshire Police and the OPCC.

The completion rate of reviews of generic risk assessments has continued to remain high with 95+% in date at various times.

Health and safety input on various training courses has continued to be 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. This latter course has now been reviewed by IOSH and training delayed until 2016/17.

A full review of the Force Health and Safety Action Plan will be included in the Force Annual Health and Safety Report 2015 - 16 published as a separate document.

The HSE will continue to work on reviewing its Approved Codes of Practice and guidance. More emphasis is to be placed on work related health issues. Research on the impact of shift working on employees' health is due to be published sometime in the coming year. The outcome of this work may have an impact on how the force, and G4S manages its shift workers. There is also planned work on the HSE Management Standards for Work Related Stress. Stress and psychological disorders continues to be the major cause of sickness absence for both Police Officers and Police Staff. It is recognised that such absences are not always due to work related issues.

Early 2016 saw the introduction of new guidelines on sentencing for health and safety offences, published by the Sentencing Council. The potential level of fine has now been dramatically raised, in some cases to £10 million plus, depending on a variety of factors. Few cases have been through the courts to date. An area to watch.

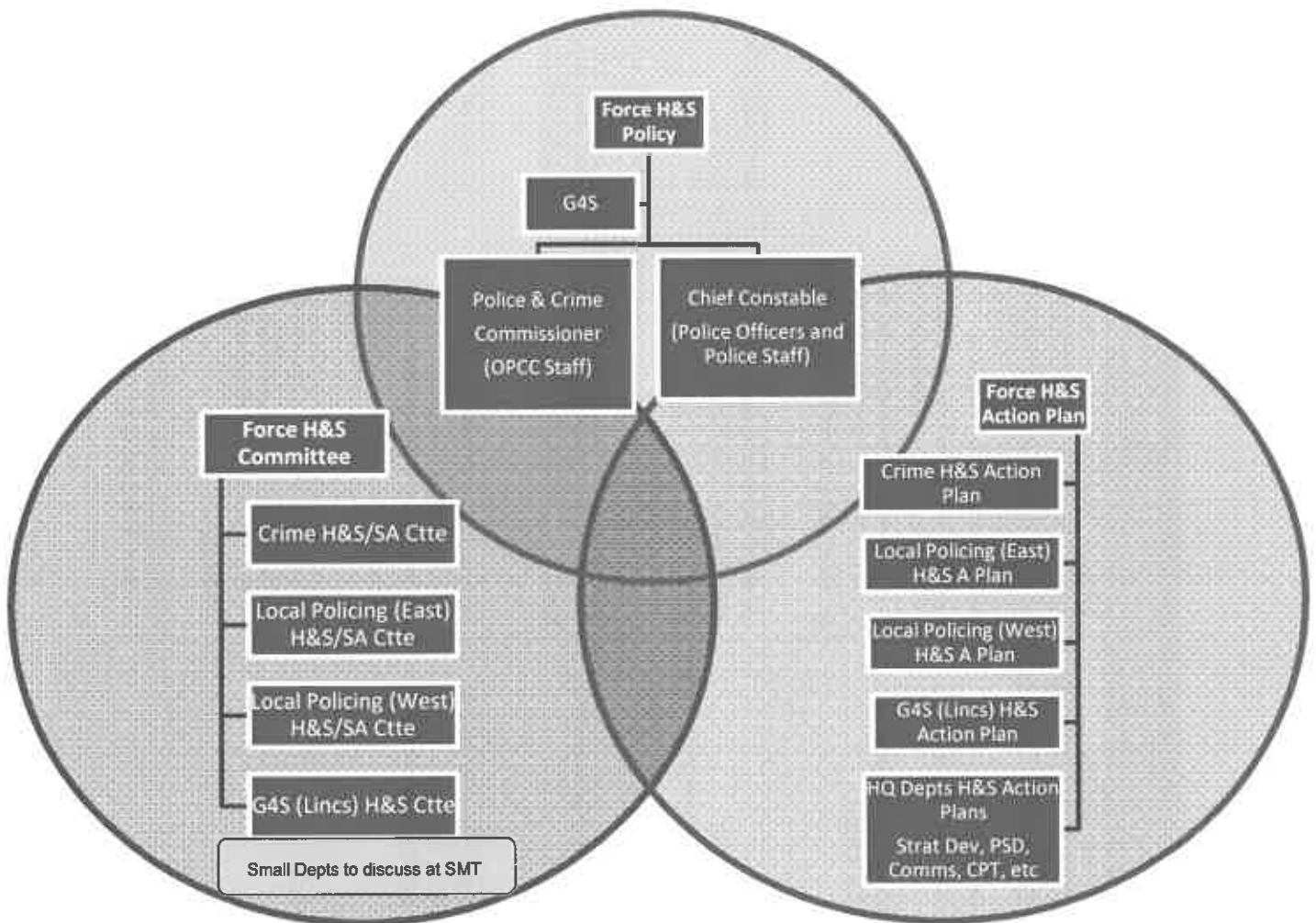
Work continues at the National Police Chiefs' Council Health, Safety and Wellbeing Strategy Group chaired by ACC Tim Jacques, Lancashire Constabulary. This aims to produce sensible and pragmatic advice to forces about various health and safety issues in cooperation with the College of Policing. Topics that are likely to be considered in the coming year include near misses, stress and working hours, replacement for Airwave terminals, work related health, job related fitness testing, asbestos and auditing.

The elections for the Police and Crime Commissioners in May, may bring a renewed look at managing health and safety, not only in the police service but also potentially the fire service.

In the wider East Midlands policing 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, EMSOU, EMCJS, EMCHRS, etc. 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 Management Structure



## Health and Safety Action Plan 2016 - 2017

Specific Action	Actioned by	Target (Performance indicator)	Timescale	Monitoring and Review
<b>Strengthening leadership and management of health and safety</b>				
1. Operational Lincolnshire Police Departments, including G4S, to produce an Action Plan to implement the 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"> <li>Local Policing (East)</li> <li>Local Policing (West)</li> <li>Crime</li> <li>Strategic Development</li> <li>G4S (PSS Lincs)</li> </ul>	A Departmental Health and Safety (H&S) Action Plan which is monitored regularly ensuring: <ul style="list-style-type: none"> <li>Regular H&amp;S inspections,</li> <li>Up to date risk assessments,</li> <li>Reduced accident numbers,</li> <li>Monitoring of H&amp;S Action Plan.</li> </ul>	By 15 May 2016.	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"> <li>Prof Standards</li> <li>Commercial Partnership Team</li> <li>OPCC</li> </ul>	Head of Dept to agreeing in writing to implement the Force H&S Action Plan.	By 15 May 2016.	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, EMOpSS and EMCJS.	Chief Officer Group, Heads of Departments, Regional managers and Head of H&S.	To have an agreed structure and mechanism for the H&S management in Regional Collaboration Units.	By end of March 2017.	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 2016.  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 Leading Safety (or equivalent) within the last 5 years. In some cases this would include refresher training.	By end of March 2017.	One course per year is currently planned, numbers permitting. 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 NCALT Chief Officers H&S Package. This will apply to newly appointed or promoted staff as well as existing.	By end of March 2017.	Monitoring actual training by Head of H&S.

### Health and safety policies, procedures and guidance

8. 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 2017.	Monitored by Head of H&S.
9. New guidance and safety alerts to be published as new H&S issues or concerns arise.	Head of H&S.	New guidance and safety alerts to be published.	By end of March 2017.	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.	By end of May 2016. By end of March 2017.	Through the local and Force H&S Committees.
11. Regular health and safety inspections to be carried out by local managers and recorded.	Heads of Departments	Local managers to carry out H&S inspections on regular basis as based on the level of risk, but at least quarterly. Recorded and reported to Head of Dept. and Head of Health and Safety.	By end of March 2017.	Through the local and Force H&S Committees. Record of Inspections

12. To review the National Policing H&S Audit Model once it becomes available to consider its implementation within Lincolnshire Police.	Chief Officer Group with Head of H&S.	A Health and Safety Auditing process to be reviewed.	By end of March 2017.	Through the Force H&S Committee.
<b>Managing attendance, injuries and ill health</b>				
13. 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 2017.	Through the local and Force H&S Committees.
14. 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 2017.	Monitored by Heads of Departments and Head of H&S.
15. Review and reinvigorate the Force's Occupational stress Policy and	Chief Officer Group, Heads of Departments, and Head of H&S with other key players.	Sickness absence due to stress to be monitored. More publicity and support around managing stress.	By end of March 2017.	Through the local and Force H&S Committees.
<b>Risk assessments</b>				
16. 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.
17. 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 2017.	Through the local and Force H&S Committees.
18. 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 2017.	Through the local and Force H&S Committees.
19. 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 2017.	Through the local and Force H&S Committees.