

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

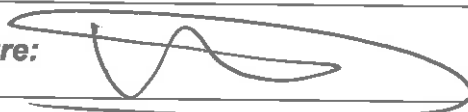
REF: 023/2018
DATE: 29 August 2018

SUBJECT	FORCE ANNUAL H&S ACTION PLAN 2018-19
REPORT BY	Assistant Chief Officer (Resources)
CONTACT OFFICER	N Cornwell-Smith, Head of Health, Safety and Wellbeing Tel: 01522 558043 Email: nick.cornwell-smith@lincs.pnn.police.uk
EXECUTIVE SUMMARY AND PURPOSE OF REPORT The publication of Annual Health and Safety Action Plans, and subsequent Annual Reports is now well established. Appendix 1 presents the draft Force H&S Action Plan for the year 2018-19. The Force Health and Safety Committee approved the draft Action Plan at its meeting on 16 May 2018. The ACO (Resources) also approved it on behalf of the Chief Officer Group at the same meeting.	
RECOMMENDATION	That the Force Health and Safety Action Plan for 2018-19 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: 29/8/18

A. NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

A1. INTRODUCTION AND BACKGROUND

1. 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
- Lincolnshire Police's Distinctively Lincolnshire Strategic Plan

- Lincolnshire Police Code of Ethics
- Lincolnshire Police Wellbeing Strategy
- Force Values - PRIDE
- The Force Risk Management Policy
- The Lincolnshire Police People Strategy
- The Lincolnshire Police Health and Safety Policy
- 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 should have been identified and budgeted for. In many cases the costs are incorporated in normal budgets. Training for Lincolnshire Police has been submitted 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 Services Head of Health, Safety and Wellbeing, 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 2018 - 19, 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:

DECLARATIONS

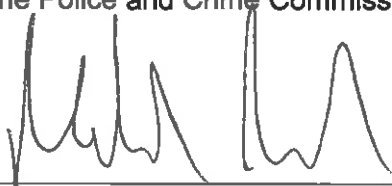
	Initial to confirm
Originating Officer: The Assistant Chief Officer (Resources) recommends this proposal for the reasons outlined above	AD
The CC's Chief Finance Officer has been consulted on this proposal	se.
The Chief Constable has been consulted on this proposal	
The PCC's Deputy Chief Finance Officer has been consulted on this proposal	
The PCC's Monitoring Officer 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:

20/8/18

LINCOLNSHIRE POLICE

Health and Safety Action Plan 2018 – 2019



policing with PRIDE

Professionalism **Respect** Integrity Dedication Empathy

INTRODUCTION

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, safety and wellbeing culture throughout the organisation. This Health and Safety Action Plan establishes strategic targets to support the Lincolnshire Police Health and Safety Policy and Wellbeing Strategy.

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.

The 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 working conditions, which requires effective management arrangements to ensure the health, safety and wellbeing of employees and others to minimise the adverse impact to individuals and the force from ill health and injury.

Hierarchy of safety, health and wellbeing

The process of supporting staff (and their managers) of those that fall ill/ are injured in role to keep them in role or suitable alternative

Ensuring the role and the Person match physically and mentally in terms of capability and capacity

Risk Assessment, Safe place of Work, Health Surveillance



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, EMCJS and its Strategic Partner – G4S Policing Services (PSS). These collaborative arrangements bring their own challenges in how health and safety is managed. Since 2014 the Chief Constable is the employer for the majority of police staff not transferred to G4S in 2012. G4S (PSS) 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.

A key theme that has developed since 2016 is the force Wellbeing Board and the implementation of the national Blue Light Wellbeing Strategy. This work will continue into 2018 and beyond to ensure that Lincolnshire Police officers and staff are supported in the wider wellbeing sense.

Since early 2017, the Blue Light Project has transformed how the Lincolnshire Police Estate is being utilised, with Lincolnshire Fire and Rescue HQ staff having moved in to the Nettleham HQ building, and further plans for more shared premises such as the new South Park Campus. All those involved need to ensure the health, safety and wellbeing of those affected by these new working arrangements.

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

This Action Plan supports:

- The Police and Crime Plan for Lincolnshire
- Lincolnshire Police's Distinctively Lincolnshire Strategic Plan
- Lincolnshire Police Code of Ethics
- Lincolnshire Police Wellbeing Strategy
- Force Values - PRIDE
- The Force Risk Management Policy
- The Lincolnshire Police People Strategy
- The Lincolnshire Police Health and Safety Policy
- 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, safety and wellbeing culture.
3. Improving the overall health and wellbeing of the workforce.
4. Reducing the amount 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;
- Supporting the Wellbeing Strategy;
- 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;
- Producing the Force Health and Safety Annual Report;
- 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;
- Working with Lincolnshire Fire and Rescue to ensure a smooth integration of shared workspaces around health and safety.

Health and Safety Support

Communicating the health and safety message is a key output of any safety plan. The Head of Health, Safety and Wellbeing (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 and external H&S groups:	
Force H&S Committee	NPCC Strategic Health, Safety and Welfare Group
Crime H&S Committee	National Executive Association of Police Health and Safety Advisers (APHSAs) - Currently Chairman
Local Policing (East) H&S Committee	Regional (APHSAs) 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	National Police Federation H&S Leaders Seminar
EMCJS H&S Committee	Regional Federation Safety Committee
EMOpSS Tactical AP/RP Group	Lincolnshire Police Federation Safety Committee
Protective Equipment and Uniform Group	G4S (Lincs) H&S Committee
Insurance Review Group	G4S UK&I H&S Managers Group
East Midlands Clinical Governance Group	Lincolnshire Police Wellbeing Board/Working Group

Monitoring and Review

The Plan will be co-ordinated by the G4S Policing Services Head of Health, Safety and Wellbeing, 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 2018-19, 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 2017 – 18 ACTION PLAN

Substantial progress has been made in the majority of actions from the Force Health and Safety Action Plan for 2017-18. By the end of March 2018 all but a few of actions had 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.

There has been continuing work in ensuring health and safety is being considered in the various East Midlands Police collaborative projects such as EMOpSS, EMCJS and EMSOU. This work has involved the H&S managers from the participating forces. Similarly work was carried with Lincolnshire Fire and Rescue as part of the Bluelight project and sharing premises.

The Health and Safety Executive (HSE) have finished consulting on various health and safety legislation and Approved Codes of Practice following the Lofstedt and Young Reports, most changes having now been implemented. New health and safety legislation during the year has included the Ionising Radiations Regulations 2017. Work has also been carried out on ensuring compliance with the forthcoming General Data Protection Regulations in May 2018.

The completion rate of reviews of generic risk assessments has continued to remain high with 94+% in date at most 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, CNC Transferees, 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 2017 - 18 published as a separate document.

LOOKING FORWARD TO 2018 - 19

The HSE has introduced its new strategy document 'Helping Great Britain work well' with an increased emphasis on tackling ill health at work. 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.

Lincolnshire Police is giving the wellbeing of its officers and staff a high priority with the Chief Constable chairing the force's Wellbeing Board, a Wellbeing Working Group, the introduction of Wellbeing Leave Days and the Wellbeing Conference "Humans Not Machines" being held in April. The force is also due to participate in the College of Policing National Police Wellbeing Services by leading on a pilot project looking at psychological screening.

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.

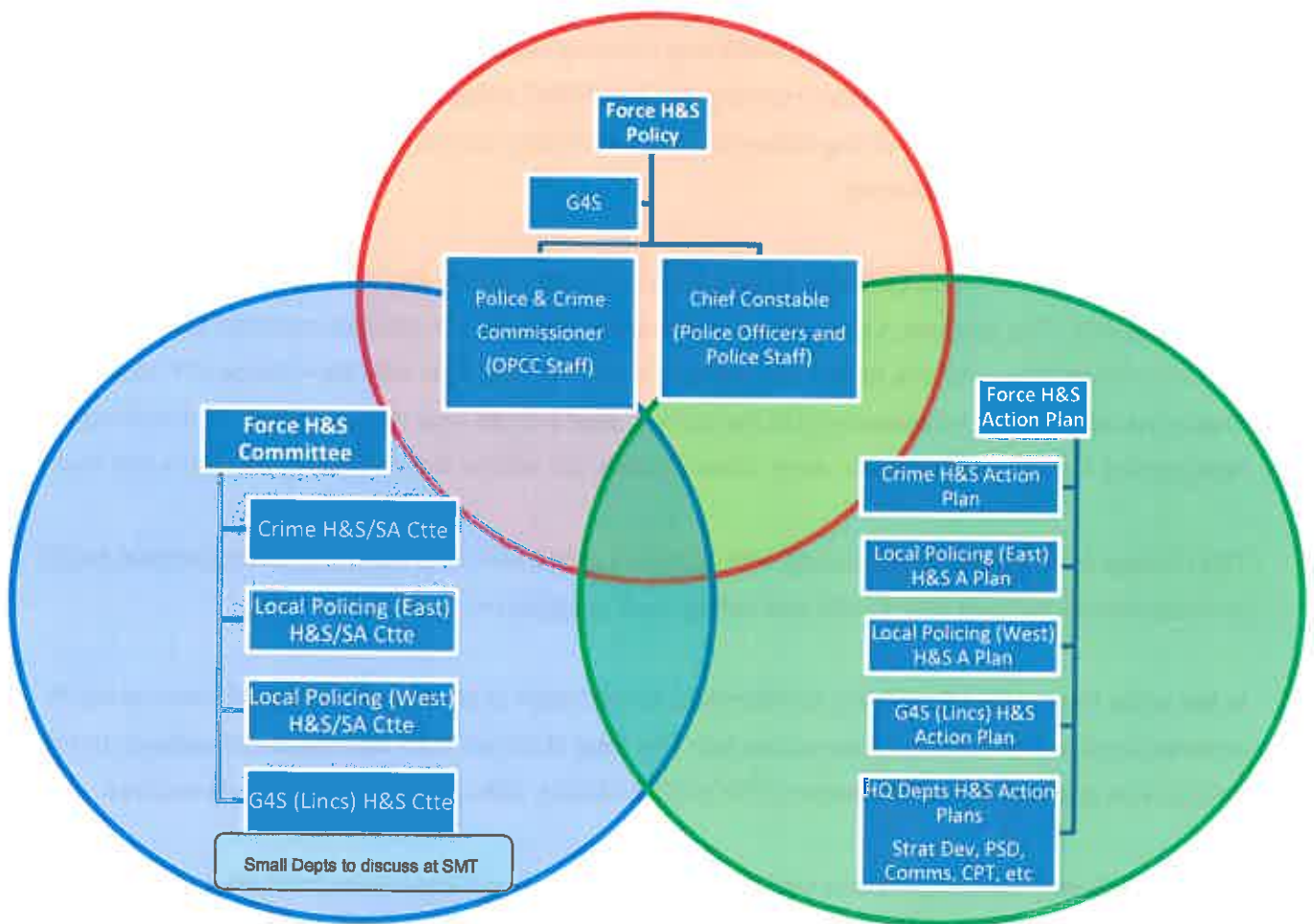
The College of Policing is also meeting with national police health and safety, and occupational health professionals to develop their health and safety work programme.

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.

Health and Safety liaison continues with the Lincolnshire Fire and Rescue as more shared premises become occupied over time. A working relationship has already been established between the G4S (PSS) Head of Health, Safety and Wellbeing and his LFR equivalent.

The Head of Health, Safety and Wellbeing is still the chair of the Association of Police H&S Advisers and attends a range of national police health and safety meetings as well as working with other G4S Health and Safety Managers. This networking brings benefits to Lincolnshire Police with the exchange of lessons learned, practices, national policies and benchmarking.

Health and Safety Management Structure



Health and Safety Action Plan 2018 - 2019

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 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 • 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 2018.	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 • OPCC • Comms & Public Affairs • Strategic Development • IMU 	Head of Dept to agree to implement the Force H&S Action Plan.	By 15 May 2018.	Through updates to the relevant Management Team meetings.
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&W.	To have an agreed structure and mechanism for the H&S management in Regional Collaboration Units.	By end of March 2019.	Through regular updates to the Force H&S Committee.
5. Corporate reporting on the Force's H&S Performance.	Head of H,S&W.	Annual H&S 2017-18 report to be presented to the Force H&S Committee and PCC Resources Governance Meeting.	By end of July 2018.	Reports presented.
		H&S performance updates provided to the Force and G4S.	Throughout year.	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 2019. Monitoring actual training against SMT members by Head of H,S&W.
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 2019. Monitoring actual training by Head of H,S&W.
Health and safety policies, procedures and guidance			
8. Force Health and Safety Policies, Guidance, Procedures to be reviewed and updated with new ones being published as necessary.	Head of H,S&W.	All policies, guidance and procedures to be reviewed and published.	By end of March 2019. Monitored by Head of H,S&W.
Audits and Inspections			
9. Develop an annual programme of health and safety inspections.	Head of H,S&W working with the H&S Compliance Manager (G4S FM)	Programme of health and safety inspections to be produced. An inspection to be carried out H&S Compliance Manager (G4S FM) of all force premises annually.	By end of May 2018. By end of March 2019. Through the local and Force H&S Committees.
10. 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 six monthly. Recorded and reported to Head of Dept. and Head of H,S&W.	By end of March 2019. Through the local and Force H&S Committees. Record of Inspections

Managing attendance, injures and ill health

11. Implement a Wellbeing Strategy.	Force Wellbeing Board and Wellbeing Working Group.	Wellbeing Action Plan to be developed and implemented.	Throughout the year.	Force Wellbeing Board
12. Reduce sickness absence due to accidents.	Heads of Departments supported by G4S Policing Services (HR).	Reduce reportable fatal, major and "7-day" accidents to below 15.	By end of March 2019.	Through the local and Force H&S Committees.
13. Managers to ensure all accidents, near misses and uses of force are reported accurately and in a timely fashion.	Heads of Departments Head of H,S&W.	Accident reporting to be monitored to ensure accidents are reported in time. Data analysed and reported to senior management.	By end of March 2019.	Monitored by Heads of Departments and Head of H,S&W. Data reports to senior management.

Risk assessments

14. 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&W.	100% of all existing risk assessments to be in date.	Continuous	Through Force and local H&S Committees.
15. Ensure Fire Risk Assessments are up to date for all police premises.	Head of H,S&W with the H&S Compliance Manager (G4S FM).	All police premises to have current fire risk assessments.	By end of March 2019.	Through the local and Force H&S Committees.
16. Ensure COSHH Assessments are up to date for all police premises.	Heads of Departments and G4S Managers in consultation with Head of H,S&W.	All police premises to have current COSHH assessments.	By end of March 2019.	Through the local and Force H&S Committees.

