

STATEMENT OF HEALTH AND SAFETY POLICY

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NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

STATEMENT OF HEALTH AND SAFETY

Owning Department: Chief Constable Norfolk Constabulary and Chief Constable Suffolk Constabulary

Department SPOC: Health and Safety Manager

Risk Rating: High

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Legal Basis

Legislation specific to the subject of this policy document:

- Health and Safety at Work etc. Act 1974 ([Section 2\(3\)](#))

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- Police (Health and Safety) Act 1997
- [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies’ Standards of Professional Behaviour](#)
- [College of Policing – Authorised Professional Practice](#)
- [Health and Safety Executive – Police Service Guidance \(1\) Striking the balance between operational and health and safety duties in the Police Service and \(2\) Striking the balance between operational and health and safety duties in the Police Service: an explanatory note](#)

1. Introduction

- 1.1 This document sets out the joint policy for Norfolk and Suffolk Constabularies and that of the respective Police and Crime Commissioners (PCCs) in respect of health and safety at work.
- 1.2 Section 2(3) of the Health and Safety at Work etc. Act 1974 requires a written statement of an employer’s health and safety policy. The statement of policy is supported by a number of health and safety arrangements, instructions, safe systems of work, procedures and risk assessments.
- 1.3 Norfolk and Suffolk Constabularies are committed to ensuring this policy complies with relevant legislation and general principles of fairness, and that consultation has been undertaken with all relevant staff groups.
- 1.4 Police officers are not employees; they are office holders under the direction and control of the relevant Chief Constable. However, Section 51A of the Health and Safety at Work etc. Act 1974, provides for officers to be treated as employees of the Chief Constable. For the avoidance of any

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doubt, references to '*employees*' throughout this policy and any arrangements made thereunder, includes police officers as well as members of staff.

- 1.5 All Norfolk and Suffolk Constabularies' policies are intended to promote equality, eliminate unlawful discrimination and actively promote good relations regardless of a person's age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status. Managers have a specific responsibility to ensure that this policy is applied fairly, and all employees are responsible for supporting their colleagues and ensuring the success of this policy.
- 1.6 This policy sets out the commitments of Norfolk and Suffolk Constabularies and the respective Police and Crime Commissioners in relation to the health and safety of all their employees (officers, staff, volunteers, and cadets) and anyone else who may be affected by their acts or omissions.
- 1.7 Compliance with this policy and other arrangements should ensure that neither Constabulary or the Offices of Police and Crime Commissioners become vulnerable to enforcement action or prosecution for failure to comply with the law.
- 1.8 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the Health and Safety Department in conjunction with the Central Policy Unit.

2. Applicability

- 2.1 This policy applies to all Norfolk and Suffolk Constabularies' employees (as per 1.4 above, including temporary and fixed term employees), the Special Constabulary, volunteers and cadets, those of the Norfolk and Suffolk Police and Crime Commissioners and all contractors working on behalf of the Constabularies. All are expected to co-operate fully in the achievement of this policy.
- 2.2 There is an explicit duty on employers with more than five employees to prepare a written statement of policy regarding health and safety, together with a description of their organisation and the arrangements that exist to implement that policy. This document is intended to meet this duty.

3. Statement of Policy

- 4.1 The Statement of Health and Safety Policy is produced on the following page:



HEALTH AND SAFETY POLICY STATEMENT

We recognise that good health and safety management has positive benefits in providing excellent service and protection for the communities we serve.

We are committed to achieving exemplary standards of health and safety for all our employees so far as is reasonably practicable, and in view of the dynamic nature of operational policing.

We will:

- Comply with the requirements of the Health and Safety at Work etc. Act 1974, the Police (Health and Safety) Act 1997 and all other relevant statutory provisions including Approved Codes of Practice;
- Provide a safe working environment in so far as is reasonably practicable and maintain premises, equipment and systems of work that are safe and healthy;
- Ensure that the working environment contains adequate facilities and arrangements for welfare;
- Provide sufficient information training, instruction and insurance to personnel or individuals acting on our behalf;
- Allocate sufficient resources to comply with all relevant health and safety legislation as a minimum requirement;
- Ensure that health and safety is given equal importance to other organisational objectives;
- Ensure that hazards are identified and assessments of risk are undertaken;
- Ensure that all reported accidents, incidents (including assaults), and near misses are investigated;
- Encourage the involvement of our employees in the implementation of health and safety policy;
- Engage and then gain support of all officers, staff, cadets, volunteers and contractors in improving the health and safety standards and, to this end, this policy promotes open communication and actively encourages suggestions that could lead to improvements in safety and health at work;
- Ensure that there are effective procedures for consultation on health and safety with all personnel and their safety representatives;
- Measure and monitor our health and safety performance with the aim of continuous improvement across the organisation;
- Promote communication and co-operation with all partner agencies on all matters relating to health and safety;
- Promote a positive safety culture and allocate appropriate resources to assist with the implementation of the health and safety policy;
- Undertake periodic review of our health and safety policy and arrangements.

Managers at all levels of the organisation will be responsible and accountable for visible and proactive leadership in implementing this policy.

Officers, staff, cadets, volunteers and contractors who work for Norfolk Constabulary and/or Suffolk Constabulary also have a critical role to play through their active partnership, in developing and complying with systems introduced to keep them safe. The responsibility for health and safety is a joint one involving the OPCCs, personnel, managers and contractors.

We equally accept responsibility for the health and safety of volunteers, contractors and members of the public who may be affected by our acts or omissions.

Chief Constable Paul Sanford
Norfolk Constabulary
Date: 07 June 2024

Chief Constable Rachel Kearton
Suffolk Constabulary
Date: 10 June 2024

Sarah Taylor
Police and Crime Commissioner for Norfolk
Date: 01 August 2024

Tim Passmore
Police and Crime Commissioner for Suffolk
Date: 07 June 2024

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4. Roles and Responsibilities

Role Title	Responsibilities
<p>The Police & Crime Commissioners (OPCCs) (Policy Maker)</p>	<p>The role of the OPCCs is to ensure effective and efficient policing, set policing objectives, set budgets and to hold Chief Constables to account. OPCCs share health and safety responsibility with the Chief Constables.</p> <p>In particular, OPCCs will ensure, so far as is reasonably practicable, that they will:</p> <ul style="list-style-type: none"> • keep abreast of any significant developments in health and safety; • consider health and safety implications when setting objectives, making decisions or establishing policy; • ensure strategic commitment and organisational integration of health and safety; • provide Chief Constables with adequate resources to enable them to effectively manage health and safety; • review health and safety performance and policy in conjunction with the Chief Constables; • encourage and assist Chief Constables with the development of a positive health and safety culture; • approve the health and safety policy; • ensure resources are allocated to discharge the Constabularies' health and safety responsibilities at all levels; • ensure the Constabularies' overall health and safety performance is monitored and reported on at a senior organisational level; • ensure the support of the respective Chief Constable in the development of an effective joint health and safety management system, to include audit and review.
<p>Chief Constables (Policy Maker)</p>	<p>The Chief Constables are responsible for setting the strategic direction and for operational management of health and safety within their force. Chief Constables share health and safety responsibility with OPCCs.</p> <p>As employer of police officers and staff, the Chief Constables have statutory accountability under the Health and Safety at Work etc. Act 1974 for their employees' health and safety at work.</p> <p>In particular, Chief Constables will ensure, so far as is reasonably practicable, that they:</p> <ul style="list-style-type: none"> • provide adequate resources to enable effective management of health and safety;

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Role Title	Responsibilities
	<ul style="list-style-type: none"> • keep abreast of any significant developments in health and safety; • alert their OPCC to any significant issues relating to health and safety; • ensure appropriate health and safety policies and procedures are in place; • drive a culture of open communication and consultation on health and safety issues; • promote health and safety both within policing operations and the working environment; • monitor health and safety performance; • ensure strategic commitment and organisational integration of health and safety; • ensure that the respective Constabulary undertakes its services and activities in such a way as to minimise the risk so far as is reasonably practicable, to the organisation, its employees and all others who may be affected by its acts or omissions; • actively promote a positive health and safety culture throughout the organisation; • assign responsibilities for planning, measuring, reviewing and auditing health and safety policy and arrangements to ensure the continuous improvement of the health and safety management system; • ensure that adequate arrangements exist for effective implementation of this policy; • with the support of the respective Police and Crime Commissioner, ensure that adequate resources are allocated to meet both present and anticipated health and safety requirements; • ensure that performance measures are established and reviewed to gauge health and safety performance within their Constabulary.
<p>Deputy Chief Constables (Policy Maker)</p>	<p>The nominated Deputy Chief Constable will fulfil the role of “Lead” for health and safety within the Joint Chief Officer Team (JCOT).</p> <p>This role serves as an advocate - promoting, supporting, sponsoring and questioning health and safety matters at Chief Officer level, as well as providing the link between JCOT and the Joint Health and Safety Committee. The Deputy Chief Constables’ responsibilities in respect of health and safety include:</p> <ul style="list-style-type: none"> • approving the health and safety policy;

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Role Title	Responsibilities
	<ul style="list-style-type: none"> • keeping abreast of any significant developments in health and safety; • acting to support the Chief Constables in fulfilling their health and safety responsibilities as defined within this policy document; • actively promoting a positive health and safety culture throughout the organisation; • reporting to the Joint Chief Officer Team on health and safety matters, risk and performance.
Director of People	<p>This role serves as an advocate - promoting, supporting, sponsoring and questioning health and safety matters at Chief Officer level, as well as providing the link between JCOT and the Joint Health and Safety Committee. The Director of People's responsibilities in respect of health and safety include:</p> <ul style="list-style-type: none"> • approving the health and safety policy; • supporting and/or Chairing the quarterly Joint Health and Safety Committee; • keeping abreast of any significant developments in health and safety; • acting to support the Chief Constables in fulfilling their health and safety responsibilities as defined within this policy document; • actively promoting a positive health and safety culture throughout the organisation; • reporting to the Joint Chief Officer Team on health and safety matters, risk and performance.
Chief Officer, Heads of Department and Area Commanders (Planners)	<p>Chief Officers, Heads of Department and Area Commanders are responsible for ensuring that this policy and associated arrangements are managed effectively within their area of responsibility.</p> <p>In particular they are required to:</p> <ul style="list-style-type: none"> • ensure that health and safety roles and responsibilities are clearly allocated; • ensure that employees receive adequate information, instruction, training and supervision; • ensure suitable and sufficient risk assessments are in place and implemented; • ensure accidents, incidents, near misses, including any form of violence such as verbal abuse, threat, hate or assault and any reported health or safety concerns, are

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Role Title	Responsibilities
	<p>properly investigated, and that appropriate remedial action is taken;</p> <ul style="list-style-type: none"> • demonstrate positive health and safety leadership • make adequate resources available, including specialist advice to successfully manage health and safety within their area; • keep up to date with changes in health and safety legislation; • actively encourage employee participation in health and safety matters; • use the Performance Development Review (PDR) process to measure the performance of managers against health and safety targets and objectives set by the Constabularies; • ensure that arrangements, safe systems of work, workplace precautions and associated procedures are established and working effectively within their areas of responsibility; • ensure health and safety objectives are an integral part of their business plans; • take all reasonable steps to resolve significant health and safety risks; • ensure health and safety action plans pertaining to their areas of responsibility are acted upon in accordance with defined timescales; • nominate a suitable person to act as the departmental health and safety lead and attend the Joint Health and Safety Committee.
<p>Managers and Supervisory Roles (Implementers)</p>	<p>All those with managerial or supervisory responsibility must promote a positive health and safety workplace culture and are responsible for ensuring that:</p> <ul style="list-style-type: none"> • they possess an understanding of their roles and responsibilities for the effective management of health and safety in the workplace. • new starters are properly inducted; • employees receive appropriate health and safety training; • hazards are identified and foreseeable risks are controlled to as low as reasonably practicable levels via means such as safe systems of work; • suitable and sufficient risk assessments are in place for activities performed by employees, and for sites,

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Role Title	Responsibilities
	<p>ensuring they are effectively communicated to all persons affected by them;</p> <ul style="list-style-type: none"> • employees work safely and in accordance with risk assessments, policies and procedures; • work equipment is suitable and adequately maintained; • appropriate personal protective equipment (PPE), is provided and worn; • accidents, incidents, near misses, including any form of violence such as verbal abuse, threat, hate or assault and any reported health or safety concerns are properly investigated, and that appropriate remedial action is taken; • health and safety arrangements are implemented within their area of responsibility; • employees have the necessary resources to carry out their duties; • health and safety meeting arrangements are working effectively within their areas of responsibility, with an opportunity for employees to report any changes or concerns that may affect their health or safety; • they escalate any health and safety risks that cannot be controlled to as low as reasonably practicable levels to heads of department; • information, training and instruction is provided to employees under their control to enable those employees to perform their duties safely and understand the requirements of any risk assessments in place; • risk assessments are recorded and kept for audit purposes and to retain legal compliance; • risk assessments are reviewed annually (or as directed by the Health and Safety Team); following an incident or whenever circumstances change; • sufficient time and resources are allocated to enable health and safety to be managed effectively in their area. This includes identifying and meeting training needs and the provision of personal protective equipment; • performance is measured and reviewed against safety targets and objectives set by the Constabularies; • the PDR process is used to effectively support health and safety compliance.
All individuals	Everyone (police officers, police staff, volunteers, cadets, visitors and contractors) has personal responsibility to take

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	<p>reasonable care of their own health and safety and that of others who may be affected by their work activity.</p> <p>In particular, all employees are responsible for ensuring that they:</p> <ul style="list-style-type: none"> • take responsibility for their own health and safety and that of others who may be affected by their acts and omissions; • comply with health and safety policies and procedures; • follow any health and safety information, instructions or training provided; • work safely and in accordance with risk assessments, policies and procedures; • use work equipment safely and in accordance with training and instructions; • store appropriately, wear and report any damage to personal protective equipment provided in accordance with risk assessment; • report any accidents, incidents, near misses, including any form of violence such as verbal abuse, threat, hate or assault or concerns to their line manager and the Health and Safety Team using the Accident, Incident and Near Miss reporting form which is part of the Assault, Force Incident (AFI) force form, • co-operate with managers / supervisors on matters of health and safety; • do not misuse or interfere with any equipment provided for their health and safety; • adhere to safe systems of work and other suitable controls as identified by risk assessment; • report any changes that may affect their ability to work safely; • inform their manager / supervisor of any training needs required to fulfil their role; • attend health and safety training as agreed with line manager / supervisor; • familiarise themselves with emergency procedures within their work area, such as fire and bomb evacuation and first aid.
Health and Safety Team	<p>The Health and Safety Team advises Norfolk and Suffolk Constabularies on all matters relating to health and safety.</p> <p>The Workplace Health, Safety and Wellbeing Manager, with the support of the Health and Safety Advisors, fulfils the role</p>

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Role Title	Responsibilities
	<p>of 'competent person' as required by health and safety legislation.</p> <p>Particular duties include:</p> <ul style="list-style-type: none"> • Workplace Health, Safety and Wellbeing Manager chairing the quarterly Joint Health and Safety Committee; • advising on and providing information around compliance with health and safety legislation and safety management best practice; • identifying hazards, assessing risks and identifying suitable means of control, including in support of other persons required to carry out risk assessments; • providing competent health and safety assistance to all levels of the organisation on health and safety matters; • preparing and reviewing elements of the health and safety management system such as documentary policy and arrangements; • monitoring control measures using proactive and reactive techniques such as auditing; • Leading and Chairing the Joint Health and Safety Committee, in the absence of the Director of People or Chief Officer • promoting a positive health and safety culture and advocating the benefits of effective health and safety management; • receiving incident report forms, maintaining records, monitoring data and reporting on trends; • reporting into the joint Health and Safety Committee on health and safety performance and compliance; • maintaining professional relationships with all levels of the organisation and external agencies; • providing or facilitating health and safety training to all levels of the organisation; • administering the Joint Health and Safety Committee; • reporting certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the Health and Safety Executive under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations; • overseeing and carrying out investigations into significant, major and serious accidents, incidents, near misses, including any form of violence such as verbal abuse, threat, hate or assault providing reports on health and safety performance and compliance;

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Role Title	Responsibilities
	<ul style="list-style-type: none"> • being the liaison and single point of contact for enforcement authorities, e.g. the Health and Safety Executive.
Estates and Facilities Department	<p>The role of the Estates and Facilities Department is to ensure that premises are safe and maintained.</p> <p>In particular they are responsible for ensuring that:</p> <ul style="list-style-type: none"> • statutory examinations of equipment, such as lifting equipment and lifting accessories, ventilation systems and gas and pressure systems are undertaken and records kept; whilst also ensuring that PFI Facilities Management providers do the same; • building/property related risks such as legionella, electrical installations and appliances and asbestos are properly managed; • fire risk assessments are undertaken; • building / property related planned preventative maintenance is undertaken and records kept; • there is a prompt response and resolution to building / property related faults; • contractor management procedures are in place and followed; • relevant building/property management performance information (Key Performance Indicators) are monitored and reported; • the Health and Safety Team are fully engaged and consulted on any matter that may affect the health, safety and welfare of any person(s) occupying, using or visiting any constabulary controlled buildings or location.
The Police Federation, Superintendents Association, UNISON and other Trade Unions	<p>Safety representatives of the Police Federation, the Superintendents' Association and UNISON represent the interests of their members in respect of health and safety at work matters. The rights and responsibilities of these representatives include:</p> <ul style="list-style-type: none"> • a legal right to represent employees in discussion with the employer on health and safety issues; • the right to investigate accidents, hazards, near misses and dangerous occurrences; • the right to investigate complaints on health and safety grounds; • the right to carry out inspections of the workplace; • the right to make representations to the employer regarding health and safety matters;

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	<ul style="list-style-type: none"> • a right to attend health and safety committees to represent their members; • a right to liaise with the Constabularies' Health and Safety Team on any related matters.
<p>Responsible Persons (Local)</p>	<p>The Responsible Person (RP) will have overall responsibility for health and safety within their designated premises and will assist the Chief Constables in fulfilling their legal duties in the management of health and safety. They are suitably trained in order to carry out their designated responsibilities.</p> <p>Detailed Responsible Person Guidance provides fuller detail on the role and requirements, but includes the following responsibilities:</p> <ul style="list-style-type: none"> • attend health and safety training and carry out all functions and delegated responsibilities; • raise any significant risks and hazards via the Head of Service/Senior Officer, ensuring that the Health and Safety Team are made aware; • assist line managers, departmental heads, area commanders and/or designated persons, in the risk assessment process, seeking appropriate advice from the health and safety team, where necessary; • support line managers after the occurrence of any significant incident, accident or near miss including any form of violence such as verbal abuse, threat, hate or assault on the premises; • liaise with the health and safety team and safety representatives on site health and safety matters; • report significant health and safety matters to the Health and Safety Team for escalation as appropriate; • promote safety procedures on site; • assist with the completion of health and safety audits and inspections, and ensuring that assigned actions are completed; • assist, where needed, appointed host(s) or organisational contacts with visitor and contractor control, supervision and access; • arrange completion of quarterly health and safety site tours to identify hazards and deficiencies, and escalate high risk areas to the Heads of Service, Senior Officer and the Health and Safety Team. <p>In conjunction with the Estates Department, Estates Strategy and Fire Management Policy, the Responsible Person will:</p>

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	<ul style="list-style-type: none"> • ensure contractors and visitors complete the attendance log and familiarise themselves with the site rules and high risk areas; • ensure Fire Risk Assessment actions are completed and assist where required; • monitor and audit the completion and recording of fire alarm, panic alarm, emergency lighting and other mandatory testing that is undertaken; • manage the annual Fire Evacuation drills and completion of report logs; • ensure adequate first aid provisions are in place, including defibrillators where appropriate; • assist the organisation with the appointment of site health and safety roles, including Evacuation Marshals, First Aiders, and Display Screen Assessors.
Workplace Health, Safety and Wellbeing Department (WHSW)	<p>The role of the WHSW department is to provide specialist advice on issues relating to work and health.</p> <p>This includes assessing the effects of health on work and conversely the effects of work on the health of employees and advising HR and line managers on matters including:</p> <ul style="list-style-type: none"> • assessment of pre-recruitment/employment fitness for work; • ongoing assessment of fitness for role, including fitness for role change or specialist functions; • advice on suitable intervention and rehabilitation of sick or injured officers/staff; • health surveillance in line with legislation and Home Office guidance; • advice on adjustments that may be required in order to assist an individual in the workplace; • advice on the suitability and undertaking of immunisation programmes in relation to role etc. in conjunction with the Health and Safety Team.
Police Cadet Leaders/volunteers	<p>Same responsibilities as 'All individuals', see above.</p> <p>During Police Cadet Activities, adult leaders/volunteers should:</p> <ul style="list-style-type: none"> • Ensure the safety of police cadets when they are carrying out cadet activities; • Accept that the police cadet is classed as a minor and cannot legally be expected to fully understand

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Role Title	Responsibilities
	<p>all terms and conditions bestowed upon them within reason;</p> <ul style="list-style-type: none">• Communicate with the parents/guardians of police cadets;• Ensure consent forms are in place;• Ensure suitable and sufficient risk assessments are in place for the Police Cadet Activities;• Remind cadets of the need for ALL to take reasonable care for their own health and safety.

5. Arrangements

5.1 Implementation of this Statement of Health and Safety Policy is supported through a number of related Health and Safety Arrangements, Health and Safety Instructions, Procedures, Safe Systems of Work and Risk Assessments. These are published and are accessible via the Health and Safety Intranet Pages.