

GWENT POLICE AUTHORITY
Equality and Human Resources Committee

Date: 16 June 2008

Item No: 5e

Heading: HSE Inspection

Report Author: Chief Constable

SUMMARY

Gwent Police underwent a full HSE Inspection during September 2007. Overall the Inspectors were very impressed by Gwent Police and the proactive approach undertaken with regard to the management of Health and Safety. The HSE produced a report of their inspection containing key recommendations and requirements which are contained within this report.

RECOMMENDATION(S)

That members receive and note the contents of the report.

BACKGROUND

The Health and Safety Executive informed Gwent Police in June 2007 that they would be conducting a full Health and Safety Inspection of the Force on the 25/26/27th September 2007.

Selection was based on quantitative and qualitative data and inspection history drawn from the HSE and HMIC. The inspection was one of seven inspections being carried out nationally by the HSE as part of their planned work with the police service. The Police Forces selected were to represent a full cross section of the police service.

The purpose of the inspection was to ensure compliance with legal requirements and to influence duty holders to continually improve their management of health and safety.

As part of the overall assessment of Gwent Police's health and safety management systems, the inspection looked at some of the following issues:

Performance Monitoring – including awareness of the ACPO Strategy for Healthy Police and ACPO/HO Benchmarking Standard for Health and Safety Management.

- Management of violence and aggression – follow up to HMIC report 'Safety Matters'.
- Display Screen Equipment
- Musculoskeletal Disorders

- Management of sickness absence and stress

The format of the inspection was that approximately seven Inspectors would conduct the inspection working in teams and attend the various divisions/departments/persons listed below:

- Chief Constable Mr. Tonge/ACC Mr. Horne
- Mr. Phillips, Police Authority/UNISON/Police Federation/Supt's Association
- A,B,C,D,U Divisions and HQ/Meeting Senior Management Teams and visits to various stations
- CJD, including visits to Newport Central, Ystrad Mynach and Maindee Custody Units
- CSI/Crime Team
- Vehicle Workshops
- Procurement/Estates Dept
- HR
- Dog Section
- Firearms Dept
- Training Dept/OST
- IS Dept
- Support Group

The Inspectors in particular looked for and examined the following:

- Health and safety policy and any associated action plans, links to Force and Divisional Departmental Plans
- Policy and procedures for dealing with the management of violence and aggression and training
- Policy and procedures for the management of work related stress
- Occupational Health strategy
- Policy and procedures relating to attendance management
- Manual handling policy and details of manual handling training courses
- Manual handling identification and risk assessments
- Details of uptake of manual handling courses
- Details of uptake of first aid courses
- Details of emergency procedures/fire evacuation
- Policy and procedures for risk assessments and control of risks from display screen equipment
- Staff consultation arrangements for the purposes of health and safety
- Results of any recent staff surveys/actions
- Results of any recent staff audits/actions
- Incident reporting and investigation procedures for accidents, ill health, assaults and near misses
- Accident and ill health statistics for the past 3 years (including a breakdown of these figures)
- Minutes from any recent management board (where health and safety was discussed) and health and safety committee meetings

- Details of health surveillance carried out for the purposes of the Control of Substances Hazardous to Health Regulations 2002
- COSHH Assessments
- A sample of risk assessments for the following issues, custody suites, PCSOs, display screen equipment assessments for offices emergency control rooms, vehicle maintenance, role specific, job assessments, operational assessments, evidence of how staff implement and use these assessments

They looked for management to demonstrate how they effectively manage and communicate health and safety issues in their divisions/departments, and that staff are aware and fully understand what is expected of them in this regard.

PROPOSAL FOR CONSIDERATION BY COMMITTEE/CURRENT POSITION

Mr Ceri Beynon, Lead HSE Inspector officially presented the report to Gwent Police, on the 19th February 2008. The report identified a total of 9 requirements and 15 recommendations as areas of improvement to Gwent Police's health and safety management systems (attached).

Mr Ceri Beynon stated the inspection of Gwent Police found a force that has worked very hard over recent years to establish an effective health and safety management system. It was apparent to all of the inspection team that health and safety is not viewed within the force as a hindrance to operational policing, but as a valuable tool to help ensure officers and staff are not exposed to undue risk during the execution of their normal duties. A commitment to improve health and safety standards was identifiable at all levels of the force.

In conclusion, Gwent Police is a force that in general, manages health and safety in a very positive and effective manner, but which appreciates that consistent appraisals and improvements in important key areas is essential in order to maintain a robust system that continues to be effective and sustainable.

Gwent Police were required to show evidence of proposed actions regarding the requirements and recommendations made within the report by the 30th April 2008 (see attached matrix).

All future monitoring and progression of the key areas requiring attention will be overseen by the Health and Safety Policy Group until satisfactory completion of all items is confirmed by the HSE. The Committee is chaired by the ACC and representation consists of the Police Authority, Force Health and Safety Adviser, Superintendent's Association, Police Federation, Unison and Estates Department.

STAFFING/PERSONNEL IMPLICATIONS

3. The development of the key areas identified within the report should have a continuing and positive impact on employees' health and safety.

FINANCIAL IMPLICATIONS

4. It is envisaged that any recommendations for financial expenditure arising from the implementation of the development activities will have to be found from within existing resources.

CONSULTATION

5. The Staff Associations are represented on the Health and Safety Policy Group, who monitor progression of the areas for improvement.

PROJECT ASSESSMENT FOR EQUALITY AND DIVERSITY MATTERS

6. This project/proposal has been considered against the general duty to promote equality, as stipulated under the Police Authority's Equality Schemes, and has been assessed not to discriminate against any particular group.

RISK ASSESSMENT

7. There should be a general reduction in risk to employee's Health and Safety as a result of this inspection and subsequent findings.

STAYING AHEAD (2011 REVIEW)

8. A continuing focus and investment on the Health and Safety of the workforce should assist the force in managing staff through the process of change associated with the 2011 project.

CONCLUSION

9. The Health and Safety Executive found in Gwent Police, a Force that manages health and safety in a very positive and effective manner. The Force will continue to maintain and improve these standards where necessary to ensure effective Health and Safety Management Systems.

CONTACT OFFICER

10. R.V. Parker – Head of Human Resources

BACKGROUND PAPERS

11. HSE Inspection Report

APPENDICES

Summary of Requirements Spreadsheet
Summary of Recommendations Spreadsheet
HSE Inspection Requirements Responsibility Matrix
HSE Inspection Recommendations Responsibility Matrix