

PS 055

Health & Safety Policy (Nottinghamshire Office of the
Police and Crime Commissioner & Nottinghamshire Police)

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Registered Owner: Jessica Wenham

Author: Senior Health & Safety Advisor

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Generic Force Risk Assessments

Functional owner

Signed: _____ **Date:** _____

Name: Jessica Wenham

Post: Senior Health & Safety Advisor

Authorised

Signed: _____ **Date:** _____

Name: _____

Post: _____

SECTION 1

VERSION CONTROL

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SECTION 2

CONTENTS

Section 1	Version Control	Page 2
Section 3	Introduction	Page 3
Section 4	Policy Statement	Page 4
Section 5	Organisation	Page 5
	Health and Safety Responsibilities	Page 5
	Health and Safety Governance	Page 10
	Health and Safety Committees and Working Groups	Page 11
Section 6	Arrangements	Page 13
Section 7	Monitor and Review	Page 13
Section 8	Contact Information	Page 14
Section 9	Health and Safety Forms/Templates	Page 14
Section 10	Legislative Compliance	Page 14

SECTION 3

INTRODUCTION

Current UK legislation requires Chief Constables to have a health and safety management system in place, there is also a requirement for the Nottinghamshire Office of Police and Crime Commissioner (PCC) to ensure that all statutory provisions are addressed in relation to Health & Safety. This policy has been produced as required by Section 2 (3) of the Health and Safety at Work etc. Act 1974 to outline the framework developed by Nottinghamshire Police and the PCC to manage health and safety. It should be read in conjunction with the Guidance and Information Sheets issued by the Health & Safety Service. Together, this policy and guidance & information sheets specify the over-arching standards to be met to secure the health, safety and wellbeing of our Police Officers, Police Staff, PCC staff and others who may be affected by our activities. All staff must have easy access to this document and it must also be made available to Health and Safety Inspectors on request.

Each department will develop more detailed and specific systems and procedures to ensure that health and safety on a day-to-day basis is adequately managed. The management systems required to manage health, safety and wellbeing should be proportionate to the level of risk within departments. Nottinghamshire Police and PCC will establish and adopt procedures to ensure that the health and safety objectives and priorities are monitored and delivered to a high standard and that a pro-active culture to health and safety is maintained throughout.

This Policy is set out in four parts:

Policy Statement	The Chief Constable and Police and Crime Commissioner's corporate declaration of intent on behalf of Nottinghamshire Police
Organisation and Responsibilities	Management structure with the definition of roles and responsibilities within Nottinghamshire Police
Arrangements	Procedures and systems necessary for implementing the policy
Monitoring and Review	The system for measuring the effectiveness of the arrangements and for reviewing health and safety performance

SECTION 4

NOTTINGHAMSHIRE OFFICE OF THE POLICE AND CRIME COMMISSIONER AND NOTTINGHAMSHIRE POLICE HEALTH AND SAFETY POLICY STATEMENT

The Police and Crime Commissioner and Nottinghamshire Police attach the greatest importance to safeguarding the health, safety and welfare of all its Police Officers, Police Staff and Volunteers whilst at work and other persons who may be directly affected by its activities. We also recognise that effective health and safety management makes good business sense and can positively contribute to operational objectives. To this end, the Police and Crime Commissioner and Chief Constable aim to meet their legal responsibilities as an employer ensuring compliance with the underpinning standards required by the police service and regulatory authorities.

In particular we shall ensure the provision and maintenance of:

- Equipment and systems of work that are safe
- Safe and appropriate arrangements for the use, handling, storage and transport of articles and substances
- A safe place of work including safe access and egress for all
- A healthy working environment with suitable and sufficient welfare facilities
- Adequate information, instruction, training and supervision to enable officers and employees to conduct their duties in a competent and safe manner, to avoid hazards where possible and positively contribute to their own and others' health and safety at work.

It must be accepted that on occasions Police Officers and Police Staff have to enter high risk situations. In order to minimise the risk of injury or ill health to employees and members of the public, the Chief Constable and the Police and Crime Commissioner will ensure that a suitably proactive, robust and formalised health & safety management system is in place. We are committed to identifying and controlling organisational and workplace risks through a system of risk assessment and management.

We also aim to pursue progressive improvements in health and safety performance, reducing injuries and ill-health, and keeping unnecessary losses or liabilities to a minimum. Performance will be reviewed and reported on at regular intervals.

The Police and Crime Commissioner and Force will provide adequate financial and physical resources and seek professional advice to ensure the commitments outlined in this policy and our legal duties are met satisfactorily. People are our most valuable asset and are key to the success of our organisation. We will consult and communicate with our employees and others on health and safety matters and ensure that our employees have the necessary skills, knowledge and equipment to ensure the health, safety and welfare of all.

The Police and Crime Commissioner and Chief Constable fully accept our responsibilities in this policy and expect all police officers and police staff to fully co-operate in its fulfillment, assisting us in our duties to protect others and raising any significant health and safety issues with their line management without delay.
Signed:

Craig Guildford
Chief Constable

Paddy Tipping
Police and Crime Commissioner

SECTION 5

Organisation

Successful health and safety management depends on a systematic approach throughout the organisation, so that health and safety becomes fully integrated with all other aspects of business management and operational standards. A proactive health, safety and wellbeing culture will require strategic leadership from the Chief Officer Team with support from the Health and Safety Service. Nottinghamshire Police and the PCC will ensure that adequate resources are available to implement the principles of its health and safety policy and conform to all relevant health and safety statutory regulations.

Ensuring that Health and Safety is factored into the working practices within Nottinghamshire Police is the responsibility of all members of staff within the Force. This is defined in all job descriptions / specifications. In addition, specific roles and responsibilities for managing health and safety may be defined locally within operational departments and enabling services. In general, roles and responsibilities are defined across the Force as follows:

HEALTH AND SAFETY RESPONSIBILITIES

All employees have a personal responsibility for health and safety and as the most valuable organisational resource, have a unique and valuable contribution to make. Ultimate responsibility for health and safety is vested in the Office of the Chief Constable and the Office of the Nottinghamshire Police and Crime Commissioner.

Office of the Police and Crime Commissioner (PCC) and Chief Constable (CC)

To meet the requirements of the Health & Safety at Work etc Act 1974 and associated legislation the Chief Constable and the Police and Crime Commissioner as 'Corporation Soles' are required to exercise their health and safety responsibilities through the Force Chief Officer Team, Divisional Commanders and Departmental Heads.

The Chief Constable (CC) is the senior line manager of police officers, specials, volunteers and any police staff transferred from the Office of the Police and Crime Commissioner, equivalent to the employer in legal terms. The Police and Crime Commissioner (PCC) is the senior line manager of police staff who remain under the direction and control of the PCC. Both have responsibility for the management of health and safety in relation to their staff, for which responsibility may be delegated as necessary:

Both the Chief Constable and the Police and Crime Commissioner should:

- Demonstrate visible leadership and commitment to health and safety.
- Ensure there are sufficient resources available to manage health and safety effectively.
- Regularly review health and safety performance within the monitoring structure.
- Agree the Force/PCC Health and Safety Policy Statement.
- Ensure there is adequate auditing to evaluate the effectiveness of the policy.
- Ensure that significant health and safety issues are dealt with as a strategic priority.
- Ensure that the impact on health and safety of critical business decisions is adequately assessed and appropriate action taken where necessary.
- Collect data about injury, ill health and absence to a required national standard, using the information to improve performance.
- Undertake analysis of the significant health and safety issues amongst staff ensuring that prompt preventative or remedial action is taken where necessary and that relevant stakeholders are informed in a timely fashion.
- Ensure that all line managers receive training appropriate to their role, enabling them to deliver their responsibilities and that they are held to account for any failings.
- Meet their legal obligations under health and safety legislation and related Acts and regulations, e.g. employment law.
- Consult and work with trade unions and staff networks/associations in relation to health & safety.

Force Chief Officer Team / PCC Senior Management Team

The Force Chief Officer Team and the OPCC Senior management Team are responsible for:

- Supporting the Chief Constable and the Police and Crime Commissioner to discharge their health and safety responsibilities.
- Ensuring that health and safety issues are an integral part of all operational planning and decisions.
- Ensuring that those Department Heads, who do not have health and safety committees, include health and safety as a standing agenda item at their management meetings.
- Ensuring that adequate resources are made available to provide for health, safety and welfare in their areas of responsibility.
- Accepting any specific health and safety responsibilities related to their role and ensuring that these are included in their PDR where necessary.

Deputy Chief Constable

In addition to the Chief Officer responsibilities above, the DCC shall:

Provide strategic direction to improve health and safety in the force. This may include setting performance indicators and targets on behalf of the CC and directing health and safety audits.

Arrange for the communication and distribution of the force health and safety policy on behalf of the CC.

Provide and maintain a comprehensive health and safety support service for the force.

- Where necessary advise the Chief Constable and the Police and Crime Commissioner of resources required to deliver the force health and safety priorities.
- Ensure the availability of adequate and suitable health and safety training to all staff in the force.
- Ensure that meaningful discussions on health and safety issues take place in relation to strategic decisions at Chief Officer level.
- Be the Chief Officer lead in all discussions with the Health and Safety Executive.
- Receive regular updates on health and safety performance and risks from the Force Health and Safety Team and update the chief officers on any issues related to health and safety which are relevant to them.
- Provide an annual report on health and safety performance of the force to key stakeholders and in particular the Chief Constable and Police and Crime Commissioner.

Unit/Department Heads are responsible for the effective implementation of this Policy in their Units/Departments, as follows:

- Ensure that they are competent to discharge their health and safety responsibilities.
- Undertake health and safety risk management for their unit/departmental activities, including ensuring that a risk register is produced and maintained; ensuring risk assessments are completed where required for all tasks representing a significant risk to health and safety under their control.
- Ensure the production and maintenance of Unit/Department procedures where force policy needs amplification or is not available.
- Chair Unit/Department meetings, or delegate to an appropriate senior line manager, and put health and safety on the agenda of all relevant senior management meetings.
- Provide adequate resources to fully meet the requirements of this policy.
- Ensure significant health and safety incidents affecting their staff or on their premises are reported and investigated, circulating any lessons learnt.
- Ensure health and safety performance is monitored, both reactively by reviewing significant health and safety incidents/trends and pro-actively by ensuring that inspections of workplaces are completed. The frequency of these inspections will vary depending on a number of factors such as the hazards within the environment and the level of risk.
- Develop and maintain effective emergency and continuity plans
- Demonstrate visible leadership and commitment to health and safety, including understanding the Force Policy and ensuring it is brought to the attention of all Unit/Departmental employees
- Ensure that personnel under their command with specific health and safety responsibilities have the appropriate accountabilities and objectives in their PDR and that evidence is provided.
- Ensure that personnel under their command receive all necessary health and safety training

- Ensure that Appointed Safety Representatives are consulted meaningfully on any changes to work practices or work design that could impact upon the health and safety of employees.
- Ensure that Safety Representatives are allowed access to collective and anonymous health and safety data from HR & H & S.
- Ensure that Safety Representatives are provided with paid time away from normal duties to attend any Staff Association training relating to health and safety.

All other managers and supervisors are responsible for the health and safety of all persons in their area of responsibility, as follows:

- Ensure that they are competent to discharge their health and safety responsibilities
- Manage the health and safety significant risks affecting their staff, ensuring that risk assessments are completed for all tasks representing a significant risk to health and safety of staff under their control.
- Involve Safety Representatives in health and safety risk assessments.
- Ensure all risk assessments are communicated to the relevant staff who need to know, providing briefings/job instructions and safety signs as necessary
- Make sure members of staff who require protective clothing, equipment, devices and aids are provided with suitable kit and use it.
- Ensure all assets and equipment under their control are suitable for use and maintained in a safe condition.
- Ensure that personnel under their command with specific health and safety responsibilities have the appropriate accountabilities and objectives in their PDR and that evidence is provided
- Ensure that personnel under their control receive all necessary health and safety training and new members of staff receive a health and safety induction.
- Report and investigate health and safety incidents, determine root causes and expedite corrective action, informing their managers of any lessons to be learnt from major incidents.
- Encourage the immediate reporting of near misses, unsafe acts and conditions and act upon appropriately.
- In case of serious or imminent danger (fire or bomb), make sure that all their members of staff know how to evacuate the building to reach a safe assembly point, and how to warn others
- Make sure that defects in property or equipment are repaired promptly, reporting any major issues to management
- Make sure that equipment and waste do not obstruct access to and egress from any work areas
- Ensure that health and safety records are retained as necessary, e.g. risk assessment, equipment and training records.

All employees of Nottinghamshire Police and the Office of the Police and Crime Commissioner have a duty to themselves, their colleagues and the community to work in a safe manner, as follows:

- Take action to prevent workplace accidents and ill health – work in such a way to ensure the safety of themselves and others.
- Report health and safety accidents, near misses, unsafe acts and conditions to their manager as soon as possible.
- Suggest areas of improvement to their management.
- Follow any health and safety rules relating to their job, including instructions from their manager.
- Use equipment and control measures (e.g. protective clothing) provided as instructed and not interfere with or misuse them.
- Co-operate in health screening or surveillance and force surveys as required.
- Co-operate with all health and safety procedures relating to their work.
- Make themselves aware of their responsibilities and participate in the health and safety training that is made available to them.

The Health & Safety Service:

The Health and Safety Service have been appointed to help managers comply with their duties under health and safety law. Managers have access to this service to help them fulfil their legal requirements. The Health and Safety Service remain as advisors and will not assume health and safety responsibilities in law for health and safety matters. This responsibility remains with line managers and cannot be delegated to an advisor.

- Producing and maintaining the health and safety policy and plan on behalf of the Police and Crime Commissioner and Chief Constable.
- Providing competent advice and assistance to the Police and Crime Commissioner, the Chief Constable and other who may require it.
- Producing a system which, if used effectively by Unit/Departmental managers and competent assessors in the force, will enable the effective management of health and safety risks
- Analysing accident, near misses and assault reports for the Force to reveal incident trends, recommending action to management
- Informing senior management, the Police and Crime Commissioner/Chief Constable and regulatory authorities of any serious health and safety incidents related to force activities and/or premises.
- Take the lead in the investigation of serious incidents.
- Assisting in the design, planning, implementation and delivery of effective safety education campaigns and training programmes
- Carrying out safety inspections and health and safety audits of Units/Departments and their operations
- Being active members of health and safety committees and related groups for review and improvement of health and safety in the force
- Liaising and forging links with health and safety regulatory bodies
- Collaborating with regional forces to maximise the resources available to deal with health and safety issues in the force
- Assist with the production of complex risk assessments for areas of high risk.
- Conduct fire risk assessments of high risk buildings (Custody).
- Deliver training as and when required.
- Keeping up-to-date with health and safety information and techniques.

The Occupational Health Unit are responsible for:

- Advice to management on medical fitness for work, including pre-employment screening to ensure suitability of a role to an individual's health and assessment of individual's health issues affecting their ability to do their work.
- Producing and maintaining occupational health policies and plans.
- Health assessments of specific workgroups to ensure that no adverse health effects arise as a result of their duties.
- Advice and recommendations on the prevention of work-related health problems – assessment of individuals with concerns about the effect of work on their health, and monitoring health trends in the Force to identify, investigate and control potential health problems.
- Provision of a confidential counselling and welfare support service to individuals.
- Design and present training programmes on health and welfare issues.
- Facilitate access to physiotherapy, Police Convalescent Homes, Charitable Fund services and other external services including specialist counselling.
- Respond to critical incidents and provide appropriate interventions.
- Health promotion activities including Healthy Lifestyle advice.
- Maintaining all medical records relating to individuals at the same standards of confidentiality as a hospital or GP records (Data Protection Act 1997). Note: medical information will not be released outside OHU without an individual's consent (Access to Medical Records Act 1988)
- Liaising with health and safety regulatory bodies on significant health-related matters.

HR Business Partners/HR Partners:

- Work with other senior managers and stakeholders to ensure the effective management of people safety issues, e.g. stress, working time, musculoskeletal disorders etc.

Finance Business Partners:

- Work with senior management to manage significant health and safety risks, ensuring that there is adequate funding to deal with significant risks; escalating those risks on the Force/Unit/Departmental risk register, which they have responsibility for and which cannot be addressed within the local budget.

Facilities Manager/Assistant Facilities Manager/Officer:

- Ensure the effective management of Estates health and safety issues, e.g. fire safety, control of contractors and building management/maintenance.
- Produce the annual health and safety inspection programme for the Unit/Department, ensuring that significant outstanding actions are highlighted at Unit/Department Committee meetings.
- Ensure systems and records are in place to enable the safety management of significant Divisional/Dept physical assets, e.g. buildings and vehicles.
- Attend Unit/Department health and safety committee meetings, or send a suitable representative.

Safety Representatives:

Safety representatives have responsibilities to carry out the following duties in this policy, although the principal responsibilities of safety reps are defined in law:

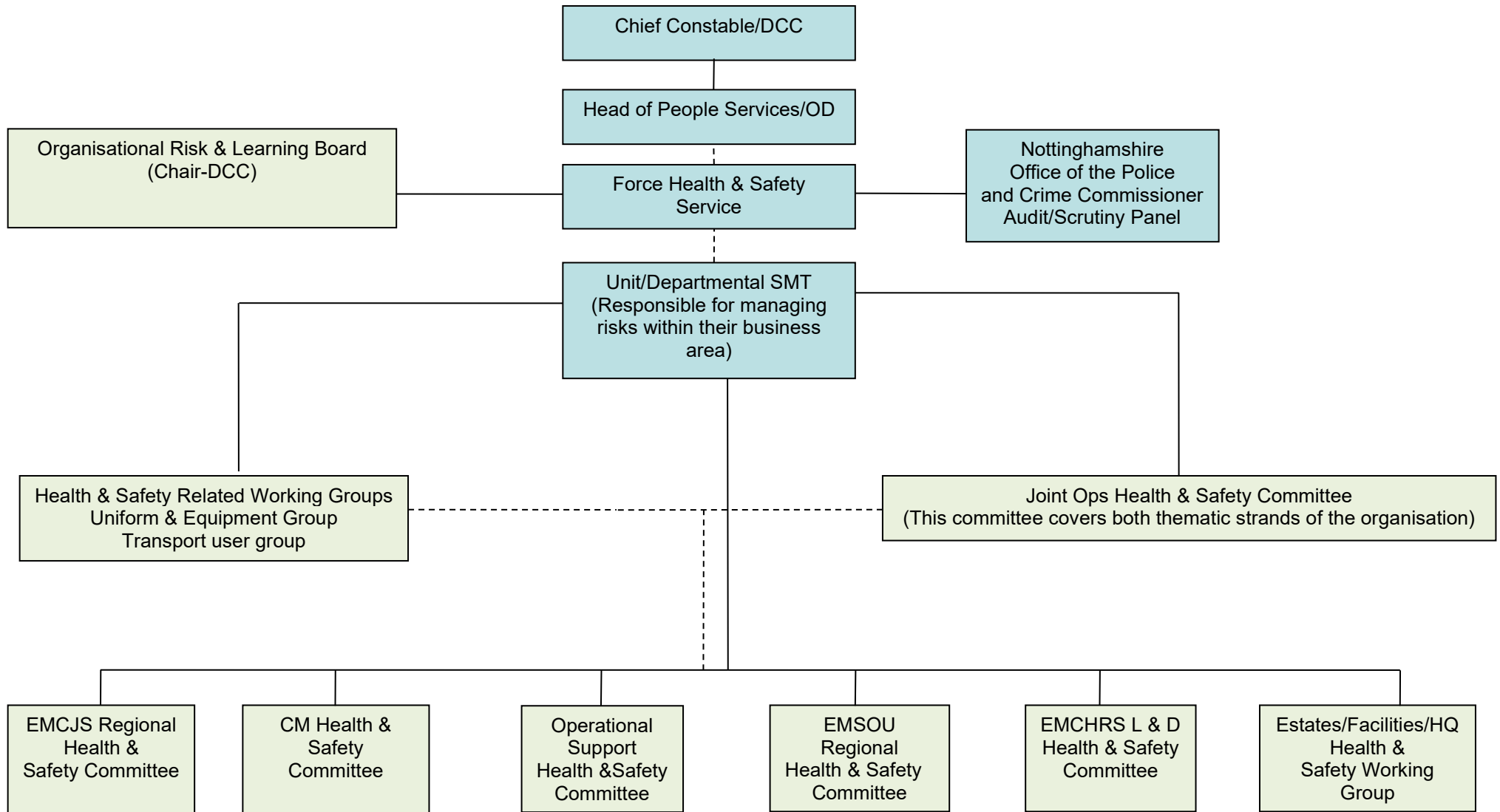
- Carry out workplace inspections with management representatives at an agreed frequency or following substantial changes to work conditions, e.g. major building alterations potentially impacting upon staff welfare.
- Assist in the consultation process with management on matters affecting the health, safety and welfare of staff
- Assist with investigating the causes of accidents and near misses affecting staff.
- Investigate potential hazards and dangerous occurrences, as defined by legislation, affecting staff at work.
- Investigate complaints by staff in relation to health, safety and welfare at work.
- Inform management and health and safety of issues affecting the health, safety and welfare of staff at work.
- In compliance with the General Data Protection Regulations, have access to health and safety records that Nottinghamshire Police/PCC is required to keep, based upon the provision of reasonable notice and agreement of the individual where necessary.
- Attend meetings of relevant health and safety committees and groups in connection with any of the above-described functions.

Accountability

Managers are able to delegate health and safety responsibilities however, where responsibilities have not been effectively implemented, will still be held to account.

There may be circumstances in which responsibilities have not been carried out owing to negligence of the person who assumed such responsibilities. In this instance, the individual who was assigned the responsibility will be accountable should such negligence result in harm, damage or a failure of the health and safety management system.

Health & Safety Governance Structure



Health and Safety Committees and Working Groups

The Office of the Police and Crime Commissioner and the Chief Constable recognises that joint consultation with employees on health and safety matters is of prime importance and has set up health and safety committees, in accordance with the Safety Representatives and Safety Committees Regulations 1977. In addition to consultation, the main purpose of the committees and working groups is to routinely review health and safety management and assist in ensuring that it is addressed in a consistent way across the organisation. The terms of reference for health and safety committees and working groups are detailed below.

Joint Ops Health & Safety Committee

The Joint Ops Health & Safety Committee will act as the strategic focus for Health & Safety issues across the thematic policing model.

It will be a decision making body that maintains an overview of strategic health & safety issues affecting the different policing strands (Investigating/Intelligence & Uniformed Operational Command).

The Joint Ops Health & Safety Committee shall be held quarterly and will be chaired by a Senior Police Officer (Ch Supt)

The committee will monitor, review and advise the Force on the following:

- Strategic health & safety risks.
- Health & safety management system via inspection and audit reports.
- Accident/near miss/assault data including trends and other statistical data.
- Horizon scanning in relation to health & safety legislation.
- Inspections from external bodies such as the Health & Safety Executive.
- Health & Safety risks reported routinely, tasking relevant parties or other working groups to address significant risks where necessary.
- Raise awareness of health & safety and promote a positive safety culture.

Membership of the Joint Ops Health & Safety Committee should include (but is not limited to):

- Senior Police Officer (Chair)
- Department Head representatives
- Estates / Facilities Manager
- Corporate Risk Manager
- Elected Police Federation health & safety representative.
- Elected UNISON / GMB health & safety representative
- Force Health & Safety Manager/Advisor
- Partnership representatives (Local councils)
- Transport Manager

The Committee Chair will reserve the right to co-opt individuals with specific knowledge or skills relevant to the topic in question.

Departmental Health and Safety Committees

Unit/Department Heads are responsible for ensuring that Health and Safety Committee meetings are held on a quarterly basis.

The Committee will monitor and review:

- Unit/Departmental Health and Safety Risk Registers.
- Accident, sickness, assault and injury and claims statistics/trends, discussing any serious incidents, lessons learnt and how recurrence can be prevented.
- Near misses – discussing any significant near misses since the last meeting, including any lessons learnt.

- Estates Health and Safety Issues, e.g. as a result of Health and Safety Inspections – any issues requiring senior management involvement
- Good Practice to communicate to other Units/Departments or the Joint Ops Committee if the issue could apply to other area of the force
- Health and Safety Training – completion and significant issues arising

Membership of the Unit/Divisional Committees should include:

- Unit/Department Heads (Chair)
- Estates / Facilities
- Business Partner/Manager or person with budgetary control
- Divisional Police Federation Representative/s
- Divisional UNISON / GMB Representative
- Force Health & Safety Manager/Advisor

The Committee Chair will reserve the right to co-opt individuals with specific knowledge or skills relevant to the topic in question.

Frequency of meetings: Quarterly as a minimum

HEALTH & SAFETY- RELATED WORKING GROUPS

Health & Safety related working groups may operate or be formed to address specific issues in relation to a subject that requires work to be carried out. Examples of these groups are Transport and Uniform. The chair of any group formed to address a particular issue will be responsible for the terms of reference and make up of the group.

Meetings of these groups will be minuted.

SECTION 6

ARRANGEMENTS

Corporate guidance and procedures has been developed to detail the arrangements that are in place within Nottinghamshire Police. They are available to view on the corporate internet and should be available to all staff to view. Further department guidance and procedures shall be specifically developed by Managers, as required by legislation, and communicated to all staff.

- GN 01. Driving & Fatigue
- GN 02. Electricity
- GN 03. Slips, Trips & Falls
- GN 04. Manual handling
- GN 05. Ladders & working at height
- GN 06. New & Expectant Mothers
- GN 07. Display screen equipment
- GN 08. Asbestos
- GN 09. Attachments to Police Officers
- GN 10. Lighting, Heating & Ventilation
- GN 11. Young Persons
- GN 12. First Aid arrangements
- GN 13. Accident/Incident/Near Miss reporting
- GN 14. Control of Substances Hazardous to Health (COSHH)
- GN 15. Personal Protective Equipment (PPE)
- GN 16. Fire Safety
- GN 17. Work Equipment
- GN 18. Workplace Noise
- GN 19. General Office Safety
- GN 20. Weather (Safety & Health Protection)
- GN 21. Effective Accident Investigation
- GN 22. Workplace Inspections
- GN 23. Risk Assessments
- GN24. Snow/Ice & Gritting guidance
- GN25. Corporate manslaughter
- GN26. Stress at work
- GN27. Police cycles
- GN28. Dealing with cannabis grows
- GN29. Lone Working
- GN30. Voice care (Control Room)
- GN31. PEEP's (Personal Emergency Evacuation Plans)

SECTION 7

MONITORING & REVIEW

The content of this policy and its effectiveness in terms of health, safety and wellbeing performance will be the subject of a three-year review unless significant changes occur.

The achievements of the Force will be assessed against their previously identified objectives and priorities. Monitoring will take place by the Health and Safety Service and within various committees. At a corporate level the Senior Corporate Health, Safety Advisor will report to the Organisational Risk and Learning Board via the Head of People Services.

Monitoring will be both pro-active and reactive, incorporating spot checks, comprehensive inspections, audits and accident investigations and statistical analysis.

Monitoring the requirements of this policy will be carried out by the Health and Safety Service to establish whether:

- Legal compliance is being achieved
- Health and safety responsibilities are being properly identified and discharged correctly
- Department management teams are accepting and dealing effectively with their devolved health, safety and wellbeing obligations
- Health and safety arrangements, procedures and policies are being applied and adhered to
- Risk assessments are being developed, monitored and reviewed
- Employees are aware of, and comply with, health and safety requirements, and carry out their duties safely in line with best practice
- Accident trends are showing a continuous improvement
- Performance standards and targets are being monitored and are being achieved
- All employees and supervisors are receiving appropriate health and safety training and development
- All employees receive a health and safety induction

Managers are responsible for planning and subsequently checking and reviewing their own specific health and safety performance and carrying out any subsequent amendments, alterations and improvements to their management systems and associated documentation.

SECTION 8

CONTACT INFORMATION

Health & Safety Service
Force Headquarters,
Sherwood Lodge, Arnold,
Nottingham. NG5 8PP

Jessica Wenham (Senior Health and Safety Advisor) – Internal telephone - 3117165

SECTION 9

HEALTH & SAFETY FORMS/TEMPLATES

Below is a list of statutory forms which are available on the Health and Safety Intranet Page..

G193A – Blank Risk Assessment Form
G193B – New & Expectant Mothers Risk Assessment Form
G824 – DSE Self-assessment Form
G193F – Ladder Inspection Pro – Forma
Safety Inspection pro-forma

SECTION 10

LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Freedom of Information Act, European Convention of Human Rights and other legislation relevant to the area of policing such as, Employment Act 2002, Equalities Act 2010, Sex Discrimination Act 1975 and Employment Relations Act 1999.