



west midlands
office of the police
and crime commissioner

Health & Safety Policy Statement

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public, member of staff, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

It is the policy of the OPCC to ensure so far as is reasonably practicable, the provision and maintenance of:

- Safe and healthy working conditions, equipment and systems of work for all OPCC personnel.
- To provide such leadership, resources, information, training and supervision as is necessary for these purposes.

The OPCC also accepts responsibility for the Health and Safety of other people who may be affected by its activities.

The OPCC will comply with the requirement of the Health and Safety at Work Act 1974 and all other relevant statutory provisions and recognised codes of practice.

The OPCC expects all staff and contractors to co-operate fully in the achievement of this policy.

Chief Executive

Health & Safety Policy

1. The OPCC is committed to creating a safe working environment for all colleagues and all members of the community we serve. We will strive to remove or reduce those risks by providing:
 - Safe ways in which to work and information on how to minimise the risk of injury
 - Clear supervision, guidance and training
 - Suitable protective equipment
 - Support for individuals to develop and exercise their professional judgement in assessing risk where our work requires a dynamic response
 - Conditions for the development of a positive safety culture
2. In support of this aim all levels of management have a duty to:
 - Understand and discharge their responsibilities for the management of health and safety
 - Supervise colleagues to ensure they work safely in accordance with their training
 - Ensure safety and health is considered with equal importance to all other priorities
 - Encourage and support development of a positive safety culture
 - Maintain effective consultation and communication with staff-side representatives and others on matters of safety
3. All colleagues have a duty to contribute to this process by:
 - Understanding and accepting responsibility for our own safety, the safety of others we work with and members of the wider public
 - Using protective equipment that is provided
 - Following the training and guidance we are given
 - Reporting all incidents and hazards which have or could have led to injury
4. Acknowledging our responsibilities for health and safety and in support of our vision to serve our communities and protect them from harm we will continue to regularly review our performance to ensure we do meet the challenge of managing and reducing risk. This can only be achieved with the help of all colleagues and contractors working on behalf of the OPCC and we rely upon your full support to ensure we successfully meet this objective.

Roles & Responsibilities

5. The OPCC has responsibility for setting out the strategic commitment to safety and ensuring that this has equal prominence with all other OPCC priorities. It ensures that adequate resources are available to achieve the objectives detailed in the Health & Safety Policy Statement and encourages and promotes a positive safety culture.

Chief Executive

6. The Chief Executive has functional responsibility for health & safety and will ensure the provision of high quality professional advice to identify and manage risk and provide clear effective guidance to all areas of the organisation. The Chief Executive closely monitors performance and directs resources to promote and achieve the objectives detailed in the Health & Safety Policy Statement.

Management Responsibilities for Safety

7. Line Managers, at all ranks and grades, have a responsibility to read and understand the aims and objectives outlined in the OPCC Health & Safety Policy Statement and support and promote these in the course of their duties.

Specifically all Managers must:

- Ensure staff under their control are appropriately trained and equipped to complete their duties safely
- Read and understand the Risk Assessment Guide and facilitate the completion and recording of risk assessments where required. This includes all orders and assessments for fire, manual handling, display screen equipment (DSE), noise and the use of hazardous substances (COSHH) for all locations within their control
- Ensure that any Personal Protective Equipment (PPE) is regularly inspected and maintained in good condition, readily available and used for the purpose intended
- Require that all accidents, incidents and near misses are promptly and accurately reported. Post accident investigations are to be completed and consideration given to action that can be taken to prevent a recurrence
- Ensure that key safety roles are maintained within their teams including Fire Marshals, First Aiders, Risk Assessor, Evac Chair Risk Assessors
- Maintain adequate supplies and ready access to first aid equipment at all times
- Facilitate and/or support quarterly walkthroughs. Promote the development of local health and safety action plans and ensure staff under their control are kept informed of health and safety issues

- Conduct safety inspections and consider all recommendations from examination and audit visits and promptly implement those recommendations where appropriate.
- Ensure staff under their control understand and accept the personal responsibility they have for their own safety and the safety of people they work with.
- Promote the development of an environment where safety is important and considered as part of everything that we do.
- Maintain effective consultation and communication channels on matters of safety

All Employees' Responsibilities for Safety

8. All employees have a personal responsibility to work safely to protect themselves and others from risk. To achieve this they must:
 - Co-operate and comply with all health and safety instructions whether written or verbal.
 - Attend training courses when required to enable them to carry out their duties competently and safely.
 - Wear appropriate clothing and Personal Protective Equipment (PPE) where this is provided and required for the activities they are involved in.
 - Promptly report damaged or defective equipment or any other health and safety concerns to a supervisor or manager.
 - Act responsibly at all times and do not misuse equipment that is provided for the purposes of safety.
 - Report all accidents, incidents and near misses to their supervisor or manager and cooperate in any investigations that follow.
 - Ensure they are aware of procedures to be followed in the event of an emergency such as a fire and the location of fire exits, fire assembly points and first aid facilities.
 - Assist in the completion of risk assessments for the activities they are involved in.
 - Support the development of an environment where safety is important and considered as part of everything that we do.