

# NORTHERN JOINT POLICE BOARD

14 November 2008

Agenda Item	
Report No	

## The Work of the Health and Safety Committee

### Report by the Chief Constable

#### **SUMMARY**

This report provides Board members with information outlining the formation and the work of the Safety Committee.

#### **Background**

In line with legislative requirements the Force Health and Safety Committee (the Committee) was formed in the summer of 2007, met for the first time in August 2007 and has met on 3 subsequent occasions. Prior to the first meeting extensive work was done preparing, amending and consulting on suitable Terms of Reference (ToR).

The ToR have been compiled in accordance with the "Safety Representatives and Safety Committees Regulations, 1977" and take account of the latest version of the accompanying Approved Code of Practice. The ToR provide a comprehensive framework within which the Committee operates, defining its purpose, its functions, its membership, meeting protocols and how the Committee engages with existing Corporate Governance arrangements. The ToR provide for Board representation on the Committee and this position is currently filled by the Vice Convener.

#### **Purpose**

The purpose of the Committee is to monitor, advise and make recommendations to the Chief Constable on issues which:

- (a) address due diligence in matters of health and safety; and
- (b) address the standards of corporate performance required by the Royal Society for the Prevention of Accidents (RoSPA), Quality Safety Audit.

The Committee will promote co-operation between the employers and employees, in instigating, developing and carrying out measures to ensure the health and safety at work of Northern Constabulary's employees.

#### **Safety Management System**

Northern Constabulary operates a Safety Management System (SMS) in accordance with recognised best practice, namely the Health and Safety Executive guidance "Successful Health and Safety Management", (HSG 65). The guidance advocates a systematic approach to effectively prevent harm to people and to manage occupational safety risks to the organisation. The system is divided into five key areas:

- Policy
- Organising

- Planning & Implementing
- Measuring Performance and,
- Audit and Review.

The Committee's agenda is written to reflect these headings and all papers submitted for consideration are placed within one of these categories.

### Audit and Review

The ACPOS Health, Safety and Wellbeing sub-committee has directed that Scottish Forces will assist each other by performing independent audits of sister Force's SMS's using the RoSPA audit programme, known as Quality Safety Audit. This comprehensive audit tool is also designed and divided into the same categories as defined in HSG 65.

Northern Constabulary was audited in October 2007 and the report was presented to the Force in January 2008. It is the agreed actions from this report that form much of the work scrutinised by the Committee. The remaining body of work with which the Committee is engaged is generated from papers submitted by members. An internal interim audit will be carried out during 2009 prior to the next external audit towards the end of 2010.

### Committee Work

The Committee has a remit to consider a wide range of measures that impact on employee safety. The following list is indicative of the type of work the Committee is involved in:

- review of the general health and safety policy statement
- enhancing the risk assessment process
- improving safety training provision – for both police officers and police staff
- compliance with Noise at Work Regulations
- developing policy and practice in dealing with stress at work
- Airwave service provision
- reviewing personal injury data
- developing a collaborative approach to resolving actions.

### **CONCLUSIONS**

Northern Constabulary has established a Safety Committee in accordance with statutory requirements, giving equal representation to management and personnel organisations. The Committee has a clearly defined purpose and organises its work to achieve positive outcomes enhancing employee health and safety, whilst at the same time managing organisational risk exposure.

### **RECOMMENDATION**

Members are invited to note the report.

**I Latimer**  
**Chief Constable**

**30 October 2008**