

British Transport Police Authority

HEALTH & SAFETY STATEMENT FINAL
(FOR IEIA)



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British Transport Police Authority Health & Safety Statement

1. Introduction to the statement

The British Transport Police Authority (BTPA) recognises that it has an important role to play in relation to Health and Safety and that it has particular responsibilities for Health and Safety in the workplace which arise from the Health & Safety at Work Act 1974 (HASWA).

This statement is intended to fulfil two main functions; the first is to provide a framework for the Authority to set out its duties in relation to Health & Safety. The second is to communicate to employees of the Authority and the British Transport Police, and to members of the public, what the Authority's duties are and how we intend to meet them.

1.1 Who can use this statement

This statement is intended to be used by all Authority Members and Secretariat Staff; it is also an important source of information for all employees of the British Transport Police and members of the public.

2. Links to other documents

It may be useful to read this policy in conjunction with some or all of the following;

- Health & Safety at Work Act 1974 (HASWA)
- Management of Health & Safety at Work Regulations 1999
- Corporate Manslaughter and Corporate Homicide Act 2007
- The British Transport Police Health & Safety Policy Statement and Standard Operating Procedures 2008
- BTP Employee Safety Handbook

3. Our Health & Safety responsibilities

3.1 General and Specific Responsibilities

The general principles and arrangements for Health and Safety of all the employees of the Authority are set out in the jointly owned British Transport Police Health & Safety Policy Statement and Standard Operating Procedures; these documents are co-signed by the Chief Constable and the Chairman of the Authority.

4. Our duties to the Secretariat and visitors

4.1 Discharging our duties to employees of the Secretariat

In addition to its responsibilities in relation to the employees of the British Transport Police as set out in section 5 below, the Authority also has responsibility for the safety and welfare of staff of the Authority's Secretariat. As the Secretariat has more than five members of staff, specific Health & Safety arrangements for those staff are in place. This section of our statement sets out the arrangements for the staff employed at the Authority's Secretariat office.

4.2 Our arrangements

Day to day responsibility for Health & Safety issues within the Secretariat sits with the Office Manager who is also the main point of contact for reporting incidents, arranging risk assessments, inspections and appropriate training for staff and Members. Appendix A of this document sets out how we meet our day to day requirements in relation to Health & Safety; we also have specific arrangements in respect of the following which are set out in sections 4.2.1 to 4.2.8 below;

- First aid
- Manual handling
- Use of visual display equipment
- Risk assessment
- Arrangements in the event of a fire
- Accident reporting and recording
- Employee welfare/ stress management
- Consultation with employees

4.2.1 First aid

The Secretariat has a nominated First Aider who has undergone an accredited 'First Aid at Work' training course; details of the current first aider are provided on the BTPA Health & Safety notice board. In the event that the BTPA first aider is not present, the contact details for other first aiders in the office block are on file and assistance can be called from other offices. A first aid kit is provided in the Secretariat Office.

Details of local accident and emergency facilities are also displayed on the Authority's Health & Safety notice board.

4.2.2 Manual handling

Authority staff currently receive training on manual handling via an instruction booklet, face to face training delivered by BTP staff and BTP's 'Ivysoft' e-learning package.

4.2.3 Use of visual display equipment

Authority staff currently receive training on use of visual display equipment via an instruction booklet and BTP's 'Ivysoft' e-learning package.

4.2.4 Risk assessment

Authority staff currently receive training on risk assessment via an instruction booklet and BTP's 'Ivysoft' e-learning package.

4.2.5 Arrangements in the event of a fire

The Secretariat has two trained fire wardens in place; details of the current fire wardens are provided on the BTPA Health & Safety notice board. In the event of a fire staff and visitors will be evacuated to the designated assembly point as detailed on the BTPA notice board and in the visitor Health & Safety manual.

Regular fire drills for all tenants of The Forum are organised by the Building Manager.

4.2.6 Accident reporting and recording

All accidents are reported to Office Manager – all specified incidents are recorded on an electronic accident form and emailed to the Health & Safety mailbox at BTP FHQ for monitoring and follow-up where necessary

4.2.7 Employee welfare/ stress management

All Authority staff are able to access BTP's 'wellbeing' support services which are provided by the wellbeing team at FHQ. They are able to offer support and advice on the following issues;

- Relationships, Debt, Divorce
- Referral to counselling service
- Traumatic incidents, Bereavement
- Housing, Keyworker Scheme
- Sickness absence, Convalescent Home, Retirement.
- Bullying, Harassment,
- Access to the Welfare Fund for police officers
- Contact for confidential debt counselling service
- Contact for force chaplaincy service
- Referral to outside agencies where appropriate

4.2.8 Consultation with employees

This is primarily done via the Secretariat's weekly team meeting, internal issues are dealt with by the Office Manager and where appropriate escalated to a BTP Health & Safety advisor for follow-up.

The Office Manager is the Authority's representative on the Force's Health & Safety Forum.

4.3 Training for staff and Members

Training for Secretariat staff is currently provided by BTP via its dedicated staff and 'Ivysoft' e-learning package as set out in section 4.2 above.

- Safe manual handling
- Fire safety and evacuation
- VDU workstation health & safety
- VDU and workstation safety risk assessment

Uptake of this training is monitored by Force Headquarters and reported back to individual unit representatives, for the Secretariat this is the Office Manager/Health & Safety representative. Where an Authority Member or staff member requires training to be presented in a different format for reasons of accessibility the Secretariat will seek to identify a reasonable alternative.

All Secretariat staff also receive a copy of the BTP Employee Safety Handbook and additional training will be provided for individuals where necessary; for example for Fire Wardens and First Aiders.

Appropriate training for all Members will be provided on a regular basis, an update on the training provided for staff and Members during the current year will be included in the Authority's annual Health & Safety report.

4.4 Arrangements for contractors and visitors

Visitors/Guests are required to sign in at Reception upon arrival and must be signed out on departure by the Receptionist. A Health & Safety Manual is situated in the Meeting Room, and the Receptionist will inform the facilitator of the meeting that they should familiarise themselves with it and inform their group of the fire evacuation procedure contained within, along with details for Fire Wardens and the First Aider before the meeting starts.

4.5 Monitoring and reporting

The Authority Secretariat Offices and Health & Safety arrangements for the Secretariat staff are regularly inspected. The regular inspection arrangements include;

- 13 weekly Health & Safety inspections of the office carried out by the Office Manager and staff representative
- Annual inspections by BTP H&S advisors
- Annual Fire Risk Assessment inspections by BTP H&S advisors
- Annual PAT testing of electrical equipment within the office
- Annual H&S report from the BTPA office manager to be presented to the HR&R Committee

5. Oversight and monitoring of the Force's arrangements

5.1 Our responsibilities

The Authority's main functions in relation to the Force are setting its strategic direction and oversight of delivery of an efficient and effective police service for the railways.

In relation to Health & Safety matters the Authority must take reasonable steps to ensure the Chief Constable fulfils his duties as day to day employer of officers and staff. In doing so the Authority considers three strands of the Force's work in relation to Health & Safety;

- Delivery
- Monitoring
- Review

How the Authority carries out its role in relation to each of these areas of work is set out in sections 5.2 to 5.4 below.

The Authority discharges its oversight role in two main ways;

- Via the Human Resources & Remuneration (HR&R) Committee which considers the Force's strategic approach and delivery in detail providing a regular overview of business done to the full Authority
- Via the Authority's lead Member (see our website for details of the current lead) who carries out a more detailed work including visits to the Force estate, attendance at Force meetings and representing the Authority at external meetings and conferences on issues relating to Health & Safety

5.2 Oversight of delivery

The Authority was involved in the development of, and was consulted on and approved, the jointly owned Health & Safety Policy. This consultation and approval was carried out at both lead Member and HR&R Committee level. The Authority will be made aware of and will approve any significant changes to the Force's arrangements in relation to Health & Safety.

The HR&R Committee, on behalf of the full Authority, also receives and approves the Force's annual plan for Health & Safety.

The Authority's lead Member also carries out visits and attend Force H&S Board meetings, liaising with the BTP ACPO lead on a regular basis.

5.3 Overseeing the Force's own monitoring arrangements

An annual report is presented to the Authority's HR&R Committee which provides an update on delivery against the annual plan, a summary of major projects during the year and the details of any major incidents arising.

The Authority's lead Member will attend the Force's Health & Safety Board and will carry out visits to the Force estate. The Member will then report back to the HR&R Committee which will in turn provide a regular update to the full Authority.

In addition, general feedback is received from all Members as they carry out their Area lead work and this information is also fed back to the lead Member and the Chair of the HR&R Committee.

5.4 Monitoring the Force's processes for reviewing Health & Safety arrangements

HR&R Committee will consider Health and Safety matters arising as a standing item at each of its quarterly meetings. As part of this process it will also review progress on any actions arising from the annual report from the Force and the response to any serious incidents.

The lead Authority Member will also monitor and contribute to the business carried out by the Force's Health & Safety Board throughout the year, and where necessary will provide an update to the HR&R Committee or the full Authority.

6. Our contact details

For further information on the Authority's Health & Safety Statement or to request a copy in an alternative format please contact us at:

British Transport Police Authority
5th Floor North
The Forum
74-80 Camden Street
London
NW1 0EG

Tel: 020 7383 7325

Via our website at: www.btpa.police.uk

Appendix A

Requirement	How we do this	Owner
1. Appoint one or more persons to assist the business with the managing of Health & Safety	Office Manager is the Health & Safety lead for the Secretariat	Chief Executive
2. Write a Health & Safety Policy Statement. Bring it to your employees' attention and keep it up to date.	Via this document.	Research & Policy Manager with support from Office Manager
3. Display the 'Health & Safety Law' poster for employees.	This is displayed on the Staff Notice Board at the Secretariat Office	Office Manager
4. Introduce a plan to carry out risk assessments for your workplace activities and acting on findings	Weekly/Monthly/Yearly checks	Office Manager
5. Report certain accidents and incidents in accordance with regulatory requirements (RIDDOR)	Complete the Force's Accident/Incident Report form and send to the Force's H&S Advisor	Office manager
6. Carry out workplace inspections to ensure the provision of a safe workplace	This is to be undertaken on a 3 monthly basis using the Force's Management Log form	Office manager
7. Ensure you have the necessary Employee Liability Insurance Cover	Certificate of Employers' Liability Insurance displayed on the Staff Notice Board at the Secretariat	Office manager
8. Identify all competency requirements for your workforce and introduce suitable training and assessment programmes to meet those needs	<ul style="list-style-type: none"> ▪ All staff receive the BTP handbook ▪ All staff are required to complete the H&S e-learning package ▪ Fire Wardens and First Aider receive accredited training ▪ All Members are provided with Board level training 	Office manager
9. Introduce arrangements for proper consultation with your staff	Health & Safety is a standing item on the weekly team meeting agenda	Office manager

<p>10. Ensure you have a robust emergency plan for all foreseeable emergency situations and that your plan is well rehearsed</p>	<p>Fire evacuation procedures are explained to each staff member and rehearsed regularly</p> <p>Visitors/Guests Signing-in Book at Reception and Health & Safety Manual in the Meeting Room to keep track of whereabouts</p> <p>An In Case of Emergency (ICE) form is displayed on the Staff Notice Board at the Secretariat giving contact details to be used in an emergency and allergies etc.</p> <p>Details of the nearest A&E facilities are displayed on the Staff Notice Board at the Secretariat</p>	<p>Chief executive & Office manager</p>
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FINAL FOLLOW UP