British Transport Police Authority

HEALTH & SAFETY STATEMENT FINAL

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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 Executive 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)[1]
- Management of Health & Safety at Work Regulations 1999[2]
- Corporate Manslaughter and Corporate Homicide Act 2007[3]
- The British Transport Police Health & Safety Policy Statement and Standard Operating Procedures
- BTP Employee Safety Handbook[4]

[1] http://www.opsi.gov.uk/RevisedStatutes/Acts/ukpga/1974/cukpga_19740037_en_1
[2] http://www.netlawman.co.uk/info/health-safety-work-management.php
[3] http://www.legislation.gov.uk/ukpga/2007/19/contents
[4] BTPA Staff handbook\BTPA staff handbook FINAL January 2010_update.pdf

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 Executive and visitors

4.1 Discharging our duties to employees of the Executive

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 Executive. As the Executive 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 Executive office.

4.2 Our arrangements

New employees will be provided with a copy of the policy as part of our induction pack.

Day to day responsibility for Health & Safety issues within the Executive sits with the Office Support 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;

- Arrangements in the event of a fire
- First aid
- Manual handling
- Use of visual display equipment
- Risk assessment

- Accident reporting and recording
- Employee welfare/ stress management
- Consultation with employees

4.2.1 First aid

The Executive has 2 nominated First Aiders[5], who have undergone an accredited 'First Aid at Work' training course; details of the current First Aiders are provided on the BTPA Health & Safety notice board. In the event that the BTPA First Aiders are not present, the contact details for other first aiders in the office block are displayed on the BTPA First Aid notice board situated in the staff kitchen and electronically on file[6]. Assistance can be called from other offices. A first aid kit is provided in the Executive Office.

Details of local accident and emergency facilities[7] 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 Executive has two trained Fire Wardens[8] 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

[5] Raquel Pazos and Michael Daventry
[6] Business Management\Health & Safety\First Aid\First Aiders - Forum\Forum First Aiders List.doc
[7] G:\Business Management\Health & Safety\CONTACTS\Nearest A and E Facilities.doc
[8] Laverne Bryant and Sam Elvy

evacuated to the designated assembly point as detailed on the BTPA notice board and in the visitor Health & Safety manual, and BTP are fully engaged in this.

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 led by:

Wellbeing Manager
British Transport Police
Force Headquarters
25 Camden Road
London
NW1 9LN

Tel. 020 7023 6962

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 Executive'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 Support Manager is the Authority's representative on the Force's Health & Safety Forum.

4.3 Training for staff and Members

Training for Executive 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 Executive 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 Executive will identify a reasonable alternative.

All Executive 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 Executive Offices and Health & Safety arrangements for the Executive 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 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 Audit 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 at a BTPA Committee level[9]. The Authority will be made aware of and will approve any significant changes to the Force's arrangements in relation to Health & Safety.

The Audit 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 Audit 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 Audit Committee.

[9] Our then Human Resources and Remuneration Committee

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

Audit Committee will consider Health and Safety matters arising as a standing item at an annual meeting and will refer to the full Authority for formal approval. 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 Audit 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 Support Manager, is the Health & Safety lead for the Executive	Chief Executive
2. Write a Health & Safety Policy Statement. Bring it to your employees' attention along with the BTP's Standard Operating Procedure (SOP), and keep it up to date.	Via this document.	Office Support Manager with support from Business Manager
3. Display the 'Health & Safety Law' poster for employees.	This is displayed on the Staff Notice Board at the Executive Office	Office Support Manager
4. Introduce a plan to carry out risk assessments for your workplace activities and acting on findings	Weekly/Monthly/Yearly checks	Office Support 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 Support 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 Support Manager
7. Ensure you have the necessary Employee Liability Insurance Cover	Certificate of Employers' Liability Insurance displayed on the Staff Notice Board at the Executive	Office Support Manager
8. Identify all competency requirements for your workforce and introduce suitable training and assessment programmes to meet those needs	▪ 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 Support Manager
9. Introduce arrangements for proper consultation with your staff	Health & Safety is a standing item on the weekly team meeting agenda	Office Support Manager

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

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Millie Banerjee – Chairman BTPA

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Date