British Transport Police Authority

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Report to: Audit Committee
Date: Thursday 31 May 2012
Agenda Item: 8.2
Subject: BTPA Health & Safety Report 2011/12
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For: Information

1. Purpose of paper

1.1 This paper gives an update on the Health & Safety activities within British Transport Police Authority (BTPA) for the year 2011/12. A copy of BTPA's current Health and Safety Statement is attached at Appendix A, our most recent Health and Safety Premises Inspection is attached at Appendix B and Premises Fire Risk Assessment is attached at Appendix C.

2. Background

2.1 This paper was requested to identify the activities that the Health and Safety team have carried out for the year 2011-12 and includes information on governance, planning and implementation.

2.2 The Executive maintains a Health and Safety Statement on behalf of the Authority; this was last reviewed in May 2012 and is attached to this report at Appendix A for information. BTPA is also supported by BTP's Health and Safety department.

3. Main Findings

3.1 A Health and Safety Premises Inspection and Fire Risk Assessment were carried out for BTPA on the 10th November 2011. The Authority has two accredited Fire Wardens in post and the Office Support Manager is to attend a Fire Safety Management Course during 2012.

3.2 There have been no accidents reported at BTPA in 2011/12. The BTPA is fully compliant with Health and Safety requirements for the recording and reporting of any accidents. BTPA also has two trained first aiders.

3.3 Annual PAT[1] testing at BTPA premises will take place on the 12th of June 2012.

3.4 In 2011/12 a member of staff was diagnosed with Repetitive Strain Injury (RSI) in their wrist thought to be related to the use of the desktop mouse and keyboard. The Health and Safety Adviser at BTP was informed and the issue was resolved promptly with an ergonomic keyboard and mouse purchased and the action has been closed.

3.5 Health and safety trainings sessions will take place in summer 2012 for BTPA staff. The training session will include a refresher course on Health and Safety, including Display Screen Equipment (DSE) and Visual Display Unit (VDU) Training. The BTPA induction process has also been refreshed and now includes a more detailed section on health and safety.

3.6 A monthly Fire Exit inspection is carried out by the Office Support Manager on the rear fire exit. BTPA had a Fire Evacuation Drill on the 30 March 2012 which was successful. The only action was for the Building Manager, which related to the designated Fire Warden's meeting point.

4. Recommendations

4.1 That Members note the contents of the report.

[1] Portable Appliance Testing