



# The Police Treatment Centres

## Health & Safety Policy

<b>Policy Number:</b>		<b>Responsible Manager:</b>	CEO, Executive Officer PTC Scotland, CM St Andrews. Operations Manager.
<b>Date of issue:</b>	<b>APPROVED:</b> FPSC 10 July 2009. Board of Trustees 18 July 2009.  <b>REVISED:</b> FPSC 19 January 2010 FPSC 20 January 2011 FPSC 26 January 2012 BoT 08 May 2014 FPSC 23 April 2015 BoT 12 May 2016 Reviewed: 27 Sept 2022	<b>Policy Review:</b>	<b>Annually, OR,</b> where legislative or other issues prompt an earlier review

The Police Treatment Centres Health and Safety Policy is presented in two parts for ease of reference and reading;

### Part 1

- Statement of intent.
- Managing Health and Safety.
- Duties on Employees and the self employed under The Health and Safety at Work Act 1974.

### Part 2

- Specific activity arrangements for Health and Safety.

### Appendices

- A. St Andrews Pool Safe Operating Procedures.
- B. Castlebrae Pool Safe Operating Procedures.
- C. Legal Compliance Register.

### **Policy Statement**

The Police Treatment Centres (PTC & 'the Charity') will ensure that any Health and Safety matter will be handled promptly, consistently and in accordance with relevant legislation, Health & Safety Executive (HSE) Codes of Practice; advice and best practice.

It is the Charity's policy to promote standards of health and safety at work which are aimed at the avoidance and reduction of hazards to which the Charity's employees and others, may be exposed. To achieve this the Charity requires the full co-operation and support of its employees, contractors and any other relevant person who may be affected by the Charity's activities.

Given the importance of health and safety this policy will be **reviewed annually** to ensure legal compliance.

## **Purpose**

The purpose of this policy is, as far as is reasonably practicable:

- To ensure that any health & safety matters are handled promptly, consistently and in accordance with relevant legislation.
- To ensure that employees understand and achieve expected health & safety standards.
- To provide a fair and consistent framework so that the Charity can ensure employees understand the procedures where health & safety issues are raised, and appropriate action has to be considered or instituted;
- To provide and maintain equipment and systems of work that are safe, that avoid or reduce hazards and risks to health and safety;
- To ensure that the use, handling, storage and transport of articles and substances are safe and avoids or reduces risks to people's health and safety.
- To provide information, instruction, training and resources including continued supervision as may be necessary to ensure that the Charity's employees can carry out their jobs in a safe manner.
- To ensure that the Charity's premises are a safe and healthy environment in which to work, by providing safe means of access and egress, high standards of housekeeping, safe storage of goods and any waste materials.
- To provide adequate welfare facilities for the Charity's employees.

## **Legal Safeguard**

The policy forms part of the Contract of Employment. Whilst the policy may be applied in a health & safety situation the Charity reserves the right to amend all or part of the policy at its discretion.

Nothing in the procedure shall reduce the entitlements of employees or the obligations of the Charity under the provisions of the relevant legislation.

## **Application of the policy**

The responsibility for the application of the policy is that of the Chief Executive Officer (CEO) and who should, in accordance and with the delegated authority, refer appropriate matters to Trustees of the Finance and Human Resources Committee or the Board of Trustees. All employees are reminded of their personal responsibility for Health and Safety and the application of the policy pertaining to the PTC. As well as being directed to comply with all aspects of policy, they are reminded that should they discover any Health and Safety infringements that they should draw this to the attention of their line manager as soon as practicable.

## **PART ONE (1)**

### **1. Health and Safety Policy Statement of Intent**

The policy sets out the Charity's aims and objectives for ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, and any other person who may be affected by the Charity's undertaking. The policy serves to ensure the health, safety and welfare of not just those employed by the Charity, but also patients, visitors and any other individual lawfully resorting to the Charity's premises.

The Health and Safety Policy forms a set of standards, instructions and guidelines for all employees and contractors required to work at or within the Charity. It sets out the basic standards of safety required, to ensure a safe working and general environment for all associated with the Charity.

Each individual person will be made aware of their respective health and safety responsibilities at their induction into the organisation, which may be in the form of verbal or written instruction. A full copy of the Charity's policy on health safety and welfare has been placed on the Charity's website, the S Drive and printed copies are available within the Operations Manager's office at Castlebrae and the CM office at St Andrews.

The Charity's Health and Safety Policy 'Statement of Intent' will be ratified and signed by the Charity's Chief Executive Officer (CEO). This signifies the Charity's commitment to ensuring that the successful management of Health and Safety is of paramount importance within the organisation.

A copy of this Health and Safety Policy 'Statement of Intent' will be signed by the Chief Executive Officer and displayed within the reception area at each Treatment Centre.

## Health and Safety Policy Statement of Intent

The Police Treatment Centres will, so far as is reasonably practicable:

- Provide and maintain equipment and systems of work that are safe, and which avoid or reduce hazards and risks to health and safety.
- Ensure that the use, handling, storage and transport of articles and substances are safe, avoids or reduces risks to people's health and safety.
- Provide information, instruction, training, and resources, including continued supervision, as may be necessary to ensure that its employees can carry out their jobs in a safe manner.
- Ensure that Charity premises are a safe and healthy environment in which to work, by providing safe means of access and egress, high standards of housekeeping, safe storage of goods and any waste materials.
- Provide adequate welfare facilities for its employees.

The overall responsibility for the health, safety and wellbeing of employees, and others who may be affected by our activities, lies with the Chief Executive Officer, All PTC employees are directed to know their own responsibilities, and to take an active role in ensuring that all Health and Safety policy directives are in the best interest of all. The Charity does engage the services of external health and safety Auditing companies to assist in effectively discharging our duties as required by UK health and safety legislation.

To ensure that our legal and moral obligations to its employees and others are being met the Charity requires that all employees provide their full co-operation and support in achieving a safe working environment.

A copy of this statement will be made available to all employees and will be prominently displayed within Charity premises. It will be reviewed on an annual basis or as dictated by any change in legislation or working practices.

As Chief Executive Officer of the Charity, I require you to take health and safety seriously at all times. Any questions or concerns surrounding health and safety matters, should be directed to your Line Manager or the Centre/Deputy Centre Manager immediately. Active engagement by all employees will ensure the successful management of health and safety at the Charity and make this a safe working environment.

Signed: .....

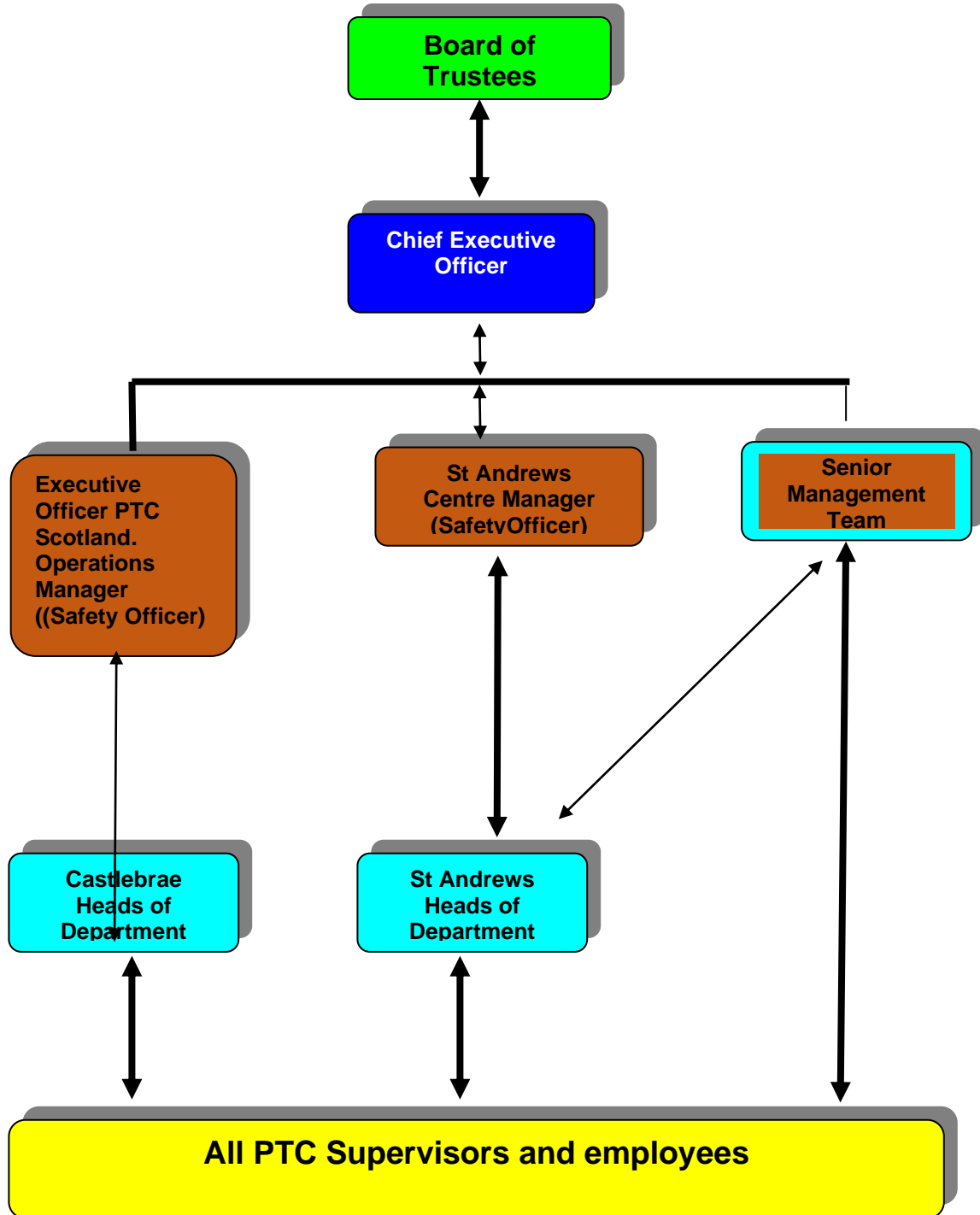
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Colonel Patrick Cairns MBE DL  
Chief Executive Officer  
The Police Treatment Centres

Individual Health & Safety roles and responsibilities

The Police Treatment Centres

Organisation Structure of functional Health & Safety roles



## **The Board of Trustees**

The organisational structure for the management of Health and Safety is shown at **Appendix B**. The following sections outline the responsibilities of functional posts within that structure.

The Charity's Board of Trustees recognise the importance of effective corporate governance. Managing corporate risk is a key issue for the Chief Executive Officer and all senior managers. One key risk area is the health and safety of the Charity's employees and of others, including members of the public, who may be affected by the Charity's activities or omissions.

The Trustees recognise that effective health and safety management will help:

- Maximise the well-being and productivity of all people working for the Charity.
- Prevent employees from becoming, ill, injured or killed through work related activities.
- Improve the Charity's reputation in the eyes of service users, stakeholders and the wider community.
- Encourage better relationships with contractors.
- Avoid damaging effects on the Charity's name and reputation.
- Minimise the likelihood of prosecution and consequent penalties.

Based on guidance issued by the Health and Safety Executive.

***The Board of Trustees of the Charity formally and publicly accepts its collective role in providing health and safety leadership in the Charity.***

Ultimately the Trustees are accountable for health and safety and are responsible for providing health and safety leadership within the Charity. Trustees will continuously strive towards, and are committed to, continuous improvement in order to ensure so far as is reasonably practicable, the health, safety and welfare of the Charity's employees and others who may be affected by its activities. In providing health and safety leadership Trustees expect the full co-operation of the Charity's employees and any contractors or visitors, with regard to the safe observation and implementation of the Charity's Health and Safety Policy and procedures

***Each of the Trustees accepts their individual role in providing health and safety leadership for the Charity.***

There are varying levels of health and safety roles and responsibilities for Trustees. Each Trustee accepts their overall health and safety responsibilities as well as any individual responsibilities placed upon them via this policy.

***The Trustees will ensure that all board decisions reflect its health and safety intentions, as articulated in the Health & Safety Policy Statement of Intent.***

The Trustees realise that some of their decisions will have health and safety implications. When considering any such decisions, the Trustees will ensure that the possible health and safety implications are carefully considered, before any final decision is reached. The

Trustees fully realise that although health and safety responsibilities and functions can be delegated, the overall legal accountability and responsibility for health and safety remains with the Trustees of the Charity.

***The Trustees recognise their role in engaging the active participation of employees in improving health and safety.***

The Trustees fully realise the necessity of ensuring that employees are engaged and consulted when making health and safety related decisions; or at any time where the Charity seeks to improve the Charity's overall health and safety performance. The Trustees recognise that there are legal requirements relating to the consultation of employees via employee staff representatives as appropriate at the staff reps meeting. Health and Safety is an agenda item on Departmental meetings, HOD meetings, Trustee meetings and the Staff reps meeting. All employees are involved in the annual review of the Health and Safety policy and risk assessments. All Departments have a Health and Safety folder containing relevant information and risk assessments relevant to their roles.

The Trustees will ensure that all employees are consulted, in good time, on any matter which may affect their health and safety. The Trustees will take into consideration, any ideas or concerns regarding health and safety, which may be expressed by employees. To achieve this, they will rely on the full co-operation and active involvement of employees in ensuring that the arrangements within this policy and any other safety related procedures are observed at all times.

***The Trustees need to ensure that they are kept informed of, and alerted to, relevant health and safety risk management issues. The Health & Safety Executive recommends that the Trustees appoint one of their number to be the 'health and safety Trustee'.***

The Board of Trustees will therefore appoint one of their number to be the nominated health & safety Trustee.

The above sections of legislation are just a small but significant part of the body of law covering health and safety. As these sections are set out in an Act of Parliament, it means that they are classed as Statutory Law, a breach of which is a criminal offence and can be punished in a court of law.

## **All Charity Employees**

All the Charity's employees have a legal duty under Section 7 of the Health and Safety at Work etc 1974 (HASAWA) to take reasonable care of themselves and any other person who may be affected by their acts or omissions. In order to ensure that this legal duty is complied with, employees at all levels must, and will, be expected to adhere to the Charity's policy on health, safety and welfare at all times.

All employees at all levels within the Charity, are required to, and will be expected to, provide their full co-operation in ensuring that the Charity meets the legislative requirements placed upon it under Health and Safety Law.

It is important to understand that a breach of this policy may actually constitute a breach of the law. If this is the case and an accident occurs, as well as the Charity facing possible legal action from the enforcement authorities, it is possible that the employee could also be prosecuted if it was found that the employee was in some way responsible or at fault for an accident. Therefore, it is vitally important that health and safety rules, procedures, roles and responsibilities are adhered to whilst employees are at work.

- Employees must, always, conduct themselves in a manner which is safe and refrain from any behaviour which could lead to an increased risk of an accident, injury or loss, within the workplace.
- Section 8 of the Health and Safety at Work etc 1974 requires that employees do not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- This policy requires employees to be involved in assisting the Charity in discharging its legal duty by reporting defects, accidents, raising safety concerns, keeping work areas clean and tidy, using equipment correctly, wearing PPE where appropriate and assisting with risk assessments as required. This list is neither prescriptive nor exhaustive.
- By co-operating with their respective Head of Department, employees will be assisting the Charity in fulfilling its legal obligations.
- If employees have any concerns whatsoever regarding the health, safety and welfare they should inform their Line Manager/Head of Department as soon as possible so that any concerns can be dealt with as speedily as possible.
- Employees must familiarise themselves with the Charity's emergency arrangements associated with fire safety; pool safety; bomb threats, suspect parcels, dealing with accidents and accident reporting. If an employee does not understand these procedures, they are to make this known to their Head of Department so that they can be further explained.

### **Chief Executive Officer (CEO)**

Based on guidance issued by the Health & Safety Executive, the Trustees have appointed the Chief Executive Officer to take overall responsibility for health and safety.

The CEO will ensure that adequate resources are available for the implementation of the Charity's policy on health, safety, and welfare.

The CEO is also responsible for:

- Ensuring that the Charity's policy on health, safety and welfare is implemented and applied across the Charity's operations and that appropriate reports are submitted to the Trustees.
- Ensuring that the Charity's work-related activities are subject to risk assessment and that appropriate precautions and risk controls are introduced.
- Ensuring that health and safety responsibilities and duties are delegated to Heads of Departments, Senior Managers, and officers of the Charity.
- Ensuring that any delegation is only to persons who are competent to carry out their designated role.
- Ensuring the effective monitoring of the Charity's overall health and safety management system.



- Ensuring that the Charity makes suitable arrangements for the provision of relevant health and safety training and for consulting with employees on matters relating to their health and safety.
- Ensuring that this policy and its contents are made available to all employees employed by the Charity, in order to ensure that the overall aim of avoiding and reducing risks to health and safety can be achieved.
- Ensuring that the Charity's overall safety management systems and risk assessments are subject to periodic review.
- Liaising with all Senior Managers and any external Auditors to ensure that the Trustees are informed of any changes in health and safety legislation which may affect the Charity and its current or future operations.
- Ensuring that any deliberate breaches of health and safety law, the Charity's health and Safety policy, or any non-compliance with any of the Charity's health and safety instructions, are dealt with immediately and where necessary, disciplinary action is taken.
- Maintain the Charity Risk Register.

### **Executive Officer PTC Scotland and CM St Andrews**

The Executive Officer PTC Scotland and the CM St Andrews should at all times set a personal example to employees with respect to the observation and implementation of the Charity's health and safety rules and procedures.

In the CEO's absence, the Executive Officer PTC Scotland and CM St Andrews will have devolved authority to act with the full powers that the CEO would normally exercise within their specific Centre. Where the CEO and one of the Key appointments are absent at the same time the other appointment will be the first line decision maker for the other Centre, even though they may not typically be based there.

At all other times the Executive Officer PTC Scotland and the CM St Andrews will routinely have delegated authority from the Chief Executive as follows:

- Responsible for the implementation of the Charity's health and safety management policy at their specific Centre.
- Responsible for reporting to the CEO on any health and safety matters
- Understand the requirements of the Health and Safety at Work etc Act 1974 (General Duties for Employers and Employees) and awareness of other legislation relevant to the Charity's business.
- Ensure that suitable channels of communication are set up between senior managers and employees, to facilitate the conveying of health and safety information and reporting. This is to ensure awareness of any potential health and safety related issues either before or as they arise.
- Delegate health and safety duties and responsibilities as required. Where such duties are delegated, that they ensure those who are assigned are competent to carry out their role or that any necessary training is provided.

- Liaise with all PTC employees over the full range of their duties and responsibilities that may have been placed upon them by the Charity's health and safety policy.
- Ensure that there are adequate means in place for the dissemination of any health and safety information provided to the Charity via the Health and Safety Executive (HSE), Local Environmental Officers or Local Authority, Trade Associations and the Charity's Health and Safety Adviser.
- Ensure that any individual who is required to use any work equipment is competent to do so. Where individuals are not competent to use work equipment, they will be prohibited from carrying out such tasks until such a time as they have received suitable training, instruction and are deemed as being competent to use the equipment safely.
- Responsible for ensuring that all work equipment within the centre is suitable for use. Where necessary ensure that work equipment is tested and inspected in accordance with legislative requirements or manufacturer's specifications. Where any doubt exists over the frequency of equipment testing, this should be raised with the Executive Officer PTC Scotland or the CM St Andrews
- Attend meetings with external auditors in order to ensure that;
  - legislative requirements are being met
  - to review various risk assessments and procedures as necessary
  - discuss any potential risks or problems that may arise
  - to review and analyse any information regarding accidents with a view to establishing further preventative measures
  - Discuss any relevant health and safety matters.

## **Heads of Departments (HOD's) and Senior Management Team**

Head of Departments (HoD's) and the Senior Management Team are responsible for ensuring that they are aware of their own personal health and safety role and responsibilities under this policy, as well as those roles and responsibilities which may be placed upon employees under their control. HOD's main health and safety role is one of supervision and co-ordination and they must ensure that their departmental employees are also fully aware of the procedures in place. HOD's will set a personal example to employees with respect to health and safety.

HOD's will;

- Report to Executive Officer PTC Scotland, CM St Andrews, Operations Manager (Safety Officer) on any matter regarding health and safety. HOD's will be the main link in the supply of information between employees and senior management/safety officer within the Charity.
- Be responsible for overseeing the implementation of the Charity's Health and safety policy within their respective departments. They will make the necessary arrangements to ensure that work activities under their control are subject to risk assessment and that adequate control or methods of risk reduction are implemented where necessary.
- Be responsible for ensuring that any equipment held within their respective department, is subject to test or inspection in accordance with the current relevant health and safety legislation in force.

- Ensure that any personal protective equipment (PPE) issued for use at work is used and is worn correctly. Where training in the use of PPE is required HOD's will ensure that the necessary training is provided. Where applicable HOD's will carry out this training provided that they are competent to do so. Where the use of PPE has been stipulated via the Charity's safety rules and procedures and it is found that it is not being worn, the respective HOD will take appropriate action to ensure that this practice ceases. If the practice of not wearing the correct PPE persists, the respective HOD will report this to the CEO/Executive Officer PTC Scotland and CM St Andrews so that corrective action can be taken.
- Ensuring that daily and weekly checks are carried out upon their own department's equipment.
- Where any defective equipment or systems are identified. HOD's will report the defect to the Safety officers as soon as possible.
- Ensuring that high housekeeping standards are maintained within their respective departments.
- Ensuring that people do not interfere with, misuse or bypass anything provided in the interests of health and safety within their departments. Where such an instance occurs, they are to report it immediately to Executive Officer PTC Scotland and CM St Andrews, so that appropriate action can be taken.
- Ensure that all Charity's employees adhere to safe working practices at all times whilst working within or visiting their respective departments.
- Ensure that they and the employees under their control are all fully aware of any actions to be taken in the event of an emergency.
- Familiarise themselves with and understand, the Charity's procedures for reporting and investigating accidents or suspected instances of work related ill health to the CEO/Executive Officer PTC Scotland, CM St Andrews.

### **Health and Safety Officer(s)**

The Operations Manager Castlebrae and the CM St Andrews at each of the Charity's Treatment Centres are the appointed Safety Officer for their respective locations. The CM St Andrews (Safety Officer) also has responsibility for supporting and assisting the CEO in the development and co-ordination of Health and Safety strategy, policy and processes and in this regard will liaise closely with their counterpart.

The (Safety Officer) will;

- Report directly to the CEO/ Executive Officer PTC Scotland, as appropriate, with regards to any legitimate health and safety related matter.
- Make recommendations to the CEO on any health and safety matter where it is considered that there may be a potential health and safety issue or risk.
- Assist with overseeing the implementation of the Charity's policy on health, safety and welfare.

- Provide advice or make recommendations on the need for any health & safety related training to be provided for the Charity's employees.
- Liaise with all HOD's to ensure that the requirements of the Charity's policy on health, safety and welfare are met.
- Attend appropriate meetings e.g. HOD's meetings, in order to advise and inform on or of any health and safety issues that may or could potentially exist.
- Monitor the Charity's risk assessment strategy and ensure that risk assessments are carried out by department and that those assessments are subject to regular review.
- Carry out accident investigations and maintain data on any accidents, instances of ill health and any RIDDOR reportable incidents.
- Advise and answer questions on the induction of new employees who are to be employed at the Treatment Centres.
- Be responsible for ensuring that any contractor employed by the Charity has provided the Charity with adequate health and safety information regarding the work that they are intending to carry out.
- Be responsible for ensuring, where contractors are employed at the Charity's premises, they are provided with adequate information regarding the Charity's health and safety arrangements as well as any specific risks that the contractor may need to be made aware of.
- Carry out informal inspections of workspaces, be on hand to offer advice and guidance where necessary, report health and safety issues, and ensure that any such issues are raised with HOD's and/or management

## **External Safety Auditor**

The CM St Andrews and The Operations Manager Castlebrae will organise a biannual Health and Safety Audit of each Centre. The Audit report will be issued to the CEO, Executive Officer PTC Scotland, Operations Manager, CM St Andrews.

## **Managing Health and Safety**

### **Consultation with Employees**

The Charity has a legal duty to consult with its employees on any matter, which may affect their health and safety at work.

Health and safety issues affect everyone who works within the Charity and it is therefore the policy of the Charity to consult with its employees on these matters. This enables everyone within the Charity to have the opportunity to voice their opinion, views or concerns with regard to any health and safety arrangements already in place, or those that are to be implemented.

There are a number of ways that consultation can be achieved and these will be employed according to situation and circumstances. Methods that will be continuously employed are

the HOD meetings and the Staff Representatives meetings. The Minutes of these meetings will be OPEN Minutes in respect of health and safety matters and will be communicated to employees following each meeting. Where construction work or change to working practices is envisaged employees will have the opportunity to be briefed on the proposals, examine available plans and raise any issue, particularly those of concern.

If an employee feels that their concerns are not being properly considered, or that they have not been consulted on a particular matter which may affect their health and safety, they should raise this immediately with their HOD. If they feel that they are unable to do so, they should then raise the issue with the Charity's Safety Officer, or an alternative HOD. If an adequate response is not received, a meeting should be sought with the CEO or Executive Officer PTC Scotland if appropriate, in order to ensure that any concerns are heard at the highest level within the Charity. This course of action should only be taken once all other avenues of consultation have been explored and exhausted. The Charity's Disclosure (Whistleblower) Policy sets out a process to raise legitimate and honestly held concerns.

## **Monitoring**

The responsibility of monitoring the Charity's health and safety arrangements and overall health and safety performance will initially rest with HOD's, even though accountability remains, and escalates through, the Safety Officer, the CEO and ultimately Trustees. HOD's will ensure that the Charity's Health & Safety Policy is being implemented within their areas of responsibility and will either take corrective action or report any areas of concern that they may have, to the Charity's Safety Officer.

## **Monthly**

**Monthly Health & Safety Report** - Safety Officer will submit a monthly Health & Safety Report to the CEO, in the case of the Castlebrae Operations Manager (Safety Officer) this will be simultaneously submitted to the Executive officer PTC Scotland. The matters reported upon will be:

- Accident and Near Misses.
- Fire Safety.
- Pool Safety.
- Monthly Health & Safety 'walkabout' findings.
- Quarterly Health & Safety Advisor Reports (where applicable).
- Health & Safety Training.
- Any other Health & Safety matters.
- Construction projects (if being undertaken).

The respective monthly reports will be exchanged between Operation Managers (Safety Officer) for information and comparison purposes. They will also be on the agenda and discussed at the respective HOD meetings.

**Health & Safety 'walkabouts'** - The Treatment Centres have been divided into distinct sections in order to accomplish monthly health and safety 'walkabouts' of a single section, the programme will be repeated in sequence with each section being visited twice annually at six monthly intervals. This is to enhance the current level of monitoring by ensuring that an impartial opinion can be gained over a department's health and safety performance and general condition.

These 'walkabouts' will be conducted by the Operations Manager (Safety Officer) accompanied by a HOD not responsible for the area being inspected, an employee from another department and a patient in residence. It would be an advantage for the patient to

be either disabled or experiencing mobility problems so that their perspective on relevant matters can be gained.

Monthly 'walkabout' reports will be considered in regard where any remedial health and safety or maintenance action is required.

### **Quarterly Reports**

**Quarterly Health & Safety Report** - The CEO will report quarterly on Health & Safety to the Trustees Finance and Human Resources Committee (FHRC), this will include covering the same items as the monthly report. This will be presented and considered at the next FHRC meeting following the quarter end.

### **Annually**

Risk assessments will normally be reviewed on an annual basis.

### **Procurement in accord with health safety legislation and good practice**

Procurement of goods, supplies and services should always have regard to health and safety and particularly in relation to equipment there should be cognisance of the requirements of "The Provision and Use of Work Equipment Regulations 1998" (PWER).

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