



# Health & Safety Policy & Procedure

**OFFICIAL**

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# Policy

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## Statement

The Chief Constable and the Police & Crime Commissioner are committed to ensuring the health, safety, and welfare at work of all Police Officers, Police Staff, Special Constables, volunteers, volunteer cadets and contractors working on its behalf and to the public who use its services or may interact with police personnel.

Section 2(3) of the Health and Safety at Work Act 1974 states that:

'Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.'

The Chief Constable and the PCC recognise and accept their responsibilities for providing, so far as is reasonably practicable, a safe and healthy place of work and working environments for all their Police Officers, Police staff, Special Constables, volunteers, and other persons who may be affected by the Force's undertakings.

The first duty of the police is to fight crime and protect the public and in doing so, officers are bound to face risks, sometimes life-threatening risks. The Health and Safety agreement between NPCC (ACPO at the time the agreement was made) and the HSE "Striking the Balance between operational and health and safety duties in the Police Service (October 2009) forms the framework within which this Health and Safety Policy sits and how it will be implemented.

[The Health and Safety at Work etc Act 1974](#) and the [Police \(Health & Safety\) Act 1997](#), along with the requirement to protect officers and staff from forceable harm, requires the PCC and the Chief Constable to take steps to ensure the protection of other persons, i.e., contractors, visitors, and members of the public, etc., against unreasonable risks to health and safety arising out of, or in connection with, the activities of police and support personnel.

The Police Covenant is a recognition by government, policing and society as a whole, acknowledging the sacrifices made by those who work or have previously worked in our police forces. It is intended to ensure that officers, staff, volunteers and their families are not disadvantaged as a result of their service in the police and seeks to mitigate the impact that this may have on day to day life. Through this policy and associated meeting structures the Force will meet it's responsibilities under the Covenant.

## Aims

To ensure officers, staff, visitors, detainees, and anyone who could be affected by police activities, are as safe as is reasonably practicable, that serious injury is avoided, criminal and civil liability minimised and the costs associated with accidents are avoided.

This Health and Safety Policy document and associated arrangements, supplemented by specific local Health and Safety arrangements, outlines the commitment and the framework for achieving the Chief Constable's and PCC's aims. It is essential that all employees are aware of this document and understand how it affects them.

The Chief Constable and the PCC believe that accidents, assaults, and incidents can be avoided by the joint efforts of both management and employees, and it is in this belief that the Chief Constable will:

- a) Co-operate fully in the appointment of Employee and Police Federation Health and Safety Representatives.
- b) Provide appointed Health and Safety Representatives with appropriate facilities, information, and training.
- c) Encourage the establishment of Health and Safety Committees and provide facilities for the meetings.

## Objectives

In pursuance of the above statement, the Chief Constable and the PCC will jointly pay particular attention to:

- a) Ensuring compliance with all relevant statutory legislation and approved codes of practice.
- b) The provision of a safe and healthy place of employment with suitable and adequate welfare arrangements, including fire and first aid arrangements.

To ensure a year-on-year reduction in serious accidents and assaults and associated days lost as measured via the Strategic and Local Health, Safety and Wellbeing Committees.

To ensure continuous improvement in compliance with legal requirements and the requirements detailed within the procedure section of this policy as measured via periodic health and safety audits and inspections.

A reduction in civil liability claims in relation to avoidable accidents and incidents.

An increase in the number of managers and supervisors appropriately trained to look after the health, safety and wellbeing of the officers and staff they supervise, as measured via the force health and safety audit.

## Application and Scope

All police officers and police staff, including the extended police family and those working voluntarily or under contract to Merseyside Police must be aware of, and are required to comply with, all relevant policy and associated procedures and guidance in ensuring Health and Safety is an integral part of all Force activities.

This Policy Statement is supplemented with additional information outlining the Responsibilities and Arrangements for implementing the Force's Health & Safety Policy.

## Outcome Evaluation

Compliance with this policy will be based upon a measure of serious accidents and assaults and associated days lost as reported with the Strategic and Local Health, Safety and Wellbeing Committee meetings and via health and safety audit, which measures compliance with legal requirements.

# Procedure

## Version History

<b>Version Number</b>	<b>Date</b>	<b>Detailed rational behind amending/updating policy or procedure.</b>	<b>Policy Owner Details</b>	<b>Policy Author Details</b>
V6.1	31//05/2018	Reviewed to amend references to BCU's/Areas. Amendments to job titles was also made at this time.	E Gibson	T Farrow
V6.2	03/10/2019	V6.1 not released. V6.2 updated with refreshed dates and changes to job titles etc.	E Gibson	T Farrow
V6.3	28/08/2020	V6.2 not released. V6.3 updated with minor formatting changes to reflect the current corporate format and the inclusion of reference to assaults along with accidents.	E Gibson	T Farrow
V6.4	29/07/2022	V6.4 updated into new policy format. Role responsibilities amended to People Services structures.  Police Covenant and Leadership Framework introduced.  Removal of the paragraph in relation to the Chief Constable under the Objectives section.	J Pennifold	T Farrow

## 1. Responsibilities and Arrangements

### 1.1 Merseyside Police and Crime Commissioner (PCC)

- 1.1.1 As the owner of all police premises and by virtue of Section 4 of the Health and Safety at Work Act 1974 and associated regulations, the PCC shall ensure all such buildings are fit for purpose and are suitably maintained, in order to ensure the safety of officers and staff working within the buildings and any members of the public who may visit or be brought into police premises.

### 1.2 Chief Constable of Merseyside Police

- 1.2.1 By virtue of [The Police \(Health and Safety\) Act 1997](#), for the purpose of Health and Safety legislation, the Chief Constable is designated as the 'employer' of police officers and is therefore ultimately responsible for the health and safety of all officers whilst on duty.
- 1.2.2 By virtue of the Health and Safety at Work Act 1972, the Chief Constable is also the employer of police staff and is ultimately responsible for the health and safety of all police staff whilst on duty.
- 1.2.3 To ensure the health and safety of all officers and staff whilst at work, the Chief Constable will ensure there are adequate resources made available to cater for the needs of safety, health and welfare.
- 1.2.4 Whilst the Chief Constable is ultimately responsible for the health and safety of officers and staff, to meet these responsibilities duties will be delegated to Chief Officers, Senior Officers (both Police and Police Staff) and all other personnel in a supervisory role. Such delegated responsibilities are detailed below and will be communicated to those within such roles.
- 1.2.5 The Chief Constable will ensure suitable health and safety training is available to managers and supervisors at all levels, in order to ensure they are aware of their Health and Safety responsibilities to those they supervise, are able to discharge their duties effectively, and in so doing minimise the risk of injury and ensure compliance with relevant legislation.
- 1.2.6 The Chief Constable will ensure that suitable, competent, Health and Safety advice and assistance is available to Chief Officers, managers and supervisors as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999, in order to assist in compliance with health and safety legislation and to minimising risk.
- 1.2.7 The Chief Constable will seek the advice and assistance of the Force Health and Safety Manager as necessary, in order to assure themselves that health and safety requirements are being met across the force.
- 1.2.8 The Chief Constable will apply suitable Health and Safety Governance by requesting and analysing suitable data and information, such as accident and assault data and inspection and audit information, in order to assure themselves of the suitable

management of health and safety across the force and will challenge any areas of weak health and safety management.

- 1.2.9 The Chief Constable, through the Force Health and Safety Manager, will ensure each Strand Lead publishes and maintains local Health and Safety responsibilities and arrangements. This will ensure officers and staff at a local level are aware of their responsibilities and the tasks to be undertaken in order to ensure suitable local management of health and safety and, as such, to minimise the risk of injury and ensure compliance with the health and safety policy and relevant legislation.

### 1.3 Chief Officers

- 1.3.1 To support the Chief Constable in their duties and responsibilities which they exercise in Health and Safety matters, by ensuring that personnel within their areas of responsibility are aware of, and conform to, the requirements of the Health and Safety Policy.

### 1.4 ACC People Services

- 1.4.1 To support the Chief Constable in their duties and responsibilities which they exercise in Health and Safety matters, by ensuring that personnel within their areas of responsibility are aware of, and conform to, the requirements of the Health and Safety Policy.
- 1.4.2 To liaise with the Chief Constable, Head of People Operations & Service Delivery and the Force Health and Safety Manager as required, in order to satisfy themselves of the effective management of health and safety across the force.
- 1.4.3 To ensure that the Chief Constable is made aware of the resources needed to meet the requirements of the 1974 Act, the 1997 Act, and to implement the Health and Safety Policy.
- 1.4.4 To represent the Chief Constable at required, relevant Force Strategic and Statutory meetings and to ensure that consultation with staff, staff associations and Trade Unions through all relevant Committees is effective.
- 1.4.5 To monitor directly, the extent and effectiveness of compliance with the Policy, ensuring that all personnel are aware of their responsibilities under the Act by making arrangements for: -
- 1.4.5.1 Ensuring that all personnel know, understand, and accept their responsibilities regarding health and safety and that they are adequately trained to discharge those responsibilities.
- 1.4.5.2 The establishment of an adequate management programme, in order to ensure as far as is reasonably practicable, the elimination of accidents and assaults and to ensure compliance with Approved Codes of Practice (ACOP's).

- 1.4.5.3 Through the Head of People Operations & Service Delivery and the Force Health and Safety Manager, formulate and disseminate internal guidance documents and to develop the safety policy and culture within the force.
- 1.4.5.4 To advise the Head of People Operations & Service Delivery and the Health and Safety Manager of any health and safety issues which are causing concern.
- 1.4.5.5 To ensure that the Chief Constable is advised of any matter found to be in breach of statutory requirements, which cannot be effectively dealt with by them or at supervisory level.
- 1.4.5.6 To advise the Chief Constable of any persistent failure by personnel to carry out safe working procedures and/or for contravention of health and safety regulations which may warrant disciplinary actions.
- 1.4.5.7 To monitor and review these arrangements continuously.
- 1.4.5.8 Through the Heads of Estates & Facilities Management and Head of Finance, to make arrangements for ensuring that, so far as is reasonably practicable, health and safety aspects are considered: -
  - a) In the adaptation of existing buildings and installations.
  - b) In the design of new buildings.
  - c) In the provision and installation of new and replacement equipment.
  - d) For the establishment of adequate systems of controls for the operation and maintenance of all equipment, machines and tools used to conform to safe working requirements and regulations. The Heads of Estates & Facilities Management will report any breach of health and Safety provisions for immediate action.

## 1.5 **Head of People Operations & Service Delivery**

- 1.5.1 Will ensure that, so far as is reasonably practicable, the resources needed to meet the requirements of the 1974 Act and the Police (Health and Safety) Act 1997 are identified and advised to the ACC People Services.
- 1.5.2 To consult with the Force Health and Safety Manager as appropriate and to advise the ACC People Services on any health and safety issues causing concern.
- 1.5.3 Responsible to the ACC People Services for all matters regarding health, safety, and welfare within the terms of the Health and Safety at Work etc., Act 1974.
- 1.5.4 Through the Force Health and Safety Manager, monitor the effects of health and safety arrangements within the force and to formulate and disseminate internal guidance documents and to develop the safety policy and culture within the force.
- 1.5.5 To advise the Force Health and Safety Manager as appropriate, of any health and safety issues which are causing concern.



- 1.5.6 To ensure that the ACC People Services is advised of any matter found to be in breach of statutory requirements, which cannot be effectively dealt with by them or at supervisory level.
- 1.5.7 To advise the ACC People Services of any persistent failure by personnel to carry out safe working procedures and/or for contravention of health and safety regulations which may warrant disciplinary actions.
- 1.5.8 To monitor and review these arrangements continuously.
- 1.5.9 In conjunction with recognised Trade Unions, Staff Associations, (the Police Federation and Superintendents' Association), and others, will ensure that all persons with specific health and safety responsibilities are adequately trained.
- 1.5.10 In conjunction with recognised Trade Unions, Staff Associations, (the Police Federation and Superintendents' Association) and others, will ensure that the joint consultative mechanisms set up for health and safety purposes, works effectively and within clearly defined terms of reference.

## 1.6 **The Force Health and Safety Manager**

- 1.6.1 To formulate, develop and maintain the Force policy on Health and Safety at work and ensure that it acts in compliance with the requirements and spirit of all legislation in respect of Health and Safety matters.
- 1.6.2 Either directly or through the Health and Safety Advisors to:
  - a) Liaise with Strand Leads and senior officers throughout the force, offering advice and guidance on areas affecting health and safety and making them aware of their responsibilities in this regard.
  - b) The provision and dissemination of Health and Safety Guidance Documentation that, where possible, will be force specific guidance.
  - c) Undertake and monitor Health and Safety inspections of Force establishments, in order to assess and report on potential failures to comply with the requirements and spirit of Health and Safety legislation. This will include the safety of plant and equipment, the working environment, systems of work, materials storage and handling and the adequacy of facilities.
  - d) Liaise with People Service Academy to ensure that training is available to staff in respect of their own contribution to health and safety as managers, supervisors, and employees, including the recognition, avoidance, and control of specific hazards (Risk Assessment). Participating in such training with lectures, presentations, and exercises, and advising on the availability and suitability of external training courses.
  - e) Ensure compliance with the Reporting of Injuries, Disease and Dangerous Occurrence Regulations, through the Accident and Assault Reporting Procedure. Monitoring accident and assault reports and investigating

particular accident and assault trends as necessary to formulate recommendations where appropriate.

- f) Review Health and Safety performance across the force in accordance with the Health and Safety audit system.
  - g) Make available appropriate management data to the PCC, Chief Officers and Strand/ Department Heads as appropriate to assist in the identification of trends, the identification of both good practice and poor health and safety performance and to advise on appropriate action where required.
  - h) Assist in the formulation and implementation of Force Policy to deal with major incidents, including evacuation procedures and the organisation of regular fire and bomb alert drills in co-operation with the Fire and Ambulance emergency services.
  - i) Liaise with the Occupational Health Unit to identify and investigate working practices and conditions that may contribute to stress, ill health, and injury to staff.
  - j) Maintain a good working relationship between the Force and the Health and Safety Executive.
  - k) Maintain a good working relationship with appointed safety representatives and representatives of staff associations and others on health and safety matters and participate in the work of the Strategic Health, Safety and Wellbeing Committee.
  - l) Via the Uniform and Equipment Group, to advise on the provision of suitable protective clothing and equipment to staff.
- 1.6.3 To Co-ordinate, monitor, advise and support the Health and Safety Advisors in their duties and responsibilities, which they exercise in Health and Safety matters.

## 1.7 Health and Safety Advisors

- 1.7.1 Deliver, under the oversight of the Health and Safety Manager, a comprehensive support and advisory service on all aspects of Health and Safety throughout the force as detailed within the Health and Safety Managers duties above (a to l)

## 1.8 Occupational Health Clinical Lead

- 1.8.1 To manage, monitor and develop, in conjunction with the ACC People Services and the Head of People Operations & Service Delivery, a co-ordinated Occupational Health and Welfare Service, to maximise operational availability of staff to meet Force objectives.
- 1.8.2 Manage the implementation and operation of effective health surveillance procedures for all officers and police staff in accordance with Force policy and statutory guidelines.
- 1.8.3 Co-ordinate the formulation of health policies, practices, and procedures and to advise Strands on professional aspects of Health and Welfare related issues.

- 1.8.4 Manage Health campaigns and Health Education programmes, as appropriate, to enhance the attendance and effectiveness of police and police staff to maximise operational availability.

**1.9 Strand/ Department Heads**

- 1.9.1 Responsible for the detailed applications of the Health and Safety policy within their area of control. To achieve this, they will ensure that: -
- 1.9.1.1 Local Health and Safety Responsibilities and Arrangements are developed to supplement these responsibilities and arrangements and to clarify what is required of those with key roles and officers and staff throughout the Strand/ Department, in order to ensure compliance with health and safety requirements.
- 1.9.1.2 All persons responsible to them know and accept their responsibility under the Force Health and Safety Policy and Local Responsibilities and Arrangements and that they are adequately trained to enable implementation of the health, safety, and welfare programme.
- 1.9.1.3 Safe working practices are at all times maintained, in order to ensure, as far as is reasonably practicable, the health and safety of personnel and others who may be affected by the work of Merseyside Police.
- 1.9.1.4 Acceptable levels of good housekeeping are maintained in their area of work.
- 1.9.1.5 All appropriate statutory health and safety regulations, codes of practice and force guidance documents are strictly adhered to, and all work activities, equipment and plant are risk assessed in accordance with Health and Safety Legislation.
- 1.9.1.6 Any health and safety matter brought to their attention by Trade Union and Staff Association Safety Representatives and others are given prompt and appropriate attention.
- 1.9.1.7 The Force Health and Safety Programme is co-ordinated and organised within their area to ensure its effectiveness.
- 1.9.1.8 Reinforce the leadership framework and expected standards of behaviour and, where appropriate, take appropriate action through relevant Force policies in respect of any personnel who consistently fail to consider their own safety and that of others by the use of unsafe working practices, contravention of instructions or other causes.
- 1.9.1.9 They co-operate with the Force Health and Safety Manager and Health and Safety Advisors to enable them to carry out their responsibilities for health and safety.
- 1.9.1.10 Make all staff aware of the arrangements for the provision of first aid.
- 1.9.1.11 All accidents, assaults, near misses and dangerous occurrences (however minor) taking place within their area of responsibility, are reported on the OSHENS reporting system.

- 1.9.1.12 Police Officers, Police Staff, Special Constables, and volunteers co-operate in the investigation of any such accident or assaults so that a review of working practices etc, may be undertaken, in order to ensure prevention of future accidents and assaults.
- 1.9.1.13 They conform to statutory regulations relating to machinery, equipment, etc, and maintain records and to ensure the posting of notices and that statutory registers are maintained as required under such legislation.
- 1.9.1.14 Within their area of control and where necessary in consultation with the Estates and Facilities Management Department (for contractors nominated or appointed by Estates and Facilities Management), that all contractors engaged by the Force conduct their work so as not to endanger Merseyside Police Personnel, visitors and/or members of the public and in accordance with: -
- a) The terms of the contract.
  - b) Health and Safety at Work Act.
  - c) Statutory regulations
- 1.9.1.15 The advice of the Force Health and Safety Manager/Advisors is sought on any health and safety matter for which clarification or assistance is required.
- 1.9.1.16 The Chief Constable's attention is drawn to any breach of statutory duty, which cannot be dealt with effectively.
- 1.9.1.17 Compliance is observed with fire precautions legislation and that fire drills, fire risk assessments, and alarm tests, etc. are carried out as required by force guidance, i.e., fire risk assessments: Annual or when required due to fire risk etc.
- 1) Fire drills - offices: 6 monthly
  - 2) Fire alarm tests: Weekly
  - 3) Emergency lighting: Monthly

## 1.10 Individuals with Supervisory Responsibility

- 1.10.1 Within their area of control, to incorporate safety instructions for the work undertaken in routine orders/instructions and to see that they are carried out.
- 1.10.2 To ensure that all firefighting facilities are maintained, and those personnel are familiar with their operation.
- 1.10.3 To ensure that work within their area of control is carried out to the required standard and in a safe manner.
- 1.10.4 To restrain personnel from taking unnecessary risks.
- 1.10.5 Reinforce the leadership framework and expected standards of behaviour and, where appropriate, take appropriate action through relevant Force policies in respect of any

personnel who consistently fail to consider their own safety and that of others by the use of unsafe working practices, contravention of instructions or other causes.

- 1.10.6 To report defects of plant, equipment, tools etc., to their supervisor and in the meantime to clearly mark items as defective. To move to a place away from ready to use plant, equipment and tools etc pending repairs. If in doubt where safety aspects are concerned, take out of use and ask for an immediate check by a competent person.
- 1.10.7 To arrange for safe storage of all items delivered to buildings or sites and ensure good housekeeping. To maintain tidiness and safe working conditions with any area of responsibility.
- 1.10.8 To co-operate with the Force Health and Safety Manager, the Health and Safety Advisors, and colleagues to enable them to carry out their responsibilities safely.
- 1.10.9 To conform to the system of control for issue of stores, materials equipment, etc., and to be aware of safety aspects applicable in all cases.
- 1.10.10 To be familiar with and to ensure that personnel are aware and understand fire precautions and the action to be taken in the event of the fire alarm activation.
- 1.10.11 To ensure that all supervisory personnel are aware of the arrangements for the provision of first aid and of the need to report accidents and assaults, however minor, immediately in accordance with Force guidance.
- 1.10.12 To conform to statutory regulations relating to machinery, equipment, etc., and to maintain records and to ensure the posting of notices, etc., as required under such legislation.
- 1.10.13 Within their area of control and where necessary in consultation with the Estates and Facilities Management Department (for contractors nominated or appointed by Estates and Facilities Management), that all contractors employed by the Force conducts their work so as not to endanger Merseyside Police Personnel, visitors and/or members of the public and in accordance with:
  - a) The terms of the contract.
  - b) Health and Safety at Work Act.
  - c) Statutory regulations
- 1.10.14 To report incident via the Force on-line accident and assault reporting system, and investigate immediately, any accident, assault, near miss or dangerous occurrence taking place within their area of responsibility and to co-operate in the investigation of any such accident or assault so that a review of working practices, etc., may be undertaken, in order to ensure prevention of accidents and assaults in the future.
- 1.10.15 To complete and action risk assessments as required by the Management of Health and Safety at Work Regulations

**1.11 Responsibilities of all Colleagues**

- 1.11.1 Make themselves aware of risk assessments, safe operating rules, working procedures/instructions, applicable to their place of work and familiarise themselves and understand such rules, procedures, and instructions.
- 1.11.2 Understand their responsibilities under the relevant provisions of health and safety legislation and to comply with the rules and working practices established for their strand.
- 1.11.3 Report hazards, unsafe tools, equipment, machinery, or any practice considered to be unsafe.
- 1.11.4 In consultation with their supervisor, to take out of use and to mark clearly any unsafe machinery, equipment, tools, etc., and to submit a request for check and/or repair.
- 1.11.5 To assist in good housekeeping.
- 1.11.6 To conduct themselves in line with professional standards of behaviour and the leadership framework, challenging inappropriate behaviour and conduct as appropriate.
- 1.11.7 To report immediately any accident, assault or near miss, however minor, taking place within their area of responsibility and to co-operate in the investigation of any such accidents and assaults so that a review of working practices, etc., may be undertaken to ensure prevention of accidents and assaults in the future.
- 1.11.8 To understand the operation of equipment and machinery with which they are working or are asked to work. To be aware of the composition of materials, chemicals, and other items in use, as provided in instruction, information leaflets and manufacturers'/suppliers' guidance notes provided under the Control of Substances Hazardous to Health Regulations 2002.
- 1.11.9 To wear protective clothing and use appropriate equipment as provided for the work being carried out as appropriate.
- 1.11.10 To bring to the notice of their supervisor any doubts or queries regarding the aspect of work, use of materials or equipment, etc., relating to health and safety matters.

**1.12 Corporate Meetings**

- 1.12.1 The Strategic and Statutory Committees, Meetings and all Area and Departmental relevant Sub Committees will:
- 1.12.2 Oversee the monitoring and effectiveness of this policy and other measures to minimise risk and promote safe working practices, reporting as necessary to the Senior Management Board.
- 1.12.3 Under this policy, no person will be treated less favourably on grounds of race, colour, nationality, ethnic or national origin, disability, gender, marital or parental status, age,

religion or belief, sexual orientation, proposed or actual gender re-assignment, economic group, employment status, politics, staff association or trade union membership, or any other condition which cannot be shown to be wholly justified in relation to employment with Merseyside Police or in delivering services to the community.