

Volume Two

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Modular Guidance

Introduction

This Part contains a series of modules on the main Regulations and other Home Office guidance, which have implications for police health and safety. They are especially relevant in implementing some of the control measures identified in the generic risk assessments contained in Volume 3 (Guidance on Risk Assessments).

Each of the regulatory modules aim to:

- ◆ *summarise the main provisions of the Regulations or guidance;*
- ◆ *indicate their relevance to the work of the police service; and*
- ◆ *list relevant reference materials.*

The modules should not be regarded as a substitute for studying the Regulations themselves, and the authoritative Approved Codes of Practice (ACOPs) and Guidance issued by the Health and Safety Executive. Nor should they be taken as an authoritative interpretation of the law.

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Status of ACOPs and Guidance issued by HSE and Health and Commission IHSC)

These are formal documents prepared by HSE for the HSC, on how to implement specific health and safety Regulations. They are issued under the authority of the Health and Safety at Work etc Act 1974, after widespread consultation with industry and other interested organisations.

Status of ACOPs

A code will have been approved by the Commission and gives advice on how to comply with the law. A code has a special legal status. If someone is prosecuted for breach of health and safety law, and it is proved that he has not followed the relevant provisions of the Code, a court will find him at fault, unless he can show that he has complied with the law in some other way.

Status of HSE and HSC Guidance

Following this guidance is not compulsory and people are free to take other action. But if they do follow the guidance they will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to the guidance as illustrating good practice.

Ordering publications

Most of the publications and leaflets which are listed in the modules are published by either the Health and Safety Executive or by the Stationery Office (formerly HMSO).

HSE publications

These may be ordered directly from:

HSE Books
PO Box 1999
Sudbury
Suffolk CO10 6FS
Tel: 01787 881165
Fax: 01787 313995

HSE Books publish two catalogues, one for priced publications and one for booklets and leaflets which are available free of charge. Priced publications may also be ordered from Dillons Bookstores.

General enquiries about any HSE publication should be addressed to:

The HSE Information Centre
Broad Lane
Sheffield S3 7HQ
Tel: 01742 892345
Fax: 01742 892333

HMSO publications

The texts of the Regulations, ACOPs and HSE Guidance and some other publications are published by The Stationery Office, (formely HM Stationery Office) and may be ordered through The Stationery Office bookshops or from The Stationery Office Order Line, Tel: 0171 873 9090, Fax: 0171 873 8200.



The Control of Substances Hazardous to Health Regulations 1994

Introduction

The purpose of these Regulations (commonly referred to as COSHH) is to protect employees from the harmful effects of substances which they encounter in the course of their employment and which are likely to damage their health.

Legal requirements

COSHH places general duties on employers to ensure that:

- ◆ *the exposure of employees to substances hazardous to health is either prevented or, if this is not reasonably practicable, adequately controlled; and*
- ◆ *any substance which is likely to be hazardous to the health of their employees or members of the public is not used unless:*
 - ◆ *as assessment of the risks to health has been carried out; and*
 - ◆ *effective control measures have been implemented.*

In their application within the police service the duty to employees extends to police officers, cadets, special constables and the civilian staff.

What is a substance hazardous to health?

◆ **Toxic substances**

These range from common cleaning chemicals used in janitorial work, reprographic work, to more specialist substances used in the examination of stolen vehicles.

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◆ ***Pesticides***

Used by grounds maintenance staff, these may be used in substantial quantities in some locations, such as police training and sports centres

◆ ***Micro-organisms***

Contact with blood or body fluids eg dealing with suspects, drying forensic samples of blood stained clothing, contaminated cells, attendance at post mortem examinations, care and grooming of police dogs.

◆ ***Dust***

Found in vehicle workshops, the use of fingerprint powders by scenes of crime officers and in searching.

◆ ***Fumes***

Vehicle exhausts, ammonia fumes from printing processes, fingerprint enhancement techniques.

◆ ***Other Materials, Mixtures and Compounds***

Ozone from laser printers, photocopiers, glues, twin pack paints.

Risk assessment

Guidance on assessing risks for operational policing duties is given in Volume 3. The procedures for assessing risks under COSHH are broadly similar in that they involve:

- ◆ *firstly, identifying all the substances likely to be encountered by officers and which have the potential to harm their health and safety, or that of members of the public;*
- ◆ *secondly, identifying the circumstances where harm is likely to occur; and*

- ◆ *finally, identifying suitable control measures to eliminate or reduce the likelihood that people will be harmed.*

Who should carry out COSHH assessments

As with other health and safety requirements the responsibility lies with managers, but in this area managers may require technical advice from their force health and safety adviser, who will have access to technical data on hazardous substances.

Identification of substances

Identifying all the hazardous substances to which officers and civilian staff are likely to be exposed is a large task, which needs to be approached in a systematic manner. In carrying out the task for the first time forces may find it convenient to link it to the exercise in preparing risk assessments. In this way all force managers will be involved.

Some of the generic risk assessments (GRAs) contained in Volume 3 specify circumstances in which it is necessary to take action under COSHH.

Within the police service these substances fall into two broad categories:

- ◆ *manufactured substances, such as chemicals and cleaning agents, which a force acquires for use in its operations and in its premises; and*
- ◆ *hazardous substances and agents, such as blood and body fluids which officers encounter in the course of their operational duties.*

Manufactured substances

The identification of most hazardous chemicals and other manufactured substances will be comparatively easy, as their containers will normally bear the labels which manufacturers and suppliers are required to attach warning users of the hazards in handling them.

In addition to providing warning labels manufacturers and suppliers are also obliged to provide information about:

- ◆ *the use to which any substance is designed and has been tested; and*

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- ◆ about the conditions necessary to ensure that when put to that use it will be safe and without risks to health.

This information is usually in the form of hazard data sheets.

After the initial programme of COSHH assessments has been completed forces will need to establish procedures to ensure that, whenever any new hazardous substance is brought into use, an assessment is carried out.

Other substances

The other hazardous substances will normally be identified through the risk assessments programme. The most common are blood and bodyfluids, which may be infected, and lice and other infestations.

Control Measures

Having identified the substances and the circumstances in which they are used or occur it is necessary to consider measures which need to be taken to protect those who are exposed to the substances.

In the case of manufactured substances this will involve an analysis of how each substance is stored, handled, used, mixed, applied, controlled and disposed.

The hazard data sheets will often determine the control measures to be taken, and often it will suffice simply to ensure that the data sheet is available at sites where the substances are used,

The following hierarchy of control measures should be adopted, although some may not be applicable in operational or emergency situations:

Step 1 - Elimination

Remove the hazard completely, for example by changing to a less hazardous substance or changing the process.

Step 2 - Separation - excluding the individual from exposure

Enclose the process or restrict access to the substance.

Step 3 - Engineering Controls

Mechanical removal of the hazardous substance, eg by installing exhaust ventilation or extraction systems.

Step 4 - Working practices

Install safe systems of work, including permits to work,

In many police operational situations this will comprise the issue of guidance and training on the procedures to avoid exposure to or contamination from the hazardous substances.

Step 5 - Control levels

Operate below acceptable emission levels or keep below maximum exposure limits, applying occupational exposure standards.

Step 6 - Personal protection

The use of personal protective equipment as a control measure should normally only be contemplated where the exposure of officers cannot be secured by other measures. Respirators, dust/fume masks, gloves etc.

Model risk assessment

As an example of a COSHH assessment the Annex contains the generic COSHH assessment prepared for the CS spray canister recommended for use in training in the use of CS aerosol incapacitants

Forces may find it useful to adopt the same format for other substances.

Employee Information

All employees are entitled to receive information on:

- ◆ *risks from work activity;*
- ◆ *precautions to be taken;*
- ◆ *results of tests/monitoring programmes;*



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- ◆ *collective health surveillance information.*

Further Information

Further information on COSHH is contained in the following HSE publications, available from HSE Books:

- ◆ *EH40 - published annually giving guidance on exposure standards and limits.*

Guidance on the Regulations

- ◆ *Approved Codes of Practice: General COSHH ACOP (including Control of substances hazardous to health 1994) and Carcinogens ACOP and Biological Agents ACOP L5 1995 HSE Books ISBN 0 7176 0819 0*
- ◆ *COSHH Assessments - A step by step guide HS(G)97 1993 HSE Books ISBN 011 886379 7*
- ◆ *Monitoring strategies for toxic substances EH42 1989 HSE Books ISBN 011 885412 7*
- ◆ *COSHH a brief guide for employers IND(G) 136L (Rev)*

GENERIC COSHH ASSESSMENT
 Aerosol CS Incapacitants
 Training CS Spray
 GRA 5.3 (COSHH) Rev 1
 30 September 1996

NAME OF PREPARATION	OCCUPATIONAL EXPOSURE LIMIT	
CS based personal defence aerosol containing 3% w/v CS (Orthochlorbenzalmalonitrile) in solution: trichlorethane T111 and dichlormethane stab propellant: HFA22	Long term	Short term
DESCRIPTION OF USE For familiarising police officers with the effect of CS in course of training in the use of aerosol.		
HAZARDS Toxic Harmful by ingestion and inhalation Corrosive Not corrosive Dust Not applicable Irritant Irritating to eyes, mucous membranes and respiratory tracts. Flammable Non flammable Flash point: not applicable		
RISK ASSESSMENT Irritant to skin, eyes and respiratory tract by direct contact.		
EXPOSURE		
By user	By subject	
Confined space Outdoors	Confined space	Outdoors



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STORAGE ARRANGEMENTS

The storage arrangements need to take into account:

- ◆ that the canisters are classified as firearms under section 5 of the Firearms Act [], and
- ◆ in accordance with the special requirements of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 (HFL Regulations), and HSE guidance booklet HSG 51 on the storage of flammable liquids in containers.

The local Fire Authority should be consulted on the proposed arrangements, who will advise on whether the arrangements for the storage of larger quantities will require to be licensed under the Petroleum (Consolidation) Act 1928.

For storage of less than 14 litres of substance (460 canisters)

Exempt from the Act.

For storage of less than 50 litres of substance (1666 canisters)

Up to 50 litres may be stored in a workroom in a suitably placed bin or cupboard of half hour fire resisting standard which complies with Certificate of Approval No 1 of the HFL Regulations (Form F 2434) and is labelled **Highly flammable**.

For storage for more than 50 litres but does not exceed 270 litres of substance

All highly flammable liquid should be stored in a secure storeroom which is either in a safe position or in a fire resisting structure which complies with Certificate of Approval No 1 (Form F 2434). Naked flames and smoking should be prohibited in storage areas. Depending upon the views of the licensing authority the canisters may need to be stored in a locked, ventilated, metal bin outside the premises. Where even greater quantities are kept it may be necessary to provide a properly constructed petroleum store, details of which would be provided by the licensing authority.

Storage of empty or partly used canisters and those retained as exhibits for evidential purposes

The storage of these should comply with that of full canisters.

SPILLAGES

Precautions - shut off all sources of ignition. Ventilate the room or area in which the spillage has occurred if safe to do so.

After ventilation, absorb on an inert absorbent, transfer to container and arrange removal by a disposal company. Wash site of spillage thoroughly with water and detergent.

If remedial action is not possible, call fire brigade and report nature of substance involved.

If material has entered drains inform local authority.

FIRE PRECAUTIONS

Do not puncture or burn, even when empty.

DISPOSAL ARRANGEMENTS

Disposal of empty, partly-used or defective canisters

Special arrangements should be made for their safe disposal, such as using a licensed waste-disposal contractor. Upon request the supplier can assist with their disposal.

FIRST AID INFORMATION

Expose to open air. If reactions persist proceed as follows:

- Skin** Rinse off using copious amounts of cool tap water or sterile saline solution at an early stage. Avoid use of cleansing milk and any fatty substance on skin.
- Eyes** Irrigate thoroughly with pure water for at least 10 minutes. **Irrigation to be carried out only by police surgeon or other personnel trained in eye irrigation procedures. If discomfort persists obtain medical attention.**
- Lungs** Remove from exposure, rest and keep [cool/warm].
- Mouth** If solvent has entered the subject's mouth wash out mouth thoroughly with water and give plenty of water to drink.

RESTRICTIONS ON USE

- ◆ To be used for training solely under the direction and control of an instructor approved to train officers in the use of CS incapacitants.
- ◆ Not to be sprayed directly at trainees.

CERTIFICATE

Assessment carried out by

Position

Date of assessment

Signature

Review date



The Personal Protective Equipment at Work Regulations 1992

Introduction

These Regulations require employers to provide *suitable* personal protective equipment (PPE) to any employees who may be exposed to risks to their health and safety while at work, *except where the risk cannot be controlled adequately by other means which are equally or more effective.*

The qualification in italics is important, and for this reason the HSE Guidance on the Regulations describes PPE as measure of *last resort* in the hierarchy of control measures.

Equipment excluded from the Regulations

- ◆ *Ordinary working clothes and uniforms which do not specifically protect the health and safety of the wearer. (However, if staff are required to work in inclement weather the appropriate PPE is required.)*
- ◆ *An offensive weapon used for self-defence or as deterrent equipment (e.g. personal sirens, batons)*
- ◆ *Portable devices for detecting and signalling risks and nuisances (e.g. gas detectors and radiation dosimeters).*
- ◆ *PPE used for protection while travelling on the road, eg crash helmets and leathers*
- ◆ *Equipment used during the playing of competitive sports, eg footballers' shin-guards.*



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- ◆ *Where existing regulations already apply and require PPE to be supplied, e.g. lead, ionising radiation, asbestos, hazardous substances subject to COSHH, noise and safety helmets on construction sites.*

Examples of PPE in operational police work

- ◆ *Helmets and body armour for officers involved in policing riots, and demonstrations.*
- ◆ *Ballistic vests for firearms officers.*
- ◆ *Hi-visibility jackets for police and traffic wardens.*
- ◆ *Life jackets for river police.*
- ◆ *Safety footwear and hard hats for police search teams.*
- ◆ *Leather aprons and eye protection for farriers.*
- ◆ *Face masks for SOCOs.*
- ◆ *Safety equipment for officers dealing with dangerous dogs.*
- ◆ *Heavy duty gloves for officers searching a scrap yard.*

Selection of PPE

To help with deciding whether, and if so which, PPE is required the key requirements of the Regulations are as follows:

Risk assessment

An employer has to choose PPE on the basis of his assessment of the nature of the risks to which staff may be exposed.

Whilst the Regulations do not require written risk assessments to be kept it is good practice to keep such records, identifying:

- ◆ *the risks identified and the risks that have not been avoided by other means;*
- ◆ *the definition of the characteristics needed in the PPE in order to be effective; and*
- ◆ *a comparison between the characteristics of the PPE that is needed and that which is available.*

Suitable

To be suitable, PPE must be:

- ◆ *appropriate to the risks and workplace conditions;*
- ◆ *take account of ergonomic considerations and the state of health of the person wearing the PPE;*
- ◆ *capable of fitting the wearer correctly and comfortable if worn for long periods;*
- ◆ *effective in preventing or adequately controlling the risks involved without increasing the overall risk, so far as is practicable; and*
- ◆ *where these exist it should comply with the relevant British and European standards.*

Compatibility

Where officers are required to wear more than one type of PPE the items must be compatible and effective. For example, where respirators, goggles, and safety helmets are worn at the same time the items must not interfere with the seal of the respirator face piece.

Review

The assessment must be reviewed where there is a reason to suspect it is no longer valid, or following significant changes and ensure that any changes required are made.



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Maintenance of PPE

PPE provided to staff must be maintained in an efficient state, in efficient working order and in good repair. Spare parts must be readily available. It should be checked before and after use.

Accommodation

Appropriate accommodation must be provided for PPE when not in use.

Information

Managers must provide all staff using PPE with relevant information, instruction and training. The information should also include:

- ◆ *the risks which the PPE is designed to avoid or limit;*
- ◆ *the manner in which the PPE works and should be used, and*
- ◆ *any action the staff should take to keep the PPE in good repair*

Use of PPE - duties of employees

Employees are required to:

- ◆ *use PPE in accordance with training and instruction;*
- ◆ *to return it to the accommodation after use; and*
- ◆ *to report to the line manager any loss or obvious defect in the PPE.*

Further guidance

Personal protective equipment at work: Guidance on Regulations - issued by HSE, published by HMSO ISBN 0 11 8863347).

Part 2 of this Guidance contains a detailed review of a whole range of PPE with references to appropriate standards and including a specimen risk survey table.

The Control of Lead at Work Regulations 1980

Introduction

These Regulations and the supporting Approved Code of Practice apply to any work in which an employee is likely to become exposed to lead, in any form, usually through:

- ◆ *ingestion;*
- ◆ *inhalation; or*
- ◆ *absorbtion through the skin.*

The main requirements of the Regulations are:

- ◆ *an obligation on employers to undertake a risk assessment in any situation where exposure to lead is likely; and*
- ◆ *to take specific measures to control exposure.*

Implications for police work

The Regulations have significant implications for certain police activities in which police of officers and civilian staff are regularly exposed to lead pollution.

These include:

- ◆ *he use of firearms at indoor ranges;*
- ◆ *motor vehicles maintenance;*
- ◆ *traffic control duties; and*
- ◆ *armoury duties*



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Firearms instructors and range cleaners are particularly at risk.

Where firing ranges are available to police sports and social clubs it is important to ensure that the precautions outlined in this guidance should be applied to these casual users.

Health issues

Lead exposure from the above activities, results mainly from breathing in dust and fumes.

Lead accumulates in the body over long periods of time and may cause irreversible damage mainly to the liver, kidneys and bladder, although other organs may be affected.

Pregnant employees are at particular from exposure to lead as it can effect the foetus.

Once pregnancy has been confirmed officers and staff should normally be removed from work which exposes them to lead, and redeployed on other duties.

On selection the blood lead levels of firearms instructors, firearms Officers and cleaners should be tested and monitored regularly thereafter, at least annually. It should be noted that for women of child-bearing age the safe levels are lower.

Employees who undertake vehicle maintenance work involving frequent use of lead solder, welding of metal coated with lead paint or are exposed to excessive levels of vehicle exhaust fume should also be considered when deciding any biological monitoring programme.

Risk assessment

A key aspect of these Regulations is the requirement to make an assessment of the nature and extent of the exposure to lead.

This will involve the use of an occupational hygienist to undertake air monitoring to determine the actual levels of lead dust/fume in the workplace.

The assessment will also involve the specification of suitable control measures to remove or reduce the risks to an acceptable safe level.

The generic risk assessment on firearms training (GRA 7 Part 1) contained in *Volume 3 (A Guide on Risk Assessment)* illustrates the process of carrying out such a risk assessment.

Control measures

Under the 1980 Regulations employers are required to provide adequate materials, plant and processes to control significant risks from lead exposure. Countering the risks which have been identified in firing range work will normally require a permanent engineering solution.

In the majority of locations this will require the installation of local exhaust ventilation plant. Cleaners will require additional protection by adopting safe systems of work for cleaning and the use of protective clothing, and respirators.

All employees exposed to lead should be encouraged to wash their hands and faces after each exposure.

Additional safety information and notices should be prominently displayed in places where lead risks are present informing officers and staff that it is prohibited to eat, drink or smoke in those areas.

Coveralls should be provided for students and instructors for wear on the ranges. But these should be removed when entering areas.

Cleaning

In addition to the daily cleaning programme undertaken in firing ranges, it is also recommended that deep cleaning and thorough decontamination should be carried out at regular intervals, and at least annually. Specialist cleaning contractors should be engaged to undertake this work.

Further guidance

Additional guidance may be found in the Approved Code of Safe Working Practice published by the Health and Safety Commission (ISBN 011883780).

The Approved Code includes the text of The Control of Lead at Work Regulations 1980 (SI 1980 No. 1248).

The Health and Safety (Display Screen Equipment) Regulations 1992

Introduction

These Regulations:

- ◆ *establish minimum requirements for the installation and use of display screen equipment (DSE) at work;*
- ◆ *apply to employees who habitually use visual display units (VDUs) as a significant part of their normal work; and*
- ◆ *require existing work stations meet the minimum requirements by 31 December 1996. New workstations must meet these requirements immediately.*

Within the police service they may apply to many activities, from simple word-processing to the use of new technology in a wider range of operational duties such as:

- ◆ *computerised crime recording and crime management;*
- ◆ *advanced fingerprint retrieval systems;*
- ◆ *communications room equipment;*
- ◆ *reprographic & DTP techniques; and*
- ◆ *stores stock control systems.*

Minimum requirements

The Schedule to the Regulations sets out the minimum requirements established by the European Union Council Directive 90/270/EEC. The text of the Schedule is reproduced as Annex A.

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Identifying who is a user

Only officers and civilian employees who are defined as a *user* of DSE are covered by the Regulations. The Regulations define a user as *an employee who habitually uses visual display units (VDUs) as a significant part of their normal work*. In deciding who is a user, account should be taken of the nature of their work. In most cases, where use is more or less continuous, it will be clear whether a person is a user. But where use is less continuous or frequent the HSE Guidance states that it will be appropriate to classify a person as a user if most or all of the following criteria apply:

- ◆ *carrying out the job depends on DSE;*
- ◆ *the individual has no discretion as to whether to use DSE;*
- ◆ *significant training and particular skills in the use of DSE are required;*
- ◆ *there is continuous use of DSE for periods of an hour or more;*
- ◆ *use is more or less daily;*
- ◆ *there is a fast transfer of information between the user and screen; and*
- ◆ *a high level of concentration is required.*

Assessment of workstations

All workstations where DSE is installed will require a written assessment, which both:

- ◆ *evaluates the health and safety conditions of the equipment; and*
- ◆ *ensures that the minimum requirements have been met.*

Check lists can be most appropriate when undertaking DSE risk assessments. Annex B reproduces a useful check list contained in the HSE publication *VDUs - an easy guide to the Regulations*.

Because the Regulations focus on the working conditions of users of DSE it is essential that they are fully involved in the risk assessment process.

Assessments must be repeated when they are no longer valid due to any significant changes in the workstation, for example when the work station is relocated or new equipment introduced.

Health issues

The health issues commonly associated with the use of DSE are:

- ◆ *upper limb disorders (including pain from the neck, arms, elbows, wrists, hands and fingers);*
- ◆ *temporary eye strain (but not eye damage) and headaches; and*
- ◆ *fatigue and stress.*

The Regulations seek to overcome these issues by:

- ◆ *requiring action to be taken to ensure that workstations comply with the minimum standards; and*
- ◆ *specific provisions for:*
 - ◆ *eye and eyesight testing;*
 - ◆ *varying the daily work routine;*
 - ◆ *training; and*
 - ◆ *information.*

Other health considerations

Radiation Effects

A common perception amongst DSE users is that the display screen may emit harmful radiation. The main concern being the possible harmful effects to pregnant workers.

In practice all display screens emit radiation similar to a domestic television set. These low level emissions are not hazardous to health and should not be any cause for concern

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by pregnant employees nor will they require any special protective clothing/equipment.

Pregnancy

Pregnant workers will still require special consideration when using DSE as they are prone to suffer discomfort or postural problems after prolonged periods of time.

Separate advice should be taken from the Occupational Health Adviser.

Eye and Eyesight testing

The Regulations require employers to meet the cost of eye and eyesight tests, together with the cost of spectacles where they are specifically required to operate DSE.

It is the Employee who initiates the eye tests on request to the Employer.

The test may consist of either an eye check carried out by the employer's own trained staff, for example an Occupational Health Unit - Keystone Test etc, or by a private optician or optometrist.

Daily work routine

Employers are required to plan the activities of users so that their daily routine is periodically interrupted by breaks or changes of activity.

Certain jobs in the police service involve intensive display screen work with little option for relief provided by alternative work eg, communications room operators, telephonists, data entry staff.

For these people a planned work break away from the DSE will be an essential feature of their work.

Training

All Employees should receive training in the correct techniques for operating and adjusting their workstation.

In addition, forces are recommended to train key staff to become "assessors" and for

them to acquire the appropriate skills to recognise the risks involved in DSE work and the measures which can be adopted to rectify any problems which affect the safe use of the DSE.

Information

Employees are entitled to information on Health and Safety related to their workstations. Risk assessments and the steps taken to reduce risks. Breaks and changes of activity. Eye and eyesight tests.

A useful information booklet is provided free from the HSE. Details are given below.

Further information

- ◆ *Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992 No 2792)*
- ◆ *Guidance on the Regulations issued by HSE, published by HMSO ISBN 0 7176 0410 1*
- ◆ *Working with VDUs - free HSE booklet IND(G) 36L*
- ◆ *VDUs an easy guide to the Regulations - HSE booklet*



Annex A

Schedule to Display Screen Equipment Regulations 1992

This Schedule sets out the minimum requirements for workstations which are contained in the Annex to Council Directive 90/270/EEC (on the minimum safety and health requirements for work with display screen equipment).

Extent to which employers must ensure that workstations meet the requirements laid down in this Schedule

1. An employer shall ensure that a workstation meets the requirements laid down in this Schedule to the extent that :-
 - (a) those requirements relate to a component which is present in the workstation concerned;
 - (b) those requirements have effect with a view to securing the health, safety and welfare of persons at work; and
 - (c) the inherent characteristics of a given task make compliance with those requirements appropriate as respects the workstation concerned.

Equipment

2. (a) **General comment**

The use as such of the equipment must not be a source of risk for operators or users.



(b) **Display screen**

The characters on the screen shall be well-defined and clearly formed, of adequate size and with adequate spacing between all the characters and lines.

The image on the screen should be stable, with no flickering or other forms of instability.

The brightness and the contrast between the characters and the background shall be easily adjustable by the operator or user, and also be easily adjustable to ambient conditions.

The screen must swivel and tilt easily and freely to suit the needs of the operator or user.

It shall be possible to use a separate base for the screen or an adjustable table.

The screen shall be free of reflective glare and reflections liable to cause discomfort to the operator or user.

(c) **Keyboard**

The keyboard shall be tiltable and separate from the screen so as to allow the operator or user to find a comfortable working position avoiding fatigue in the arms or hands.

The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the operator or user.

The keyboard shall have a matt surface to avoid reflective glare.

The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

The symbols on the keys shall be adequately contrasted and legible from the design working position.

(d) **Work desk or work surface**

The work desk or work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

There shall be adequate space for operators or users to find a comfortable position.

(e) **Work chair**

The work chair shall be stable and allow the operator or user easy freedom of movement and a comfortable position.

The seat shall be adjustable in height.

The seat back shall be adjustable in both height and tilt.

A footrest shall be made available to any operator or user who wishes one.

Environment

3. (a) **Space requirements**

The workstation shall be dimensioned and designed so as to provide sufficient space for the operator or user to change position and vary movements.

(b) **Lighting**

Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.



Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

(c) **Reflections and glare**

Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.

Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

(d) **Noise**

Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed.

(e) **Heat**

Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to operators or users.

(f) **Radiation**

All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of operators' or users' health and safety.

(g) **Humidity**

An adequate level of humidity shall be established and maintained.

Interface between computer and operator/user

4. In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the employer shall take into account the following principles:
 - (a) software must be suitable for the task;
 - (b) software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user; no quantitative checking facility may be used without the knowledge of the operators or users;
 - (c) systems must provide feedback to operators or users on the performance of those systems;
 - (d) systems must display information in a format and at a pace which are adapted to operators or users;
 - (e) the principles of software ergonomics must be applied, in particular to human data processing.



Annex B**Health and Safety Survey and
Assessment of Display Screen
Equipment Workstation¹**DIVISION/
DEPARTMENT: LOCATION: ROOM DATE: NAME OF
ASSESSOR: CONTACT
TEL No:

NAMES OF WORKPLACE USERS CONSULTED:

The aim of the assessment is to ensure DSE users are operating in a safe and healthy working environment, and to highlight any areas where there is room for improvement. Upon completion of this assessment some simple measures may be taken to improve the workstation, others which have a cost implication must be taken up with line managers.

¹ This material is extracted from the HSE publication VDUs - an easy guide to the Regulations



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ITEM TO BE ASSESSED	COMMENT ON SUITABILITY/ ACTION TO BE TAKEN
<p>1. <u>DESK</u> has a suitable computer desk been provided: <input type="text" value="YES/NO"/></p> <p>Legroom: <input type="text" value="YES/NO"/></p> <p>Surface Finish: eg: Matt <input type="text" value="YES/NO"/></p> <p>Suffice drawer space for personal belongings: <input type="text" value="YES/NO"/></p> <p>Is there sufficient working space: <input type="text" value="YES/NO"/></p>	
<p>2. <u>CHAIR</u> Adjustable back tilt: <input type="text" value="YES/NO"/></p> <p>Adjustable back height: <input type="text" value="YES/NO"/></p> <p>Adjustable height <input type="text" value="YES/NO"/></p> <p>Adjustable arm rests: <input type="text" value="YES/NO"/></p> <p>Footrest, if supplied: <input type="text" value="OK/NOT OK/REQUIRED"/></p> <p>Are there any obstructions under the desk: <input type="text" value="YES/NO"/></p> <p>Casters fitted: <input type="text" value="(MINIMUM 5) YES/NO"/></p>	



ITEM TO BE ASSESSED	COMMENT ON SUITABILITY/ ACTION TO BE TAKEN
<p>Adequacy of chair: <input data-bbox="774 528 1054 600" type="text" value="OK/REPLACE/REQ REPAIR"/></p> <p>Is the user sitting properly and making the correct adjustments to the chair: <input data-bbox="774 640 1054 712" type="text" value="YES/NO"/></p>	
<p>3. <u>DISPLAY SCREEN</u></p> <p>Make/Type: <input data-bbox="774 790 1054 862" type="text"/></p> <p>Adjustable tilt: <input data-bbox="774 931 1054 1003" type="text" value="YES/NO"/></p> <p>Adjustable swivel: <input data-bbox="774 1055 1054 1126" type="text" value="YES/NO"/></p> <p>Adjustable contrast: <input data-bbox="774 1178 1054 1249" type="text" value="YES/NO"/></p> <p>Adjustable brightness: <input data-bbox="774 1301 1054 1373" type="text" value="YES/NO"/></p> <p>Character colour distinct from background colours: <input data-bbox="774 1424 1054 1496" type="text" value="YES/NO"/></p> <p>Are character colours distinct in all programs: <input data-bbox="774 1547 1054 1619" type="text" value="YES/NO"/></p> <p>Image flicker free in all programs: <input data-bbox="774 1671 1054 1742" type="text" value="YES/NO"/></p> <p>Character size adequate: eg: To read without difficulty <input data-bbox="774 1794 1054 1865" type="text" value="YES/NO"/></p> <p>Screen reflection free <input data-bbox="774 1917 1054 1989" type="text" value="YES/NO"/></p>	



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ITEM TO BE ASSESSED	COMMENT ON SUITABILITY/ ACTION TO BE TAKEN
<p>Screen cleaning frequency: (Comment on method) <input data-bbox="501 544 782 616" type="text" value="DAY/WEEKLY/MONTHLY"/></p> <p>Glare filter fitted: (comment if required) <input data-bbox="501 645 782 716" type="text" value="YES/NO"/></p>	
<p>4. <u>KEYBOARD</u></p> <p>Adjustable tilt: <input data-bbox="501 775 782 846" type="text" value="YES/NO"/></p> <p>Standard QWERTY layout: <input data-bbox="501 934 782 1005" type="text" value="YES/NO"/></p> <p>Keyboard separate from the screen: <input data-bbox="501 1093 782 1164" type="text" value="YES/NO"/></p> <p>Keys legible: eg: Letters not worn <input data-bbox="501 1238 782 1310" type="text" value="YES/NO"/></p> <p>Adequate working space for input documentation: <input data-bbox="501 1397 782 1469" type="text" value="YES/NO"/></p> <p>Is the user keying properly. Has a comfortable position been found: <input data-bbox="501 1543 782 1615" type="text" value="YES/NO"/></p>	
<p>5. <u>DOCUMENT HOLDER</u></p> <p>Adjustable holder fitted (Comment if required) <input data-bbox="501 1742 782 1814" type="text" value="YES/NO"/></p> <p>Suitable position as near as screen as possible: <input data-bbox="501 1843 782 1915" type="text" value="YES/NO"/></p>	<p>Comment if holder provided, but unsuitable</p>



ITEM TO BE ASSESSED	COMMENT ON SUITABILITY/ ACTION TO BE TAKEN
<p>6. <u>ROOM</u></p> <p>Lighting type: eg: Fluorescent <input type="text"/></p> <p>Lights individually controlled: <input type="text" value="YES/NO"/></p> <p>Is satisfactory heating provided: <input type="text" value="YES/NO"/></p> <p>Are problems experienced with dry atmosphere <input type="text" value="YES/NO"/></p> <p>Room noise level: (Less than 85db(A)) <input type="text" value="db/(A)"/></p> <p>Decoration: eg: Painted, wallpaper etc <input type="text"/></p> <p>Colour of decoration: (Main surface colour should be light shade matt finish) <input type="text"/></p> <p>Windows blinds fitted: (Type and colour) <input type="text" value="YES/NO"/></p> <p>Access to workstation: <input type="text" value="ADEQUATE/INADEQUATE"/></p> <p>Layout of workstation: eg: Access to plugs <input type="text" value="ADEQUATE/INADEQUATE"/></p> <p>Is assistance with office layout required: <input type="text" value="YES/NO"/></p> <p>This may be necessary if:</p> <ul style="list-style-type: none"> - glare cannot be eliminated by adjusting the screen - where there are windows, operators should be positioned so they are at right angles to the windows 	<p>The Health and Safety Section will be available to assist with noise measurement</p>



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ITEM TO BE ASSESSED	COMMENT ON SUITABILITY/ ACTION TO BE TAKEN
<p>Screen affected by glare from windows: <input type="text" value="YES/NO"/></p> <p>Screen affected by glare from lights: <input type="text" value="YES/NO"/></p> <p>Can any action be taken by adjusting the screen to eliminate glare: <input type="text" value="YES/NO"/></p> <p>Cables tidy: (No tripping hazards) <input type="text" value="YES/NO"/></p> <p>Storage space adequate: <input type="text" value="YES/NO"/></p>	
<p>7. <u>OPERATOR</u></p> <p>Has any training been given to set up the workstation: <input type="text" value="YES/NO"/></p> <p>Safety information given: (DSE Safety Booklet) <input type="text" value="YES/NO"/></p> <p>Time spent at DSE work a feature of this job: <input type="text" value="HOURS"/></p> <p>Is non DSE work a feature of this job <input type="text" value="YES/NO"/></p> <p>Spectacles worn: <input type="text" value="YES/NO"/></p> <p>Has the user attended Occupational Health for vision test: <input type="text" value="MONTH: YEAR:"/></p> <p>Comments from operator eg: Health, system of work, layout of equipment <input type="text"/></p>	<p>Details of courses</p> <p>Comment if equipment is in continuous use</p>



ITEM TO BE ASSESSED	COMMENT ON SUITABILITY/ ACTION TO BE TAKEN
<p>8. <u>MANAGERS ASSESSMENT</u></p> <p>Adequacy of workstation: (Layout/ergonomics)</p> <p>Adequacy of training:</p> <p>Adequacy of equipment:</p> <p>Adequacy of environment:</p> <p>Corrective action required:</p>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>



The Manual Handling Operations Regulations 1992

Introduction

These Regulations are intended to reduce the incidence of injury caused through manual handling - the transporting or supporting of loads by hand or by bodily force.

The cost of manual handling injuries is enormous. More than a third of all over-three day injuries reported to HSE and local authorities arise from manual handling. On average each injury results in 20 days off work and sometimes the victim never fully recovers.

The Regulations will apply to a wide range of police activities, including:

Operational duties

- ◆ *public order moving demonstrators*
- ◆ *vehicle loading/unloading*
- ◆ *restraint of prisoners*
- ◆ *mounted section trailers/ramps*
- ◆ *recovery of bodies from water*

Maintenance activities

- ◆ *vehicle operations, eg, maintenance*
- ◆ *central stores/property office*



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- ◆ *movement of office equipment -*
- ◆ *typewriters, furniture etc*
- ◆ *reprographic paper handling*
- ◆ *records files storage systems'*
- ◆ *building and maintenance works*

Many of the manual handling hazards which are commonly encountered in operational policing duties are specified in the generic risk assessments contained in Volume 3 (Guidance on Risk Assessments).

Health Issues

Most of the reported injuries cause back injury, though arms, hands and feet are also vulnerable. Common problems include slipped discs, back strain, dislocations, muscular strains and ligament damage.

Many of these conditions result in long term absence from work and often disablement.

General Requirements

The Manual Handling Operations Regulations require employers to take certain actions to:

- ◆ ***avoid*** the need for hazardous manual handling as far as reasonably practicable;
- ◆ ***assess*** the risk of injury from any hazardous manual handling that cannot be avoided; and
- ◆ ***reduce*** the risk of injury from hazardous manual handling as far as reasonably practicable.

They require employers to:

- ◆ *provide mechanical aids to avoid manual handling operations where there is a risk of injury, and where it is reasonably practicable to do so;*
- ◆ *conduct risk assessments of operations where manual handling cannot be unavoided;*
- ◆ *reduce the risks to the lowest level reasonably practicable;*
- ◆ *provide information on the loads to be moved/carried to include:*
 - ◆ *the weight of the load; and*
 - ◆ *the centre of gravity of the load.*

Solutions

Many manual handling operations can be avoided/reduced at little or no cost, for example, by:

- ◆ *reducing the size of the load which is purchased;*
- ◆ *splitting the load into smaller loads;*
- ◆ *seeking assistance when carrying;*
- ◆ *improving ergonomic design; and*
- ◆ *training in kinetic lifting methods.*

Mechanical Solutions

Many police activities have access to existing mechanical aids such as;

- ◆ *fork lift trucks;*



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- ◆ *hoists and lifting gear; and*
- ◆ *trolleys and small trucks.*

Some of the routine lifting and handling operations may now justify a completely mechanical solution to avoid unnecessary risks. An example is the automation of stores systems.

Risk Assessment

In operational policing the scope for avoiding manual handling is much less than in workshops and other premises. Where manual handling is identified as a substantial hazard in the course of a carrying out a risk assessment for those duties, a proper analysis of problem should be carried out to identify the most suitable control measures.

Officers may find the annexed check useful in carrying out this analysis and determining what action is required to comply with these Regulations.

Risk assessments must be repeated when they are no longer valid due to any significant changes to the manual handling operation or after an accident.

Emergency situations

In most emergencies there will not be time to carry out risk assessments. In this case the Approved codes of Practice which accompanies the Management of Health and Safety at Work Regulations 1992 is particularly relevant:

There are no fixed rules about how a risk assessment should be undertaken. The assessment will depend upon the nature of the undertaking and the type and extent of the hazards and the risks. Above all the process needs to be practical.....Employers should ensure that those involved should take all reasonable care in carrying out the risk assessment, *although the assessment would not be expected to cover risks which were not reasonably foreseeable.*

It follows from this that, in order to satisfy the requirements of the Management Regulations a force need only demonstrate that it took the steps necessary to identify the *significant hazards* which it could be expected to foresee and took appropriate control measures to remove or reduce the risks.

This will generally be expressed in terms of training and making officers aware of the risks to their health in trying to lift loads which are too heavy for them.

Personal Safety

Employees all have a different capability for lifting loads, therefore an individual's strength, fitness and health should be taken into account when conducting a risk assessment.

Special consideration should be given to:

- ◆ *pregnant women during their pregnancy and for a reasonable period of time after the birth; and*
- ◆ *officers and employees with a history of back problems.*

Training

The risk assessment process will identify basic training needs, however the nature of police work is unpredictable and can require emergency action to be taken by police officers to resolve particular situations. This will often be undertaken without access to lifting aids or special equipment.

As part of their induction and ongoing training programmes for police officers, forces may wish:

- ◆ *to raise awareness of the health hazards of lifting loads incorrectly or which are too heavy; and*
- ◆ *to provide basic training in lifting and handling, which might include the following elements:*
 - ◆ *skills training in operating handling equipment;*
 - ◆ *kinetic handling techniques; and*
 - ◆ *how to assess loads.*



Employee Information

The Regulations require employees to make full and proper use of any system of work provided by their employer to avoid manual handling hazards.

It follows that they need, and indeed are entitled, to receive information on the outcome of risk assessments and the action taken to avoid injury.

Further Information

- ◆ *Manual Handling Operations Regulations 1992 and Guidance on Regulations*
HSE published by HMSO ISBN 0 11 886 3355

The ACOP:

- ◆ *contains much practical advice on measures to reduce the risk of manual handling injuries; and*
- ◆ *gives general guidelines for lifting, carrying, pushing and pulling, and handling while seated.*
- ◆ *HSE Guide “Getting to grips with manual handling”*
IND(G) 1431.
- ◆ *HSE Guide “lighten the load - Guidance on musculoskeletal disorders”.*
- ◆ *HSE leaflet “If the task fits - Ergonomics at work”*
IND(G)90(L)

Example of an assessment checklist

Annex

MANUAL HANDLING OF LOADS

EXAMPLE OF AN ASSESSMENT CHECKLIST

Note: This checklist may be copied freely. It will remind you of the main points to think about while you:
- consider the risk of injury from manual handling operations
- identify steps that can remove or reduce the risk
- decide your priorities for action.

Summary of Assessment	Overall priority for remedial action: Nil/Low/Med/High
	Remedial action to be taken;
Operations covered by this assessment:
Locations:
Personnel Involved:
Date of assessment:

Section A - Preliminary • circle as appropriate

Q1 Do the operations involve a significant risk of injury? Yes/No *
 If “Yes” got to Q2. If “No” the assessment need go no further.
 If in doubt answer “Yes” . You may find the guidelines in Appendix I helpful.

Q2 Can the operations be avoided/mechanised/automated at reasonable cost? Yes/No *
 If “No” got to Q3. If “Yes” proceed and then check that the result is satisfactory.

Q3 Are the operations clearly within the guidelines in Appendix I? Yes/No *
 If “No” go to Section B. If “Yes” you may go straight to Section C if you wish.

Section C - Overall assessment of risk:

Q4 What is your overall assessment of the risk of injury? Insignificant/Low/Med/High *
 If not “Insignificant” go to Section D. If “Insignificant” the assessment need to go further.

Section D - Remedial action:

Q5 What remedial steps should be taken, in order of priority?

i

ii

iii

iv

v

vi

And finally:

- - complete the SUMMARY above
- - compare it with your other manual handling assessments
- - decide your priorities for action
- - TAKE ACTION AND CHECK THAT IT HAS THE DESIRED EFFECT

~~Section C - Overall assessment of risk:~~

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Section B - More detailed assessment, where necessary:

Questions to consider	Level of risk:	Possible remedial action:
<p>If the answer to a question is “YES” place a tick against it and then consider the level of risk:</p> <p style="text-align: right;">Yes</p> <p>The tasks - do they involve:</p> <ul style="list-style-type: none"> ◆ holding loads away from trunk? ◆ twisting? ◆ stooping? ◆ reaching upwards? ◆ large vertical movement? ◆ long carrying distances? ◆ strenuous pushing or Pulling? ◆ unpredictable movement of loads? ◆ repetitive handling? ◆ insufficient rest of recovery? ◆ a workrate imposed by a process? <p>The loads - are they:</p> <ul style="list-style-type: none"> ◆ heavy? ◆ bulky/unwieldy? ◆ difficult to grasp? ◆ unstable/unpredictable? ◆ intrinsically harmful (eg sharp hot?) <p>The working environment - are there:</p> <ul style="list-style-type: none"> ◆ constraints on posture? ◆ poor floors? ◆ variations in levels? ◆ hot/cold humid conditions? ◆ strong air movements? ◆ poor lighting conditions? <p>Individual capacity - does the job:</p> <ul style="list-style-type: none"> ◆ require unusual capability? ◆ hazard those with a health problem? ◆ hazard those who are pregnant? ◆ call for special information/training? <p>Other factors -</p> <p>Is movement or posture hindered by clothing or personal protective equipment.</p>	<p>(Tick as appropriate)</p> <p>Low Med High</p>	<p>(Make rough notes in this column in preparation for completing Section D)</p>

Deciding the level of risk will inevitably call for judgement. The guideline in Appendix I may provide a useful yardstick
When you have completed Section B go to Section C.

The Workplace (Health, Safety and Welfare) Regulations

Introduction

The Workplace Regulations and the supporting Approved code of Practice (ACOP) establish minimum requirements at workplaces in or near buildings. They contain a considerable amount of detail, which this note attempts to summarise under the following headings:

Health

- ◆ *Ventilation*
- ◆ *Temperature*
- ◆ *Lighting*
- ◆ *Cleanliness and waste materials*
- ◆ *Room dimensions and space*
- ◆ *Workstations and seating*

Safety

- ◆ *Maintenance of workplace, and of equipment, devices and systems*
- ◆ *Condition of floors*
- ◆ *Falls or falling objects*



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- ◆ *Transparent surfaces*
- ◆ *Windows and skylights*
- ◆ *Doors and gates*
- ◆ *Escalators and moving walkways*

Welfare

- ◆ *Sanitary conveniences and washing facilities*
- ◆ *Drinking water*
- ◆ *Accommodation for clothing and changing facilities*
- ◆ *Facilities for rest and to eat meals*

Since 1 January 1996 they have applied to any workplace, or parts of a workplace which is an existing workplace, with several exceptions such as ships, aircraft and building sites.

General requirements***The duty on every employer***

Imposes the duty on every employer to comply with the Regulations relating to every workplace, modification, extension and conversion under his control and where any of his employees work. He also has a duty under Section 4 of Health and Safety at Work etc. Act 1974 to people who are not employees but use their premises.

Maintenance

It is a statement of the obvious. If there is a duty to provide something under the law then it follows that there must be a parallel duty to keep things in such a condition that they continue to comply. The duty is couched in familiar terms often used in legislation applying to the workplace. The Regulation refers to an 'efficient state', 'efficient working order' and 'good repair' adding for the first time the additional phrase 'cleaned as appropriate'.

Efficient means from the view of Health and Safety, not economy

The Regulation applies to the workplace itself and not just to equipment, devices and systems within it. Furthermore it requires a system of maintenance. This is a positive requirement. It is the antithesis of the concept of maintenance where you only indulge in it after things have gone wrong and need to be mended.

Health

Ventilation

Requires effective and suitable provision for every enclosed workplace to be ventilated by a 'sufficient quantity of fresh or purified air.'

Any ventilation plant used must include a visible or audible warning device to indicate failure which could prejudice the health of those concerned. Fresh air is normally taken to be that brought in from outside the building but there is a timely warning that inlets, if not located in suitable positions, can be contaminated by fumes from flues', exhaust system outlets or vehicles operating nearby.

The ACOP gives a yardstick for fresh air supply rates, 5 to 8 litres per second, per occupant as a minimum requirement.

Definitions

"Workplace" means 'premises or part of premises which are not domestic premises and are made available to any person as a place of work'.

The definition includes 'any place within the premises to which such person has access while at work, and any room, lobby, corridor, staircase, road or other place used as a means of access to or egress from the workplace or where facilities are provided for use in connection with the workplace other than a public road'.

"Premises" means any place including a place out of doors.

"Domestic premises" means a private dwelling and therefore excludes homework's but includes such places as hotels, nursing homes and such part of these workplaces where 'domestic' staff are employed, eg hostel kitchens or sheltered accommodation.



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“**Approved Code of Practice. (ACOP)**” are the regulations and guidance available from the HSE.

Temperature

Deals with temperature. During working hours all workplace temperature should be reasonable. Heating methods should not be such that injurious or offensive fumes result and there should be a sufficient number of thermometers provided to determine the temperature throughout the building.

An indication of temperature levels is given but there is an element of flexibility to cope with such factors as work involving severe physical effort, temperatures necessary to prevent food from deteriorating and work on hot processes. A normal temperature of 16 degrees Celsius is quoted. Further guidance on thermal comfort is promised by the HSE.

Suitable and sufficient lighting

Requires all workplaces to have suitable and sufficient lighting which so far as is reasonably practicable should be by natural light. If artificial lighting is provided in rooms where lighting failure could expose the occupants to danger, suitable emergency lighting has to be provided. Advice on the lighting of fire escapes is obtainable from the Fire Officers.

Cleanliness

Covers cleanliness and requires workplaces, furniture furnishings and fittings to be kept ‘sufficiently clean’. Floors, walls and ceiling must be capable of being kept clean and, so far as reasonably practicable, waste materials should not be allowed to accumulate in workplaces except in suitable receptacles

Work Space

Calls upon the employer to have sufficient floor area, height and unoccupied space for purposes of health, safety and welfare in every room where persons work minimum and may need to be greater if for example much of the room is taken up by furniture etc.

Workstations and Seating

Requires workstations to be arranged suitably to accommodate the worker and the work.

Factors to be dealt with include - protection from adverse weather, ability to leave the workstation swiftly or be assisted in an emergency, and action to prevent slips and falls. The provision of seating is also covered.

Safety

Floors and Traffic Routes

Deals with floors and traffic (defined as routes for 'pedestrian traffic, vehicles or both and includes any stairs, staircase, fixed ladder, doorway, gateway, loading bay or ramp').

Floor of workplaces and traffic routes must be suitably constructed for the purpose for which they are used. Holes, slopes, unevenness and slipperiness have to be dealt with to prevent risks.

The Approved Code of Practice refers to handrails; spills and leaks; arrangements to deal with snow and ice; drainage and the option of the provision of non-slip footwear as an extra measure where, despite precautions against slipping, some risk remains.

Preventative Measures

Presents a challenge - it is one of the requirements which has the potential for a great deal of action. Suitable and effective measures must be adopted to prevent certain listed events. These are:

- ◆ *persons falling a distance likely to cause personal injury;*
- ◆ *persons being struck by a falling object likely to cause person injury; and*
- ◆ *any containers of dangerous substances (hot, toxic, corrosive, fumes or free flowing or viscous materials which could envelope persons) they must be covered over or fenced.*

Windows and Doors

Addresses the problems of windows and other transparent or translucent surfaces in walls, partitions, doors or gates.

The risk being tackled are broken glass or other materials, and the dangers associated



with walking into transparent materials because they are not easily visible or apparent. The precautions called for include: the use of safety material or protection of breakable material and/or the use of markings or features to make them apparent.

Opening of Windows

Relates to risks associated with opening windows, skylights and ventilators. None of these should be capable of being opened, closed or adjusted in a way exposing persons to risk when they are undertaking the tasks mentioned. Risks from open windows, skylights and ventilators (from walking into them) should be prevented by locating them in positions where they cannot pose a risk.

Safe window cleaning

Is a charter for safe window cleaning. All windows and skylights should be designed or constructed so that they can be safely cleaned.

Workplace Highway Code

Is the equivalent of a workplace Highway Code because it deals with the safety of pedestrians from risks posed by traffic. The following points are covered:

- ◆ *workplaces have to be organised so that vehicles and pedestrians can circulate in a safe manner;*
- ◆ *traffic routes have to be suitable for the vehicles and pedestrians using them, and sufficient in number, position and size. (Note: for existing workplaces this clause only applies ‘so far as is reasonably practicable’).*

The general requirements relating to traffic routes state that they are not satisfactory unless:

- ◆ *they prevent danger to persons working near them;*
- ◆ *there is sufficient separation of vehicles from doors, gates and pedestrian traffic routes*
- ◆ *where vehicles and pedestrians use the same traffic route, sufficient separation is kept between them; and*

- ◆ *traffic signs and indications of all traffic routes is called for, where this is necessary for safety reasons.*

Escalators and moving walkways

This is an entirely new requirement that escalators and moving walkways must function safely, be equipped with any necessary safety devices and fitted with one or more easily identifiable and readily accessible emergency stop control(s). The Approved Code of Practice refers to HSE guidance and a relevant British Standard.

Welfare

Suitable and sufficient sanitary conveniences

Requires employers to provide suitable and sufficient sanitary conveniences at readily accessible places. To be suitable, regard has to be given to: ventilation, lighting, cleanliness and separate provision for men and women, **except** where each convenience is in a separate room with a door capable of being secured from the inside.

Washing facilities

Requires suitable and sufficient washing facilities to be provided in readily accessible places. The facilities have to include showers if required by the nature of the work for health reasons.

Suitability relates to the provision of washing facilities near to sanitary conveniences and changing rooms. It also relates to the availability of clean hot and cold or warm water (running water so far as practicable); soap; towels (or other suitable means for drying) and the location of facilities in clean rooms. Separate facilities should be provided for men and women except where they are provided in a room the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by one person at a time.

Drinking water

Puts a duty on employers to provide an adequate supply of wholesome drinking water and cups for their employees. It must be readily accessible at suitable places and conspicuously marked by an appropriate sign where necessary for reasons of health or safety. This is to ensure that taps controlling drinking water are not mistaken for taps which may control some other liquid which harm anyone drinking it.



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Clothing Accommodation

Requires suitably located clothing accommodation to be provided for employees' own clothing and for special work clothing which is not taken home. Matters such as the security of the clothing, separate accommodation for working clothing and other clothing where there could be health risks (by contamination with harmful substances used at work) are also covered. Facilities for drying clothes also have to be provided.

Changing facilities

Requires changing facilities to be provided for persons at work in all cases where they have to use special clothing for their work and those persons, for reasons of health or propriety, cannot be expected to change in another room. The Code reminds us that other Regulations and Codes of Practice also cover the subject of protective clothing provision.

Suitable and sufficient rest facilities

Obliges employers to provide at readily accessible places suitable and sufficient rest facilities (in new workplaces the facilities must be rest rooms but in old workplaces rest rooms or rest areas meet the requirements).

Facilities have to include places to eat meals where food eaten in the workplace could become contaminated. They also have to include suitable arrangements to protect non smokers from discomfort caused by tobacco smoke, and facilities for pregnant women or nursing mothers to rest. Suitable facilities have to be provided for persons at work to eat meals where meals are regularly eaten at the workplace.

Further Guidance

- ◆ ***The Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992 No 3004)***
- ◆ ***Approved Code of Practice ISBN 0-11-886333-9***

The Noise at Work Regulations 1989

Introduction

The Noise at Work Regulations 1989 are concerned with protecting the hearing of people from noise generated in the workplace.

The regulations place duties on employers:

- ◆ *to reduce the risk of damage to the hearing of their employees; and*
- ◆ *where an employee is likely to be exposed to noise, a noise assessment is carried out by a competent person.*

Police Work

The generic risk assessments contained in *Volume 3 (Guide on risk assessments)* identifies a number of duties where officers are exposed to high levels of noise. These include:

- ◆ *firearms officers*
- ◆ *motor cycle riders*
- ◆ *engineering staff*
- ◆ *transport workshop staff*
- ◆ *dog handlers (dogs barking in vans)*

Health Issues

Prolonged exposure to noise can cause irreparable damage to officers' hearing. If staff are to be assigned to duties where there is a known noise problem audiometry testing



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should be considered before staff take up their duties.

Whilst not a legal requirement under the regulations audiometry testing does establish a base level hearing. By repeating the tests at regular intervals and maintaining records, it should be possible to detect any deterioration of hearing at an early stage. This will enable the staff concerned to be transferred to other less noisy duties.

Risk Assessment

The regulations set Three Action Levels at which specific obligations are imposed along with the steps which need to be taken. These are set out in more detail in the regulations and guidance notes.

Control Measures

Where excessive noise is identified there is a range of control measures which may be taken. These include:

- ◆ *removing the officer from the area;*
- ◆ *reducing the length of exposure;*
- ◆ *examining how the noise levels can be reduced (engineering controls);*
- ◆ *containing the noise; and*
- ◆ *provide appropriate hearing protection.*

Hearing Protection

These can range from disposable ear plugs to custom designed ear defenders with built in communications systems.

Expert guidance

The measurement of noise levels, audiometric testing and the identification of appropriate control measures are highly technical matters. It is important, therefore, to seek expert advice wherever officers are regularly exposed to loud noise.

In the first place guidance should be sought from the force health and safety adviser and occupational health unit.

Further information

- ◆ *The Noise at Work Regulations 1989*
- ◆ *Introducing “The Noise at Work Regulations. “ (HSE IND[G] 75 {L}*
- ◆ *Noise at Work: Noise Assessment, information and control: (Noise Guide 3 to 8)
HSE HS (G) 56 ISBN 0118854305*
- ◆ *Noise at Work Advice for Employees IND(G)99(L)REV*



The Construction (Design and Management) Regulations 1980

Introduction

The main purpose of the Construction (Design and Management) Regulations (CDMR) is to ensure that health and safety Considerations are taken properly into account at all stages of the construction of buildings.

The Regulations are complex and few police managers will need to acquire a detailed knowledge of their provisions. However, they do represent an extremely important development and managers who are involved in new building projects should have at least an awareness of the underlying principle of the CDMR.

“*Construction*” is a wide concept and includes many activities, hazards, materials, techniques, employment patterns and contractual arrangements.

Poor management is a prime cause of the unacceptable accident and occupational health record of the construction industry.

In these circumstances good project management is needed from conception through to execution if good health and safety standards are to be maintained.

Underlying principles

The Regulations place duties on the:

- ◆ *clients (including client’s agents and developers)*
- ◆ *planning supervisors*
- ◆ *designers*

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- ◆ *principal contractors*
- ◆ *contractors*

The following principles underlie the structure and detail of the Regulations:

- ◆ *Safety and health must be considered from the outset of a project, systematically and at each stage thereafter.*
- ◆ *Clients must provide and, where necessary, seek information about the site, land and existing buildings.*
- ◆ *Designers must consider the principles of risk avoidance and reduction from the earliest stages.*
- ◆ *The involvement of all who have responsibilities and can contribute to improved health and safety, including clients, designers, contractors, employees and those working on the site.*
- ◆ *From the outset, and throughout a project to completion there must be proper planning and co-ordination, for example;*
 - ◆ *the planning supervisor must co-ordinate and review the design effort and act as a focal point for information; and*
 - ◆ *the principal contractor must then carry this function forward into the construction phase.*
- ◆ *To ensure that health and safety provision is adequate, the competence and resources of designers, contractors and specialists must be verified and monitored.*

- ◆ *Health and safety must be planned and managed throughout the project. For example:*
 - ◆ a health and safety plan is initially developed by the planning supervisor;
 - ◆ is taken forward by the principal contractor to become a central document for managing health and safety during construction work and reviewing and monitoring activities on site.

- ◆ *Information must be shared and communicated as and when necessary, for example:*
 - ◆ between the client and designers and their planning supervisor during the project development;
 - ◆ between the client and prospective contractors;
 - ◆ between the planning supervisor and principal contractor as the health and safety plan is developed;
 - ◆ between the principal contractor and other contractors; and
 - ◆ between the principal contractor, contractors and those working on site as operation being progress.

- ◆ *Any information which might be useful in forming the basis of future improved health and safety management should be recorded. For example, the health and safety file, developed and maintained by the planning supervisor might act as a repository for information relevant to health and safety, both in the later stages of a project and during subsequent maintenance.*



Summary

The CDMR has placed new duties upon clients, designers and contractors to rethink their approach to health and safety. They must now ensure that it is taken into account, and then co-ordinated and managed effectively throughout all stages of a construction project: from conception, design and planning through to the execution of works on site and subsequent maintenance and repair.

It is important that all those who can contribute to the health and safety of a construction project, particularly clients and designers, understand what they and others must do to comply with the Regulations and discharge their responsibilities accordingly. This will require a radical change in culture from many of the new duty holders as well training and education in the practical steps and procedures to be taken.

Further information

This may be found in the Approved Code of Practice, which includes the text of the Regulations.

The Health and Safety (First-Aid) Regulation 1981

Introduction

Because these Regulations already apply to the civilian staff this module is concerned mainly with their application to operational duties performed by police officers away from police offices.

Legal requirements

Briefly summarised, in their application to the police officers these Regulations will:

- ◆ *place a general duty on chief officers to provide, or ensure there are provided, adequate equipment and facilities for rendering first-aid to their officers if they are injured or become ill at work;*
- ◆ *require chief officers to ensure there is provided an adequate number of trained suitable persons to give first-aid to their employees;*
- ◆ *require chief officers to appoint persons to take charge of injured employees and the first-aid equipment and facilities where the first aider is absent in temporary or exceptional circumstances; and*
- ◆ *require chief officers to inform officers of the first-aid provision made for them.*

First-aid training for police officers

The duties of a constable include ***the protection of life and property***. To fulfil this rôle police officers have traditionally received first-aid training. Initially training is given at recruit training centres, and subsequent refresher training is provided by the officers own forces.

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A recent research project¹ found that refresher training is sporadic and that it is no longer provided in some forces.

When the health and safety legislation is extended fully to the police service forces may need to review their policy on first-aid training to ensure that they comply with these Regulations.

In carrying out this review they should also consider the adequacy of the first-aid arrangements for cadets, special constables and civilian staff, such as scenes of Crime officers, who also work away from police premises.

Duty of employer to make provision for first-aid

Definition of first-aid

The Regulations define first-aid as:

- ◆ *in cases where someone will need help from a medical practitioner or nurse, treatment given whilst help is being obtained for the purpose of preserving his life or minimising the consequences of injury and illness; and*
- ◆ *treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.*

It should be noted that the Regulations place these requirements on employers only in respect of their own employees while they are at work.

Different work activities need different provision

The Approved Code of Practice on the Regulations provides guidance to help employers to determine the kind of first-aid provision which would be adequate and appropriate in the circumstances of their undertaking.

It begins by what might be regarded as a statement of the obvious, that different work activities involve different hazards and therefore different first-aid provision is required.

1 "First aid training - a feasibility study into efficient and relevant training" by PS G C Cooper published in 1993 by the Home Office Police Research Group.

Past experience has shown that often the *number of employees* has been the only criterion in determining what first-aid provision is adequate and appropriate. This approach detracts from the main underlying philosophy of the current legislation that health and safety provision should be determined by the hazards identified in risk assessments.

Several of the generic risk assessments contained in Volume 3 identify the need for trained first-aid training to be given to selected personnel, notably GRA 10 (Searching) and GRA 11 (Diving).

Employees working away from employers' premises

The ACOP stresses that duty to ensure adequate and appropriate first-aid provision still applies when employees are working away from their premises.

These requirements will vary according to factors such as:

- ◆ *the nature of the duties and its associated risks;*
- ◆ *the remoteness of the area;*
- ◆ *ease of access to accident and emergency facilities.*

First-aid provision for persons other than an employer's own employees

As already indicated the requirements of the Regulation on employers apply only in respect of their own employees while they are at work.

Chief officers may wish, however, to consider the extent to which they need to make first-aid provision in respect of:

- ◆ *members of the public affected by police activities and for whom the police have general health and safety responsibilities, such as those detained in custody; and*
- ◆ *members of the public who officers encounter in the course of patrols and who have been seriously injured.*



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First aid equipment and facilities

The ACOP provides general and specific guidance on:

- ◆ *first-aid boxes and kits;*
- ◆ *travelling first-aid kits;*
- ◆ *first-aid rooms and equipment; and*
- ◆ *general first aid guidance for inclusion in first-aid boxes.*

Again, decisions as to the scale and type of equipment to be provided should depend on the hazards identified in risk assessments.

Provision of first-aiders

The Regulations require chief officers to:

- ◆ *provide trained **suitable persons** to give first-aid, and*
- ◆ *appoint persons (**appointed persons**) to take charge of injured employees and the first-aid equipment and facilities where the first aider is absent in temporary or exceptional circumstances.*

Suitable persons

The ACOP defines a *suitable person* as:

- ◆ *a first-aider who holds a current first aid certificate issued by an organisation approved by the Health and Safety Executive for the purpose of the Regulations. In certain circumstances a first-aider will need additional or specific training to be a “suitable person”. or*
- ◆ *any other person who has undergone training and obtained qualifications approved by HSE for the purpose of the Regulations.*

Criteria for deciding adequate and appropriate provision of first-aiders

Within the police service it is impossible to lay down any precise ratio of first-aiders to officers which can be adopted in all cases. All relevant factors need to be taken into consideration, including:

- ◆ *the nature of particular duties and the risks involved as identified in the risk assessments;*
- ◆ *the distribution and number of officers within an establishment; and*
- ◆ *the distance from and difficulty of access to outside medical services.*

In particularly hazardous duties, such as searching in confined spaces and diving, it may be necessary to ensure that all officers involved are trained to a high standard, and carry adequate first-aid equipment to their work sites.

Appointed persons

The ACOP states that, if trained to do so an appointed person can render emergency first-aid. Ideally all appointed persons should receive training in emergency first-aid.

An appointed person is also responsible for the first-aid equipment in the absence of the first-aider.

The ACOP stresses:

- ◆ *appointed persons are not an acceptable full time alternative to a first-aider;*
- ◆ *foreseeable absences, such as planned annual leave, are not considered to be “exceptional and temporary circumstances”; and*
- ◆ *the only exception to this requirement is in the case of establishments where, because of the nature and location of the undertaking, there are no specific hazards and the numbers of employees is small.*



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Ratio to employees

The ACOP states that:

- ◆ *as a minimum an employer has to provide an appointed person at all times when employees are at work;*
- ◆ *in low risk situations, eg offices or libraries, an employer will need one first aider during normal working hours for every 50 employees;*
- ◆ *in hazardous situations the employer should decide what numbers of first aiders will be adequate and appropriate, but this should not be less than one for every 50 employees; and*
- ◆ *where there is shift-working, the employer should ensure that adequate and appropriate provision is made for each shift.*

Application to operational policing duties

As most operational policing is carried out either on patrol or by officers operating singly or in small groups, it may be difficult at first to see how the “appointed person” provisions may be applied to these duties.

A pragmatic approach, which has been endorsed by the Association of Chief Police Officers for England, Wales and Northern Ireland, is that all officers, having received first-aid foundation training at a recruit training centre, would at three-yearly intervals, receive refresher training in emergency first-aid and re-qualify as an “appointed person”

This approach has the additional benefit that all officers would be able to respond to emergency situations;

- ◆ *to assist injured colleagues; and*
- ◆ *to render assistance where members of the public required emergency first-aid, eg people in custody or those encountered on patrol*

Training and other matters

General

The ACOP gives considerable guidance on matters such as:

- ◆ *appropriate training for first-aiders;*
- ◆ *the criteria which HSE apply in approving an employer's own arrangements for training and examining first-aiders;*
- ◆ *refresher course;*
- ◆ *training to deal with specific hazards, eg involving administration of oxygen;*
- ◆ *first-aid trainers and examiners;*
- ◆ *training for first-aid lay examiners; and*
- ◆ *recording first-aid treatment.*

Emergency first-aid training

The ACOP provides that training in emergency first-aid may be given at the workplace in short courses by:

- ◆ *occupational health staff; or*
- ◆ *organisations whose training and qualifications for first-aiders are approved by HSE.*

The ACOP advises that emergency first aid training should be considered for:

- ◆ *appointed persons; and*
- ◆ *employees working in small groups away from their employer's establishment, or where a specific hazard exists.*



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Syllabus

The ACOP specifies that the emergency first-aid training should be of at least four hours duration and should include the following items:

- ◆ *resuscitation*
- ◆ *control of bleeding*
- ◆ *treatment of the unconscious casualty; and*
- ◆ *communication skills, contents of first-aid box and, where appropriate, treatment of specific hazards existing at the workplace.*

The training should be repeated, at a minimum, every three years.

Duty to inform officers and staff of first-aid arrangements

The ACOP guidance may be summarised as follows:

- ◆ *All officers and civilian staff should be informed of the location of first-aid equipment, personnel and facilities as part of their induction when joining an establishment;*
- ◆ *at least one notice should be posted in a conspicuous position giving the locations of first-aid equipment and facilities and the names of the personnel concerned; and*
- ◆ *the notice should be in English and a version in any language commonly used in the establishment may be displayed alongside the English version.*

Further guidance

This may be found in the ACOP

- ◆ *First-Aid at Work: Health and Safety (First-Aid) Regulations 1981 . Approved Code of Practice and Guidance COP 42, published by H.SE Books ISBN 0 7176 0426 8.*

Guidance on precautions to be taken: against HIV/AIDS, hepatitis B, and other specifically in the recovery of dead bodies

Introduction

This module contains practical guidance on how officers can protect themselves against HIV/AIDS, hepatitis and other infectious diseases, both generally and specifically when called upon to handle dead bodies.

The risk of infection from the human immunodeficiency virus (HIV), other body fluid infections such as hepatitis B, and air-borne pathogens such as tuberculosis, is a hazard to which many police officers are frequently exposed.

Several of the generic risk assessments (GRAs) contained in Volume 3 (Guidance on risk assessments) identify situations where officers are particularly at risk of such infection. These include:

- ◆ *restraining and searching detainees;*
- ◆ *searching domestic premises; and*
- ◆ *recovering and handling dead bodies*

Other duties where officers are exposed to infections are:

- ◆ *diving, searching sewers and confined spaces where the risks include additionally tetanus, polio, hepatitis and leptospirosis (Weil's disease);*
- ◆ *dealing with dangerous dogs where there is a danger of zoonotic diseases, including toxocariasis and rabies; and*
- ◆ *scenes of crime.*



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The control measures recommended in the GRAs include:

- ◆ *raising awareness of the risks involved and the precautions which need to be taken to avoid infection;*
- ◆ *providing guidance on the measures officers should take if they suspect they may have become infected; and*
- ◆ *measures forces should consider taking, including the provision of:*
 - ◆ *appropriate personal protective equipment;*
 - ◆ *vaccination for those at greatest risk; and*
 - ◆ *counselling for those who may have become infected.*

Raising awareness

Because of the wider prevalence of HIV, hepatitis B and other forms of the hepatitis virus, it is particularly important that all officers should have ready access to information about:

- ◆ *the precautions which need to be taken; and*
- ◆ *what to do if they come into contact with body fluids and dead bodies, or are otherwise put at risk.*

In the following specialised areas, such as diving, marine ,searching, scenes of crime, dog control and handling dead bodies the risks are more specific and awareness training should be a mandatory part of the training programmes for those duties.

Annexed to this module is an *aide-memoire* which:

- ◆ *provides basic information about HIV/AIDS which is intended to counter some of the myths which still exist about how it may be acquired;*

- ◆ *outlines general hygiene precautions and personal protection measures which officers should take as precautions against infection from body fluids and airborne pathogens;*
- ◆ *identifies some areas of high risk and the precautions to be taken; and*
- ◆ *the action to be taken if officers suspect they may have become infected.*

It makes it clear that exactly the same precautions are appropriate where there is a risk of hepatitis, and that this risk is in fact much greater than that of HIV/AIDS.

This aide memoire has been approved by the Joint Working Group on Organisational Health and Welfare, and has already been circulated by the Home Office to forces in England and Wales.

Because officers need to have this information readily available it is recommended that:

- ◆ *this advice is issued to all officers; and*
- ◆ *to make it more readily available for reference forces consider producing it in the form of a laminated memo card for insertion in the wallets in which officers keep their notebooks.*

The distribution of the card should not, however, supplant any other training or educational activities being undertaken by forces to establish standard hygiene procedures following the removal of HIV/AIDS warning markers from police records.

In addition to the material in the aide-memoire forces might wish to insert extra information, such as a local number to call for help and advice.

Handling of dead bodies

The aide-memoire has been expanded to include guidance on this matter.

In the majority of cases where police officers are called upon to investigate the circumstances of a sudden death the risk of contracting an infectious disease is minimal.



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However, officers should always exercise caution in the recovery and handling of bodies because any person may be a source of infection. It is important, therefore, to keep to a minimum any physical contact with the body.

Expert advice should always be sought before handling where:

- ◆ *there is evidence of contamination of body fluids, decomposition and offensive smell; and*
- ◆ *the deceased is known or suspected of belonging to a high risk group.*

Generic risk assessment

The attached annex contains an extract from the generic risk assessment which has been prepared for diving duties (GRA 11.1 in Volume 3) which covers both searching for dead bodies and their recovery and handling. This GRA might usefully be used or adapted when preparing risk assessments for any other duties which involve the handling and recovery of dead bodies.

Immunisation against infectious diseases

Whilst there is at present no vaccination available which is effective against the HIV virus, vaccinations do exist for other infectious diseases such as hepatitis B, polio and tetanus.

It follows that, in preparing risk assessments for duties where exposure to infection has been identified as a hazard, forces should consider which vaccinations might be appropriate. Because this is a matter for individual force policy the GRAs are expressed in terms such as:

Assess need for divers to be inoculated for tetanus, polio and hepatitis, in accordance with force vaccination policy.

These recommendations are based on the assumption that most forces do have such a policy.

INFECTIOUS DISEASES AND HANDLING OF DEAD BODIES - AIDE MEMOIRE

FACTS ABOUT HIV/AIDS

Human Immunodeficiency Virus (HIV) is a fragile virus which can be spread as an infection through the exchange of body fluids, eg blood, semen, vaginal fluids etc.

HIV can lead to Acquired Immune Deficiency Syndrome (AIDS). AIDS is characterised by a breakdown of the body's immune system which can lead to serious infections and cancers.

Being HIV Positive is not the same as having AIDS.

HIV cannot be spread by shaking hands, sharing food utensils, sharing toilet facilities etc.

HIV is not spread in the air by coughing or sneezing, nor is it spread by insects or pets.

Initial infection with HIV may be accompanied by mild flu-like symptoms. This will be followed by a 'latent' period which could last for years. After this AIDS related infections can set in.

GENERAL HYGIENE PRECAUTIONS

Note: These precautions apply where there is a risk of hepatitis (which is greater than the risk of hiv/aids) and other infections from body fluids and air-borne pathogens.

Good basic hygiene is the best defence against all types of infection and transmissible disease.

HIV is killed by heat (60 C for 30 minutes) and by many common disinfectants and bleach (in a solution of 1 part bleach to 9 parts water).

- ◆ Wash with soap and hot water after every search or contact with body fluids.
- ◆ After removing protective gloves, wash with soap and hot water.
- ◆ Cover any open wounds with a waterproof dressing.
- ◆ Change dressings if they become wet or soiled.
- ◆ If clothes or other material come into contact with body fluids, machine wash them using a hot cycle.
- ◆ If equipment becomes contaminated with body fluids, wash thoroughly with hot water (and bleach solution if it will not damage the equipment)/or change it.

ACTION IF YOU SUSPECT INFECTION

If you feel that you have been in contact with contaminated body fluids seek medical advice from a doctor. Any affected area needs to be washed thoroughly with soap and hot water. If the skin is punctured the cut should be allowed to bleed freely.

The National AIDS Helpline telephone number is 0800 567123 (24 hours a day). More information is available from Home Office Circular No. 113/92.

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OPERATIONAL RISKS/PRECAUTIONS

Risks: Body fluids from an infected person come into contact with your body or any form of open wound, eg cuts and abrasions.

- Precautions:**
- ◆ *Cuts and abrasions kept covered with waterproof dressings.*
 - ◆ *Uniform leather or protective disposable plastic gloves worn.*
 - ◆ *If splashed with body fluids, wash thoroughly with soap and hot water.*
 - ◆ *Dispose of contaminated materials in suitable plastic bags.*
-

Risk: Contact with sharp objects eg contaminated needles, razor blades etc, during searches of people and premises.

- Precautions:**
- ◆ *Suspects to empty their own pockets and turn them inside out.*
 - ◆ *Visually inspect/feel outside of pockets gently before searching carefully.*
 - ◆ *During searches of premises, visual inspection must be carried out first.*
 - ◆ *Sharp objects must be stored in an impenetrable container before disposal.*
-

Risk: Infection whilst engaged in looking after suspects eg giving resuscitation whilst body fluids like blood are present in the mouth.

- Precautions:**
- ◆ *Use a barrier device to prevent possible blood to blood contact eg a resuscitator or pocket mask when giving mouth-to-mouth resuscitation.*
 - ◆ *Consider mouth-to-nose resuscitation*
 - ◆ *Non-disposable devices should be sterilised after use, disposable devices should be disposed of appropriately.*
-

Risk: Contamination of clothes, bedding etc, hard surfaces with infected body fluids.

- Precautions:**
- ◆ *Isolate surface/clothing etc and clean thoroughly before used again.*
 - ◆ *Machine wash clothing etc using hot cycle.*
 - ◆ *Clean hard surfaces with a solution of bleach and water. (1 to 9 ratio)*
-

Risk: Handling dead bodies

- ◆ *all bodies should be regarded as a potential source of infection*
- ◆ *Minimise contact.*
- ◆ *Wherever practicable establish from neighbours or people at scene information about the medical and social history of deceased in order to determine whether he or she is in a high risk category.*
- ◆ *Always seek expert advice before handling body where*
 - ◆ *there is evidence of contamination of body fluids, decomposition or offensive smell; or*
 - ◆ *where deceased is known or suspected of belonging to a high risk category.*



Generic Risk Assessments for Searching, Recovery & Handling of Dead Bodies

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1.	Searching for dead bodies (Diving and marine)	Infection from body fluids and air-borne pathogens	L	<ul style="list-style-type: none"> ◆ Awareness training on hygiene and precautions against infectious diseases ◆ Normal diving equipment to be worn ◆ On completion carry out clean-up procedures 			
2.	Recovery and handling of dead bodies	Infection from body fluids and air-borne pathogens	L-H	<ul style="list-style-type: none"> ◆ Minimise handling ◆ Impervious PPE to be provided and worn ◆ Body to be transferred as soon as possible into leakproof body bag ◆ On completion carry out clean-up procedures 			
		Manual handling injuries	L-H	<ul style="list-style-type: none"> ◆ Ensure that sufficient trained personnel are available ◆ As appropriate use stretcher, scoop or mechanical lifting device 			
		Infection from contaminated clothing	L-H	<ul style="list-style-type: none"> ◆ Where possible, disposable impervious 1-piece overalls to be provided and disposed of in bag marked "risk of infection" and burnt at approved incinerator ◆ Establish a safe clean down procedure for equipment and officers 			

The Management of Health and Safety at Work Regulations 1992

Introduction

These Regulations establish a basic framework for the effective management of health and safety within organisations.

In broad terms they can be said to create the infrastructure which employers need in order to comply with their general duties under the Health and Safety at Work etc Act 1974.

The Regulations cover the following main areas:

- ◆ *risk assessments;*
- ◆ *the recording of arrangements for the planning and organisation of preventive and protective measures;*
- ◆ *health surveillance;*
- ◆ *appointment of competent persons;*
- ◆ *emergency procedures;*
- ◆ *information and consultation;*
- ◆ *capabilities and training; and*
- ◆ *an extension of the duties of employees.*

Most of these areas feature elsewhere in this Volume and in Volumes 1 and 3. The notes which follow briefly summarise the main provisions and point to where they are dealt within the guidance.

Risk assessment

In its application to the police service this requires:

- ◆ *all chief officers to carry out a suitable and sufficient assessment of the risks to the health and safety of their officers and civilian staff, and of others affected by their work;*
- ◆ *the assessments:*
 - ◆ *should identify the measures needed to comply with their general duties under the HSW Act and other legislation under the Act;*
 - ◆ *should be reviewed when there have been significant changes or they are no longer valid; and*
 - ◆ *should be in writing and should include details of any group of officers or employees identified as being significantly at risk.*

Risk assessment is covered in detail in Volume 3.

The significance of this requirement is that extends the existing duty under the COSHH Manual Handling and other Regulations to all hazardous situations.

Arrangements

Chief officers must introduce appropriate arrangements for effective:

- ◆ *planning*
- ◆ *organisation*
- ◆ *control*
- ◆ *monitoring, and*
- ◆ *review*

of the preventive and protective measures. This information must also be recorded, for example, as part of the document containing the force's policy statement

These matters are dealt with in Volume 1 (Guidance for Senior Police Officers) in the section on Health and Safety Management.

Health surveillance

Under the Regulations forces will be required to ensure that officers are provided with health surveillance appropriate to any risks to their health and safety which are identified in the risk assessments.

The objective of health surveillance is to detect adverse effects at an early stage, thereby enabling further harm to be prevented.

Some of the generic risk assessments in Volume 3 identify hazards where health surveillance would be appropriate, for example:

- ◆ *GRAs 2. 7 (Mobile Patrol), GRA 7 Part 1 (Firearms Training) identify the need for audiometric testing where officers are regularly exposed to high noise levels; and*
- ◆ *GRA 7 Part I also recommends regular testing of blood lead levels for those who work in indoor firearms ranges.*

Guidance on health surveillance is also included in Part E of this Volume.

Competent persons

Employers must appoint one or more competent persons to assist in undertaking the measures necessary to comply with the relevant statutory provisions.

A competent person is defined as one who has sufficient training and experience and knowledge and other qualities which enable proper assistance in such matters.

Guidance on the appointment of competent persons is contained in Volume 1.



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Emergency procedures

This requires employers:

- ◆ *to establish and effect appropriate procedures to be followed in the event of serious and immediate danger; and*
- ◆ *to nominate competent persons to implement the evacuation procedures.*

Workers exposed to the danger:

- ◆ *should be informed of the nature of the hazard and the protective steps, so far as reasonably practicable; and*
- ◆ *be able to stop work and immediately proceed to a place of safety if exposed to serious, imminent and unavoidable danger.*

Information

This requires employers to provide comprehensible and relevant information to employees on:

- ◆ *risks identified in any risk assessment;*
- ◆ *preventive and protective measures;*
- ◆ *emergency procedures; and*
- ◆ *competent personnel.*

Capabilities and Training

In entrusting tasks to employees, employers must:

- ◆ *take into account their health and safety capabilities, by ensuring that the demands of the job do not exceed their ability to carry out the work without risk to themselves or others; and*

- ◆ *ensure that adequate health and safety training is given to employees upon recruitment and on exposure to new or increased risks.*

Training is covered in Part C of this Volume.

Co-operation and co-ordination

Where employers are sharing a workplace, whether or not permanently, each employer is required to:

- ◆ *co-operate with the other employers concerned in order to comply within the health and safety requirements;*
- ◆ *take reasonable steps to co-ordinate his health and safety measures with those of the other employers; and*
- ◆ *take all reasonable steps to inform the other employers concerned of the risks to their employees' safety arising out of his undertaking.*

Within the police service this is very relevant where police officers are working with other agencies such as the fire service and the military, for example in dealing with unexploded bombs.

Further guidance

The key reference work for guidance on the implementation of the Regulations is:

- ◆ *Management of Health and Safety at Work Regulations 1992: Approved Code of Practice, published by HMSO ISBN 0 11 886330*



Staff Consultation

- ◆ *Safety Representatives and Safety Committees Regulations 1977*
- ◆ *Health and Safety (Consultation with Employees) Regulations 1996.*

Summary

The 1977 Regulations:

- ◆ *provide a framework in which trade unions and employers co-operate effectively in establishing and maintaining effective health and safety systems;*
- ◆ *empower trade unions to appoint safety representatives to represent them in consultations with their employer and set out their functions and privileges; and*
- ◆ *require an employer to establish a safety committee if requested to do so by at least two safety representatives.*

The 1996 Regulations:

- ◆ *require that any employees not in groups covered by trade union safety representatives must be consulted by their employers; and*
- ◆ *enable the employer to choose whether to consult such employees directly or through an elected representative.*

Legal basis

- ◆ *The 1977 Regulations are made under section 2(4) of the Health and Safety at Work etc Act 1974 and are supported by an Approved Code of Practice made under section 16 of the Act.*
- ◆ *The legislation being prepared to apply the health and safety legislation to the police service proposes that the police representative associations will be*

regarded as trade unions for the purpose of the 1974 Act and these Regulations.

- ◆ *The 1996 Regulations are made under section 2(2) of the European Communities Act 1972 and are supported by Guidance issued under section 16 of the 1974 Act.*

Safety representatives and Safety Committee Regulations 1977

Appointment of safety representatives

- ◆ *The appointment of safety representatives, and the numbers appointed are matters for the police representative associations and civil staff trade unions. They are not appointed by management, but it is expected that questions of the numbers appointed should take account of such matters as the total numbers employed in a location, shift work and the risks involved*
- ◆ *Safety representatives should normally have worked for their present employer throughout the preceding two years or have had at least two years' experience in similar work.*

Functions of safety representatives

- ◆ *The primary function of a safety representative is to represent employees in consultations with the employer on health and safety matters.*

The other statutory functions of representatives are:

- ◆ *to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent), and to examine the causes of accidents in the workplace;*

- ◆ *to investigate complaints by any employee they represent relating to that employee's health, safety or well-being at work;*
- ◆ *to make representations to management on general matters affecting the health, safety and well-being at work of employees at the workplace;*
- ◆ *to carry out inspections;*
- ◆ *to represent the employees they represent in consultations at the workplace with inspectors of the Health and Safety Executive and any other enforcing authority and to receive information from those inspectors; and*
- ◆ *to attend meetings of safety committees.*

Employer's duty to consult and provide facilities and assistance

The Management of Health and Safety Regulations 1992 require employers:

- ◆ *to consult safety representatives in good time about:*
 - ◆ *the introduction of any measure at the workplace which may substantially affect the health and safety of any employees the safety representatives represent;*
 - ◆ *any health and safety information required to be provided to the employees the safety representatives concerned represent by or under the relevant statutory provisions;*
 - ◆ *the planning and organisation of any health and safety training required to be provided to the employees the safety representatives concerned represent by or under the relevant statutory provisions;*
 - ◆ *the health and safety consequences for the employees represented by the safety representatives concerned, of the introduction (including planning) of new technologies into the workplace;*



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- ◆ *subject to certain exceptions to make available, information within the employer's knowledge which the safety representatives need in carrying out inspections following notifiable incidents, occurrences and diseases;*
- ◆ *to provide such facilities and help as safety representatives may reasonably require for the purpose of carrying out their functions.*
- ◆ *to allow safety representatives such time off with pay during their working hours as is necessary for them to:*
 - ◆ *perform their statutory functions; and*
 - ◆ *undertake a reasonable amount of training.*

Privileges of safety representatives

To enable to perform their functions freely the Regulations provide safety representatives with a number of privileges and protections. These include:

- ◆ *no function may be given to a safety representative which imposes upon him any duty other than that he may have as an employee under the Health and Safety at Work Act etc 1974;*
- ◆ *an employer must not discriminate against a safety representative for any activity which he carries out while performing his role as a safety representative;*
- ◆ *the right to present a case to an industrial tribunal if an employer has failed to allow him time off to undertake his functions, or has failed to pay him for time spent on performing them.*

Health and safety committees

The Regulations require an employer:

- ◆ *to establish a safety committee if requested to do so in writing, by at least two safety representatives appointed by recognised trade unions;*

- ◆ *to establish the committee within three months following consultation with the safety representatives in the workplace concerned.*

Objectives and functions of safety committees

The 1974 Act states the function of a health and safety committee as *keeping under review the measures taken to ensure the health and safety at work of employees.*

Within police forces the following subjects might be considered appropriate business for safety committees:

- ◆ *monitoring compliance with the local health and safety policy statement;*
- ◆ *considering management proposals for implementing the health and safety legislation, especially in relation to the preparation of risk assessments;*
- ◆ *considering reports of injuries (accidents and assaults) and dangerous occurrences with a view to recommending appropriate preventive action;*
- ◆ *considering inspection reports submitted by safety representatives and Inspectors of the Health and safety Executive.*

Membership

The membership and structure of a health and safety committee should be settled locally in consultation between management and the police staff associations and civil staff trade union representatives through the normal consultative process.

In general terms the aim should be:

- ◆ *to keep the size of the committee as small as possible, compatible with the adequate representation of the interests of management and all employees, including safety representatives;*
- ◆ *for the committee to perform its functions as far as possible through consensus;*



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- ◆ *for management representation to be aimed at ensuring:*
 - ◆ *sufficient senior management authority to give proper consideration to views and recommendations;*
 - ◆ *the necessary knowledge and expertise to provide accurate information in relation to policy requirements and, on technical matters, about premises, processes, plant, machinery and equipment and*
 - ◆ *that appropriate representatives from headquarters and support departments including managers and health and safety advisers attend meetings when subjects on which they have expertise are to be discussed.*

Health and Safety (Consultation with Employees) Regulations 1996

Briefly summarised these Regulations:

- ◆ *require employers to consult any employees not in groups covered by trade union safety representatives. The employer can choose to consult them directly or through elected representatives; and*
- ◆ *provide that:*
 - ◆ *an employer consults employees directly he can choose whichever method suits everyone best; or*
 - ◆ *if he chooses to consult employees through an elected representative then employees have to elect one or more persons to represent them.*

It follows that:

- ◆ *the Regulations will not apply if a force's arrangements for safety representation cover all officers, cadets and special constables and civilian staff;*

- ◆ *the onus is on the force to ensure that there are no groups which are not covered by these arrangements; and*
- ◆ *if so to establish arrangements for consulting them directly or through elected representatives.*

Further information

HSE Books publish the following:

- ◆ *Safety representatives and safety committees (ISBN 0 11 883959 4). This contains the texts of the 1977 Regulations and the two Codes of Practice on Safety Representatives, together with guidance notes.*
- ◆ *A guide to the Health and Safety (Consultation with Employees) Regulations 1996 (ISBN 0 7176 1234 1)*
- ◆ *A free leaflet Consulting Employees on Health and Safety - A Guide to the Law (IND(G)232 L)*

