



YOUR HEALTH AND SAFETY



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FOREWORD

Health and safety, what does it mean?

It is a lot more than making sure you don't trip over, that there is a designated first aider in the office, that your computer screen is adjusted to the correct height. Yes, all those things contribute to our health and safety, but above all else, it is about your welfare. It's about you being looked after, you being (and feeling) valued as an employee, ultimately health and safety underpins the efficiency, effectiveness, and culture of Lincolnshire Police.



I want you to feel you are in a comfortable environment and to feel safe and supported, whatever your position within the Force. I urge you not to be complacent, but to champion a role where we can all have a positive impact on our health and safety.

Be courageous to challenge where you believe it is right to do so. Never assume that something is someone else's problem, it is far better for us to know about something multiple times if it means affording protection or improving policies and practices for the better.

A safe working environment is for all of us to work on and achieve together. This booklet is a helpful illustration of what our obligations are as an employer, but also for you as an employee.

Working in the Police ultimately comes with more risks than most professions, so I ask for your support in ensuring we minimise these wherever possible and continue to look after ourselves and our colleagues around us.

A handwritten signature in black ink, which appears to read 'Paul Gibson'.

Paul Gibson
Chief Constable



LINCOLNSHIRE POLICE HEALTH AND SAFETY POLICY



JOINT STATEMENT OF INTENT (Extract)

- We believe that the health, safety and welfare of our employees and those for whom we provide services or affected by our operations is vitally important so we are committed to encouraging a positive health and safety culture throughout the force.
- We also believe that promoting health and safety is an important part of our commitment to provide quality services. We aim to continually improve our health and safety management and performance.
- We recognise that we should continually strive to exceed minimum standards and constantly aim to achieve excellence in all activities at all levels.
- As far as reasonably practicable, we will make sure that our operations and services are run in such a way that prevents accidents or illness to employees and others, and prevents damage to plant, materials, property and the environment.
- We acknowledge our responsibility, where appropriate, for the health and safety of others who may be affected by any of our activities, acts or omissions.
- We accept our legal responsibility for providing a safe and healthy working environment and will comply, as a minimum, with all current legislation, which includes the Health and Safety at Work, etc. Act 1974, Police Health and Safety Act 1997, Management of Health and Safety at Work Regulations 1999, Equality Act 2010, Human Rights Act 1998 and other relevant statutory provisions, including regulations made under these Acts, and all associated approved codes of practice.

The Chief Constable and the Police and Crime Commissioner expect all members of the force – Police Officers, Police Staff, Partnership Staff, members of the Special Constabulary, Police Volunteer Cadets and other volunteers, irrespective of rank, grade or position, along with other contractual agencies working on behalf of the force, to co-operate fully in the achievement of this policy.

The full Health and Safety Policy contains the Statement of Safety Policy, the Safety Organisation and Safety Arrangements for implementation of the Health and Safety Policy.

A handwritten signature in black ink, appearing to read 'David E. [unclear]'.

Chief Constable

A handwritten signature in black ink, appearing to read 'Marc Jones'.

Police and Crime Commissioner

INTRODUCTION

This booklet has been produced to raise everyone's awareness of health and safety whilst working for Lincolnshire Police either directly, as partnership staff or volunteers.

Health and safety is an important issue for all. As an organisation, Lincolnshire Police has a responsibility for keeping you safe and healthy whilst at work, a responsibility that is not taken lightly and has the commitment of the Chief Constable, the Police and Crime Commissioner and senior managers.

Health and safety is a responsibility that falls on us all whether employer or employee. The purpose of this booklet is to indicate some areas where you as an individual can help in achieving a safe working environment. Legislation requires employees to play their part in the provision of a safe working environment both for themselves and their colleagues. It is the employer's responsibility to ensure that all staff receive training, information, instruction and supervision on health and safety issues and this booklet will go some way to achieving those ends. Health and safety, in some legislation, appears very prescriptive. However, the main contribution to a safe working environment is a common sense responsible approach by all - a partnership in promoting health and safety.



LEGISLATION

The main Act of Parliament that lays down the basis of health and safety, as we know it today, is the Health and Safety at Work, etc. Act 1974 (HSW Act). This Act specifies the responsibilities placed on employers, employees and others. It is the umbrella for all Health and Safety regulations, approved codes of practice and guidance notes and, applies to all businesses including Police.

In addition to this we have the Police (Health and Safety) Act 1997 and the Police (Health and Safety) Regulations 1999, which “strikes the balance” between the Health and Safety at Work Act and the risks of operational policing.

Apart from the legislation listed above there are many other Acts of Parliament and regulations that have a bearing on health and safety in the workplace. Details of a few of these are included in this booklet.

There are now more than 150 separate pieces of health and safety legislation, most of which apply to the police service.

The more common ones are listed below and full details of them can be obtained from a variety of sources including the HSE webpages.

- Management of Health and Safety at Work Regulations
- Regulatory Reform (Fire Safety) Order
- Workplace (Health, Safety and Welfare) Regulations
- Health and Safety (Display Screen Equipment) Regulations
- Health and Safety (First Aid) Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regs (RIDDOR)
- Control of Asbestos Regulations
- Control of Lead at Work Regulations
- Control of Noise at Work Regulations
- Control of Substances Hazardous to Health (COSHH)
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

RESPONSIBILITIES OF THE EMPLOYER

The general duties of the employer are set down in Sections 2 and 3 of the HSW Act. These state that it shall be the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all his employees and those affected by his actions.

This can be achieved by providing:

- Safe systems of work and safe plant and machinery.
- Safe use, handling, transportation and storage of articles and substances.
- Safe place of work (including access and egress).
- Safe environment and provision of welfare facilities.
- Provision of information, instruction, training and supervision

Lincolnshire Police will continue to strive to make work and the working environment a much safer place.

What then is meant by “***so far as is reasonably practicable***”? It is necessary to balance issues such as cost, seriousness and likelihood against the risk to the employee and to take the best steps available having considered all of the facts.

RESPONSIBILITIES OF THE EMPLOYEE

In addition to the employer's responsibility, employees must play their part in achieving that safe working environment. The duties placed on "employed persons" are specified in Sections 7 and 8 of the HSW Act:

"It shall be the duty of every employee whilst at work

- a) to take reasonable care for the health and safety of themselves and of other persons who may be affected by his acts or omissions at work; and*
- a) to co-operate with the employer to promote health and safety; and*
- a) shall not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare".*

As an employee you also have a responsibility to bring breaches of health and safety to your employer's notice so that they can be addressed.

For further details of the responsibilities of Lincolnshire Police, its managers and employees please read the full Health and Safety Policy.



FORCE HEALTH AND SAFETY SERVICES

A professional Health and Safety Service is provided to Lincolnshire Police by the **Health and Safety Business Partner**, based at Force Headquarters, Nettleham.

The Health and Safety Business Partner is responsible for providing advice and information on the application of health, safety and welfare legislation within the force. They report to the Chief Constable via the Director of People Services. She is responsible for monitoring and reviewing the performance and arrangements of the force in health and safety matters and providing guidance for safe working practices.

The Health and Safety Business Partners main responsibilities are:

- To provide competent advice and assistance to the Lincolnshire Police, Office of Lincolnshire Police and Crime Commissioner, the Force and Departmental Health and Safety Committees as well as individual employees and managers.
- To produce corporate health and safety policies, codes of practice and guidance;
- To propose, develop and monitor systems related to risk assessments undertaken by line management;
- To receive, record and analyse accident and assault reports to reveal incidents and trends;
- To carry out health and safety audits of Departments and their operations; and
- To assist in the design, planning, implementation and delivery of effective safety education campaigns and training programmes

Health and Safety Section contact details:

e-mail: HealthandSafety@lincs.police.uk

HEALTH AND SAFETY REPRESENTATIVES

Under the Safety Representatives and Safety Committee Regulations 1977, Unison and the Police Federation have appointed Safety Representatives. These appointed persons have accepted responsibilities to act on your behalf in the health and safety field. For the purposes of health and safety, Unison has agreed to “look after” those Police and Partnership Staff who have not joined.

Health and Safety Committees

The Force Health and Safety Committee, chaired by the Director of Finance and Corporate Services, meets on a regular basis to discuss health and safety issues within the Force and addresses matters such as policy, health and safety trends, accidents at work and other such issues. There are other Health and Safety Committees, one for each Operational Department. These deal with local issues. Routine matters should be dealt with by the Department or Section Management Team.

What if you have a Health and Safety problem?

In the first instance you are advised to contact your line manager to deal with or who has a responsibility to take up the issue on your behalf. If however you feel dissatisfied you may contact your Health and Safety Representative who may be able to offer your assistance in addressing the matter.



WHAT TO DO IN THE EVENT OF AN ACCIDENT

You must report all accidents, incidents, near misses and assaults as soon as possible.

For major injuries and time off from work

You must notify the Health and Safety Department immediately with details of the accident.

Contact:

e-mail: HealthandSafety@lincs.police.uk

Telephone: **07880 135950**

You must also follow this up by completing the accident report form <https://hsreporting/> within five days of the accident. We must report these to the Health and Safety Executive within 10 working days.

For all other injuries

Complete the accident report form <https://hsreporting/>

This will automatically come to the Health and Safety inbox via your manager.

Near Miss

Complete the near miss form <https://hsreporting/>

This will automatically come to the Health and Safety inbox.

As well as it being to your own benefit to report such incidents, it also helps the Force to monitor incidents at work and to take any steps necessary to alleviate these in future.

Further information

Use the Health and Safety website on the Force Intranet to obtain further guidance, review risk assessments and access accident data. Click on “Support Services” and then “Health and Safety” to find all the health and safety information. *Note: these pages may be under review so if in doubt you can contact the H&S Business Partner.*

MANAGEMENT OF HEALTH AND SAFETY AT WORK

Management of Health and Safety at Work Regulations 1999

This set of regulations reinforces the requirements of the Health and Safety at Work, etc. Act 1974 which has been looked at earlier in this booklet.

Although the regulations cover a number of areas, by far the most important is **risk assessment**. There is a responsibility placed on employers to examine work places, work activities and systems of work to identify any hazards that might be present and the risks associated with those hazards and to address these so far as is reasonably practicable. The intention is to protect you by identifying any risks that there may be in carrying out your job and to attempt as far as reasonably possible to eliminate or minimise those risks with the purpose of making the work place a far safer environment.

Everybody's work contains an element of risk in some form or another. However the purpose of risk assessing is to identify significant risk and put controls in place to reduce that risk. A risk assessment can only be carried out by a person who has received training and who is considered to be "a competent person".

In this Force, in each Department and at Headquarters, there is a pool of people who have received training to advise and assist with risk assessments. They are supported by the Force Health and Safety Business Partner at Headquarters who will assist with the more complicated risk assessments within the Force. A risk assessment should not be done in isolation and should involve employees, H&S and be done in the field, or place of risk.

Assessing risks and putting into effect controls should eliminate many risks. It is essential that everyone co-operates fully in the risk assessment process and hopefully the outcome will result in fewer injuries.

Copies of all completed risk assessments are held by the Force Health and Safety Compliance Manager and are available on the Force Intranet. Copies should also be available locally so that they can be used in planning operations and activities.

Risk assessments must be reviewed on a regular basis.



WORKPLACE (HEALTH, SAFETY AND WELFARE)

Workplace (Health, Safety and Welfare) Regulations 1992

These regulations place a responsibility on (a) the employer and (b) every person who has to any extent control of a workplace.

It can be seen from this that there is a responsibility on you if, for any reason, you are the person in charge of a building whilst at work. This responsibility is very wide and places a responsibility on many people especially supervisors. For instance, if you were a sergeant covering a police station on night duty this responsibility could fall to you. The issues covered by the regulations include:

Maintenance

Every workplace and all equipment and devices must be the subject of regular and suitable maintenance. An example of this would be the work carried out by our caretakers in police premises.

Temperature

During working hours the temperature in all indoor workplaces shall be reasonable. Methods of heating or cooling must not give off fumes, gases or vapours that are likely to be injurious or offensive. A thermometer should be available to measure the temperature inside a building.

The whole emphasis is on providing a reasonable temperature within a workplace and, although not hard and fast legislation, a good guideline is a lowest temperature of 16 degrees Celsius where people work or, if strenuous manual work is carried out, 13 degrees Celsius.

There is no recommended specified maximum temperature and this will depend on individual circumstances and facilities available.

Ventilation

Suitable provision, which is effective, shall be made for ventilation by a sufficient quantity of fresh or purified air.

Any plant providing this ventilation must be properly maintained and have a breakdown warning facility.

Lighting

Lighting should be by natural light if at all possible. However every workplace shall be provided with suitable and sufficient lighting. Emergency lighting must be provided.

Cleanliness and Waste Materials

Every workplace and the furniture, fittings and furnishings must be kept sufficiently clean. This includes the surfaces of floors, walls and ceilings. Waste materials and rubbish should not be allowed to accumulate in a workplace particularly if this is likely to cause a health risk.

Room Dimensions and Space

Every workplace should have sufficient work space so that there is no risk to the people who work there. The figure of 11 cubic metres per person is a guideline given in the regulations but this is dependent on a number of factors including ceiling height, room usage, furniture and equipment. A common sense approach is needed.

Work Stations and Work Areas

The place where you are expected to work must be suitable for your purpose and for the work that is to be done there. Outside work areas are not generally suitable unless there is protection from adverse weather, a suitable swift exit in case of an emergency and, as far as reasonably practicable, protection from slips and falls. This regulation is designed to provide a practical, suitable workplace or work area.

Traffic Routes

Vehicles and people should be able to move about freely and safely in the workplace. This includes inside and out and the condition and surface of floors has to be taken into account. So far as reasonably practicable, suitable and effective measures shall be taken to prevent any fall or to prevent any person being struck by a falling object.

These are some of the more important issues contained in these regulations but others are also covered. The Health and Safety Business Partner can provide details on request.



These include:

- Windows, skylights and ventilators
- Organisation of traffic routes
- Doors and gates
- Sanitary conveniences
- Washing facilities
- Provision of drinking water
- Accommodation for employees' clothing
- Facilities for changing clothing
- Facilities for rest and meal

Housekeeping

All working areas should be kept as tidy as possible. This reduces the risk of accidents from hidden objects, the spread of fire and can also increase working efficiency.

A “clear desk” policy is a good ideal to work towards. It enables cleaners to clean properly, it removes sensitive material from sight and enables you to find relevant documents or files. Try to keep a clear desk during working time, and particularly at the end of the day.

HEALTH AND SAFETY

Display Screen Equipment

Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002)

These regulations are the protection of people who habitually use display screen equipment for the purposes of the employer's undertaking as a significant part of their normal work.

These employees are specified as 'users'. The regulations do not generally apply to those who spend a few minutes at odd times working the computer or obtaining information from a computer. They were introduced to minimise the risks caused by continuous work in front of DSE.

Computer screens and similar display screens, including microfiche and microfilm readers, are covered but the regulations do not apply to television or television type production (e.g. CCTV).



The intention is to avoid some of the possible health risks that may be associated with using display screen equipment, such as work related upper limb disorder and repetitive strain injuries, eye strain, fatigue and stress.

Correctly positioning or operating the equipment can eliminate many of these risks. Factors, which may affect correct usage and cause health problems for the operators, are listed below.

Ergonomics

This is the study of the way people interact with their work methods and environment and includes lighting, temperature, noise and the design of the office area and machines. All of these factors go towards making a good working environment and should be considered.

Work Desk/Surface

Adequate space should be provided for a comfortable working position. Work surfaces should be of a sufficient size to allow correct positioning of screen, keyboard, documents and other necessary items. Document holders should be provided if required and be properly adjustable.

Chair

Chairs must be adjustable in height; the back should be adjustable in height and tiltable to give support to the back. Chairs must be substantial and stable but allow movement. Footrests should be available for those who require them.

Screen

The screen should be adjustable and swivel and tilt to suit the individual user. It should be free from glare and reflection and adjustable in brightness and the characters should be clear and easily readable.

Keyboard

This should be separate from the screen and should be able to be tilted for use. Wrist rests may be required by some users to support their hands and arms. In addition to getting the workstation and position right, it is essential to ensure that eyes and eyesight are properly considered.

Laptops

Portable DSE is also subject to the DSE Regulations if it is in prolonged and regular use. The same standards as above should be used where possible. The use of docking stations, plug-in monitors and keyboards and lightweight equipment all helps to reduce the health and safety issues with this type of equipment.

As with desktop computers a good ergonomic position whilst operating laptops is very important. Ideally the duration and frequency of use should also be kept to a minimum.

Eyes and Eyesight

A display screen equipment user, as defined, is entitled to ask for an eye and eyesight test.

Vouchers are available on the intranet

<https://intranet/Interact/Pages/Section/Default.aspx?Section=4225>

Lincolnshire Police have a partnership with Specsavers Corporate Eye Care to provide employees who are DSE users with free eye tests and occupational eye wear including safety eye wear (glasses with protective side shields) where required. Instructions on selecting the correct voucher are on the intranet page above.

If you suffer eyesight problems, you should have regular tests. To help alleviate problems relating to stress and eyestrain you should attempt to plan and control your work. If you are using DSE continuously undertaking alternative tasks or activities should break up this work. Filing, telephone work, paperwork or similar activities will help. Averting your eyes from the screen for a short period will lessen any eyestrain and this can be incorporated with tea or comfort breaks and other work activities.

Your manager should ensure that you complete a DSE Self-Assessment Form when you start working for Lincolnshire Police, and when anything significant changes.

Personal Protective Equipment at Work

Personal Protective Equipment at Work Regulations 1992

Personal Protective Equipment (PPE) is provided when you require equipment or accessories for added protection to your body. Your everyday working clothes would not normally be considered to be personal protective equipment but items that are used to protect you in your work, such as overalls, goggles, PSU helmets or similar items, would be.

It should be remembered however that PPE should only be issued and used as the last resort. Methods of control such as safe systems of work or alternative elimination of risks should be considered first before PPE is issued. Where it is necessary to provide you with this PPE to keep you safe, you should be told how and when you should use it.

The equipment must be suitable for the use to which it is put and comply with quality standards. It should be in good working condition, tested as necessary and fit properly and not create any other additional work hazards. Equipment must not be used if damaged or not maintained and you have a responsibility to report any problems over the use of PPE or any damage to it to your line manager as soon as is possible.

All equipment damaged or requiring repair must be replaced or repaired as soon as possible.

It is the responsibility of Lincolnshire Police to provide PPE if it is required and also to provide suitable storage space for it.

You will not be expected to pay for any PPE that is essential for you to carry out your task. If you have been issued with PPE to keep you safe whilst at work, you must wear or use it in accordance with instructions and advice given.

The following types of PPE are just a few which are widely used within the Force:- PSU helmets, safety boots, safety helmets, safety goggles, ear muffs, ear plugs, gloves, reflective clothing, flame retardant uniform, overalls. Remember PPE is supplied for your safety.

Manual Handling Operation

Manual Handling Operations Regulations 1992

Each year many people suffer injury whilst moving or carrying loads, both big and small. In fact such injuries account for a high proportion of all absence from work, so it is extremely important to take care to protect yourself. The types of injuries that can be caused are back problems, strains and sprains, fractures, wounds and hernias and many of these are caused by incorrect practices.

These regulations have been introduced to prevent many of these injuries and ensure that, where necessary, you will get training and advice regarding lifting, carrying and unloading procedures and practices.

Systems of work should be examined to avoid as far as practicable the need for manual handling but if this is essential then the risks involved in undertaking the task must be considered and steps taken to reduce any injury that might result.

Do not forget that you also have a responsibility to look after your own and others' health and safety. When lifting or carrying items, you should first plan how you are going to achieve this:

- a) Is it necessary to move the item, are there any mechanical means that you can use to assist you or, if it is extremely heavy, can you get some help?
- b) Plan how you are going to carry out the task. Is the item heavy, bulky, or an unusual shape? Assess the situation first.
- c) Plan your route and where you are going to pick up and put down the item. Make sure your route is clear and there are no obstacles.
- d) Ensure that you are wearing the right equipment, for instance safety shoes or protective overalls, if necessary.
- e) Make your manoeuvres as smooth as possible. Twisting and jerking can cause untold damage



Follow these golden rules:

1. Assess the situation before doing anything.
2. Stand as close to the load as possible and spread your feet to create a stable base.
3. Bend your knees without over-flexing them and keep your back in a straight natural line.
4. Take a firm grasp of the load.
5. Lift with your legs in a smooth action, keeping your body as straight as possible and your head high. Move your feet to maintain stability.
6. Keep your arms close to your body and try not to twist or jerk. Make the lifting movement smooth.
7. Keep the load as close to the centre of your body as possible.

You may have to adapt these manoeuvres depending on where the item is situated. It is always better to store heavy items at chest level so that they can be lifted without having to bend or stretch.

If an item is too heavy or too bulky for you to carry on your own, do not attempt it. Speak to your line management and get some help.

Manual handling is not only about lifting but also pushing and pulling. It can include handling problems when dealing with prisoners or in public order situations. It is for this reason that training is given to minimise any problems you may encounter.

If your job regularly requires manual handling tasks to be carried out special advice and training should be given to ensure that you can carry out your task safely.

Remember it is very easy to cause yourself injury by incorrect practices so think and plan before you undertake any task.

Provision and Use of Work Equipment

The Provision and Use of Work Equipment Regulations 1998

Although in industrial situations and factories much more equipment is used, there is no doubt that you will be able to identify some item of equipment or machinery in your work place that will come under these regulations, such as photocopiers, handcuffs, drills, guillotines and other similar items. Many of these items are used in specialised areas such as the Print Unit or workshops but nevertheless most of us during our day-to-day work have occasion to operate some sort of equipment. Machines should be maintained in good working order and working properly.

Lincolnshire Police has a responsibility to ensure everything is working correctly and you should ensure that any faults are reported as soon as possible.

Work equipment must be maintained in a safe working condition and, if there are guards or protection provided, these must not be taken off under any circumstances. They are there for your protection. Work equipment has a specific purpose and should only be used for the purpose for which they were produced. These regulations cover many areas, such as markings, warnings or warning devices, machine protection, emergency stopping, transportation, repair, maintenance and cleaning of equipment. It is essential that work equipment is repaired or maintained by experts or people who have been trained to carry out the tasks.

Do not tamper with work equipment yourself. To do so is dangerous and could result in serious injury or even death.

Other Relevant Legislation

Health and safety legislation covers many areas and, because of the wide responsibilities of the police service, many of these pieces of legislation relate to the work that we carry out.

Control of Substances Hazardous to Health

These regulations deal with all aspects of the provision and use of chemicals and other hazardous substances. They make provisions for the safe use of substances which are used in the work place so as to minimise any harm.

They provide for assessments to be carried out on the usage of chemicals and training in their correct application. All chemicals must be treated with respect and handled correctly, from the small bottle of Tippex through to a drum of sulphuric acid. The precautions are the same.

- Chemicals should never be kept in unmarked containers.
- Proper storage should be provided for all chemicals.
- The correct procedures should be taken in their use.
- The correct personal protective equipment must be used.
- Never take chances with chemicals or other such substances.

There are separate regulations that deal with other hazardous substances such as lead, asbestos, ionising radiation, explosives and dangerous substances that might catch fire or explode.

Noise at Work

Without controls on the level of exposure to noise serious damage can occur to hearing. These regulations give guidelines as to such exposure and it is for this reason that the Force has embarked on a process of hearing tests and noise assessments for those who may be exposed to higher noise levels.

Electricity at Work

Because of the inherent dangers in meddling with electricity or electrical circuits and equipment, these regulations were brought in to stop the “amateur meddler” and allow only professional and properly trained people to undertake any electrical maintenance or installation task.

Do not undertake any electrical repairs yourself but speak immediately to your line manager. The Force is responsible for a regular electrical survey which should identify any particular problems. Small electrical items which you are authorised to bring in from outside the police service must be checked, before bringing them in, for safety and prior to use.

Fire Safety

At all police premises a fire risk assessment has been carried out and fire orders produced. The risk assessment identifies hazards and people at risk and ensures controls are in place to reduce the risk of those hazards.

The fire orders set out your roles and responsibilities when a fire breaks out. They also show your fire assembly point

Find out your own local arrangements.

Here are a few basic rules:

- a) Ensure you read fire safety notices and know the location of your fire exits and firefighting equipment.
- b) Upon locating a fire, raise the alarm.
- c) Do not attempt to extinguish the fire if there are any personal risks involved.
- d) Upon hearing the fire alarm leave the building by the nearest exit available and proceed to your fire assembly point.
- e) Do not stop to collect belongings but, if possible, without causing danger, close all windows and doors.
- f) When outside the building make your way to the assembly point. Do not re-enter until you are told that it is safe to do so..

Never assume that a fire alarm is a false alarm. Always evacuate the building unless you are informed beforehand that the alarm is a test alarm. Under no circumstances should you tamper with fire alarms or fire extinguishers.

First Aid

At various locations in police premises you will find first aid boxes. These boxes will contain the basic first aid equipment for minor injuries. You should find out where they are.

In addition a number of personnel in various work places throughout the Force are trained First Aiders. You would be well advised to find out who is your nearest First Aider.



Paracetamol, aspirin and other such drugs should not be located in first aid boxes.

If you use any stock from the first aid box always make arrangements for this to be replenished.

Working Time Regulations

This area is subject to a Force Agreement for the purposes of The Working Time Regulations 1998 (as amended 1999) which came into force in December 2002. Full details and guidance is available on the Force Intranet.

In essence Lincolnshire Police has a duty to ensure that employees do not work more than an average 48 hours per week over an agreed reference period of 17 weeks. However, individuals may opt out of the 48-hour limit by written agreement using the appropriate form.

It is a line management responsibility to monitor working hours and appropriate steps taken to ensure compliance with the regulations and Force Agreement.

This monitoring is undertaken by the completion and review of the Working Time Timesheets or the use of the Duty Management System.

The main requirements of the regulations are:

- A limit on average weekly working hours of 48;
- A limit on night workers' average normal hours of 8;
- Health assessments for night workers on request;
- A minimum daily rest period of 11 consecutive hours;
- A minimum weekly uninterrupted rest period of 24 hours.

On exceptional occasions the regulations may be set aside where the characteristics of the situation are peculiar to the Police and inevitably conflict with the Working Time Regulations. Where it is deemed necessary to temporarily set aside these regulations, every effort should be made to comply in as far as the exceptional circumstances permit. They would not be expected to be set aside during planned operations, where the timing and the changeover of reliefs is part of the normal planning process.

SHIFT WORKING GUIDANCE

Shift Work

Working shifts is a requirement for many police officers and some police staff CMB staff, call takers and controllers in the Force Control Room. Shift patterns are usually 'earlies', 'lates' and nights.

People vary in how they cope with working shifts, depending on their health, fitness, age, lifestyle and family responsibilities. There can be negative effects such as the impact on your:

- family, home and social life
- health and general well being
- behaviour

Some of these can't be completely overcome but here are some tips and advice to help you minimise the effects and adapt your lifestyle.

Sleeping

Generally, adults need one hour of sleep for every two hours awake, which means seven to eight hours sleep a night. But daytime sleep is usually lighter, shorter by one and a half to two hours and of poorer quality than night time sleep. It is also more frequently disturbed because of warmer temperatures and daytime noise and, over time, this loss of sleep or 'sleep debt' accumulates.

It can cause lapses in concentration, decision making and alertness, and slower reaction times. You may also slip uncontrollably in and out of 'micro' sleeps when your brain doesn't react momentarily to what you see and hear around you. Loss of sleep may also lead to negative moods and irritability, which can cause conflict at home and work. You can take some simple actions to improve the length and quality of sleep when you're working shifts.

Identify a suitable sleep schedule

Recording your sleep patterns and problems in a diary may help you explain fatigue and tiredness. You could also use it to help you find the conditions that suit you best and help you get better quality sleep. Here are some tips.

- If you work regular shifts, try going to bed at different times, for example either straight after you get in from work or stay up for a while then sleep before the next shift.
- Have a nap before your first night shift.
- If coming off a series of night shifts, have a nap and go to bed earlier that night.
- Try different patterns of work and sleep to see which is best for you.
- Once you have identified a suitable sleep schedule stick with it.
- Let your family and friends know so they can accommodate your sleep hours and needs.

Favourable sleeping environment

To help make the environment favourable for sleeping:

- Use heavy curtains, blackout blinds or eye shades to darken the bedroom.
- Disconnect the phone or use an answer machine and turn the volume down. Put your mobile phone onto 'silent'.
- Ask family, or others you share your home with, not to disturb you and to keep the noise down.
- Explain to your neighbours so they can avoid noisy activities during your sleep time.
- Use earplugs, 'white' noise such as the sound of a tumble dryer or background music to mask external noise.
- Make time to relax before bed to help you get better quality sleep.
- Adjust your bedroom temperature; cool conditions improve sleep

Diet

Digestive problems are common in shift workers because of disruption to your body clock and poor diet so it's important to consider the timing and quality of your meals. Follow this advice to help you stay alert at work and to relax and sleep when you need to rest:

- Regular light meals are less likely to affect alertness or cause drowsiness than a single heavy meal. Don't go to bed feeling hungry: have a light snack before sleeping.
- Choose foods that are easy to digest such as pasta, rice, bread, salad, fruit, vegetables and milk products.
- Avoid fatty, spicy or heavy meals that are more difficult to digest and can disturb sleep.
- Cut down on coffee, tea and other stimulants in the two to three hours before going to sleep.
- Avoid sugary foods such as chocolate or cake – they give you a short-term energy boost followed by a dip.
- Fruit and vegetables are good snacks as their sugar is converted into energy relatively slowly. They also provide vitamins, minerals and fibre.
- Drink plenty of fluid because dehydration can reduce both mental and physical performance but don't drink too much fluid just before sleeping as it may overload your bladder.
- Avoid alcohol as it lowers the quality of sleep.

Physical fitness

An unhealthy lifestyle combined with shift work, may increase the likelihood of sleep disorders and sleep loss or make existing sleep problems worse. Exercise and general fitness can improve sleep quality, health and general well-being.

- Improve your fitness by spending 30 minutes a day on a physical activity.
- If you smoke, try to cut down or give up all together.
- Follow the diet advice already given for a healthier lifestyle.

Family and friends

Shifts that differ from the work routines of friends and family can leave you feeling isolated and it's important to make the effort not to lose contact.

- Talk to friends and family about your shift work. If they understand the problems it will be easier for them to be supportive and considerate.
- Tell your family and friends about your shift pattern so they can include you when planning social activities.
- Plan ahead to fit your domestic duties around your shift pattern so that you don't do them at the cost of rest or lose sleep worrying about getting things done.

Driving

Driving can be risky at any time. These strategies may make driving safer, particularly after a night shift or an early start.

- Share driving if possible. This provides company whilst driving, and reduces travel costs, parking problems and the carbon footprint.
- Consider using public transport, where available, taxis or organise lifts.
- Exercise briefly before a journey. You are properly awake before driving.
- Recognise that shift working affects concentration so think about driving carefully and defensively rather than taking it for granted.
- Leave for your shift in good time.
- Stop if you feel sleepy and take a short nap, if it is safe to do so. 15 minutes is ideal.
- Use caffeine or energy drinks occasionally. A couple of cups with a rest to allow the caffeine to kick in would be suitable.
- Keep the car cool: a warm environment encourages sleep, especially after a long day or night at work.
- Be aware that opening the window or turning up the radio or music may help for a short time, but overall does little to prevent the driver falling asleep

Finally

These suggestions, gathered from commonly available advice and best practice from a range of sources, are to help you think about your needs when working shifts. Everyone's needs are different so it's important for you to find out what works best for you to improve the quality of your life and to keep you safe when working shifts. .

For general advice and further information, contact:

The Health and Care Team

Via the Intranet Pages

H&S Business Partner

Via H&S Inbox



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