



Cambridgeshire
Police & Crime
Commissioner

To: Business Coordination Board

From: Chief Executive

Date: 30 March 2016

Health & Safety

1. Purpose

1.1 To inform the Business Coordination Board (“the Board”) of the distinction in roles and responsibilities between the Office of the Police & Crime Commissioner (OPCC) and Cambridgeshire Constabulary (“the Constabulary”) with regards to Health & Safety

2. Recommendation

2.1 The Board is recommended to note the paper.

2.2 The Police & Crime Commissioner (“the Commissioner”) is recommended to sign the Health & Safety Policy Statement of Intent.

3. Background

3.1 It is the policy of each respective Commissioner and Chief Constable to ensure so far as is reasonably practicable that sound health & safety management underpins all operational policing and business objectives.

3.2 The Commissioner is responsible for strategic oversight and will support the Chief Constable through effective scrutiny and audit.

3.3 The Chief Constable is responsible for implementation and the day to day management of health & safety within Cambridgeshire Constabulary.

3.4 The Health & Safety Policy which includes a Statement of Intent & general allocation of responsibilities is attached, appendix 1.

4. The Estate

4.1 The Estate (land & buildings) is vested in the Police & Crime Commissioner.

- 4.2 The Constabulary occupy the majority of the assets and are allocated resources for repairs, maintenance, insurance, on-costs and estate management.
- 4.3 Constabulary requests for additional Estate funding are considered by the Estates Sub Group of the OPCC and the Business Co-ordination Board. As the current allocations cover usual recurring property costs requests have historically related to new capital projects.
- 4.4 The Constabulary have an established Estates & Facilities Management department and a Health & Safety Adviser who are responsible for the day to day management of Health & Safety.
- 4.5 Buildings require a number of statutory and good practice checks and these are shown below:
- Water Hygiene
 - Asbestos
 - Fire Risk Assessments, Fire Extinguishers, Fire Evacuation, Fire Alarms
 - Emergency Lighting
 - Electrical Fixed Wiring
 - Local Exhaust Ventilation
 - Lifts
 - Firing Range Air Monitoring
 - Lightning Protection
 - Portable Appliance Tests
 - Door Access & CCTV
 - Air Conditioning, Heating, Ductwork
 - Generators
 - Compliance with Construction (Design & Management) Regulations 2015
- 4.6 As the Commissioner has the control of the assets & resources his office has a duty to understand and ensure that the estate health & safety risks are managed. Under the Health and Safety at Work ACT 1974 a Statutory Duty Holder should be appointed and this role is currently undertaken by the OPCC's Director of Estates.
- 4.7 As the Constabulary occupy the assets and have a professional team to manage the portfolio it is appropriate for the Constabulary's Head of Estates & Facilities Management to take responsibility for putting in place the management action to control the risk and ensure any residual risks are documented and understood by all parties. Under the Act this is the Responsible Person and the post holder should have sufficient authority, competence, skills, experience and knowledge.
- 4.8 The OPCC will, therefore, instructions/commission the Constabulary to undertake appropriate inspections and risk assessments and the Constabulary will be responsible for delivery, recording the findings and controlling any risks identified. If additional funding is required requests should be made to the OPCC.
- 4.9 Records and works programmes will be monitored monthly at the joint (OPCC/CC) Estates Servicing Risk Meeting with any disputes being referred to the Estates Sub Group.

5. Summary

- 5.1 The OPCC shall provide the Constabulary with the necessary landlord/freeholder health & safety instructions and monitor Estate inspections and risk assessments. The Constabulary will take on the delivery and recording responsibility.
- 5.2 The Commissioner and the Chief Constable are jointly committed to the continual development of a positive and effective health & safety culture.

6. Recommendation

- 6.1 The Board is asked to note the paper.
- 6.2 The Police & Crime Commissioner is recommended to sign the Health & Safety Policy Statement of Intent.

BIBLIOGRAPHY

Source Document	Cambridgeshire Constabulary Estate Management – Property Files
Contact Officer	Colin Luscombe, Director of Estates, Office of the Police and Crime Commissioner