

Joint Policy Document

**CUMBRIA POLICE AUTHORITY  
&  
CUMBRIA CONSTABULARY**

Doc Ref:

**Policy Title: Wellbeing At Work**

**Overview:** The Wellbeing At Work Policy is a wide reaching, empowering policy with a holistic approach towards the promotion of Health, Safety and Wellbeing in order to create enhanced Constabulary performance.

It is an overarching document bringing together existing policies and procedures governing Health and Safety and will provide a frame work for developing supporting policies and procedures.

NB: This policy is a general policy and in respect of Health and Safety is designed to meet the requirements of Section 2(3) of The Health & Safety at Work etc. Act 1974.

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<b>Status:</b>	Draft
<b>Type:</b>	Corporate
<b>Owner responsible for review purposes :</b>	Cumbria Police Authority Chief Executive Director of Personnel and Development Policy Officer – Personnel and Development
<b>Author:</b>	Health and Safety Officer – Personnel and Development
<b>Approved By:</b>	RSB and Personnel Committee (Police Authority.)
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<b>Race Relevance Assessment:</b>	Low
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<b>MOPI Assessment</b>	Low

# POLICY DOCUMENT PART 1 – THE POLICY

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## VERSION CONTROL

## POLICY DOCUMENT PART 1 – THE POLICY

Version	Status	Date	Reason for Change	Authorised
1	Draft	3/12/07	Requirement for change acknowledged internally and expressed externally by HM HSE Inspector. Requirement to focus on health as well as safety and to be proactive rather than reactive. (As reflected in government policy)	Director Of Personnel and Development.
2	Draft	27/3/08	Incorporation of Key stakeholder comments. Issued for Consultation	Director of Personnel and Development.
3	Draft	1/5/08	Update from consultation process.	Director of Personnel and Development.
3	Draft	20/5/08	To RSB for approval.	Director of Personnel and Development.
4	Live	1/6/08	Feedback from RSB – amendment to statement.	RSB
5	Draft	20/10/09	Updated to better show policy as a joint document between Police Authority & Constabulary in line with new HSE guidance. To Personnel Committee for approval.	Deputy Chief Constable

### 1 INTRODUCTION

Cumbria Constabulary and Police Authority are committed to providing all individuals with a safe and healthy working environment. This Wellbeing at Work Policy is a wide reaching, empowering policy with a holistic proactive approach towards the promotion of health, safety and wellbeing in order to create and maintain enhanced Constabulary performance.

It is an overarching document bringing together existing / planned policies & procedures governing Health and Safety and provides a frame work for the successful development & management of these policies and procedures.

This policy also replaces the existing H&S policy.

It is the duty of the Office of Chief Constable as deemed employer of all constables to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his constables and also those police staff under his direction and control.

It is the duty of the Police Authority as employer of all police staff to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its own staff and all police staff under the direction and control of the Chief Constable.

It is the duty of every employer to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not thereby exposed to risks to their health or safety.

## **POLICY DOCUMENT PART 1 – THE POLICY**

Cumbria Police Authority are responsible for overseeing the way in which the Chief Constable discharges his responsibility for Health, Safety and Wellbeing.

### **2 AIM OF THE POLICY**

Our Wellbeing at Work policy sets out the general policy for protecting the health, safety and wellbeing of Authority and Constabulary personnel and others who may be affected by our undertaking. It describes the organisation and arrangements for putting policies and procedures into practice.

The primary aim of this policy is to improve organisational performance through the creation of a safer working environment and positive Health & Safety Culture. This in turn will create significant cost savings through:

- (1) Improved workforce health, safety, and wellbeing
- (2) Reduced absenteeism / ill health
- (3) Increased staff retention
- (4) Increased productivity
- (5) Motivated workforce and an even better service to the people of Cumbria
- (6) Improved relationships between the Constabulary, its workforce and the general public increasing cooperation & communication.

### **3 APPLICATION**

This Policy applies to:

- Police Officers, (including Special Constables). Under Section 51 of the Health and Safety at Work etc. Act 1974, as amended by the Police (Health & Safety) Act 1997, personnel holding the office of Constable, Special Constable or Police Cadet are treated as “employees” of the Chief Officer.
- Police Staff. (Including Police Community Support Officers) – as employees of the Police Authority under the direction and control of the Chief Constable
- Police Authority staff as employees of the Police Authority.
- Visitors and 3<sup>rd</sup> party service providers or anyone working on Constabulary premises including, Police Authority Members , partners, contractors, temporary agency workers, volunteers etc.

Whilst the Policy is jointly owned by Cumbria Police Authority and Cumbria Constabulary its implementation is the responsibility of line managers and key personnel. In addition it is the duty of all Police Authority and Constabulary Members and personnel to take all reasonable care of themselves and of other persons who may be affected by their acts or omissions. Therefore every member of the Police Authority and Constabulary has a responsibility to ensure compliance with the Policy and arrangements.

## POLICY DOCUMENT PART 1 – THE POLICY

### 4 THE POLICY STATEMENT

The Chief Constable and Cumbria Police Authority recognise that the health, safety and wellbeing of Police Officers including Special Constables , Police Staff , Police Authority members and staff are of paramount importance.

It is the policy of the Chief Constable and Cumbria Police Authority to ensure, so far as is reasonably practicable, the provision and maintenance of:

- safe and healthy working conditions, equipment and systems of work for all personnel; and
- to provide such leadership, resources, information, training and supervision as is needed for these purposes.

The Chief Constable also recognises and accepts responsibility for, the health and safety of other people who may be affected by Cumbria Constabulary activities. To this end Cumbria Constabulary will comply with the requirements of the Health and Safety at Work etc Act 1974, all other relevant statutory provisions and recognised codes of practice.

The Chief Constable and Cumbria Police Authority expect all members of the Service and Police Authority - irrespective of rank, grade or position – and all contractors, volunteers and agency workers working on behalf of the Service, to:

- *co-operate fully in the achievement of this policy; and*
- *take reasonable care of themselves and of others who may be affected by their acts or omissions*

The allocation of responsibilities for health and safety matters and the particular arrangements made to implement the policy are set out in Section 10 and 11 of this policy.

**Chief Constable**

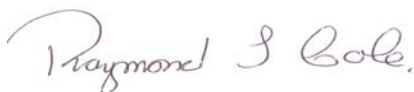
**Date**



**21.10.09**

**Chairman, Cumbria Police Authority**

**Date**



**28.10.09**

## POLICY DOCUMENT PART 1 – THE POLICY

### 5 COMMUNICATING TO EMPLOYEES

This policy will be kept in its entirety on the intranet in the policy section. A signed copy of the statement of intent will be displayed at every fixed premise where Constabulary or Authority personnel work in keeping with the requirements of the HSWA.

### 6 TERMS AND DEFINITIONS

- Police Staff – (includes Police Community Support Officers) –as employees of the Police Authority under the direction and control of the Chief Constable and those staff under the direction and control of the Police Authority.
- Police Officers – all references to Police Officers include Special Constables unless otherwise stated. Under Section 51 of the Health and Safety at Work etc. Act 1974, as amended by the Police (Health & Safety) Act 1997, personnel holding the office of Constable, Special Constable or Police Cadet are treated as “employees” of the Chief Officer.
- Occupational Health – covers the health and well-being not just of individuals in work but also individuals seeking to enter or return to work.
- Health – is defined by the world health organisation as “a State of complete physical, mental and social wellbeing.
- CHaSPI – Corporate Health and Safety Performance Index – tool designed for use by all large organisations in the UK to report and benchmark occupational health and safety.
- Wellbeing – contented state of being healthy, happy and prosperous. A complex mix of social, economic, and environmental factors along with lifestyles, age and genetics determine the individuals health and wellbeing.
- UOS – Uniform Operational Support
- CID –Criminal Investigation Department
- SMF – Senior Managers’ Forum
- Competence – can be defined as a combination of education, knowledge, skill and sufficient understanding of the work to enable effective implementation

## POLICY DOCUMENT PART 1 – THE POLICY

### 7 MONITORING AND REVIEW

In accordance with the Constabulary's Race Equality Scheme, Disability Equality Scheme and Gender Equality Scheme this Policy will be monitored and reviewed by the Director of Personnel and Development on an on-going basis for implementation issues, consistency of application and potential for discrimination. Relevant statistics regarding gender, age, rank, ethnicity etc, in relation to the implementation of this Policy and the subsequent outcomes will be considered alongside grievance and appeal statistics and any comments / feedback received in order to identify any trends, issues or concerns.

This Policy will be monitored and reviewed by the Director of Personnel & Development on the 1<sup>st</sup> June 2010 and by the Police Authority Personnel Committee on the 21<sup>st</sup> July 2010 by way of a monitoring report. Thereafter it should be monitored and reviewed in line with the published review schedule and through quarterly monitoring reports to the Personnel Committee. A review of the policy will also occur when new legislation / guidance which may have an impact is introduced.

In the event that an individual feels disadvantaged by the requirements of this Policy or where they perceive there to be an impact which is intentionally or unintentionally unfair, the matter should be dealt with in accordance with the Policy and Procedure Review Process contained within the Fairness At Work (Grievance Resolution) Policy and Procedure. This information will also be monitored and considered when reviewing the Policy.

Monitoring of this policy will be done by

- Reviewing the policy and associated documentation to ensure the policy is still relevant.
- Reviewing the implementation of the policy – consultation with Key Personnel responsible for the implementation of and adherence to the policy.
- Submission of a quarterly report to Police Authority Personnel Committee .

Monitoring for Race and Diversity will be done at each annual review for adverse impact.

## POLICY DOCUMENT PART 1 – THE POLICY

### 8 COMMENTS AND CONTACT

For comments relating to this document, please contact:

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**The Chief Executive,**  
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Penrith  
Cumbria  
CA10 2AU  
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### 9 SUPPORTING INFORMATION

The table below provides a summary of the appendices associated with this policy document.

Appendix	Summary
Appendix 1	<a href="#">Wellbeing Action Plans</a>
Appendix 2	<a href="#">Governance &amp; Accountability Chart</a>
Appendix 3	<a href="#">Supporting Policies and Procedures</a>
Appendix 4	<a href="#">Terms of Reference: Force Wellbeing Committee</a>
Appendix 5	<a href="#">Force Wellbeing Strategic Plan example template</a>

## POLICY DOCUMENT PART 2 – SUPPORTING INFORMATION

### 10 POLICY ORGANISATION ARRANGEMENTS

#### INTRODUCTION

#### MANAGEMENT FRAMEWORK FOR ACHIEVING WELLBEING AT WORK

##### 10.1 POLICY

The Wellbeing at Work Policy is a wide reaching, overarching policy that brings together existing policies and procedures governing Health and Safety at Work. It forms a comprehensive framework for managing Health Safety and general Wellbeing at Work.

It also provides a framework for the development of supporting policies & procedures to enable the Constabulary to continually improve standards of Health, Safety and general Wellbeing.

##### 10.2 STRATEGY - ACHIEVING WELLBEING AT WORK

The Wellbeing at Work Policy will target 7 key areas: (see [Framework of Wellbeing Policy](#))

1. [Health Management](#)
2. [Safety Management](#)
3. [Attendance Management](#)
4. [Creating a positive working environment](#)
5. [Performance Management](#)
6. [Skills and Knowledge](#)
7. [Policy Programme](#)

These 7 key themes are interdependent and taken as a whole will deliver the policy. The policy is supported by relevant policies & procedures ([see Appendix 2](#))

Every care is taken to ensure that all references to other policies, procedures and guidance notes of Cumbria Constabulary are up to date and relevant. However, there may be occasions where policies are being reviewed or finalised, and an existing policy has not yet been amended to reflect this. This list will be updated annually to include new policies which have been implemented to support Wellbeing at Work.

## **POLICY DOCUMENT PART 2 – SUPPORTING INFORMATION**

### **10.3 PLANS TO ACHIEVE WELLBEING AT WORK**

Forward looking plans detailing objectives to be achieved will be produced by each of the new Wellbeing at Work Committees ([see appendix 5](#)).

The Force Corporate plan will lead and set the priorities Constabulary wide for a given time period (initially 12 months). It will set specific, measurable, achievable, realistic, time-bound objectives for each of the seven strands outlined in this policy ([see strategy above](#)).

The area plans will allow for some discretion to address local issues.

These plans will be supported by action registers to ensure that any work identified is suitably tasked.

### **10.4 GOVERNANCE AND ACCOUNTABILITY**

The existing Constabulary Health and Safety Committees will be renamed 'Wellbeing at Work' (WBAW) Committees.

These committees will have a much broader scope and will manage and co-ordinate activities across the elements of the programme.

The role of the WBAW committees will be:

- to provide direction to activity related to Wellbeing at Work
- to exercise more control over the management of these activities and in particular to ensure that anticipated benefits are delivered
- to respond more effectively to problems identified by staff and inspection bodies
- to be proactive in the creation of a safer working environment and healthier workforce.

The committees will have responsibility for health and safety; attendance management; and creating a positive working environment. These three business areas will be supported by performance management arrangements; ensuring that the appropriate skills and knowledge are deployed; and that a policy programme is in place. The Force WBAW committee will report to the People Board ([see appendix 1](#)) and will operate within the Terms of Reference for Wellbeing at Work Committee (see Appendix 4). The People Board will report relevant issues to Senior Managers' Forum. Diversity champions will report diversity issues to the relevant Governance Board and the Diversity Officer will be included in the Force WBAW circulation list of agenda and minutes to ensure links with WBAW action plans and Equality Action plans.

A report by the Health and Safety Officer will be submitted quarterly to the Police Authority Personnel Committee.

## POLICY DOCUMENT PART 2 – SUPPORTING INFORMATION

### 11 RESPONSIBILITIES

#### 11.1 OVERALL RESPONSIBILITIES

In Great Britain the Health and Safety at Work etc Act 1974 (HSWA) applies to all activities of the Police Service. The primary duties under HSWA are on employers. Since 1998 chief constables are deemed the employers of police officers. The Police Authority is the employer of police staff.

With effect from 7 April 2005 the HSWA is amended. The effect of the amendment means that the Chief Constable will no longer be held **personally** liable for breaches of the 1974 Act within their force. Liability will now attach to the **office** of Chief Constable rather than to the named individual who holds that post. The exception to this will be in cases where health and safety breaches are committed with the individual Chief Officer's proven consent or connivance, or as a result of their proven direct negligence. This change is made retrospective to 1 April 1998.

#### 11.2 KEY RESPONSIBILITY HOLDERS

The responsibility of Cumbria Police Authority is to maintain an oversight of the way in which the Chief Constable discharges the responsibility, to assist the Chief Constable in the discharge of those health and safety duties and to ensure that adequate resources are available for health, safety and wellbeing issues. Cumbria Police Authority has appointed a Lead Member for Health and Safety (as per The Police Health and Safety Benchmarking standards) to lead on health and safety on behalf of the Authority and to attend the relevant Force Health and Safety meetings.

The Deputy Chief Constable is responsible to the Chief Constable for the arrangements for implementing and monitoring the Constabulary's Wellbeing at Work Policy.

The Director of Personnel and Development is responsible for ensuring the preparation, dissemination and implementation of policies, procedures, guidance and updates to support the Wellbeing at Work Policy

Basic Command Unit Commanders/Heads of Department are responsible for identifying local Health, Safety and Welfare priorities and for ensuring the effective resourcing and management of the Health, Safety and Welfare of their Basic Command Unit/area of responsibility to ensure the long term Health, Safety and general wellbeing of all ([see safety management system](#)).

Line Management are responsible for implementing and monitoring the H&S policy in areas under their control.

The Health & Safety Officer is responsible for providing practical guidance on all aspects of Health, Safety and general wellbeing throughout Cumbria Constabulary and for monitoring and reviewing the performance of the Constabulary in health and safety matters.

## **POLICY DOCUMENT PART 2 – SUPPORTING INFORMATION**

**For a more detailed breakdown of responsibilities in relation to health, safety and wellbeing at work, individuals should refer to job profiles.**

### **11.3 GENERAL RESPONSIBILITIES FOR ALL AUTHORITY AND CONSTABULARY PERSONNEL**

It is the duty of all personnel to take reasonable care of themselves and of other persons who may be affected by their acts or omissions.

In general terms this includes:

- Use work equipment in accordance with information / instruction & training given
- Report all accidents, incidents and near misses in accordance with this policy
- Abide by policies, procedures and safe systems of work
- Communicate to line manager any concerns regarding Health, Safety and Wellbeing or any training needs
- Undertake training provided in the interest of Health, Safety & Wellbeing
- Cooperate with staff at all levels in the interest of Health, Safety & Wellbeing
- Not interfering with or misusing anything provided to protect Health, Safety or Wellbeing
- To seek confidential advice and guidance from the Health Management Unit as necessary
- Suggest improvements or changes to practices in line with the ethos of Wellbeing at Work Policy

The duty of care to third parties is particularly important in relation to:

- independent custody visitors and other members of the public who visit police property;
- those in police custody;
- contractors and their employees whilst working on police property; and
- volunteers working on police premises.

## POLICY DOCUMENT PART 2 – SUPPORTING INFORMATION

### 12 ROLE OF SAFETY REPRESENTATIVES

In accordance with the provisions of the Health and Safety at Work etc Act 1974 and the general policy of the Chief Constable and the Police Authority in relation to health, safety and wellbeing, official staff associations and recognised trade unions representing the interests of Constabulary personnel are entitled to appoint safety representatives to consult with management in matters relating to health and safety and to carry out the functions detailed in the Safety Representatives and Safety Committees Regulations 1977, as amended. In summary:

- (a) To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the causes of accidents at the workplace;
- (b) To investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- (c) To make representations to the employer on matters arising out of sub-paragraphs (a) and (b) above;
- (d) To make representation to the employer on general matters affecting health, safety and welfare at work of the employees at the workplace;
- (e) To carry out inspections:
  - i. of the workplace or any part thereof, providing reasonable notice has been given.
  - ii. following RIDDOR notifiable accidents, occurrences and diseases, providing doing so is in the interests of members of Cumbria Constabulary and that it is safe to do so.
  - iii. of documents and provision of information\* (*see Approved Code of Practice for exceptions / exemptions*).
- (f) To represent the employees he / she was appointed to represent in consultations at the workplace with HSE
- (g) To receive information from HSE
- (h) To attend meetings of safety committees in respect of any of the above functions

It is our policy to co-operate with representatives of recognised trade unions, staff associations and those representatives of employee safety, so that health, safety and wellbeing can be promoted and effectively controlled.

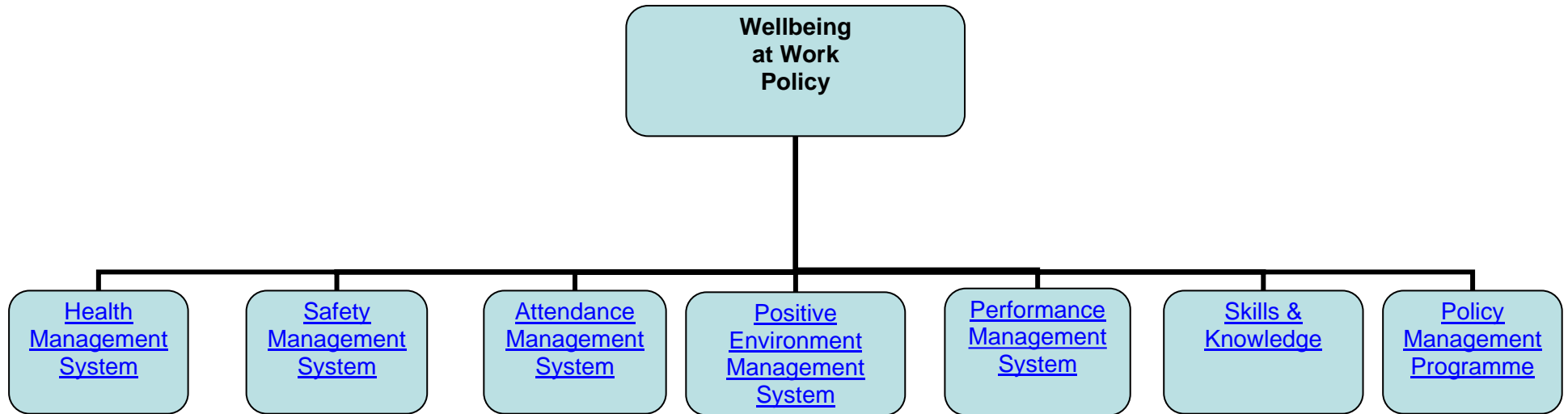
## **POLICY DOCUMENT PART 2 – SUPPORTING INFORMATION**

### **13 ADVICE, INFORMATION AND PERFORMANCE MONITORING**

The designated health and safety co-ordinator, Health and Safety Officer and occupational health advisors within the Directorate of Personnel and Development are responsible for providing advice and information on the application of health and safety legislation within the Constabulary.

The responsibility for day to day management and implementation of appropriate control measures and monitoring rests with line managers in areas under their control.

14 FRAMEWORK OF WELLBEING POLICY:



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## **15 HEALTH MANAGEMENT SYSTEM**

It is recognised that ill-health, sickness and absence has a significant adverse impact on both the individual and the organisation. Therefore Cumbria Constabulary and Police Authority have made a commitment to promoting and supporting the overall health and wellbeing of their employees.

By operating a robust Health Management System that underpins its policies and procedures, Cumbria Constabulary endeavours to maintain a supportive Health Management Service and develop new initiatives and strategies aimed at reducing sickness /absence across the Constabulary.

The Health Management Unit will regularly review relevant policies & procedures to ensure that all areas of Health and Wellbeing are included and that they meet the requirements of new and existing Health and Safety legislation and /or guidance, including:

- Stress Management
- Rehabilitation
- Health Monitoring

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### 16 SAFETY MANAGEMENT SYSTEM

The Safety Management System is designed to ultimately prevent and reduce accidents, incidents and work related health issues for all affected by our undertakings.

Safety Management forms an integral part of every department's undertaking and although systems will be developed to ensure a corporate approach to the following (*see below bullet points*), it is acknowledged that each department needs to take local responsibility for health, safety and well being and therefore must cooperate by ensuring that it abides by these policies and procedures:

- **Risk Management System** – to include generic risk assessments, Dynamic risk assessments, COSHH Assessments, Manual Handling Assessments, Stress assessments, DSE Assessments
- **Emergency Procedures** – Fire Procedures, First Aid provision, Major Incident provision, Terrorist Incident Provision
- **Safe Systems of Work** – Confined Spaces, Lone Working, Working at Height, Other ways of working e.g. near water etc.
- **Safe Place of Work** – Inspection Programme, Maintenance programme, Asbestos Management, Slips, trips & falls
- **Safe Equipment** – Procurement, Inspections Programme, Replacement Programme, Maintenance
- **Safe People** – Training, Information / instruction, Experience, Control of Contractors, Supervision, Health monitoring
- **Accident / Incident Management** – Near-misses, Recording (internally), Investigating, Learning & Development Constabulary Wide & Country Wide Reporting Externally HSE

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## **17 ATTENDANCE MANAGEMENT SYSTEM**

Managing attendance in a positive and pro-active way is key to improving staff retention and reducing potential issues.

Specific issues including:

- Absence Management
- Return to Work
- Short Term Sickness & Repetitive Absence
- Ill Health and long term ill health

are currently addressed in:

- The Sickness Absence Management Policy
- The Management of Long Term Ill-Health Policy

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## **18 POSITIVE ENVIRONMENT MANAGEMENT SYSTEM**

It is the policy of Cumbria Constabulary and Cumbria Police Authority to create and maintain a positive working environment for all those at work.

To this end the Director of Personnel and Development in consultation with the Chief Executive of the Police Authority is responsible for developing, implementing and maintaining effective strategies, procedures and where necessary policies to reflect this ethos for:

- DDA Implementation
- Positive advisory services
- Flexible Working
- Childcare
- Fairness at Work
- Grievance Management
- Race, Disability and Gender Equality
- Supporting religious expression

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### 19 PERFORMANCE MANAGEMENT

Cumbria Constabulary and Cumbria Police Authority will measure the success of action taken to control risks through pro-active self-monitoring involving a range of techniques. This will include an examination of hardware (premises, plant, and substances) and software (people, procedures and systems) including individual behaviour and performance.

#### **Proactive monitoring will include:**

- Safety Inspection of premises and procedures (see Proactive Monitoring Procedure - to be developed and made available on new WBAW intranet page).

Cumbria Constabulary will measure failure of controls through reactive monitoring, by investigating accidents, ill health or incidents which could cause harm or loss.

#### **Reactive Monitoring will include:**

- Near-miss Reporting
- Undesired Circumstance Reporting (to be developed and made available on a new WBAW intranet page)
- Accident Reporting (both injuries to persons and damage to property)

Cumbria Police Authority and Constabulary recognise the importance of investigating adverse events and learning from them. The details of how this is done can be found in the Accident Management Procedure (*to be developed and made available on a new WBAW intranet page*).

NB: Cumbria Constabulary recognise the importance of encouraging co-operation and trust. Therefore any adverse incident investigation will be conducted in a fair and just way.

#### **Longer term objectives will be monitored through:**

Corporate performance targets will be set and monitored by the “Wellbeing Committees” e.g. reduction in injuries, increase in near-miss reporting etc. and the Cumbria Police Authority Personnel Committee.

Cumbria Constabulary will also monitor its performance by benchmarking against other organisations and Forces via use of the Corporate Health and Safety Index (CHASPI) & liaison with other Forces. CHASPI is a tool designed for use by all large organisations. It offers a reporting and benchmarking framework for occupational health and safety. The Health and Safety Officer will be responsible for benchmarking this information.

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### 20 SKILLS AND KNOWLEDGE

Cumbria Constabulary and Police Authority shall, in entrusting tasks to individuals, take into account their capabilities as regards health and safety. To ensure this Cumbria Constabulary will provide:

- Individuals with adequate health and safety training during the induction process and when they are exposed to new or increased risks, when they change work, change responsibilities or through the introduction of new equipment or systems of work
- Baseline Assessment and Training Needs Analysis to establish type and level of training required
- Regular reviews of training and experience to identify any limitations to be addressed
- Structured PDR system
- Training plans to support objectives / targets
- Update knowledge and skills to maintain compliance and improve competency

From November 2008 Training Support Officers will work with all command units to detail skills profiles for each operational team showing the mix of skills needed to enable effective operation and the training required to achieve the desired mix.

The organisation needs to learn from others; therefore best practice will be actively sought through:

- Environmental scanning – Best Practice, new legislation, ACOPS, guidance
- Learning from Partners – HSE, Workplace Health Connect, NHS, Other Forces

In addition, knowledge, learning and best practice found within Cumbria Constabulary will be shared both internally through:

- Wellbeing at Work Committees

and externally with other Forces through

- Regional Health & Safety Advisor

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### 21 POLICY PROGRAMME

The policy programme is the process for ensuring the policy is continually reviewed, developed and audited in a structured and effective way.

This will be achieved through a structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action.

These “[action plans](#)” will set out plans of action for reviewing, developing & implementing policies and procedures. There will be one action plan for each Basic Command Unit, with an overall action plan for the Constabulary. These will be managed through the “[Wellbeing at Work Committees](#)” and cover:

- Policy / Procedure Prioritisation
- Review Schedule
- Monitoring & Auditing
- Policy Development Programme

In addition the Wellbeing Policy will be reviewed as a whole on an annual basis and by dip sampling as required to ensure its continued effectiveness and reliability.

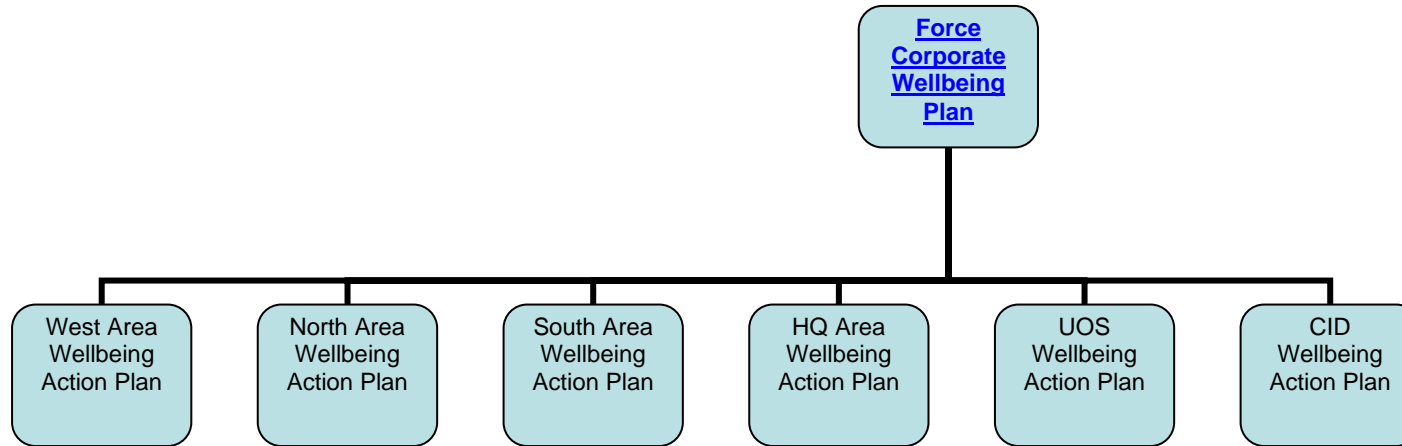
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## POLICY DOCUMENT PART 3 – Framework

### 22 APPENDIX 1

Wellbeing Action Plans: - **Removal of PAG action plan.**



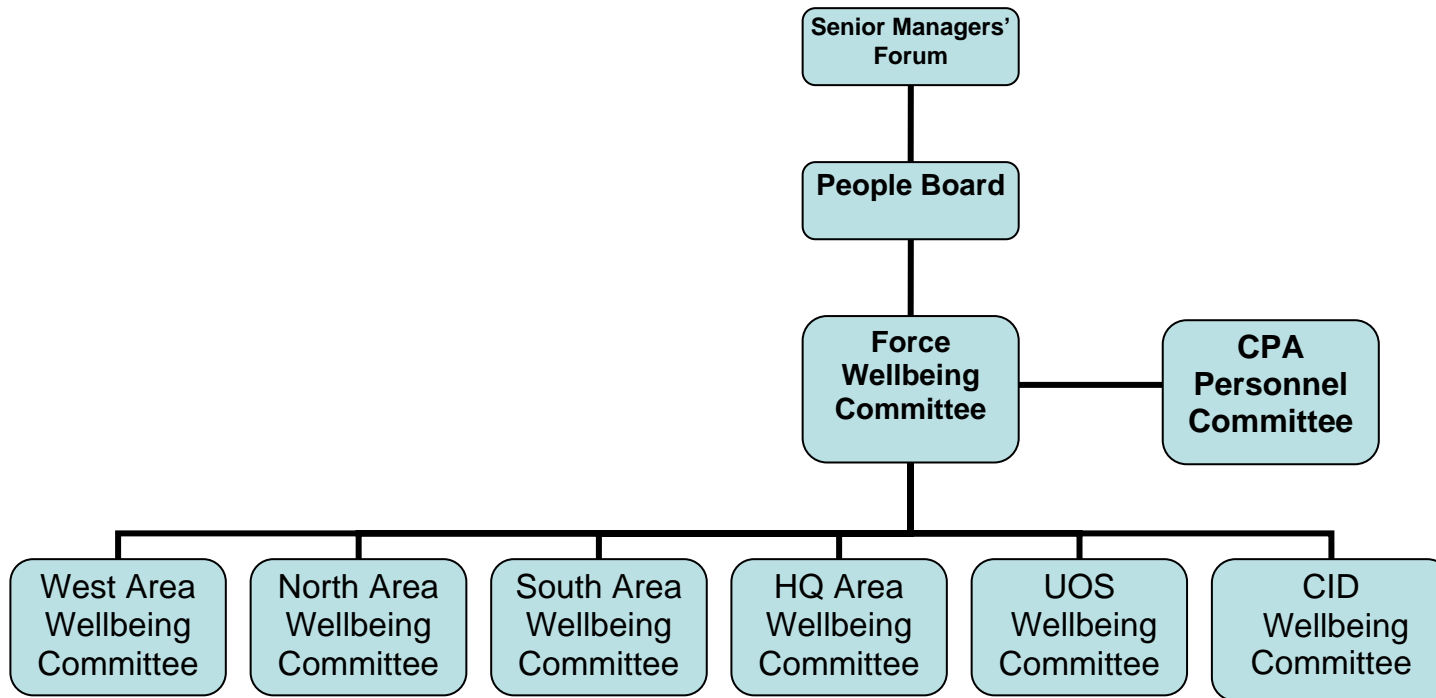
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POLICY DOCUMENT PART 4 – Appendixes

23 APPENDIX 2:

Governance / Accountability Organisation Chart: **Updated Governance structure and inclusion of P.A. committee**



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## 24 APPENDIX 3

### **Current Policies and Procedures available to support the implementation of the Wellbeing at Work Policy**

Work Life Balance (includes flexible working)  
Equality And Diversity  
Flexible Working  
Anti Bullying  
Clean Air  
Sickness Absence Management  
Employment Break  
Secondary Employment And Business Interest  
Fairness At Work (Grievance Resolution)  
Lone Working  
Management Of Long Term Ill Health

Note:

New Policies and procedures will be added to this list as they are developed to support the Wellbeing At Work Policy.

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**Terms of Reference: Constabulary Force Wellbeing Committee**

The Constabulary Force Wellbeing Committee will provide a considered input to corporate decision-making bodies, on relevant health, safety and general wellbeing issues. In addition to the above its terms of reference will be:


- To recommend action at a corporate level to the People Board on key health, safety and wellbeing issues and to undertake detailed work on behalf of that group.
- To assist the development of health, safety and wellbeing priorities within the Policing Plan.
- To consider reports from external agencies such as the Health and Safety Executive, Her Majesty's Inspectorate of Constabulary and other relevant bodies.
- To act as the forum for monitoring the overall performance of Areas and Departments through receipt of audit reports.
- To provide progress reports to the Police Authority.

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### Force Well Being Strategic Plan

ACTION	2008								2009				
	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
Health Management System													
Safety Management System													
Attendance Management System													
Positive Environment Management System													
Performance Management System													
Skills & Knowledge													
Policy Management Programme													

TARGET SET
  TARGET COMPLETE