

The Police Treatment Centres

Health and Safety Legal Compliance Register

No.	Name of Legislation	Applicable Issues and Requirements	Demonstration of Compliance
1.	Health and Safety at Work Act 1974	<p>This is the Enabling Act from which most other pieces of H&S legislation come from.</p> <p>There are 37 sections, the main sections to note are:</p> <ul style="list-style-type: none"> • Section 2- General Duties of employers to employees. • Section 3- General Duties of employers to persons other than employees • Section 7- General duties of Employees • Section 8- Duty Not to interfere with or misuse things • Section 9- Duty Not to charge / levy employees • Section 37- Offences by bodies corporate. 	<ul style="list-style-type: none"> • Induction for employees and contractors • Training • Health and Safety Statement and Policy • Accident report and investigations. • HSE inspections • Health and Safety Audits • Risk assessment process
2.	Management of Health and Safety at work regulations 1999	<p>Requires the Charity to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.</p> <ul style="list-style-type: none"> • Regulation 3- Risk Assessment • Regulation 4- Principals of prevention to be applied • Regulation 5- Health and Safety Arrangements • Regulation 6- Health Surveillance • Regulation 7- Health and Safety Assistance • Regulation 8- Procedures for serious and imminent danger and danger areas. • Regulation 10- Information for Employees • Regulation 13- Capabilities and training • Regulation 14- Employee Duties • Regulation 15- Temporary Workers • Regulation 16- Risk assessment in respect of new or expectant mothers. 	<ul style="list-style-type: none"> • Health and Safety Policy • Induction for employees and contractors • Training • Accidents reports and investigations • Health and Safety Audit • Risk assessment process • Health and wellbeing policy • Staff reps, HOD and department meetings

3.	Manual Handling Operations regulations 1992	<p>Covers the moving of objects by hand or bodily force</p> <ul style="list-style-type: none"> • Regulation 4- Duties of Employers • Regulation 5- Duty of Employees 	<ul style="list-style-type: none"> • Health and Safety Policy • E- learning training programme • Manual handling assessments • Health and Safety Audit • Provision of lifting equipment
4.	The Health and Safety (Display Screen Equipment) regulations 1992	<p>Sets out requirements for work with visual display units</p> <ul style="list-style-type: none"> • Risk assessments to be undertaken • Employees must be provided with adequate information regarding their work station. • Be suitable trained in the use of display screen equipment 	<ul style="list-style-type: none"> • DSE E-Learning, including work station assessment • HSE display screen assessment also available • Health and safety Audit.
5.	Work place Health and Safety and Welfare regulations 1992	<p>The regulations cover a wide range of basic health and safety issues such as:</p> <ul style="list-style-type: none"> • Regulation 5- Maintenance • Regulation 6- Ventilation • Regulation 7- Temperature • Regulation 8- Lighting • Regulation 9- Cleanliness and waste Materials • Regulation 10- Room space • Regulation 11- Work station and seating • Regulation 12- Condition of floors and traffic routes • Regulation 17- Organisation etc. of traffic routes • Regulation 20 - Sanitary provision • Regulation 21- Washing facilities • Regulation 22- Drinking water • Regulation 25- Facilities for rest and to eat meals. 	<ul style="list-style-type: none"> • Maintenance Policy in place • Health and Safety Schedule • Building management system • Cleaning systems and process in place • DSE training and assessment • Health and Safety walk rounds • Maintenance fault reporting system in place. • Sufficient employee and public toilets in place that meet the legal requirements • Cold drinking dispensers located around the Centres

			<ul style="list-style-type: none"> • Staff rooms provided for all employees • Induction.
6.	Provision and use of Work Equipment regulations 1998 (PUWER)	<p>Requires that equipment provided for use at work including machinery is safe.</p> <ul style="list-style-type: none"> • Regulations 5 & 6- Maintenance and inspection • Regulations 8 & 9- Information, instruction and training for employees • Regulation 11- Dangerous parts of Machinery • Regulation 12- Protection against specified hazards • Regulation 13- Temperature of equipment • Regulation 15&16- Stop and emergency controls • Regulation 18- Control systems • Regulation 19- isolation from energy source • Regulation 20&22- Stability , lighting Maintenance • Regulation 23&24- Warnings and safety markings 	<ul style="list-style-type: none"> • Induction • Training • Health and Safety departmental information folders • Permits to work system • Health and safety Audit • Pre-planned maintenance programme in place • Risk assessments • Emergency Lighting testing checks in place and annual check. • Health and safety schedule
7.	Control of Legionellosis Approved code of practice	<p>Covers the requirement to control risk from Legionella bacteria. It involves identifying and assessing source of risk e.g. hot and cold water systems. Cooling towers, showers. Implement, manage and monitor precautions. Keep records of the precautions. Appoint a person to be managerially responsible.</p>	<ul style="list-style-type: none"> • Risk assessment in place • Training for maintenance team, HK team and management in place and updated. • Process in place for the maintenance and HK team. • Written records are kept, • Tanks inspected. • Process Audited.
8.	Work at height	<p>Imposes health and Safety requirements with respect to work at height (which includes working at or below ground. The regulations set out a simple hierarchy for managing and selecting equipment for work at height.</p> <ul style="list-style-type: none"> • Regulation 4- Organising and planning work at height 	<ul style="list-style-type: none"> • Risk assessment • E-learning • In house training • Ladder checks in place • Health and Safety Audit.

		<ul style="list-style-type: none"> • Regulation 5- Competency of the persons working at height • Regulation 6- Avoiding working at height • Regulation 7- Selection of equipment • Regulation 8- Particular work equipment • Regulations 9&11- Deals with fragile surfaces, falling objects and danger areas. • Regulation 12&13- Inspection of certain work equipment. • Regulation 14- Duties of persons at work 	
9.	The Personal Protective Equipment (PPE) regulations 1992	<p>Provision the employer must provide suitable PPE when the risk cannot be controlled by other means.</p> <p>Employers duties:</p> <ul style="list-style-type: none"> • Regulation 4- Provision of PPE • Regulation 5- Compatibility of PPE • Regulation 6- Assessment of risk and suitability for task • Regulation 7- Maintenance and replacement of PPE • Regulation 9- Provision of information , instruction and training for employee • Regulation 10- Use of PPE Employers and Employees duties- employees must use PPE as directed and must report any loss or obvious defect to the employer. 	<ul style="list-style-type: none"> • Induction • Training • Risk assessment • PPE employee issue list • Health and Safety Audit
10.	The Regulatory Reform (Fire Safety order 2005 Fire (Scotland) Act 2005, supported by the Fire Safety (Scotland) Regulations 2006.	<p>Fire risk assessment is required. Take steps to reduce or remove the risk. The assessment must be reviewed regularly.</p>	<ul style="list-style-type: none"> • Fire Risk assessment in place • Risk assessment is annually reviewed. • Fire safety information in the health and safety folders • Induction • General fire safety training every 2 years • Fire Warden every year.

11.	Lifting Operations and Lifting Equipment regulations 1998 (LOLER)	<p>The regulation deal with providing and using lifting equipment at work and include:</p> <ul style="list-style-type: none"> • Regulation 7- Lifting equipment to be clearly marked with appropriate information. • Regulation 8- Lifting operations must be planned and Supervised • Regulation 9- Examined before first use, routinely inspected as part of an examination scheme drawn up, be a competent person. • Regulation 10- Report and defects • Regulation 11- Records of inspections to be retained 	<ul style="list-style-type: none"> • Risk assessments • Training • Induction • Maintenance report system in place. • Lifting cushion available for lifting patient off the floor.
12.	Reporting of Injuries Diseases and Dangerous Occurrences Regulation 2012	<p>A requirement for the Charity to notify the Health and Safety Executive and keep records of certain specified injuries, diseases and dangerous occurrences which arise out of or in connection with work and include:</p> <ul style="list-style-type: none"> A. Death of a person B. Employee suffers a major injury at work, listed in Schedule 1 C. Member of the public is taken directly to hospital and requires treatment. D. One of the specified list of dangerous occurrences E. Employee suffers one of a number of specified diseases. 	<ul style="list-style-type: none"> • Accident investigations • Risk assessments • Health and Safety Audit • Health and Safety officer to report to HSE.
13.	Control of Asbestos Regulations 2012	<p>Apply to licensing, notification of works with asbestos arrangements to deal with accidents, incidents and emergencies based upon exposure above the control limit. The Charity is considered the duty holder and as such is responsible for ensuring that a suitable and sufficient assessment is carried out to determine whether asbestos is present within the premises. An asbestos management plan is required</p>	<ul style="list-style-type: none"> • Asbestos Survey to be completed before major building work • Asbestos survey type 2&3 completed (Castlebrae) • Asbestos training every 2 years
14.	Construction Design and Management regulations 2007 06.04.15 Amended	<p>The Charity must make suitable arrangements for managing projects so that health and safety and welfare are secured, take ownership and communicate those arrangements clearly to other duty holders. Ensure that the principal designer and the principal contractor comply with their duties.</p>	<ul style="list-style-type: none"> • Appoint a competent person. • Information, instruction and training.

		Notify projects scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or exceed 500 person days.	
15.	The Chemicals(Hazard information and Packaging for Supply) Regulations (CHIP) 2009	The regulations are also known as CHIP 4. Requires the supplier of dangerous substances/ preparations to classify label and package dangerous substances/preparations and provide safety data sheets for them. The Charity should be aware that manufactures and suppliers of chemicals have to provide users of their products with suitable and sufficient information about the hazard of their products and the necessary action to be taken in an emergency.	<ul style="list-style-type: none"> • Signage and labelling of chemicals • Health and Safety walk rounds • COSHH training. • COSHH sheets and safety data sheets kept in departments and centrally in the surgery.
16.	The Control of Noise at work Regulations 2005	Require the Charity to take action to protect employees from hearing damage. The charity must ensure that workers are protected from excessive noise at their place of work, which could cause them to lose their hearing and or to suffer from tinnitus.	<ul style="list-style-type: none"> • Health Surveillance and Noise monitoring. • Risk assessments • Health and Safety Audit
17	The Health and Safety (Safety Signs and Signals) regulations 1996	The regulations cover the provision and use of safety signs and various means of communicating Health and Safety information	<ul style="list-style-type: none"> • Staff notice boards • Staff reps, HOD and departmental meetings • Health and Safety departmental information files. • Health and Safety walk rounds.
18.	The Smoke free(Premises and Enforcement) Regulations 2006 The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006	Applies to Virtually all the substantially enclosed public places and work places, including vehicles, become smoke free.	<ul style="list-style-type: none"> • No smoking signs in Charity vehicle • No smoking signs internally and externally around the Centres. • Information regarding

			smoking in Patient Folder
19.	The Gas Safety (Installation and use)1998	Covers safe installation, maintenance and use of gas systems and appliances within the Centres. Requires all engineers involved in the installation inspection, servicing, maintenance and repair of domestic and commercial gas appliances to be registered under HSE approved Scheme.	<ul style="list-style-type: none"> • Training and renewed updated training • Use of Contractors when required, capability and qualifications covered in induction.
20.	Electricity at work regulations 1989	The purpose of the regulations is to require precautions to be taken against the risk of Death or personal injury from electricity in work activities.	<ul style="list-style-type: none"> • PAT testing • Training • Risk assessment • Individual checks of equipment by the user. • Use of Contractor. • Electrical Installation Testing
21.	The Dangerous Substances and explosive atmospheres regulations 2002(DSEAR)	The DSEAR replaces previous legislation on flammable substances, including highly flammable liquids and liquefied gases regulations 1972.	<ul style="list-style-type: none"> • COSHH and safety data sheets • Pool chemicals kept separate • Training • Induction • Pool operating procedures.
22.	Safety Representative and safety committees regulations 1977 and The Health and Safety (Consultation with Employees) regulations 1996	The Charity has a duty under both regulations to consult those safety representatives on matters affecting the group or groups of employees they represent on health and safety issues.	<ul style="list-style-type: none"> • Consultation is done through the staff reps meeting. • Annual risk assessment reviews which all employees partake. • E-Learning
23.	Health and Safety Information for employees regulations 1989	Requires the Charity to display a poster telling employees what they need to know about health and safety.	<ul style="list-style-type: none"> • The posters are located in the staff rooms. • And Staff Notice Board

			(Castlebrae)
24.	Health and Safety (First Aid) Regulations 1981	<p>The Charity has a duty to ensure that they have provided such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to their employees if they are injured or become ill at work.</p> <p>At the minimum the level of provision must include an appointed person to be present at all times when employees are at work and a suitable and sufficient first aid boxes</p>	<ul style="list-style-type: none"> • Nurse on duty 24 hours • First aid trained staff available at both Centres • First aid boxes located in the Centres • Nurses surgery fully equipped • CPR and DEFIB training annual provision.
25.	Control of Substances Hazardous to Health regulations 2002	<p>The COSHH regulations provide a frame work to protect employees and other persons at the work place against health risks that may arise from work activities that expose them to hazardous substances (which includes Biological agents)</p>	<ul style="list-style-type: none"> • Health Surveillance • COSHH assessments in place departmental and in the surgery. • COSHH E-Learning • Laundry COSHH training • Induction