

Integrated Equality Scheme, Annual Review - Disability

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1.0 Purpose of this paper

To provide an annual review of Cambridgeshire Constabulary's progress with regard to the Integrated Equality Scheme in relation to Disability.

2.0 Background

The Integrated Equality Scheme outlines the following needs for Disability;

- Promote equality of opportunity between disabled people and other people
- Taking into account disabled persons' needs, to ensure fairness and equality of opportunity
- Promoting positive attitudes towards disabled persons
- Encouraging participation of people with disabilities in public life

The Disability Equality Scheme was introduced in 2006 to run until December 2009, although the Integrated Equality Scheme superseded the original scheme in 2008 and actions were carried over.

Therefore this will be the final singular review of the Disability strand because an overall review of the Integrated Equality Scheme, covering Disability, will take place biannually.

During the last twelve months Cambridgeshire Constabulary have introduced a number of new initiatives to ensure that disabled employees and members of the public are given equality of opportunity, from applying for a job through to making our buildings accessible.

In order to ensure that our policies and practices are in line with current best practice, we have steadily increased the members belonging to the Cambridgeshire

Independent Advisory Network (CIAN) to in excess of 100, representing all strands of Diversity. We have also revised the Equality Impact Assessment forms and re-launched with training across the Force.

This report will highlight some of our main achievements, together with a review of the actions in the Integrated Equality Scheme.

3.0 Achievements

3.1 Disability Support Forum

The Disability Support Forum was introduced in February 2009 and is attended by Police Officers and Police Staff with disabilities and caring responsibilities. It has generated some good debate around the effectiveness of reasonable adjustments and has also given them the opportunity to be heard and make suggestions. One of which resulted in the ¹Disability Passport.

It is possible that the forum will also become virtual to ensure maximum inclusion of all members as it will negate the need for travelling and will enable members to discuss issues more regularly. As a basis for the forum, The Diversity Unit are currently researching the National Policing Improvement Agencies (NPIA) new Police Online Knowledge Area (POLKA), which has a similar format to a social networking website.

3.2 Disability Passport and Reasonable Adjustments Application Form

The Disability Passport is a recording mechanism for anyone with a disability who wishes to discuss this with their line manager and keep them updated. It was developed as a result of suggestions from the Disability Support Forum members. They felt that where frequent changes of line manager occurred, they had to keep explaining their disability and how it affected them at work. The disability passport is simply passed on to the new line manager to ensure that they are up to date.

The Disability Passport can be completed by any of the forces employees who feel that their circumstances could have an impact on their ability to work, either in the present, or at some point in the future

The Disability Passport includes details of:

- The health condition of the employee
- The nature of the employee's disability
- Medication and issues that might arise as a result of taking this medication
- Any reasonable adjustments that the employee might need
- Action to take if the employee becomes unwell at work
- Agreed communication between the employee and line manager if the employee is unable to come to work.

If an employee requires reasonable adjustments in the workplace after completing the Disability Passport, a Reasonable Adjustment Application Form will be required. This is completed by the individual concerned and their line manager and/or OHU. This will then require approval by the HR Manager to ensure that the adjustments that are being made are 'reasonable'.

All reasonable adjustments are now being quality assured by the Diversity Unit to ensure fairness and consistency across the organisation.

3.3 Two Ticks Symbol

Cambridgeshire Constabulary have successfully become a two ticks 'Positive about disabled people' employer. It symbolises our promise to disabled applicants that should they meet the minimum essential criteria on a job description, they will be invited to an interview.

It also means that the organisation will make every effort to develop an appropriate level of awareness of disability to make these commitments work. The two ticks also

¹ Disability Passport – Recording information of staff disabilities. See paragraph 3.2.

requires a review of these commitments each year to assess what has been achieved.

The five commitments which have also been incorporated into the Integrated Equality Scheme are:

- to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities
- to discuss with disabled employees, at any time but at least once a year, what both parties can do to make sure disabled employees can develop and use their abilities
- to make every effort when employees become disabled to make sure they stay in employment
- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
- to review these commitments each year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans

3.4 Workforce Disability Review

The Diversity Unit conducted an audit of all disabled employees to ensure that all systems were up to date. Line managers were also encouraged to have a meeting with their members of staff who have disabilities to ensure that their needs were still being met.

This included ensuring that current reasonable adjustments were recorded to ensure that quality assuring could take place in the future. This has prompted the Diversity Unit to continue recording disability related reasonable adjustments going forward to ensure comprehensive auditing information.

3.5 Police Pocket Comms

²Pocket Comms is a hand held communication tool which will assist those coming into Police contact who may not be able to accurately describe events. They contain pictures and pages numbered for evidential use and also a Braille and sign language page.

They are currently being trialled in Enquiry Offices and Northern Division Community Cohesion Unit and Central Ward Neighbourhood Policing Team until April 2010.

3.6 Police Enhanced Access Line (PEAL)

A dedicated phone number for people with communication difficulties went live on Monday 30th November 2009. The launch coincided with week four of the forces 'We Promised and Delivered' campaign which is focusing on point one of the national ³Policing Pledge.

Point one promises to ensure the public have fair access to the force. The launch of the PEAL is just one of the systems in place to ensure the force fulfils this promise.

It is available 24 hours a day for non-emergency calls for anyone who has difficulty communicating.

Those wanting to use the system must register first to ensure their details are in the system. They will then be given a dedicated number which puts them through to a specially trained call taker.

The organisation also has a number of other systems in place to ensure everyone has access to the police service, these include;

3.6.1 SMS

² www.pocketcomms.eu

³ Policing Pledge – National set of policing promises to the public, designed by the Home Office

A text service for the deaf or hard of hearing is available 24 hours a day to make contacting the force in a non-emergency easier.

Those wishing to use the service must register before hand to ensure operators know who messages are from and where the person lives.

3.6.2 Multi-lingual Support Officers

Cambridgeshire is a diverse county and there has been a steady growth in the demand for interpreting services over the last five years, especially for languages spoken in emerging communities. In Cambridgeshire, the most demanded interpreters are Polish, Lithuanian, Slovak, Czech, Russian, Portuguese and Latvian.

Multilingual Support Officers are members of our local communities who have been employed by the force on casual workers contracts to provide interpreting and translation services. Within the organisation, there are also over 50 Staff and Officers who speak a second language and can assist in interpreting or translating materials.

3.6.3 Translated Material

The force translates a large amount of material to ensure everyone has access to information about the services provided by the police.

The Pledge has recently been translated into the top 10 languages spoken in the county and four of these, Slovakian, Czech, Polish and Portuguese, are now available for the general public to view via the force website.

4.0 Action Updates from Integrated Equality Scheme with regard to Disability

Table 1

Action	Update
<p>Ref: 40/41 C</p> <p>Conduct study into mental health issues of the workforce to ascertain underlying themes and causes.</p>	<p>The Force Health and Wellbeing Welfare Advisor has recently provided inputs to HR managers regarding Stress Management. This will be disseminated to Senior Management Teams.</p> <p>There is now a Stress Management Procedure available on the Force Policy Library (See appendix 1).</p> <p>This piece of work has also been incorporated into the Occupational Health Action Plan.</p>
<p>Ref: 42 C</p> <p>Establish a support group for Staff with caring responsibilities.</p>	<p>The disability support forum was introduced in February 2009 and is attended by Police Officers and Police Staff with disabilities. It has generated some good debate around the effectiveness of reasonable adjustments and has also given staff and officers the opportunity to be heard and make suggestions.</p>
<p>Ref: 43 C</p> <p>Organise workshops, literature and events across the Constabulary to raise awareness of caring issues.</p>	<p>A series of leaflets has been distributed across the Constabulary to raise awareness through HR Managers and the Occupational Health Unit. There is also a discretionary leave procedure (Appendix 2) which allows up to 7 days paid leave and longer term career breaks can also be considered in circumstances of caring responsibilities.</p>
<p>Ref: 44 C</p> <p>Establish measures to identify access barriers for people with disabilities.</p>	<p>⁴The DDA audits were carried out on all our existing buildings at the time. All barriers were established and dealt with. This is in line with recommendations ⁵Document M - Access and facilities for disabled people (1999).</p> <p>Any newly purchased building will be looked at individually and any works that are deemed necessary will be completed.</p>

⁴ DDA – Disability Discrimination Act

⁵ <http://www.planningportal.gov.uk/england/professionals/buildingregs/>

<p>Ref: 45 NC Develop emergency exit plans for all buildings for Staff and visitors with disabilities.</p>	<p>All contingency plans take into account the needs of disabled staff and visitors. These are linked to the fire exit procedures whereby any issues with emergency exits are recognised and adapted accordingly e.g. alternative route/ramp for wheelchairs users.</p> <p>There is an emergency exit plan/procedure for the Constabulary but this will need to be reviewed.</p> <p>To be carried over to the next financial year following Diversity Steering Group Recommendations.</p>
<p>Ref: 46 O Involve people with disabilities in any new buildings.</p>	<p>All new buildings are legally required to be DDA compliant and the Deputy Head of Estates would conduct physical checks.</p> <p>New builds such as Parkside Police Station will be designed to the current building regulations and standards that cover all areas of DDA. Staff and Officers with disabilities will be involved in the planning stages.</p>
<p>Ref: 47 NC Take action to address issues in the access audit.</p>	<p>The DDA audits were carried out on all our existing buildings at the time. All barriers were established and dealt with. This is reflected in the Document M - building regulations.</p>
<p>Ref: 48 NC Conduct further access audits of all police buildings and include access for those with limited physical access.</p>	<p>See Ref 44</p> <p>To be carried over to the next financial year following Diversity Steering Group Recommendations.</p>
<p>Ref: 49 C Introduce a programme of regular testing and maintenance of</p>	<p>Testing and maintenance of equipment is carried out regularly by the ICT department to ensure that programmes such as Text Help Gold on PCs are functioning and in good order.</p>

<p>equipment provided to facilitate access to services by people with disabilities.</p>	
<p>Ref: 50 C Ensure enquiry office and other relevant staff members are trained in the use of the mini com systems supplied.</p>	<p>There is a hearing induction loop system in all Enquiry Offices across the Constabulary which was supplied by the Estates Department under Disability Act provision. Staff were trained in the use of the equipment when it was installed.</p> <p>It is very simple to use as it just needs to be plugged in and switched on the member of the public switches their hearing aid to the appropriate setting.</p>
<p>Ref: 51 C Produce guidance for officers and staff about the support available to them if they have a caring responsibility.</p>	<p>See Ref 42 – People with caring responsibilities have also attended the Disability Support Forums.</p> <p>See Ref 43 – Discretionary leave is available for staff and officers with caring responsibilities.</p>
<p>Ref: 52 O Ensure disability is promoted in a positive manner highlighting the contribution of people with disabilities in the workforce.</p>	<p>Human Resources (HR) - Occupational Health Unit (OHU) - Health and Wellbeing Services assist HR managers & line managers in an advisory capacity. Inputs are delivered to all new starters including mental health and reasonable adjustments. Advice is provided to all staff of the OHU and the support mechanisms in place to help people with disabilities.</p> <p>OHU assist in the development and the implementation of return to work plans, analysing data e.g. sickness absence and they consult on policy and procedure.</p> <p>Human Resources (HR) Policy & Support - During the Chief Constables award ceremony an area at the front is allocated for wheelchair users. This gives convenient access to fire exits and a full view of the award ceremony.</p>

When arranging appointments for Injury Award Reviews, there is an option for this to take place off site e.g. retired officers home.

HR Recruitment –

The recruitment team have ensured that all adverts or media material has the 'two ticks' logo on it. Therefore they are committing to providing an interview to any disabled person who meets the minimum essential criteria. Further to this, application forms in different formats can be arranged.

Corporate Performance Department-

There is a system whereby if a team member has a disability, the team is briefed with the individual's consent informing them of what the individual can and can't do to avoid embarrassing the individual if a situation arises. Examples include telling the team if people can't do heavy lifting and work that involves walking that covers more than a few metres.

Professional Standards Department (PSD) -

Updates from the Diversity Steering Group feature as a standing item on the monthly departmental meeting agenda

An e-mail has been sent reminding all PSD investigators to ask staff they deal with whether they have any disability related requirements and to give the same level of consideration to accommodating such needs as they give to complainants

Information Communication Technology (ICT) –

Work is continuing on improving the external website in relation to access for those with a disability e.g. dyslexia.

	<p>ICT have Introduced and supported disability related Software products such as TextHelp ,Dragon naturally Speaking, Jaws.</p> <p>Divisions –</p> <p>There are a number of examples on Divisions where the strengths of individuals with disabilities have been promoted and where reasonable adjustments made for Staff have allowed them to be sustained in their employment. E.g. allowing extra time to complete tasks and promotion boards and acquiring specialist ICT equipment and programmes (i.e. Text Help Gold) for staff and officers with dyslexia.</p> <p>Technology to assist a partially blind member of staff has been successfully implemented.</p> <p>HR Managers have helped to identify where reasonable adjustments have been made on division. A number of individuals with disabilities have been identified as a result and where appropriate these individuals have been highlighted for their contribution.</p> <p>Each neighbourhood panel meeting is arranged to ensure that it is accessible to all.</p> <p>This action point is ongoing and will be built into the National Policing Improvement Agencies (NPIA) Equality Standard which will be inspected by Her Majesties Inspectorate of Constabularies (HMIC) in 2010.</p>
<p>Ref: 53 CL Develop a policy on Reasonable Adjustments and ensure it is promoted to</p>	<p>The Diversity Unit have launched the Reasonable Adjustment Guidance Policy and Application Form and the Disability Passport has also been launched. This will be promoted at 'toolbox talks' and senior management team meetings.</p>

Supervisors and Managers.	
Ref: 54 O Ensure reasonable adjustments are regularly monitored and application evaluated.	The Diversity Unit monitor all reasonable adjustment applications relating to dyslexia. A spreadsheet of reasonable adjustments is being reviewed by the Diversity Unit with the objective to bring it up to date with all new adjustments through the Reasonable Adjustment Application Forms.
Ref: 55 NC Raise Supervisor and Manager awareness of what constitutes a reasonable adjustment.	The Diversity Unit have recently produced guidance for line managers regarding reasonable adjustments for dyslexia. This is currently being consulted on by the Employers Forum on Disability and the National Disabled Police Association, as well as line managers within the organisation. See Ref 53
Ref: 56 NC Include monitoring of training applications for courses and delivery to Officers and Staff with disabilities in current monitoring framework.	Joining instruction which are sent out to course delegates enable those who have a disability to detail any reasonable adjustments that need to be made. A standardised ⁶ Equality Impact Assessment (EIA) has been incorporated into all lesson plans. To be carried over to the next financial year following Diversity Steering Group Recommendations.
Ref: 57 C Produce and publicise the availability of job application material in different formats. Make reasonable adjustments for	Applications are now available: <ul style="list-style-type: none"> • Electronically • Paper copy • Braille (Can be offered if requested) • Large Print (Can be offered if requested) • Applicants are asked whether any reasonable adjustments are required throughout the process

⁶ Equality Impact Assessment (EIA) – Pro-forma to be completed prior to any new policy, procedure, guidance or practices to ensure Equality, Diversity and Human Rights are thoroughly scrutinised.

applicants.	
Ref: 58 O Take action on the five commitments to use the Two tick symbol.	A commitment progress log has been created which is updated on a monthly basis as to how the Constabulary is meeting the commitments.
Ref: 59 O Raise awareness of all Staff in relation to the needs of people with disabilities, particularly mental health.	<p>Cambridgeshire has teamed up with Bedfordshire and Hertfordshire Police to introduce alert cards for people with learning disabilities such as autism.</p> <p>The card will be issued to people with autism that will be shown to Police or other agencies to make them aware that the individual has a disability.</p> <p>Disability awareness inputs are being delivered to line managers at ⁷'toolbox talks' and initial training.</p> <p>Additionally the Learning and Development Department are reviewing their current training in light of recent ⁸Independent Police Complaints Commission (IPCC) feedback regarding incidents involving individuals with mental health issues.</p> <p>See Ref 40/41</p>

5.0 Action Status

⁷ Toolbox Talks – Workshops for new and existing line managers relevant to rank or grade.

⁸ Independent Police Complaints Commission (IPCC) – They set the standards for the way the police handle complaints and, when something has gone wrong, it helps the police learn lessons and improve the way it works.

Of the 19 actions regarding Disability in the Integrated Equality Scheme, 1 has been closed with no further action, 8 are completed with the possibility of future developments, 5 are ongoing and the remaining 5 are not completed.

5.1 Key

CL = Closed

C = Completed

O = Ongoing

NC = Not Completed

6.0 Bibliography

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7.0 Appendices

Appendix 1

Managing Work Related Stress Procedure

Procedure Contents:

Introduction

Procedure

Responsibilities:

Chief Constable

Divisional Commanders Departmental Heads

HR Managers

Line Managers

Police Officers and Police Staff (Individuals)

Occupational Health Unit Manager

Health and Safety Adviser

Appendices

Appendix 1: HSE Management Standards

For Work Related Stress

Appendix 2: Risk Assessment

Appendix 3: Risk Assessment Flow Chart

Appendix 4: Risk Assessment Process

Appendix 5: Checklist of Common Stressors

Appendix 6: Managing Staff with Stress Related Illness

1. Title: Managing Work Related Stress Procedure

2. Work Place Stress Policy

This Procedure is related to the Policy Guidance Entitled "Stress in the Work Place" which should therefore be read in conjunction with this procedure.

This procedure should also be read in conjunction with the Attendance Management Procedure that specifies the duties and responsibilities of those involved in managing attendance at work.

3. Qualifying Conditions

- (i) "It should not be assumed that printed copies of this document are current; please refer to the policy database for the most recent definitive version."
- (ii) "This procedure provides a framework of guidance to all Constabulary personnel and its application has been assessed by the author as being appropriate in most anticipated situations; where, in exceptional circumstances, it is deemed necessary to override the procedure, members of staff may be asked to discuss their actions and to make recommendations to the author for appropriate changes to be made to the procedure."

4. Introduction

The constabulary recognises that people are our most valuable resource and the health and welfare of employees must be proactively managed. This procedure places a duty of care on managers and supervisors to perform the necessary risk assessments to reduce the risk to employees of work related stress caused by organisational factors.

The Health and Safety Executive (HSE) define stress as "The adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Put simply stress can result in negative effects on the way people think and behave when they believe they cannot cope with the demands that have been placed upon them. In the long term this can lead to both mental and physical ill health.

Stress is different from pressure. Different people have different levels of coping with pressure. Most people respond to increased pressure in a positive way. However, when levels of pressure exceed the individual's ability to cope, stress symptoms develop. This can lead to negative feelings of anger, fear and frustration and physical symptoms such as back pain, headaches, multiple minor illnesses and psychological symptoms such as anxiety and depression.

Stress can lead to inappropriate coping strategies such as smoking, excessive drinking, and the use of drugs both prescription and non prescription.

This procedure will provide a suitable framework by which the constabulary will fulfil its duty of care to the workforce; safeguarding the health, safety and welfare of all members of staff as is reasonably practical and will work in partnership with them to identify workplace stress

both an organisational and individual level and then seek to effectively reduce levels of stress.

5. Procedure

It is recognised that stress can be due to factors outside of work and may therefore be outside the direct control of managers and supervisors. However, the combined effect of work and non-related stressors can have a detrimental effect on mental health and therefore every effort must be made to identify staff that are suffering from stress either work related, non work related or a combination of both.

Cambridgeshire Constabulary is committed to promoting a working environment which removes the stigma surrounding stress, thereby empowering employees to confidently raise this issue with managers and supervisors. All reported cases should be dealt with sympathetically and all reasonable action taken to remove or minimise the risk to the employee.

Some aspects of police work are inherently stressful, including roles undertaken by police staff that may cause a cumulative stress reaction. Managers and supervisors have a duty to identify and risk-assess those roles using the HSE Stress Management Standards contained in the Appendices to this procedure. Templates and other tools to assist in the risk assessment process can be found on the HSE website: www.hse.gov.uk/stress

Resources will be made available via the OHU, to ensure guidance is made available to managers and supervisors to enable them to better manage stress in the workplace.

Learning and Development will, in conjunction with HR ensure that appropriate awareness training is provided to ensure that all staff can meet the obligations of this procedure.

Divisions and Departments are required to monitor and report to the FEB through the Director of People on the level of compliance with this Stress Management Procedure. Senior Management Teams (SMT's) should ensure that they regularly receive information from HR, OHU and from their business areas to ensure that Stress "Hot Spots" are dealt with appropriately using the HSE Stress Management Standards. Where extra guidance is required on the implementation of the Stress Management Standards this will be provided by the OHU.

- This procedure will be subject to regular review to take account of legislative changes and
- 6.** to maintain best practice.

6.1 RESPONSIBILITIES

The Chief Constable will:

- (i) Promote an organisational culture that recognises that stress is a Health and Safety issue and ensure that the resources required to minimise work related stress risk factors using suitable control measures are put in place.
- (ii) Implement a Stress Management Plan for the ACPO group the Divisional Commanders and Departmental Heads using the HSE Stress Management Standards. Guidance is contained in the appendices to this procedure.
- (iii) Ensure that the chief officers have sufficient awareness identifying and managing workplace stress in accordance with the HSE Stress Management Standards.
- (iv) Ensure that Divisional Commanders and Departmental Heads have sufficient awareness in identifying and managing workplace stress in accordance with the HSE Stress Management approach specified in the Appendices to this procedure.

6.2

Divisional Commanders, Departmental Heads will:

- (i) Implement a Stress Management Plan based on the HSE Stress Management Standards to include the responsibilities of managers in identifying and managing workplace stress and include performance indicators that demonstrate effective action in reducing the number of days lost due to stress. The plan will be monitored by the SMT's and reports submitted to the FEB via the Director of People.
- (ii) Ensure the SMT's and line managers receive appropriate and sufficient training in identifying and managing workplace stress in accordance with the HSE Stress Management Standards.
- (iii) Ensure days lost due to stress are included as a standing item on the SMT agenda and that any "hot spots are highlighted for action".
- (iv) Involve the OHU Welfare Adviser, Health and Safety Adviser, the Police Federation and Unison as necessary to provide additional advice and guidance.
- (v) Ensure that Stress Management is incorporated into managers PDR, when appropriate, to develop management skills in identifying and managing workplace stress. HSE document entitled "Stress Management Competency Indicator Tool" provides examples of such competency in line with the HSE Stress Management Standards.

6.3

HR Managers will:

- (i) Provide guidance to managers on the Stress Policy and this associated procedure.
- (ii) Liaise with the OHU to identify stress-related absences and/or 'hot spots' and ensure appropriate interventions using the HSE Stress Management Standards are put in place through the SMT's.

- (iii) Report to the Division/Dept SMT on days lost due to stress and preventative measures needed to address the problems.
- (iv) Advise on the effectiveness of measures to reduce stress and report to their SMT.

6.4

- (v) Provide support and advice to individuals who have been absent with stress; advise them and their management on a planned return to work.

Line Managers will:

- (i) Conduct and implement the recommendations of work related stress risk assessments within their area of responsibility.
- (ii) Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- (vi) Liaise with the OHU Welfare Adviser to identify and risk-assess roles vulnerable to cumulative stress and agree proactive measures, following a risk assessment, to develop suitable controls to minimise risk to individuals in those roles.
- (iii) Undertake PDR's in accordance with Constabulary Policy and ensure that staff are fully trained to fulfil their duties and provided with appropriate developmental opportunities.
- (iv) Monitor workloads to ensure these are appropriate and do not cause excessive pressure.
- (v) Monitor working hours and overtime to ensure that staff are not overworking, monitor leave and lieu time to ensure that staff are taking their full entitlement.
- (vi) Ensure compliance with the Dignity at Work Policy, especially ensuring that bullying and harassment is not tolerated by taking appropriate action.
- (vii) Be vigilant in ensuring that additional support is offered to staff that are experiencing stress inside or outside work. Provide prompt and on-going support to individuals experiencing stress using the Stress Management Standards and utilising the confidential services of the OHU where necessary.
- (viii) Monitor sickness absence relating to stress and refer any member of staff who is suffering with stress to the OHU within 3 days.
- (ix) Liaise with the OHU practitioners to identify staff in roles which may lead to cumulative stress and agree proactive measures. The Consultative Support Scheme is available to staff where risk assessments show this to be necessary. These identified roles are in line with the recommendations of the Home Office document, "Towards a Healthier Police Service". Guidance on the procedure for the scheme is available from the OHU Welfare Adviser.

6.5 (x) Ensure that staff exposed to traumatic incidents are cared for through the Traumatic Risk Management (TRiM) programme. The programme is managed by the OHU Welfare Adviser and co-ordinators are delegated within each division and department to provide advice on the TRiM process and deployment of TRiM practitioners. Details of the procedure are available on CAMNET VISION.

(xi) Ensure that all staff are aware of the services of the OHU, that includes confidential psychological/counselling services and refer staff for assessment as required.

Individuals will:

(i) Take responsibility for their own health, safety and psychological wellbeing and that of others in accordance with the requirements of the Health and Safety Act 1974.

(ii) Raise issues of concern with line managers, recognised association representatives or direct to the OHU.

(iii) Participate in training and awareness in identifying and managing stress.

6.6 (iv) Co-operate with the advice and support offered by the OHU practitioners in managing stress.

(v) Observe safe working practices in accordance with the relevant Health and Safety at Work Regulations and this procedure.

(vi) Comply with the Working Time regulations, Annual leave policy and flexitime policy by recording hours worked, taking appropriate breaks and annual leave.

Occupational Health Unit Manager:

(i) Ensure the availability of OHU services to support managers and individuals in the management of stress in accordance with the OHU code of confidentiality and practice.

(ii) Work in partnership with HR Managers, L&D and Divisional Training Officers to provide advice, guidance and resources for the implementation of the HSE Stress Management Standards, stress awareness/management, positive mental health and resilience for managers and staff.

(iii) Provide confidential psychology, counselling and welfare support services.

(iv) Provide targeted health promotion services on stress issues.

(v) Provide advice to managers on conducting stress risk assessments using the Stress Management Standards.

(vi) Advise senior management, staff associations and trades unions of changes or developments in the field of stress at work.

(vii) Liaise with the Diversity Unit where advice is required on the impact of this procedure. Particularly in addressing the needs of any minority group or where there are

6.7 implications for the Dignity at Work Policy.

- (viii) Ensure that advice is made available on Divisional/Dept Stress Management Plans.
- (ix) Ensure the provision of information and advice to managers on rehabilitation plans following stress related absences from work.
- (x) Advise managers on matters relating to stress management and audit systems

Health and Safety Adviser will:

Ensure that the force is aware of the Health & Safety Executive Guidance in respect of stress management.

7. Associated Procedures

HSE - Managing the Causes of Work Related Stress

Full guidance can be taken from the HSE Website at www.hse.gov.uk/stress

8. Related Documents

- (i) Health & Safety at Work Act 1974
- (ii) Management of Health & safety at Work Regulations 1999
- (iii) Employers liability Act 1986
- (iv) The Disability Discrimination Act 1995
- (v) The Employment Rights Act 1996
- (vi) The Protection from Harassment Act 1997
- (vii) The Working Time Regulations 1998
- (viii) Cambridgeshire Constabulary Attendance Management Procedure
- (ix) HSE Managing Stress at Work – Stress Management Competency Indicator Tool
- (x) Cambridgeshire Constabulary Dignity at Work Policy
- (xi) Cambridgeshire Constabulary PDR Documentation

9. Co-operation and Assistance

No external assistance is required for the implementation of this policy.

10. Communications Plan

- (i) This Procedure will be deposited in the Constabulary Policy Library on CAMNET.
- (ii) On-going Learning & Development through approved programmes of Learning.
- (iii) Publicity through CAMNET and other Presentational Resources.

APPENDICES

Appendix 1

Health and Safety Executive Management Standards for work related stress

Appendix 2

Guidance for risk assessment relating to work related stress

Appendix 3

Risk assessment flow chart

Appendix 4

Risk assessment process

Appendix 5

Checklist of common stressors work- based and non work- based

Appendix 6

Managing staff with stress related illness

APPENDIX 1

Health and Safety Executive Management Standards for Work Related Stress

The HSE identifies the following 5 steps to a risk assessment:

1. Identify the hazards
2. Decide on the effect of these hazards to staff and how.
3. Evaluate the risk by:

Identifying what action you may be already taking

Decide whether this is enough and

If it is not, decide on what more you need to do

4. Record any significant findings of the risk assessment; and
5. Review the assessment at appropriate levels

The Management standards that cover the main factors which can lead to the breakdown of mental well being, stress and other related illnesses are:

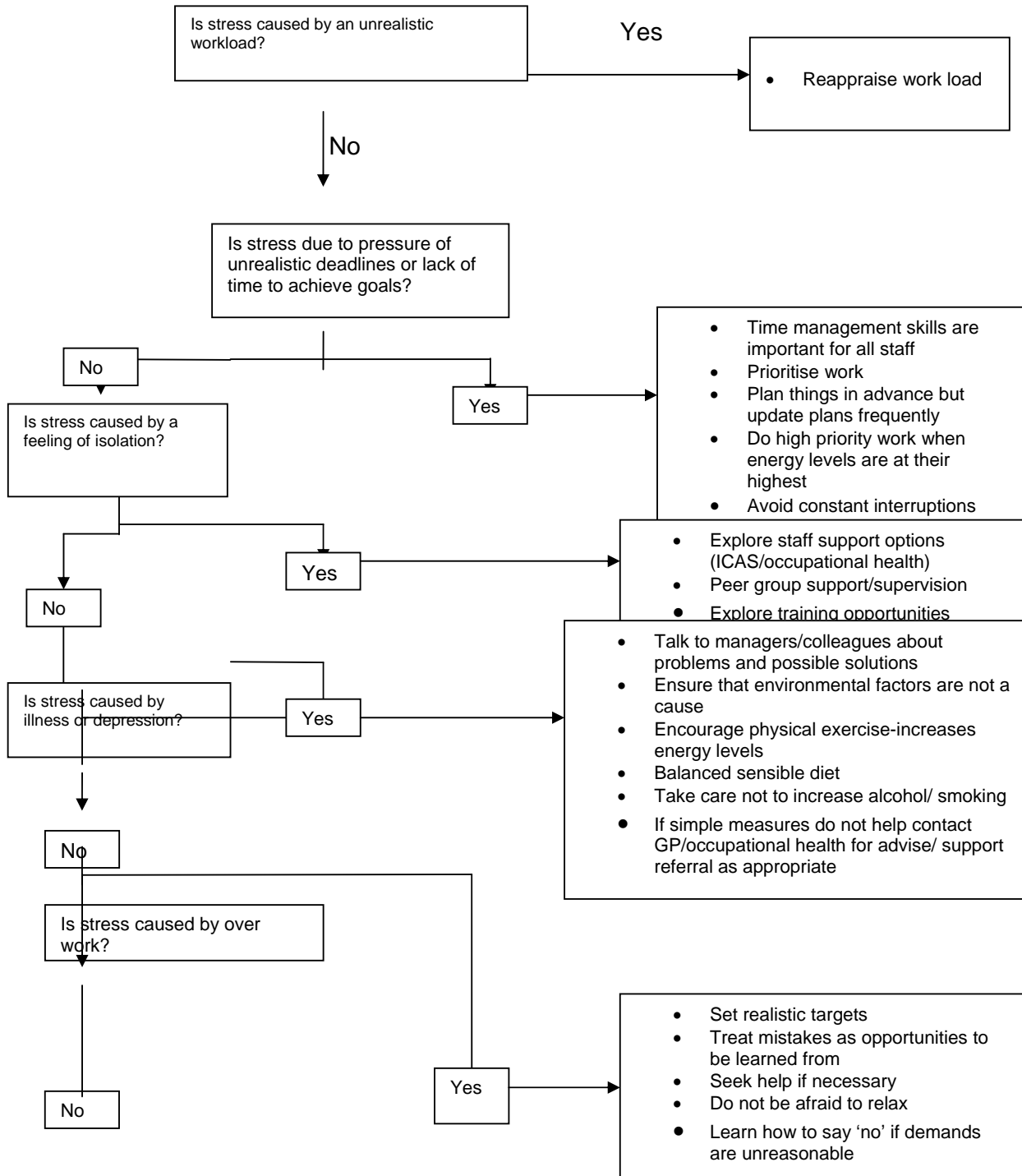
1. **Demands** - these maybe work demands which include the amount of work to be undertaken and the type of demands that work is placed on the individual
2. **Control** - this about individual control or group control, of the work pace and content and if the individual has an input in this control of flow of work
3. **Support** - this is good communication from managers and colleagues and recognition of performance through appraisal processes, flexible processes if external pressures are linked to feeling under pressure, dealing with adverse events such as violence and aggression, learning from mistakes.
4. **Relationships** – especially dealing with unacceptable behaviours such as bullying and harassment.
5. **Role** – Individuals should clearly understand their role and responsibilities and have access to development opportunities.
6. **Change** – opportunities for involvement of staff in organisational change and changes in working practices, informing and involvement when change is due to take place and why.

APPENDIX 2

The following is a guide on the content of the recommended risk assessment relating to related stress.

	Hazard	Risk	Controls
Demands tasks organised or	medium / high		Ensure right person right job. Ensure that staffs are adequately trained for the they are required to perform. Delegate effectively. Assess if tasks/ working practices need to be redesigned.
Control the way		medium / high	Involvement of staff in decisions about work is carried out. Self –rostering. Team working. Regular team meetings. Opportunities for individuals to raise concerns.
Support approach. the		medium/ high	Regular team meetings. Relevant and adequate flow of information to staff. Flexible working. Monitor sickness absence and apply a consistent Recognise the symptoms of stress and discuss with individual at the earliest opportunity. Dealing with adverse incidents such as violence and aggression against staff, providing support to those affected.
Relationships place and dignity at work from		low/medium	Ensure unacceptable behaviours do not take ensure that staff have the right to colleagues and peers. Report and manage unacceptable behaviours as per policy.

**Appendix 3
Risk assessment flow chart**



Appendix 4 Risk assessment Process

Step 1 – Identifying the Hazards:

- 1. Examine existing data**
Information may exist which may assist in identifying if there is a potential problem, such as:
- 2. Sickness absence data**
Look at records of absence generally and stress related absence in particular.
Is sickness absence increasing?
Are there patterns emerging?
Is stress cited as a reason for absence?
Do some groups of staff have more stress related absence than others?
- 3. Staff turnover**
Review figures on staff turnover
Are these figures high in some areas without any obvious reason?
- 4. Accidents at work**
Is there an increase in accidents/near misses?
Reports of bullying/ harassment/ grievances
What is the incidence of such reports?
Do some departments / teams have more incidents than others?
- 5. Staff surveys**
Check the results of the staff surveys, which may also help to identify areas of concern
- 6. Occupational Health**
Have the Occupational Health Advisers alerted you to any potential stress related issues affecting your staff in general
- 7. Ask staff**
Managers should engage their staff in the risk assessment process by having group discussions and / or individual discussions to help identify potential hazards. However this process should not be used in isolation and an assessment of the local environment should also be included.

Step 2 – Assess the risk to health

The checklist attached in Appendix 5 highlights the stressors identified above and can be used to assist in the risk assessment.

Having identified potential areas of harm, the next step is to identify who is at risk and ways of reducing risk.

Step 3- Implement control measures

Control measures will vary depending on the risk identified, examples are given as follows: -

- Ensure all members of staff have clear job descriptions and understand their role.
- Have a system of setting objectives that are achievable and monitor performance.
- Involve staff in decision making process where possible.
- Identify any training needs and ensure training takes place.
- Where high pressure task are identified or repetitive work factor, consider job rotation.
- Consider flexible working options.
- Consider training staff in coping mechanisms.

Step 4 – Monitoring

Monitor the control measures put in place and revise them as necessary.

Step 5 – Review

Review the risk assessment when changes in staff or processes occur.

Appendix 5

Checklist of common stressors:

The stressors listed below are not in any order of priority. This checklist identifies commonly reported stressors and is designed to assist managers consider possible sources of stress amongst their staff. Experiencing one or more stressors does not necessarily lead to the experience of stress and this will be determined by individual response. When specific workplace circumstances are examined it may become apparent that there is a range of individual responses to the same stressor.

Some non- work based stressors are also included as the combined effect can have a detrimental effect on mental health.

Work- based

- Lack of clear organisation objectives and values
- Poor communication or lack of information
- Lack of consultation or involvement in change
- Lack of management support
- Unclear role in organisation
- Conflicting lines of management
- Conflicting objectives and priorities
- High level of responsibility for people
- Career uncertainty
- Frustration of career ambitions
- Over-promotion
- Poor status or lack of recognition
- Threat to job security
- Redundancy (or threat of redundancy)
- Restructuring of role
- Low participation in decision making
- Lack of control over work
- Social or physical isolation
- Poor relationship with peers
- Interpersonal conflict
- All forms of harassment (e.g. sexual, racial or bullying behaviour)
- High uncertainty in work
- Boring or repetitive work
- Constant dealing with conflict and complaints rather than dealing with the root of the problem
- Significant risks to health or safety

- Fear of technology or responsibility
- Lack of competence
- Lack of control over pace of work
- Sustained work overload or under load
- Lack of prioritisation
- Unpredictable peak loads
- Inflexible or excessive work schedule
- Unpredictable work hours
- Unsociable work hours
- Shift working
- Excessive overtime
- Breaking bad news
- Dealing with death or terminal illness

Non-work-based

- Personal stress events at home (e.g. divorce, bereavement)
- Change in living conditions (e.g. moving house)
- Social isolation (e.g. lack of friends)
- Low level support at home
- Long distance commuting
- Ill health
- Conflicting demands of work and home
- Family and schooling pressures
- Problems caused by both partners following their careers
- Childcare
- Eldercare

Appendix 6

Managing staff with stress related illness:

As stress is an individual response to perceived pressure people will have different coping thresholds and it can be difficult to predict who is likely to suffer with stress. A further complication is that some people will have different coping thresholds depending on other circumstances in their lives. It should therefore be remembered that stress can be accumulative and is not necessarily predictable.

Good management techniques as discussed elsewhere in the policy should alert managers to changes in their staff, such as, personality changes, performance etc that may indicate that an individual is unable to cope with workload. However some people will not display overt signs and managers cannot always predict when someone is stressed. Often the first indication is when an episode of sickness occurs with stress/ anxiety or depression on the certificate.

The following points will apply to many sickness cases but may be a useful checklist where stress has been identified:

- Keep in regular contact with the member of staff in particular if it is a long term absence.
- Refer to Occupational Health at the earliest opportunity. Occupational Health will

advise on the appropriate time to see the person and will ensure that the member of staff is receiving appropriate treatment/ support. Occupational health will also explore the perceived causes of stress.

- Discuss a rehabilitation plan with Occupational Health. It may be necessary to alter hours or duties for a short period on the person's return to work.
- Meet with the person **before** their return to work to ensure any workplace stressors are identified and to provide a welcoming gateway back into the work environment.
- Review the stress risk assessment and review if any additional control measures are required.
- Ensure that any additional support mechanisms are actioned and monitor how well these are working.

Procedure Contents:

1.0	Procedure – Police Staff and regular Police Officers	Page 2
2.0	Categories of leave	Page 3
2.1	Family	Page 3
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2.3	Community	Page 8
2.4	Miscellaneous	Page 12
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Appendix A – Summary of Leave Entitlements

Appendix B – Request for Leave for Public duties form

Appendix C – Discretionary Leave Recording form

1.0 Discretionary Leave Procedure – Police Staff and regular Police Officers

1.1 Granting of leave

Line managers of at least Inspector rank/SO/IT4 grade may grant up to 2 working days (total paid and unpaid) for any period of leave for a purpose under this policy. Superintendent/MB/IT3 Grade authority will be required for any periods beyond 2 days up to a total absence of 10 working days in any rolling calendar year.

FEG level authority will be required for time off beyond this level, unless the relevant FEG member has made alternative local arrangements.

With Divisional Commander/Departmental Head approval, these authority levels may be reduced for certain types of leave or for specific individuals.

1.2 Authorising appointments to specific roles

Where applicable, the authorising level for any specific role is shown in the relevant section.

1.3 Standard

Any failure to comply with a published policy or procedure may be considered a breach of the Police Code of Conduct or, be considered misconduct or gross misconduct and result in disciplinary action.

It should not be assumed that printed copies of this policy document are current. Please refer to the policy database for the definitive version.

2.0 Categories of Leave

2.1 Family

2.1.1 Bereavement

Reasonable paid time off will be granted in the event of the death of a close relative. For the purposes of this policy, a close relative is defined as one of the following: -

Spouse or live-in Partner (of opposite and same sex)
Parent; grandparent; guardian;
Son; daughter; sister; brother.

(The leave may be granted for other relations where the nature of the relationship is sufficiently close to merit it.)

Individual circumstances e.g. any sole/joint responsibility for funeral arrangements, the location of the funeral, etc., should be taken into account in determining the amount of paid leave to be granted.

A maximum of 5 days paid leave will normally be granted. Where there are particularly distressing circumstances additional leave (paid or unpaid) may be granted or, where they are unable to return to work due to associated illness, to advise staff to visit their GP.

2.1.2 Parental Leave

The right to parental leave entitles all eligible employees who have completed one year's qualifying service to take a period of unpaid leave to care for a child born or adopted on or after the 15th December 1994.

The key elements of parental leave are:

- 13 weeks' parental leave for each child; 18 weeks for each child entitled to a disability living allowance
- Parents of disabled children born or adopted on or after 15th December 1994 are able to use their leave over a longer period, up until the child's 18th birthday
- The employee remains employed while on parental leave; some terms, such as contractual notice and redundancy terms, still apply
- At the end of parental leave an employee is guaranteed the right to return to the same job as before, or, if that is not practicable, a similar job which has the same or better status, terms and conditions as the old job; where the leave taken is for a period of 4 weeks or less the employee is entitled to go back to the same job.

Further details on Parental Leave can be found in the Maternity and Childcare Leave policy on the Policies Library.

2.1.3 Time off for Adoption processes

There is no automatic legal right for staff to take leave to arrange an adoption. However, Cambridgeshire Constabulary recognises that this process can be time consuming, and not always possible to conduct outside of work.

Prospective adoptive members of Police staff/Police Officers will be given 2 days paid leave, and 2 days unpaid to attend the necessary appointments.

Any additional time needed should be taken from the individuals own time/flexi-time/annual leave.

In addition to this time, once a child is placed, leave similar to maternity leave is granted. Please refer to the Maternity and Childcare Leave policy on the Policies Library for further details.

2.1.4 Time off for dependants (short-term)

A dependant is a spouse/partner (of opposite or same sex), a child or parent or a person who lives in the same household as the employee (excluding someone who is an employee, tenant, lodger or boarder). It may also include someone who reasonably relies on the employee for assistance. The legal right generally is to make arrangements for the provision of care not necessarily to provide it personally.

Cambridgeshire Constabulary will therefore allow a small amount of paid leave (as a guide, 1 or 2 days per occasion) in the following circumstances:-

- Due to illness, injury or death
- Due to unexpected breakdown of childcare arrangements
- Due to unexpected eventualities happening to children at school or during school hours

2.1.5 Time off for dependants (long-term/terminal illnesses)

Managers should consider sympathetically requests for longer-term leave to care for close relatives, (as defined under "bereavement"), who are sick, particularly when a life-threatening illness has been identified.

Up to 7 days compassionate paid leave may be granted for this purpose in any one year. If further leave (paid or unpaid) is required beyond this 7 days, managers should take into account all circumstances, e.g. the nature of the relationship, the nature of the illness, the availability of other relatives to provide care, the location of the sick relative etc. and endeavour to accommodate the needs by adjusting shift patterns etc.

Where another facility exists for taking paid time off e.g. rest days/annual leave, flexi-leave/change of shift, managers may require some or all of these entitlements to be used.

In some instances, staff may need to be signed off as medically unfit to work, where the relative's illness is causing undue stress, which would render the member of staff unable to work, regardless of any other help available.

In extreme cases, a career break may need to be considered.

2.1.6 Domestic crises

Other personal domestic crises requiring immediate attention, such as fire, flooding, burglary, etc. should be dealt with by the use of flexi/change of shifts, annual leave, or unpaid leave, except where an employee is called home part way through a working day to deal with such an eventuality, when the rest of the shift/attendance may be regarded as paid leave.

2.1.7 Removal of home (Police Officers)

Up to 3 days paid leave may be granted by the Assistant Chief Constable (Support) to Police Officers who are required by the Force to move home or quarters. The amount of leave granted will depend upon specific circumstances, which should be detailed by the Officer in writing to the ACC. Requests should be directed via the immediate line manager.

2.2 Medical

Cambridgeshire Constabulary recognises the importance of the health and welfare of its members of staff.

Whilst standard practice is that wherever possible, personal, medical, dental, or optician's appointments should be attended in the member of staff's own time, it is recognised that, on occasions, some appointments, which coincide with their working day, will be unavoidable.

It should be noted that, as individual circumstances and situations vary, there must be flexibility on implementation, and managers should use their discretion.

Managers may ask to see documentary evidence of such appointments.

2.2.1 Disability Related Leave

Disability Related Leave might be granted in a number of circumstances. These may include:

- Where a person becomes disabled whilst employed by the Constabulary and is given time off work to allow them to adjust to their disability.

- Time off for treatment for a disability e.g. to see a stress counsellor or to have physiotherapy.
- Time away from work to attend rehabilitation, assessment or training in how to manage the disability
- Time to attend counselling relating to the disability

It is reasonable that people are allowed this type of leave as it is part of managing their disability and plays an important part in keeping them fit for their role. Disability Related Leave may be considered a reasonable adjustment.

Disability Related Leave is leave with pay. The amount of leave will be subject to medical advice and will be agreed in advance by the line manager. Flexible working may also be considered.

Disability Related Leave is not the same as sickness absence and it should be recorded separately from sickness absence.

Disability Related Leave will not be counted for inefficiency action, sick pay, against annual leave entitlement or in consideration for promotion, secondment, CRTP, SPP or redundancy.

2.2.2 Emergency Hospital/Dental treatment

Staff requiring emergency hospital or dental treatment should advise their manager at the earliest opportunity. Paid leave will be granted unless the absence is of one day or more, in which case, the absence would be regarded as sickness.

2.2.3 Scheduled appointments

Hospital, doctor, dentist and other medical appointments should be, wherever possible, made for/taken outside normal working hours.

Where this is not possible:-

a) Unpaid leave

Unpaid leave will apply for all scheduled dental appointments; for hospital and doctor visits, it will apply for those that are diagnostic or exploratory in nature, including blood tests. Flexi-time/rescheduling of rest days/change of shifts etc. may be used as an alternative to unpaid leave.

b) Paid leave

Paid leave may be given for any part-day absences for medical (not dental) treatment (a psychological or physical intervention not the prescription of

drugs only) to resolve a medical problem or prevent it recurring and only where such treatment cannot be undertaken outside working hours.

Treatment such as psychotherapy, osteopathy, radiotherapy, chemotherapy and dialysis would normally be paid, where the individual is unable to undertake the treatment outside working hours. However, where such interventions involve a course of treatment, which requires a number of absences during working hours, a combination of paid and unpaid leave may be applied, taking into account, for example, the number of visits likely to be required and the significance of the treatment to the ability to carry out normal duties.

Post-operative/treatment checks and/or therapy would normally be paid.

Please note that full day absences for any treatment would be classified as sickness absence.

Paid leave may be granted, if necessary, for programmed cancer screening or any workplace screening.

2.2.4 Voluntary donation of organs/blood/bone marrow

Donations covered in this section are those that will directly affect the health of another person.

Blood donations may be made in working time, where the location and timing of the donation would not cause an unreasonably long and /or inconvenient absence.

Time off for donation of organs/bone marrow would be regarded as compassionate leave for up to seven days; should, exceptionally, the member of staff not be fully recovered after this period, any further time would be classified as sickness absence and require a medical certificate.

2.2.5 Fertility Treatments

The Force recognises that it may be necessary for male and female staff to under go treatment for fertility reasons and offers support for the various processes that may have to be considered. The following headings are offered as a general guidance and are not an exhaustive list of fertility treatments that may be needed by staff.

2.2.5.1 IVF

A period of 3 days paid leave per leave annum will be granted to the woman under-going IVF treatment. This will be followed by 2 days unpaid leave. Any additional time needed will be taken as sick leave but will not be counted towards the Bradford score. Please see refer to the attendance management procedure.

It is realised that prior notice is not always possible to give due to the nature of the process. Management should therefore accommodate wherever possible the demands of the leave requested. Police Officers and Police Staff in return are asked to communicate as soon as it is known when the leave will be needed, and be flexible in terms of meeting needs of the business.

Men also need time off for IVF leave. 1 days' paid leave and 2 days unpaid is given in order to attend necessary appointments and offer support to their partner going through the process. Any additional time should be taken as unpaid leave/annual leave/flexi-time/change of shift.

2.2.5.2 Donation of Eggs

2 days unpaid leave will be granted to those that are donating eggs. Any additional time needed should be taken in the individuals own time.

2.2.6 Self-initiated interventions

This would cover cosmetic surgery. Such treatment would normally, unless as a consequence of medical advice resulting from psychological or psychiatric illness be undertaken in the individual's own time.

Where cosmetic surgery is scheduled to take place, time off work for the surgery and recommended recovery will have to be applied for and taken as annual leave or other leave (e.g. flexi, time of in lieu, rest day in lieu) and agreed with their line manager. If a member of staff needs time off work following the agreed amount of annual leave as a consequence of illness or if complications arise, normal sick leave procedures will apply.

This would also cover participation in medical trials where staff are strongly advised to establish the likely complications of participation. Staff are expected to manage any known side affects such as headaches, nausea or tiredness. Time off work will be applied for in consultation with their line manager and taken as annual leave or other leave (e.g. flexi, time of in lieu, rest day in lieu). Should complications ensue which require further time off than agreed or is longer than the average recovery time, this will be treated as sickness absence. Normal sick leave procedures will apply.

2.3 Community

2.3.1 Volunteer Reserve Forces

Cambridgeshire Constabulary supports Police Officers and Police Staff who wish to take up membership of the volunteer reserve forces including the Royal Military Police.

Reserve Forces covered in this section are as follows - Territorial Army, the Royal Naval Reserve, the Royal Marines Reserve, The Royal Auxiliary Air Force and the Royal Air Force Volunteer Reserve.

Applications to join the Volunteer Reserve Forces, will be considered subject to an upper limitation of 1% of the total number of serving officers and 1% of the total number of Police Staff in Cambridgeshire Constabulary. Divisional Commanders/Department Heads can also impose a 1% limit within defined operational units, to ensure that operational effectiveness is maintained. Applications to join the High Readiness Reserve (HRR) will be considered by the Chief Constable. However due to the requirement for enhanced liability (call out anywhere in the world with a minimum of 7 days notice) the Constabulary cannot guarantee consent to join the HRR will be given.

2.3.1.1 Time Off Work

Where Officers and Police Staff are eligible, Cambridgeshire Constabulary will seek to accommodate requests for reasonable time off work to attend annual camps and weekend training, to a limit of 5 days paid leave and 5 days unpaid leave per annum. Staff should seek to take any further requirement within their own time.

2.3.1.2 Procedure for application

Any Police Officer or member of Police Staff wishing to take up (or, on appointment to the Constabulary, retain) membership of a reserve force, should make written application via their line manager to the Divisional Human Resources Manager who will establish whether the application falls within Force/any departmental limit. If it is within the limit(s), the application should be forwarded to the Divisional Commander/Departmental Head for consideration. If the application is approved, it should then be forwarded to the People Services Department within Human Resources to enable accurate records to be maintained. The application will then be returned via the local HR Manager, to the line manager/member of Police Staff/Police Officer.

It is essential that members of the Volunteer Reserve Forces advise the People Services Department within Human Resources when their membership ceases due to the upper limit(s) of membership.

2.3.1.3 Call out

In the event that any member of staff is called up, they should show their call up papers to their line managers.

Where operational difficulties would be caused by the absence, Cambridgeshire Constabulary may apply to the adjudication officer for Officers and Police Staff to be exempt from call out in the event of a war or national emergency, peacekeeping operation or humanitarian and disaster relief operation.

Where a callout takes place either with Force agreement or as a result of the adjudication officer's decision, a post (not necessarily that held at the time of callout) will be kept open until the return of the individual.

2.3.1.4 Monitoring

The People Services Department within Human Resources will maintain details of all staff who are members of the reserve forces.

2.3.2 Public Duties

Cambridgeshire Constabulary recognises that a Police Officer/member of the Police Staff may wish to become actively involved in carrying out various public duties. This section provides information on the rights of staff to undertake public duties. Where an appointment is appropriate, it outlines when time off from work will be granted to undertake them in accordance with legal requirements under the Employment Rights Act 1996.

2.3.2.1 Relevant appointments

This policy relates to appointments in the following capacities: -

- A member of a local authority (including parish, district or county council)
- A member of a National Health Service Trust or Health Authority
- A member of a Family Practitioner Committee
- A member of the Environment Agency
- A governor of an educational establishment
- A member of the Broads Authority
- A member of a statutory tribunal (including JPs and Magistrates)

2.3.2.2 Eligibility to take up public duties

Police Officers

Police Officers are not covered by the relevant statute. However requests to undertake a public duty will be subject to Regulation 6 and Schedule 1 of Police Regulations 2003 which states: -

'A member of a police force shall at all times abstain from any activity which is likely to interfere with the impartial discharge of his duties which is likely to give rise to the impression amongst members of the public that it may so interfere; and in particular a member of a police force shall not take any active part in politics'.

The Chief Constable has the discretion to grant permission for an officer to undertake a public duty taking into account all circumstances. Permission to undertake a public duty will not be granted where there is a conflict of interest between the role of a Police Officer and the public duty the officer wishes to undertake. Within this restriction, appointments to local government positions will not usually be allowed. However, all requests will be treated on their merit. Police Officers may seek permission, to undertake such duties, using the form shown at Appendix C, whereby permission to take up any Public Duty except the Governor of an educational establishment will rest with the Assistant Chief Constable (Support) and for Governors, the Divisional Commander/Head of Department.

Police Staff

Members of staff who hold a post designated as politically restricted, (as stated in Human Resources policy HRP021A Politically Restricted Posts) are not allowed, by law, to become a candidate for election to a local authority nor to undertake certain other political activities including holding office in a political party.

All other Police Staff may consider taking up public office and are eligible for reasonable unpaid time off for public duties subject to the criteria listed in the section 'Criteria for Granting Reasonable Time Off Work'.

2.3.2.3 Procedure for dealing with a request to undertake public duties

A member of the Police Staff must discuss with their line manager (at least Inspector or SO level) their intention to become involved in a public duty covered by the guidelines.

A Police Officer wishing to undertake a public duty must complete the form at Appendix C requesting that they be given permission to undertake a specified public duty.

Where restrictions apply, sufficient information should be given to enable a judgement to be made about its compatibility with the Police Officer role.

2.3.2.4 Rights to time off work

The operational exigencies of Cambridgeshire Constabulary are of paramount importance when consideration is given to granting any time off from normal duties for any member of staff. Subject to this, reasonable time off will be granted to allow attendance at the meeting of the body or any of its

committees or subcommittees or performance of duties, which have been approved by the body as necessary for carrying out its function. All time off for Public Duties will be **unpaid**.

When undertaking a public duty there is an expectation by the Force that a Police Officer/member of staff should undertake a proportion of the duties in their own time. Where a Police Officer/member of staff undertakes duties on a rest day they will not be entitled to unpaid time-off in lieu.

Line managers should avoid automatically reorganising the shift pattern of a member of Police Staff in order that all public duties commitments fall on a rest day as this could be interpreted by an Employment Tribunal as a refusal to allow reasonable time off from work.

2.3.2.5 Criteria for Granting Reasonable Time off Work

In determining reasonable time off for public duties, the following will be taken into consideration:

- The effect of the Police Officers'/member of staffs' absence on the operational requirements of the Constabulary.
- How much time off work has been requested to undertake the duty.
- How much time off work is likely be required in the future for the performance of the duties of the office or as a member of the body in question. Advance details of the schedule of times and dates of planned activities should be submitted to the line manager, where possible.
- How much time off work has the member of staff/officer already been permitted to undertake these duties and other time off (e.g. for carrying out duties of an official of a trade union, assisted study, volunteer reserve forces etc.)

2.3.2.6 Monitoring

Local HR Managers will keep records of those undertaking public duties and the time off which has been granted.

2.3.3 Jury Service

Police officers and police staff who meet the requirements of ordinary residence may be required to attend jury service. Whilst the Constabulary would encourage officers and staff to fulfil their duty to attend jury service it is essential that due regard is given to any potential conflict of interest that arises due to the police officer or member of staff's knowledge of the case, witnesses or accused.

Where a summons to attend jury service is received the officer/member of staff should advise their line manager. The line manager shall either grant the leave or may decide in exceptional circumstances to apply for postponement. A postponement may be applied for if it is felt that the officer/staff member's

presence in court would be inappropriate (as above) or if the individual's absence would have a detrimental affect on the work of their department e.g. if they are working on the critical stage of a major investigation. Jury service can only be postponed once and for up to 12 months.

If you are attending jury service you will be paid your normal salary whilst absent from work on jury duty. Prior to attending court you will receive a form from the court asking for details of your earnings – this must be submitted to the Payroll department for completion. Once your jury service is completed the Court will ask you to submit a claim to them for payment for the hours spent and any expenses incurred whilst on jury duty. Once you have received payment from the Court you must submit details of the loss of earnings payment received to the Force Payroll department and they will then deduct this sum from your salary.

For more information regarding jury service please refer to www.courtservice.gov.uk.

2.4 Miscellaneous

2.4.1 Police related activities

2.4.1.1 Special Constabulary

Police Staff who are members of Cambridgeshire Special Constabulary may be granted paid time off up to 37 hours per annum, subject to operational needs, to fulfil associated training commitments that fall within working hours. In addition 24 hours per annum unpaid leave may be granted for other Special activities. This should be approved by at least Inspector/SO/IT4 level.

2.4.1.2 Other police-related activities

All staff who carry out activities, which are approved by Inspector/SO/IT4 graded line managers, as being in the interests of the Constabulary e.g. providing expert advice during an internal training session, activities and training related to the First Contacts scheme, Casualty Bureau, and Critical Incident debriefings etc. can be granted a reasonable amount of paid time away from normal duties

2.4.2 Exam/Study leave

Formal provisions for study leave and any associated payments are contained within the Assisted Study Leave policy.

Where there is no provision under the formal scheme, managers may consider, sympathetically, requests to adjust working hours under the flexi scheme or shifts to allow attendance at training courses or sitting of exams. This will only be considered where there is a developmental benefit that is of some value to the Force. Such a facility will require Divisional Commander/Departmental Head approval.

Staff should be aware that operational needs are of primary importance, and that even though approval may be granted for a course, there may be occasions where they are called/recalled to work in a particular week.

2.4.3 Sports

The Chief Constable recognises the value to individuals of participating in various sporting activities. Not only is it beneficial to health and general well being, membership of a club or a team engenders positive friendships and a sense of community. Accordingly, the Chief Constable encourages officers and staff to play sport and be active members of the various sections within the Force and Divisional Sports and Social Clubs.

On occasion, an officer or member of police staff may wish to participate in a sporting event, including one organised under the auspices of the Police Sport UK, which falls within their rostered duty or work time. In these circumstances they will need to seek permission to change their hours of duty or take time owed, annual leave or unpaid leave in order to attend. Managers may agree to such a request in accordance with the usual process and criteria applied within the relevant department or Division.

No paid duty/work time will be granted for any participation in sport unless, exceptionally it is a community based event where participation is considered by the Divisional Commander or Head of Department to amount to local policing activity. However, paid duty/work time will be granted and appropriate reasonable expenses reimbursed for staff representing the Constabulary at Police Sport UK executive committee and sub-committee meetings. Similarly, paid duty/work time will be granted for staff acting as Officers of the Club or representing their sporting sections when attending the Force's Sports and Social Club Annual General Meeting and periodic management meetings.

2.4.4 Religious

All religions have particular holy days that require individual observance. Every effort should be made to allow staff who practice a particular religion or faith to have leave on these days.

Supervisors should consider rescheduling rest days or granting leave to enable staff to attend religious festivals.

Further information can be found in the Religious and Cultural Needs Policy on the Policies Library (currently being drafted).

2.4.5 Inclement Weather Conditions

It is the responsibility of all staff to make every effort to get to work on time, taking into account any weather conditions immediately evident around their home. Where extreme weather conditions cause late attendance, any time lost should be made up at the earliest opportunity.

Where the weather prevents attendance at the normal place of work, employees should report for duty at the nearest Constabulary building, where the local manager, in conjunction with the line manager will determine any duties to be carried out. Where there is no suitable work and unlikely to be any during the shift, the member of staff may be released from duty without loss of pay. Where the nearest Constabulary building is not accessible, employees should contact their line manager for advice.

2.4.6 Fuel Shortages

In the event of a national fuel shortage, all staff are expected to make reasonable efforts to get to their normal place of work. "Essential" staff will be identified within the Force, and these individuals will be able to take advantage of any special arrangement put in place to take priority in the event of any limited fuel supply. Non-essential staff who run out of petrol, or anticipate doing so, should ensure that they have made arrangements with their line manager to either work at home, work at their nearest Constabulary building/collect work via the intranet, or take rest days/flexi-leave/annual leave.

In the event that there is no fuel supply at all, line managers will advise "essential" staff of the contingency arrangements to ensure a continued, albeit restricted, service to the public.

2.4.7 Recruitment

Reasonable leave for internal recruitment activities (interviews, assessment centres, etc) will be granted at the discretion of the individual's current line manager.

3.0 Administration

3.1 Record-keeping

Line managers should advise Staff Officers (for recording on DMS) of leave granted under this policy. Staff Officers in turn should notify the Divisional HR Manager who will ensure that NSPIS is updated and that any deductions are made for unpaid leave in accordance with Divisional procedures. A form has been devised for this purpose (see Appendix C).

Appendix A

Summary of standard leave limits in this policy

Type of Leave	Leave Permitted
Family	
Bereavement	Up to 5 days paid
Parental Leave	13 weeks unpaid for each child; 18 weeks unpaid for a disabled child
Adoption processes	2 days paid, 2 days unpaid
Care of dependants (short-term)	1-2 days paid per occasion
Care of sick dependants (long-term)	Up to 7 days paid leave in any one year
Domestic crises	Full day – unpaid Part day – paid
Removal of home (Police Officers)	Up to 3 days granted by ACC
Medical	
Disability Leave	Paid leave, amount subject to medical advice
Emergency hospital/dental treatment	Paid leave unless over 1 day
Scheduled appointments	To be taken outside working hours except for cancer/workplace screening (paid). Part day diagnostic/exploratory appt will be unpaid. Part-day treatment/follow-up will be paid
Medical donation	Paid leave up to 7 days
Fertility treatment	Females receiving IVF will be given 3 days paid leave, and 2 days unpaid. Males will be given 1 day paid and 2 days unpaid. Donation of eggs = 2 days unpaid Reversal of vasectomy = in individuals own time
Self-initiated medical interventions	Normally in individual's own time
Community	

Volunteer Reserve Forces	5 days paid/5 days unpaid per annum
Public Duties	Reasonable unpaid time off or, if preferred by the individual, flexi/change of shift etc
Jury Service	Paid time off to attend court
Miscellaneous	
Special Constabulary	Up to 37 hours per annum paid, and 24 hours per annum unpaid.
Other Police Related Activity	Reasonable paid time during working hours
Exam/study Leave	Rearrangement of shifts/flexi to accommodate where course is in the interests of the Force. Approval needed by Head of Department/Divisional Commander
Sports	Reasonable adjustments to shifts etc., but in own time unless for a community event approved by Div. Comm/Head of Department as local policing activity.
Religious	Efforts should be made to accommodate using re-arrangement of shifts/annual leave/flexi etc.
Inclement Weather	Late attendance – time to be made up. Duties away from normal location/no work provided by Constabulary – paid as normal
Fuel Shortages	Work as normal or at home/local station; annual/flexi/rest days if necessary

Request for Permission to Undertake Public Duties (Police Officer)

Name:

Collar Number:

Rank/Posting:

Public Duty under consideration:

Broad outline of the duties required and the likely time commitment:-

Appendix B

I understand that if permission is granted, I will be entitled to reasonable unpaid time off work, or, if I prefer, and it is operationally viable, I may seek to have my shifts rearranged to accommodate any duties falling within scheduled working hours.

I note that, given the nature of the Police Service, all requests to take time for Public Duties will be subject to operational exigencies.

.....(Signed).....(Date)

Comments by line manager:

.....(Signed).....(Date)

.....(Name, rank/grade)

Appointment authorised/Appointment not authorised* for the following reason(s). *Delete as appropriate

.....(Signed).....(Date)

Discretionary Leave Recording Form

Name:

Collar No:

Department/Division:

Position:

Manager:

Type of Leave	Sub type	Days/Dates Granted
FAMILY (A)	(i) Bereavement	
	(ii) Adoption	
	(iii) Dependants Short-term	
	(iv) Dependants Long-term	
	(v) Domestic Crises	
MEDICAL (B)	(i) Emergency hospital/Dental	
	(ii) Donations	
	(iii) IVF	
	(iv) Donation of eggs	
	(v) Self-initiated	
COMMUNITY (C)	(i) Training camps etc	
	(ii) Public Duties	
MISCELLANEOUS (D)	(i) Special's Training	
	(ii) Study Leave	
	(iii) Sports	
	(iv) Religious Leave	
	(v) Weather conditions	
	(vi) Fuel Shortages	

Please provide further information about the leave where possible (circumstances etc):

Previous discretionary leave taken in rolling year (days):

Authorised by (at least Insp/equivalent level):

Signed:

Date:

Staff Officer:

Date:

Forward form to Divisional HR Manager

Fire Emergency Plan for:

**Cambridgeshire Constabulary Headquarters
Hinchingsbrooke Park
Brampton Road
Huntingdon
Cambridgeshire
PE29 6NP**

Issue: 3

Date: January 2008

Plan amended by:
Estates & Facilities Management
Cambridgeshire Constabulary Headquarters
Hinchingsbrooke Park
Huntingdon
Cams
PE29 6NP

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1. SCOPE, OBJECTIVES AND RESPONSIBILITIES

- 1.1 This fire emergency plan covers the Cambridgeshire Constabulary Headquarters Site at Hinchingbrooke Park Huntingdon Cambs PE29 6NP
- 1.2 The objectives of this plan include:
 - 1.2.1 Ensuring that staff, contractors and visitors know what to do in the event of a fire;
 - 1.2.2 Ensuring that the workplace is safely evacuated;
 - 1.2.3 Ensuring that in the event of a fire the Fire & Rescue Service is called;
 - 1.2.4 Ensuring that appropriate information and access is available for use by the Fire & Rescue Service on arrival;
 - 1.2.5 Ensuring that essential services to the public are maintained if it is safe to do so.
- 1.3 This plan also gives information regarding staff training and fire precautions.
- 1.4 Fire Wardens will ensure that fire arrangements in their areas of responsibility are satisfactory.
- 1.5 Responsibility for the implementation, review and revision of this plan rests with Estates & Facilities Management.

2. EMERGENCY ACTION IN THE EVENT OF FIRE

2.1 Action on Discovering Fire

The following instructions are given to staff:

- 2.1.1 Raise the alarm. This may be done by dialling 2999 on the internal telephone or by operating a break glass fire alarm call point. Call points are generally located at the exits of buildings.
- 2.1.2 Ensure your personal safety and that of others around you.
- 2.1.3 **Cambridgeshire Constabulary do not encourage first-aid Fire Fighting.**
- 2.1.4 Follow the evacuation procedure.

2.2 Evacuation Procedure

2.2.1 Essential and Non-Essential Staff

- 2.2.1.1 For the purposes of this procedure, essential staff are defined as those manning emergency services to the public, where disruption of this service could have serious consequences.
- 2.2.1.2 Essential staff are those working in the following areas:
 - Force Control Room (FCR) – Building 2
 - Major Operations Room – Building 2
 - Switchboard – Building 2
 - IT Department (Building 2 only)
- 2.2.1.3 It should be noted that if a major incident is underway, other areas of the Headquarters Site (for example the Conference Rooms – Building 1) may be in use for essential services with regard to the major incident.
- 2.2.1.4 All other staff are defined as non-essential for the purposes of this procedure.

2.2.2 Evacuation Procedure for Non-Essential Staff

- 2.2.2.1 Evacuation is to commence as soon as the fire alarm is heard. (The only exception is for system tests – see 3.1.9 – 3.1.10 below).
- 2.2.2.2 Where there are records such as Duty Logs which show names of personnel on site, then Departmental Heads or their deputy should take these with them to assist in accounting for staff.
- 2.2.2.3 Leave the building by the shortest route, provided that this is safe to use. Escape routes and emergency exits are clearly signed. Always walk, do not run.
- 2.2.2.4 Do not stop to collect personal belongings. Do not use lifts.
- 2.2.2.5 Proceed to the assembly point by the shortest route, provided that this is safe to use. Do not enter any building, even if this would give quicker access to the assembly point.
- 2.2.2.6 If the shortest route to the assembly point appears to lead towards the fire, then use an alternative route. Keep well away from any apparent sign of fire.
- 2.2.2.7 Where staff have special duties in the event of a fire, they should refer to the training that they have received in carrying out those duties.
- 2.2.2.8 If you are accompanying contractors or visitors, you must proceed to your own assembly point and report to your Line Manager. You should then accompany the contractor or visitor to Assembly Point No.1 so that they can be accounted for on the Visitors Log.

2.2.3 Evacuation Procedure for Essential Staff

- 2.2.3.1 The areas where essential staff work are fitted with a beacon (FCR) or audible alarms to warn that the fire alarm system has been activated. This is to alert staff to a fire condition, though they will continue their duties provided that it appears to be safe to do so.
- 2.2.3.2 In the event of a fire condition, it is the responsibility of the Inspector in charge of the FCR (Oscar 1) to assess the situation. He will determine whether essential staff may remain at their posts or whether partial or complete evacuation is required. In the absence of Oscar 1, these functions will be carried out by Oscar 4.
- 2.2.3.3 If a major incident is in progress, Oscar 1 will liaise with the Major Incident Control Room Co-ordinator who will determine the need to evacuate staff essential to the major incident.
- 2.2.3.4 Guidance in determining whether or not to evacuate essential staff is given in Appendix C.
- 2.2.3.5 If the decision is taken to evacuate essential staff, it is the responsibility of Oscar 1 to sound the evacuation alarm and inform the relevant personnel in order to implement this decision. Provided it is safe to do so, equipment should be left in a state to allow essential services to be maintained remotely.
- 2.2.3.6 Evacuation should then proceed as described in 2.2.2.2 – 2.2.2.7 above.
- 2.2.3.7 If at any time it appears that remaining in position is putting essential staff at risk, then these staff will evacuate immediately. Oscar 1 will be informed of this decision as soon as it is safe to do so.
- 2.2.3.8 In the case of the IT Department, the Duty Manager may, at his discretion, evacuate some staff immediately. The only staff who need remain in position are those required for essential activities if the Control Room is to be evacuated.
- 2.2.3.9 Essential staff who are away from their post when the alarm sounds should return to their place of work, provided that it appears to be safe to do so.

2.2.4 Assembly Point

2.2.4.1 There are three assembly points on the Headquarters site.

Point	Location	Personnel
No.1	Grassed area in front of Reception – Main Building (Building 1)	Main Building (Building 1) and Buildings 4,5,5A and 6..
No.2	Grassed area behind Gymnasium (Building 4)	Building 3
No.3	Grassed area in front of Vehicle Examination Unit (Building 9)	Force Control Building (Building 2), V.E.U. (Building 9) and Buildings 7 and 11.

2.2.4.2 Personnel should assemble at the appropriate point for the area where they normally work. This may not be the point for the building they happen to be in when the alarm sounds.

2.2.4.3 Certain members of the Estates & Facilities Management (HQ Site & Services Manager, Site Officer and Assistant Site Officer) will always report to Assembly Point No.1. A representative from this group will make themselves known to the Fire Co-ordinator in order to assist the Fire and Rescue Service with their specialist site knowledge, if required.

2.2.4.4 If an assembly point is considered unsafe due to the location of the fire, then personnel will be directed to an alternative location.

2.2.4.5 Personnel must not re-enter the evacuated buildings unless instructed to do so by the Fire & Rescue Service or the Fire Co-ordinator.

2.3 **Notification of Fire & Rescue Service**

2.3.1 If a break glass call point or an automatic detector signals a fire, the beacon in the Force Control Room is activated. Oscar 1 will take a considered view (based upon information provided) whether or not to alert the Fire & Rescue Service via a 999 operator.

2.3.2 If a member of staff reports a fire by dialling 2999, this connects directly to the 999 operator. The 999 operator will inform Oscar 1 of a fire on site. Oscar 1 will then sound the fire alarm from the panel in the Control Room.

2.3.3 If a member of staff reports a fire to the switchboard, the switchboard operator will transfer the call or report the information to 2999. The procedure described in 2.3.1 and 2.3.2 above will then apply.

2.4 Liaison with Fire & Rescue Service

2.4.1 Oscar 1 will appoint two members of staff to act as Fire Co-ordinators (FC1 and FC2). The FC's will leave the Control Room, go to the Assembly Point No.1 and meet the Fire & Rescue Service as they arrive.

2.4.2 The FC's will wear high-visibility waistcoats with "Fire Co-ordinator" printed on the back. These will be held in the Control Room Office.

2.4.3 An Emergency Fire Action file will be held in the Control Room Office to assist the FC's with providing the necessary information and carrying out their duties.

2.4.4 The duties of the Fire Co-ordinators are:

2.4.4.1 To meet the Fire & Rescue Service when they arrive on site.

2.4.4.2 To remain in contact with Oscar 1 in order to inform Fire & Rescue Service of status of essential staff remaining in position.

2.4.4.3 To appoint staff members (Police Officers if possible) to:

- (a) prevent vehicles entering the site during the emergency situation and
- (b) in the event of the Fire Alarm being activated the Site Entrance barrier will raise automatically to allow access for the Fire & Rescue Service

2.4.4.4 To liaise with Fire Wardens and Headquarters staff at the Assembly Point No1. To inform the Fire & Rescue Service of any staff unaccounted for and their possible whereabouts.

2.4.4.5 To inform the Fire & Rescue Service of any special risks on site. This information will be given in the Emergency Fire Action file.

2.4.4.6 To take the Fire & Rescue Service to the location of the fire.

2.4.4.7 To advise staff at assembly points when it is safe to re-enter buildings. The decision to re-enter will only be taken on instruction from the Fire & Rescue Service.

2.5 Line Managers and Staff with Special Duties

- 2.5.1 On reaching the assembly point, Line Managers (or their deputy in case of absence) must account for their staff. If any member of staff cannot be accounted for, the Line Manager must inform the Fire Co-ordinator at Assembly Point No.1.
- 2.5.2 The following groups of people have special responsibilities in the event of a fire:
- Oscar 1 / Oscar 4
 - Fire Wardens
 - Disabled personnel assistors.
- 2.5.3 Additional training will be provided for staff with special responsibilities.
- 2.5.4 Procedure and guidance in the event of fire for Oscar 1 is given in Appendix C
- 2.5.5 In the event of a fire evacuation, the Fire Wardens are responsible for checking their designated areas of building to ensure that all staff are evacuated. Fire Wardens also have additional roles in ensuring fire safety at all times. Further detail regarding the duties and numbers of fire wardens is given in Appendix E.
- 2.5.6 Disabled people will have assistors assigned to assist them in the event of fire evacuation. Assitors will be trained in the assistance that may be required by the disabled person.

2.6 Contractors and Visitors

- 2.6.1 On arrival at Reception, details of contractors and visitors are logged and each visitor or contractor is issued with an identity badge.
- 2.6.2 All contractors and visitors are asked to read the Health and Safety Briefing Sheet. This sheet gives some basic health and safety information which is relevant to visitors. This includes the location of Assembly Point No.1, on the grassed area outside Reception.
- 2.6.3 In the event of an evacuation, the Receptionist will take the Visitors Log and the 5-C Visits Log to Assembly Point No.1 so that all contractors and visitors on site can be accounted for.
- 2.6.4 If any contractors or visitors cannot be accounted for, the Receptionist will pass this information, along with their possible location to the Fire Co-ordinator at this assembly point.
- 2.6.5 The duties of the Receptionist are summarised in a Training Document shown as Appendix F

2.7 Information, Instruction and Training

- 2.7.1 All staff based at the Headquarters Site will receive the following training. In the case of new staff, this training will be given on their first day on site.
- Action to take on discovering fire.
 - Action to take on hearing the fire alarm.
 - Familiarisation with location of fire exits in working area and assembly point.
- 2.7.2 Training Documents are shown in Appendices A – F.
- 2.7.3 Additional training will include:
- Evacuation drills to be carried out at six-monthly intervals.
 - Training for staff with special responsibilities (see 2.5).
- 2.7.4 Records will be maintained for all training carried out. Refresher training will be organised as required.

3. FIRE PRECAUTIONS

3.1 Fire Alarm System.

3.1.1 The Headquarters Site is fitted with fire detection, call points and audible alarms.

3.1.2 For operational reasons, the Force Control Room (FCR) is fitted with a red visual beacon instead of an audible alarm.

3.1.3 The alarm system is split into two main areas:

<u>Area 1</u>	<u>Area 2</u>
Main Headquarters Building	Force Control Room Building 2
All other buildings not included in Area 2	Building 3

3.1.4 The control panel for Area 1 is in Reception.
The control panel for Area 2 is in the FCR office, with a repeater panel in the Building 3.

3.1.5 All three panels communicate with each other, so that in the event of a fire condition being registered anywhere on site, this information will be displayed on all three panels, accompanied by a warning bleep from the panel.

3.1.6 When the alarm is activated from the panels, a call point or a fire detector, bell or two-tone sounder alarms sound across the site as the signal for staff to evacuate. The only exception to this applies in the Force Control Building.

3.1.7 In the Force Control Building a two stage alarm operates:

Stage:	Signal:	Action:
1	Single tone pulse.	Non-essential staff evacuate. Essential staff remain in position.
2	Two tone continuous.	All staff evacuate.

3.1.8 Activation of the fire alarm automatically sounds the stage 1 signal in the Force Control Building. The stage 2 signal is manually activated by Oscar 1 from the FCR office if required.

3.1.9 The fire alarm system will be tested weekly between 09:00 – 09:30 on Tuesdays.

3.1.10 Staff will be informed that if they hear the alarm for up to 15 seconds during the test period, they should not respond. If the alarm continues to sound, or if it is heard at any other time, they should evacuate the building.

3.2 Fire Fighting Equipment

3.2.1 Portable Fire Extinguishers

3.2.1.1 Water, foam, dry powder and CO₂ extinguishers are located at appropriate locations around the site. There are fire blankets in kitchen areas where cooking takes place.

Cambridgeshire Constabulary do not encourage first-aid Fire Fighting

3.2.2 Fixed Extinguishing Systems

3.2.2.1 There are three fixed extinguishant systems in the Force Control Building (Building 2). These provide protection to the Force Control Room, the Major Operations Room and the ground floor Computer Room.

3.2.2.2 There is a fixed extinguishant system in the Communications Building (Building 10) protecting Communications Equipment.

3.2.2.3 There is one automatic system protecting IT equipment in Building 3.

3.2.3 Hydrants

3.2.3.1 There are three fire hydrants on site.

3.3 Emergency Lighting

Most areas on site are fitted with emergency lighting.

3.4 Maintenance

3.4.1 The maintenance of all fire precautions is the responsibility of and will be arranged by the Estates & Facilities Management.

3.4.2 Records will be kept to show all checks and details of maintenance carried out.

3.5 Location of Emergency Shut-off Valves and Switches

3.5.1 Gas

3.5.1.1 The main valve to the site is located at the site entrance. This requires a key to operate. The key is held in the Gas Room in the basement of the Main Building (Building 1). (Estates & Facilities Management have access to the Gas Room).

- 3.5.1.2 There are additional secondary isolation points:
- (i) Main building (Building 1) - Gas Room
 - (ii) Traffic block (Building 5A) – inside building
 - (iii) HR/Finance – on end of Gymnasium (Building 4)
 - (iv) Force Control building – Building 2 Boiler House
 - (v) Kitchen (Building 1) – in meter cupboard.

3.5.2 Electricity

- 3.5.2.1 All electrical power to site can be turned off from the Switchroom in the Ground Floor of the Force Control Building (Building 2)
- 3.5.2.2 If all power to site is turned off, three standby diesel generators will start. These can be turned off from their control panels located next to the generators.
- 3.5.2.3 In many locations on site there are UPS systems which will continue to provide electrical power to essential functions for around 15 minutes following loss of supply. These can be turned off from their control panels located on or next to the units.
- 3.5.2.4 **Due to the backup systems described above, electrical power may remain live after the supply has apparently been disconnected.**

3.5.3 Water

- 3.5.3.1 The water isolation valve for the site is on the north side of Brampton Road, approximately 75 metres east of the site access road.

4.0 **SPECIAL FIRE RISK AREAS ON SITE**

This information is given in Appendix G.



Creating a safer
Cambridgeshire

Reasonable Adjustment Application Form



Application for Reasonable Adjustments (To be completed by the individual, line manager and/or OHU)

Name of Individual:	
Collar Number:	
Job Title:	
Date of completion :	
Attendees at case conference/disability meeting :	

<p>Q1. Has advice been sought from Occupational Health and/or Force Medical Advisor?</p> <p>If yes, please advise</p>	
<p>Q2. Has advice been sought from a specialist practitioner? e.g. Consultant/Access to Work</p> <p>If yes, please advise</p>	
<p>Q3. What adjustments are thought to be required?</p> <p>Please provide details:</p>	
<p>Q4. If reasonable adjustments require the involvement/cooperation of colleagues, describe what is likely to be required and how this is to be actioned (in agreement with the individual)</p>	

Application for Reasonable Adjustments (To be completed by Line Manager and/or HR Manager)

<p>Q1. Are the adjustments considered reasonable?</p>	<p>Yes (Please go to question 3) No (Please go to question 2)</p>
<p>Q2. On what grounds are the adjustments considered 'unreasonable'?</p>	
<p>Q3. What is the proposed date of the implementation and how will this be done?</p>	

<p>Line Manager:</p>	<p>Signature:</p>	
	<p>Review Date:</p>	

<p>HR Manager / SMT (if appropriate e.g. significant financial outlay)</p>	<p>Signature:</p>	
---	--------------------------	--

<p>Updates:</p>	<p>Has the individual been informed of the decision in writing? Yes/No</p> <p>Has a copy been placed on the individuals personal file? Yes/No</p>
------------------------	---

	<p>Has ORIGIN been updated?</p> <p>Yes/No</p>
--	---

Application of Reasonable Adjustment review (To be completed by SMT and OHU if previously rejected).

OHU:	Agree with the proposed reasonable adjustment(s)?	Yes / No
	Signature:	
SMT member:	Proposed reasonable adjustment(s) supported?	Yes / No
	<p>If the reasonable adjustments are not supported, please state reasons why.</p> <p>Outline alternatives that may be considered if appropriate.</p>	
	Signature:	

Updates:	<p>Has the individual been informed of the decision in writing?</p> <p>Yes/No</p> <p>Has a copy been placed on the individuals personal file?</p>
-----------------	--

	<p>Yes/No</p> <p>Has ORIGIN been updated?</p> <p>Yes/No</p>
--	--

Reasonable Adjustment Efficiency Review

3 month review	
Name of Individual:	
Collar Number:	
Job Title:	
Date of review:	

Q1. Are the adjustments still effective and relevant?	
<p>Q2. If the adjustments are no longer applicable and further adjustments need to be made, please provide details:</p> <p>(If further adjustments needed, this will need to be re-visited at a case conference/disability meeting)</p>	

Authorising Signatures:	Line manager:	
	Individual:	

Updates:	<p>Has the individual been informed of the decision in writing?</p> <p>Yes/No</p> <p>Has a copy been placed on the individuals personal file?</p> <p>Yes/No</p> <p>Has ORIGIN been updated?</p> <p>Yes/No</p>
-----------------	---

6 month review	
Name of Individual:	
Collar Number:	
Job Title:	
Date of review:	

Q1. Are the adjustments still effective and relevant?	
<p>Q2. If the adjustments are no longer applicable and further adjustments need to be made, please provide details:</p> <p>(If further adjustments needed, this will need to be re-visited at a case conference/disability meeting)</p>	

Authorising Signatures:	Line manager:	
	Individual:	

Updates:	Has the individual been informed of the decision in writing?
	Yes/No
	Has a copy been placed on the individuals personal file?
	Yes/No
	Has ORIGIN been updated?
	Yes/No

12 month review (or at the next PDR meeting)

Name of Individual:	
Collar Number:	
Job Title:	
Q1. Are the adjustments still	
Updates:	Has the individual been informed of the decision in writing?
	Yes/No
	Has a copy been placed on the individuals personal file?
	Yes/No
	Has ORIGIN been updated?
	Yes/No



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Cambridgeshire

Disability Passport

Please note that once this document has been signed off, nothing is to be changed unless prior agreement is reached with:

The Individual who owns this document:

Name:

The Individual's Line Manager:

Name:



What is a Disability Passport?

It is a vital document that can be used for the benefit of individuals, their line managers and Occupational Health Unit (OHU).

The Disability Passport can be completed by any of the Constabulary's employees who feel that their circumstances could have an impact on their ability to work either currently or at some point in the future.

The Disability Passport describes, amongst other things:

- The health condition of the employee
- The nature of the disability
- If they are taking any medication, any issues that might arise as a result of taking this medication
- Any reasonable adjustments that the individual might need
- Action to take if the individual becomes unwell at work
- Agreed communication between the individual and line manager if the individual is unable to come to work

After completion of the document, it should be reviewed every 12 months at your annual PDR meeting or more frequently, at the discretion of the individual, the line manager, OHU or as need dictates.

Once the Passport is completed and any potential actions have been agreed, the individual must have confidence that the Passport is confidential. It is therefore a protected document and the individuals consent must be sought before sharing it with a third party.

Holding a disability passport need not necessarily mean that an individual is covered by the Disability Discrimination Act (DDA), the decision is one that OHU would advise on.

The passport will be stored by HR on your personal file and ORIGIN (HR database) and a copy with the individual. Any reasonable adjustment agreed will be recorded on the individuals PDR under the Employment Management Section by the line manager or the individual.

Date of Meeting:	

Location of Meeting:	
Attendees & Roles:	
Purpose of Meeting:	
Current Role:	

Overview of Individual's Condition & History:

Suggested questions:

Q1. What is the nature of your disability?	
Action points and owner(s):	
Q2. What is the pattern of your disability? Is it stable, relapsing/remitting, recurrent etc.	
Action points and owner(s):	
Q3. What medication are you receiving and what are the possible effects of this medication?	
Action points and owner(s):	
Q4. What is the functional impact of your disability? How does it affect you physically, emotionally & behaviourally?	
Action points and owner(s):	
Q5. What are the early signs that your disability is deteriorating?	
Action points and owner(s):	
Q6. Is there anything we should do in an emergency (e.g. anaphylactic shock or nut allergy?)	
Action points and owner(s):	

Q7. What is the ongoing treatment for your condition/illness?	
Action points and owner(s):	

Q8. What adjustments have been made to your working environment to accommodate your disability?	
Action points and owner(s):	

Q9. Do you believe you require additional reasonable adjustments in the workplace? (Please see the application form)	
Action points and owner(s):	

Q10. Are your next of kin details on ORIGIN up to date? Is there anyone else you would want contacting in an emergency?	
Name:	
Relationship:	
Contact Details:	

Q11. Have you had an Occupational Health assessment recently?	
Action points and owner(s):	

Line manager:	Print Name:	Signature:	Date:

Consent & Authorities

Subsequent line manager:	Yes / No (please circle)	Signature:
OHU:	Yes / No (please circle)	Signature: