

Agencies, or other providers, will be asked to confirm that temporary staff has had suitable tests and have corrective spectacles, when retained for work with DSE.

DSE Training

Training and advice on the safe use of Quantum Equipment will be given by the Establishments QPC, who can be contacted on 5722.

Photocopiers

Photocopiers will be located with consideration to the possible disturbing effect on workstations or thoroughfares by traffic to and fro and by the use of the machines.

Copiers will only be used by staff having sufficient training to enable them to use the machine safely and efficiently. Attention will be given to the setting of control functions and the matter to be copied. In particular, staff will ensure that the light guard is properly positioned to prevent the operating light affecting either their eyes or those of other people.

Staff replenishing paper, toner or other supplies have the responsibility to check that the materials are compatible with the machine. The same is required if copying on to transparency or other specialist material. Good handling techniques must be used when handling paper stock. Paper supplies are boxed in multiple packs, usually banded with plastic strapping. This plastic should *not* be used as a handle. Boxed supplies should only be moved by staff having received training in safe handling techniques. Banding should be cut and safely disposed of in (general) waste bins to prevent trip hazards. Paper packs should be opened and wrapping paper disposed of in waste bins. Plain wrapping paper may be placed in recycling bins – any other wrapping paper should be consigned to general waste bins. Floors round copiers must be kept free from flammable material and good housekeeping practised. Empty paper cartons should be left adjacent to general waste bins or "flattened" and placed in these bins.

Toner is covered under the COSHH regulations and is classed as carcinogenic. The use of disposable gloves is recommended when replenishing toner. Whilst the process limits any exposure of personnel to toner dust there is always the possibility that spillage may occur. In this case the COSHH Data sheet information / instruction must be followed. Damp paper towels must be used to collect spilled toner as any attempt to use a vacuum or brush will result in dust being raised into the breathable air.

Faults occurring whilst operating copiers will trigger either operator clearance action or call for maintenance. Staff using copiers are responsible for clearing faults *if trained / capable* by following the instructions indicated by the machine. Whilst operation is interrupted by the opening of doors / cover and panel's staff must be aware that certain parts of these machines may still be "live" and will be hot. Before attempting to open panels – disconnect the machine from the power supply by switching off at the outlet. Follow the instructions if possible but seek assistance if in any doubt or if attempts to free

obstruction / fault fail or if the machine indicates that an engineer is required. Contact BMPU.

Smoking

HMP Manchester's policy on smoking has been prepared after careful consideration and consultation and is published in the Safety Policy.

As from 1 September 2004 Governors Order No 42/04, it is policy at HMP Manchester that all areas are "No Smoking" unless specifically designated and authorised by the Governor as "Smoking". In general terms smoking is not permitted in any building. The only exception to this will be cells, where prisoners may smoke. Smoking is not permitted in any vehicle owned by or contracted to the prison. Staff may be permitted to smoke in external areas by agreement with Line Managers. Staff will not smoke whilst supervising prisoners or escorting contractors or other members of the public. Such contractors and members of the public will also be subject to this policy and will be required to abstain from smoking whilst within the prison.

Alcohol And Drugs

Alcohol and drug abuse have serious implications for users, their families, for their work and work colleagues.

Employees are encouraged to seek assistance from Line Managers and Personnel support if they believe that they have a problem with alcohol, drugs or other substances.

Managers are required to make a note of employees who show symptoms of alcohol or other intoxication when at work. These symptoms include:

- smell of alcohol
- slurred speech
- unusual lack of co-ordination
- changes in behaviour, particularly aggressiveness.

Anyone found taking alcohol or drugs on the premises without prior authorisation is guilty of gross misconduct, and will be disciplined accordingly.

Anyone found to be significantly intoxicated by alcohol or drugs on the premises will be removed, guilty of gross misconduct and disciplined accordingly. Similarly, anyone supplying drugs on prison premises or during prison time will be guilty of gross misconduct and disciplined accordingly.

Slips, trips and falls

Slips, trips and falls due to poor housekeeping account for many workplace injuries. Manchester's safety policy clearly sets out accountabilities and responsibilities for good housekeeping, e.g. management responsibility for each area, for parts used in common and for the premises as a whole.

All employees will be expected to apply the following procedures, where appropriate.

Any spillage or leakage of liquids (e.g. water or oil) or solids which may be liable to constitute a slip hazard must be cleaned as soon as it is safe to do so. Otherwise, the spillage/leakage should be reported to the Estates Management Services.

Residential Managers will ensure that a designated wing cleaner is made available at meal times to clean up any spillage immediately.

Manchester will promote good housekeeping by positive supervision.

Materials will be properly stacked so that they are not liable to constitute a hazard.

Waste or surplus materials will be returned to a designated storage area or placed in a waste bin/skip and not left lying around to cause a hazard.

Materials must not be allowed to encroach onto designated pedestrian walkways.

Wall and floor sockets will be fitted to preclude excessive trailing cables.

Cables for equipment still fitted with plugs and leads will be properly routed and covered if necessary to reduce the probability of trip risks.

Dirty or contaminated floors contribute to the probability of slips, trips and falls. Cleaning operations can themselves add to the risk whilst they are in progress.

Floor treatment (washing, polishing, sealing, etc) will be applied to each surface compatible with that surface type, to prevent either slip hazards or surface deterioration.

The system of work for all treatment and maintenance of underfoot surfaces will include the use of safety barriers and warning signs at all times, since employees, visitors or other persons need to be aware of the dangers.

Building / Site managers will ensure that any outdoor pedestrian routes on the site are regularly swept and, during icy/frosty conditions, are salted/gritted/sanded.

Slips, trips and falls due to poor floor surfaces are easily prevented, but may develop slowly due to wear, repeated minor damage, or faulty maintenance. Regular checks will take place as part of the ongoing safety inspections by Safety Managers and Safety Representatives

Underfoot surfaces will be provided that are suitable for:

- the environment where used (e.g. indoors/outdoors)
- the work activity and type and amount of traffic (pedestrian, works vehicles, hand trucks, etc.).

Underfoot surfaces will be maintained in good condition and free from damage and unevenness.

Small changes in the level of walking surfaces, such as slopes, steps, ridges or unevenness, will be eliminated where reasonably practicable, or have adequate lighting to reduce shadows, etc. They will be marked, if necessary.

Where storage racking is provided access steps will be used to access the higher levels

Ventilation

Poorly designed or maintained ventilation can affect accumulation of fumes/vapours/dust/humidity, or can be responsible for uncomfortable draughty conditions.

Where reasonable, a fresh air supply will be provided by natural means or by a ventilation / air conditioning system, provided and maintained by the installer/supplier/maintenance contractor.

Air-conditioned rooms should not have the windows opened except when necessary for cleaning purposes.

Working areas within premises will be designated No Smoking. Where possible there will be designated area(s) which may be provided with appropriate ventilation.

Windows and Doors

Windows will have lower edges of more than 800mm above interior floor level, or will have a barrier to prevent anyone falling out.

Opening and closing windows will be easily accessible, or will have other devices, cables or poles to avoid the danger of falls.

Assessment will be made of windows in vulnerable positions to determine if it is necessary to consider the use of safety material / safety film.

Transparent surfaces, such as glass doors or large glazed partitions/panels, will have markings that make them apparent.

Window cleaning will be carried out by contract cleaners, who will provide a written scheme of safety precautions for their operations at our premises.

Floors

Slips, trips and falls due to poor floor surfaces are easily prevented, but may develop slowly due to wear, repeated minor damage, or faulty maintenance.

Underfoot surfaces will be provided that are suitable for:

- the environment where used (e.g. indoors/outdoors)
- the work activity where used (e.g. resistance to likely contaminants)
- the type and amount of traffic (pedestrian, hand trucks, etc.).

Underfoot surfaces will be maintained in good condition and free from damage and unevenness.

Small changes in the level of walking surfaces, such as slopes, ridges or unevenness, will be eliminated where reasonably practicable, or have adequate lighting to reduce shadows, etc. They will be marked, if necessary to draw attention to the surface change.

Where gangways for pedestrian traffic are needed through work areas, they will be kept clear.

Staircases

Staircases will be fitted with handrails and have, where appropriate, an anti-slip tread kept in good condition. Staircases will be well lit and kept free from obstructions.

Housekeeping

Manchester's Health and Safety Policy clearly sets out accountabilities and responsibilities for good housekeeping, e.g. management responsibility for each area, for parts used in common and for the premises as a whole.

All employees will be expected to apply the following procedures, where appropriate.

Any spillage or leakage of liquids (e.g. water, drinks etc) or other items that may be liable to constitute a slip hazard must be cleaned as soon as it is safe to do so. Otherwise, the spillage/leakage will be reported to the estates manager and warnings displayed.

The jail will promote good housekeeping by positive supervision and premises / departmental safety checks. Waste or surplus materials will be returned to a designated storage area or placed in a waste bin/skip and not left lying around to cause a hazard. Materials will be properly stacked so that they are not liable to constitute a hazard. Materials must not be allowed to encroach onto designated pedestrian walkways.

Wall and floor sockets will be fitted to minimise the use of trailing cables and plug blocks. Trailing cables create trip hazards, carelessly run cables can become damaged, adding to the fire risk or equipment failure.

Cables for portable electrical equipment will be properly routed and / or covered to reduce the probability of trip risks.

Storage

A build up of unnecessary flammable material will increase the fire load. Untidy workstations cannot be effectively cleaned and materials stored on floors also prevent effective cleaning.

All staff, supervisors and managers have a responsibility to consult and work together to ensure effective use of storage facilities and the maintenance of satisfactory working conditions in the workplace. Work stations - desk tops, under desk areas, shelving, cabinets and cabinet tops are to be kept tidy and free from accumulated materials. Keys will be removed from drawer / cabinet locks.

When storing materials consideration will be given to the positioning of loads in relation to their weight and bulk. Serious accidents can happen when heavy objects are placed, stored or retrieved at a high level. Heavy items will be stored as low as reasonably practicable. If high level storage is necessary due to limited storage space, packages will be split into smaller units where possible. Heavy, awkward loads will be stored in positions enabling safe access and handling - and not in low or high locations likely to require stooping or stretching during retrieval. Where equipment is stored consideration will be given to access for retrieval and the proximity to heaters, lighting and potential obstruction or other hazards.

Under no circumstances will temporary or permanent storage be allowed on fire escape routes, including staircases, whatever the size of articles or the intended length of deposition.

Goods must not be stored in pedestrian aisles, or placed there on delivery, since they present a tripping hazard or obstruction.

Storage areas will be checked to ensure that flammable material and ignition sources are all separated. Materials having symbols that identify hazards must be stored according to manufacturers' / suppliers' instructions.

Where racking / shelving is provided, it will be of sufficient strength to carry the intended objects or materials. All staff are responsible for the safe stacking of items / material on racking, shelves and in cabinets relative to stability and security.

Racking and cabinets will wherever possible be secured to walls, floors, ceilings or other racking, as recommended by the supplier, installer or safety and health co-ordinator(s) upon inspection.

Safety Representatives and Managers will review departmental housekeeping, storage and safe working with the Safety and Health Managers(s) appraised of performance regularly. The Safety and Health Manager will also conduct random safety inspections of Departmental standards.

INFECTION AND CROSS-CONTAMINATION CONTROL

Infection Risks

The Head of Healthcare Services will notify the Governor of any prisoner suffering from a contagious or infectious disease. Members of staff are under a duty to notify personnel if they are suffering from a contagious or infectious disease.

Infection Control

The notion of categorising patients into infection-risk groups will be rejected. While, the Directorate of Healthcare recommends special precautions for treating patients known to be carrying blood-borne viruses such as Hepatitis B and HIV, many patients will not have been identified and the only safe approach is to assume that any patient may be a carrier. PSO 3845 refers to these situations and provides advice. It is essential, in order to prevent cross-infection to always employ good clinical practices, as outlined in the Infection Control Policy Document, the contents of which are as follows:

- Basic Hygiene practices including the treatment of blood body fluid spillage.
- Decontamination of used medical instruments.
- Protective clothing and the avoidance of needle stick injuries.
- Clinical waste disposal.
- Resuscitation (particularly mouth to mouth).
- Immunisation against Hepatitis B.

All Healthcare staff will be issued with a personal copy of the Infection Control Policy and it will be brought to the attention of all staff. Copies will be held in the Healthcare Centre for easy reference and additional copies will be made available for all interested parties on request. This Establishment has in place a communicable diseases working party, this group meets on regular basis.

Prisoners will be advised upon reception of the dangers of HIV and Hepatitis B as per PSO 3845. Staff and Prisoners will be afforded the opportunity of a course of immunisation against Hepatitis B. Furthermore, PSO 3805 refers to Zoonotic Infections and Line Managers should risk assess their area and implement suitable procedures.

Hygiene

The establishment will conform to the Hygiene in Prisons Manual wherever practicable. All staff, prisoners and others involved in the preparation or serving of food will be cleared by Healthcare prior to taking up work. Initially, awareness training will be provided, followed by a Basic Food Handling Certificate Level, arranged by the Catering Department.

Laundry

Arrangements are in place for the laundering of soiled and fouled linen, which is classed as infected. All such items will be bagged in soluble bags at source, with the soluble bag placed in a white and red striped outer bag. All such laundry will be handled by staff and inmates wearing protective clothing and gloves and will go through a specially heated washing process. Best practice would be to assume that all linen/clothing is infected and wear protective clothing.

Wing Laundries

These will be inspected daily by the cleaning officer; checks will be made to ensure that the area is clean and all dryers are free from lint. When not in use, these rooms will be kept locked.

Blood Spillage

Blood spillage kits are available in all areas to enable the safe and effective cleaning up of blood and body fluids. Residential areas and the Segregation Unit will hold a stock of these, which can be replenished, via the Healthcare Centre. On occasions, it may be necessary to clean and disinfect a soiled or 'Dirty Protest' cells. When this situation arises, the Manager will employ the services of industrial specialists who are contracted and trained to undertake the work.

Waste Management

The Governor will ensure that so far as is practicable waste will not be allowed to accumulate in the workplace, except in suitable receptacles. Prison protocol dictates that, in accordance with the Environmental Protection Act 1990, all such waste is disposed of via registered carriers, and that when it is transferred, it is done so under the cover of a written description of the waste involved.

Personal Hygiene

Staff, prisoners and others should actively encourage maintaining personal hygiene standards in respect of hand washing. Washing your hands

frequently can reduce the spread of cross-contamination and infection. Wherever possible, personal protective equipment such as gloves and aprons etc should be worn and hand washing should take place following removal or contact with potential contaminants.

Pest Control

The Works Department are responsible for ensuring that the pest control contract is maintained and staff must utilise the small repair system to inform them of any perceived increased activity.

Legionella

The policy regarding Legionella is contained in a stand-alone document held in the Estate Management Services, but in essence we undertake to comply with all relevant statutory requirements under the Water Supply (Water Fittings) Regulations 1999. ACOPS L8 the control of legionellosis (including legionnaires disease) and to ensure that all reasonably practicable measures are taken to avoid risk to our employees and to others who may be affected by our activities.

The allocation of specific responsibilities and the arrangements will be in place to implement this policy and we will also ensure that where contractors are employed we are satisfied with their policies, practices and procedures with regards to the Water Supply (Water Fittings) Regulations 1999. ACOPS L8 the control of legionellosis (including legionnaires disease).

Control of Legionella

The Estate Management Services Manager will ensure an effective system is implemented and maintained for the control of legionella. Testing will be conducted at regular intervals and the results of such tests must be retained for inspection. A policy will be published containing the Establishment's systems for managing the control of legionella and the name of the appointed person.

Independent Bodies must carry out risk assessments and they must be reviewed periodically and/or following a change of circumstances, which may increase the risk or affecting the systems. The items identified under the risk assessment must be entered onto a management action plan and prioritised for action to be taken and progressed.

Sample temperatures of hot and cold-water outlets must be taken to ensure that every outlet is covered at least annually.

Showerheads must be cleaned and disinfected at least quarterly or more frequently for little used outlets. Monitoring for the presence of legionella must be conducted and, upon discovery of an elevated level, the action must be applied as contained within the guidelines. Any positive findings must be treated in accordance with the Guidance without delay.

Pandemic Flu

The health implications of the Prison being affected by Avian Flu have been considered and contingency plans have been formulated to mitigate as far as is possible its consequences. Regular meetings of the Pandemic Flu Planning Committee are held to keep abreast of current trends and information.

OCCUPATIONAL HEALTH

It is Prison Service policy to promote and improve the health, fitness and general well being of all Staff. This policy is based on the belief that a healthy workforce is beneficial to individuals and to the work at Manchester. The Occupational Health Advisor will be the source of advice for the Safety Committee to act upon matters relating to Health. However, careful attention must be given by all employees regarding measures intended to safeguard Occupational Health and Hygiene. This includes reading notices to Staff and protocols regarding Health and Safety and Occupational Health that concern them directly.

The objective is to reduce sickness absence and encourage all Staff in the Prison Service to take an active interest in their own health and in the general well being of colleagues. In pursuit of this, the Occupational Health Department aims to encourage:

- ♦ Health promotion
- ♦ Health protection
- ♦ Health restoration

This will be pursued in the following ways:

- ♦ Sick monitoring and management by Managers and Personnel.
- ♦ Programmes and campaigns will be mounted to increase the awareness to encourage the introduction of local initiatives aimed at improving fitness/health and so also raising the awareness of healthy living.
- ♦ The recruitment and employment of an Occupational Health Advisor to co-ordinate and develop programmes and campaigns at local level. Thus it will be the Governor who will give emphasis and direction to local initiatives.
- ♦ Health screening may be supported by outside agencies (as required).
- ♦ Care Team personnel will provide a confidential counselling service and Post Incident Care counselling and support service for all Staff that have been involved in incidents in Establishments. Details of which are promulgated in the weekly bulletin.
- ♦ The Establishment's Senior Management Team will be responsible for monitoring the effect of initiatives and publishing the results as required. Guidance and best practice advice will be regularly reviewed and communicated.

The development of this policy owes much to regular discussion between Prison Service Management and Trade Unions in the context of the Health and Safety and Accommodation Committee and Whitley Council.

The Occupational Health Advisor will carry out health surveillance for individuals on request from the Health and Safety Manager or Managers as required by the Management of Health and Safety at work regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002.

The Occupational Health advisor will carry out pre-employment and pre-placement health checks on behalf of the Head of Personnel as requested. These health assessments will supplement advice for new recruits and others as requested.

The Occupational Health advisor will set up and deliver an immunisation programme against communicable diseases, as part of the assessment of risk a programme of vaccination against communicable diseases adhering to clinical protocols will include:

- Hepatitis B, for front line Staff
- Hepatitis A, drains and sewer workers
- Tetanus
- Tuberculosis

The Establishment will ensure that procedures for managing Occupational Health risks are identified by risk assessments and recorded for issues such as stress, noise, vibration, radiation etc, etc.

The Establishment's Occupational Health strategy encompasses working as a team, which involves the Health & Safety Manager and Occupational Health Advisor visiting work areas in industries, and other parts of the prison in order to risk assess causes of ill health. Any identified problems should be recorded by Management who will request the Services to implement controls; these may include health surveillance if found necessary.

As required, Managers are to use the Services to enable successful return to work assessments. The Occupational Health Advisor is to advise Staff and Managers regarding compensated duties or hours required for each individual. These assessments vary from person to person depending on their respective individual cases, but include phased return to work plans, where necessary, agreed with Line Managers.

The Occupational Health Advisor will, on request to the Head of Personnel, provide medical report interpretation for personnel office only, but will contact employees if absence exceeds self certification period or on request from Managers or personnel.

HMP Manchester has a protocol for contacting Staff; this protocol is available from the Head of Support Services, Head of Personnel, The Occupational Health Advisor or the Personnel Office. The Occupational Health Advisor will maintain contact with long term absent Staff and report to personnel as required.

The Occupational Health Advisor together with the Healthy Prisons Co-ordinator will take the lead within the prison on all health related topics for Staff including smoking, heart disease, healthy living and health at work.

Violence

The Prison Service will strive to contain and manage difficult, recalcitrant or violent behaviour by persuasion and other means that do not entail the use of force. The use of force must continue to be regarded as a matter of last resort, whether staff are confronted with a passive demonstration, non-violent resistance, or acts of violence by individuals or groups acting on concert. This will be highlighted in training, and staff should make full use of their interpersonal skills to deal with such situations without recourse to force.

However, situations sometimes arise in which the use of force is necessary in order to prevent a prisoner injuring themselves, other prisoners or staff, or damaging property, and in certain circumstances to achieve compliance with prison discipline when other methods have failed or are appropriate. In such circumstances, no more force than is deemed necessary to deal with a particular situation should be applied.

The principles being clearly set out in Prison Rule 44 (1) (Young Offender Institution Rule 47 (1)):

"An officer in dealing with (a prisoner) shall not use force unnecessarily and when the application of force to (a prisoner) is necessary, no more force than is necessary shall be used".

Violence Reduction Committee

In keeping with HQ instructions to put in place a strategy designed to reduce the amount of violence in the Prison, the Violence Reduction Committee meets on a regular basis to formulate policies to deal with this problem. An action plan has been devised to highlight problem areas and measures such as the installation of cameras in selected areas and the updating of the Anti Bullying Strategy have been introduced. This is subject to monitoring on an ongoing basis.

Stress

The effect of stress on performance is well established and in the interests of both the employees and efficiency, it should be minimised.

Employees are encouraged to seek assistance from Line Managers and Personnel if they believe that they have a problem with stress.

Line Managers and staff in general must be alert to staff and colleagues who display signs of work related stress which is adversely affecting behaviour or performance. Loss of temper, irritability, difficulty in taking decisions, complaints of palpitations, fainting, dizziness, sweating, lack of appetite, nervous twitching and trembling, stammering, insomnia, persistent tiredness, etc.

Staff experiencing frequent feelings of - depression, irritability, lethargy and exhaustion, anxiety, dissatisfaction, difficulties relaxing, nail biting, excessive alcohol consumption, heavy smoking, etc. should seek assistance from their own GP. Other assistance may be available through the Occupational Health Advisor.

The Prison and Line Managers have a responsibility to organise workplaces and work tasks and workloads giving consideration to the effect upon staff.

Confidential stress counselling may be arranged in addition to the personnel procedures for assisting in the resolution of stressful work situations. This is not intended to be a substitute for solving the situations.

Confidential support may be available for employees suffering from clinically diagnosed conditions, e.g. depression, although this is not to be used instead of medical or psychiatric advice.

The Occupational Health Advisors may advise on stress risk assessments and make recommendations for stress control and reduction.

Violence and Threats against Staff

The Governor is committed to the reduction of violence and threats against all personnel within the establishment. All incidents of assault, attempted assault, verbal abuse or threatening behaviour should be reported to managers without delay and assaults must be entered in the Accident Book. The manager of the area where the incident occurred must investigate and enter the findings on an incident form and accident report form HF008.

Under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR), assaults on personnel must be reported to the Health and Safety Executive (HSE). Line Managers must inform the Health and Safety Clerk immediately, in order that the HSE are contact via the incident telephone line.

Staff subjected to personal threats must report this immediately to their Line Manager for action to be commenced. In most cases the normal operating procedures can be adopted i.e. Prison Rules, SIR, entry in History Sheet/Occurrence Book and or Basic regime. In exceptional circumstances an assessment may be conducted to ascertain the extent of any threat being realised.

A Risk Assessment can be used for this purpose and control measures should be implemented to reduce the risk. The following personnel should be involved in this process, although this list is not exhaustive:

- The Individual (his/her union representative or colleague, etc)
- The Line Manager
- The Line Managers - Manager

Security should be contacted to provide additional information and or assistance from police liaison, if necessary. NB Moving offenders to other establishments may prejudice any potential criminal investigation and careful consideration must be given on how to proceed.

Personnel subjected to personal threats of violence should be referred to the Occupational Health Advisor, Care Team and the Staff Care and Welfare for support and or counselling, if necessary.

Stress and the After Effects of Violent Incidents

All members of staff will be encouraged to consider seeking counselling if they indicate they are suffering stress and particularly after any violent incident no matter how minor. The Care Team is advertised around the establishment and is available for general stress problems as well as stress connected to incidents (see annex 3 for current list of Care Team members). All Care Team staff are trained and offer a confidential service.

Line Managers should inform their managers of any person who has indicated or may be suffering from the effects or symptoms of stress. Debriefs must always take place following stressful situations and events. The Personnel Department may need to be contacted and advised of the circumstances. Occupational Health may also be informed to assess the current situation and to provide advice.

Staff Welfare

All staff are encouraged to use the services of the Personnel Department for problems they may have, including any they may wish to discuss in private. Personnel staff will be able to assist with problems, although they may refer persons to:

- Staff Care Team
- Staff Care and Welfare Department
- Individual agencies
- Occupational Health Advisor

INTERVIEWING OF CLIENTS / MEMBERS OF THE PUBLIC

Where staff interacts with members of the public in connection in their work, there is a potential for them to be exposed to hostile behaviour which may involve verbal or physical abuse. There is also the possibility that allegations of misconduct may be made against staff.

Guidance is available on interviewing practice and all interviews will be conducted in accordance with this.

Staff who undertake interviewing activities will be eligible for training in recognising and responding to Aggression and Violence.

Interviews involving the public, which are conducted on prison premises will take place in rooms / areas which enable visual / audible contact with other members of staff or where "alarm" facilities are provided. Where alarms are not installed staff should ensure that they are in possession of operational personal alarms. Interviewing staff will position themselves between interviewees and exits from interview rooms.

Where staff visit non prison premises for interviewing, these guidelines should be followed wherever possible. If insufficient facilities exist, staff should reconsider interview arrangements and assess the risks associated with the circumstances.

ESTATE MANAGEMENT SERVICES

Asbestos (See ANNEX E)

In addition to the specific asbestos legislation other statutory requirements will apply including the Health and Safety At Work Act 1974 the Management of Health and Safety At Work Regulations 1999 and the Construction [Design and Management] Regulations may apply in certain circumstances.

The establishment will appoint an Asbestos Manager who will receive training to perform the role and who will be responsible for keeping, reviewing, updating and maintaining the asbestos register and providing information to any person required to undertake any work where they are likely to be exposed to asbestos in the establishment.

The Competent Appointed Person at the establishment is a PO of the Works Department and any matters relating to this subject should be referred directly to him for consideration.

Inadvertent Exposure to Asbestos

If any member of staff considers that they may have inadvertently been exposed to asbestos while at work, they must contact Occupational Health.

Contractors

The Governor through the Head of Estates Services and the Head of Personnel will ensure that adequate co-operation and co-ordination takes place to enable the establishment and all contractors to comply with the requirements imposed upon them by all relevant statutory provisions. In addition, all reasonable steps will be implemented to ensure the health and safety of all persons who may be affected by those contractors whilst in the establishment.

There will be an exchange of Health and Safety Information, Policy Documents and any other statutory provisions i.e. safe systems, COSHH, risk, noise and ergonomic assessments between the establishment and any contractor. The contract will operate in accordance with PSO 3800, PSI 44/1997 and PSO 5900, or any amendments/inclusions that are necessary to obtain compliance with Prison Service policy and or legislation.

Contractors will be invited to the Health; Safety Welfare & Hygiene Committee and permanent/long term contractors (Education/Probation, etc) must ensure a representative attends to relay information to their personnel. The Works Contracts P.O. is responsible for ensuring contractual and legislative compliance. The Health and Safety Officer is available for advice and guidance, if required.

Electrical Appliances

Under the above regulations the Prison Service is required to carry out a system of proper electrical inspection and maintenance. This will be delegated responsibility of the Estates Manager who will organise an annual programme of portable electrical equipment testing. All equipment will be noted in a register held within the Works Services Department. However departments and areas are advised to maintain records of forecast inspection and tests.

All Staff are to ensure that all items of portable electrical equipment used are routinely subjected to simple visual inspections and that all new equipment will be tested before approval is given for its use by the Works Department.

Staff who wish to use personal portable appliances must seek agreement of a Line Manager. The Line Manager will refer any request to the Works Manager who will offer advice on safety considerations pertaining to the use of equipment and ensure any appliances introduced are inspected. Staff are to carry out further visual inspections and take the appropriate action if faults are found, i.e. removal of the equipment for repair by an electrician or similar competent person.

Staff are to remember that the Health & Safety at Work Act places a legal duty upon individuals to protect themselves and others by reporting known defects in portable electrical equipment and to co-operate with their employer. Staff should make themselves aware of the system for reporting problems in portable electrical equipment.

Staff must not under any circumstances attempt repairs or to open equipment or plugs to rectify suspected faults. Only competent electricians or maintenance Staff must undertake this work. Therefore, ensure the appliance is switched off at supply and warn other members of Staff not to use appliance by a notice (e.g. "Faulty do not use") and report the fault. If possible lock the appliance away until the repair can be made. If in doubt about the condition of the electrical items:

- 1) Do not use
- 2) If disconnected do not reconnect
- 3) Report any concerns to Line Manager
- 4) Under no circumstances is it expected any electrical item is to be repaired by you!

Repairs

The Head of Estate Management Services will ensure that Planned Inspection of Buildings (PIB) and Planned Preventative Maintenance (PPM) programmes are undertaken, which together with the Small Repairs system, aims to maintain the Establishment in a safe and decent order. The size and spread of the Establishment means that not every area can be covered all the time. It is therefore the duty of every member of Staff to report any item, which in their judgement, is in need of attention.

Line Management of Works will assess the small repair requests daily and arrange for maintenance to be carried out accordingly. Any major damage to buildings caused by vehicles or machinery should be reported immediately to the Works Department and the Health and Safety Officer on extension 5726. All minor repairs to buildings and plant will be allocated within 24 hours and remedied as time permits. Repairs for deficiencies, which pose a risk to Health and Safety, will be remedied as soon as reasonably practicable and warnings placed to identify any hazards.

Wherever work is conducted, the Head of Works will ensure that permit to work systems are in operation, if necessary. In particular, for confined spaces, hot work and electrical repairs etc, emergency procedures are to be implemented and workable in the event of failure.

Heating

The Governor endorses the National Whitley Council Joint Agreement and will ensure that:

- a) During working hours, the temperature in all workplaces inside buildings is reasonable.
- b) A method of heating or cooling is not used which results in the escape into the workplace of fumes, gas or vapour of such character and to such extent that they are likely to be injurious or offensive to any person.
- c) A sufficient number of thermometers are provided to enable persons to determine the temperature in any workplace inside the building. (Managers should ensure compliance).

Under normal conditions, attempts will be made to maintain a temperature of at least 16° Centigrade in areas of mainly sedentary work and 13° in others. When excessively high temperatures are experienced, the Governor will consult with the functional heads and the Head of Works to consider what practical steps could reasonably be taken to alleviate Staff and prisoner discomfort.

Lighting

Lighting levels should at all times comply with the Health and Safety at Work etc Act 1974 and be suitable for both the task required and security arrangements. The works department will ensure that:

- a) Every workplace has suitable and sufficient lighting.
- b) The lighting, so far as reasonably practicable, by natural light.
- c) Emergency lighting is provided by a means of other than that of normal lighting, which will become immediately effective in the event of a failure in the normal lighting.

Lighting levels must meet the recommended guidelines of HSE (G) 38 'Lighting at Work' and the Chartered Institute of Building Service Engineers (CIBSE).

Work Equipment

In accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998, the Governor will ensure that all work equipment under his control is so constructed or adapted as to be suitable for the purpose for which it is used and that all items of work equipment comply with the stated requirements. Machinery on hire will be inspected before use to ascertain compliance with regulations and that a safe system of work is implemented. In addition, any new equipment procured will be assessed prior to purchase with Health and safety being of prime importance.

The Governor via the Estates Services Manager will ensure, through Planned Preventative Maintenance that work equipment is maintained in an efficient state, in an efficient working order and in good repair. Specialised items of plant and machinery are subject to planned maintenance and inspections by qualified and authorised personnel.

Line Managers must make regular inspections of plant and machinery, including office equipment (seating and desks etc) to ensure that the safeguards are in place. Furthermore, that protective equipment or clothing is available and worn where necessary.

All efforts will be made to avoid the use of work equipment that is likely to involve risks to health or safety. Where such a choice is unavoidable however, the governor will ensure that the use of that work equipment is restricted to those persons trained and authorised to use it and that they are provided with adequate health and safety information and instruction pertaining to the use of such equipment. Training in the use of work equipment and in the risks entailed and precautions to be taken will be extended not only to personnel using the equipment but also to managers/supervisors.

The Governor shall ensure that all guarding necessary is taken in accordance with the hierarchy of levels as specified in Regulation 11(2). Additionally, that all measures are taken to ensure that such guards are suitable for the purpose for which they are designed and of sound material, good construction and maintained in efficient and good repair. The Governor shall also ensure that all equipment is marked clearly in regard to health and safety and that all necessary warnings or warning devices incorporated into/ on to work equipment is unambiguous, easily seen and easily understood.

New machinery and plant brought into the establishment will comply with regulation 10 and must be brought to the attention to the Health and Safety Adviser. Health and Safety is of prime importance. Prior to any purchase being authorised, items will be vetted for health and safety, with advice being sought from the Health and Safety Policy Unit, if necessary. In addition, risk assessments, safe systems of work, electrical/equipment testing, noise and COSHH assessments will be undertaken before the issue and use of any item from the main stores.

Working at Height

All reasonable steps shall be taken by HMP Manchester to provide a safe working environment for employees, prisoners, prison visitors and contractors who are required to carry out their trade or professional skills at height.

This law came into force on 6 April 2005, and applies to virtually all sectors industry and brings together principles relating to work at height already enshrined in existing legislation, such as Construction (Health, Safety and Welfare) Regulations 1996 (CHSWR), Workplace (Health, Safety and Welfare) Regulations 1998 (WHSWR), and certain other current legislation.

Fundamental to the regulations is the new hierarchy of requirements for fall protection (Regulation 6). The intended concept behind the wording is that any work at height activity should be considered in the following order:

- Don't work at height unless you have to, if there is some other reasonably alternative way of carrying out the task that avoids working at height then do it that way.
- If you have to work at height then do it from an "existing place of work" if you can, which is best thought of as a "safe" place of work, i.e. somewhere you don't need to use or add any extra work equipment to remove the risk of a fall from height occurring.
- If you can't operate from an existing place of work you will need work equipment/methods to protect against a fall. These are selected based on reasonable practicability in the following order:
 - (a) Use work equipment/methods that prevent any fall occurring;
 - (b) Only when you cannot do (a), use work equipment/methods that minimise the height and consequences of any fall;
 - (c) Only when cannot do (b), use work equipment/methods that minimise the consequences of any fall;
 - (d) Only when you cannot do (c), use work equipment/methods that do none of the above and minimise the risk of the fall occurring through instruction.

HMP Manchester shall provide the necessary preventative and protective measures to prevent falls of persons or materials from the workplace. Managers and Supervisors will liaise with any persons involved in any working at height activity to prevent any accidents occurring.

The employee and any other person involved in any working at height activity shall co-operate in the implementation of this policy.

The responsibility for the implementation of this section of the policy on behalf of the Governor of HMP Manchester lies with the Estates Manager, Industries Manager and Health and Safety Manager.

MEASURING PERFORMANCE - AUDIT & MONITORING

Health and Safety performance will be measured by:

Active monitoring:

Via regular inspection of the workplace and checking with staff to ensure that standards are being implemented and controls are actively working.

Reactive monitoring:

Via investigating accidents, near misses, litigation cases, both internal and external, identifying whether performance was substandard.

The Governor is committed to reducing accidents within the workplace and ensuring that the establishment meets all its legal obligations as regards health and safety.

Audit and Review

Monitoring will provide information for managers to enable them to review activities and to decide how to improve performance. Audits will complement these monitoring activities by looking at policy, organisations, systems and revealing whether they are achieving the correct results.

The Governor, through the Safety Committee and the Health and Safety Officer, will combine the results of both pro-active and reactive monitoring with the results obtained from the audits to manage, control and improve the health and safety performance of the establishment.

Annual Safety and Fire Audits

Line Managers will audit the establishment on an annual rolling programme and the completed Audit Forms must be returned to the Health and Safety Officer within one month of issue (28 days). The audit team will comprise:

- The manager of the area under review.
- Union Safety Representative/Fire Officer.
- An independent manager.

The audit will cover the following topics:

- Risk Assessments
- Manual Handling
- Visual Display Equipment
- Welfare facilities
- First-aid arrangements
- Hygiene arrangements
- Fire Risk Assessments
- COSHH
- Accident reporting
- Workplace environment

- Expectant/Nursing Mother
- Training requirements

Line managers must complete a Health, Safety and Fire Action Plan from the Audit and address any issues that are raised on a priority basis. The Health and Safety Adviser will monitor performance of individual areas after a pre-determined period. Any major issues raised will be brought before the Health and Safety Committee, which meets each quarter. Originals of all audits are available from the Health and Safety Adviser.

Standards Audit

The Standards Audit Unit (SAU) will audit Health, Safety and Fire as part of the Prison Service Standards every two years. Presently, this will include an adviser from the Home Office Health and Safety Services and Prison Service Fire Safety Section. It is recommended that peer audits be conducted approximately six months prior to the arrival of the SAU team to ascertain the extent of improvements needed.

Home Office Health and Safety Adviser

The Home Office Health and Safety Adviser for HMP Manchester is [REDACTED] who can be contacted for advice and assistance on all health and safety matters. In addition, they can be called upon to conduct noise and dust monitoring assessments and provide training, if required.

Area Health & Safety Advisor: [REDACTED] NWA0, Chorley. Tel: [REDACTED]

Area Catering Adviser

The Area Catering Manager will periodically undertake inspections of the Kitchen and will provide a report for the Governor. In addition, they will provide advice and guidance on compliance.

Health and Safety Executive and the Employment Medical Advisory Service

Regular communication will be maintained between the Inspectors of the Health and Safety Executive and the health and Safety Department and reports arising from visits will be made available to the Governor immediately and all Health and Safety representatives upon request.

The Health and Safety Executive Inspector can be contacted at the following address and telephone number:

HSE
Grove House
Skerton Road
MANCHESTER
M16 0RB

Telephone 0161 952 8200

Fax 0161 952 8222