

Health and Safety Structures in the NPS

National
Probation
Service



NEMC (NOMS National Executive Management Committee)

This meets weekly to discuss key issues affecting NOMS. The NEMC is the overarching authority for the purposes of health and safety, it is assisted in this duty by a subcommittee – the NEMC OHS&F subcommittee meeting which meets quarterly. They manage HS&F info from RIVO, NORCET and litigation to see what are the key risks for NOMS.

National NPS Health and Safety committee

Napo have four places on this committee, filled by the chair of the Napo National Health and Safety committee, the National link officer for the committee, one other rep either from the Napo committee or a suitably knowledgeable lay rep and Sarah Friday, Napo National Official (health and safety).

UNISON and GMB also attend.

Representatives on the Employers' side include those from the NOMS senior H&S team, occupational health and fire safety advisors and staff from the employment relations team.

The committee is chaired by the Head of Expert Services

The committee meets quarterly and looks at items including; strategic level h&s and fire issues raised by the union reps, the committee gives advice on any impending HS&F legislation and impact on the organisation. They share accident/incident data and discuss new HS&F initiatives being considered by the NOMS safety teams.

NPS divisional health, safety and fire committees

Each NPS division should have a health, safety and fire committee, chaired by a DD or another senior manager. In custodial premises it is to be chaired by a safety sponsor.

If issues are not resolved at the divisional safety committee they will be discussed at the National NPS safety committee. Minutes from all divisional meetings are sent to the NPS National H&S committee meeting.

National NOMS H&S Team

There is a national H&S and national fire team and they develop national policy, support regional leads and provide advice at a senior strategic level.

Divisional Health and Safety advisors

Each division (six in England and one for Wales) has a divisional lead health, safety and fire person, plus an assistant. The lead advisor assists NPS DD and senior managers on implementation of national HSF policy and support and guidance for Senior NPS managers.

NPS Health, Safety and Fire sponsors

Their role is to provide oversight of health, safety and fire management in their relevant location(s). They co-ordinate and monitor only and assist senior ops managers in the coordination of all relevant HSF activities within individual establishments or NPS divisions. Responsibility for delivery of H&S actions remains a line management function.

The HSF Sponsor must be at least SPO level. They can appoint someone less senior – but this person must have relevant training and experience and be endorsed by the Divisional H&S advisor.

They can cover more than one location. They are responsible to the DD and must bring to their attention any significant health, safety or fire issues.

Their duties include regular fire alarms, fire evacuations, DSE assessments, liaising with the Divisional H&S advisor, local union representatives and CRC managers and H&S advisors

SPOs and all other line managers

They deliver and are held accountable for H&S actions at a local level – they must be give appropriate training to be able to carry out their role. They ensure that all staff are aware of safety procedures and that accidents and near misses are recorded.

What they do:

- Individual risk assessments including those for stress, new and expectant mothers, lead reviews of risk assessments and ensure that any action points on them are actioned.
- They also write personal emergency evacuation plans and participate in office health and safety inspections.
- They are actively involved in their cluster Health and safety group.

Cluster Health and Safety Group

Each cluster will have a H&S group to address and monitor H&S issues. They meet quarterly and consist of local manager and staff from each staff group in the cluster. The group will maintain an up-to-date H&S action plan to enable outstanding actions (e.g. from building inspections, risk assessment and accident investigations to be logged and monitored).

Trade Union H&S representatives should be involved in the H&S Group, either by attending meetings or receiving copies of the meeting notes, but this is not part of the formal H&S consultation process, this is provided at the Divisional H&S Committee.

Notes of the meetings will be taken and published locally for the information of all staff.

Issues that cannot be resolved by a cluster H&S group will be forwarded to the Divisional Senior Management meeting and/or Divisional Health and Safety Committee.

Occupational Health Advisory Service

OHU provided by OH Assist. It is available to managers and staff via a MOJ contract.

Employees Assistance Programme

This is provided by under contract.

Includes confidential phone referrals for staff and managers, staff can in effect self-refer, the idea is that people use the service before they go off sick.

Accident/incident reports

These are recorded and reported via NOMS RIVO accident/incident database.

Other policies

Core NPS policy on 'Policy, organisation and summary arrangements for the management of Health and Safety' has been implemented. Outside of this the NPS is currently working to local CRC policies and they are still in the process of implementing specific H&S NPS policy.