

Meeting	Authority Meeting
Date	19 August 2020
Location	Video Conference
Title of Paper	Health & Safety Report Quarter 1 2020
Presented By	DCC Fiona Taylor, People and Professionalism
Recommendation to Members	For Discussion
Appendix Attached	Yes Appendix A - 3 Year Health and Safety Action Plan

Purpose

The purpose of this report is to provide a strategic overview in relation to Health & Safety within the Scottish Police Authority and Police Scotland.

Police Scotland and the Scottish Police Authority have joint responsibility as “duty holders” in many areas and this responsibility is then discharged through the Police Scotland National Health and Safety Board. Matters are currently escalated via Executive Members to the SPA Resources Committee and then to the SPA Board.

Members are invited to discuss the content of this report.

1. BACKGROUND

- 1.1 Decisions in relation to Health & Safety are made through a network of local Health & Safety committees within SPA and Police Scotland with national decisions made at the Health & Safety Board which is held quarterly.
- 1.2 The Health & Safety Manager is the legally “competent person” for Police Scotland and SPA providing a joined up approach to all aspects of Health & Safety. This joined up approach is crucial at operational incidents. We operate to the Health & Safety Executive HSG65 standard and the Health & Safety Manager reports directly to the DCC Designate in respect of all Health & Safety and Fire Safety matters.
- 1.3 It is important to note that significant progress has been made in terms of Health & Safety however we do recognise that many years of work are required in what is a very large organisation. The Health & Safety Manager also represents the organisation at a UK national level with both the Association of Police Safety Advisors and the Health & Safety Group of the National Police Chiefs Council. These groups allow for the sharing of best practice across the country.
- 1.4 As outlined in the SPA/Police Scotland Health & Safety Policy, the Scottish Police Authority has responsibility to ensure that:
 - adequate resources under their control are made available to ensure the efficient and effective management of Health & Safety
 - visible leadership, and commitment, is evident in relation to Health & Safety across SPA and Police Scotland
 - appropriate management structures are in place to implement the Policy including governance processes, a robust Health & Safety Management System, committee structures and access to competent sources of Health & Safety advice
 - they are fully engaged with the Chief Constable of Police Scotland in setting the strategic direction for Health & Safety
 - they are sighted on financial and other implications relating to statutory compliance, to enable them to discharge their responsibilities in relation to strategic oversight
 - the policy is reviewed on a regular basis and updated where necessary
- 1.5 There is regular consultation with all Staff Associations and Trade Unions. Any issues raised are usually dealt with at the time with

the recognised route for escalation through the Health & Safety Board.

2. EXECUTIVE SUMMARY

- Update on Covid-19 with Covid-19 SCoPE data:
 - The number of reports submitted relating to Covid-19 is reducing.
 - The highest number of reports are submitted in G & Q Divisions.
 - Additional information is now retrievable on the Covid-19 reports, highlighting the prevalence of deliberate spitting/coughing at employees and also having no prior notice of the presence of Covid-19.
- Q1 Accident Stats:
 - For Q1 a significant increase in accident reports is noted due to Covid-19.
 - Downward trend for RIDDORS since 2017.
 - The highest number of reports are submitted in the West, in Q and G Divisions.
 - The 3 highest type of report for Q1 is Exposure to Hazardous Substance, Assault and Occurrences During Arrest. Exposures and Assaults have both increased compared with Q1 last year.
 - RIDDORS are lower by 20 when compared with Q1 last year.
 - The highest number of RIDDORS were submitted by G, Q and J Divisions.
 - The highest type of RIDDOR was Slip Trip Fall, Assault and Other.
 - A summary is included on age, sex and service band for RIDDORS.
 - 1104 days were lost in Q1 due to work related accidents. This has reduced since the previous Q1 despite Covid-19. 434 days were lost in Q1 due to RIDDORS.
- Significant Health & Safety incidents
- Health & Safety Board Update
- 3 Year Health & Safety Action Plan Update

3. COVID-19 REPORT

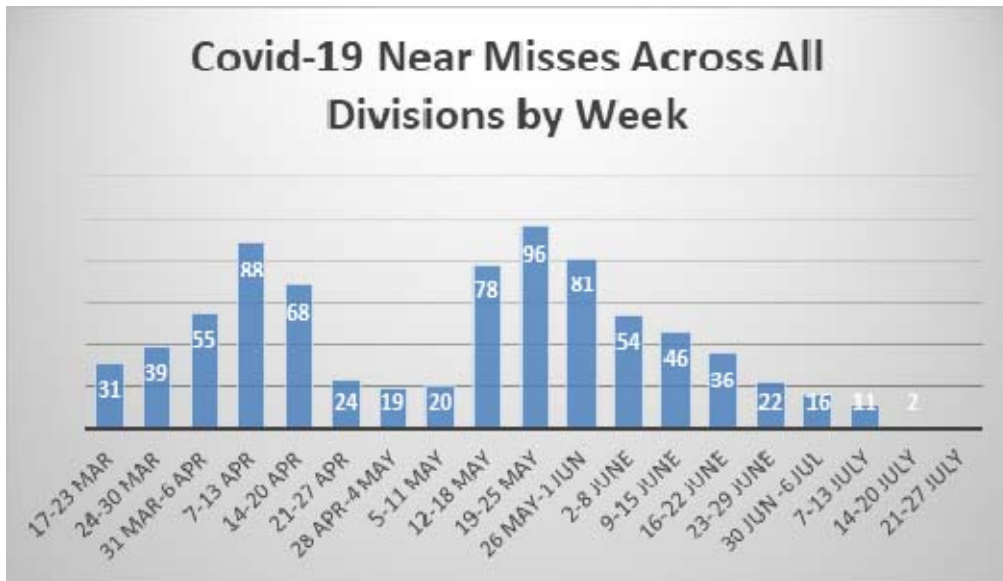
3.1 OPERATION TALLA – HEALTH & SAFETY

The Health & Safety Team have continued to support Operation Talla at all levels of the organisation. The Covid-19 Health & Safety Group continues to meet regularly and the Health & Safety Manager additionally attends the Silver Command meetings.

3.2 OPERATION TALLA – SCOPE H&S REPORTS TO DATE

3.2.1 Figures 1, 2 and 3 below track the number of H&S reports submitted related to the ongoing pandemic.

Figure 1 Weekly Covid-19 reports



Note – these reports were initially categorised as near misses. Work is ongoing to obtain greater detail and clarification of category and type.

Overall trends:

- A clear spike is evident in the number of reports in mid-April. This corresponds with the peak of the pandemic.
- A further spike is noted in mid-May, most likely due to the requirement for a scope report in order to request asymptomatic testing. (As detailed within the SPA Resources Committee Report in June 2020).
- Information collated from the 07 – 13 July 2020 shows the lowest % of weekly Covid-19 related reports to total reports and the lowest number of weekly Covid-19 reports to date. The number of reports being submitted is tailing off.

Noteworthy themes and situational examples emerging from the most recent week’s reports are as follows:

No prior indication of Covid-19:

- Officers not advised of potential Covid-19 before attending incident

Multiple reports from the same incident:

- 5 K Division reports relate to same incident
- Both U Division reports relate to same incident

Asymptomatic testing:

- 7 requests for asymptomatic testing were made from 2 incidents

Other themes:

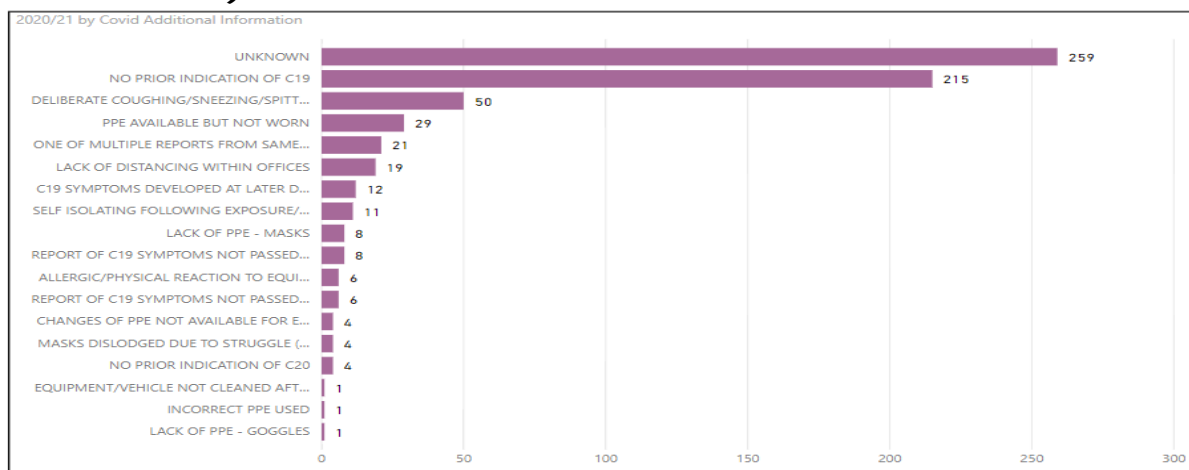
- V Division report is of absence from duty due to Covid-19 but no mention is made of whether this is work related
- Covid-19 samples were handed in to a station after falling from transport. Packaging was confirmed to have remained secure.

From Q1 onwards, the accident recording template has been adapted to record the following additional information for Covid-19 reports. The 3 highest contributory factors (Figure 2 below) for these reports are:

- Unknown
- No prior indication of Covid-19
- Deliberate coughing / spitting at

Note – the time scale for the figure below is April – June 2020.

Figure 2 – Covid-19 Additional Information (Contributory Factors)

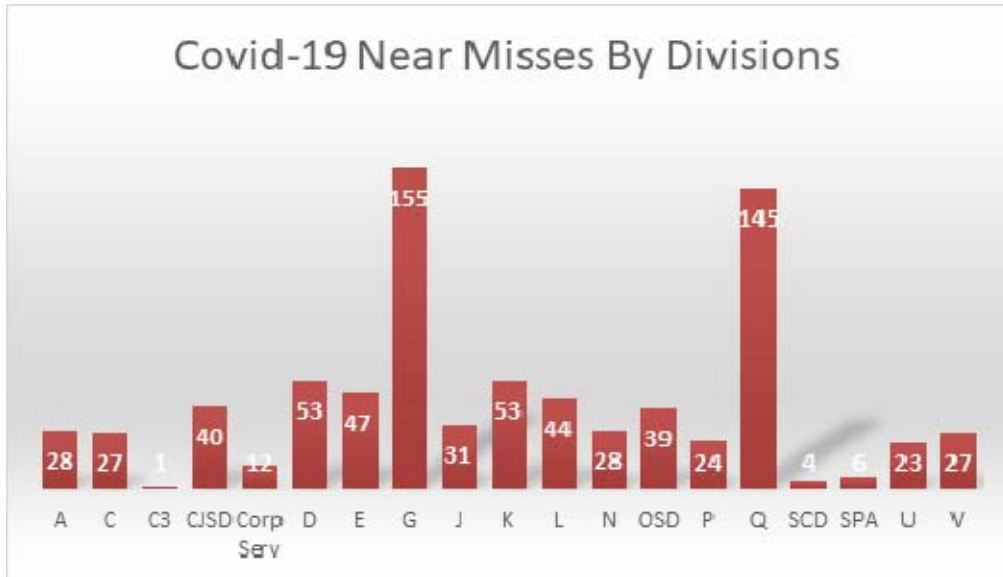


3.2.2 Covid-19 Reports by Division

Figure 3 displays the raw data – numbers – of reports by Division / Business Area. These figures have not been normalised to account

for differences in headcount. This could explain the higher numbers in G and Q Divisions. The distribution pattern across Divisions has remained fairly constant throughout the pandemic.

Figure 3 Covid-19 Reports by Division



4. SCOPE H&S DATA – Q1 2020/21 - 01 APR 2020 – 30 JUN 2020

4.1 Methodology

Data for Health and Safety (H&S) is sourced via the System to Coordinate Personnel and Establishment application (SCoPE). From Q3 2019/20, H&S data is processed by Analysis and Performance Unit (APU). Data does not include null(s) (blank fields).

4.2 Caveats

- From 01 April 2020, Police Scotland’s Health and Safety Team has transitioned to a new data collection process and repository to record, store and collate health and safety incidents. Due to differences and improvements made to the data collection process, it cannot accurately be directly compared to previously published data. This change is necessary but must be borne in mind when comparing Q3 19/20 onwards with previous quarters.
- All statistics are provisional and should be treated as management information. All data have been extracted from Police Scotland internal systems and are correct as of 20 July 2020.

- Data is extracted using 'Date Reported'. Data includes all records uploaded to the accident management system.

RIDDOR REPORTS

- All statistics are provisional and should be treated as management information. All data have been extracted from Police Scotland internal systems and are correct as at 20 July 2020.
- Data has been extracted using 'Date reported to HSE'.

SICK DAYS

- Based on seven day working week (including non-working days).
- Individuals still on sick leave at time off reporting are not included.

FISCAL WEEKS

- Fiscal weeks are based on the nearest Monday to 01 April. Therefore fiscal week total may not match the year to date total.

4.3 Total reports submitted on SCoPE

For Q1 2020/21 there were a total of 1749 accidents, near misses and undesired circumstances, while in Q1 2019/20, this figure was 1215; **an increase of 544 (45%)**. This significant increase is due to the submission of reports relating to Covid-19. (To date, mid July 2020, 784 reports have been submitted relating to Covid-19 since the start of the pandemic).

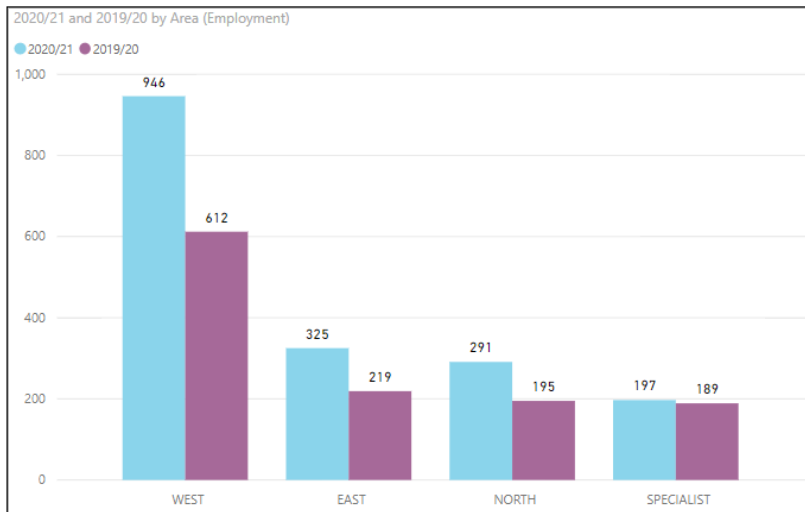
4.3.1 COMMAND AREA BREAKDOWN

Reports were submitted across the Command Areas as detailed in Table 1 and Figure 4 with the **highest number of reports submitted by the West** Area. SPA/Forensic Services are included within the 'Specialist category', with 12 reports submitted in Q1. The previous year's data are also included, with significant increases notable across all 3 geographical employing Command Areas due to Covid-19.

Table 1 Command Area Breakdown Q1 2020/21 and Q1 2019/20

Area (Employment)	2020/21	2019/20	YTD DIFF	YTD % CHANGE	-
EAST	325	219	106	48.4%	▲
NORTH	291	195	96	49.2%	▲
SPECIALIST	197	189	8	4.2%	▲
WEST	946	612	334	54.6%	▲
Total	1,759	1,215	544	44.8%	▲

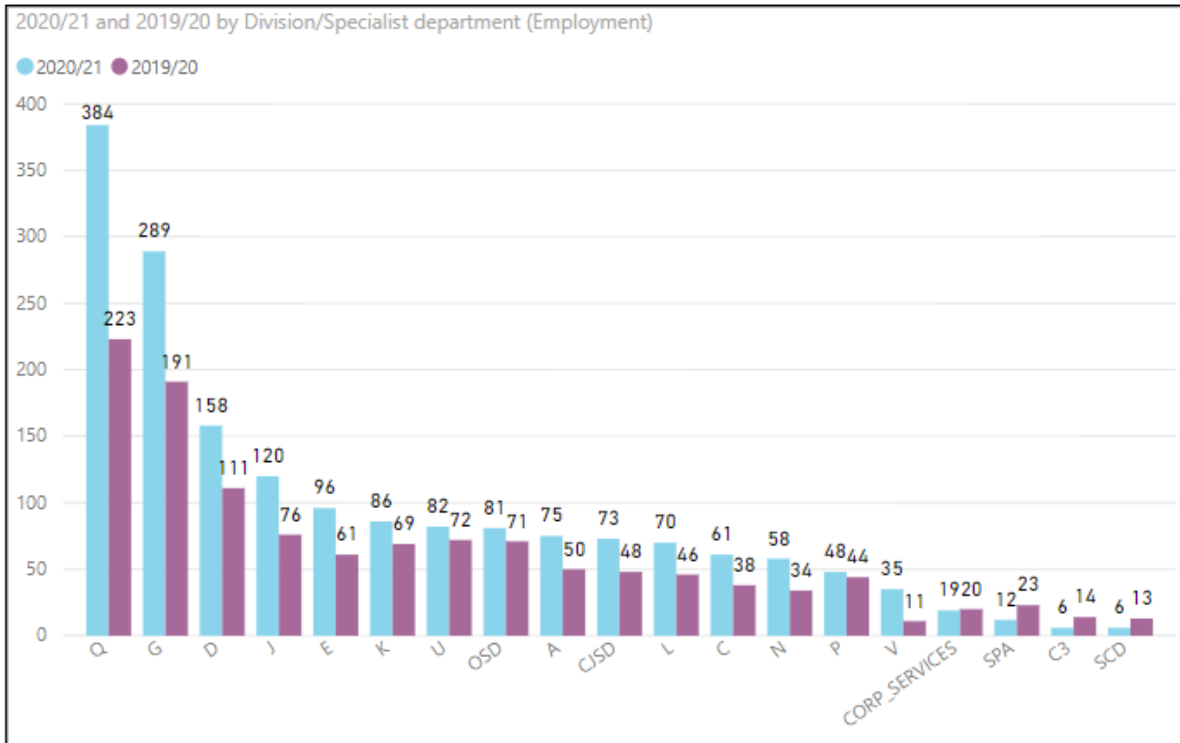
Figure 4 Total Reports Submitted by Command Area



4.3.2 Divisional/Business Area Breakdown

Reports submitted across all Divisions / Business Areas are displayed on figure 5 below, including a comparison with the previous year. This figure displays the divisions in ranked order of the number of reports in Q1 2020/21. Most divisions show an increase in the number of reports submitted.

Figure 5 Total Reports by Division/Business Area



4.4 SCoPE Report type Q1 2020/21

As detailed in Table 2 below, the three highest accident types in Q1 were:

- **Exposure to Hazardous Substance** – 657 (37% of all reports) related to incidents involving Covid-19.

Categorisation note: If an employee of SPA/PS contracts the virus it is difficult to confirm whether it was contracted during a work activity or out with work. Due to the difficulty of ascertaining whether one isolated incident at work resulted in contracting the virus, all reports where Covid-19 was mentioned will, moving forward, be categorised as accidents. This difficulty is particularly prevalent prior to the introduction of asymptomatic testing. Therefore not all of these reports resulted in the person suffering from the virus as a result of the incident.

- **Assault** - 554 (31%) of all reports were assaults with injury or contact/no injury.

- **During Arrest/Custody** – 123 (7%) of all reports were occurrences where injury was sustained during the arrest or custody process.

The three highest near miss types in Q1 were:

- Assault - 148
- Exposure to Hazardous Substance - 39
- During Arrest - 31

Table 2 Report Type and Category – Q1 2020/21

Type of Occurrence	ACCIDENT	NEAR MISS	UNDESIREDCIRCUMSTANCE	Total
ASSAULT	554	148	1	703
CONTACT WITH ANIMAL	15	1		16
DURING ARREST/CUSTODY PROCESS	123	31		154
EXPOSURE TO HAZARDOUS SUBSTANCE	657	39	4	700
MANUAL HANDLING	12			12
NEEDLESTICK INJURY	4			4
OTHER	63	17	9	89
ROAD TRAFFIC OCCURRENCE/COLLISION	20	6		26
SLIP, TRIP OR FALL	53	1		54
TRAINING	1			1
Total	1,502	243	14	1,759

4.4.2 Report type – Q1 20/21 compared with Q1 19/20

When compared to Q1 of the previous year, increases are noted in the following types:

- Assault
- Exposure to Hazardous Substance (Covid-19)

All other types decreased, as detailed in the table below.

Table 3 Report Type Q1 20/21 compared with Q1 19/20

TYPE OF OCCURRENCE	2020/21	2019/20	YTD DIFF	YTD % CHANGE	-
ASSAULT	703	672	31	4.6%	▲
CONTACT WITH ANIMAL	16	26	-10	-38.5%	▼
DURING ARREST/CUSTODY PROCESS	154	198	-44	-22.2%	▼
EXPOSURE TO HAZARDOUS SUBSTANCE	700	6	694	11566.7%	▲
MANUAL HANDLING	12	25	-13	-52.0%	▼
NEEDLESTICK INJURY	4	13	-9	-69.2%	▼
OTHER	89	153	-64	-41.8%	▼
ROAD TRAFFIC OCCURRENCE/COLLISION	26	41	-15	-36.6%	▼
SLIP, TRIP OR FALL	54	55	-1	-1.8%	▼
TRAINING	1	24	-23	-95.8%	▼
UNKNOWN	0	2	-2	-100.0%	▼
Total	1,759	1,215	544	44.8%	▲

4.5 Severity & RIDDOR reportable accidents – Q1 2020/21

In Q1 2020/21 (Table 4):

- 85% of all reports were categorised as accidents (resulted in injury or – for assaults / RTC's – contact was made)
- 14% - were near misses
- 0.8% - were undesired circumstances

When compared with Q1 of the previous year – accidents have increased by 58.6%. This is due to Covid-19 reports during the pandemic.

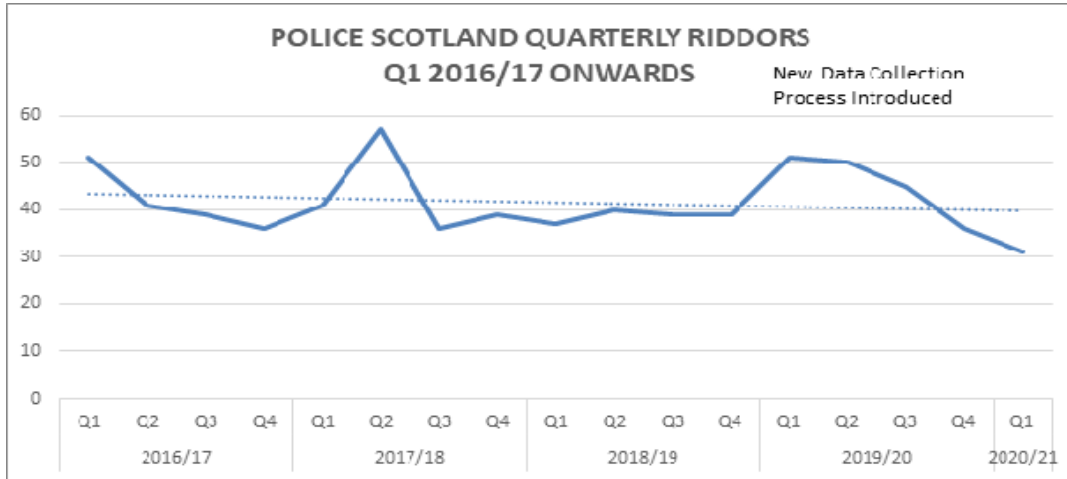
Table 4 Category Comparison Q1 20/21 compared with Q1 19/20

Category of Occurrence	2020/21	2019/20	YTD DIFF	YTD % CHANGE	-
ACCIDENT	1,502	947	555	58.6%	▲
NEAR MISS	243	225	18	8.0%	▲
UNDESIRE CIRCUMSTANCE	14	41	-27	-65.9%	▼
UNKNOWN	0	2	-2	-100.0%	▼
Total	1,759	1,215	544	44.8%	▲

4.5.1 RIDDORS

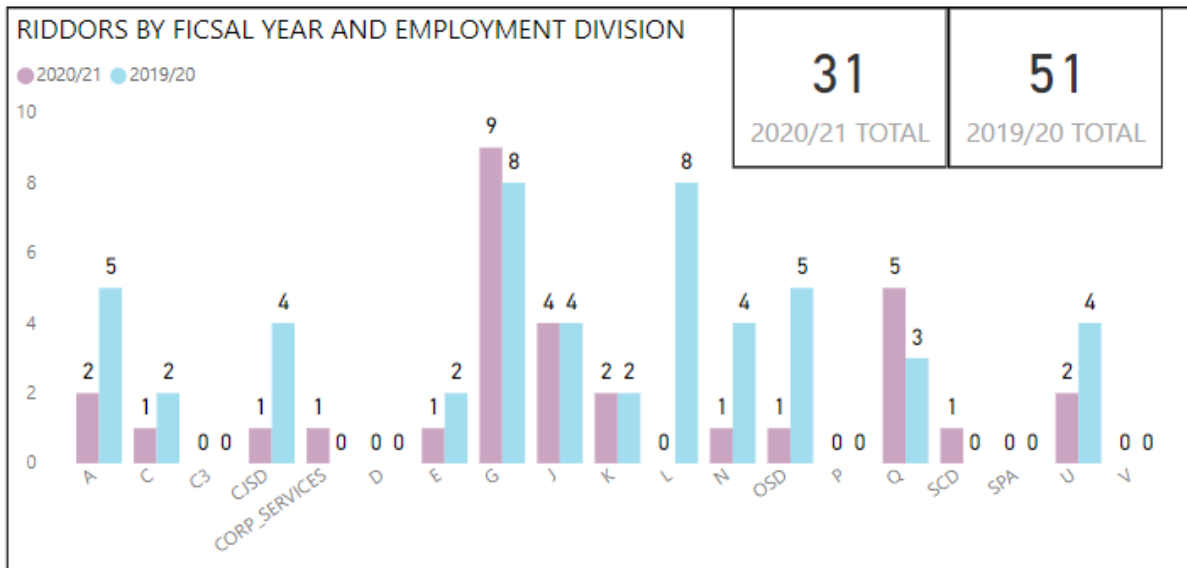
There is now evidence that the overall trend in terms of RIDDORS since 2017 is downward.

Figure 6: Quarterly RIDDORS from 2016/17 onwards



In Q1 2020/21, RIDDORS have **reduced by 20** when compared with Q1 of the previous year. RIDDOR reports were submitted for the Divisions/Business areas as detailed below. For Q1 2020/21, the highest number of RIDDORS were submitted in G, Q and J Divisions. When compared with the previous year, small increases are noted in RIDDOR submissions for Corp Services, G, Q and Specialist Crime Divisions.

Figure 7 RIDDORS by Division/Business Area Q1 20/21 compared with Q1 19/20



4.5.2 RIDDOR TYPES

The types of RIDDORS IN Q1 2020/21 compared with 2019/20 are detailed in table 5 below. The 3 highest RIDDOR types are Slip Trip Fall, Assault and Other. Across the two fiscal years, reductions are noted in all categories except Slip Trip Fall RIDDORS which increased by 4.

Table 5 RIDDOR Type Q1 20/21 compared with Q1 19/20

TYPE OF OCCURRENCE	2020/21 RIDDORS	2019/20 RIDDORS	DIFF FROM LAST YEAR	RIDDORS % CHANGE	-
ASSAULT	8	9	-1	-11%	▼
CONTACT WITH ANIMAL	0	1	-1	-100%	▼
DURING ARREST/CUSTODY PROCESS	2	11	-9	-82%	▼
EXPOSURE TO HAZARDOUS SUBSTANCE	0	1	-1	-100%	▼
MANUAL HANDLING	0	3	-3	-100%	▼
NEEDLESTICK INJURY	0	0	0	X	X
OTHER	4	6	-2	-33%	▼
ROAD TRAFFIC OCCURRENCE/COLLISION	1	7	-6	-86%	▼
SLIP, TRIP OR FALL	13	9	4	44%	▲
TRAINING	3	4	-1	-25%	▼
UNKNOWN	0	0	0	X	X
Total	31	51	-20	-39%	▼

4.5.3 RIDDORS BY OFFICER/STAFF

In Q1 2020/21, 30 of the 31 RIDDOR reports submitted related to officers, with the remaining report relating to a member of staff. In Q1 2019/20 – both figures were higher at 46 and 5 respectively.

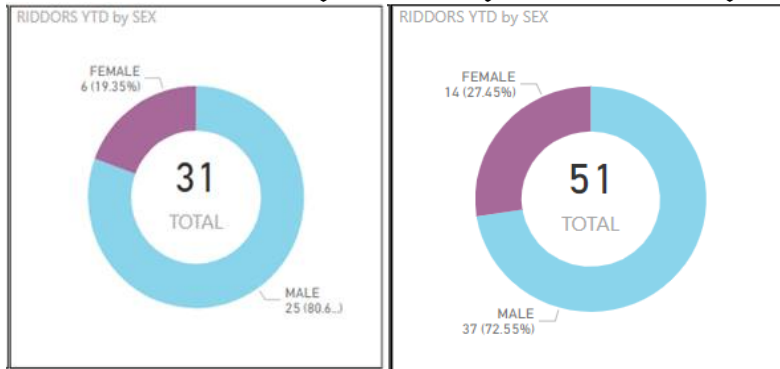
Table 6 RIDDORS by Employee Category Q1 20/21 compared with Q1 19/20

INJURED/INVOLVED	2020/21 RIDDORS	2019/20 RIDDORS	DIFF FROM LAST YEAR	RIDDORS % CHANGE	-
OFFICER	30	46	-16	-35%	▼
POLICE STAFF	1	5	-4	-80%	▼
OTHER	0	0	0	X	X
PROBATIONER	0	0	0	X	X
SPECIAL CONSTABLE	0	0	0	X	X
Total	31	51	-20	-39%	▼

4.5.4 RIDDORS BY SEX

As detailed in Figure 8 below, 81% of all RIDDORS were submitted for male staff members. The figures for both male and female have reduced since Q1 of the previous year; in line with the reduction in total RIDDORS.

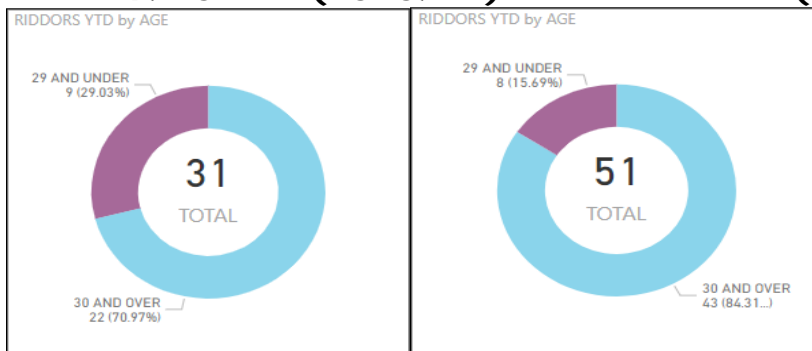
Figure 8 RIDDORS by Sex Q1 20/21 compared with Q1 19/20 YTD (2020/21) LYTD (2019/20)



4.5.5 RIDDORS BY AGE

Figure 9 below shows the proportion of RIDDOR reports submitted for those aged 29 and under, and aged 30 and over. In both years, the latter category accounts for the majority of reports.

Figure 9 RIDDORS by Age Q1 20/21 compared with Q1 19/20 YTD (2020/21) LYTD (2019/20)



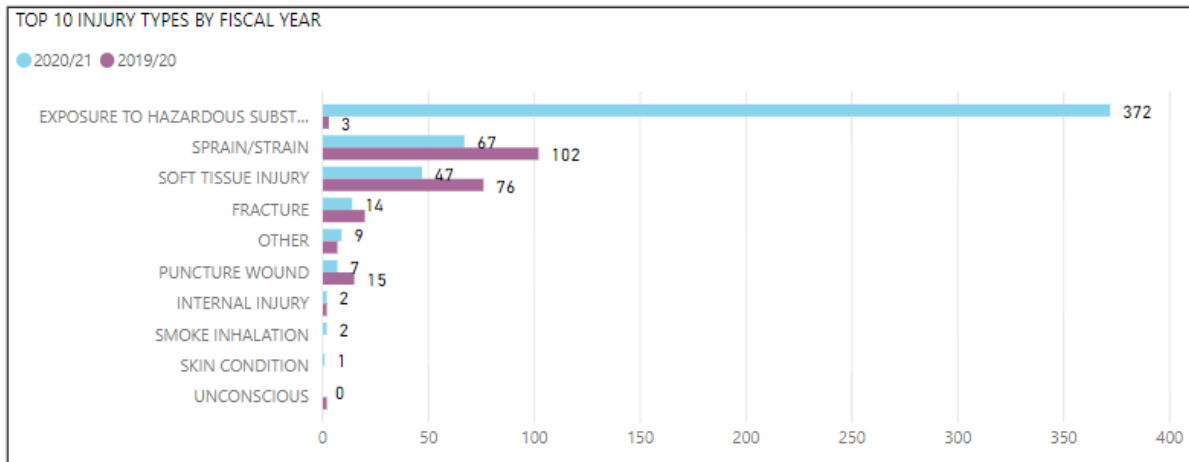
4.6 Injury type – all accident types

Figure 10 consists of accidents broken down into the top 10 injury types. The 3 most common in Q1 2020/21 were:

- **Exposure to Hazardous Substance** – 372 (as stated above – not all of these reports would have resulted in contracting the virus). This has increased dramatically when compared to Q1 of the previous year.
- **Sprain/strain** - 67 (a reduction from the previous year)

- **Soft Tissue Injury** – 47 (a reduction from the previous year)

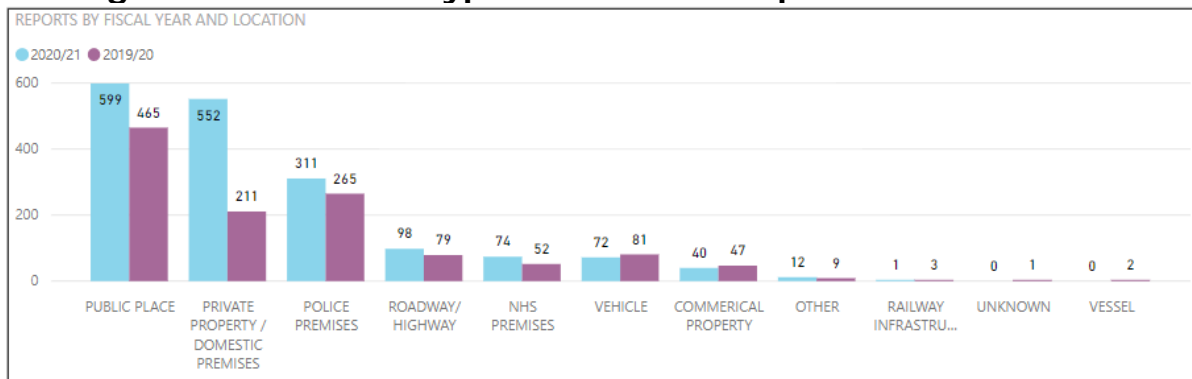
Figure 10 Top 10 Injury Types Q1 20/21 compared with Q1 19/20



4.7 Location type – all SCoPE reports

The location type showing the highest number of incident reports in Q1 (Figure 11) was within a public place or street followed by private property/domestic premises and lastly police premises. Both have increased when compared with the previous year; corresponding with the increase in the number of reports submitted overall.

Figure 11 Location Type Q1 20/21 compared with Q1 19/20



4.8 Assault and Occurrences During Arrest & Internal Benchmarking

Assault and Occurrences During Arrest/Custody processes are still closely monitored as two of the highest types of accidents.

ASSAULT

Figure 12 below shows the quarterly trend in the number of assault accidents (excluding near misses and undesired circumstance). As stated above from a statistical perspective the data from Q3 2019-20 onwards should ideally not be used alongside earlier data, it is collated using a different methodology. Nevertheless the data is included below for indicative purposes. Assaults are showing an increase in Q1 of 2020/21. This is likely a result of the Covid-19 reports highlighting deliberate spitting and coughing at officers by those infected (or claiming to be infected).

Figure 12

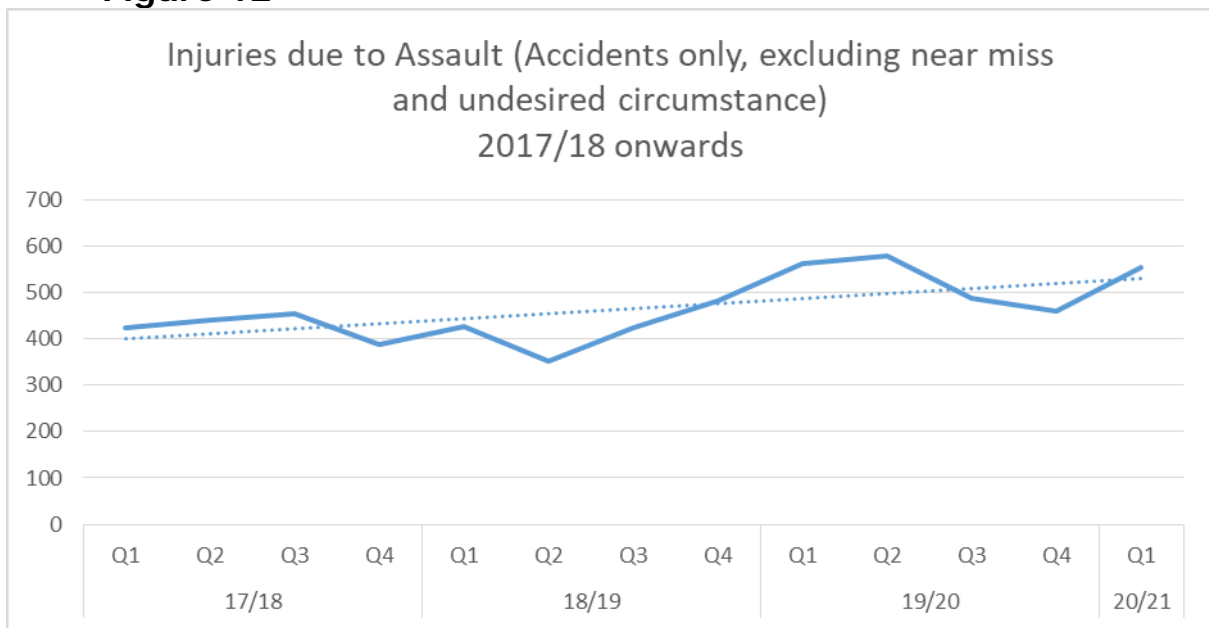
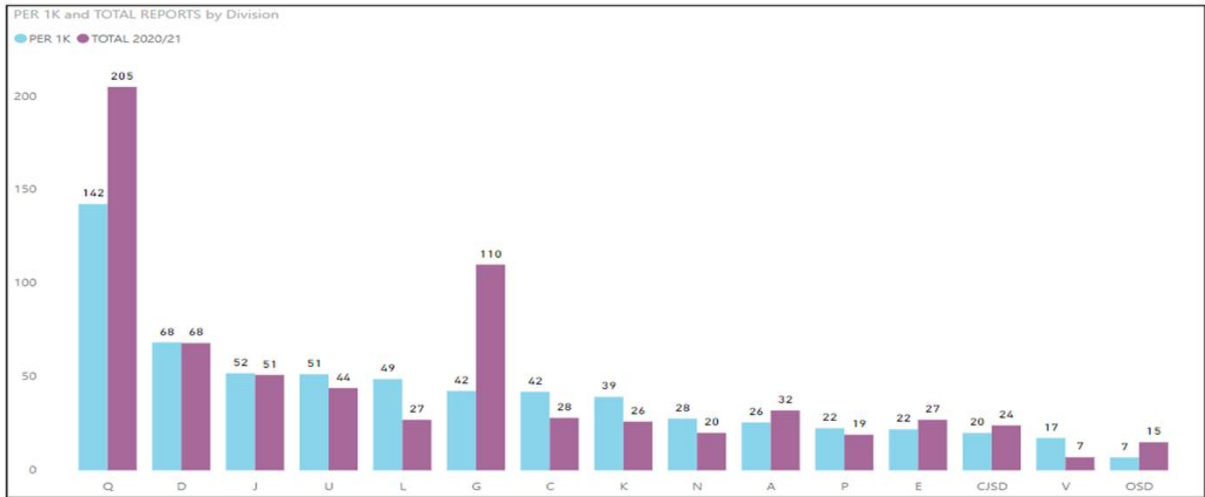


Figure 13 below shows the total number of assaults (including near miss and undesired circumstance) by Division/Business area. In order to allow comparison across Divisions/Business areas with different headcounts, a ratio per 1000 employees is also displayed. The divisions reporting the **highest numbers of assaults per 1000 headcount** are **Q, D and J Divisions**.

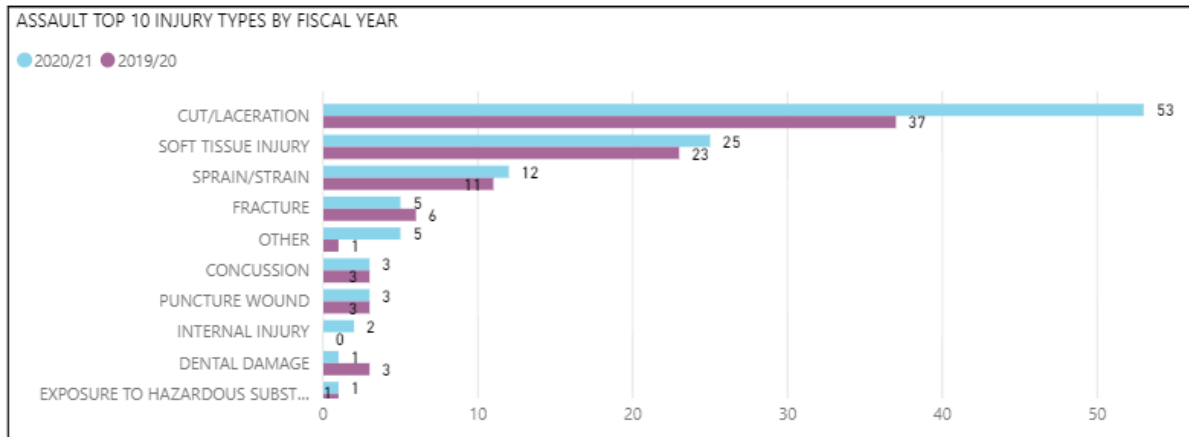
Figure 13 Number of Assaults per 1000 headcount Q1 20/21 compared with Q1 19/20



ASSAULT INJURY TYPE

For assault accidents (excluding near miss & undesired circumstance), the 3 highest types of injury were **cut/laceration**, **soft tissue injury** and **sprain/strain**. A notable increase is evident in cuts/lacerations.

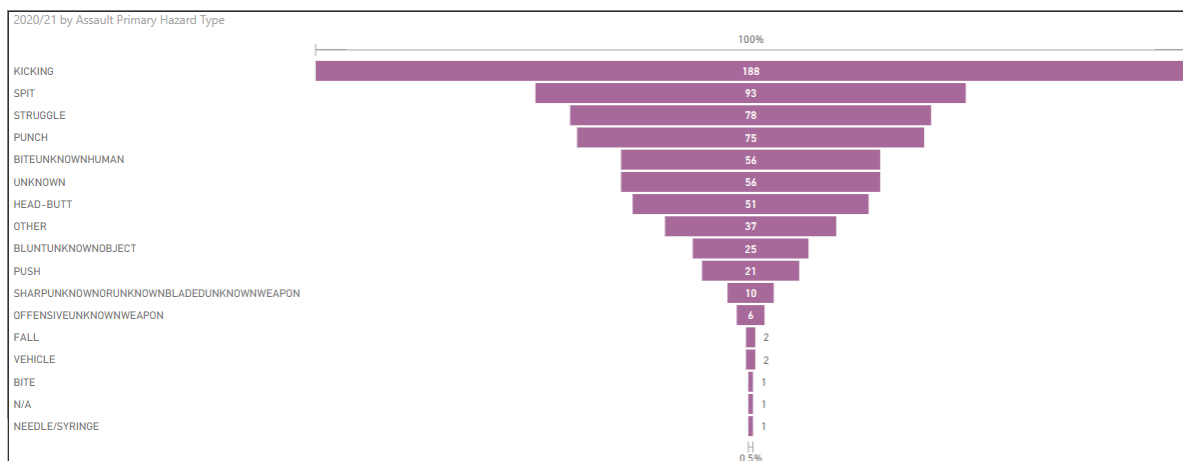
Figure 14 Assault Injury Types Q1 2020/21 and Q1 2019/20



ASSAULT PRIMARY HAZARD TYPE

Figure 15 below illustrates the primary factors involved in the Assaults reported on SCoPE. The 3 highest are Kicking, Spitting and Struggling.

Figure 15 Assault – Primary Hazard Type (Contributory Factors)



ASSAULT BY SERVICE BAND

In Q1 2020/21, 45% of assaults for officers occur involving those with between 1 and 5 years’ service (an increase of 29% for this band when compared to Q1 of the previous year). This does not necessarily suggest that officers within this service band are assaulted more often – they may be less likely to accept assault as a routine part of their work than those with longer service, and may thus be more likely to report it.

Table 6 Assault – Service Band Q1 2020/21 and Q1 2019/20

Service band (Actual police service)	2020/21	2019/20	scope diff	scope % change
Less than 1 year	72	69	3	4%
1 year to less than 5 years	328	254	74	29%
5 years to less than 10 years	172	132	40	30%
10 years to less than 15 years	87	109	-22	-20%
15 years to less than 20 years	48	63	-15	-24%
20 years to less than 25 years	22	19	3	16%
25 years to less than 30 years	4	16	-12	-75%
30 years or over	1	0	1	X
Total	734	662	72	11%

OCCURRENCES DURING ARREST

Figure 16 below shows the quarterly trend in the number of Occurrences During Arrest (accidents only, excluding near misses and undesired circumstance). As stated above, the data after Q3 of 2019/20 should ideally not be used alongside earlier data as it is collated using a different methodology. Nevertheless it is included for indicative purposes. Occurrences During Arrest are have declined again in Q1 of 2020/21.

Figure 16 Occurrences During Arrest 2017/28 onwards

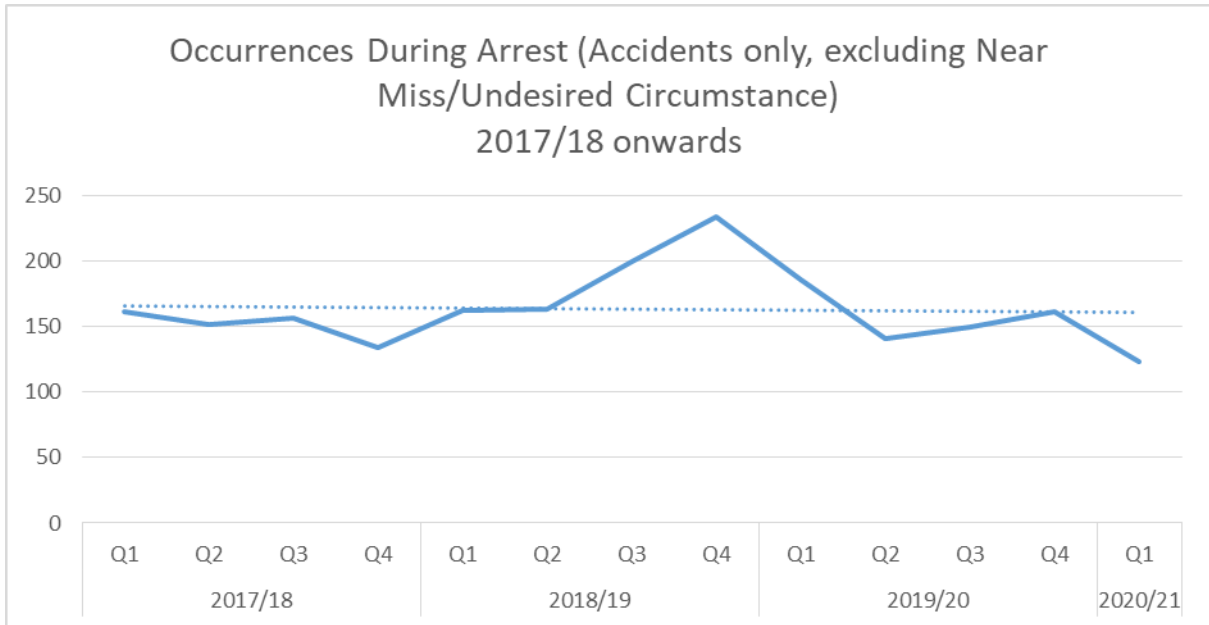
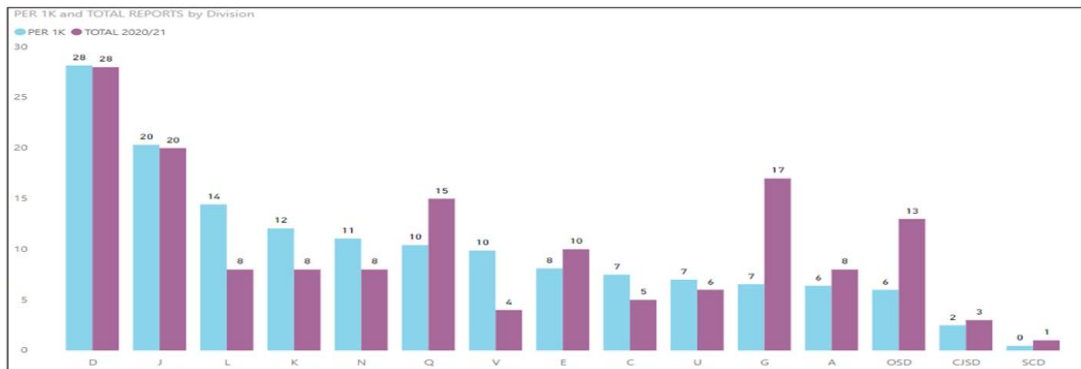


Figure 17 below shows the total number of Occurrences During Arrest / Custody processes (including near miss and undesired circumstance) by Division/business area. In order to allow comparison across Divisions/Business areas with different headcounts, a ratio per 1000 employees is also displayed.

Figure 17 Occurrences During Arrest by 1000 headcount Q1 2020/21 and Q1 2019/20



The divisions reporting the highest numbers of Occurrences During Arrest / Custody processes per 1000 headcount are **D, J and L Divisions**.

4.9 REMEDIAL MEASURES – HIGHEST TYPES

Remedial measures in H&S accident/near misses should be targeted according to the primary causal/contributory factors. At present, our recording system does not capture this. It has been added to the recently reviewed proposed SCoPE accident form.

For Assaults – the ‘Your Safety Matters’ work stream is focused on reviewing assaults from the incident, through to the reporting and welfare support provided to the injured person. An OST refresher briefing has also recently been circulated to operational division H&S Advisors for delivery by supervising officers at shift briefings. However, at this stage it is not possible to confirm whether OST factors are contributing to the rate of assaults. A Force memo was also distributed on 14th July 2020 reiterating the importance of control of persons in police custody.

4.10 ABSENCE ARISING FROM WORK RELATED ACCIDENTS

In Q1 2020/21, 1,104 working days were lost due to work related accidents. The highest number of days lost due to work related accidents was in the West Area Command. Total days lost across the organisation has reduced despite Covid-19 by 1,161 (51%). The majority of the reduction was in Specialist Divisions.

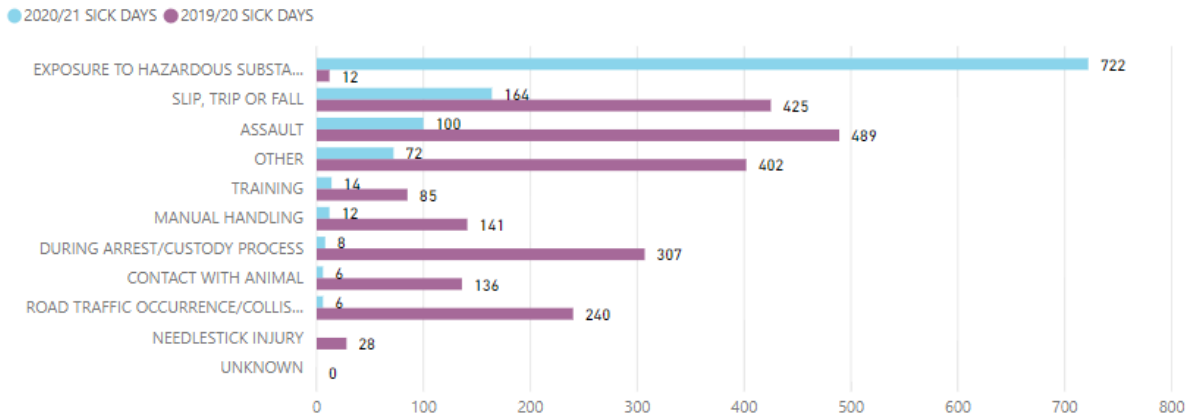
Table 7 Sickness Absence due to Work Related Accidents by Command Area Q1 2020/21 and Q1 2019/20

TOTAL SICK DAYS BY DIVISION				
Area (Employment)	2020/21	2019/20	YTD DIFF	SICK DAYS % CHANGE
EAST	135	184	-49	-27%
NORTH	148	424	-276	-65%
SPECIALIST	221	935	-714	-76%
WEST	600	722	-122	-17%
Total	1,104	2,265	-1,161	-51%

In Q1 2020 as detailed below, 722 of the days lost were related to potential or actual exposure to Covid-19. (These instances are unlikely do not all relate to actual exposure/virus symptoms).

Figure 18 – Sick Days by Accident Type Q1 2020/21 and Q1 2019/20

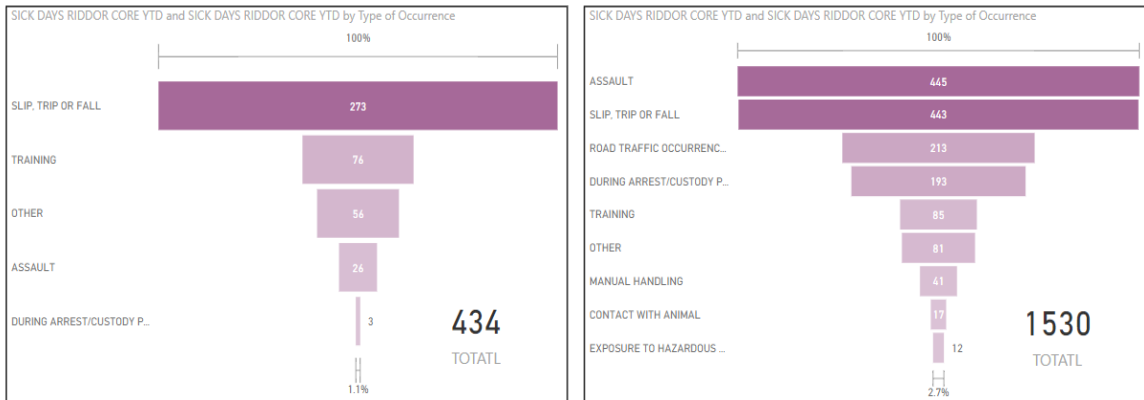
2020/21 SICK DAYS and 2019/20 SICK DAYS by Type of Occurrence



4.11 LOST DAYS DUE TO RIDDOR REPORTABLE ACCIDENTS

As detailed below, 434 of the days lost were as a result of RIDDOR reportable accidents. (This figure was 1530 in Q1 of the previous year – a significant reduction). The highest type of RIDDOR accident days lost in Q1 2020/21 was slips trips falls.

Figure 19 SICKNESS ABSENCE RELATED TO RIDDOR ACCIDENTS YTD (2020/21) YTD (2019/20)



5. BUSINESS AS USUAL

5.1 Significant Incidents

There have been three significant incidents within the Police Scotland area within this period:

OFFICIAL

1. On 14 June two officers suffered significant injury when attending an incident in Wishaw. The incident involved a machete.
2. On 26 June one officer suffered multiple injuries with a knife during a major incident at the Park Inn Hotel, Glasgow.
3. Small fire within an electrical cupboard at Queen Street, Aberdeen.

All these incidents will be fully investigated by the Health & Safety Team and enquiries are at an early stage.

- 5.2** Health & Safety Assurance Model documents have been approved for circulation and we expect completed forms to be returned in August/September.
- 5.3** The Health & Safety Manager provided advice and guidance in respect of a Butane Honey Oil lab where officers were required to force entry and carry out a search under warrant. A Butane Honey Oil lab is where Cannabis is heated under pressure with Butane Gas. Significant amount of Butane are required for this and as Butane is heavier than air it gathers around the floor of the property. Any spark will cause a significant explosion.

6. HEALTH & SAFETY BOARD – JUNE UPDATE

The last Health & Safety Board meeting took place on 09 June, chaired by DCC Taylor. The following are the main points discussed:

- A detailed Fire Safety update was provided and Members approved a recommendation to look to extend Fire Risk Assessment arrangements for 2020/21.
- Health & Safety training to commence again from the end of August.
- A new combined Health & Safety and Fire Safety local checklist was approved.

7. 3 Year Health & Safety Action Plan

Since its inception the 3 Year Action Plan has been reported regularly to the Health & Safety Board and to the Resources

Committee. An update has been included as an Appendix to this paper. We are now in year three and very good progress has been made in respect of the outstanding actions.

We are very slightly behind schedule on year three work due to Covid-19 but we expect to progress this in August/September and then to start looking at what the next Action Plan may look like and we will engage fully with the SPA on this.

Notable outstanding actions are as follows:

- “Ensure that risk assessments are in place across the organisation” – This was previously closed but the H&S Manager re-opened following 2019 Assurance Model work.
- “Review and update generic risk assessments held on the Intranet” – Work underway but this is a huge task and work had to stop for Operation Talla.
- “Produce a suite of detailed Health & Safety guidance documents to sit below the Health & Safety Policy. These will be electronically available across the organisation.” – Work underway but this is a huge task and work had to stop for Operation Talla.
- “Review requirements under the Control of Noise at Work Regulations 2005 including an up to date risk assessment covering the hearing of Police Officers and Police Staff on front line duties.” – events work complete. Awaiting information from suppliers regarding suitable equipment for Response Officers.
- “Review the use of RPE across the organisation.” – huge amount of progress made for Operation Talla. RPE Policy drafted and requested meeting with AC Speirs to discuss.
- “Review Health & Safety across Road Policing including any training implications.” – almost complete.
- “Review requirements under the Control of Vibration at Regulations 2005 including an up to date risk assessment covering all areas of the organisation including operational risks.” – plans to allocate this to a Safety Advisor when available.
- “Consider alternative accident investigation & management software to analyse and review real data to ensure consistency.” – Transformation Project. Other solutions being investigated.

- “Introduce, pilot & launch new accident investigation & management software.” - Transformation Project. Other solutions being investigated.

8. SUCCESSES, CONCERNS & DELAYS

I have been asked to include details of any successes, significant concerns or significant delays. In terms of successes I would highlight the very significant amount and quality of Health & Safety work carried out under Operation Talla and Operation Elchee. Also the number of closed actions in the 3 Year Action Plan which have made such a significant difference to officer and staff safety. I am not aware of any significant concerns or delays in connection with Health & Safety at the time of writing this report.

9. FINANCIAL IMPLICATIONS

- 9.1 There will be considerable financial implications from on-going Estates works including Fire Safety actions. A significant number of actions have been identified from the Fire Risk Assessments and also from the on-going Custody Audits. It is essential that SPA/Police Scotland are provided with sufficient budget to allow them to operate safely and to comply with Health & Safety and Fire Safety legislation. The age of the Estate and the financial restrictions placed on the organisation mean that costs will only continue to rise.

10. PERSONNEL IMPLICATIONS

- 10.1 There may be issues in relation to Human Resources such as the link between RIDDORs and the number of lost working days. Having a robust Health & Safety Management System in place with appropriate resources can help the organisation in terms of challenges around physical resources and cost savings.

11. LEGAL IMPLICATIONS

- 11.1 There are legal implications associated with this paper. Police Scotland requires to be compliant with the Health & Safety at Work etc. Act 1974 and Fire (Scotland) Act 2005. Failure to ensure compliance both in terms of our Estates and working practices may lead to enforcement action against SPA/Police Scotland by the Health & Safety Executive and/or the Scottish Fire & Rescue Service. The Health & Safety Executive also charge a “fee for intervention” on an hourly basis should they have to come into the organisation to investigate a breach.

12. REPUTATIONAL IMPLICATIONS

12.1 There are reputational implications associated with this paper. The potential for enforcement action by the Health & Safety Executive and/or the Scottish Fire and Rescue Service due to unsafe working practices and/or breaches of legislation leaves SPA/Police Scotland exposed to reputational harm. In particular the Health & Safety Executive have the power to issue publicity orders to highlight any breaches found.

13. SOCIAL IMPLICATIONS

13.1 There are no currently no social implications.

14. COMMUNITY IMPACT

14.1 There are no current implications for community impact.

15. EQUALITIES IMPLICATIONS

15.1 There are no current implications for equalities.

16. ENVIRONMENT IMPLICATIONS

16.1 There are no current implications for environmental impact.

Recommendations

Members are invited to discuss the information contained within this report.

Year 1 Actions – 2018/19

Year 2 Actions – 2019/20

Year 3 Actions – 2020/21

Objective:

There is both a legal requirement and a moral obligation that Health & Safety within SPA/Police Scotland is led from Police Scotland Executive with support and governance from SPA Board Members and that the safety of Police Officers, Police Staff and members of the public is always considered first in any activity.

Leadership

Action By	Objective	Actions	Owner	RAG Status
Year 1	National Health & Safety Board to endorse 3 year strategic action plan.	Chief Constable/DCC to approve and support implementation of 3 year strategic action plan supported by DDC designate and the Chair of the Health & Safety Board.	Chair – Health & Safety Board	ACTION COMPLETE
Year 1	National Health & Safety Board to publish Annual Health & Safety Report in April/May of each year.	Health & Safety Manager to draft report containing details of the work of the Health & Safety Team and statistical information.	Health & Safety Manager	ACTION COMPLETE
Year 1	Provide information, instruction and training to Executive Members of both Police Scotland and SPA including SPA Board Members.	Board Members and Executive Members to attend training to improve knowledge and understanding in relation to the legal requirements and responsibilities of Police Scotland and SPA. This will assist with cultural change across the organisation.	Chair – Health & Safety Board	ACTION COMPLETE

Action By	Objective	Actions	Owner	RAG Status
Year 1	Provision of ongoing training to senior officers and supervisors within Custody Division which has been recognised as high risk area.	Responsible senior managers – Superintendents/equivalent senior managers to attend Health and Safety training covering legal requirements, responsibilities and managing Health & Safety.	Chair – Health & Safety Board	ACTION COMPLETE

Objective:

To achieve a good foundation SPA/Police Scotland must make appropriate arrangements to have a Health & Safety Policy which commits the organisation to meeting recognised Health & Safety standards, a system for capturing areas where improvement can be made and mechanisms to review and then plan for any required changes.

Management Systems

Action By	Objective	Actions	By Whom	Status
Year 1	Review Health & Safety Policy Statement.	Review to be undertaken of H&S Policy Statement.	Health & Safety Manager	ACTION COMPLETE
Year 1	Review Health & Safety Policy and arrangements.	Review to be undertaken of H&S Policy. Review current policy document and implement detailed information on relevant legislation and topics such as setting corporate policies, establishing and monitoring quality control procedures.	Health & Safety Manager	ACTION COMPLETE

Year 1	Introduce a proactive programme of Formal Workplace Inspections to identify potential hazards before they have the ability to cause an injury.	Develop a programme of Formal Inspection in conjunction with staff associations on a two year rolling programme.	Health & Safety Manager	ACTION COMPLETE
Year 1	Ensure that Risk Assessments are in place across the organisation. SPF/ASPS	As an organisation we expect all areas of the business to have up to date site specific/role specific Risk Assessments in place. Risk Assessments to be reviewed annually and be easily available. There is a requirement for Senior Managers to ensure that this happens.	Health & Safety Manager	October 19: This action was previously closed but due to responses from Assurance Model it has been re-opened.
Year 1	Ensure that COSHH & DSEAR Assessments are in place across the organisation.	As an organisation we expect all areas of the business to have up to date COSHH & DSEAR assessments in place for any chemicals used or stored. Assessments to be reviewed annually and be easily available. There is a requirement for Senior Managers to ensure that this happens.	Health & Safety Manager	ACTION COMPLETE

Year 2	Review and update Generic Risk Assessments held on the Intranet.	<p>The Health & Safety Team to host up to date Generic Risk Assessments on the Intranet. These form the basis of site/role specific Risk Assessments.</p> <ul style="list-style-type: none"> • Generic Risk Assessment template requires review. 	Health & Safety Manager	
Year 2	<p>Produce a suite of detailed Health & Safety guidance documents to sit below the Health & Safety Policy.</p> <p>These will be electronically available across the organisation.</p>	Review to be undertaken of H&S Guidance.	Health & Safety Manager	
Year 3	Introduce a programme for the collection of information on the efficiency, effectiveness and reliability of the total Health & Safety Management System and drawing up plans for any corrective actions as required.	<p>Identify a suitable audit system to examine the SPA/Police Scotland Safety Management System and assess them in line with:-</p> <ul style="list-style-type: none"> • Current legislative requirements • Good safety management practice, in line with the HSE's Guidance for Best Practice 	Health & Safety Manager	

Year 3	Initiate improved governance of Health & Safety across SPA/Police Scotland by introducing certificates of assurance within each command – signed by the relevant ACC.	Design certification process and discuss with all Assistant Chief Constables.	Health & Safety Manager	
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Objective:	SPA/Police Scotland will look to improve employee performance by increasing an employee's ability to perform through learning, normally by changing the employee's attitude or increasing his or her skills and knowledge.
Training & Development	

Action By	Objective	Actions	By Whom	Status
Year 1	Improve staff Health and Safety knowledge and awareness. SPF/Unison/ASPS	Develop a corporate training programme with the key essential packages. <ul style="list-style-type: none"> • Risk Assessment • COSHH • Manual Handling, etc. • Roles & Responsibilities – Supt & above. 	Health & Safety Manager (Training Working Group)	ACTION COMPLETE
Year 2	Improve effectiveness of Health & Safety training material for staff.	Integrate quality assurance check process of scrutiny to see whether training packages being developed are meeting specified requirements.	H&S Team	ACTION COMPLETE
Year 3	Understand workforce attitudes towards Health and Safety on each site.	Carry out HSE Climate Survey or similar Analyse survey results and identify next phase.	Corporate Communications/ ICT	

Objective:	Identifying the key risks is essential to improving Health & Safety. By endorsing the Health & Safety Action Plan SPA/Police Scotland is committing to reducing risk. To achieve this SPA/Police Scotland require to identify the key Health & Safety issues within its business and identify measures to eliminate or control them.
Risk Management	

Action By	Objective	Actions	By Whom	Status
Year 1	Put proactive measures in place to try to reduce the number of RIDDOR accidents across the organisation using the accident data as a benchmark.	<ul style="list-style-type: none"> Analyse Stats Develop plan Trial within G Division 	Health & Safety Manager	ACTION COMPLETE
Year 1	Ensure that there is a robust process in place for the management of Fire Safety across all areas of the organisation.	<ul style="list-style-type: none"> Comprehensive Fire Risk Assessment Electronic Management System All premises assessed Provision of competent advice 	Health & Safety Manager	ACTION COMPLETE
Year 1	Introduce high impact Safety Alerts & run targeted campaigns. i.e. Tick prevention, Butane Honey Oil	<ul style="list-style-type: none"> New style Safety Alerts to be created Highlighted nationally via Intranet Posters as required via Corporate Communications Social media campaign – Officer Assaults Twitter Account 	Health & Safety Manager	ACTION COMPLETE
Year 1	Review requirements under the Control of Noise at Work Regulations 2005 including an up to date risk assessment covering the hearing of Police Officers and Police Staff on front line duties.	<ul style="list-style-type: none"> Reports from consultant Working Group required Links to Occupational Health Resource required Products to trial linking with ICT & procurement Risks within C3 	Health & Safety Manager	February 20: Continued to make contact with 3M looking for updates in relation to a solution for Response Officers.

		<ul style="list-style-type: none"> • Risks within Fleet Workshops • Risks within Estates (gardeners) 		
	Unison			
Year 1	Review the use of RPE across the organisation.	<ul style="list-style-type: none"> • Face fitting • Facial hair • Types of mask linked to task 	Health & Safety Manager	July 20: Draft RPE Policy ready for HSB.
Year 1	Review the risks and control measures in relation to medical conditions in operational roles.	<ul style="list-style-type: none"> • Diabetes and driving • Use of anti-coagulants for driving and roles involving possible conflict 		ACTION COMPLETE
Year 1	Review Health & Safety across Road Policing including any training implications. SPF	<ul style="list-style-type: none"> • Risk Assessments • Driver Training • Specialist vehicles and tactics 	Ch Supt Stewart Carle	
Year 1	Review of general risk within Custody Division. Unison	<ul style="list-style-type: none"> • Lack of PPE • Standard of the Estate 	Supt Phil Davison	ACTION COMPLETE
Year 1	Ensure that progress is made in relation to the management of Working Time within the organisation. ASPS	<ul style="list-style-type: none"> • Recording of working time • Cultural change 	Wellbeing Manager	ACTION COMPLETE
Year 2	Ensure there is a robust process for Health & Safety at complex scenes linking in with multi-agency partners.	<ul style="list-style-type: none"> • Risk Assessments • Hazard Check Lists • Competent Safety Advisors • Link to Structural Engineers 	Health & Safety Manager	ACTION COMPLETE

Year 2	Review requirements under the Control of Vibration at Regulations 2005 including an up to date risk assessment covering all areas of the organisation including operational risks.	<ul style="list-style-type: none"> • Fleet Workshops • Grounds maintenance • ICT • Operational MOE, boats, motorbikes, mountain bikes, helicopter, etc. 	Health & Safety Manager Fleet Manager	
Year 3	Review footwear standards across the organisation under the PPE Regulations.	<ul style="list-style-type: none"> • Response Officers • Staff • Specialist roles 	Health & Safety Manager	

Objective: Accident Investigation & Management	Accidents in the workplace no matter how minor should not be tolerated. Proactive accident reduction has whole cycle benefits to business operations and investment in identifying, analysing and managing accidents is seen as the first base for improving Health & Safety. Comprehensive analysis and statistical reporting allows management to take decisions based on real data.
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Action By	Objective	Actions	By Whom	Status
Year 1	Analyse and interpret data from recorded accidents/incidents to inform trends and agree target reductions.	Scope Accident Reporting Database has limited facility to collect and analyse real data. <ul style="list-style-type: none"> Manually analyse statistics Provide reports as required Graph trends 	Health & Safety Manager	ACTION COMPLETE
Year 1	Consider alternative accident investigation & management software to analyse and review real data to ensure consistency.	Modern system to replace Scope and reduce the number of hours manually working through statistics.	Health & Safety Manager ICT Procurement	November 19: Raised and discussed by Members at SPA Resources Committee on 05 November 2019.
Year 2	Introduce, pilot & launch new accident investigation & management software.		Health & Safety Manager P&D Inspector ICT Procurement	November 19: Raised and discussed by Members at SPA Resources Committee on 05 November 2019.

MONITOR and REVIEW