



Meeting	SPA People Committee
Date	29 August 2024
Location	Video Conference
Title of Paper	Health & Safety 2024/25 Q1 Report
Presented By	Dawn Maclean, Health and Safety Manager
Recommendation to Members	For Discussion
Appendix Attached	Yes Appendix A – Health and Safety Manager Report 2024/25 Q1

PURPOSE

The purpose of this report is to provide a strategic overview in relation to health & safety within the Scottish Police Authority (SPA) and Police Scotland.

The SPA and Police Scotland have joint responsibility as “duty holders” in relation to health and safety, with corporate governance duties discharged through the Police Scotland Health and Safety Board. Relevant matters are thereafter escalated via executive members to the Police Scotland Strategic Leadership Board, the SPA People Committee and the SPA Board.

Members are invited to discuss the content of this report and the attached appendix.

1. BACKGROUND

- 1.1 Decisions in relation to Health & Safety are made through a network of local Health & Safety committees/forums within SPA and Police Scotland, with national decisions made at the quarterly Health & Safety Board.

2. FURTHER DETAIL IN RELATION TO THE REPORT

- 2.1 The Health & Safety Q1 report, attached at Appendix A, details matters such as enforcement activity, proactive preventative work and accident statistics, which include assaults and incidents involving during arrest/custody. The report also provides updates on current and emerging health & safety issues and updates regarding the development of policy and practice.
- 2.2 Members are invited to discuss this report.

3. FINANCIAL IMPLICATIONS

- 3.1 While there are no financial implications arising directly from this report, there are financial implications from on-going health and safety related estates works including fire safety actions. A significant number of actions have been identified from the Fire Risk Assessments and from the on-going Custody Audits.

4. PERSONNEL IMPLICATIONS

- 4.1 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 and Safety Management System in place with appropriate resources can help the organisation in terms of challenges around physical resources and cost savings.

5. LEGAL IMPLICATIONS

- 5.1 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.

6. REPUTATIONAL IMPLICATIONS

- 6.1 There are reputational implications associated with this paper in relation to failures to comply with legislative requirements, health and safety guidance and established safe systems of work.

7. SOCIAL IMPLICATIONS

7.1 There are no current social implications.

8. COMMUNITY IMPACT

8.1 There are no current implications for community impact.

9. EQUALITIES IMPLICATIONS

9.1 There are no current implications for equalities.

10. ENVIRONMENT IMPLICATIONS

10.1 There are no current implications for environmental impact.

RECOMMENDATIONS

Members are invited to discuss the content of this report and the attached appendix.

OFFICIAL



POLICE
SCOTLAND

POILEAS ALBA

SCOTTISH POLICE

AUTHORITY

HEALTH & SAFETY

SPA People Committee

Manager Report Q1

Health & Safety Dashboard

Report monitoring – Q1 2024-2025



Statutory enforcement

H&S enforcement notices

✓ No reportable incidents

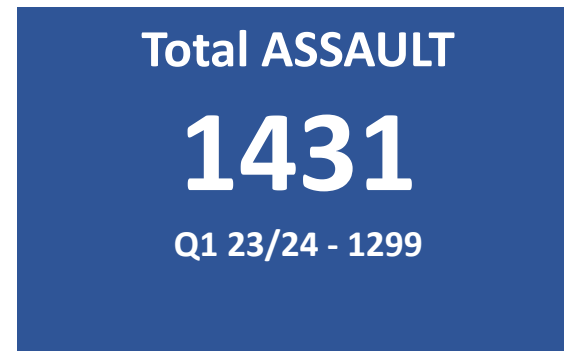


Fire safety enforcement notices

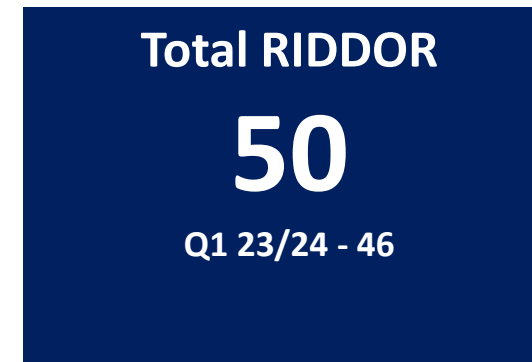
✓ No reportable incidents



Breakdown of figures – assault figures



Breakdown of figures – exc assault figures



1. Report Monitoring

RIDDOR - Assaults

The number of RIDDORs has remained static as does the reporting rate. Assaults are now being recorded as Incidents as opposed to Accidents

Reporting figures

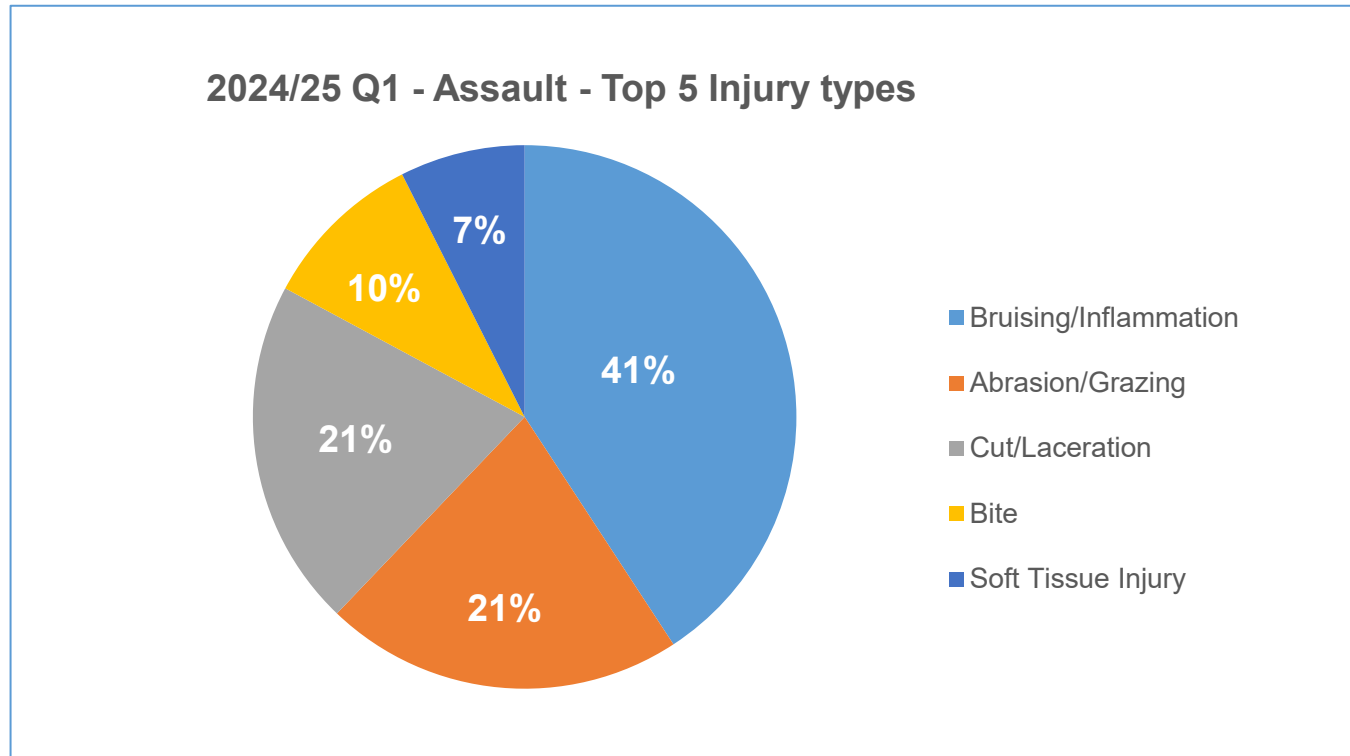
Despite the overall reporting figures for assault increasing, in some divisional areas reporting has fallen below 50% (*slide 5*)

Near Miss reporting

There has been an 8.5% decrease, in comparison to Q1 23/24 figures, in the number of near miss reports. This is likely to be a result of the changes in recording. (*slide 6*)

1a. Report Monitoring: Assault Reporting Q1

Data & trend analysis – 2024/25 report



Total INCIDENTS
1431
2024/25
1299 - Q1 23/24

Total RIDDOR
6
2024/25
6 - Q1 23/24

Management response

The data shows that reporting has increased and reportable injury from assaults has decreased to 25.6% against the 5yr mean which is 32.9%. The Health & Safety team and YSM will continue to monitor the trends around police assaults to ensure that any increases for any reason do not go undetected.

A Total of
366
resulted in injury
Q1 2024/25
337 – Q1 23/24

1b. Report Monitoring: *Assault Reporting Q1*

2024/25 REPORTING RATE	2023/24 REPORTING RATE	% POINT CHANGE
100.0%	74.6%	25.4
94.6%	68.5%	26.1
94.4%	90.1%	4.3
91.8%	72.6%	19.2
86.4%	69.0%	17.5
80.2%	67.7%	12.5
77.7%	83.1%	-5.5
76.3%	82.9%	-6.6
75.0%	52.1%	22.9
73.6%	66.5%	7.1
59.1%	52.9%	6.3
56.9%	69.3%	-12.4
47.2%	77.1%	-30.0
76.0%	72.0%	4.0

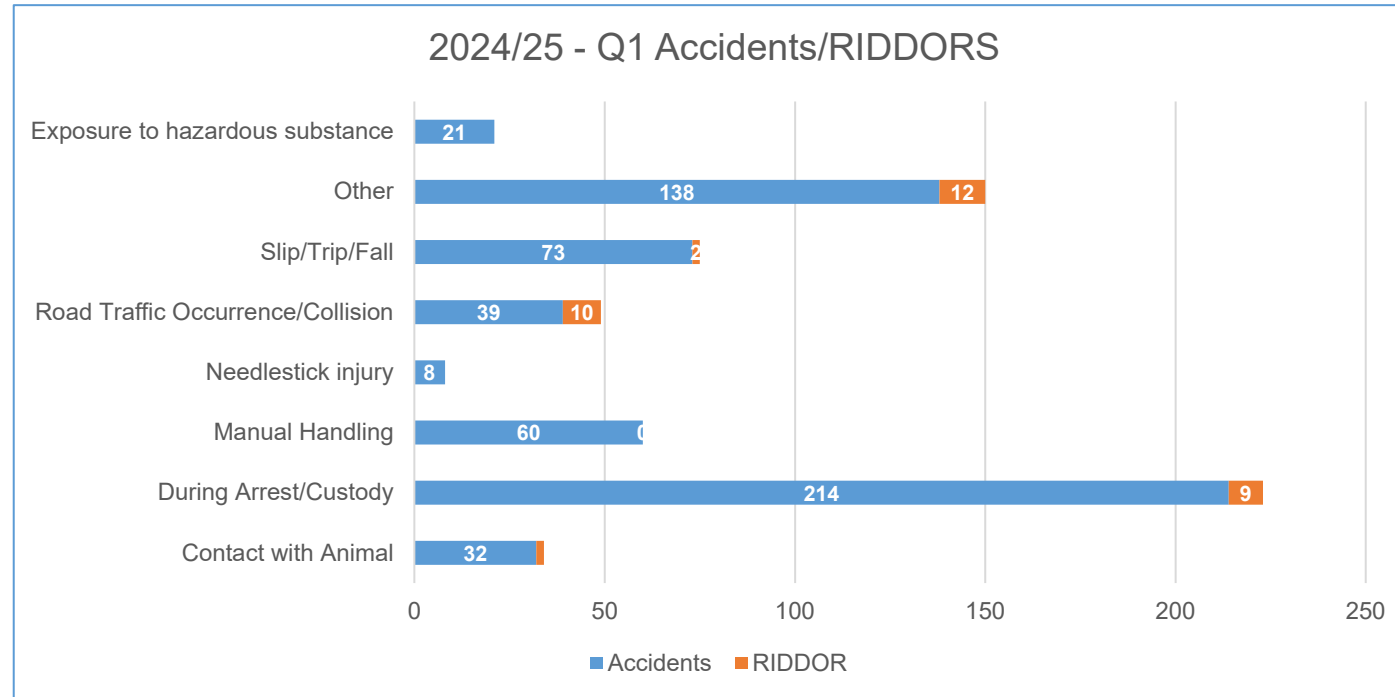
Management response

The data shows that reporting has seen a slight increase overall.

Whilst it is encouraging to see an improvement in some divisions, others have unfortunately seen a downturn. This has been reported at divisional and area command level through the local committees.

The Health & Safety team will continue to monitor and support divisions to ensure better reporting in line with crime data.

1b. Report Monitoring: *Accident Reporting*

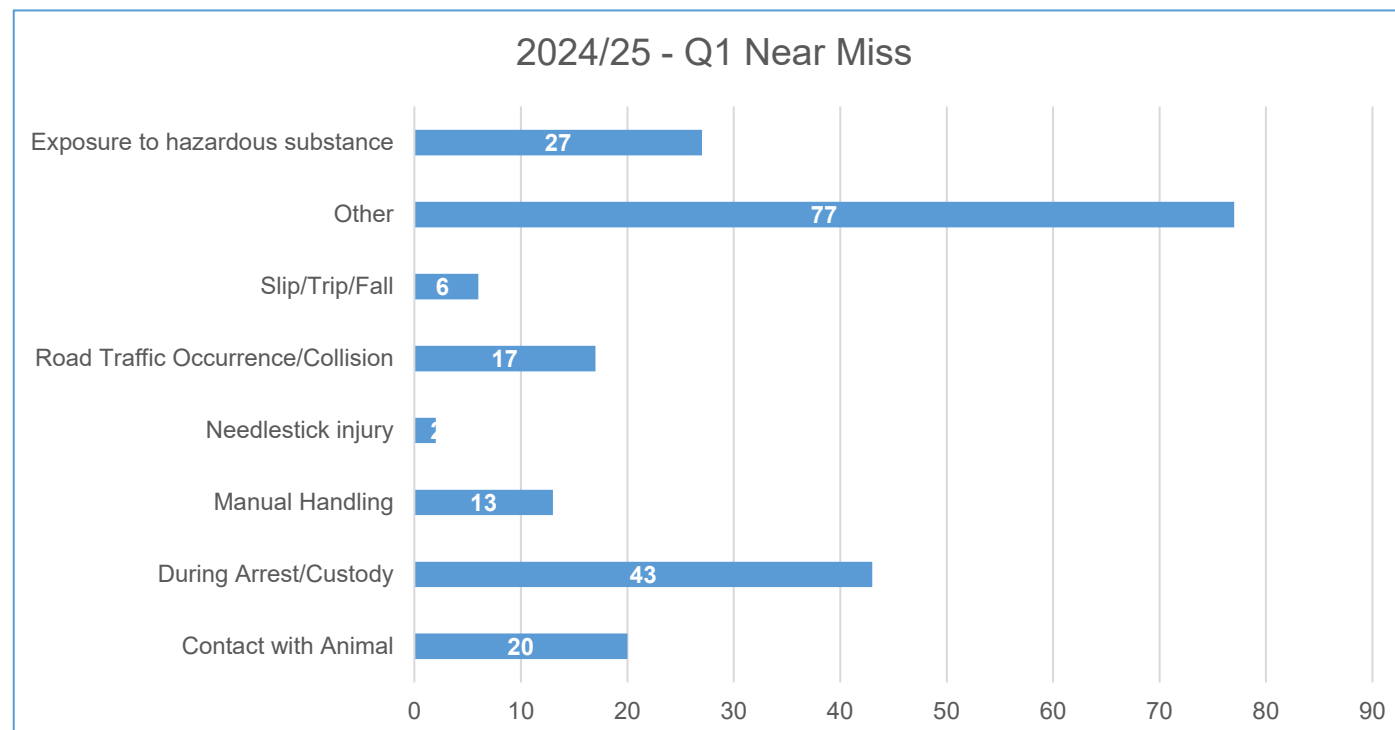


The **'Other'** Accident category includes:

- Physical Exertion/Activity
- PPE issues
- Equipment Malfunction
- Sharps

The **'Other'** Near Miss category includes:

- Airwave Issues
- Equipment Failure
- Building related issues
- PPE Issues

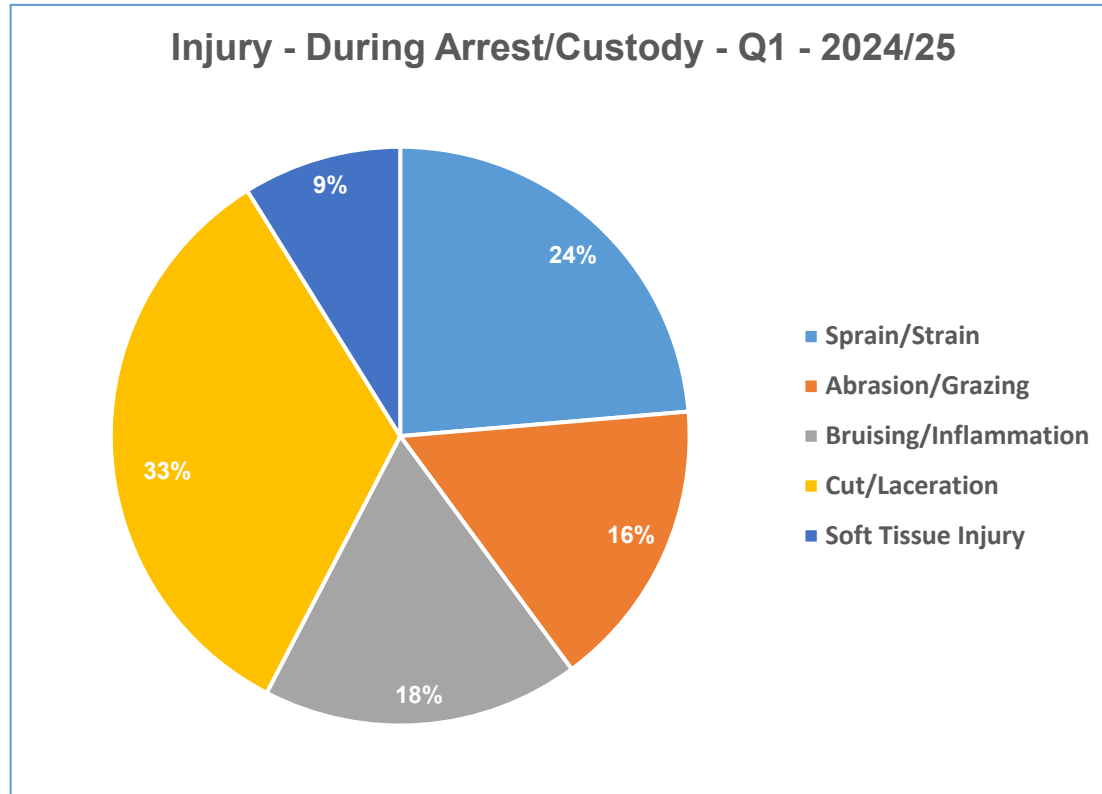


The category **'Other'** has been identified as a gap in reporting, and whilst the new form is still under development, the H&S Team will look to rectify this by ensuring we provide more relevant categories for selection to reduce the ambiguity.

*Figures are not inclusive of assaults recorded

1d. Report Monitoring: *During Arrest/Custody*

Data & trend analysis – 2024/25 report



There is an **83.3%** injury rate for those reported under *During Arrest and Custody* and over a 5 year mean this is on a consistent upward trajectory

Total ACCIDENT

257

2024/25

Total NEAR MISS

43

2024/25

Total RIDDOR

8

2024/25

A Total of

214

resulting in injury

2024/25

5. Health and Safety Workplan - Update

Objective	Action	By Whom	Due	Resources	Outcome
Key Area 1.3 – Improve assurances to SPA/PS that Health and Safety is embedded	New Certificate of Assurance to be embedded on the theme of risk assessment	All Divisional Commanders/Heads of Services with support from Advisors	Complete by February 2025	Utilisation of current software Time circa 4-6weeks per Division/Area split over 7-9 Advisors	
Key Area 2.3 - Develop new policies, SOPs and national guidance where relevant	Identify gaps in health and safety SOPs and national	Policy Development Working Group (Advisors)	4 Policies out for consultation 4 others under review Due by Summer 2024	Time is allocated to those Advisors who have volunteered to participate	
Key area 3.2 - Improve Health and Safety Intranet site	To improve the content of the Intranet to support decision making and compliance	Intranet Development Working Group with support from Corp Comms	August 2024	Time allocated to those Advisors who have volunteered to participate	
Key area 4.1 & 5.3 – Investigate the use software to improve compliance	Business case to be completed to show evidence to support H&S Management system	Health and Safety Manager	June 2024	There would be a financial resource implication as well as expertise from ISO and Digital	
Key area 6.1 - Continue to identify ways to reduce RIDDORS across the organisation	Ensure that risk assessment learning is disseminated, initially to all identified PIs	Health and Safety Department	Initial numbers circa 300 by February 2025	Learning Development Working Group to produce content	
Key area 7 - Maintain strong connections internally and externally, collaborating on future initiatives to affect positive change.	Joint working with APU and Wellbeing to identify trends, patterns and data that may assist with the H&S department narrow their focus on continuous improvements	Health and Safety Manager, Advisors, other internal partners	Initial work to assist in development of ScOPE reports and learning complete by April 2025	H&S Department with assistance from ScOPE development and other internal partners	

5a. Health and Safety Workplan - Update

Key Area 1.3 – Improve assurances to SPA/PS that Health and Safety is embedded

P Division & CJSJ have completed the revised Certificate of Assurance process on risk assessment using the Citizen Space functionality. D Division is in the process of submission.

Scoring, feedback and recommendations are provided to each division. 4Action will be used to track organisational recommendations and provide auditable assurance.

Workplace inspections continue to form part of divisional responsibility with support from the health and safety team and Estates colleagues.

Completion of operational vehicle checks to ensure the full suite of safety equipment is available when required.

An interim look at findings will be given at the next meeting in November 2024.

5b. Health and Safety Workplan - Update

Key Area 2.3 – Develop new policies, SOPs and national guidance where relevant

In Progress	Preparing for Local Consultation / Policy Support	Preparing for Mandatory Consultation
Control of Noise at Work National Guidance	Provision and Use of Work Equipment (PUWER) National Guidance & PUWER Checklist	Fire Policy/SOP Including
Control of Substances Hazardous to Health (COSHH) National Guidance	First Aid National Guidance & First Aid Needs Assessment	Personal Emergency Evacuation Plan (PEEP) National Guidance
	Risk Assessment National Guidance	Workplace (H&S/Fire) Inspections National Guidance
	Accident, Incident and Near Miss Reporting and Investigation National Guidance	
	New & Expectant Mothers Risk Assessment Guidance	

5c. Health and Safety Workplan - Update

Key Area 3.2 – Improve health and safety Intranet site

The new intranet site has been designed to focus on the circumstances most frequently presented to Health and Safety Advisors (HSAs). The Intranet Development Working Group sought to capture the main headings, such as guidance, FAQs and risk assessment templates. On-Call logs have been reviewed and common incident types included in the out-of-hours support section.

The intranet will always be a work-in-progress, with organisational learning continually being added to the site. This will include guidance currently being developed by the Nitrous Oxide and Lithium-ion battery Working Groups.

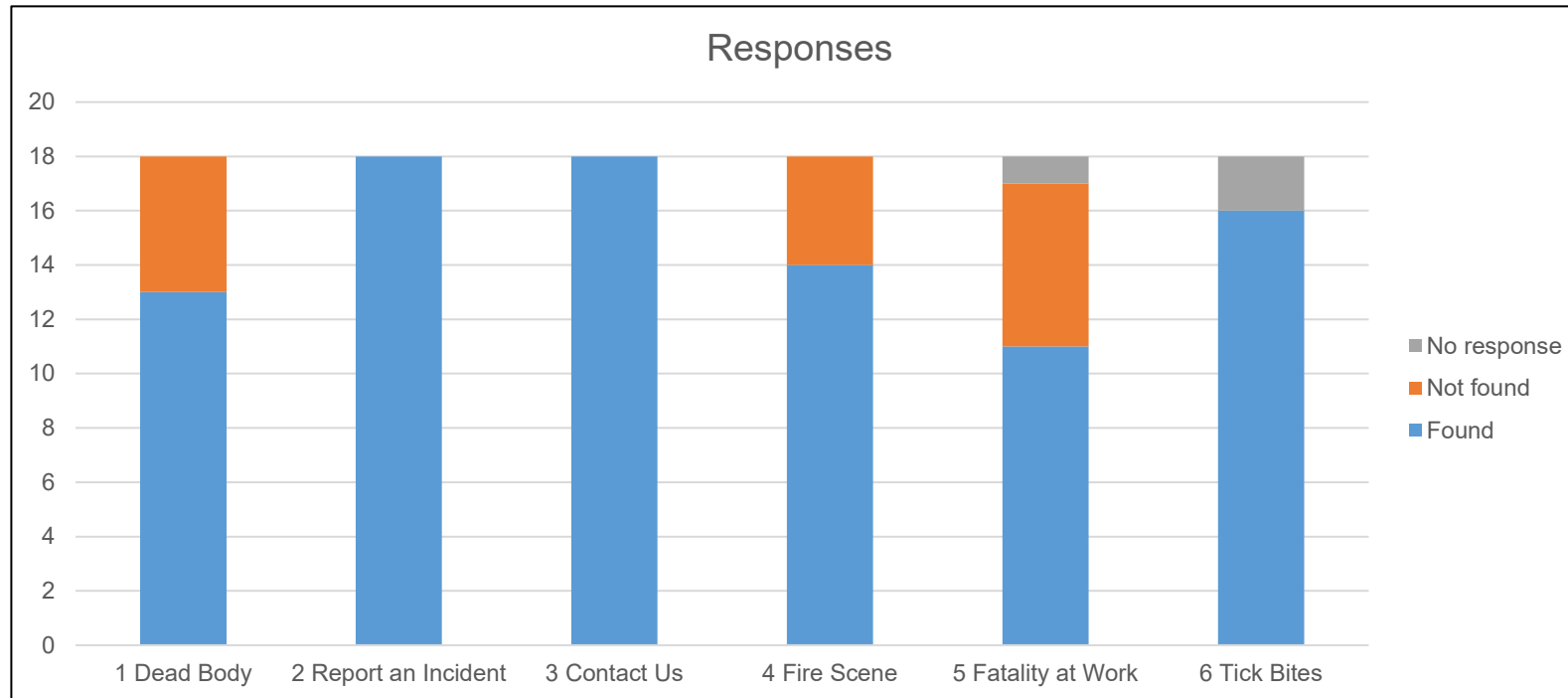
To ensure the intranet site can effectively support officers and staff outside business hours, HSAs engaged with their Divisions and Business Areas for feedback. Six scenarios were provided to gauge if the correct information could be retrieved.

Participant feedback is informing work to further refine the presentation of site information, making document descriptions and information titles clearer to reflect likely user search activity.

18 responses were returned with the following result.

5c (1). Health and Safety Workplan - Update

Key Area 3.2 – Improve health and safety Intranet site



‘It is very easy to navigate and a lot of really useful information for all officers and staff’

Inspector – U Division

‘H&S is not the default thought for cops, certainly never was for me, and only now do I realise how helpful it can be’

Inspector – A Division

‘Only 1 [scenario] I didn’t find a clear answer on’

Sergeant – OSD

5d. Health and Safety Workplan - Update

Key Area 4.1 Enhance reporting, recording and monitoring through available technology

The previous iteration of the Certificate of Assurance was a word document. The new version utilises the Citizen Space survey tool to support the recording of divisional responses along with supporting evidence to corroborate the response.

4Action will be used to record the recommendations and appropriate action to be taken. This will enable remedial actions to be tracked and analytics to be produced to support governance oversight.

Further development of the SCoPE Accident/Incident form will provide improved qualitative data, which will also support the objective listed under Key Area 7.

5e. Health and Safety Workplan - Update

Key Area 6.1 – Continue to identify ways to reduce RIDDORS across the organisation

Training will be central to delivering against this objective. Updates have been made to Probationer H&S awareness input and Crime Scene Manager training, and there is continuous dialogue with OST in relation to training accidents and near misses to identify trends.

Health and Safety representation on the Legislative Review Group is supporting early engagement regarding impacts arising from legislative changes and early planning in advance of any legislation being enacted.

Discussions are ongoing regarding the future governance and oversight of the Your Safety Matters initiative, with proposals that Health and Safety take a lead role in continuing work to support to reduce violence and abusive behaviour towards officers and staff.

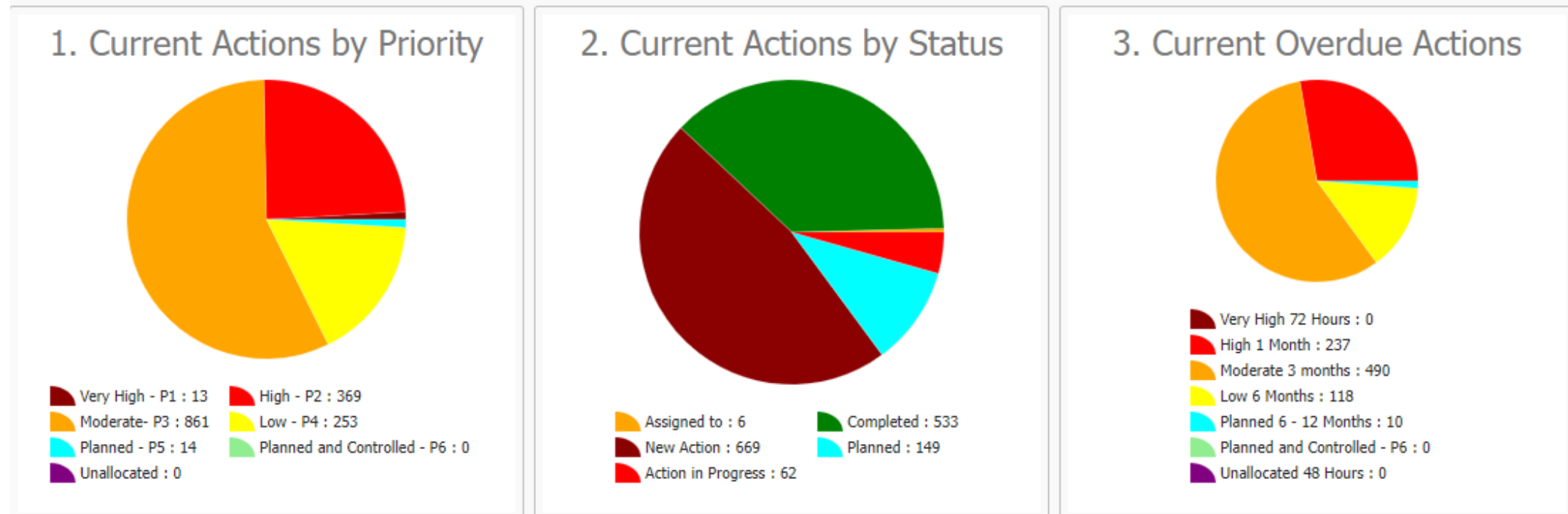
Actions under this objective will also support the objective listed under Key Area 7.

5f. Health and Safety Workplan - Update

Key Area 7 – Maintain strong connections internally and externally, collaborating on future initiatives to affect positive change

- As part of the recent restructure of the Force Executive, People and Development and Health and Safety both now report to DCC Professionalism, Strategy and Engagement. This will enhance communication and collaboration in an area that has similar objectives.
- The Health and Safety Manager (HSM) has been asked to participate in the Health and Wellbeing Workshop to address key recommendations arising from the recent HMICS Wellbeing – Frontline Focus report and will be a regular attendee at the People Board.
- Regular updates are scheduled in advance, as well as when the need arises, with the Estates Risk and Compliance Lead.
- The HSM is the Chair of the Institute of Occupational Safety and Health (IOSH) Forth and Tay Branch and is a member of the IOSH Scotland Committee. The HSM also represents Police Scotland at regional and national meetings of the Association of Police Health and Safety Advisors.

6. Fire Risk Assessment



Actions arising from FRAs:

The Health and Safety Team has been supplied with access and user guides for the Vision system, where actions are recorded, to allow monitoring of recommended actions.

The above figure shows the current action log. The outstanding V/High issues are in the process of being resolved by Estates and are predominantly recent issues.

Collaborative work is ongoing between the Estates and Risk Compliance Lead and the H&S team to ensure actions are updated accordingly.

7. Fire Training

Fire Awareness Training is provided on the Moodle platform and is mandatory for all staff.

Overall figures show that **74.03%** have completed and are within certification.

However, this still leaves a total of **5486** staff who have either never completed the training or who are out with certification.

An action was given to the HSM to action a force wide reminder to those out of certification.

Overall Compliant	Overall Compliance
16912	74.03%

8. Additional H&S Training

To meet officer/staff demand, the Health and Safety team continues to organise and deliver training across all Divisions.

There are currently **1023** P1 training requests by officers/staff during Q1. The Health and Safety team took a 'pause' on training delivery to ensure the relevancy of content and to receive Webex training to deliver the content virtually. This will support officers/staff by ensuring there is less need to travel for short duration learning opportunities.

Priority is now to focus on reducing the P1s in ScOPE to an acceptable level and then continue delivery with a proactive approach.

By the end of Q1 a report will be submitted providing the total number of staff trained on risk assessment, manual handling and designated safety co-Ordinator roles, which is considered the biggest demand.

9. Mutual Aid – Disorder in parts of UK

NPCC has asked that we ensure that our force are able to readily identify and quickly supply any Op Hampshire/accident incident or near miss data relating to the protests and violent disorder, whether this be physical assault, verbal abuse, threat hate or similar. The health and safety team are in the process of ensuring there is a search tag created that will ensure we can identify these incidents if asked to report the data. It is imperative that we remind all our officers, who have been deployed to support their colleagues, to record any incidents through ScOPE.

A meeting was held with the PS HSM's counterpart at PSNI to discuss and receive assurances that appropriate mitigations were in place to ensure the safety of our officers. The officers will receive an induction pack which will include mitigations that they must adhere.

10. Surefire Earpieces

The EP4 roll out continues across the force with processes in place to prioritise distribution to those officers participating in the Boyne marches and other summer events with associated high noise risks. A delivery of 2000 medium size devices has been received and is being distributed to the Airwave teams to allow any divisional orders for front line officers, which have been pending due to low stock levels, to be processed. An additional order of 1500 medium size devices are also due for delivery towards the end of August. Stores is now issuing EP4 to new recruit intakes with their PPE issue. Given the positive stock position, divisional orders will continue to be fulfilled, with the focus now turning to Op Moonbeam requirements.

Additionally, Procurement is establishing a new contract to procure a further 3500 devices from revenue funding provided by the Revenue Investment Group, allowing all users, regardless of role type, to be provided with Surefire EP4 as required.

77%
of
**Operational Frontline Police Officers
have Surefire**

11. On-Call review

The Health and Safety department currently provides a weekend, telephone only, On-Call provision between 0700-1900hrs. Following analysis of the frequency of on-call support requests, and the type of incidents where support is requested, it has been agreed that the current Health and Safety On-Call provision will end from the week commencing Monday 2 September 2024.

Thereafter, health and safety support outside business hours (Monday to Friday 0800-1700hrs) will be provided through the newly updated [Health and Safety intranet site](#). Included within the new site is an [Out of Hours Support](#) section providing guidance on a wide variety of health and safety matters, including the most frequently asked questions on a variety of operational incidents.

Support outside business hours will continue to be available from Health and Safety management for critical/major incidents via Service Overview, subject to the approval of an On-Call Superintendent.

12. In Development

Lithium-ion Batteries

An Organisational Risk relating to Lithium-Ion batteries has been drafted in consultation with Risk Management. A SLWG has been established to develop control measures, with representatives from local police, Estates, Roads Policing, CJSJ, Fleet, C3, EERP, Digital Division, Procurement and SPF. Business area risks and mitigation activities are currently being collated and reviewed to support shared learning and the adoption of best practice, which will inform future organisational risk control updates.

As an initial piece of work, the SLWG is developing force guidance regarding the procurement, deployment and use of e-bikes.

Respiratory Protective Equipment (RPE) Policy

Meetings of the Data and Evaluation and RPE Equipment sub-groups continue, with an indicative list of the main respiratory hazards and risks now identified, and extensive market research undertaken on available RPE and its suitability for use in an operational setting. Discussions are currently ongoing to commission academic research to confirm the list of respiratory hazards. The research will also compile definitive evidence of the extent and nature of the associated respiratory health risks and how any risks could be mitigated. Business area specific RPE Focus Groups will also run during August and September to gather the views, experiences and perceptions of officers and staff on respiratory hazards encountered during routine operational activity and the wearing of RPE.