



<b>Meeting</b>	<b>SPA People Committee</b>
<b>Date</b>	<b>25 February 2025</b>
<b>Location</b>	<b>Online</b>
<b>Title of Paper</b>	<b>Health &amp; Safety 2024/25 Q3 Report</b>
<b>Presented By</b>	<b>Dawn Maclean, Health and Safety Manager</b>
<b>Recommendation to Members</b>	<b>For Discussion</b>
<b>Appendix Attached</b>	<b>Appendix A: Manager Report 2024/25 Q3</b>

## 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 Q3 report, attached at Appendix A, details matters such as enforcement activity, proactive preventative work and accident statistics, which include assaults and incidents 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 implication arising directly from this report, there are financial implications from ongoing 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 ongoing 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 currently 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.

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# **Health & Safety Board**

**Manager Report – Quarter 3 2024/2025**

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# Accident/Incident/ Near Miss



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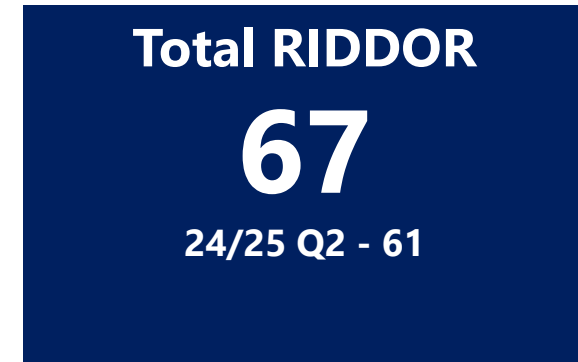
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# Health & Safety Dashboard

## Report monitoring – Q3 2024-2025



### Statutory enforcement

#### H&S enforcement notices

✓ No reportable incidents

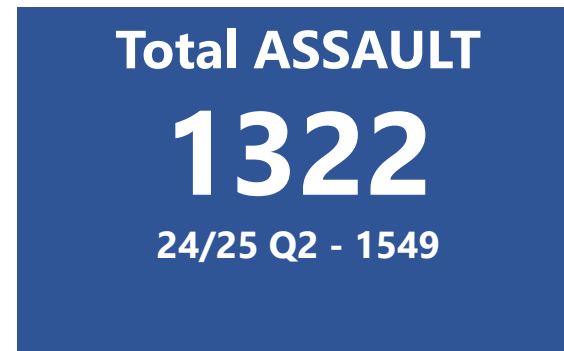


#### Fire safety enforcement notices

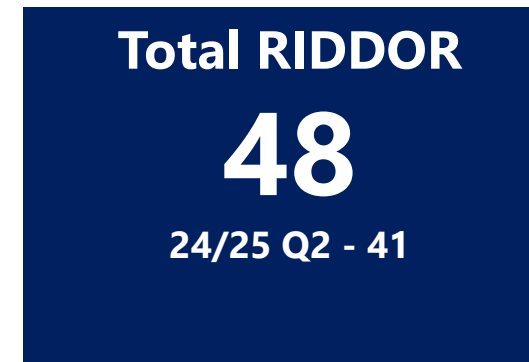
✓ No reportable incidents



### Breakdown of figures – assault figures



### Breakdown of figures – exc assault figures



# 1. Report Monitoring

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## RIDDOR Reporting

The number of RIDDORs have **decreased** however accidents are accounting for the highest number with a 1.2% increase on Q2

(see slide 5 for further breakdown)

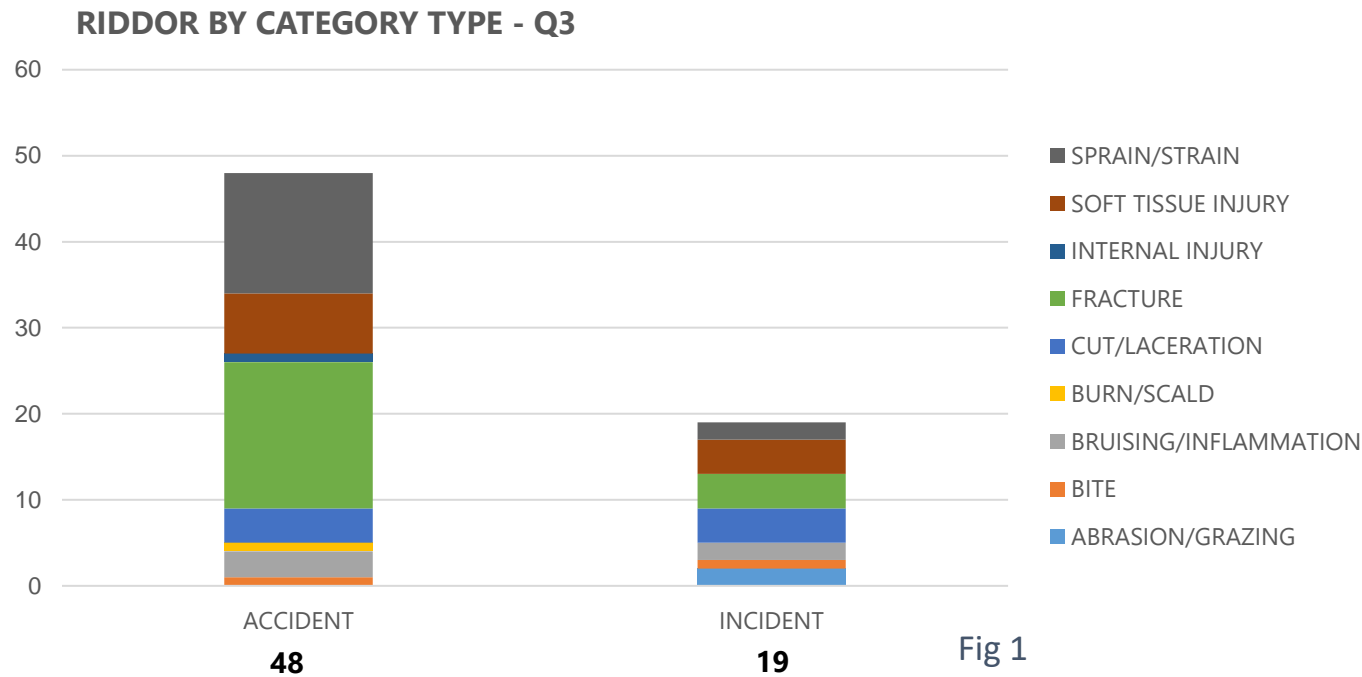
## Reporting figures

The highest number of accident reports are within the category ***During Arrest/Custody***  
(see slide 9 for further breakdown)

## Near Miss reporting

The number of near miss reports has **increased** from Q2

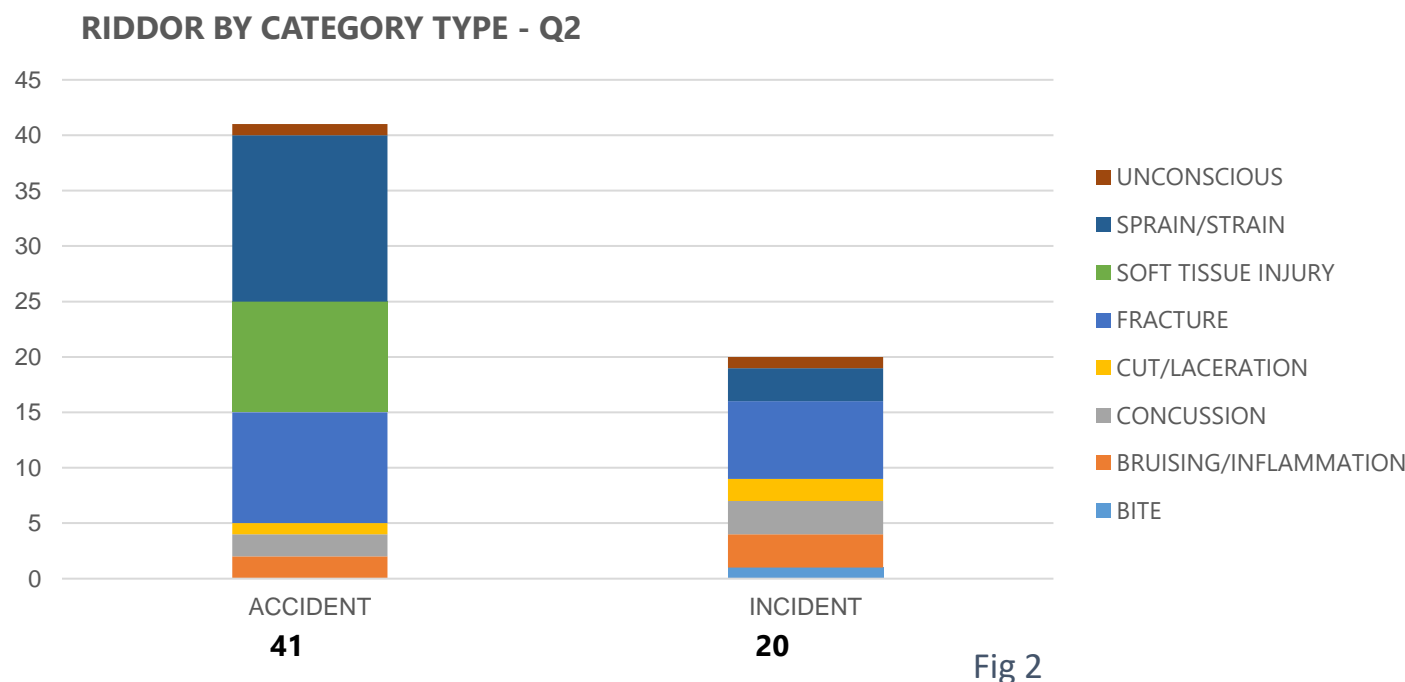
# 1a. Report Monitoring: *RIDDOR Reporting*



An action from the Nov 2024 SPA People Committee was to seek some insight into the increase in RIDDOR reporting. These are some of the findings, which shows there is no indication that there was a developing new trend.

**Figure 1** – the data shows that in Q3, **71%** of the RIDDORs reported were due to accidents as opposed to an assault.

Subsequently, **65%** of those incidents were reported due to 7 days or more absence.



**Figure 2** – shows comparison data from Q2, **68%** of the RIDDORs reported were due to accidents as opposed to an assault.

Subsequently, **70%** of those incidents were reported due to 7 days or more absence.



# 1b. Report Monitoring: *RIDDOR Reporting by Accidents*

ACCIDENT RIDDOR BY HAZARD TYPE - Q3

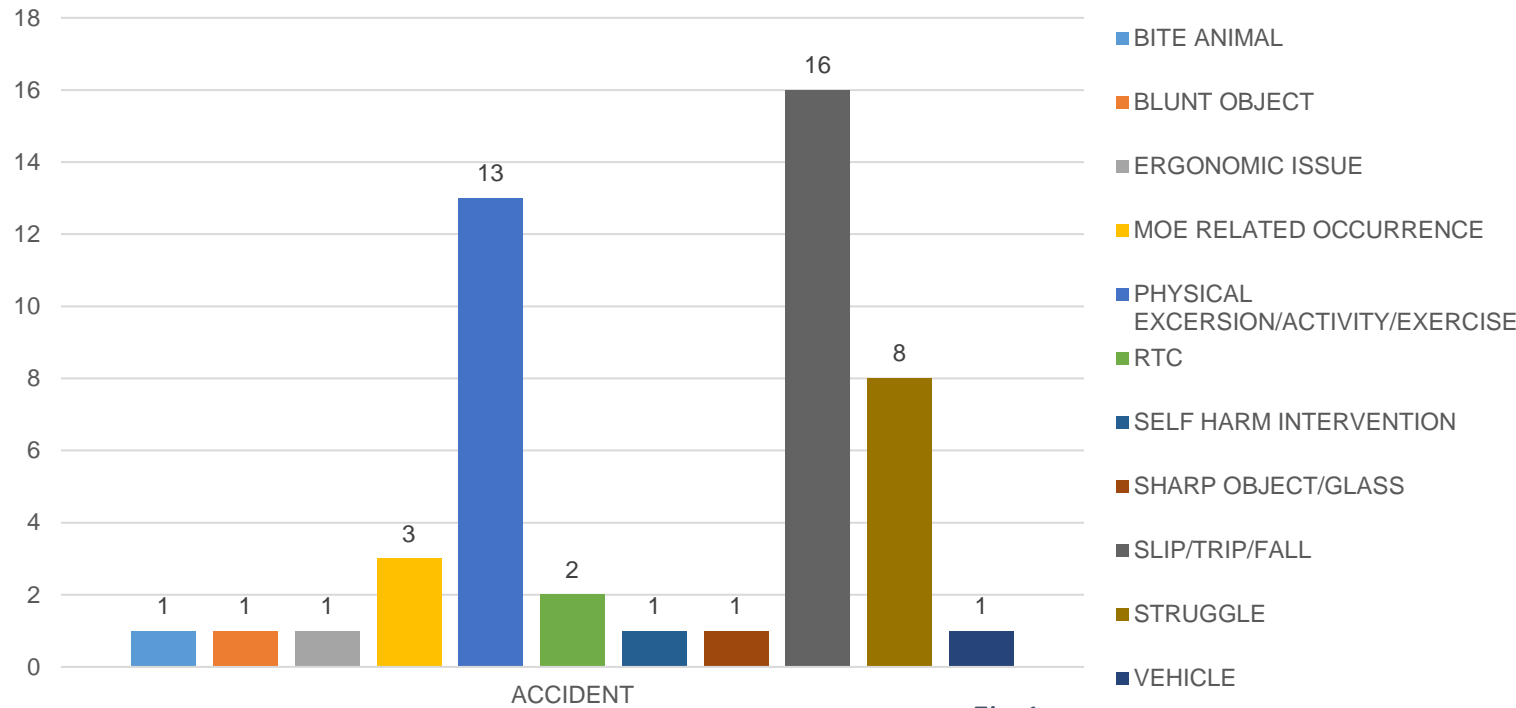


Fig 1

ACCIDENT RIDDOR BY HAZARD TYPE- Q2

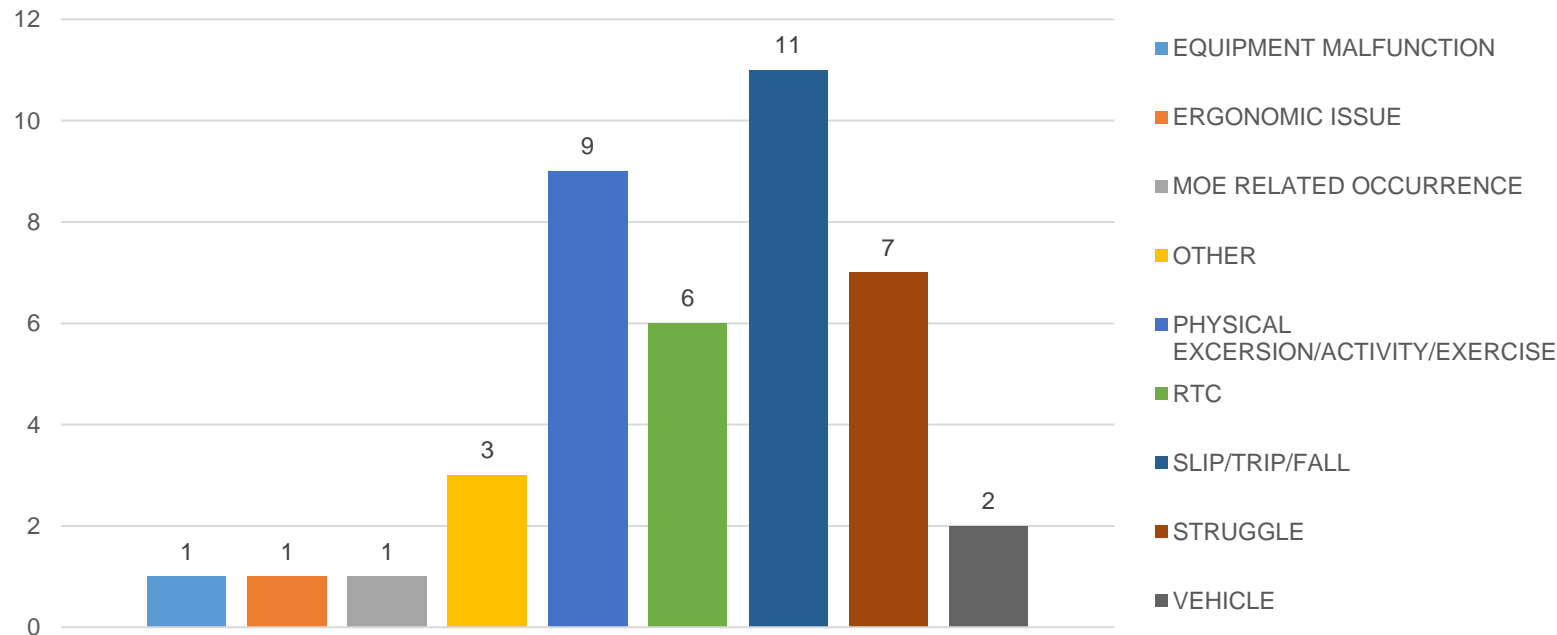


Fig 2

An action from the Nov 2024 SPA People Committee was to seek some insight into the increase in RIDDOR reporting. These are some of the findings.

**Figures 1 and 2** – show the breakdown, and comparison of Q3 and Q2, of **ACCIDENTS** and the hazards by which they occurred

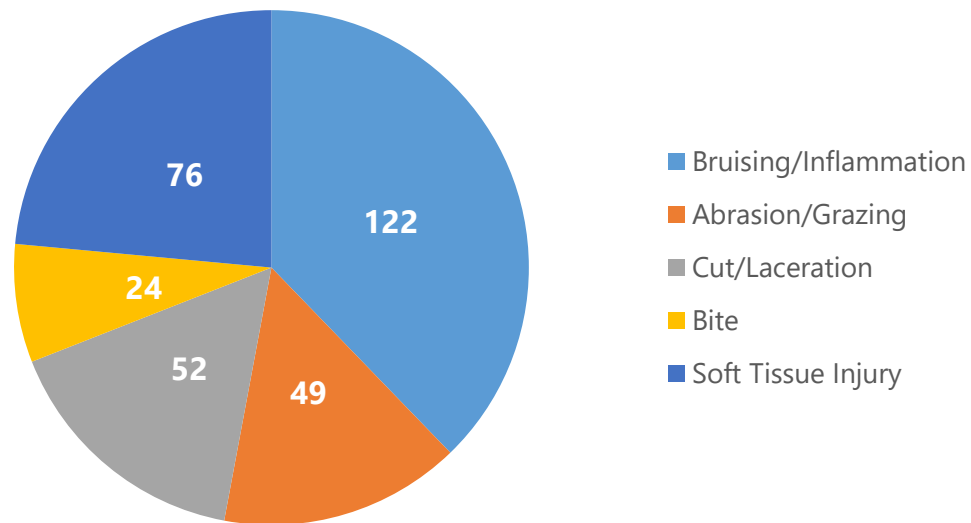
**Slip/trip/falls** comprised the majority (30%) of accidents in both quarters, which is comparable to the HSE statistics on most industries. Accidents attributed to **physical excursion/activity/exercise** shows 22%, and of the total combined quarterly figures, **72%** were caused during training. It could be the case that the recent push to recertify OST training has meant more people have received training therefore the injury rate is higher than normal

In context, those attributed to **Struggle** accounted for **16%**

# 1c. Report Monitoring: *Assault Reporting Q3*

## Data & trend analysis – 2024/25 report

Injury - Assault 2024/25 Q3



**Total INCIDENTS**  
**1322**  
2024/25  
1699 - Q3 23/24

**Total RIDDOR**  
**19**  
2024/25  
15 – Q3 23/24

### Management response

The data shows that the number of RIDDOR reports have stabilised following what looked like a marked increase last quarter. The number of incidents has lowered by around 25% on last year at the same time, however the injury rate has only decreased by 2%

**A Total of**  
**318**  
**resulted in injury**  
Q2 2024/25  
431 – Q3 23/24

# 1d. Report Monitoring: *Assault Reporting Q3*

Div Desc	2024/25 REPORTING RATE	2023/24 REPORTING RATE	% POINT CHANGE
Ayrshire	94.7%	95.7%	-1.1
Lanarkshire	92.3%	83.5%	8.8
Argyll and West Dunbartonshire	88.8%	70.0%	18.9
Highland and Islands	83.5%	63.6%	19.9
Renfrewshire and Inverclyde	82.4%	71.4%	11.0
The Lothians and Scottish Borders	81.9%	85.5%	-3.6
North East	79.1%	83.8%	-4.7
Dumfries and Galloway	78.1%	57.6%	20.5
Forth Valley	75.3%	89.9%	-14.6
Fife	73.1%	91.5%	-18.5
Edinburgh	70.5%	110.2%	-39.7
Tayside	69.4%	69.2%	0.2
Greater Glasgow	62.8%	67.2%	-4.4
<b>Total</b>	<b>77.3%</b>	<b>79.5%</b>	<b>-2.1</b>

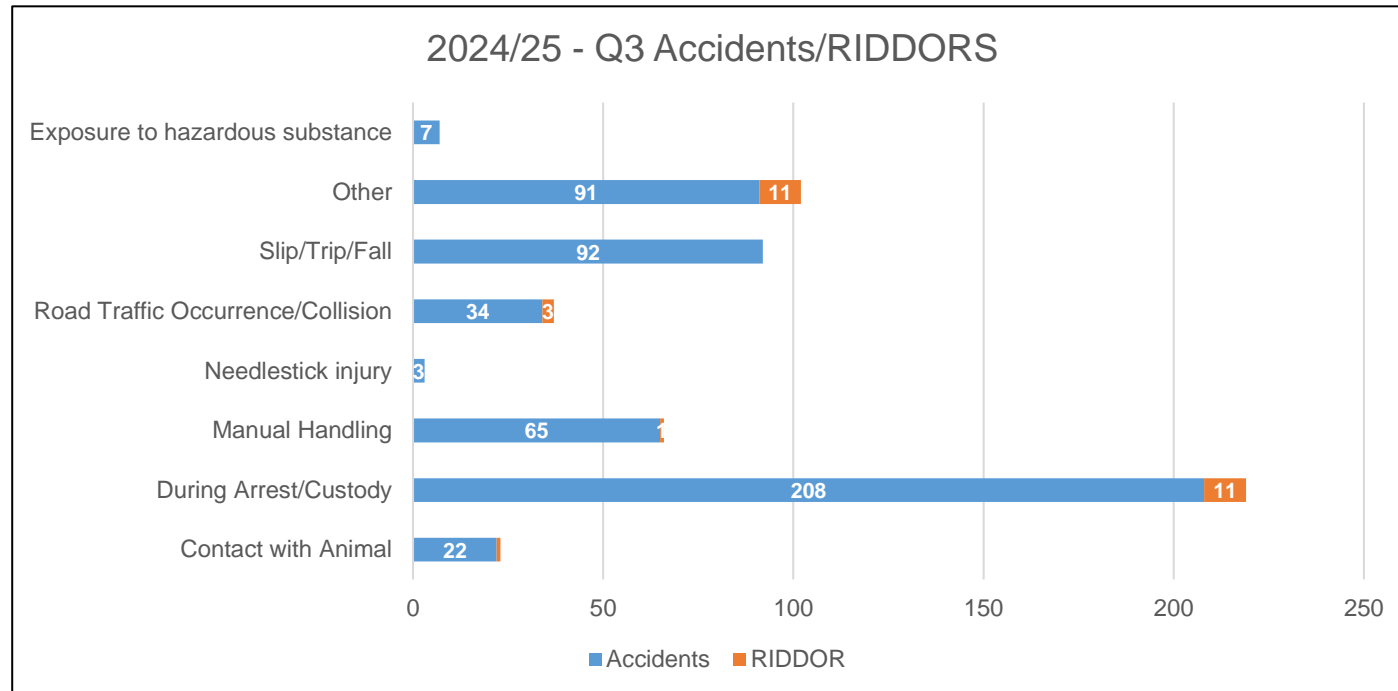
## Management response

The data shows that reporting has seen a slight decrease 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.

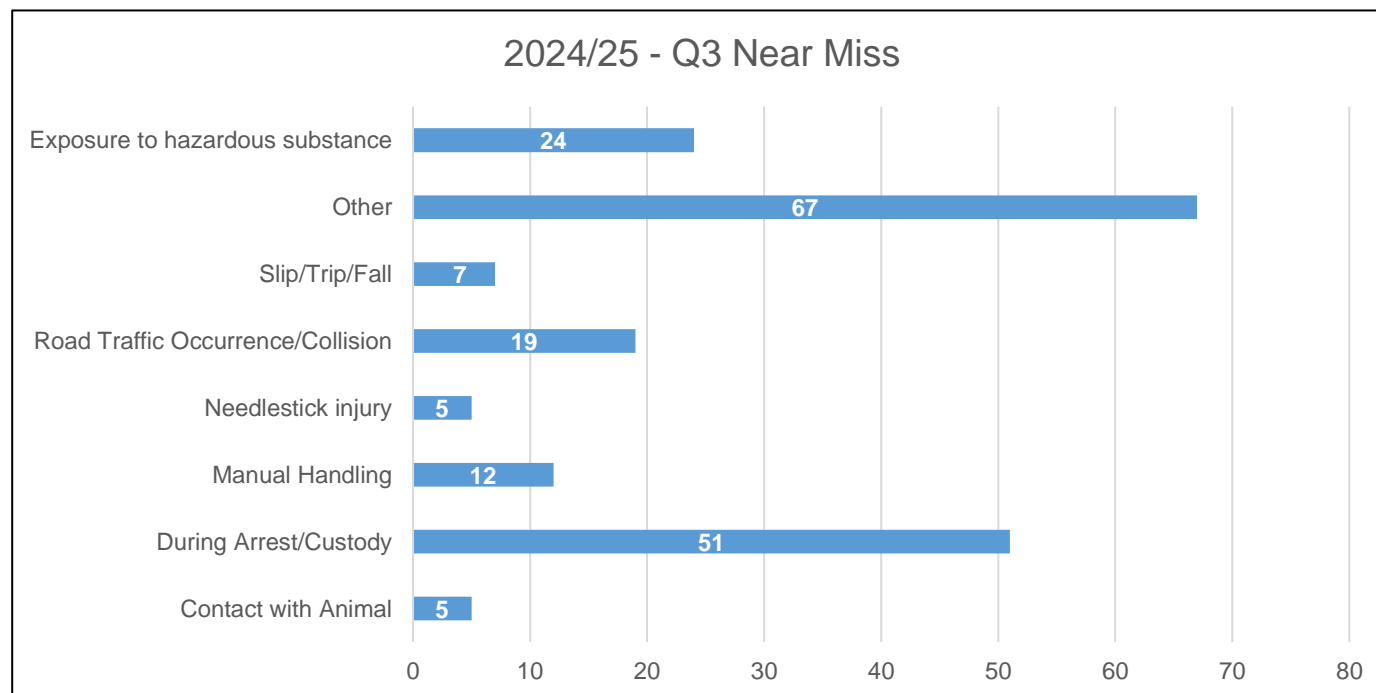
The Health & Safety team will continue to monitor and support divisions to ensure better reporting in line with crime data.

# 1e. Report Monitoring: *Accident Reporting*



The most accidents and near miss reports continue to be highest within the category ***During Arrest/Custody***

The H&S team will continue to monitor this, particularly in light of the recent changes addressed in **Memo PS 001-25 – Control of Persons in Police Custody – 06/01/2025** whereby ‘the physical holding of person must be justified’.



The ‘**Other**’ Near Miss category includes:

- Physical Exertion
- Airwave Issues
- Equipment Failure
- PPE Issues

**The category ‘Other’ has been identified as a gap in reporting and continues to be developed.**

\*Figures are not inclusive of assaults recorded

# 1d. Report Monitoring – Command areas

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## North Command

We are currently recruiting for a new Health and Safety Advisor for this area due to retiral. There is some concern that this has left the H&S team without a DSE Assessor, however there are outlined processes in place on receiving support for reasonable adjustments in this area on the [Intranet](#)

## East Command

In the previous H&S Board report (Q2), it was reported the West Mercia were under investigation by the HSE in relation to an officer being hit by a vehicle during locus protection at a vehicle breakdown. A near miss incident was highlighted to the H&S team that should some stark similarities to the above incident. A full investigation is being carried out by the Health and Safety Advisor with support from the division. (**Further details in slide 11**)

## West Command

No incidents of note

## 2. Areas of concern and updates

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### **D Division - Baluniefield Building Closure (Training Block)**

The above building was identified, during the building surveys, as having a reinforced autoclaved aerated concrete ceiling. Consequently, the upper floor was deemed unsafe for use.

Following Storm Eowyn, on Friday 24<sup>th</sup> January 2024, a Gold Command group was stood up to ascertain whether the building in its entirety was deemed safe to continue to be utilised. As a precaution it was closed until a structural engineer could advise.

Their report established that there had been further damage to the roof and water ingress had ensued. This has lowered the integrity and therefore heightened the risk.

The building has remained closed, and a protocol will be in place to ensure that items can be safely removed. This will be risk assessed and monitored.

# 3. In development

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## **Recruitment**

In addition to recruiting for an Advisor in the North, the Health and Safety team were able to secure additional funds through the Revenue Investment Group (RIG), to recruit a Risk Assessor on a fixed term contract to review and create the risk assessment templates that we hold on the Intranet.

## **Certificate of Assurance 2024/25 – Risk Management outcomes**

We are in the final stages of the CoA for 2024/2025 and will report the findings at the next H&S Board meeting in May. Meantime, we are looking to agree the next theme for 2025/26.

## **Health and Safety Strategic Action Plan 2024-2027**

A separate paper has been drafted for the H&S Board for comment to outline the achievements made in the 2024/2025 workplan and the draft proposal for priorities in 2025/2026. This will be brought to People Committee in May 2025.

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# Fire Safety



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# 5. Fire Risk Assessment - Actions

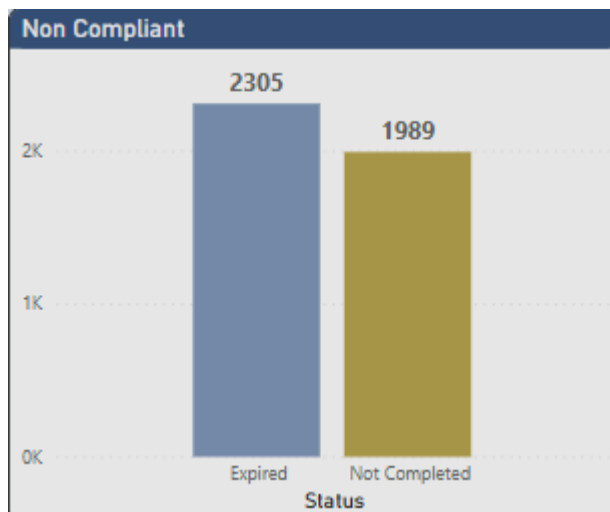
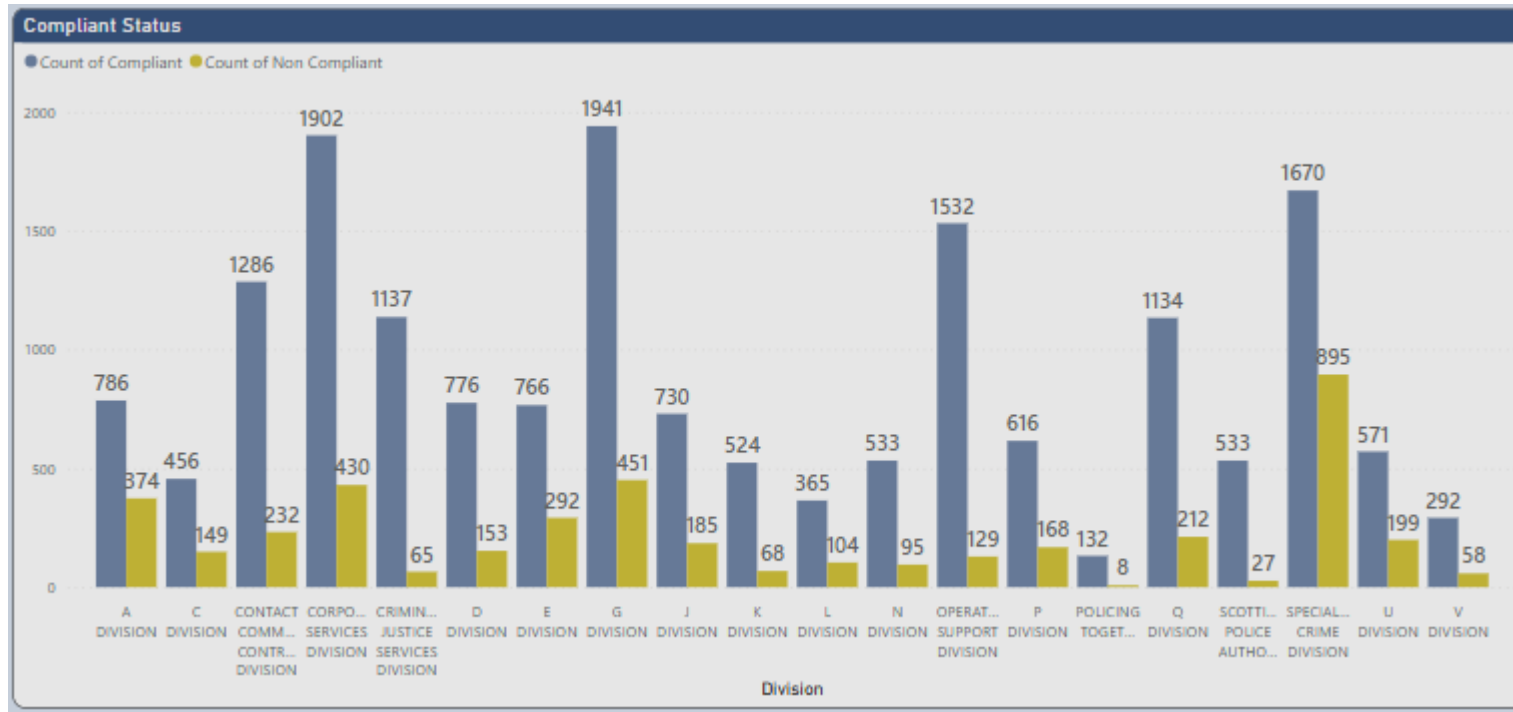
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## Proposed Process Change

In collaboration with Estates colleagues, it has been decided to implement a revised process for the provision of FRA's and the review and completion of actions arising from them. It is intended that this process will start on 1 April 2025 and will be as follows:

- For those buildings with overnight sleep risks i.e. our custody suites and training establishments with room provision these will have a full FRA carried out every 3 years with an intervening review every year. For the rest of our Estate, buildings will have a full FRA carried out every 4 years with an intervening review every year. These processes are caveated that, if there are any structural changes or issues arising that impact fire safety, a full FRA will be conducted.
- An action review group will be established comprising of the Estates and Compliance Lead, Asst Manager Health and Safety and the OCS Fire Risk Assessor, with assistance from Regional Facilities Management Leads. Prior to attending the review group, the RFML will gather updates on any actions, ensuring that where actions are reported as having been completed, they are appropriately updated on the recording system.
- It is anticipated that by introducing the above revised process, we will see a greatly improved picture both on outstanding Fire issues and Fire safety across the Estate.

# 5a Fire Training Statistics



## FIRE SAFETY AWARENESS (INC FIRE WARDENS RESPONSIBILITIES) E-LEARNING

This has now been merged into one course.

Comparison of the figures show that compliance has improved. This is still a combined figure of the previous course and the newer version so it is hoped that further compliance will be reached when recertification takes place. This will hopefully be much improved with the new flag system on SCoPE, alerting people when mandatory/statutory training is due for renewal.

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# H&S Training



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## 6. Current H&S Training

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### **Learning Development Working Group**

The Learning Development Working Group have completed some toolbox talks for dissemination. These are short reference guides to some of the more prevalent topics and will soon be available as a resource on the H&S Intranet site.

Another course in development is aimed at those deemed persons responsible i.e.; the Operational Commander role. Dates have been provided by LTD and the H&S team will endeavour to deliver as many as possible F2F, with the option to deliver virtually where applicable.

### **H&S for Senior Leaders**

A briefing paper was discussed for approval in relation to the above through the Professionalism and Assurance governance structure. Further explorations are taking place to ascertain the possibility of delivering this in-house as opposed to seeking an external provider. A meeting is scheduled with Leadership and Talent on Friday 7<sup>th</sup> February. An update can be provided at the Committee meeting.

# 6a Training Statistics

Division	H+S - FIRE SAFETY AWARENESS - MODULE 1 - E-LEARNING	H+S - FIRE SAFETY AWARENESS - MODULE 2 (FIRE WARDEN) - E-LEARNING	FIRE SAFETY AWARENESS (INC FIRE WARDENS RESPONSIBILITIES) E-LEARNING	MANUAL HANDLING	PERSONAL EMERGENCY EVACUATION TRAINING	RISK ASSESSMENT	Grand Total
A DIVISION	25	3	30			47	105
C DIVISION	7		35			6	48
CONTACT COMMAND CONTROL DIVISION	124	13	195		3		335
CORPORATE SERVICES DIVISION	129	56	208	10		20	423
CRIMINAL JUSTICE SERVICES DIVISION	41	25	140		6	12	224
D DIVISION	97	5	79				181
E DIVISION	67	5	58			13	143
G DIVISION	58	5	56			17	136
J DIVISION	14	1	74			1	90
K DIVISION	39	4	70				113
L DIVISION	12		32			4	48
N DIVISION	24	7	54			3	88
OPERATIONAL SUPPORT DIVISION	82	8	617			31	738
P DIVISION	13	2	227			9	251
PARTNERSHIPS PREVENTION AND COMMUNITY WELLBEING	2		4			1	7
Q DIVISION	83		20			8	111
SCOTTISH POLICE AUTHORITY	29	3	71			9	112
SPECIALIST CRIME DIVISION	29	7	107			2	145
U DIVISION	13	34	28			12	87
V DIVISION	9	3	60			6	78
<b>Grand Total</b>	<b>897</b>	<b>181</b>	<b>2165</b>	<b>10</b>	<b>9</b>	<b>201</b>	<b>3463</b>

Approximately **3500** officers and staff received some form of health and safety training in the previous 3 months

# 6b Training Statistics

## P1 Training requests

Course Name	A DIVISION	C DIVISION	CONTACT COMMAND CONTROL DIVISION	CORPORATE SERVICES DIVISION	CRIMINAL JUSTICE SERVICES DIVISION	D DIVISION	E DIVISION	G DIVISION	J DIVISION	K DIVISION	L DIVISION	N DIVISION	OPERATIONAL SUPPORT DIVISION	P DIVISION	PARTNERSHIPS PREVENTION AND COMMUNITY WELLBEING	Q DIVISION	SCOTTISH POLICE PREVENTION AND COMMUNITY WELLBEING	SPECIALIST CRIME DIVISION	U DIVISION	V DIVISION	Grand Total
H+S - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AWARENESS			15	7		1			1	5	1				14	32					76
H+S - DESIGNATED FIRE/DESIGNATED SAFETY CO-ORDINATOR	15	13	1	12	37	3	13	26	17	4	12	7	54	8	2	12	4	20	16	5	281
H+S - MANUAL HANDLING	3			140	50		2					4	19		1	68	29				316
H+S - PERSONAL EMERGENCY EVACUATION TRAINING	1		1	1		1							1						3		8
H+S - RISK ASSESSMENT	17		4	30	98		10	2	1	1	2	3	21	2		2	34	5	5		237
<b>Grand Total</b>	<b>36</b>	<b>13</b>	<b>6</b>	<b>198</b>	<b>192</b>	<b>4</b>	<b>23</b>	<b>31</b>	<b>18</b>	<b>5</b>	<b>15</b>	<b>19</b>	<b>96</b>	<b>10</b>	<b>2</b>	<b>15</b>	<b>120</b>	<b>86</b>	<b>24</b>	<b>5</b>	<b>918</b>

The numbers awaiting training has been reduced significantly thanks to the efforts of the Health and Safety Advisors, especially in delivery of risk assessment training over the past few months