



Meeting	SPA People Committee
Date	27 November 2024
Location	MS Teams
Title of Paper	Health & Safety 2024/25 Q2 Report
Presented By	Dawn Maclean, Health and Safety Manager
Recommendation to Members	For Discussion
Appendix Attached	Appendix A: Manager Report 2024/25 Q2

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 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 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 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

Health & Safety Board

Manager Report

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Accident/Incident/ Near Miss



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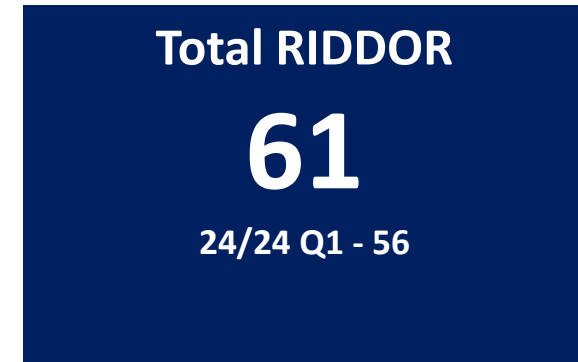
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Health & Safety Dashboard

Report monitoring – Q2 2024-2025



Statutory enforcement

H&S enforcement notices

✓ No reportable incidents

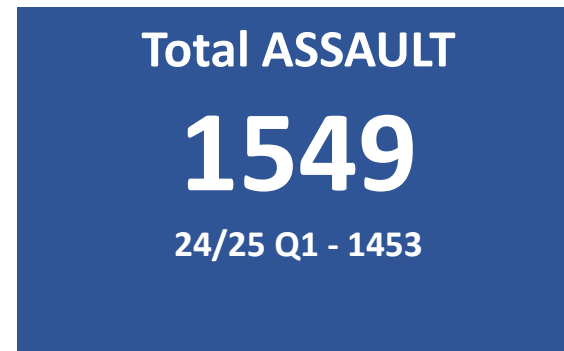


Fire safety enforcement notices

✓ No reportable incidents



Breakdown of figures – assault figures



Breakdown of figures – exc assault figures



1. Report Monitoring

RIDDOR - Assaults

The number of RIDDORs has **increased** as has the reporting rate. However, there is disparity between the crime data and the SCoPE reports

Reporting figures

There has been a significant increase in the number of incidents reported at Commercial premises, with Retail Establishments and Licensed premises being the highest recorded ([see slide 8](#))

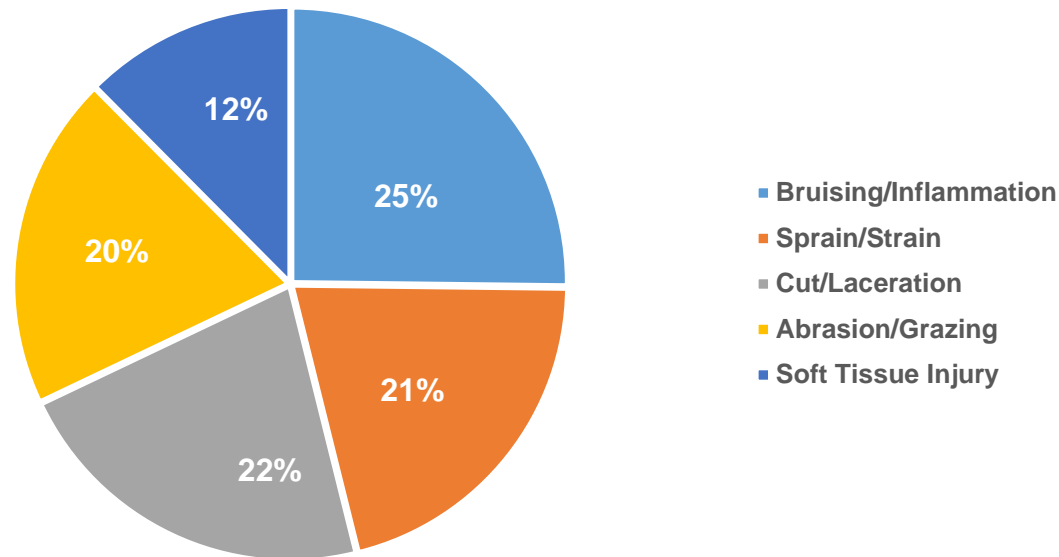
Near Miss reporting

The number of near miss reports continues to, disappointingly, decrease

1a. Report Monitoring: Assault Reporting Q1

Data & trend analysis – 2024/25 report

2024/25 Q2 - Common injury types



Total INCIDENTS
1549
 2024/25
 1283 - Q2 23/24

Total RIDDOR
20
 2024/25
 6 - Q2 23/24

Management response

The data appears to show that notifiable injuries i.e RIDDOR have increased substantially. However, there were 5 reports from incidents that happened in Q1 that were not reported to HSE until Q2. This could account for the West Command update ([slide 9](#))

A Total of
387
resulted in injury
 Q2 2024/25
 328 - Q2 23/24

1b. Report Monitoring: *Assault Reporting Q2*

Location Area Breakdown	2024/25	2023/24	CHANGE	% CHANGE
+ COMMERCIAL PROPERTY	108	56	52	92.9%
+ NHS PREMISES	88	103	-15	-14.6%
+ OTHER	1	3	-2	-66.7%
+ POLICE PREMISES	434	401	33	8.2%
+ PRIVATE/DOMESTIC	505	409	96	23.5%
+ PUBLIC PLACE	802	769	33	4.3%
+ RAILWAY	5	8	-3	-37.5%
+ ROAD	54	52	2	3.8%
+ VEHICLE	216	222	-6	-2.7%
+ VESSEL	0	0	0	
Total	2,213	2,023	190	9.4%

The number of reports of assault at commercial premises has almost doubled from Q2 2023/24. A deeper dive relates to an increase specifically at retail premises.

1c. Report Monitoring – Command areas

North Command

There has been an increase in Assaults within Vehicles and at NHS premises within A Division

East Command

There has been a significant increase in the number of incidents reported on Roads. The statistics show an increase in fast road incidents as well as those highlighted as unknown speed restriction

West Command

There has been a **25% increase** in Assault reporting. It has also been noted that there are several instances of late reporting, which is affecting the accuracy of the statistics, some as much as 5 months after the incident.

1d. Report Monitoring – Specialist Divisions

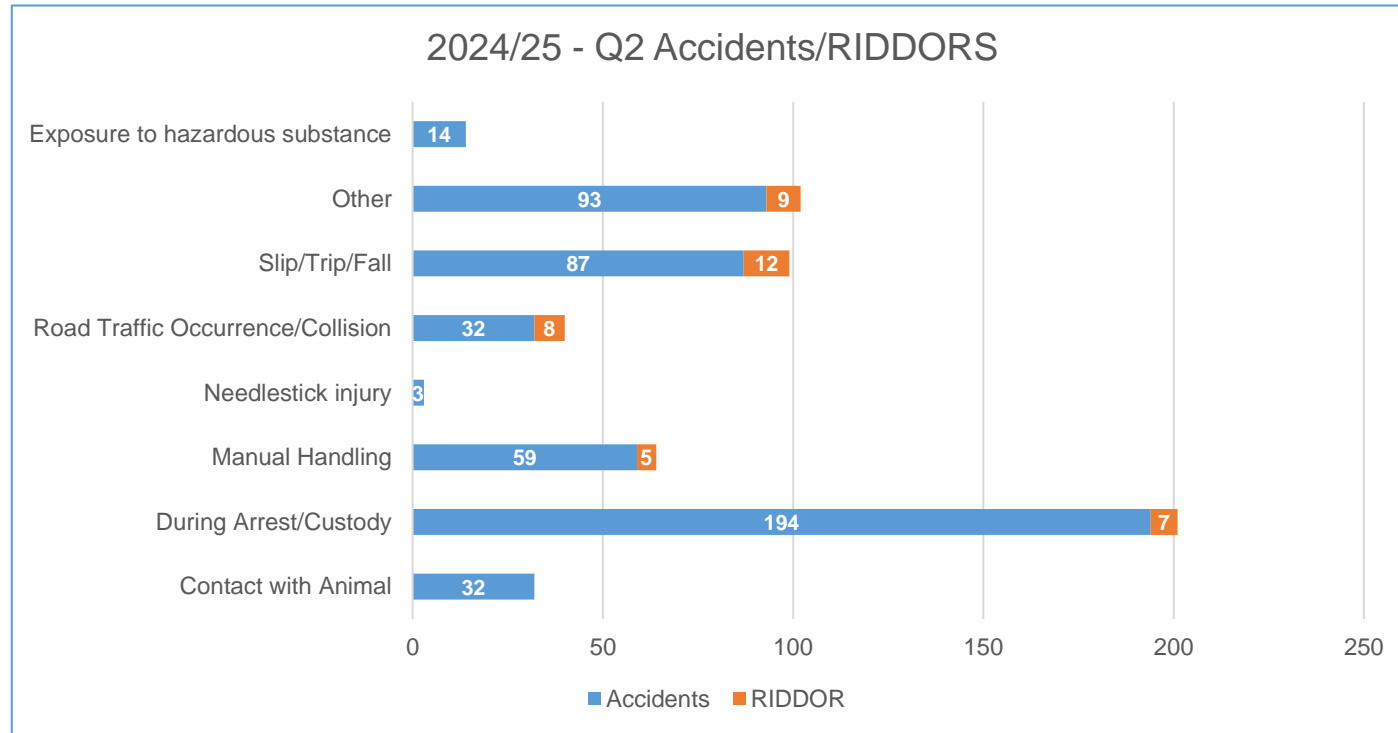
Specialist Services

Approximately 30% of all reports have been categorised as 'Other' which mostly relate to PPE and training

Armed Policing

In relation to the statistic above, 20 of the 25 'Other' occurrences were submitted by armed response

1e. Report Monitoring: *Accident Reporting*

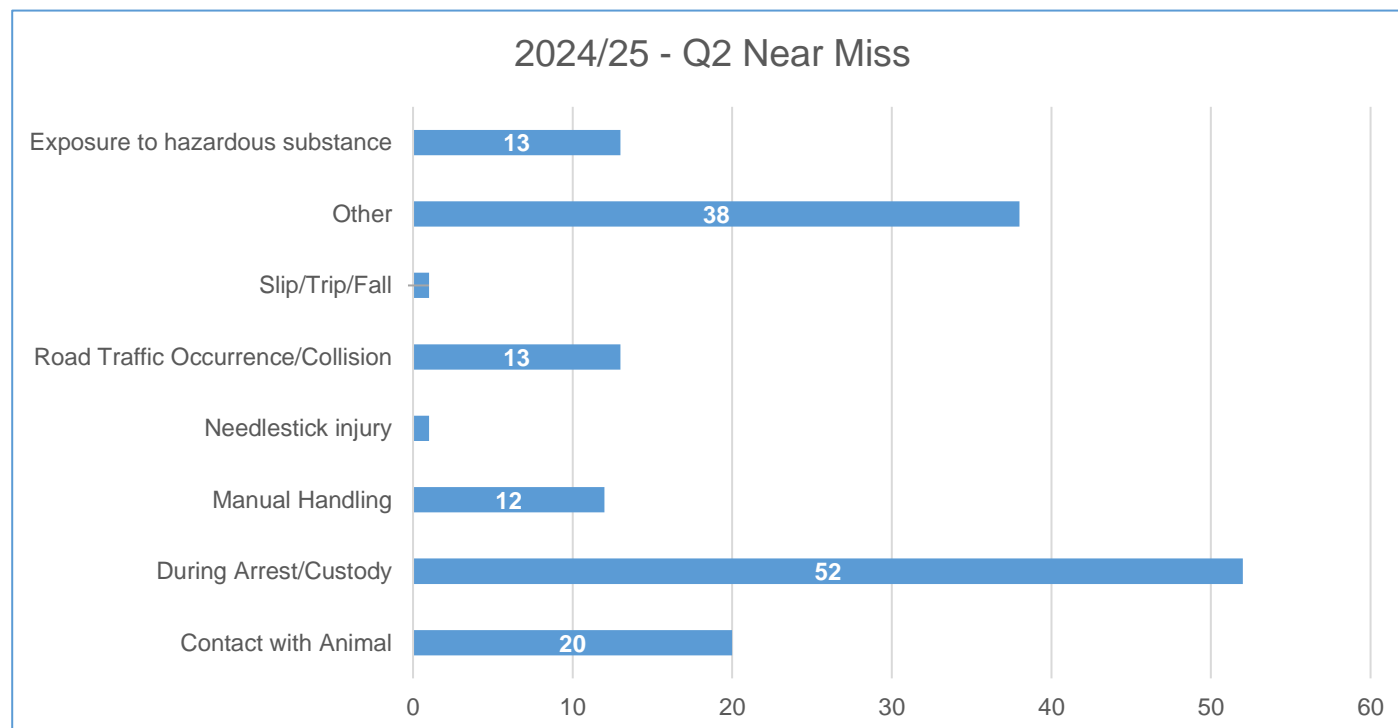


The most accidents and near miss reports are highest within the category ***During Arrest/Custody***

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 is still under development.



*Figures are not inclusive of assaults recorded

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Health and Safety Annual Workplan



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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

The Health and Safety team have progressed with more than 50% of the Certificates of Assurance. We are in the process of finalising the recommendations for Divisions and Business Areas based on evidence gathered. The team have also received some training on 4Action to generate responses to recommendations as below test:

ACTION 16683	
<p>DESCRIPTION</p> <p>Question : Risk assessment for operational duties which would document all these controls in one place would have sufficed. There is no lack of understanding...</p> <hr/> <p>Question: Risk assessment for operational duties which would document all these controls in one place would have sufficed. There is no lack of understanding of what control measures are, just the lack of risk assessment.</p>	<p>OWNERSHIP</p> <p>Creator: Dawn Maclean</p> <hr/> <p>Person Responsible: Dawn Maclean</p> <hr/> <p>Updater: Dawn Maclean</p> <hr/> <p>Group:</p> <hr/> <p>Project Name: Health and Safety</p>
<p>ANALYSIS CODES</p> <p>H&S Question</p> <p>H&S Risk Assessment Documentation</p> <p>H&S - Division / Department Professionalism & Assurance / Health & Safety</p> <p>H&S - Priority 1 - Low</p> <p>H&S Year 2024/25</p>	<p>COMPLETION</p> <p>Status: Draft</p> <hr/> <p>Timing: Late</p> <hr/> <p>Due Date: 25/10/2024</p> <hr/> <p>Updated Due Date: 25/10/2024</p> <hr/> <p></p>
<p>FINANCIAL</p>	<p>SYSTEM</p> <p>Q: 16683</p> <hr/> <p>Created: 18/09/2024, 14:12</p> <hr/> <p>Status: Draft</p> <hr/> <p><input type="checkbox"/> Suppress Alerts</p>
<p>CUSTOM</p> <p>Limited Risk - Score 1:</p> <hr/> <p>Moderate Risk - Score 2:</p> <hr/> <p>High Risk - Score 3:</p>	

5b. Health and Safety Workplan - Update

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

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

5c. Health and Safety Workplan - Update

Key Area 3.2 – Improve health and safety Intranet site

Work continues to progress with the Intranet at pace. Additional information has been published in relation to the process staff should follow to receive support for any reasonable adjustments for the use of Display Screen Equipment. This was in direct response to the number of requests the H&S team receive.

In addition, a new page has been published dedicated to raising awareness of the risks associated with Lithium-ion batteries. This is a work in progress, but it was agreed that basic information in relation to the warning signs and action to be taken was important to disseminate until we can produce clear guidance for individual areas of the business. There is also a link provided to guidance for Multi Agency Incident Response, created by EERP. Roads Policing are in the process of finalising guidance for attendance at road traffic collisions involving electric vehicles and Command and Control are also in the process of ensuring there is guidance that they can disseminate to response officers. Links will be added once procedures have been agreed.

5d. Health and Safety Workplan - Update

Key Area 4.I 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.

As described in [slide 12](#), an area of 4Action has been produced by support from the Audit team to enable recording of any recommendations and appropriate action to be taken. This will allow 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

The Health and Safety Team continues to raise the importance of Accident/Incident/Near Miss reporting. Successful outcomes of scrutinising the data have led to changes in OST – specifically in relation to dealing with dangerous dogs. ([see slide 20](#))

Risk Assessment courses are now available on SCoPE for those identified as P1s. This training has now been modified to support delivery through a virtual classroom. This will hopefully encourage greater participation and flexibility. We should hopefully see a reduction in the number of P1s which will allow the Health and Safety team to adopt a more targeted approach. The training creates an opportunity to discuss the importance of planning and identifying mitigating measures in advance of activities and operations, preventing or reducing instances of injury and ill-health.

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.

Regular updates are scheduled in advance, as well as when the need arises, with the Estates Risk and Compliance Lead.

The HSM is Chair of the Tayside Integrated Safety Association and at our next event Inspector Lorna Watson will be presenting on the work of Your Safety Matters to partners across the region.

Work continues across the force with Health and Safety leading on the work for: Nitrous Oxide, Lithium-ion batteries and respiratory protective equipment

6. Areas of concern and updates

Dangerous Dogs

Public Order Training has developed a training presentation that will be given to public order officers (OSU's) for situations where they are presented with dangerous dogs or dogs that are dangerously out of control.

The presentation fully outlined the accident/near miss statistics that warranted the requirement of this training and detailed instructions for use of new equipment (shields, spray and cages).

Health and Safety, SPF and the Public Order CIs were all present at a recent briefing session for this new training, which is assessed as supporting a significant enhancement in force capability.

Association of Police Health and Safety Association (APSHA)

A benchmarking exercise was carried out by the Association of Police Health and Safety Advisors (APHSA) on accident/incident/near miss reporting.

Whilst the data would suggest that Police Scotland has more accident/incident reports than most, the severity in terms of being notifiable was significantly reduced. This would suggest that the service has a better reporting rate than other forces around the UK.

7. Op Moonbeam/Surefire

Despite consistent requests of assurances from H&S at Gold and Silver Op Moonbeam meetings and numerous emails directly sent to those deployed, there was still Public Order carriers showing up on the evening of deployment asking for kit, despite SCoPE showing they should have already received their Surefire earpiece, or theirs was lost or broken. This is disappointing given the time and effort from Digital to ask that this be obtained in advance.

Surefire earpieces are now deemed to be part of standard kit. Officers have a personal responsibility to ensure that they have this kit available and report any losses or defects immediately to obtain a replacement. Whilst figures show there is an increase, reaching 100% will always be unachievable if officers do not engage with this process.

Division	Visible Operational Frontline			All Other Posts			Total		
	Posts	Issued	%	Posts	Issued	%	Posts	Issued	%
A DIVISION	720	624	87%	356	123	35%	1076	747	69%
C DIVISION	415	350	84%	180	29	16%	595	379	64%
D DIVISION	584	408	70%	290	104	36%	874	512	59%
E DIVISION	768	670	87%	347	230	66%	1115	900	81%
G DIVISION	1632	1473	90%	726	355	49%	2358	1828	78%
J DIVISION	611	539	88%	263	93	35%	874	632	72%
K DIVISION	423	348	82%	174	102	59%	597	450	75%
L DIVISION	378	333	88%	135	70	52%	513	403	79%
N DIVISION	466	404	87%	176	85	48%	642	489	76%
OPERATIONAL SUPPORT DIVISION	1043	901	86%	451	370	82%	1494	1271	85%
P DIVISION	512	453	88%	246	123	50%	758	576	76%
PARTNERSHIPS PREVENTION AND COMMUNITY WELLBEING	40	19	48%	91	40	44%	131	59	45%
Q DIVISION	1001	785	78%	317	149	47%	1318	934	71%
SPECIALIST CRIME DIVISION	116	88	76%	1789	902	50%	1905	990	52%
U DIVISION	570	494	87%	197	104	53%	767	598	78%
V DIVISION	239	226	95%	95	59	62%	334	285	85%
CONTACT COMMAND CONTROL DIVISION	2	0	0%	638	52	8%	640	52	8%
CORPORATE SERVICES DIVISION	20	7	35%	578	140	24%	598	147	25%
CRIMINAL JUSTICE SERVICES DIVISION	1	1		371	30	8%	372	31	8%
Total	9541	8123	85%	7420	3160	43%	16961	11283	67%

8. In Development

Dangerous Goods Safety Advisor

The HSM has been granted approval through the Professionalism and Assurance governance structure to propose costs in contracting a Dangerous Goods Safety Advisor (DGSA) to assist with advice on transportation and storage of the variety of hazardous substances that are seized as part of criminal investigations. Part of this research will also be to identify whether there are training opportunities within the Health and Safety team to upskill to have this knowledge available for future resilience.

The need was highlighted by a recently published Health and Safety Executive guidance note, specifically for police forces, outlining their responsibilities under the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG), as well as citing sections 2 and 3 of the Health and Safety at Work Act 1974.

People Direct

Work is ongoing to explore the option of utilising the People Direct platform for the primary source of communicating with the Health and Safety team. The team have discussed a number of benefits to this such as:

1. The Administration team can relieve some of the burden on Advisors by 'triaging' the most frequently asked questions and providing standard responses
2. Clearer way of escalating matters rather than through email correspondence
3. Information is stored for corporate memory
4. Assist with identifying patterns and trends, leading to potential organisational risk
5. Analytics can be produced to show volume of work within the team
6. Enhance the intranet online support function
7. Officers/Staff are familiar with using the platform

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Fire Safety



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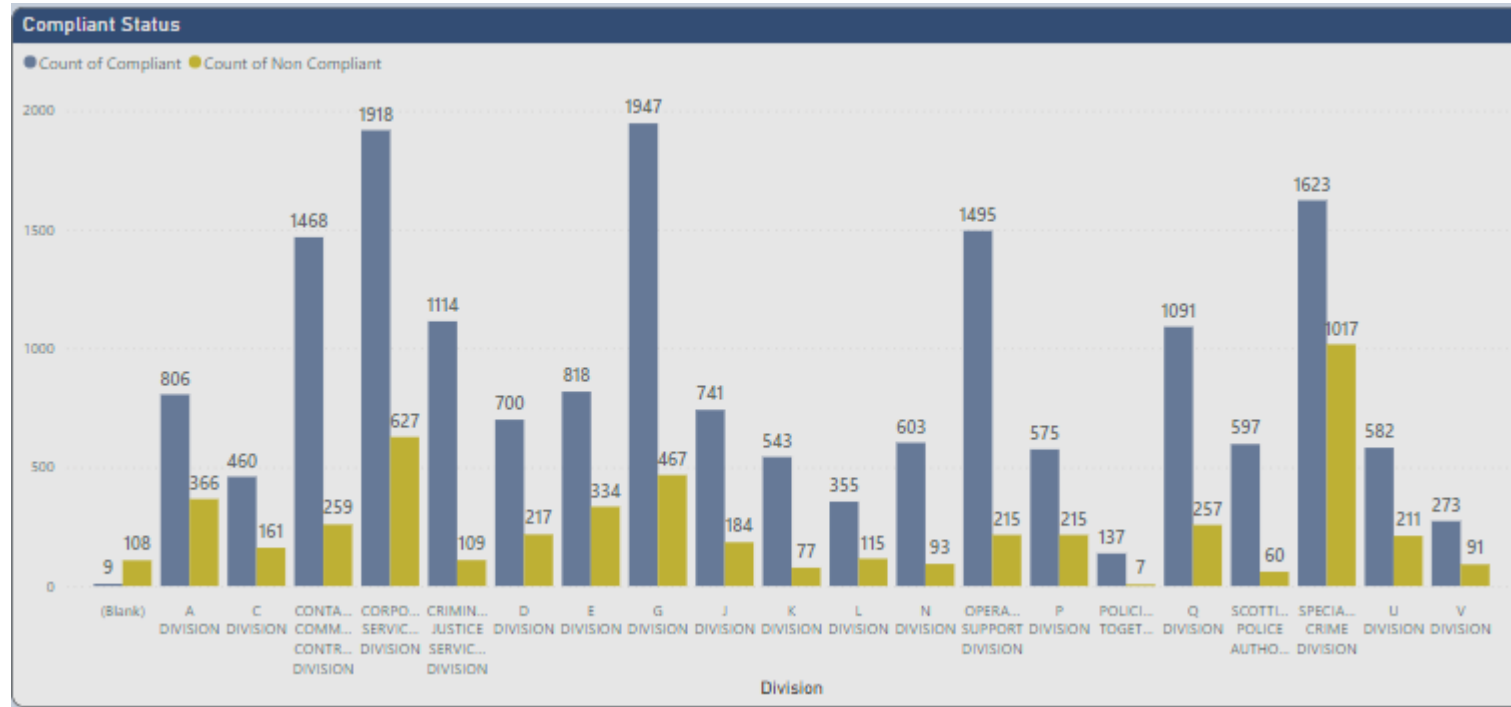
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9. Fire Safety update

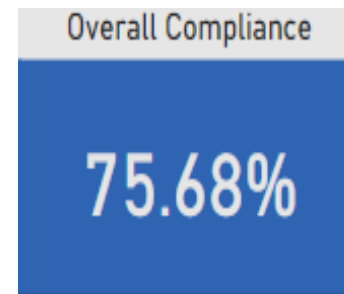
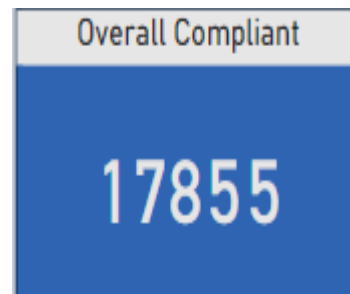
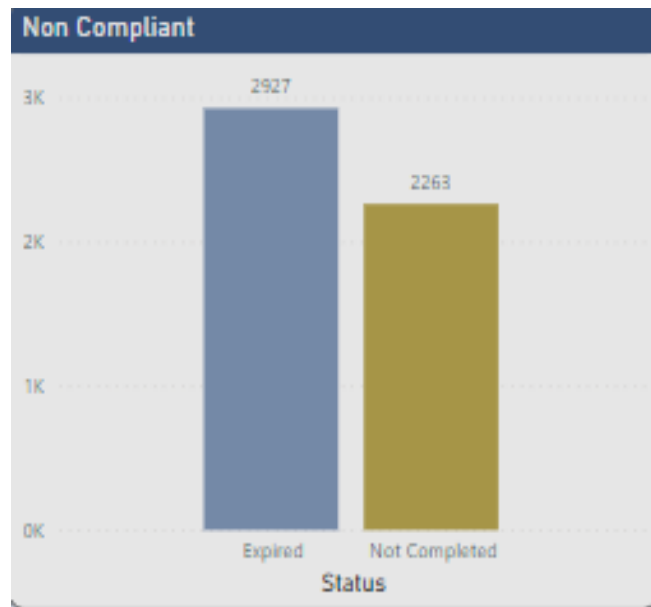
A meeting was held with Health and Safety and the Estates Risk and Compliance Lead to discuss the future requirements of the programme of work for fire risk assessment. It was agreed that the attention should be, not on repeating FRAs to establish the same outcomes, but to focus on the actions that can, and should, be rectified.

To provide assurances to the Board and to SPA People Committee, it was agreed that there would be a standing meeting each month to discuss any outstanding actions and prioritise P1s. We will also check to see if there have been any significant modifications or refurbishment works at premises to establish whether there is anything to be gained by proceeding to carry out a full FRA or it can be deferred for another 12 months. Where there has been significant changes to a property, a full FRA will take place.

9a Fire Training Statistics



LTD have now finalised the merge of the 2 fire modules into one comprehensive fire awareness and evacuation training package. It is hoped that the statistics will be improved by next meeting, as this delay has postponed the ability for staff to recertify their training.



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H&S Training



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10. Current H&S Training

Learning Development Working Group

A new Workplace Inspection course has been produced aimed at those who will perform 6-monthly inspections. This was a consequence of identifying the previous iteration was not conducive to meeting the objectives of the training.

Another course in development is aimed at those deemed persons responsible i.e.; the Designated Safety Co-Ordinator role. We will seek to remove the DSC title on review of the H&S Policy and focus more on a managing safely model.

The Learning Development Working Group are also in the process of identifying topics to deliver as bitesize training i.e.; Lunch and Learns. Accident/Incident/Near Miss reporting is high on the list of priorities.

ISO 45001 Occupational Health and Safety Management System – Lead Auditor

The Health and Safety Manager and Michelle Small, Health and Safety Advisor, have completed the above course to help support our internal Certificate of Assurance and to ensure that we can develop a gap analysis ahead of any internal audits from HMICS or BDO. The expectation is that these checks will support the identification of efficiencies, opportunities for improvement and any non-conformance in line with the international standard.

10a Training Statistics

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 WELL BEING	Q DIVISION	SCOTTISH POLICE PREVENTION AND COMMUNITY WELL BEING	SPECIALIST CRIME AUTHORITY	U DIVISION	V DIVISION	Grand Total	
H+S - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AWARENESS				14	7			1			1	5	1				15	33				77
H+S - DESIGNATED FIRE/DESIGNATED SAFETY CO-ORDINATOR	18	14	1	10	37	4	13	30	17	4	13	7	51	8	3	8	5	19	10	3		275
H+S - MANUAL HANDLING	4			143	54			3				4	18			1	65	37				329
H+S - PERSONAL EMERGENCY EVACUATION TRAINING	1		1	1		1							1									5
H+S - RISK ASSESSMENT	6	1	4	39	106		6	1		2	3	1	32		1	2	44	5	2			255
Grand Total	29	15	6	207	204	5	19	35	17	6	17	17	103	8	4	11	129	94	12	3		941