

Meeting	Authority Meeting
Date	30 June 2020
Location	Video Conference
Title of Paper	Health & Safety End of Year Report and Quarterly Report January – March 2020
Presented By	DCC Fiona Taylor, People and Professionalism
Recommendation to Members	For Discussion
Appendix Attached	Yes Appendix A – Changes to Methodology Appendix B – Occurrence Categories Appendix C – Occurrence Type

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.

2.0 EXECUTIVE SUMMARY

At the Resources Committee on 15 June it was requested that an Executive Summary was added to this paper to assist Members.

Main Report – Operation Talla

- Health Protection Scotland SBAR document received and benchmarked against current risk assessment.
- Scottish Police Federation (SPF) “Improvement Notice” submitted to Health & Safety Executive. Formal response supporting the Police Scotland position received from the HSE.
- Joint site inspections carried out by Health & Safety Team, Scottish Police Federation, Unison and Unite.
- Letter from SPF in relation to C.O.S.H.H. for Covid-19. Letter sent stating C.O.S.H.H. not required for a community virus.
- Anonymous report to the HSE regarding C3 Bilston Glen – claims unfounded.
- Anonymous report to the HSE regarding Tulliallan – claims unfounded.
- Anonymous report to the HSE regarding C3 Govan – claims unfounded.
- As a result of Health & Safety staff deployment to Operation Talla, BAU activity has been reviewed and three areas of potential risk identified; Fire Risk Assessments, Custody Inspections and Health & Safety Training. These risks remain under regular review.

Q4 2019/20 – BAU Statistics

- 1216 H&S reports were submitted on Scope in Q4 2019/20. A reduction of 84 compared to Q4 2018/19 (1300).
- The highest number of reports were submitted by employees in the West.
- 78% of all reports were categorised as ‘Accidents’ (injury sustained OR contact made).
- The 3 highest types of accident report were Assault, Other and Occurrences During Arrest.
- Per 1000 employees, the highest number of Assaults were reported in Q, D and K Divisions.
- Per 1000 employees, the highest number of Occurrences During Arrest were reported in D, J and L Divisions.
- 78 of the ‘Other’ reports mentioned COVID-19.
- The highest Near Miss type in Q4 2019/20 was Assault.
- Comparison with Q4 2018/19 is not statistically recommended due to changes to methodology, however estimated reductions are evident in Assault, Occurrence During Arrest and Near Misses. Increases are noted in Other.

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- For accidents, the highest actual injury types are sprain/strain and cut/laceration.
- The highest number of reports are submitted for occurrences in a public place/street followed by private property and police premises respectively.
- 25 RIDDOR reports were submitted in Q4 2019/20. A reduction of 10 compared to Q4 of 2018/19.
- The highest RIDDOR type in Q4 2019/20 was Occurrences During Arrest.
- Assault RIDDORs have reduced by 11 compared to Q4 2018/19.

ANNUAL SUMMARY 2019/20 – BAU Statistics

- 4889 H&S reports were submitted on Scope throughout 2019/20. A reduction of 232 compared to the previous year (4657).
- Most reports were submitted by employees in the West Area Command.
- The 3 highest report types were for Assaults, Occurrences During Arrest and Other.
- Over half of all reports submitted relate to Assault and Occurrences During Arrest.
- Comparison with the previous year is not recommended due to changes to methodology. However, estimated reductions are evident in Occurrences During Arrest and Others throughout the year, an increase is noted in Assault reports.

RIDDOR SUMMARY 2019/20 – BAU Statistics

- 165 RIDDOR reports were submitted throughout 2019/20. An increase of 20 compared to the previous year.
- 57% of all RIDDORs were submitted for the West Area Command. This relates to 14.43 RIDDOR reports per 1000 headcount.
- A detailed summary is included for each Area Command, with a comparison made to the previous year's data.
- Increases are noted in the RIDDOR types: Assault, Manual Handling, Other, RTC, Training.
- 115 of the 165 RIDDORs were for employees aged 30 and above.
- More than three quarters of all RIDDORs are for male employees,
- The highest number of RIDDORs were submitted for G, OSD and U Divisions.

3. COVID-19 REPORT

3.1 The purpose of this section of the report is to provide Members with information in respect of the Health & Safety operation surrounding Operation Talla.

3.2 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 three times a week and the Health & Safety Manager attends the Silver Command meeting in addition.

There have been three significant developments in recent weeks. These are the letter received from the independent panel working on behalf of the Scottish Police Federation, the Health Protection Scotland - Situation, Background, Assessment, Recommendation (SBAR) document and an "Improvement Notice" given to the DCC Designate by the Scottish Police Federation.

The SPF letter highlighted 21 points all of which have been reviewed by the Covid-19 Health & Safety Group. There were two points of note:

1. The SPF would like Police Scotland officers and staff to treat everyone as having Covid-19 and would prefer PPE to be used more than it is currently. Police Scotland already provide detailed, proportionate guidance around how and when to use personal protective equipment.
2. Concerns around breath testing where SPF would like all officers to wear FFP3 masks when carrying out these tests. At this time, based on all the information available, Police Scotland have produced proportionate guidance based on the risk and other advice available in relation to breath testing. Police Scotland already go further than the Health Protection Scotland guidance and already ask officers to wear FFP3 masks where the driver is suspected or confirmed Covid-19. The SPF would like FFP3 masks and full PPE when dealing with all breath tests. The SPF have now issued an Improvement Notice against the organisation in respect of this. (Further detail later in this report)

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Police Scotland had an initial teleconference with Health Protection Scotland (HPS) on 06 April and a number of questions were posed to HPS. HPS were to answer these questions the following day but did not in fact supply answers until 24 April when they submitted a SBAR document. This is a document used in the NHS. While discussion around this document continues to take place, at this time, there is nothing factually presented to change the Police Scotland position on policy or PPE in relation to Covid-19.

A lot of work has taken place with the Scottish Police Federation and Trade Unions. Week commencing 20 April saw a series of visits to Police Scotland premises take place to look at physical distancing and other general compliance with procedures for Covid-19. The visits were mainly positive but some issues were highlighted as follows:

- A need to increase signage in relation to physical distancing.
- The need to record cleaning taking place in offices and vehicles.
- A very small number of officers starting to re-grow facial hair following the face fitting.
- Some officers appeared complacent about physical distancing.

These issues are all being dealt with through the Silver Group.

On Friday 22 May a visit was organised for Unison, Scottish Police Federation and members of the Health & Safety Team to carry out a walk through visit to the Scottish Crime Campus at Gartcosh to look at physical distancing and general compliance with Operation Talla guidance. The visit was highly successful and the feedback was very positive showing that management on site had considered issues from the moment that you arrive at the various entry points to the site.

The Health & Safety Team continue to review and update the Covid-19 guidance documents that are available to Police Officers and Police Staff on the Intranet. There have been a number of queries in relation to new products and new items of personal protective equipment as suppliers contact us and as these products then become available meaning that procedures and processes require to be modified. We are often in uncharted territory, having to start from the very basics of a new process or procedure that's never been carried out in policing previously.

We have also spent time working with Armed Policing colleagues looking at their equipment and normal personal protective

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equipment and how that interacts with the Covid-19 PPE. They are the only area of policing that we allow to wear their normal PPE overtly and on top of the Covid-19 protective clothing. This means that if their body armour is contaminated then it requires to be bagged and sealed at the locus, returned to the office and held for 72 hours prior to cleaning.

In addition to the day to day work within the organisation the Health & Safety Manager was contacted by the Royal Canadian Mounted Police (RCMP) with a request for assistance with details of our approach based on the fact that the United Kingdom are approximately two weeks ahead of them. The Health & Safety Manager has been in discussion with the RCMP and shared guidance and information which has been very well received by Commanders within the RCMP.

The Health & Safety Manager has also been involved in advice and guidance to Mountain Rescue in respect of Personal Protective Equipment (PPE) and when PPE should be used.

Interaction with the Health & Safety Executive Breath Testing

On 30 April the Scottish Police Federation issued an 'improvement notice' on Police Scotland for what they described as a breach of Section 2 of the Health and Safety at Work etc. Act 1974 seeking a safe system of work around breath testing.

In this regard, as with other guidelines and procedures, Police Scotland follow the advice and direction of Health Protection Scotland, the Health and Safety Executive and the National Police Chief's Council and have applied a comprehensive operational policing risk assessment to develop guidance for officers and staff in discharging their duties.

We have engaged with all these bodies and regularly and consistently with staff associations and trade unions to assist the production of and clarity of guidance with a focus on policing scenarios.

The Scottish Police Federation reported Police Scotland to the Health and Safety Executive in respect of these concerns.

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On 16 June the Health and Safety Executive wrote to Police Scotland to advise that they were satisfied that there appeared to be a proportionate procedure to manage the work-related risks of exposure to coronavirus and did not intend to take any further action in regard to the Scottish Police Federation's concerns.

Our operational guidance will remain under review and we will listen and respond to any new evidence and guidance if it emerges, where the statutory agencies consider it necessary.

Control of Substances Hazardous to Health - COSHH

A further letter was received from the SPF on 19 May asking for details of our Control of Substances Hazardous to Health (C.O.S.H.H.) Assessment for Covid-19 and for details of our C.O.S.H.H. Health Surveillance. C.O.S.H.H. does not apply to a community spread virus. This has been confirmed by the HSE and a reply has been sent to the SPF pointing this out.

Contact, Command & Control - Bilston Glen

On 27 May Contact, Command and Control Division received a call from the Health & Safety Executive to state that an anonymous complaint had been made to them about physical distancing within the Control Room at Bilston Glen. This facility had already been visited as part of the SPF/Unison visits and had been visited a number of times by the Health & Safety Team.

A revisit along with Unison and the SPF took place on 28 May and the joint inspection gave the premises a glowing report. The SPF rep stating that he believed that the building was one of the best that Police Scotland has in terms of physical distancing. A full report, including pictures, was sent back to the HSE and the matter was closed as an unfounded complaint.

Tulliallan Castle

On 29 May a call was received from the Health & Safety Executive to state that a further anonymous complaint had been made in respect of student accommodation at Tulliallan.

On Monday 01 June Health & Safety Advisors and representatives from the Scottish Police Federation attended on site and found no issues, only examples of good practice. Again, this appears to have

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been an unfounded complaint to the HSE and this matter has now been declared closed by them.

Contact, Command & Control – Govan

On Friday 05 June the Health & Safety Manager received a further email from the Health and Safety Executive to report an anonymous complaint again in relation to control measures around Covid-19. Health & Safety Advisors, Scottish Police Federation and Trade Unions attended on Monday 08 June and were satisfied that there were no significant issues on site. A full report including pictures was returned to the Health & Safety Executive and the matter was closed off as an unfounded complaint.

Areas of Risk

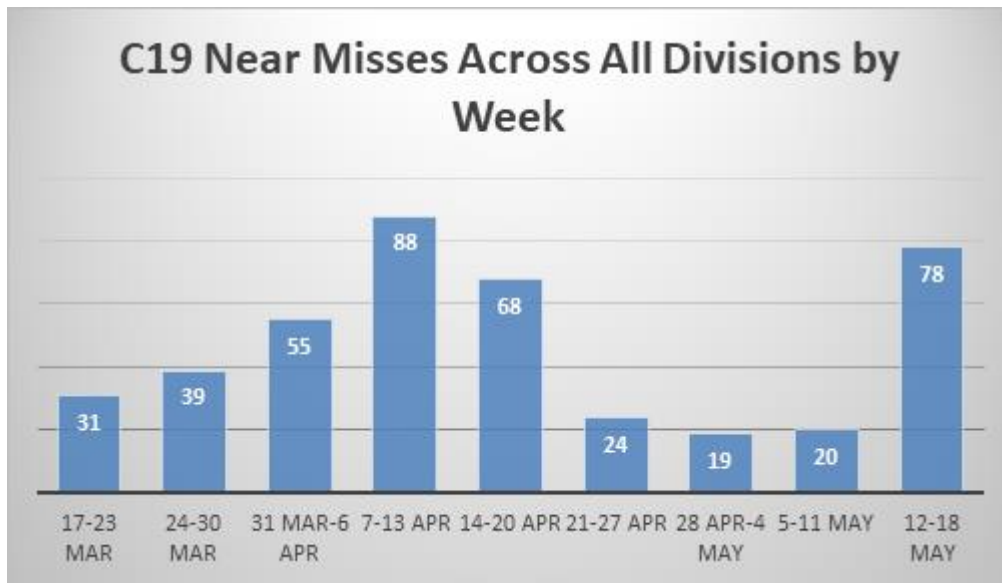
SPA Resources Committee specifically asked for comment on areas of risk. Due to the significant demands around Operation Talla three areas of potential risk have been highlighted although the Health & Safety Manager will do everything possible to return to these areas of business.

- Fire Risk Assessments
- Custody Inspections
- Health & Safety Training

I will ensure that Members are kept fully up to date with progress.

4 OPERATION TALLA – SCOPE H&S REPORTS TO DATE

- 4.1 Figure 1 and 2 below track the number of H&S reports submitted related to the ongoing pandemic.

Figure 1:

Note – these reports have initially been categorised as near misses. Work is on-going by APU to obtain greater detail and clarification of category and type.

Noteworthy themes and situational examples emerging from the reports are as follows.

Assault:

- Incidents of deliberate coughing/spitting on officers.

PPE:

- Officer wearing gloves when dealing with subject displaying C-19 symptoms but no goggles or mask mentioned.
- Officers in a holding cell with custody not wearing PPE but custody and staff were.
- Reports of lack of PPE to change in to during observation in custody suite (lack of welfare).*
- Incorrect masks used (IIR2 not FFP3) during a struggle with a custody (within 2m).
- Breathing impaired due to wearing face mask for significant period.*
- Goggles had to be removed for driving subject with C-19 symptoms 26 miles. Fatigue after wearing PPE for significant period.*

* The Operational Guidance has been amended to include information for Supervisors that wearing PPE for extended periods

can result in welfare issues including fatigue, overheating and dehydration. The increased need for welfare breaks has been explicitly added to the document.

Multiple reports, same incident:

- 5 of the reports from E Div relate to the same incident.
- A number of multiple reports from the same incidents in G.
- 5 of the reports from K Div relate to the same incident.

Vehicles:

- Vehicles used prior to deep cleaning after carrying C-19 custody.*

* Detailed vehicle cleaning guidance has been uploaded to the Op Talla Guidance pages as of 20th May 20.

Testing:

- SCoPE reports being submitted in order to request asymptomatic C-19 testing (P&D testing process).

Other observations:

- Officers "fully kitted" with PPE but still concerned and requesting testing.
- Significant number of near miss incidents in hospitals.
- Significant number of near miss incident reports relating to contact with people later reported as having developed C-19. No indication at the time.
- A number of officers self-isolating due to contact with suspected C-19 subjects but not displaying symptoms.

4.2 Spike in number of reports week beginning 12 May 20

Of the 78 reports submitted in the week of 12-18 May, 58 of these mention the requirement for a report to be made in order to allow for Covid-19 testing to be arranged. The Divisions where testing is mentioned in the reports correlates with the increase in reports in those Divisions from the previous week. It cannot be assumed with certainty that these 58 incidents would not have been reported if not for the need for a SCoPE report to obtain a test however this suggests this is the main reason for the increase.

4.3 Reports by Division

Figure 2:

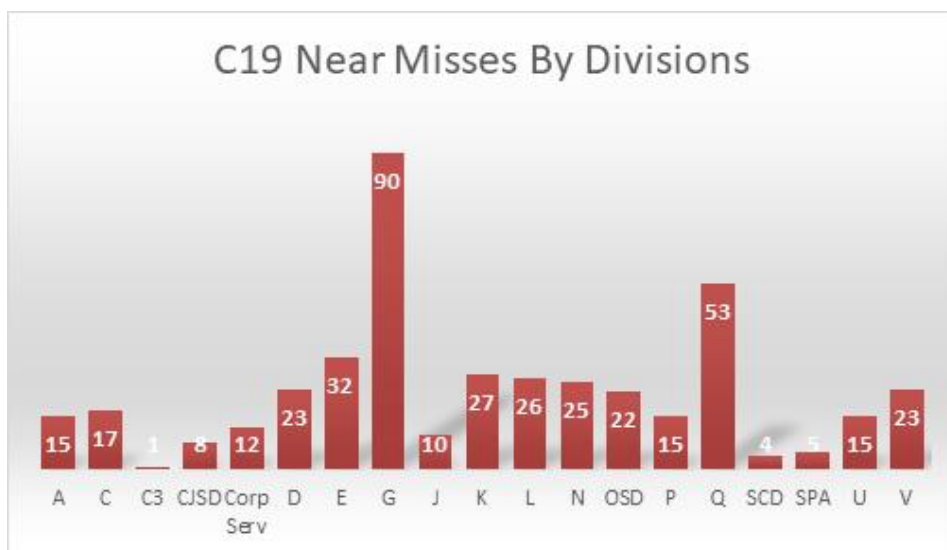


Figure 2 displays the raw data – numbers – of reports by Division / Business Area. These figures have not been normalised to account for differences in headcount. This could explain the higher numbers in G and Q Divisions.

4.4 RIDDOR GUIDANCE

Following detailed scrutiny of HSE Guidance and Association of Police Health & Safety Advisors/National Police Chiefs Council approaches, the H&S team have implemented the following criteria in order to clarify which incidents would trigger the requirement for the submission of a RIDDOR report to the HSE.

Cases of disease: exposure to a biological agent

Police Scotland will report any cases of this when we have an employee with a **confirmed** case of COVID-19 following an incident/potential exposure at work and their primary care giver has provided us with information indicating that the employee is likely to have contracted this illness due to an occupational exposure.

Dangerous occurrences

Police Scotland will report any incidents where there has been a “release or escape” of COVID-19 via an object resulting in human exposure. Examples in a policing sense would be - an accidental laboratory exposure or where a bag of contaminated PPE is

opened/released before the 72hr "survival" period for the virus has passed.

The HSE have directly considered the above wording and confirmed they are in full agreement and support of this approach. The HSE also specifically confirmed that human to human potential transfer of a virus within the population would not in itself be classified as a Dangerous Occurrence accident at work unless the criteria above are satisfied.

Internal Health & Safety process

In order to provide the necessary internal process to achieve the above, P&D were routinely requested to send records of positive test results to a Health & Safety Advisor. These were cross checked in order to determine the existence of a scope report in order to confirm the potential for workplace exposure. More recently, this process has been enhanced through the requirement for a scope report to be submitted before P&D can arrange a test.

Currently there are 2 potential dangerous occurrences and one potential case of disease that are being investigated further in order to confirm whether a RIDDOR report is required.

4.5 Business as Usual

While the team continues to work on Covid-19 on a daily basis and now start to look at the return to normal, we have also had to deal with a number of serious incidents. The three most significant were 1. A chemical suicide within a motor vehicle in the central Scotland area. 2. Fire within a shop in the east end of Glasgow which was found to be storing and selling a large quantity of fireworks. The team brought in Royal Navy EOD to assist with the removal of the damaged fireworks to allow the investigation to take place. 3. Significant fire in the roof space of a building in High Street, Ayr. 4. Fatal Microlight Aircraft Crash, Kilmacolm. 5. Operation Elchee. (Black Lives Matters Protests)

5. SCOPE H&S DATA – Q4 2019/20 - 1st JAN 2020 – 31st MAR 2020

5.1 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). Figures are accurate as of 15th May 2020. Data does not include null(s) (blank fields).

For statistical purposes, from Q3 onwards data is collated using 'date of occurrence'. Previously, to capture late reports, 'date reported' was used. This change is necessary but must be borne in mind when comparing Q3 (onwards) with previous quarters. Other changes are summarised in Appendix A.

5.2 Data Limitations

There is significant under reporting of H&S accident/violence forms on SCoPE. This is evident for example when comparing the number of assaults reported on the accident recording system with the number of crime assaults. (A communications strategy currently in progress under the 'Your Safety Matters' banner will include work towards improving reporting rates).

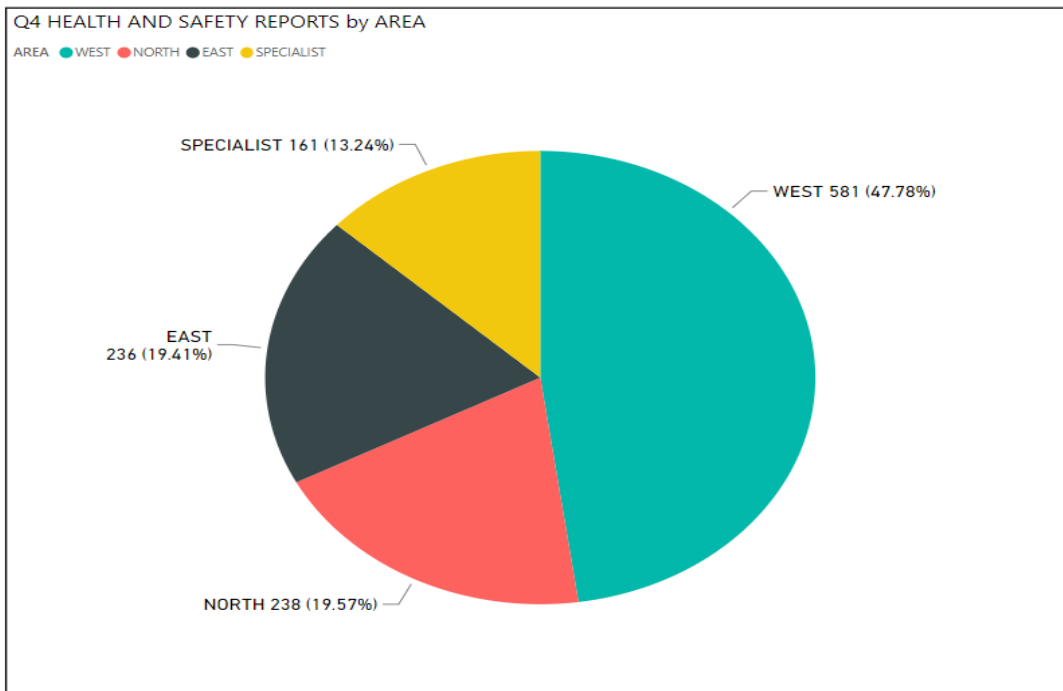
5.3 Accident Category and Type

Category and Type definitions are included in Appendix B and C.

5.4 Total reports submitted on SCoPE

For Q4 2019/20 there were a total of 1,216 accidents, near misses and undesired circumstances, while in Q4 2018/19, this figure was 1300; **a reduction of 84**. Reports were submitted across the Command Areas as detailed in Figure 1 with the **highest number of reports submitted by the West** Area. SPA/Forensic Services are included within the 'Specialist category', with 23 reports submitted in Q4.

Figure 1



In Q4 2019/20:

- 78% of all reports were categorised as accidents
- 20% - were near misses
- 2% - were undesired circumstances

5.5 SCoPE Report type and category Q4 2019/20

Table 1

Q4 2019/20 TYPE OF OCCURRENCE	CATEGORY			
	ACCIDENT	NEAR MISS	UNDESIRED CIRCUMSTANCE	Grand Total
ASSAULT	461	137	0	598
DURING ARREST / CUSTODY PROCESS	161	35	2	198
MANUAL HANDLING	17	1	0	18
OTHER (including needle stick and animal bite)	94	33	20	147
OTHER - EXPOSURE TO HAZARDOUS SUBSTANCE	78	6	0	84
ROAD TRAFFIC OCCURRENCE/ COLLISION	42	13	0	55
SLIP, TRIP OR FALL	59	6	0	65
TRAINING	45	5	0	50
Grand Total	958	236	22	1216

As detailed in Table 1 above, the three highest accident types in Q4 were:

- **Assault** - 461 (38%) of all reports were assaults with injury or contact/no injury. 2 of these assaults relate to covid-19.
- **Other** - 172 (15%) of all reports were 'Other' incidents including. (This figure includes both of the above "other" fields combined). **Of the 'Other' incidents – 78 were 'Exposure to Hazardous Substance'. These reports all relate to Covid-19.** (It is noteworthy that this is the first time in 3 years a report type other than 'During Arrest' has followed Assault as the second highest type of report.)
- **During Arrest/Custody** – 161 (14%) of all reports were occurrences where injury was sustained during the arrest or custody process.

The three highest near miss types in Q4 were:

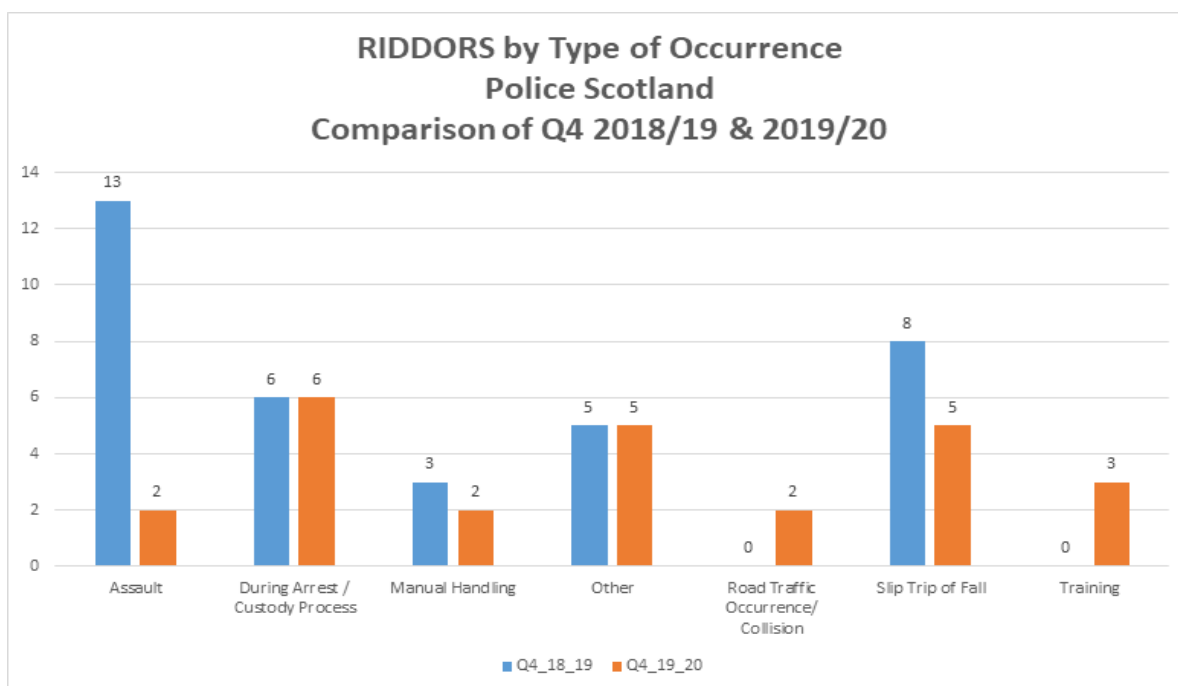
- Assault - 137 (12%) of total reports submitted
- During Arrest - 35 (3%)
- Other - 33 (3%)

5.6 RIDDOR- reportable accidents – Q4 2019/20

In Q4 2019-20, RIDDORS have **reduced by 10** when compared with Q4 of the previous year. Reductions are noted in Assault, Manual Handling and Slip trip fall RIDDOR reportable accidents as detailed in Table 2 and Figure 2.

TYPE Q4	2018/19	2019/20	Difference	% Change
Assault	13	2	-11	-85%
During Arrest / Custody Process	6	6	0	0%
Manual Handling	3	2	-1	-33%
Other	5	5	0	0%
RTC	0	2	2	X
Slip Trip or Fall	8	5	-3	-38%
Training	0	3	3	X
Total	35	25	-10	-29%

Figure 2



5.7 Comparison of highest types and Near Misses with Q4 of 2018/19

As stated at 4.1 from a statistical perspective, it is not recommended that the data for Q4 of 2019/20 is compared to Q4 of the previous year. Nevertheless, the figures recorded in Q4 of the previous fiscal year are highlighted in Table 3 below. The increase in 'Other' reports are due to Covid-19.

Table 3

(Accidents only)	Q4 2018/19		Q4 2019/20
Assault	481		461
Occurrence During Arrest/Custody Process	234		161
Other (all 'other types combined)*	130		172
Near Misses (including undesired circumstances)	306		258

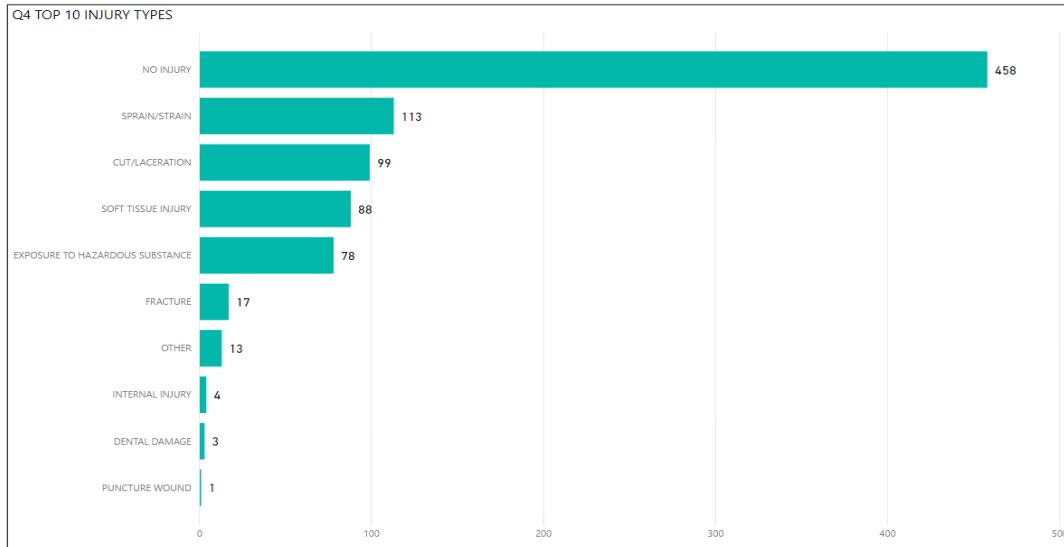
* Other includes: other, hazardous substance, needle stick and contact with animal

5.8 Injury type – all accident types

Figure 3 consists of Accidents broken down into the top 10 injury types. The 3 most common were:

- **No injury stated** - 458 - of which includes assaults and RTC's where contact/impact occurred but no injury was reported
- **Sprain/strain** - 113
- **Cut/laceration** - 99

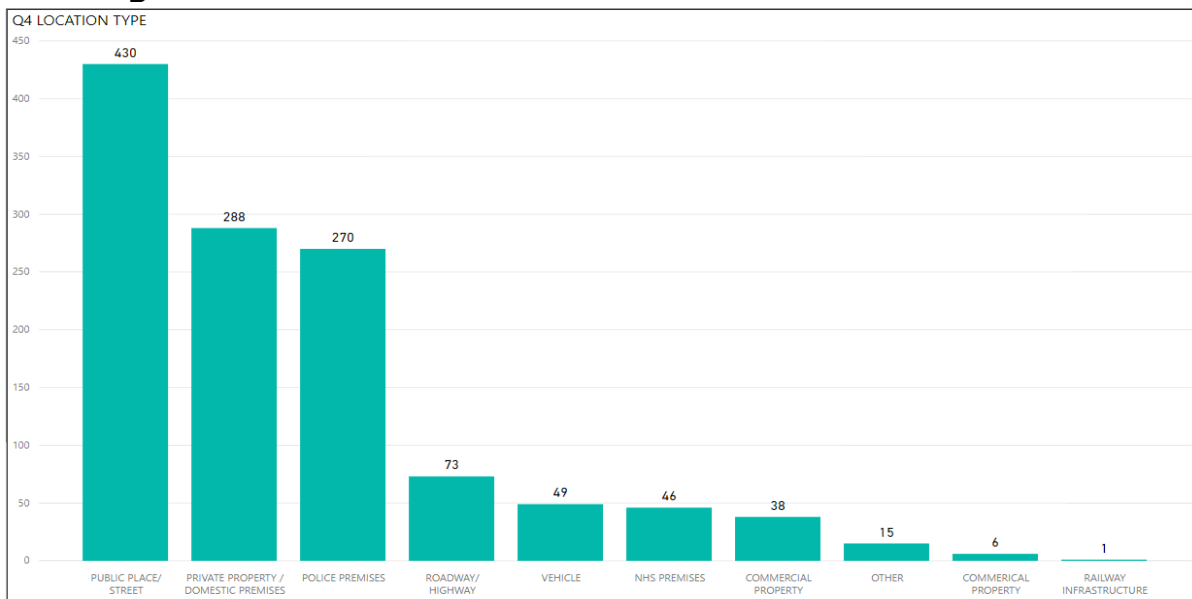
Figure 3



5.9 Location type – all SCoPE reports

The location type showing the highest number of incident reports in Q4 (Figure 4) was within a **public place or street followed by private property/domestic premises and lastly police premises.**

Figure 4



* The above figures include all categories for each type – accident, incident, near miss, undesired circumstance combined

** The 'Incident' category was trialled during Q1 and Q2 in order to capture separately contact no injury assaults and RTC's. This was removed from Q3 onwards.

5.10 Highest/Most Significant Types & Internal Benchmarking

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

ASSAULT

Figure 5 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 in Q3 and Q4 2019-20 should ideally not be used alongside earlier data, it is collated using a different methodology.

Figure 5

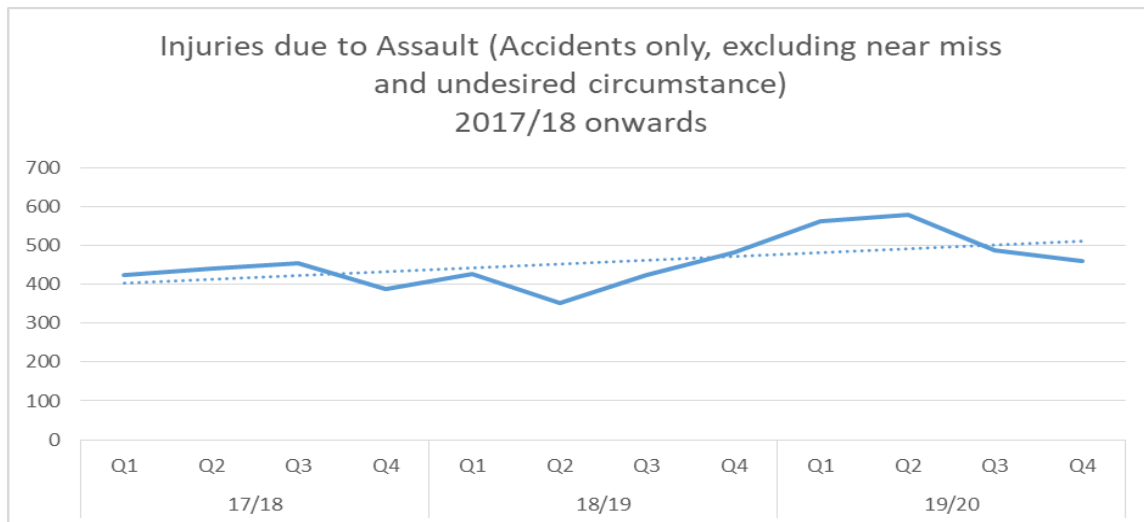
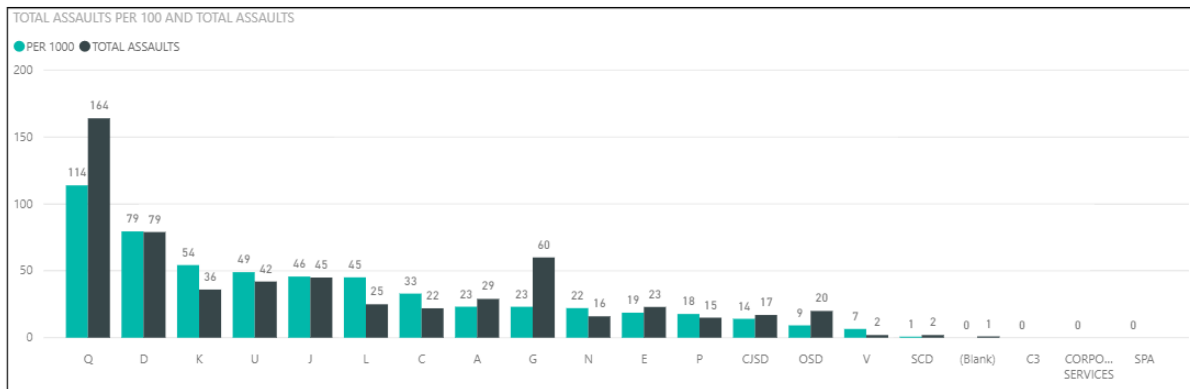


Figure 6 below shows the total number of assaults (including near miss and undesired circumstance) by Division/business area. In order to allow comparison across Divisions/Business areas with different headcounts, a ratio per 1000 employees is also displayed.

The divisions reporting the **highest numbers of assaults per 1000 headcount are Q, D and K Divisions**. Those Divisions with blanks highlight divisions/business areas where no assaults were reported during Q4.

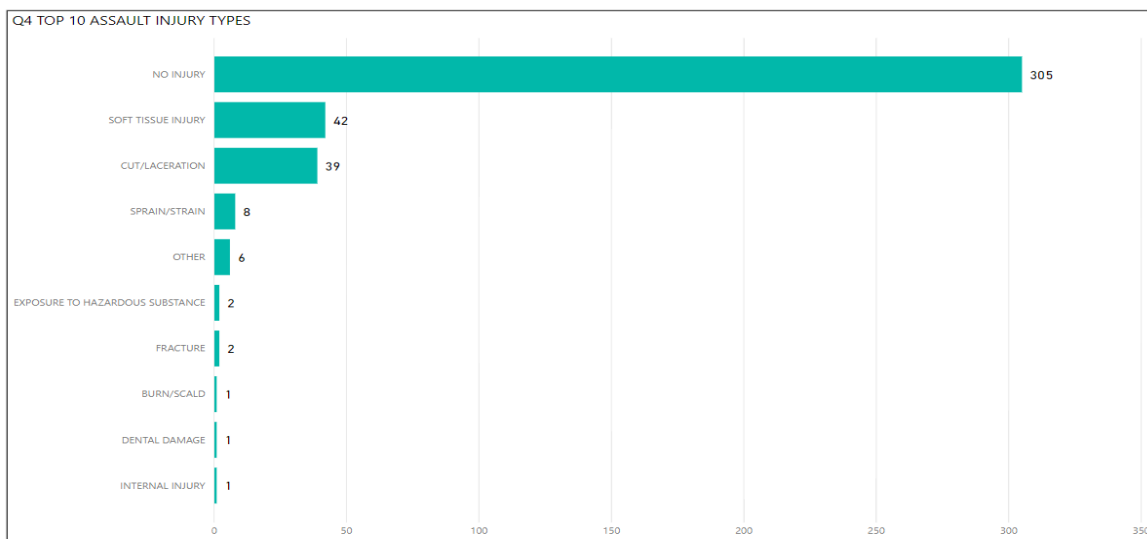
Figure 6



ASSAULT INJURY TYPE

For assault accidents (excluding near miss & undesired circumstance) (Figure 7), the 3 highest types of injury were **soft tissue injury, cut/laceration and sprain/strain**.

Figure 7



OCCURRENCES DURING ARREST

Figure 8 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 in Q4 should ideally not be used alongside earlier data as it is collated using a different methodology.

Figure 8

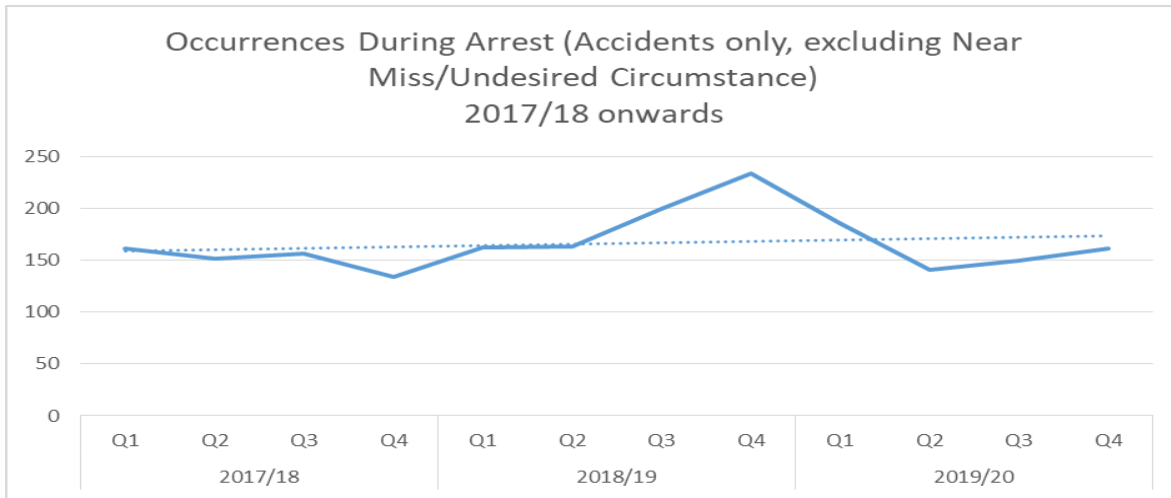
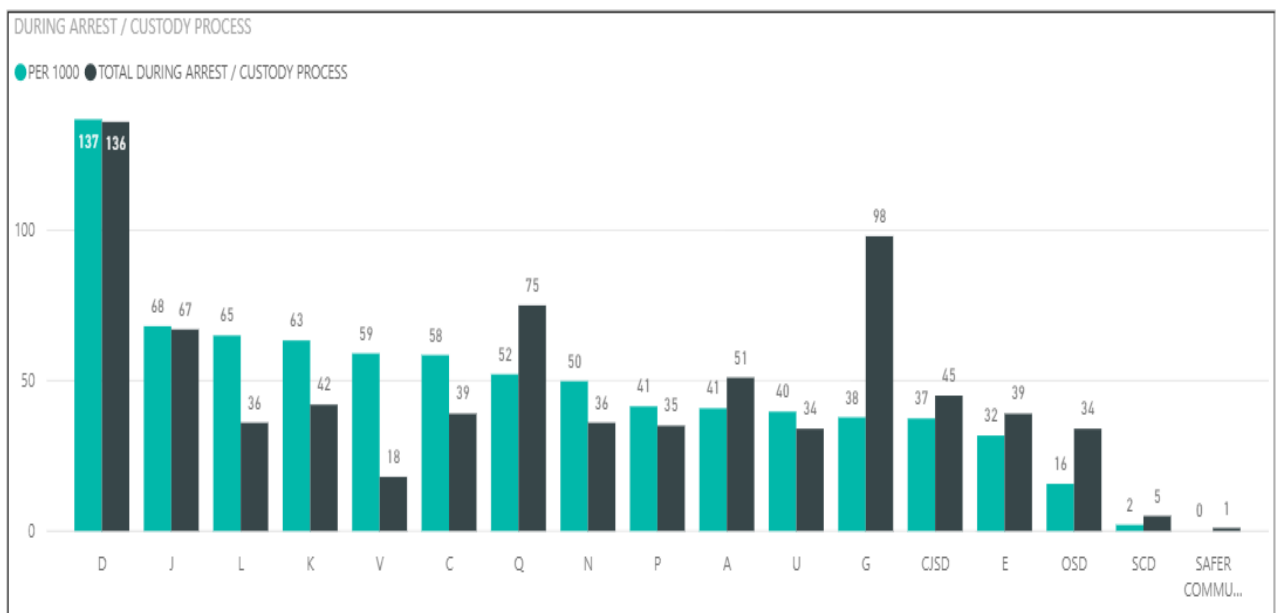


Figure 9 below shows the total number of Occurrences During Arrest / Custody processes (including near miss and undesired circumstance) by Division/business area. In order to allow comparison across Divisions/Business areas with different headcounts, a ratio per 1000 employees is also displayed.

The divisions reporting the highest numbers of occurrences During Arrest / Custody processes per 1000 headcount are **D, J and L Divisions**. Those Divisions with blanks highlight divisions/business areas where no Occurrences During Arrest/Custody processes were reported during Q4.

Figure 9



5.11 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.

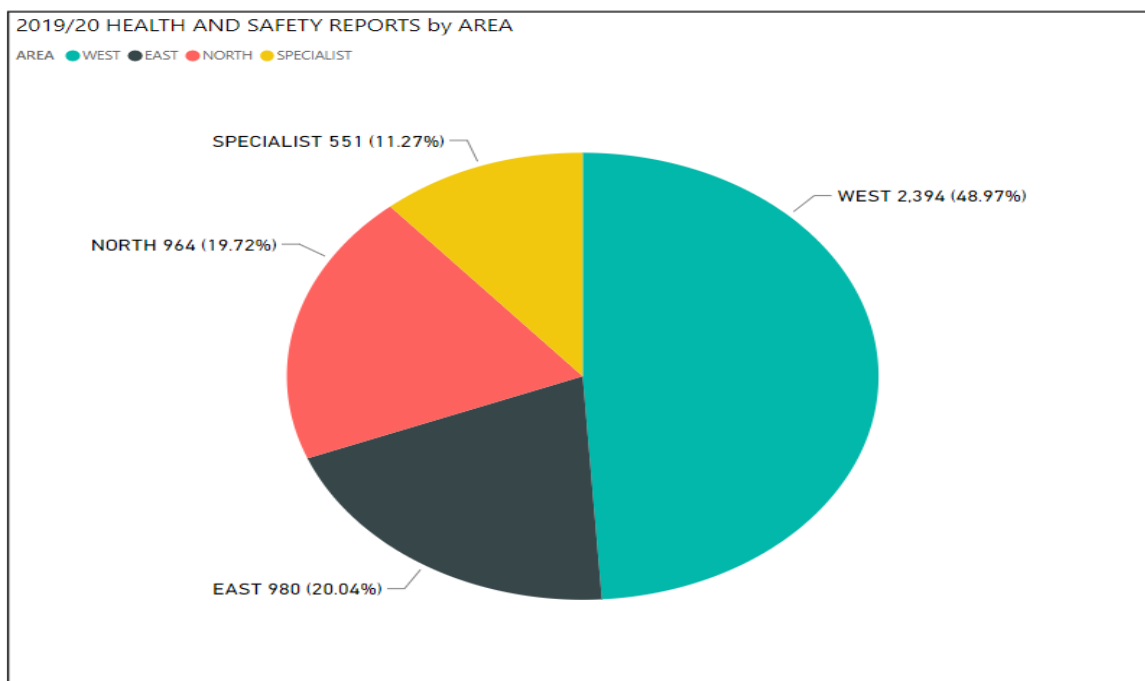
6.0 ANNUAL DATA 2019/20

6.1 Total reports submitted on SCoPE

For 2019/20 there were a total of 4889 accidents, near misses and undesired circumstances, while in 2018/19, this figure was 4657, **a reduction of 232.**

Reports were submitted across the Command Areas as detailed in Figure 10 with the **highest number of reports submitted by the West** Area. SPA/Forensic Services are included within the 'Specialist category', with 89 reports submitted in 2019/20.

Figure 10



6.2 SCoPE Report type and category 2019/20

Table 4

2019/20 TYPE OF OCCURRENCE	CATEGORY			
	ACCIDENT	NEAR MISS	UNDESIREDCIRCUMSTANCE	Grand Total
ASSAULT	2084	541	3	2628
DURING ARREST / CUSTODY PROCESS	633	152	6	791
MANUAL HANDLING	85	2	0	87
OTHER (including needle stick and animal bite)	463	146	147	756
OTHER - EXPOSURE TO HAZARDOUS SUBSTANCE	78	6	0	84
ROAD TRAFFIC OCCURRENCE/ COLLISION	145	28	0	173
SLIP, TRIP OR FALL	247	14	0	261
TRAINING	99	9	0	108
Unknown	1	0	0	1
Grand Total	3835	898	156	4889

The 3 highest types of accident for the year 2019/20 were:

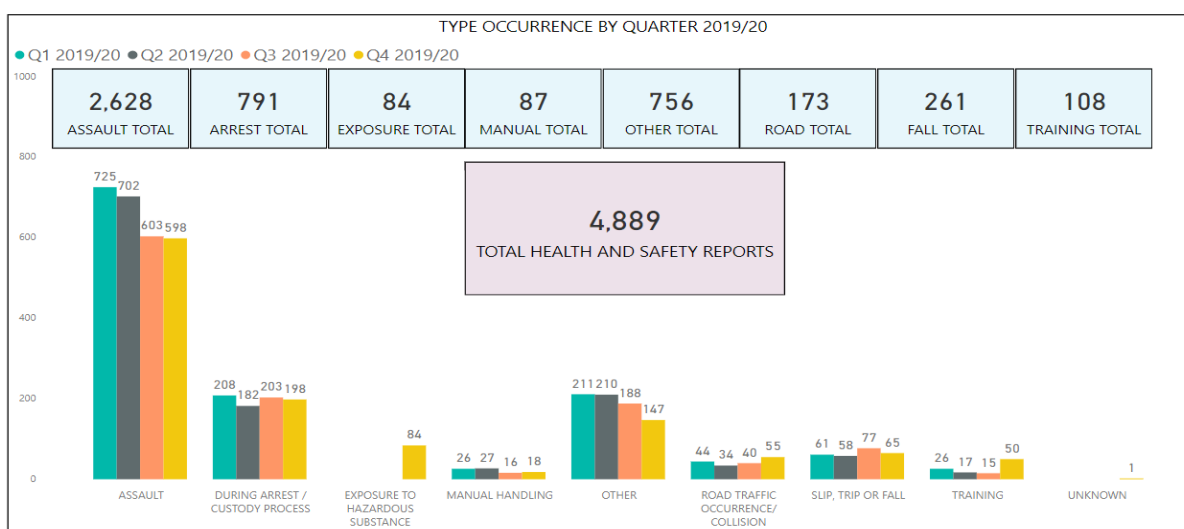
- **Assault** – 2084 (43% of all reports submitted)

- **During Arrest** – 633 (13%)
- **Other** (all 'Others' combined) – 541 (11%)

6.3 Annual Comparison of occurrence type – Q1-4 2019/20

Figure 11 displays each occurrence type for each quarter within 2019-20. The total number of assaults reported on SCoPE (including near misses and undesired circumstances) have reduced in each consecutive quarter. Occurrences During Arrest/Custody process have remained fairly static with some minor fluctuations. 'Other' reports have reduced over each consecutive quarter.

Figure 11



6.4 Comparison with previous year- highest types

Table 5

COMPARISON OF H&S REPORTS WITH PREVIOUS FINANCIAL YEAR		
Accident Category	2018/19	2019/20
Assault (Accidents & Incidents only)	1685	2084
Occurrences During Arrest (Accidents only)	759	633
Others (Accidents only)	586	463
TOTAL REPORTS	4657	4889

Noteworthy observations – comparison of the 3 highest types with the previous year:

- When compared to the previous year, **399 more assaults** were reported on Scope in 2019/20. (A spike in Assaults was recorded in Q1 and Q2 of 2019/20)
- During arrest accidents **reduced by 126**.
- Other accidents **reduced overall** by 123 (despite the spike due to covid-19 noted in Q4 only).

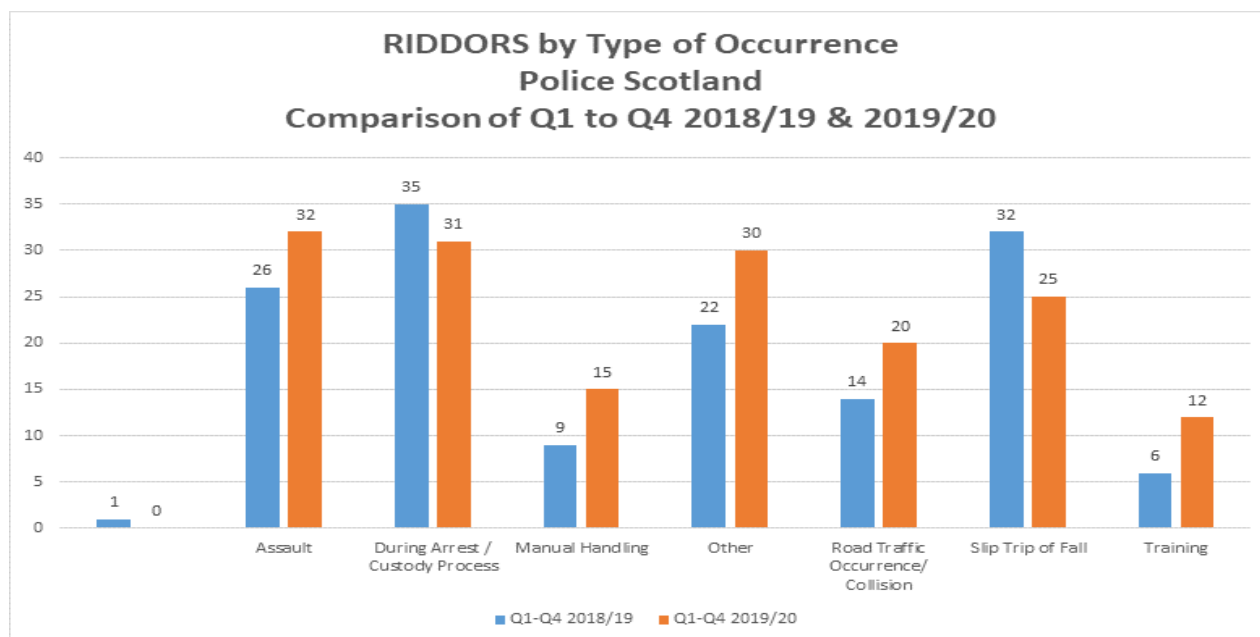
6.5 RIDDOR REPORTS – ANNUAL COMPARISON

RIDDORS

165 RIDDOR reports were submitted to the HSE in 2019/20. This is an **increase of 20** when compared to the previous year 2018/19. The increase is noted in the types below in Table 7 and Figure 12.

TABLE 6				
Type	2018/19	2019/20	Difference	% Change
Assault	26	32	6	23%
During Arrest / Custody Process	35	31	-4	-11%
Manual Handling	9	15	6	67%
Other	22	30	8	36%
RTC	14	20	6	43%
Slip Trip or Fall	32	25	-7	-22%
Training	6	12	6	100%
UNKNOWN	1	0	-1	-100%
Total	145	165	20	14%

Figure 12



7. FINANCIAL IMPLICATIONS

7.1 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.

8. PERSONNEL IMPLICATIONS

8.1 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.

9. LEGAL IMPLICATIONS

9.1 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.

10. REPUTATIONAL IMPLICATIONS

10.1 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.

11. SOCIAL IMPLICATIONS

11.1 There are no currently no social implications.

12. COMMUNITY IMPACT

12.1 There are no current implications for community impact.

13. EQUALITIES IMPLICATIONS

13.1 There are no current implications for equalities.

14. ENVIRONMENT IMPLICATIONS

14.1 There are no current implications for environmental impact.

Recommendations

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

APPENDIX A – CHANGES TO METHODOLOGY

From Q3 2019/20 onwards, a different methodology has been implemented using 'date of the occurrence' rather than 'date reported'. This is to ensure consistency and accuracy. Note – RIDDOR data has always been collated using date reported to HSE due to the 7 day delay in reporting absence RIDDORS.

The different methodology must be borne in mind as it is difficult to make comparisons with Q3 of the previous fiscal year. Legitimate comparative analysis will be possible from Q1 2020/21 onwards.

(For the purposes of this report, the new methodology has been retrospectively applied to Q1 and Q2 2019/20). Data for Q1 2019/20 onwards has also been 'cleansed' to remove any duplicates and complete any blank fields.

Other changes:

- 'Undesired Circumstances' can now be separated from the overall 'Near Miss' category.
- The 'other' type is also now divided into the most commonly occurring themes – exposure to hazardous substance, needle stick injury and contact with animal.
- The title of 'Injured During Arrest' has been changed to 'During Arrest/Custody Processes'. This type contains exactly the same reports as previously, it was changed to allow it to be used to categorise non injury occurrences of this type and also those occurring where an arrest may not be in progress at the time.

A new recording template is being trialled in Q4 2019/20. Data collation from this will include the date of occurrence, date reported and also date reported to HSE for the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 1995 (RIDDOR).

APPENDIX B – OCCURRENCE CATEGORIES

- An **Accident** is defined as a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work. ('Accident' numbers include assaults where contact is made but no injury reported. They also include RTCs where impact/contact is made though no injury is reported).

OFFICIAL

- A **Near Miss** is an event that, while not causing harm, has the potential to cause injury or ill health, for example an attempted assault where no contact is made.
- An **Undesired Circumstance** is a set of conditions or circumstances that have the potential to cause injury or ill health, e.g. untrained employees handling heavy items, airwave battery ran out but there was no 'event' that could directly result in injury.

APPENDIX C – OCCURRENCE TYPE

- **Assault** (intentional attempt to cause physical injury by a third party).
- **During Arrest / Custody processes** (injuries sustained during restraint, struggle) Note – the name of this type has been amended to capture such injuries where an arrest may not be in progress. The word 'injury' has been removed so it can be used to categorise 'Near Misses' i.e. where no injury occurs. Throughout this report, references to this type refer to what was previously termed 'Injured During Arrest'.
- **Manual Handling** (musculoskeletal injuries associated with lifting, carrying, pushing pulling inanimate objects or persons).
- **Slips Trips and Falls** (from a height and on the same level).
- **Road Traffic Collisions.**
- **Training Accidents.**
- **Others** (as of Q3 2019/20 this type is further separated into the most commonly noted trends - needle stick injury, exposure to hazardous substance, contact with animal and other).