



<b>Meeting</b>	<b>People Committee</b>
<b>Date</b>	<b>30 May 2024</b>
<b>Location</b>	<b>Video Conference</b>
<b>Title of Paper</b>	<b>Health &amp; Safety End of Year Report, 2023/24</b>
<b>Presented By</b>	<b>Dawn Maclean</b>
<b>Recommendation to Members</b>	<b>For Discussion</b>
<b>Appendix Attached</b>	<b>Yes</b> <b>Appendix A – Manager Report 2023/24</b>  <b>Appendix B - Health and Safety Workplan 2024/25</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 appendices.

## 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

### *Health and Safety End of Year Report*

- 2.1 The Health & Safety End of Year 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.

### *Health and Safety Workplan 2024/25*

- 2.3 In February 2024, the Health and Safety Board approved the Health and Safety Strategic Action Plan 2024-2027, which sets out the Department's overarching strategic purpose and key objectives for the next 3-year period and planned activity that supports the delivery of those strategic objectives.

- 2.4 To further support the delivery of the strategic action plan, a Health and Safety Workplan for the current fiscal year has been drafted and attached at Appendix B. The workplan also seeks to conclude a previous recommendation from the Health and Safety Internal Assurance review that 'the Health & Safety Manager should consider the development of a scheduled and reactive demand workplan to record and coordinate the current and future work commitments of the team.'

- 2.5 The workplan outlines specific proactive activity that will be undertaken during the fiscal year as it has been acknowledged that the nature of the re-active demand managed by the Department on a daily basis is impossible to record within a workplan format. This has been discussed and agreed with Risk and Assurance.

- 2.6 The Health and Safety Workplan 2024/25 was approved by PSEMB in April and is now provided for the information of SPA People Committee.

- 2.7 Members are invited to discuss the Health and Safety Workplan 2024/25.

### **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 appendices.

OFFICIAL



**POLICE**  
**SCOTLAND**  
**POILEAS ALBA**

**SCOTTISH POLICE**  
**AUTHORITY**

**HEALTH & SAFETY**

# SPA People Committee

**Manager Report - 2023-2024**

# Health & Safety Dashboard

## Report monitoring – 2023-2024



### Statutory enforcement

#### H&S enforcement notices

✓ No reportable incidents

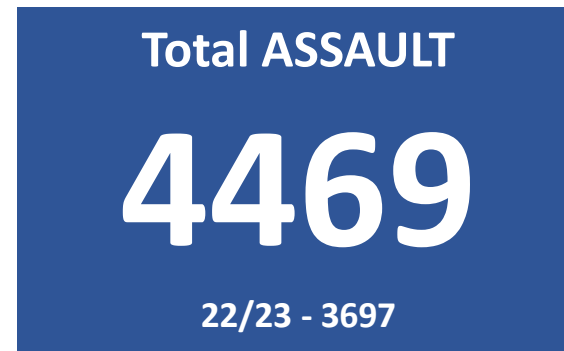


#### Fire safety enforcement notices

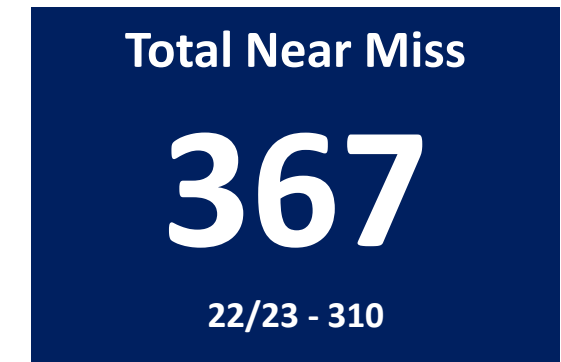
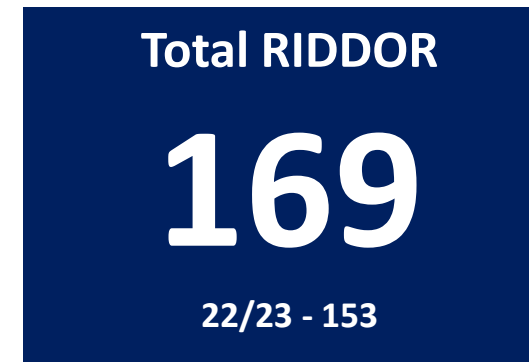
✓ No reportable incidents



### Breakdown of figures – assault figures



### Breakdown of figures – exc assault figures



# 1. Report Monitoring

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## RIDDOR - Assaults

There has been a reduction of 0.33% in the number of reportable injuries since 2021/22

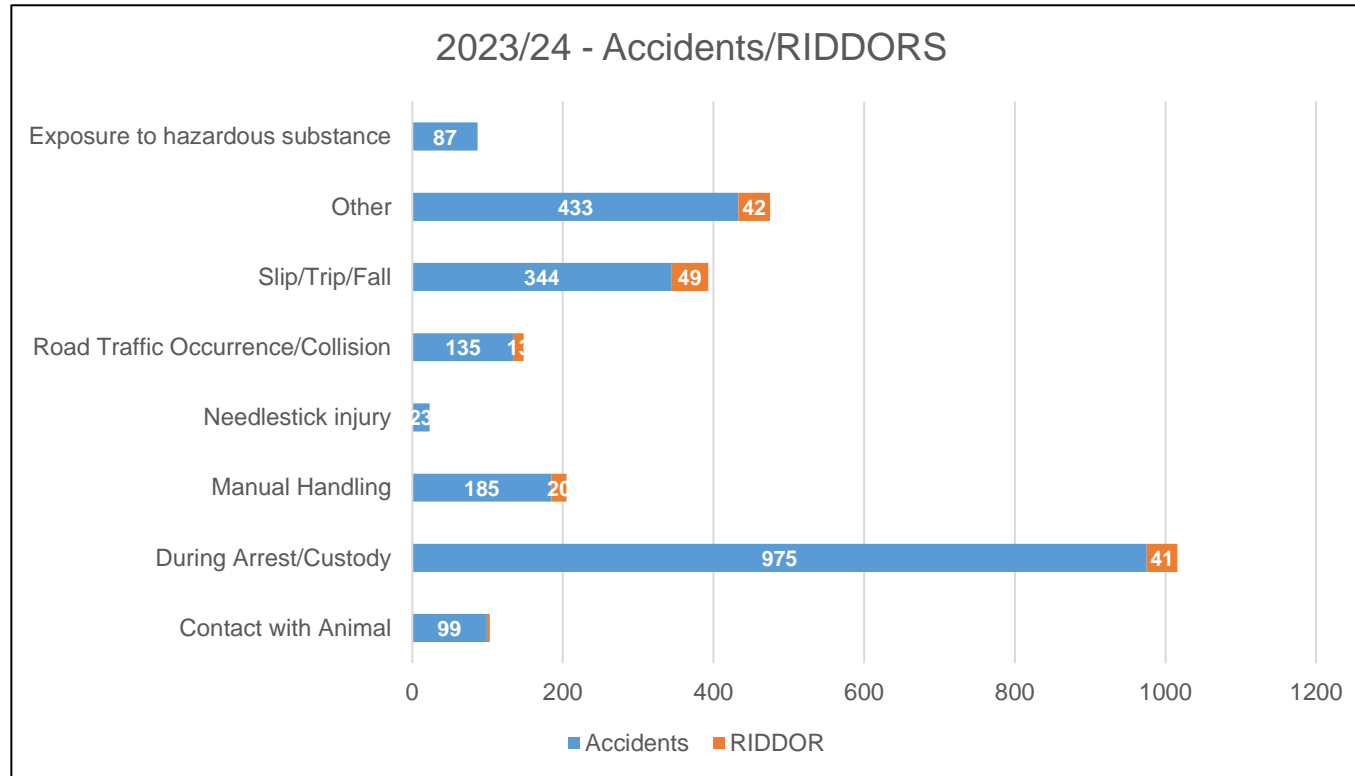
## Sickness Absence - Assaults

There has been a 36.2% increase, on last year's figures, in the number of absences due to assault

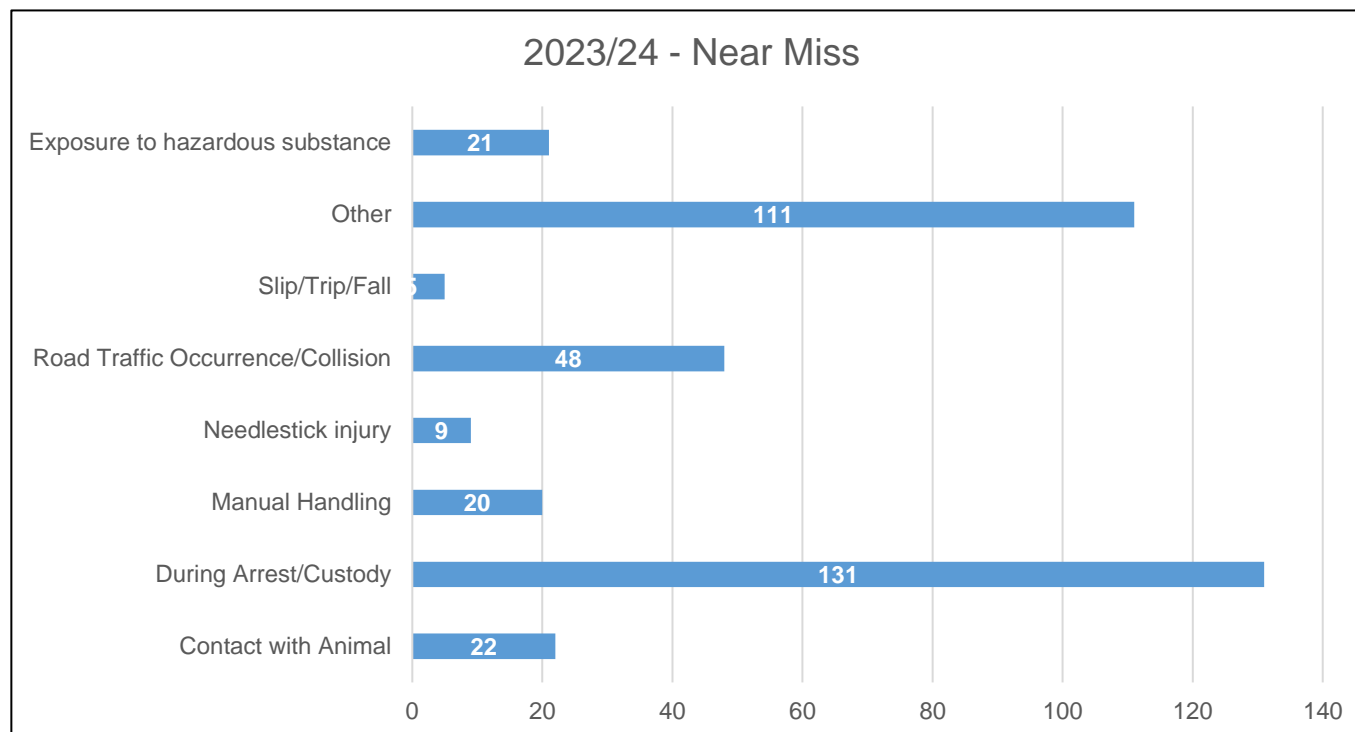
## Sickness Absence - Other

There has been a 25% decrease on sickness absence in relation to other occurrences

# 1a. Report Monitoring: *Accident Reporting*



**Accidents  
2281  
RIDDOR  
169**



**Near Miss - 367**

**Look to improve communications around importance of these reports in comparison to accident numbers**

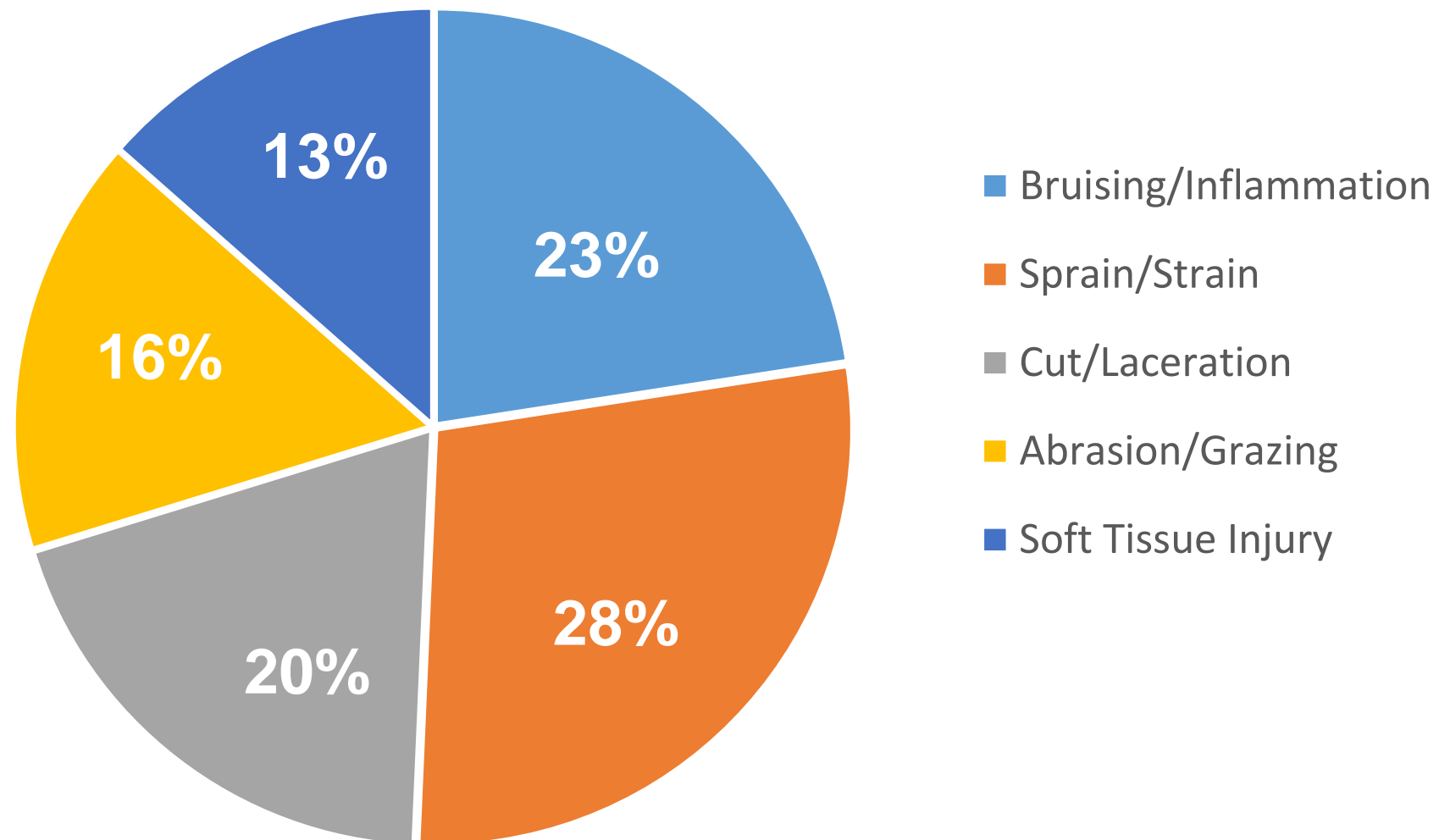
\*Figures are not inclusive of assaults recorded



# 1b. Report Monitoring: *Injury Types*

## Data & trend analysis – 2023/24 report

2023/24 - Common injury types

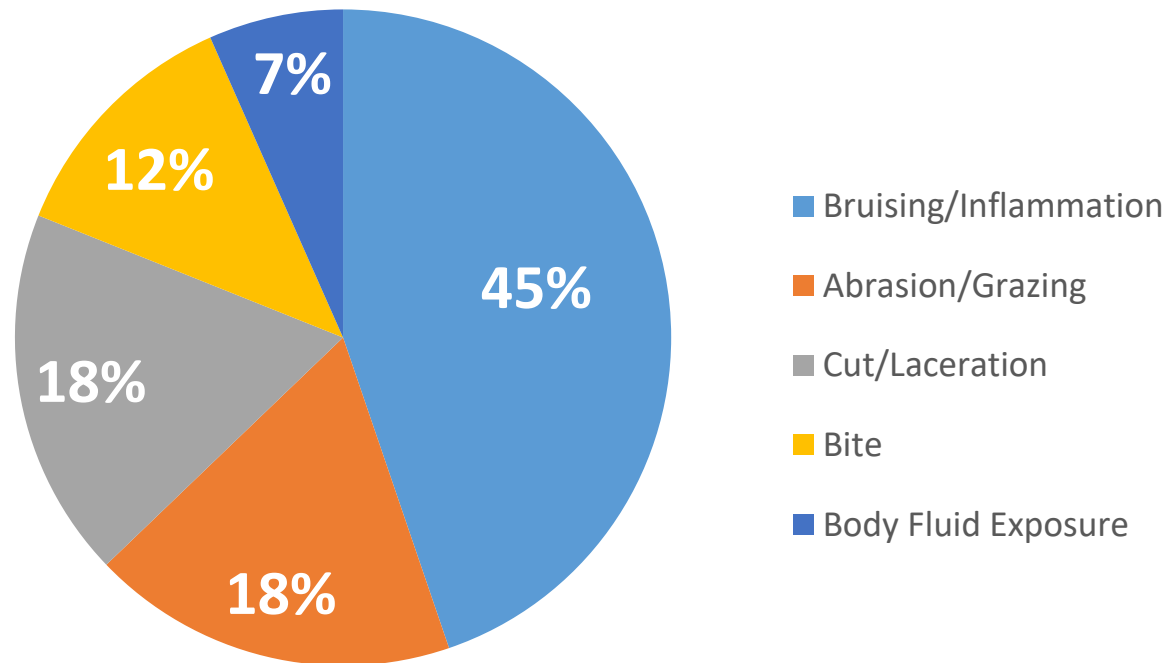


\*Figures are not inclusive of assaults recorded

# 1c. Report Monitoring: *Assault Reporting*

## Data & trend analysis – 2023/24 report

Injury - Assault 2023/24



### Management response

The data shows that reporting has increased and reportable injury from assaults has decreased.

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.

Total ASSAULT

**4469**

2023/24

Total NEAR MISS

**1096**

2023/24

Total RIDDOR

**33**

2023/24

A Total of

**1408**

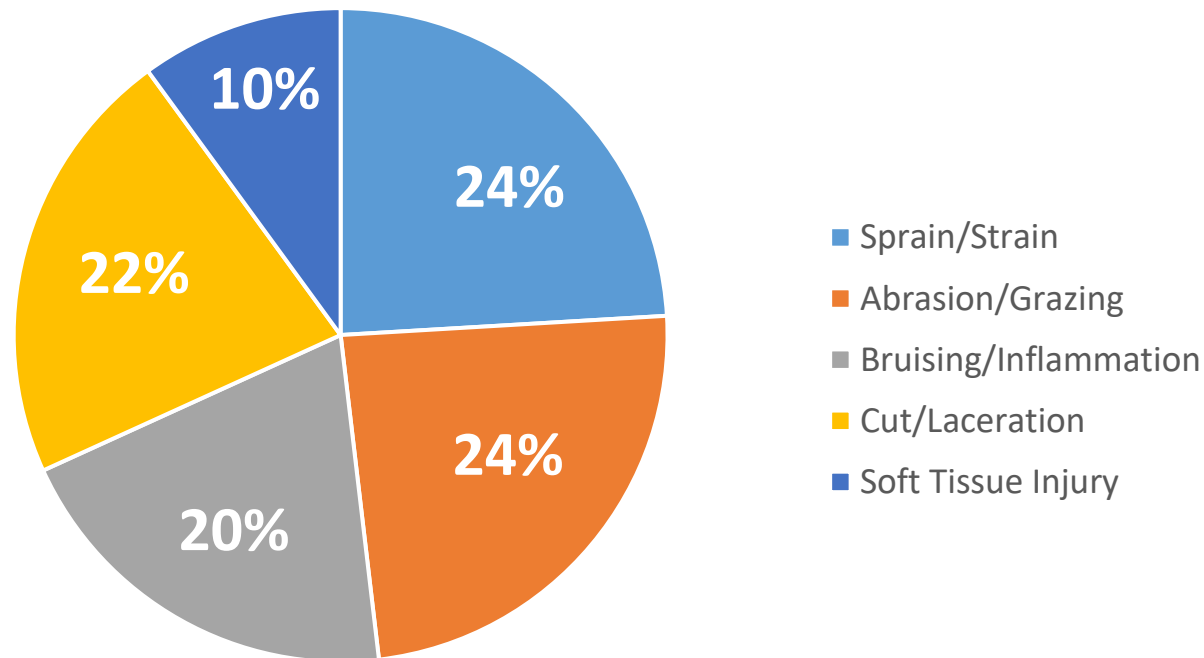
resulted in injury

2023/24

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

## Data & trend analysis – 2023/24 report

### Injury - During Arrest/Custody 2023/24



### Management response

Of the 1109 reports recorded as during arrest/custody 128 of them have occurred in police premises (11.5%).

128 total in Police Premises  
46 in cell (36%)  
31 at charge bar (24%)  
6 in holding cell/area (5%)

Total ACCIDENT

975

2023/24

Total NEAR MISS

131

2023/24

Total RIDDOR

132

2023/24

A Total of

877

resulting in injury

2023/24

# 5. Assurance Process: *Sources of Assurance*

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## **Certificate of Assurance**

The Health & Safety Assurance process will commence mid Q1 24-25 and run through until end Q3 24-25. The Certificate of Assurance process is a thematic health and safety audit process undertaken by divisions and departments across the organisation. The audit theme for 24-25 is Risk Assessment and Implementation of Controls. The process will be facilitated electronically using the Citizen Space survey tool to record divisional responses and facilitate the evidence gathering process, with 4Action providing an audit trail for any improvement actions arising from the audit.

The divisional schedule is shown on slide 9.

## **Inspections**

Inspections are carried out by trained Designated Safety Co-ordinators (DSC) within the divisions on a 6 monthly basis. Any new Designated Safety Co-ordinators are accompanied by the HSAs for their first inspection. Anything for action is reported to persons responsible i.e. Divisional Commander, Estates. All are brought to the Divisional Quarterly H&S Committees for noting and discussion. Ad hoc inspections are also carried out by HSAs in response to ScoPE Accident/Incident/Near Miss reports or, in general, during routine visits.

Schedule of work appears on slide 10.

# 5a. Assurance Process: *Sources of Assurance*

## Certificate of Assurance - Plan

Certificate of Assurance Plan				May w/c							June w/c				July w/c					August w/c				September w/c					October w/c				November w/c					December w/c				January w/c					February w/c				March w/c					
Division/Service	Assigned to	Start	End	6	13	21	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	6	13	20	27	3	10	17	24	3	10	17	24							
A	MMcH																																																							
C	MS																																																							
D	IP																																																							
E	AB																																																							
G	MMcG																																																							
J	AB																																																							
K	MMcG																																																							
L	CS																																																							
N	IP																																																							
P	MS																																																							
Q	AM																																																							
U	CS																																																							
V	CS																																																							
C3	IP																																																							
CJSD	MMcH																																																							
CORPORATE	AM																																																							
FLEET	MMcG																																																							
OSD (Spec Services & RP)	MS & AB																																																							
PPCT	AM																																																							
SCD	AB																																																							
SPA	MMcH																																																							

Consolidation of team feedback

# 5b. Assurance Process: *Sources of Assurance*

## Six-monthly Inspections

Month Division	J	F	M	A	M	J	J	A	S	O	N	D
A												
C												
CJSD												
D												
E												
Fleet												
J												
K												
L												
N												
OSD												
P												
U												
V												

Planned inspection register for divisional areas

## 6. Areas of Concern

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### ■ **Productions**

Health and Safety Dept continues to engage with, and support, CJS. Development of National Guidance relating to the Control of Substances Hazardous to Health (COSHH) regulations, which will include guidance on the storage of hazardous substances, is ongoing. The Department's involvement in SLWGs relating to Lithium-Ion batteries and cannabis cultivations will also provide supportive guidance, alongside regular engagement with CJS and Estates regarding ongoing production storage issues.

Following the recent inclusion of Nitrous Oxide as a Class C drug under the Misuse of Drugs Act 1971, the Health and Safety Department is working with Criminal Justice, Specialist Crime Division and Local Policing to develop force guidance for the seizure, transportation and storage of Nitrous Oxide, ensuring compliance with associated health and safety regulations, such as those relating to compressed gases.

### ■ **Dangerous Dogs**

Following a review of incidents involving police interventions where a dog is dangerously out of control, the Department has engaged with Operational Support Division (OSD) and Local Policing to examine safety risks associated with incidents of this type and current force response/processes. Following discussion, OSD is developing proposals to update force procedures, which will seek to mitigate these risks.

# 6. Areas of Concern

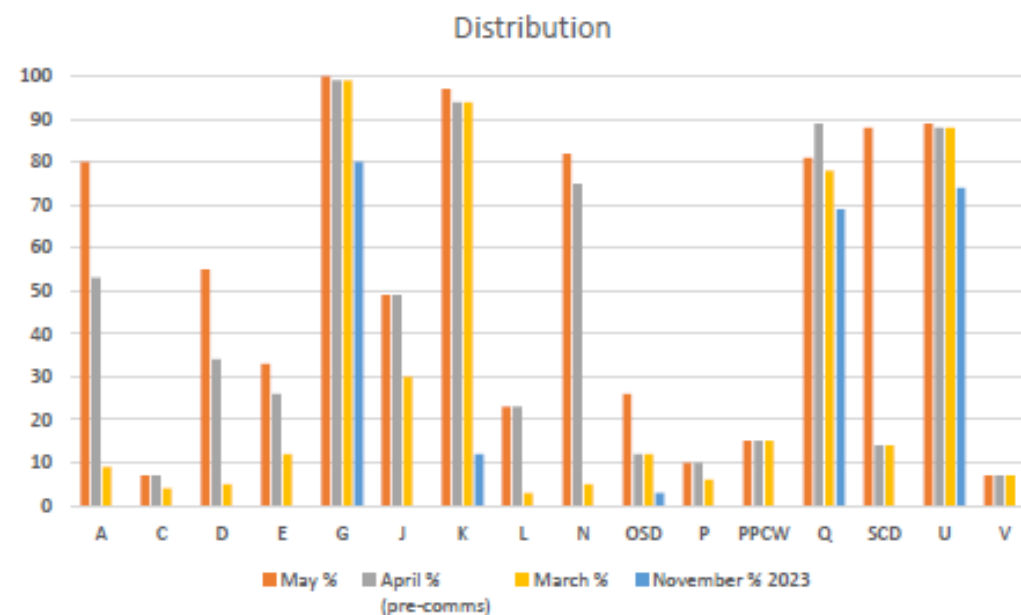
## ■ Sure-fire Earpieces

Surefire earpieces have been added to 4Risk to ensure there is sufficient oversight and monitoring of activity related to the deployment of hearing protection across the force, particularly where it is needed as priority i.e., events, parades, football matches. Digital Divisions have contacted all identified divisional SPOCs. Communications has now been published on the Force Intranet highlighting this PPE, with instructions on how to access and use the equipment.

Lessons were taken from the events that happened at OP Moonbeam where the ask from divisions was not within scope within requested timescales. Since December, Digital division have had access to the Events calendar, and these have been targeted accordingly. Stock of items has also been replenished to ensure there is adequate provision.

A combination of engagement from Digital and Health and Safety has seen a vast improvement in recent weeks as highlighted in the table and graph below. A longer-term plan to include health surveillance is currently being discussed with colleagues in Wellbeing along with our external partners Optima.

Division	Engagement with Division SPOCS	May %	April % (pre-comms)	March %	November % 2023
A	Feb-24	80	53	9	
C	Apr-24	7	7	4	
D	Mar-24	55	34	5	
E	Nov-23	33	26	12	
G	Jun-23	100	99	99	80
J	Nov-23	49	49	30	
K	Sep-23	97	94	94	12
L	Feb-24	23	23	3	
N	Feb-24	82	75	5	
OSD	Dec 2023 (Public Order – Hogmanay events etc.)	26	12	12	3
P	Mar-24	10	10	6	
PPCW	Mar-24	15	15	15	
Q	Jun-23	81	89	78	69
SCD	Mar-24	88	14	14	
U	Sep-23	89	88	88	74
V	Feb-24	7	7	7	





# 7. In Development

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## ■ Policy Development

There is a designated team among the H&SA focussing on Policy and Guidance development. Key policies due to come for publication:

- Fire Safety Policy and SOP;
- Personal Emergency Evacuation Plan National Guidance;
- First Aid National Guidance
- Provision and Use of Work Equipment National guidance and checklist ;
- Accident, Incident and Near Miss Reporting and Investigation National Guidance
- Control of Substances Hazardous to Health National Guidance
- Risk Assessment National Guidance

## ■ Intranet Development Working Group

Work is underway to deliver improvements to the Health and Safety intranet site, to ensure additional health and safety guidance is available in an accessible and user-friendly format. The changes will include new guidance on the incident types where operational support is most often requested, ensuring an enhance provision of health and safety support outside departmental working hours. Once published, the impact of the intranet updates will be reviewed as part of a wider review of health and safety on-call provision.

# 7. In Development

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## ■ Lithium-ion Batteries

An Organisational Risk relating to Lithium-Ion batteries has been drafted in consultation with Risk Management. A Short Life Working Group (SLWG) has been established to develop control measures, with representatives from local police, Estates, Roads Policing, CJSD, Fleet, C3, EERP, Digital Division, Procurement and SPF. The SLWG is collating known areas of risk across the force together with various departmental workstreams, initiatives and guidance being developed to address those risks. Initial safety guidance will be published, while more detailed guidance is developed in relation to specific risks collated by the Group.

## ■ RPE Policy

Meetings of the Data and Evaluation and RPE Equipment sub-groups continue. Both sub-groups have now agreed to a monthly meeting. The EDI sub-group will meet once the work of the other sub-groups has developed sufficiently. Actions from the groups so far include focus groups, identification of hazards and risk concern, market research on equipment and any research findings that may have already been carried out by partners and other similar parties on ill-health effects of hazards such as asbestos, smoke inhalation and man-made mineral fibres (MMMMF).

## ■ SCoPE Accident/Violence Form

The SCOPE development team form is now complete and ready for development team to implement.

From Q1 2024/2025, assaults (with or without contact) will be classified as **incidents** and will no longer be classified as an accident or near miss. This will allow for a clearer distinction between health & safety related accidents / near misses and of those with criminal intent.

# Health and Safety Workplan 2024/25

Health and Safety team

**OFFICIAL**

# Strategic Plan objectives 2024-2027

## Key Area 1

Reviewing existing health and safety performance measures and evidence through reporting to recognise achievement and identify areas for improvement

## Key Area 2

Simplifying and modifying policies, SOPs and guidance to make efficiencies, for ease of use and understanding

## Key Area 3

Encourage a culture of transparency through communication to embed health and safety throughout each discipline

## Key Area 4

Utilise technologies already available within PS and explore new developments to enhance the current health and safety management system

## Key Area 5

Continue to improve and advise on sufficient workplace standards and monitor performance

## Key Area 6

Putting emphasis and measures in place to influence behaviours, in respect of work-related ill health inclusive of stress

## Key Area 7

Keep abreast of industry changes to take an active approach to confronting new challenges

Objective	Action	By Whom	Due	Resources	Outcome
<b>Key Area 1.3 – Improve assurances to SPA/PS that Health and Safety is embedded</b>	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	
<b>Key Area 2.3 - Develop new policies, SOPs and national guidance where relevant</b>	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	
<b>Key area 3.2 - Improve Health and Safety Intranet site</b>	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	
<b>Key area 4.1 &amp; 5.3 – Investigate the use software to improve compliance</b>	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	
<b>Key area 6.1 - Continue to identify ways to reduce RIDDORS across the organisation</b>	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	
<b>Key area 7 - Maintain strong connections internally and externally, collaborating on future initiatives to affect positive change.</b>	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	