



<b>Meeting</b>	<b>SPA People Committee</b>
<b>Date</b>	<b>28 February 2024</b>
<b>Location</b>	<b>Video Conference</b>
<b>Title of Paper</b>	<b>Q3 Health &amp; Safety Report</b>
<b>Presented By</b>	<b>Dawn Maclean, Health &amp; Safety Manager</b>
<b>Recommendation to Members</b>	<b>For Discussion</b>
<b>Appendix Attached</b>	<b>Yes – Appendix A – Manager Report Q3, 2023/24</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 Quarter 3 report, attached at Appendix A, details matters such as enforcement activity, proactive preventative work and accident statistics, which include assaults and incidents involving during arrest/custody. The report also provides updates on current and emerging health & safety issues and updates regarding the development of policy and practice.
- 2.2 Members are invited to discuss this report.

## **3. FINANCIAL IMPLICATIONS**

- 3.1 While there are no financial implications arising directly from this report, there are financial implications from 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 current social implications.

**8. COMMUNITY IMPACT**

8.1 There are no current implications for community impact.

**9. EQUALITIES IMPLICATIONS**

9.1 There are no current implications for equalities.

**10. ENVIRONMENT IMPLICATIONS**

10.1 There are no current implications for environmental impact.

**RECOMMENDATIONS**

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

OFFICIAL



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

**SCOTTISH POLICE**  
**AUTHORITY**

**HEALTH & SAFETY**

# SPA People Committee

**Manager Report**  
**Quarter 3, 2023/24**

# Health & Safety Dashboard

## Statutory enforcement

### H&S enforcement notices

✓ No reportable incidents



### Fire safety enforcement notices

✓ No reportable incidents



### Breaches of legislation, health & safety guidance

✓ No reportable incidents



**10** improvement actions identified and in progress. 8 actions now complete.

## Incident monitoring

### Total INCIDENTS

**2434**

Q2 - 2020

### Total RIDDOR

**57**

Q2 - 39

### Total Near Miss

**433**

Q2 - 381

### Breakdown of figures in Q3 – assault figures

#### Total ASSAULT

**1333**

Q2 - 1009

#### Total RIDDOR

**14**

Q2 - 6

#### Total Near Miss

**336**

Q2 - 273

### Breakdown of figures in Q3 – exc assault figures

#### Total ACCIDENT

**584**

Q2 - 547

#### Total RIDDOR

**43**

Q2 - 33

#### Total Near Miss

**97**

Q2 - 33

# 1. Strategic Plan Review

## Review of Health and Safety

### 3-year Strategic Plan (2021-2024)

The current 3-year plan consisted of the following five objectives, each with key aims to achieve compliance and assurance:

- Leadership
  - Management Systems
  - Training and Development
  - Risk Management
  - Accident Investigation & Management
- A new 3-year strategy is detailed separately and will continue to build on the significant work achieved thus far. The new plan will continue in that trajectory of continuous improvement, but also look at identifying new targets.
  - Key focus will be on improving engagement and communications with the wider organisation in terms of utilising the tools we currently have such as the Intranet, whilst exploring other initiatives for creating simplified and efficient processes



## 2. Assurance Process: *Sources of Assurance*

### Six-monthly Inspections

Month \ Div	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

- Inspections are carried out by trained Designated Safety Co-ordinators (DSC) within the divisions on a 6 monthly basis
- Any new DSCs are accompanied by the HSAs for their first inspection
- Anything for action is reported to persons responsible
- 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 reports or, in general, during routine visits

HSM will prepare a paper for decision to introduce a business case to use app technology to assist in this process to provide assurances

# 4. Developments

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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 consultation:

- Fire Safety Policy and SOP;
- Provision and Use of Work Equipment National guidance and checklist ;
- Accident/Incident national guidance
- Control of Substances Hazardous to Health national guidance

## ■ SCoPE Accident/Violence Form

A further request has been submitted to the SCOPE development team seeking amendment to the system for recording of assaults, which are currently reported using the SCOPE Accident-Violence form. It has been requested that the form is updated to include an 'Incident' option to differentiate between accidents and incidents where there has been an intent to cause harm. The changes will enhance data quality issues and reduce administrative demand on Health and safety staff.

## ■ BAU

- Team proactively assisting Divisions
- All remaining recommendations from Internal Assurance within 4Action are in progress
- 4Risk actions have been updated
- Certificate of Assurance pilot is underway



## 5. Areas of Concern

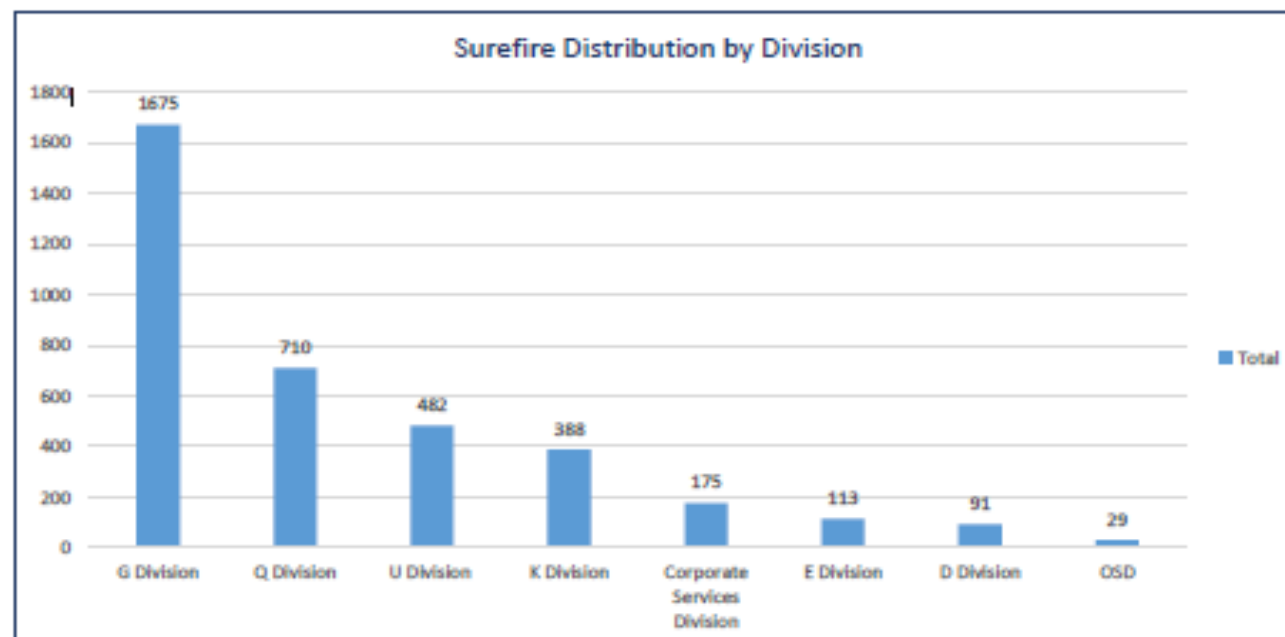
### ■ West High Street, Forfar Station

Gold group meeting was held on Wednesday 24<sup>th</sup> January 2024. A cost analysis is being looked at for all options inclusive of relocation and refurbishment work. Meantime the H&S team, along with our Estates and Divisional colleagues, are providing support and advice on any mitigations that may be required to ensure those who are working there are doing so safely.

### • Sure-fire Earpieces

Now been added to 4Risk as an organisational risk initially under our ownership with a view to moving this across to the relevant responsible person.

In the North, D Division roll-out is due to start in February. A & N Divisions were going to be issued with Surefire at the same time as new radios, however there has been a delay in the procurement of earpieces (budget constraints) and devices are waiting on new software meaning that we will likely progress to issuing Surefire ahead of device refresh. Anticipating this will start in March based on workload. We are managing the competing demands of business as usual with the Surefire rollout, which is a project in itself being run with no additional staff, hence progress may not be as quick as we would like.



## 6. Future focus

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- **Intranet**

The Department continues to develop proposals and content to refresh the Health and Safety intranet site, which will improve user engagement and the accessibility of information. The refresh is also intended to support proposed changes to the Health and Safety on-call provision, ensuring enhanced self-service options outside business hours. As the owners of the intranet, Corporate Communications has been approached to support the Health and Safety internet refresh work.

- **On-Call Review Process**

The On-Call pilot providing weekend on-call cover only Saturday-Sunday (0700-1900) commenced in late December 23 and will run until March 24. The process has run smoothly to date, with a number of incidents supported up to the end of January.

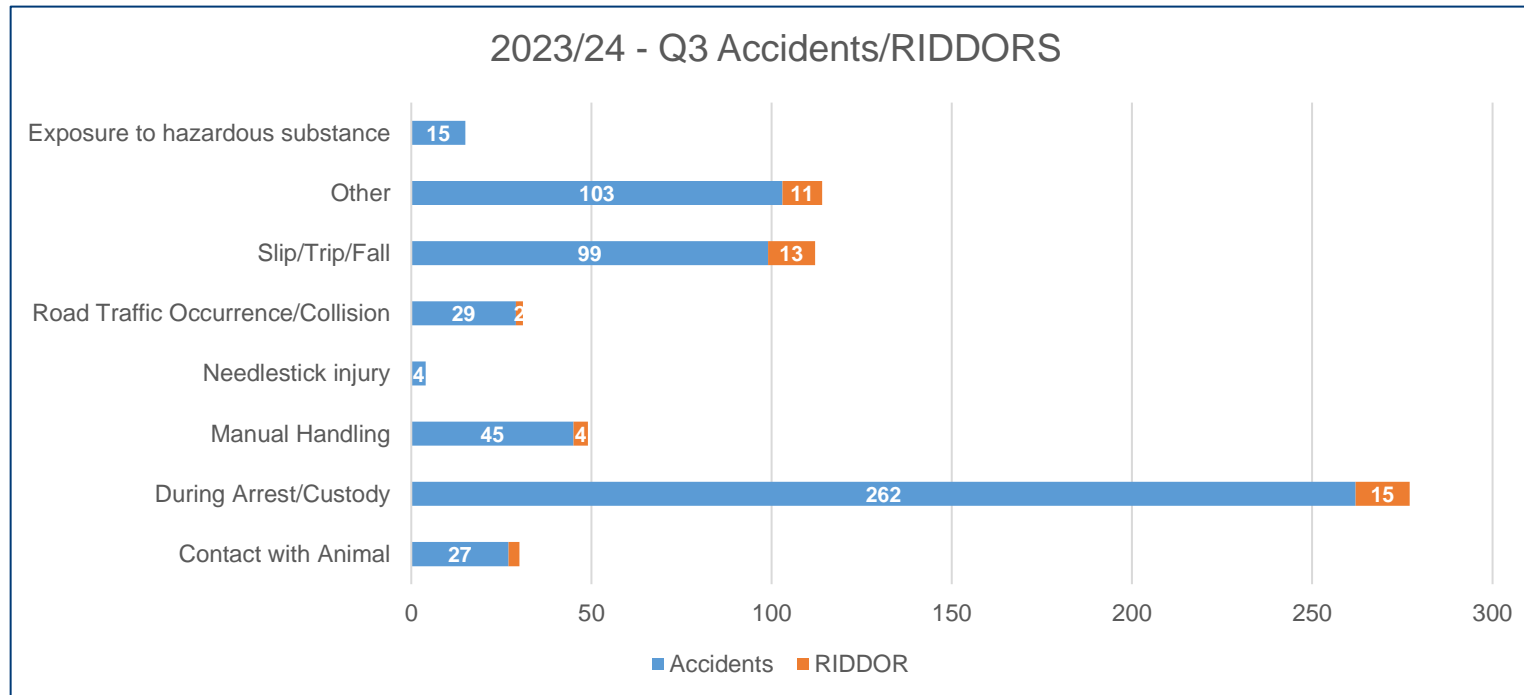
- **Lithium-ion Batteries**

This issue has now been added to 4Risk. A SLWG is in the process of being convened to bring all good practice from across the force together to ensure all areas of concern are identified and/or in train and how we progress going forward, in particular where we might seek approval for equipment/organisational process etc

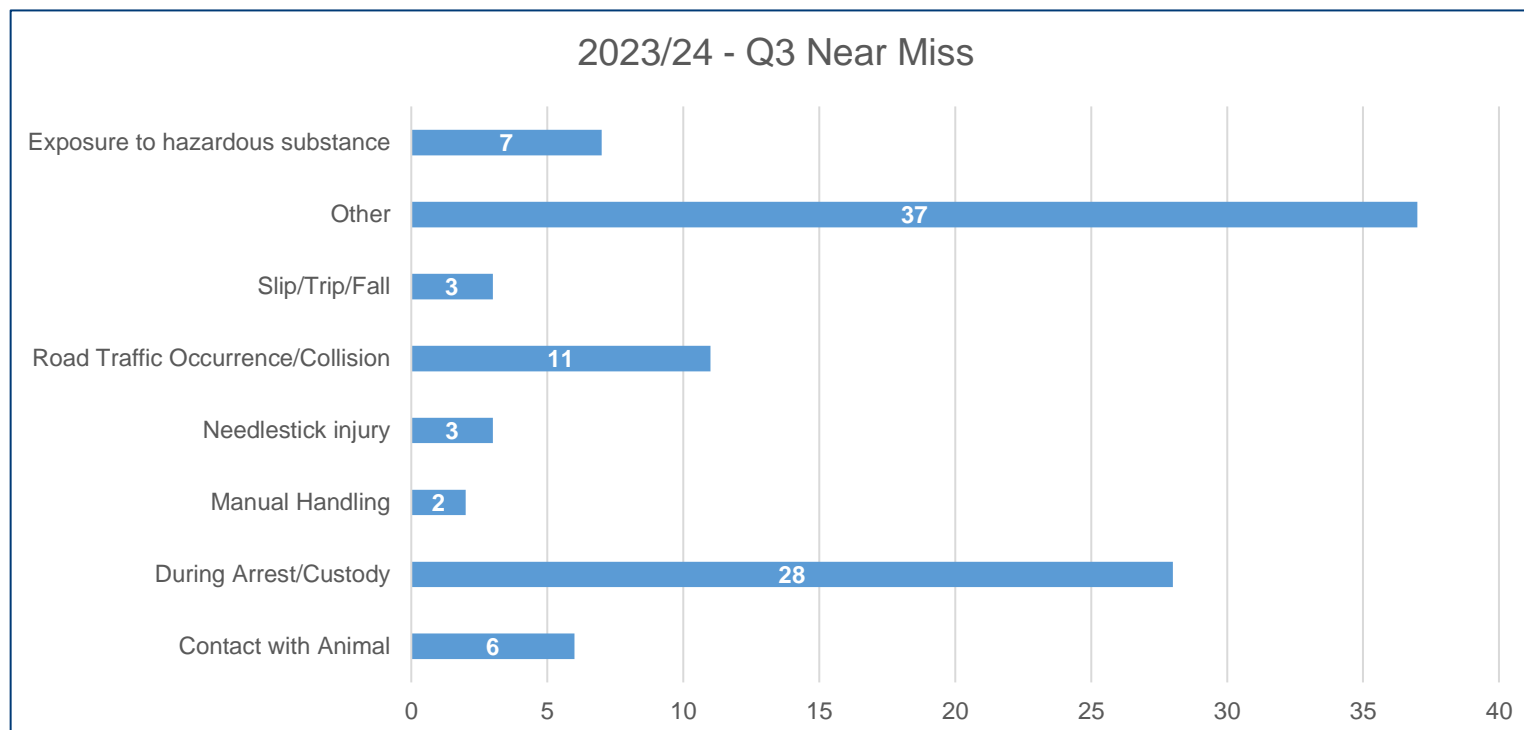
- **RPE Policy**

Initial meetings of the Data and Evaluation and RPE Equipment sub-groups have been held to agree ToRs, membership and develop proposals for initial workstreams. The Data and Evaluation sub-group will meet monthly, with the RPE Equipment sub-group next due to meet at the end of March. This will allow the Data and Evaluation sub-group to develop its workplan and produce initial findings which will support the RPE Equipment sub-group's discussions. The EDI sub-group will meet once the work of the other sub-groups has developed sufficiently.

# 7. Incident Monitoring: *Accident Reporting*



**Q3 Accident  
584  
Q3 RIDDOR  
43**



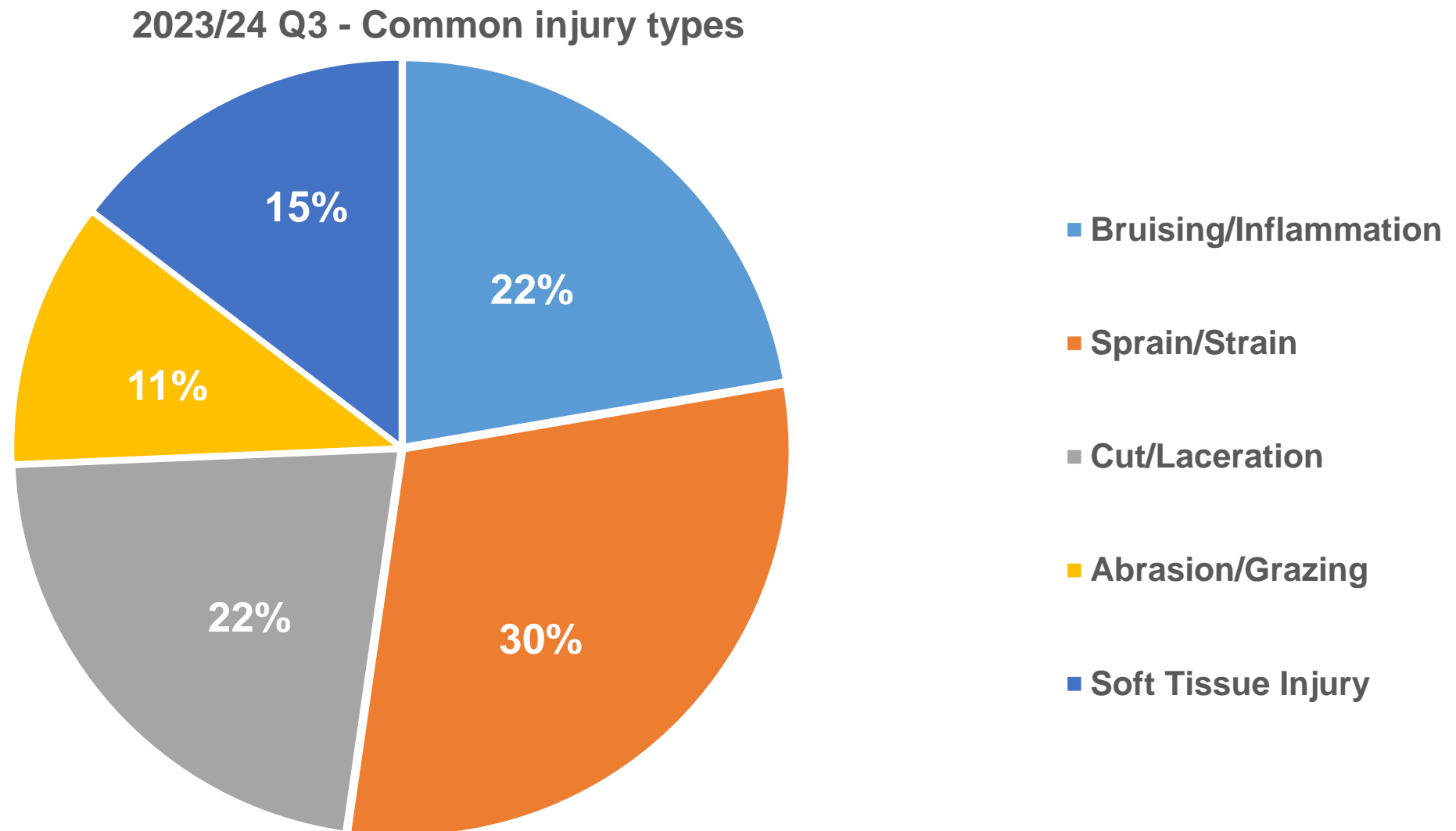
**Q3 Near Miss - 97**

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

\*Figures are not inclusive of assaults recorded

# 8. Incident Monitoring: *Injury Types*

## Data & trend analysis – Q3 report

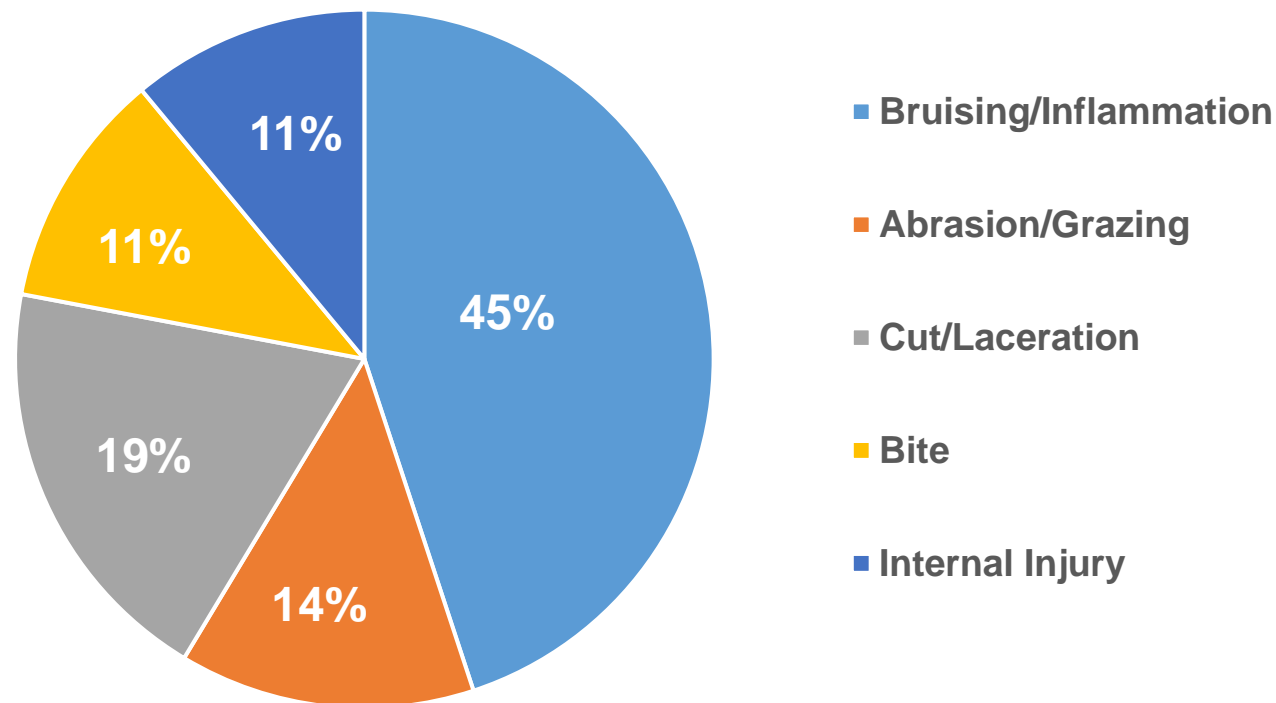


\*Figures are not inclusive of assaults recorded

# 9. Incident Monitoring: *Assault Reporting*

## Data & trend analysis – Q3 report

2023/24 Q3 - Assault Common Injuries



### Management response

The data shows that since Q2, more people are reporting, near miss reports have risen and injury from assaults has increased.

There has been a significant rise in the number of **internal injuries**. This was in response to Op Moonbeam and the issues relating to noise.

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 ACCIDENT

**1333**

Q1 - 1009

Total NEAR MISS

**336**

Q2 - 273

Total RIDDOR

**14**

Q2 - 6

A Total of

**432**

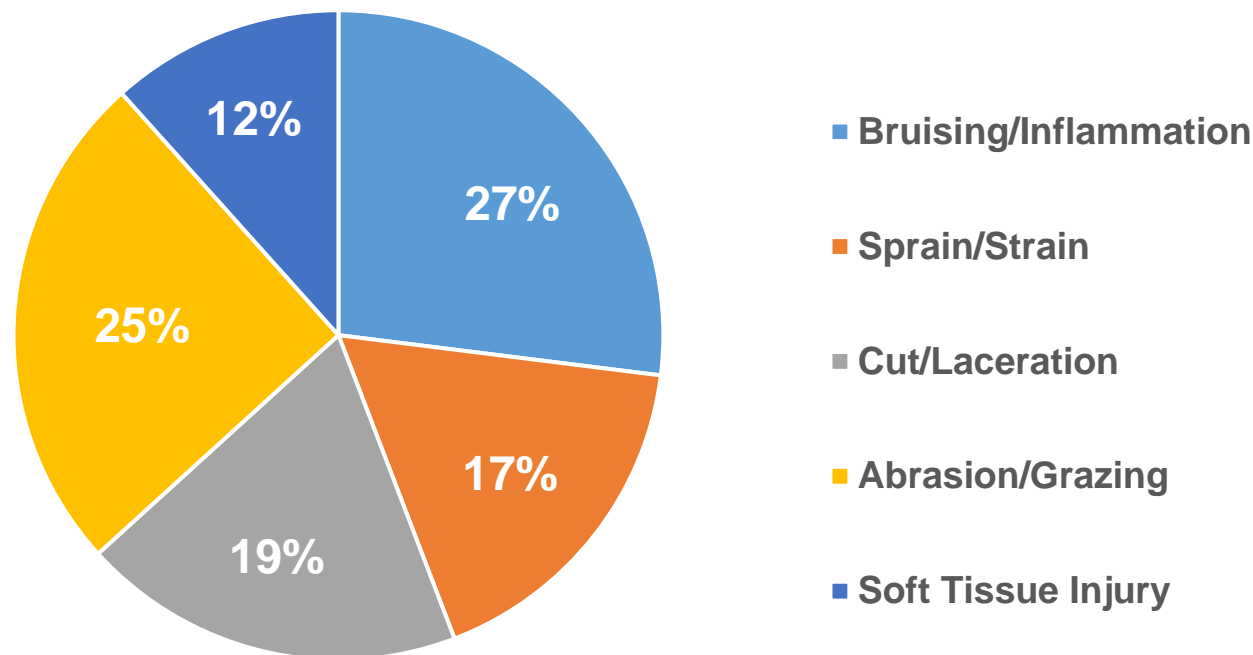
resulted in injury

Q2 - 328

# 10. Incident Monitoring: *During Arrest/Custody*

## Data & trend analysis – Q3 report

2023/24 Q3 - During Arrest/Custody - Common injury types



### Management response

Police Premises continues to rank in third place in relation to accident reports, with 695 accidents (55%) occurring within custody. Accident data shows that 39% of accidents occur within cells, 28% at the charge bar and 12% in holding cells/areas. There is also a 13% increase, on the same period last year, in sickness absence due to incidents within Police Premises. HSAs will engage with CJSJ in relation to these trends.

**Total ACCIDENT**  
**262**  
Q2 - 236

**Total NEAR MISS**  
**28**  
Q2 - 38

**Total RIDDOR**  
**14**  
Q2 - 7

**A Total of**  
**232**  
**resulting in injury**  
Q2 - 209