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| Meeting | People Committee |
| Date | 28 February 2022 |
| Location | Video Conference |
| Title of Paper | Health & Safety Report Quarter 3 2022 |
| Presented By | James Bertram, Health & Safety Manager PI Kirsty MacIntyre, Your Safety Matters Secretariat |
| Recommendation to Members | For Discussion |
| Appendix Attached | Appendix "A" – Accident Statistics Appendix "B" - 3 Year Action Plan |

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 Health and Safety Board. Matters are currently escalated via Executive Members to the SPA People 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/forums 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 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. EXECUTIVE SUMMARY

- Control of Noise at Work – Update
- Op Urram – final accident statistics
- Op Moonbeam – final accident statistics
- Fire Safety data – progress update
- Accident statistics D, Q & L Divisions
- Internal Audit
- National Health & Safety Board – September
- Covid-19 Update
- Successes, delays and concerns for Members

2.1 Q3 Statistical Summary

- 396 RIDDOR Reports have now been submitted to the HSE in connection with Covid-19.
- When Covid-19 is excluded we see an increase in RIDDOR numbers across most accident categories. This now appears to be a trend which requires to be addressed going forward.
- The three highest injury types in Q3 were exposure to hazardous substances, Bruising/Inflammation and Cut/Laceration.
- When we remove the Covid figures we see that reporting for Q3 has increased by 30.8%. It should be noted that this is a comparison with Q3 last year when the country was affected by lockdown and a graph has been included to show a wider period for trend comparison. As previously covered significant work has taken place to increase reporting within the organisation.
 - West – up 38.8%
 - East – up 41.2%
 - North – up 47.8%
 - Specialist Divisions – down 19.5%
- The Divisions with the highest number of assaults in Q3 were Q, G & A Divisions.

3. Q2 HEALTH AND SAFETY UPDATES

3.1 Control of Noise at Work - Update

As previously reported the next phase of this project is to assess the impact of the potential new earpieces on the workforce as part of a trial. This builds on previous consultant's reports which identified that Police Scotland may not be meeting its legal obligation to provide hearing protection to operational response officers who may at times be exposed to excessive noise. Our work has identified a product which provides protection while maintaining situational awareness and communications and is cost effective. The earpieces have been tested by Heriot-Watt University and is now undergoing field trials with a number of Police Officers in a variety of Divisions including Dog Handlers and Motorcyclists across Scotland before being recommended as PPE. It is hoped that the initial trial will be complete by the end of January or early February and reports will then go to the Clothing & Equipment Group and the Health & Safety Board. It is not possible to provide an exact timetable for the completion of this work as there are so many variables including Covid which has added to the complexity of this work. An update will be provided to the People Committee once the evaluation has been concluded.

3.2 Operation Urram (COP 26)

The Health & Safety Team were heavily involved in Operation Urram with team members working shifts over the 3 week period with representation within the MACC at Govan and Safety Advisors out on the road visiting staging posts and hotel accommodation.

The event went well from a Health & Safety point of view with very few issues arising.

As shown below there were a total of 35 incidents recorded in relation to Op Urram, this also includes 9 incidents involving Mutual Aid Officers.

There were also 4 RIDDOR reports recorded as a result of Op Urram, 3 of these involved Mutual Aid Officers while the other was an officer from Q Division. All RIDDORs related to Slips, Trips or Falls – Same level. All accidents were fully reviewed at the time by Health & Safety Advisors but no significant points to highlight from any of these incidents.

| OCCURRENCE: CFY | | | | |
|-----------------------------------|-----------|-----------|-----------------------|-----------|
| Type of Occurrence | ACCIDENT | NEAR MISS | UNDESIREDCIRCUMSTANCE | Total |
| ASSAULT | 2 | 0 | 0 | 2 |
| CONTACT WITH ANIMAL | 0 | 0 | 0 | 0 |
| DURING ARREST/CUSTODY PROCESS | 0 | 0 | 0 | 0 |
| EXPOSURE TO HAZARDOUS SUBSTANCE | 7 | 0 | 0 | 7 |
| MANUAL HANDLING - OBJECT | 5 | 0 | 0 | 5 |
| MANUAL HANDLING - PERSON | 0 | 0 | 0 | 0 |
| NEEDLESTICK INJURY | 0 | 0 | 0 | 0 |
| ROAD TRAFFIC OCCURRENCE/COLLISION | 2 | 4 | 0 | 6 |
| SLIP, TRIP OR FALL - FROM HEIGHT | 1 | 0 | 0 | 1 |
| SLIP, TRIP OR FALL - SAME LEVEL | 7 | 0 | 0 | 7 |
| OTHER | 3 | 2 | 2 | 7 |
| UNKNOWN | 0 | 0 | 0 | 0 |
| Total | 27 | 6 | 2 | 35 |

3.3 Operation Moonbeam

In total there were 15 incidents reported relating to Operation Moonbeam. 11 incidents occurred in the East with 2 occurring in the West and the final 2 involving officers from OSD. Again, all these incidents have been reviewed with no significant learning highlighted.

| OCCURRENCE: CFY | | |
|-----------------------------------|-----------|-----------|
| Type of Occurrence | ACCIDENT | Total |
| ASSAULT | 12 | 12 |
| CONTACT WITH ANIMAL | 0 | 0 |
| DURING ARREST/CUSTODY PROCESS | 0 | 0 |
| EXPOSURE TO HAZARDOUS SUBSTANCE | 0 | 0 |
| MANUAL HANDLING - OBJECT | 0 | 0 |
| MANUAL HANDLING - PERSON | 0 | 0 |
| NEEDLESTICK INJURY | 0 | 0 |
| ROAD TRAFFIC OCCURRENCE/COLLISION | 0 | 0 |
| SLIP, TRIP OR FALL - FROM HEIGHT | 0 | 0 |
| SLIP, TRIP OR FALL - SAME LEVEL | 1 | 1 |
| OTHER | 2 | 2 |
| UNKNOWN | 0 | 0 |
| Total | 15 | 15 |

3.4 Fire Risk Assessments/Statistics

Meetings have taken place with the Head of Estates who is liaising with our new FM Contractor in relation to Fire Safety data and the new electronic system which will be used to store Fire Risk Assessments and outstanding actions. It is hoped that an update can be provided at the next People Committee.

3.5 Higher Accident Reporting Figures in D, Q & L Divisions

Over the last two years we have witnessed a higher incidence of reporting within two divisions per 1000 Police Officers/Police Staff (D & Q Div) with the third top Division fluctuating but currently L Division. Members requested a deep dive into these three Divisions to try to ascertain the reasons for the level of reporting and to see if there were any trends or commonality.

It is important to say that as Health & Safety professionals we have worked very hard to encourage and increase reporting within the Divisions of Police Scotland, particularly as we know that there is a significant issue with under reporting and the under reporting of assaults. That said, we also need to balance this with the need to review the incidents that do occur and to look at causation. This then falls into two categories of our normal day to day reported accidents and those which are serious enough to require to be reported as RIDDORs.

The day to day responsibility to investigate accidents and near misses rests with local supervisors and Line Managers with specialist advice provided by Health & Safety Advisors. Safety Advisors check all reported incidents on a daily basis as they appear on Scope and where they notice anything that is unusual or significant they will then automatically become involved.

It is also important to stress that currently we don't have "accident causation" as a subset within our Scope system, meaning that all work has to be carried out manually, a significant amount of work has taken place to look at causation and other behavioural safety factors within the RIDDOR figures of all Divisions and Business Areas and this is the area that I would like to concentrate on initially within this report. The RIDDOR figures provide us with significant data to analyse.

The work on RIDDORs have been reported to SPA over a number of years and in recent times this has also been supported by Your

Safety Matters. I need to stress that this work is not an exact science and we are looking for trends over a number of years with officers and staff in a variety of what are often challenging roles. The Health & Safety Manager brought in a detailed review process around RIDDORs in 2018 and this comprises of the following once an initial review has been carried out by the Health & Safety Advisor:

- RIDDOR Report submitted to the Health & Safety Executive by the Safety Advisor
- Details passed to the Health & Safety Manager who carries out a review of the details
- A review is carried out of four particular aspects of the individual concerned.
 - The length of service of the individual
 - Number of accident/violence forms submitted by the individual (I will flag any incident where the individual has reported more than one incident of accident/violence per year of Service.)
 - Individuals absence record
 - Evidence of a repeated accident type, particularly where some has been repeatedly assaulted
 - The Health & Safety Manager then reviews the accident looking at any Behavioural Safety issues and providing general oversight.
- Details are then sent to the Divisional Superintendent (Ops & Support) or Senior Manager within a department highlighting first of all that an incident has occurred and providing supporting information from the Health & Safety Managers review allowing them to them make further enquiries and to take action if required.
- Where relevant, this information will also be shared with the Inspector based at Your Safety Matters in order that this process is joined up. This is particularly the case where there is evidence of repeat assaults.
- Proactive work started in 2018 working with individual shifts to share the information found through this work but this stopped in 2020 due to Covid. The number of serious incidents had started to fall following these interventions but as Members will know, RIDDOR numbers have started to rise again while these interventions have been paused.

There are some trends that have been recognised from this work and these are as follows although it is important to note that this is still a fairly high level look at indicators and the reasons for accidents, absence, etc. need to be thoroughly investigated at a local level.

The identified trends are as follows:

- Individuals who appear to have submitted repeated accident/violence forms on Scope. (This could sometime simply be that they are very good at reporting or it could indicate other concerns.) Some individuals have suffered repeated, serious and significant assaults.
- Individuals reporting accidents with high absence levels based on Bradford Score.

This work has generally been well received by Divisions and previously Divisional Superintendents would not have known that a RIDDOR had occurred. We have also had one Divisional Superintendent who was able to feed back that the officer concerned did, in their opinion, require some additional support. We were able to work with the Division to provide tailored support from colleagues in Officer Safety Training.

D Division RIDDOR Analysis 2020 – present day

- There were 26 RIDDORs recorded within D Division within this period.
- 16 of these individuals also had a high absence rate.
- 13 individuals had reported more than 1 accident/violence form for each year of Service.
- One Police Officer had submitted 43 Scope forms in 17 years' Service.
- Among these incidents were some particularly nasty assaults where individuals were subjected to repeated punches to the face and blows to the head.

Q Division RIDDOR Analysis 2020 – present day

- There were 21 RIDDORs recorded within Q Division within this period.
- 11 of these individuals also had a high absence rate.
- 13 individuals had reported more than 1 accident/violence form for each year of Service.

- One Police Officer had submitted 45 Scope forms in 13 years' Service.
- Again there were some quite nasty assaults included.

L Division RIDDOR Analysis 2020 – present day

- There were 26 RIDDORs recorded within Q Division within this period.
- 14 of these individuals also had a high absence rate.
- 5 individuals had reported more than 1 accident/violence form for each year of Service.
- One Police Officer had submitted 45 Scope forms in 13 years' Service.
- Again there were some quite nasty assaults included.

There are two recommendations which I would make and these are already in train. I will continue to keep SPA updated in terms of progress.

- ❖ Need for supervisors to de-brief officers and staff after accidents and provide support as required.
- ❖ Need for Superintendent Support & Service Delivery to become involved when officers are repeatedly assaulted and to make sure that they have support from the Division and OST refreshers as required.

3.6 Internal Audit

The Health & Safety Team have been working towards an Audit carried out by Internal Audit (Azets) who will be looking at our work on behalf of SPA. As a Team we have been preparing since before Operation Urram and have already carried out an internal assurance review to help us prepare. Internal Audit will come in during February and March and for a small team this has meant that we have had to pause some work including progress on Control of Vibration.

3.7 Health & Safety Board – Chaired by DCC Taylor (23/12/21)

The Health & Safety Board met in December with representation from the SPA Workforce Governance Team and Staff Associations. There was significant discussion in relation to the new FM contract and the impact of this in relation to Fire Risk Assessments and statistics. (Highlighted at 3.4 above) The 3 Year Action Plan was reviewed and a draft Respiratory Protective Equipment Policy was discussed.

4. Covid-19 REPORT

4.1 Operation Talla – Health & Safety

The Health & Safety Team has continued to support Operation Talla at all levels of the organisation and the Covid-19 Health & Safety Group continues to meet regularly along with the 3 area COVID-19 meetings. (North, East and West).

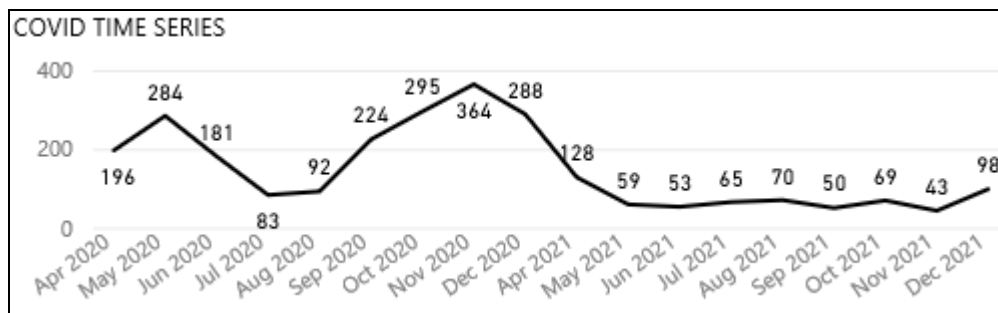
In December 2021 the emergence of the Omicron variant brought the organisation a new wave of infections and absences in line with the rest of the country. As a result of that a full and comprehensive review of the Operational Risk Assessment (Version 14) was carried out and we returned to the presumption of use of the FFP3 face mask when Officers/staff had to deal with a member of the public at less than 2m social distancing.

Along with that change in operational stance 2m social distancing was re-introduced across our premises and in addition we also moved from the cloth face coverings to only using the Type IIR Fluid Resistant Surgical facemask (FRSM). These changes remain under constant review as the pandemic progresses.

The Health & Safety Team continues to work closely with colleagues in P&D, Health & Safety Executive and the NHS to deal with each outbreak as they occur not only to ensure that the working area is safe but to seek learning to prevent re-occurrence.

4.1.1 Operation Talla Scope Reports

Figure 1: Monthly Covid-19 Reports - 2020/21



Note: Data available from 1st April 2020.

Over the previous quarter (Q3 2021/22) numerous outbreaks have occurred across multiple locations. Common themes from all outbreaks have been largely related to human behaviours. Work is ongoing to try to address these matters.

Figure 2 – Covid-19 Additional Information – Q3 2021/22

| Covid Additional Information | TOTAL REPORTS |
|---|---------------|
| SELF ISOLATING FOLLOWING EXPOSURE/NOT SELF ISOLATING FOLLOWING EXPOSURE | 152 |
| NO PRIOR INDICATION OF C19 | 28 |
| C19 SYMPTOMS DEVELOPED AT LATER DATE AFTER CONTACT | 4 |
| INCORRECT PPE USED | 3 |
| ONE OF MULTIPLE REPORTS FROM SAME INCIDENT | 3 |
| DELIBERATE COUGHING/SNEEZING/SPITTING ON OFFICERS | 2 |
| PPE AVAILABLE BUT NOT WORN | 1 |
| REPORT OF C19 SYMPTOMS NOT PASSED ON BY CONTROL ROOM | 1 |

The 3 highest contributory factors for Covid-19 scope reports are:

- Self Isolating Following Exposure
- No Prior Indication of C19
- C19 Symptoms Developed at Later Date After Contact

5. Your Safety Matters – People Committee Update

The Your Safety Matters (YSM) Diamond Group, chaired by DCC Taylor, continues to develop and drive a number of work streams which are supportive of the assault pledge and the Chief Constable's position in relation to assaults on police officers and staff. The Group continues to have representation from Local Policing, Specialist Crime Division (SCD), Operational Support Division (OSD), Health & Safety, Corporate Communications, People & Development, Wellbeing, Corporate Services, SPA Forensic Services, staff associations, and trade unions to deliver YSM across the organisation.

Following the HMICS inspection into Police Scotland's response to Hate Crime and subsequent recommendations the need to expedite the response and support offered to officers and staff who have been victims of hate at work was highlighted at the Your Safety Matters Diamond Group. This has led to the establishment of the Hate Crime Sub-Group within YSM to support dedicated focus work. The Group chaired by ACC MacDonald has similar representation to the Diamond Group with additional diversity staff association representation.

The Group currently has a number of work streams the first of which involves focus group work. A number of officers and staff who have repeatedly experienced hate at work have taken part in focus groups to ascertain the support they received following these incidents, what support mechanisms they felt worked and what could be improved. Considering feedback from this group Prevention, Partnerships and Community Wellbeing Division (PPCW) has created a Hate Welfare Assessment document. This document (currently progressing through appropriate governance) provides line managers with a toolkit to support officers and staff who have experienced hate. The document highlights welfare considerations, facilitates incident review and signposts to the relevant support mechanisms. Furthermore the Wellbeing team is looking at developing suitable support packages, currently these are in the format of an email, however their future development will be guided by the outcomes of the focus group work.

There has also been development of a draft communication plan, which will dovetail into the wider communication plan for Hate Crime Awareness week and will use existing YSM messaging and themes to deliver new content in relation to Hate Crime. The communication plan includes a number of lived experience videos, graphics and messaging for publication both internally and externally.

The dedicated page and spotlight area on the intranet provides the platform to publish the internal Hate Crime communications and will continue to highlight future developments for Your Safety Matters and publish supporting material. Work has continued to deliver on the YSM Communication Plan to embed guidance into daily business and raise awareness, increase accurate reporting and reinforcing the assault pledge.

The YSM Dashboards continue to be a key analytical tool for informing both the YSM Diamond Group and the YSM Champions Network. The number of crimes of assaults on officers and staff continues to be above the five year average, however the following table displays the year on year decrease in the number of reported crimes of assault against officers and staff now being recorded.

| Assaults on Police Officers and Police Staff | 2020/21 YTD | 2021/22 YTD | % Change from Previous Year | 5 Year Mean | % Change from 5 Year Mean |
|---|-------------|-------------|-----------------------------|-------------|---------------------------|
| No. of assaults on Police Officers and Police Staff | 5,541 | 5,386 | -2.8% | 4,888.6 | +10.2% |
| Percentage of assaults leading to injury | 36.3% | 29.6% | -6.7 point | n/a | n/a |
| Number of assault RIDDORS | 20 | 40 | 100% | n/a | n/a |
| Number of assault RIDDORS per 1k employment | 0.9 | 1.7 | +88.9% | n/a | n/a |

Note: The figures for crime incidents and injuries to officers / staff are obtained from two separate systems / databases and do not directly correlate, but that are representative of the issue.

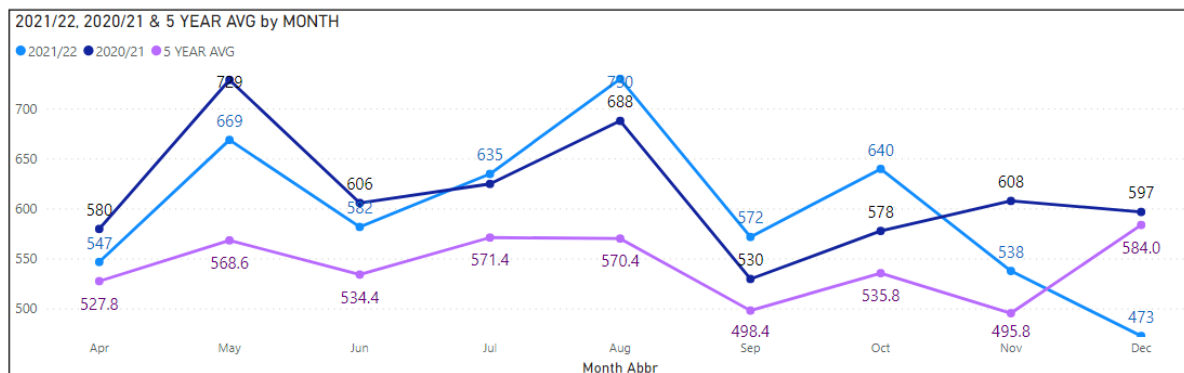
Note: Highland and Islands Division data only includes detected assaults.

The number of assaults have decreased by 155 (-2.8%) between the current year and previous year. This is a continued trend in decreasing numbers of assaults and greater than the decrease reported on in the last report, which was 53 (-1.4%).

The following graph gives clear visual representation of this decrease and shows the continued decreasing average number of assaults per month from October through to December 2021. The average number of assaults on officers and staff per month has dropped from 640 to 473. During mid-November 2021, the average number of assaults per month dropped

below the average number of assaults per month for the 5yr average for the first time since the establishment of YSM analysis.

Average number of Crimes of Assault on Officers and Staff Reported



This continues to be largely due to continued decreases in the West, again most significantly influenced by Lanarkshire Division (-28.1%). The continued focus on repeat offenders in Lanarkshire has resulted in significant reductions in assaults on officers and staff and the good practise and review of repeat offenders in relation to assaults on officers and staff is now being shared across all of the divisions via the Champion's Network.

The number of assaults which resulted in officers and staff being injured has also continued to decrease from 36.3% to 29.6% down, by 6.7 points. There continues to be two significant factors which may have impacted on these observations, firstly the continued roll out and application of the enhanced officer safety training, providing officers and staff with improved techniques. Secondly, the drive to improve reporting of assaults. There have been significant improvements in the reporting of assaults on officers and staff which has resulted in a greater number of reports of non-injury assaults that would previously not have been recorded. This increased reporting better informs the YSM Dashboards and the YSM Diamond Group to ensure accurate data drives further review and work streams. The RIDDORS have increased as noted in the table however this is fully covered in Section 3.5 of the paper, with each incident now being subject to individual review. Additionally at the last YSM Diamond Group a new Tactical Review process was approved for implementation. The Operational Safety Training Department will carry out an OST Tactical review with officers / staff who have been involved in any incident where:

- Officers or staff have been seriously or significantly injured.
- Serious or significant incidents recorded as a near miss.

- Personal protective or first aid equipment has been recorded as ineffective or faulty.
- Trained OST or First Aid techniques have been recorded as ineffective.
- Referral from line management.
- Officer or staff self-referral.
- H&S Referral
- Any other incident deemed appropriate to for review.

The OST Tactical Review is not intended to replace the requirement for line managers to carry wellbeing checks following an adverse incident. A TRiM referral will still be considered if appropriate. The OST Tactical Review is a supportive conversation structured to identify learning to implement any preventative measures.

As a result of this reduction in injury to officers and staff as a result of being assaulted, the number of sick days in relation to officers and staff being injured by assault continues to be significantly reduced as displayed in the table below.

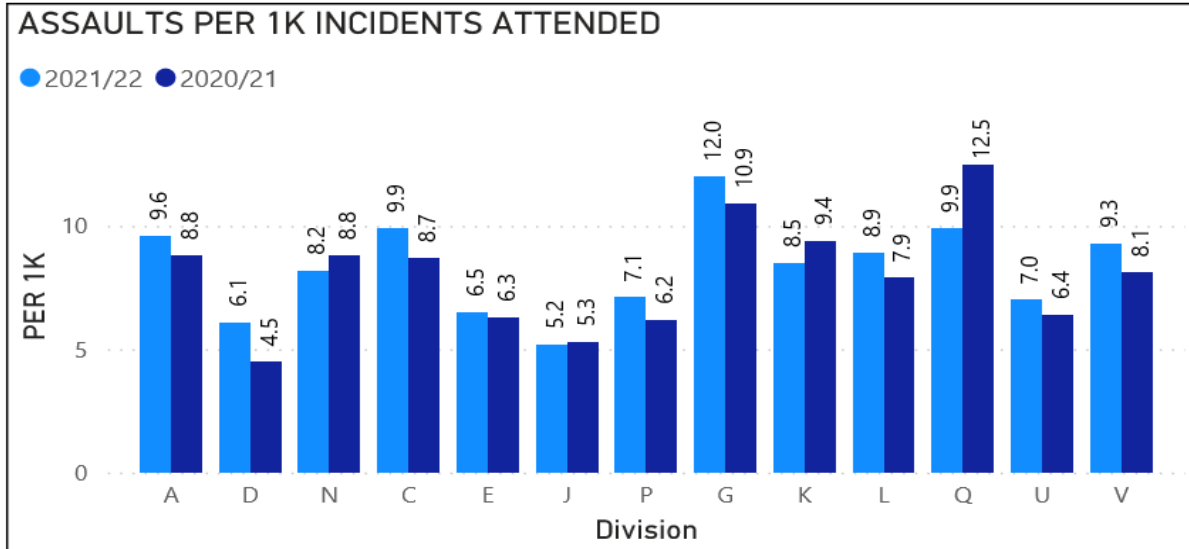
| PERSON INVOLVED | CFY SICK DAYS | PFY SICK DAYS | SICK DAYS DIFF | % CHANGE |
|-----------------|---------------|---------------|----------------|---------------|
| OFFICER | 1,335 | 2,020 | -685 | -33.9% |
| POLICE STAFF | 41 | 55 | -14 | -25.5% |
| Total | 1,376 | 2,075 | -699 | -33.7% |

* CFY = Current Fiscal Year 1st April – 31st December 2021 and PFY = Previous Fiscal Year 1st April – 31st December 2020

The total number of sick days as a result of officers and staff being injured by assault has reduced by 699 (-33.7%). The most notable reduction has continued to be for police officers with police staff now additionally experiencing decreases.

As a result of the continued significant review of procedures and processes within custody suites to prevent assault and injury to officers and staff, the number of sick days as a result of officers and staff being injured by assault in police premises has substantially reduced from 334 in the previous fiscal year to 62 for the current fiscal year, a reduction of 272 (-81.4%) sick days as result of officers and staff being injured by assault in police premises.

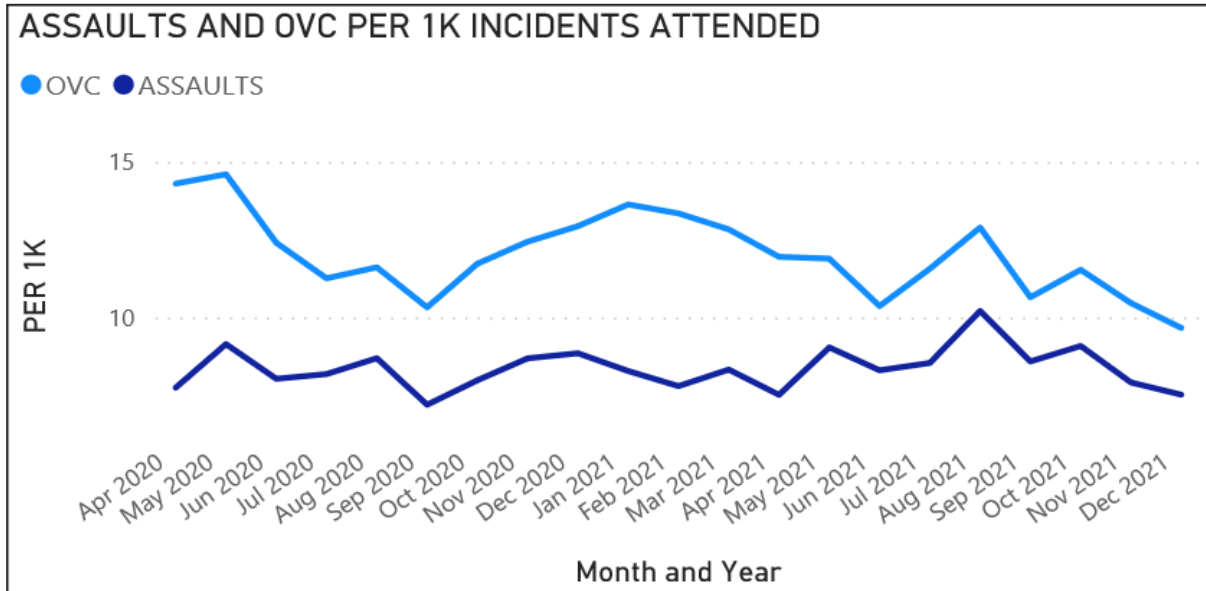
Review at both the Diamond Group and through the Champions Network has led to even further enhanced divisional analysis being included in the YSM Dashboard. The following graph indicates the number of assaults on officers and staff across all of the divisions per 1k incidents attended



As can be seen from the above graph, 9 of the divisions have seen increases in the number of assaults per 1k incidents attended and 4 have seen decreases. The division with the most assaults per 1k incidents attended is G Div which has increased from 10.9 to 12 from 2020/21 to 2021/22. The significant reductions in Q Div can also be seen in this graph. This newly added functionality to the YSM Dashboards will now be subject of scrutiny both at the YSM Diamond Group and via the YSM Champions who all have access to this data to facilitate review and provide context.

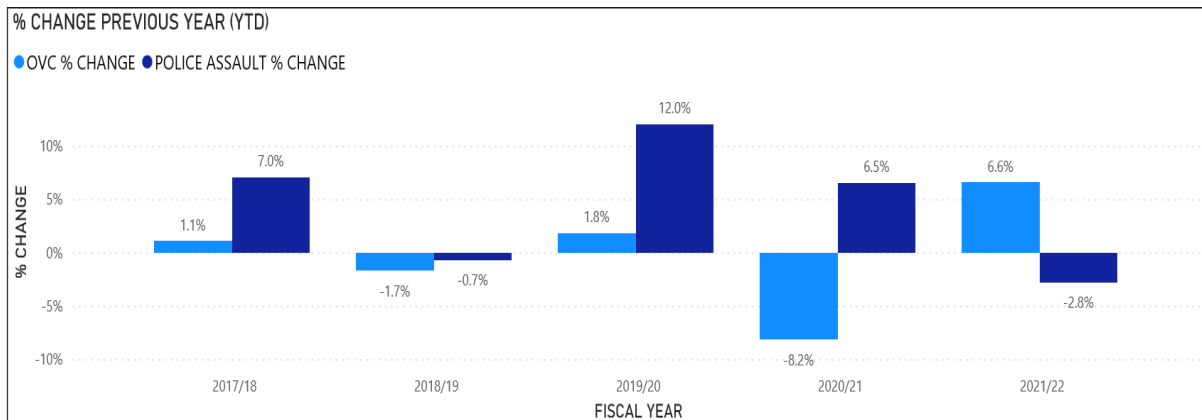
The following graph illustrates how the cumulative number of assaults per 1k incidents across all of the divisions follows the trend line for Overall Violent Crime in Scotland throughout 2020 / 21.

Police Assaults and OVC Comparison April 2020 – December 2021 per 1K Incidents attended



However the next chart illustrates the comparison in the % Change in both OVC and Police Assaults over a longer period from 2017/18 to 2021/22.

Overall Violent Crime and Police Assault % Change Previous Year (YTD)

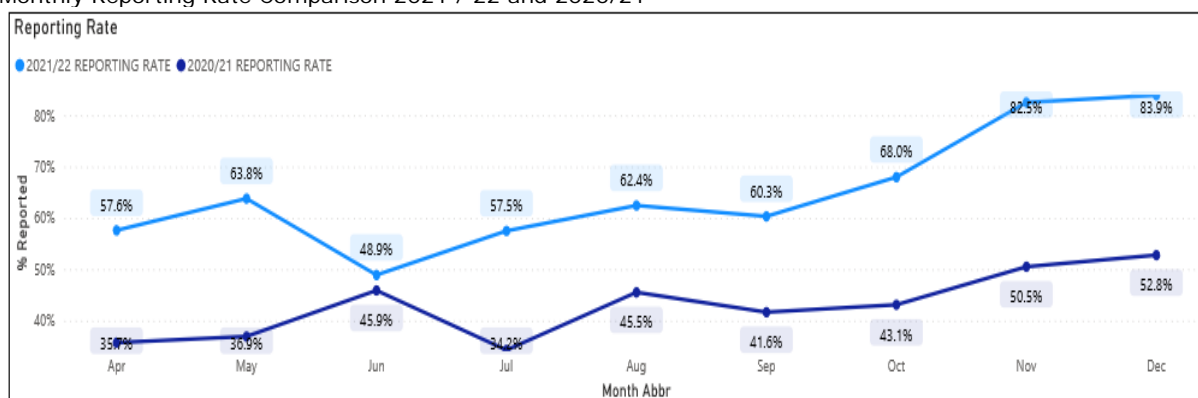


The chart shows the increases in % Change Assaults on previous year (YTD) in 2017/18, 2019/20 and 2020/21. However in 2021/22 we have seen a decrease in the police assault % Change (-2.8%) at a time when we have a slight increase in OVC (6.6%). This could be an early indication that previously observed increasing trend in assaults on police officers and staff is now turning and we are now experiencing slight decreases. This will continue to be observed over the coming months to allow for more meaningful longer term analysis and conclusions.

The YSM Champions continue to meet quarterly and provide focused feedback and discussion in relation to officer and staff perception around violence and abusive behaviour. The most recent YSM Champions Network discussed reporting rates and a review of how the divisions were implementing changes to improve reporting and making use of the new functionality on the YSM Dashboards which presents reporting data.

The following graph displays the current position with regards to the improvements made in relation to reporting.

Monthly Reporting Rate Comparison 2021 / 22 and 2020/21



The overall reporting rate at December 2021 is 83.9%, the highest to date. The reporting rate of assaults on officers / staff has more than tripled (+56.5 percentage points) from 1 April 2019 to 31 December 2021. The graph continues to show that the measures being implemented by both the YSM Diamond Group and the YSM Champions Network are positively impacting on reporting and increasing the awareness of officers and staff regarding the importance of reporting. The improved reporting data allows for more accurate analysis in relation to how and where officers and staff are being injured, so findings can be incorporated into Officer Safety Training to improve techniques and tactics. Importantly the increased reporting and review also ensures that officers are being directed to the appropriate support mechanisms.

PPCW continues to make progress in all areas of the YSM Prevention Plan. The Plan examines a number of societal issues which potentially influence public interaction with police and seeks to develop long term solutions, making interventions to reduce violence and abuse towards police officers and staff. The Plan also identifies multiple partners that are engaged with Police Scotland through existing and emerging work streams. PPCW continues to be directly involved in supporting the other divisions in relation to tackling issues with repeat offenders, looking at root causes and providing diversionary activities and support to prevent future offending.

The development of a National Partnership Pledge in relation to assaults on emergency workers continues, highlighting opportunities for organisational learning across health and other emergency services, identifying partner activity designed to reduce harm and support their own staff. The Ayrshire Partnership Pledge as discussed at the previous committee, which was launched on the 28th July last year, has been highly successful resulting in a 37.2% reduction in assaults on officers and staff in Ayrshire. There are plans to replicate this model in the near future in Dumfries and Galloway. The Ayrshire Partnership Pledge will also be used as the model for the future development of the National Partnership Pledge. By sharing data and engaging in joint initiatives, there is an opportunity to not only highlight the level of violence and abuse faced by all front line emergency services, but to develop complementary approaches to the support of emergency workers subjected to violence and abusive behaviour and share best practise.

YSM continues to engage with national activity being undertaken by the National Police Chiefs' Council (NPCC) in relation to assaults on officers and staff. This includes participation in the Op Hampshire peer knowledge sharing group, involving all forces in England and Wales, Police Service of Northern Ireland, Civil Nuclear Constabulary, and British Transport Police. Engagement with the group maximises opportunities to identify operational learning, common themes, good practice and strategies collectively across UK Policing.

The City of London Police pilot of the newly developed National Police Assault Data Application will conclude over the coming weeks. The initial feedback has been very positive and following a final review workshop and agreed amendments there will be an opportunity for all police forces to engage in consultation regarding this application. At the conclusion of final review this application will be immediately available to all forces in England and Wales to support the national collation of data in relation to assaults on officers and staff. The potential to engage with this application and consider opportunities for benchmarking will be considered once the application goes live.

Involvement in the peer knowledge network continues to ensure Police Scotland remains in a strong position to identify potential areas of future policy development in support of Your Safety Matters and the Chief Constable's assault pledge.

6. FINANCIAL IMPLICATIONS

- 6.1 There are 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.

7. PERSONNEL IMPLICATIONS

- 7.1 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.

8. LEGAL IMPLICATIONS

- 8.1 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.

9. REPUTATIONAL IMPLICATIONS

- 9.1 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.

10. SOCIAL IMPLICATIONS

10.1 There are no currently no social implications.

11. COMMUNITY IMPACT

11.1 There are no current implications for community impact.

12. EQUALITIES IMPLICATIONS

12.1 There are no current implications for equalities.

13. ENVIRONMENT IMPLICATIONS

13.1 There are no current implications for environmental impact.

RECOMMENDATIONS

Members are invited to discuss the content of this report.

1. DATA 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). Data does not include null(s) (blank fields). CFY denotes Current Fiscal Year, PFY denotes Previous Fiscal Year.

1.1 GENERAL DATA CAVEATS

- From 01 April 2020, Police Scotland's Health and Safety Team has transitioned to a new data collection process and repository to record, store and collate health and safety incidents. Due to differences and improvements made to the data collection process, it cannot accurately be directly compared to previously published data. This change is necessary but must be borne in mind when comparing from Q3 19/20 onwards with previous quarters.
- All statistics are provisional and should be treated as management information. All data have been extracted from Police Scotland internal systems and are correct as of 05 Nov 2021.
- Data is extracted using 'Date Reported'. Data includes all records uploaded to the accident management system.

1.2 RIDDOR REPORT CAVEATS

- All statistics are provisional and should be treated as management information. All data have been extracted from Police Scotland internal systems and are correct as at 05 Nov 2021.
- Data has been extracted using 'Date reported to HSE'.

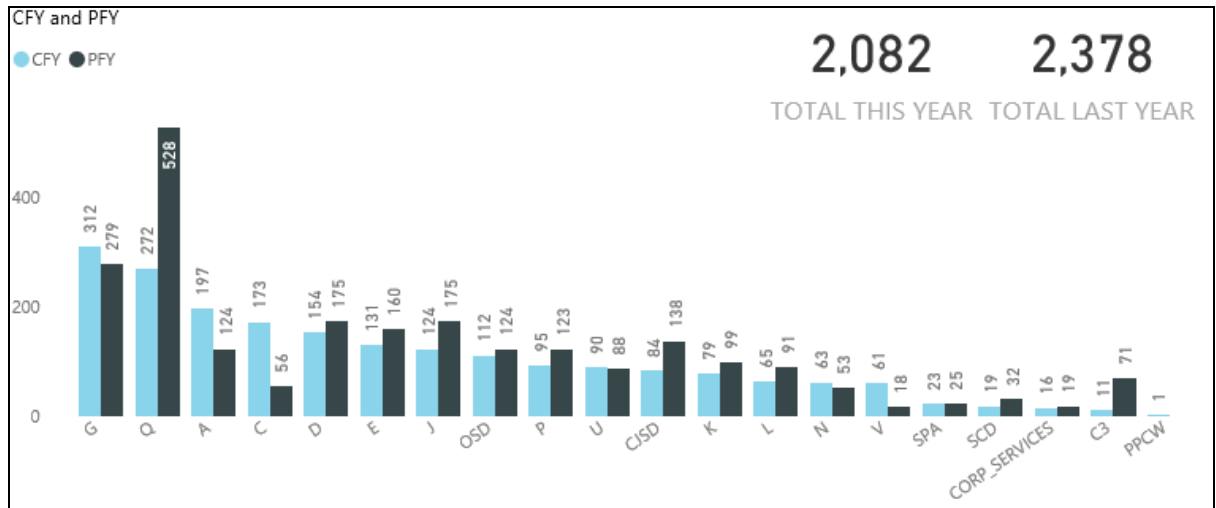
1.3 SICK DAY CAVEATS

- Based on a seven day working week (including non-working days).
- Individuals still on sick leave at the time of reporting are not included.

2. SCOPE H&S DATA – Q3 2021/2 (01 October 2021 – 31 December 2021)

2.1 DIVISIONAL/BUSINESS AREA BREAKDOWN

Figure 1: Total Reports by Division/Business Area – Q3 Year on Year Comparison



Note: PPCW is Partnerships, Prevention & Community Wellbeing Division which were known as Safer Communities within the overall Specialist Crime Division.

This figure displays the divisions in ranked order of the number of reports in Q3 2021/22.

G, Q and A reported the highest numbers of incidents this year although Q has shown a decrease in the number of reports from Q3 last year as has D, E, J, P, U, K, L, OSD, CJSD, SCD, C3 and Corporate Services.

2.2 OCCURENCE TYPES – Q3 2021/22

Figure 2: Report Type and Category – Q3 2021/22

| OCCURRENCE: CFY | | | | |
|-----------------------------------|--------------|------------|-----------------------|--------------|
| Type of Occurrence | ACCIDENT | NEAR MISS | UNDESIREDCIRCUMSTANCE | Total |
| ASSAULT | 941 | 335 | 0 | 1,276 |
| CONTACT WITH ANIMAL | 12 | 2 | 1 | 15 |
| DURING ARREST/CUSTODY PROCESS | 192 | 40 | 6 | 238 |
| EXPOSURE TO HAZARDOUS SUBSTANCE | 213 | 2 | 0 | 215 |
| MANUAL HANDLING - OBJECT | 31 | 2 | 0 | 33 |
| MANUAL HANDLING - PERSON | 10 | 2 | 1 | 13 |
| NEEDLESTICK INJURY | 4 | 0 | 0 | 4 |
| ROAD TRAFFIC OCCURRENCE/COLLISION | 45 | 12 | 1 | 58 |
| SLIP, TRIP OR FALL - FROM HEIGHT | 6 | 0 | 0 | 6 |
| SLIP, TRIP OR FALL - SAME LEVEL | 69 | 2 | 1 | 72 |
| OTHER | 61 | 11 | 80 | 152 |
| UNKNOWN | 0 | 0 | 0 | 0 |
| Total | 1,584 | 408 | 90 | 2,082 |

The three highest accident types in Q3 were:

- **Assault** - 941 were assaults with injury or contact/no injury.
- **Exposure to Hazardous Substance** – 213 related to incidents involving Covid-19.

Categorisation note: Due to the difficulty of ascertaining whether one isolated incident at work resulted in an exposure to the virus, all reports where Covid-19 was mentioned are categorised as accidents. Therefore not all of these reports resulted in the person suffering from the virus as a result of the incident.

- **During Arrest/Custody** – 192 of all reports were occurrences where injury was sustained during the arrest or custody process.

Figure 3: Report Type – Q3 Year on Year Comparison

| OCCURRENCE CFY & PFY | | | | | |
|-----------------------------------|--------------|--------------|-------------|---------------|---|
| Type of Occurrence | CFY | PFY | FY DIFF | % CHANGE | - |
| ASSAULT | 1,276 | 871 | 405 | 46.5% | ▲ |
| CONTACT WITH ANIMAL | 15 | 22 | -7 | -31.8% | ▼ |
| DURING ARREST/CUSTODY PROCESS | 238 | 184 | 54 | 29.3% | ▲ |
| EXPOSURE TO HAZARDOUS SUBSTANCE | 215 | 953 | -738 | -77.4% | ▼ |
| MANUAL HANDLING - OBJECT | 33 | 25 | 8 | 32.0% | ▲ |
| MANUAL HANDLING - PERSON | 13 | 13 | 0 | 0.0% | - |
| NEEDLESTICK INJURY | 4 | 8 | -4 | -50.0% | ▼ |
| ROAD TRAFFIC OCCURRENCE/COLLISION | 58 | 54 | 4 | 7.4% | ▲ |
| SLIP, TRIP OR FALL - FROM HEIGHT | 6 | 13 | -7 | -53.8% | ▼ |
| SLIP, TRIP OR FALL - SAME LEVEL | 72 | 71 | 1 | 1.4% | ▲ |
| OTHER | 152 | 162 | -10 | -6.2% | ▼ |
| UNKNOWN | 0 | 2 | -2 | -100.0% | ▼ |
| Total | 2,082 | 2,378 | -296 | -12.4% | ▼ |

Figures 6-8 below compare the 3 most common occurrences in Q3 2020/21 with Q3 for 2019/20.

When compared to Q3 of the previous year, increases are noted in:

- Assault
- During Arrest/Custody Process
- Manual Handling – Person & Object
- RTC
- Slip, Trip or Fall – Same Level

Figure 4: Q3 comparison for Assaults

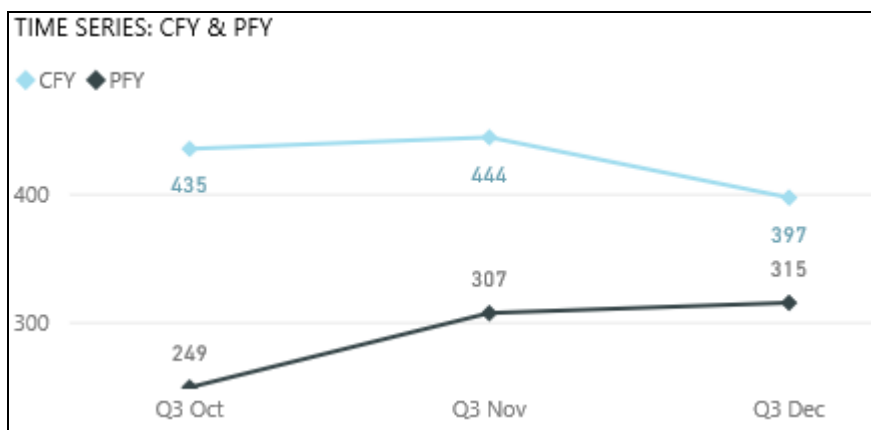


Figure 4: Q3 Comparison for Exposure to Hazardous Substance

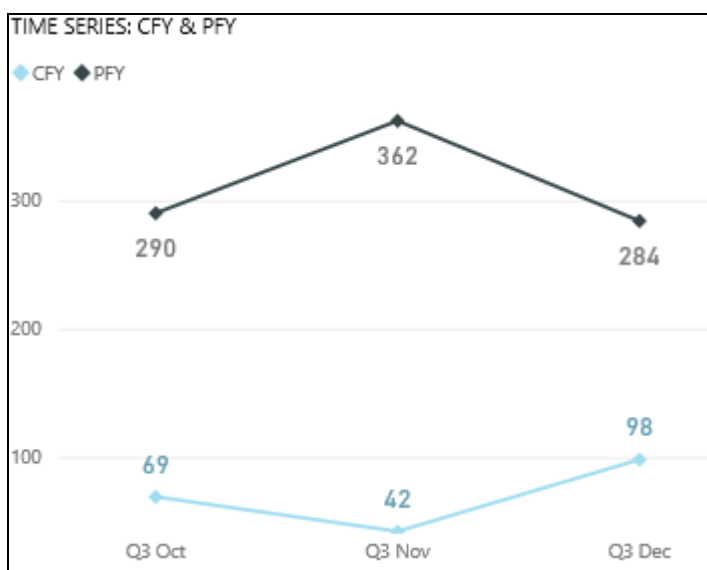
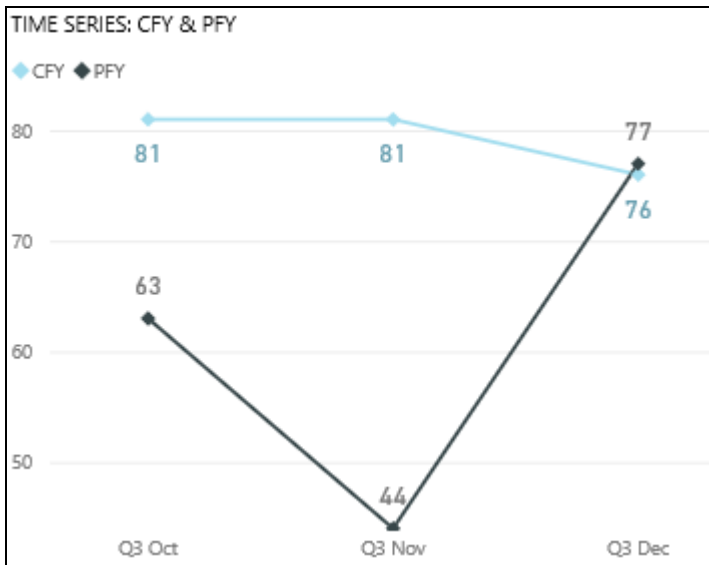


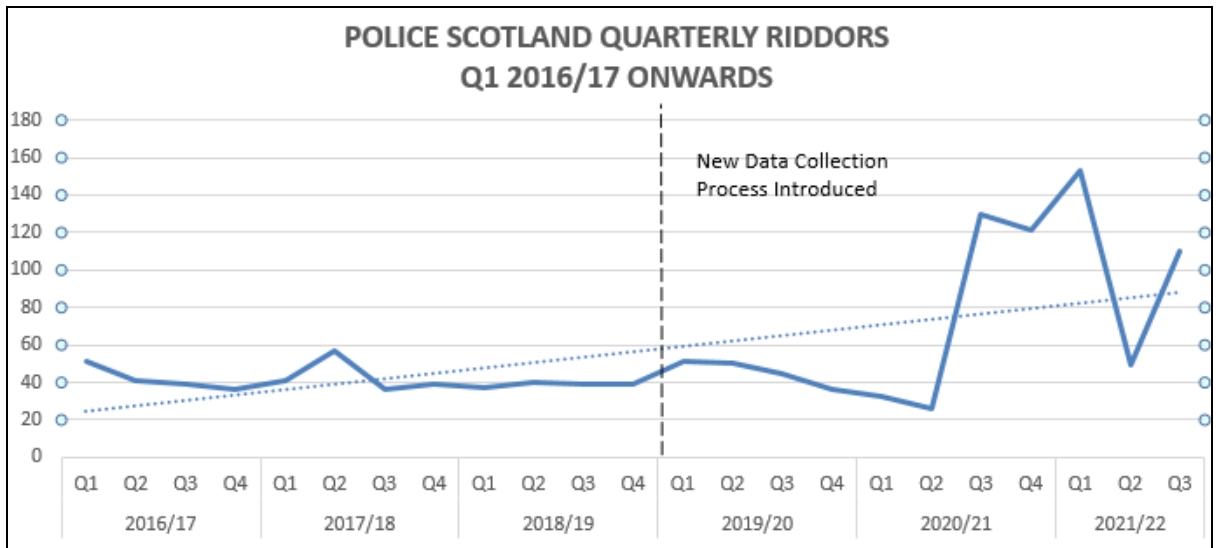
Figure 5: Q3 Comparison for During Arrest Process



2.3 RIDDOR REPORTABLE ACCIDENTS – Q3 2021/22

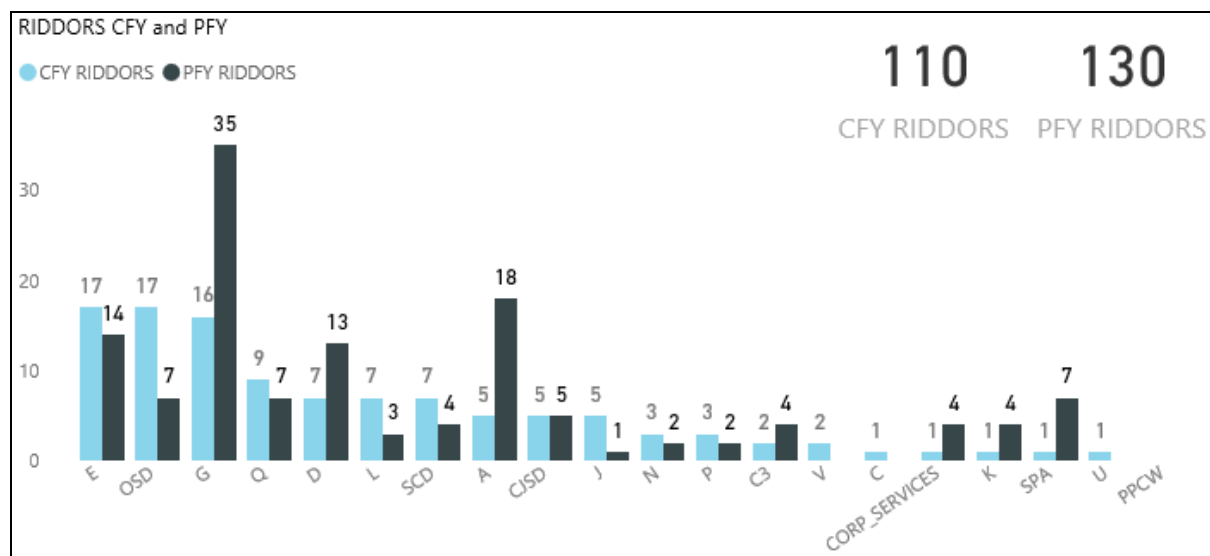
2.3.1 RIDDOR REPORTS

Figure 6: Quarterly RIDDORs from 2016/17 onwards



In Q3 2021/22, RIDDORS have decreased by 20 when compared with Q3 of the previous year. Covid-19 related RIDDORS (76) make up over half of these.

Figure 7: RIDDORS by Division/Business Area – Q3 Year on Year



Note: the 'date reported to the HSE' is used to collate RIDDORS

For Q3 2021/22, the highest number of RIDDORS were submitted in E, OSD, and G Divisions.

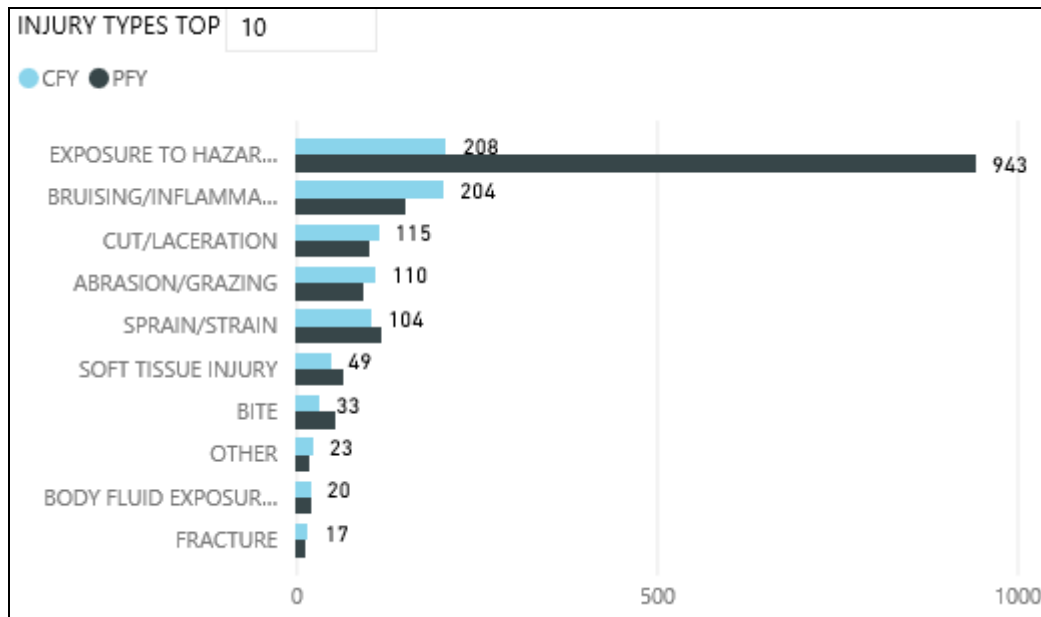
Figure 8: RIDDOR Type – Q3 Year on Year Comparison

| Type of Occurrence_1 | CFY | PFY | FY DIFF | % CHANGE |
|-----------------------------------|-------|-------|---------|----------|
| ASSAULT | 1,029 | 863 | 166 | 19.2% |
| CONTACT WITH ANIMAL | 57 | 60 | -3 | -5.0% |
| DURING ARREST/CUSTODY PROCESS | 451 | 381 | 70 | 18.4% |
| EXPOSURE TO HAZARDOUS SUBSTANCE | 636 | 1,909 | -1,273 | -66.7% |
| MANUAL HANDLING - OBJECT | 101 | 42 | 59 | 140.5% |
| MANUAL HANDLING - PERSON | 110 | 22 | 88 | 400.0% |
| NEEDLESTICK INJURY | 11 | 14 | -3 | -21.4% |
| OTHER | 203 | 245 | -42 | -17.1% |
| ROAD TRAFFIC OCCURRENCE/COLLISION | 70 | 63 | 7 | 11.1% |
| SLIP, TRIP OR FALL - FROM HEIGHT | 21 | 27 | -6 | -22.2% |
| SLIP, TRIP OR FALL - SAME LEVEL | 204 | 169 | 35 | 20.7% |
| UNKNOWN | | 1 | -1 | -100.0% |

The 3 highest RIDDOR types are Assault, Exposure to Hazardous During Arrest/Custody Process. Those noted as Exposure to Hazardous Substance are workplace related cases of Covid-19.

2.4 INJURY TYPE – ALL ACCIDENT TYPES

Figure 9: Top 10 Injury Types – Q3 Year on Year Comparison

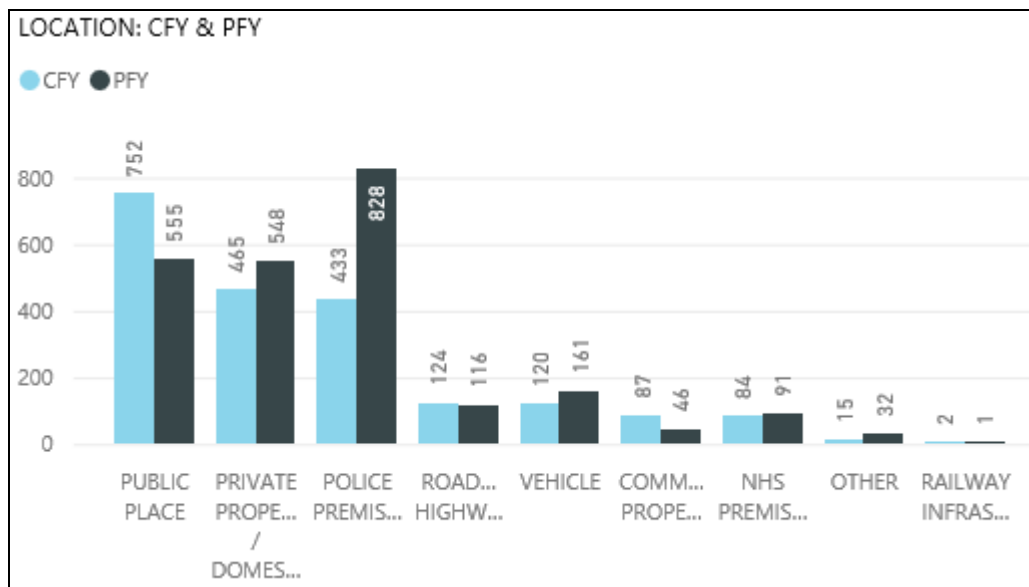


The 3 most common in Q3 2021/21 were:

- **Exposure to Hazardous Substance** – 208, this has decreased from the same time last year.
- **Bruising/Inflammation** – 204 which has increased from the previous year.
- **Cut/Laceration** – 115 also an increase from the previous year Q3.

2.4 LOCATION TYPE – ALL SCOPE REPORTS

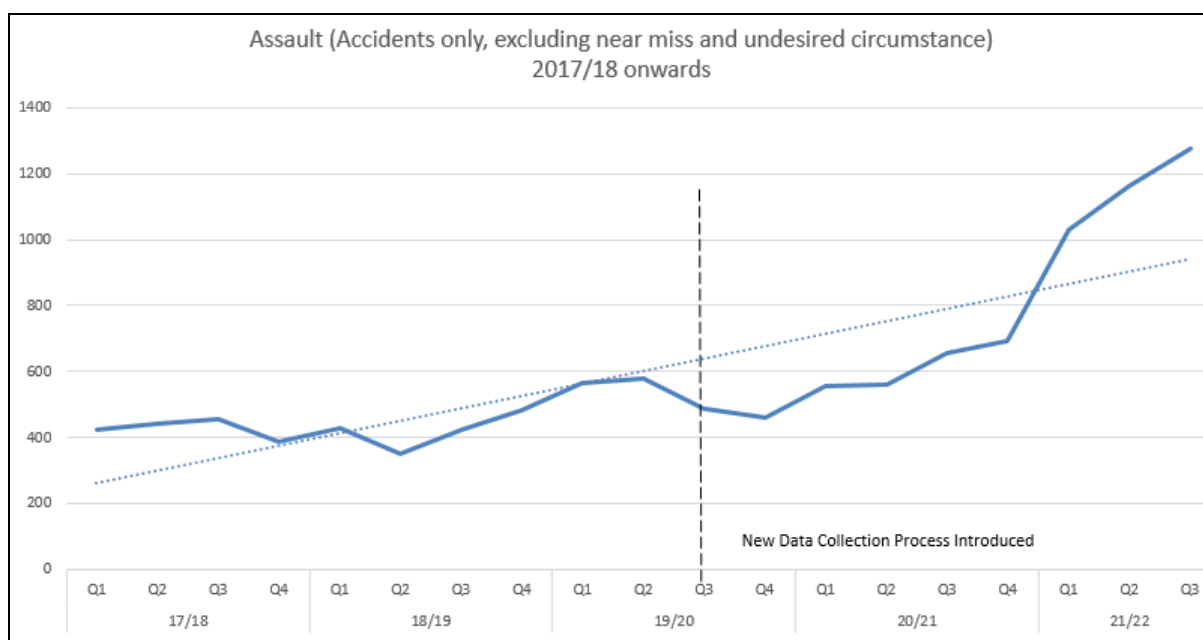
Figure 10: Location Type Q3 21/21 compared with Q3 20/221



The location type showing the highest number of incident reports in Q3 was within public places or street (752) followed by Private Property/Domestic Premises (465). Occurrences in Private Property/Domestic Premises have decreased slightly when compared to the previous year as have those within Police Premises.

2.5 ASSAULTS

Figure 11: Assaults from 2017 onwards

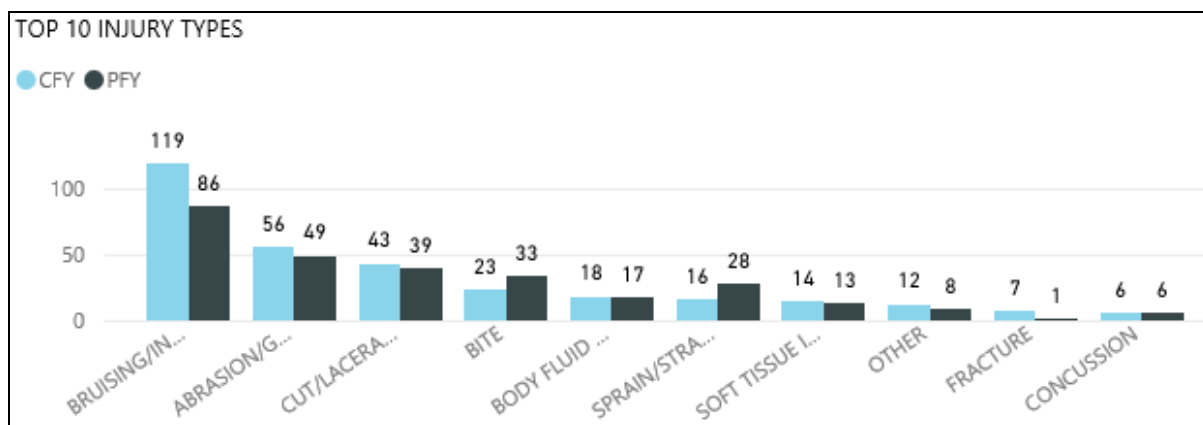


Note: From Q3 2019-20 onwards should ideally not be used alongside earlier data, it is collated using a different methodology. This data is included below for indicative purposes.

Assaults are showing a further increase in Q3 of 2021/22. This is likely a result of increased promotion of reporting assaults through the Your Safety Matters Work Stream as well as the easing of Covid Restrictions.

2.6 ASSAULT INJURY TYPE

Figure 12: Assault Injury Types – Q3 Year on Year Comparison



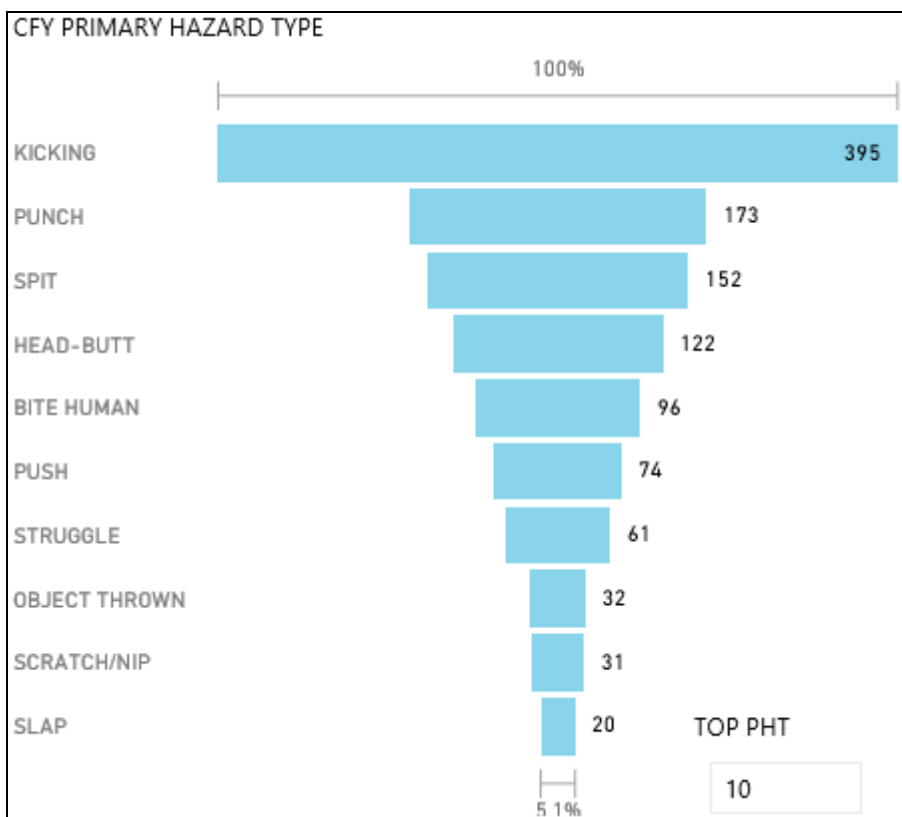
Note: The above only shows assault where there is an injury noted. Any “No Injury” Assaults include:

- Assaults where contact has been made however no injury was sustained. Example: The accused punched officer to face but no injury was sustained.
- Near Miss Assaults where an attempt to assault has not been successful. Example: The accused threw a punch towards the officers face but did not make contact with the officer.

For assault accidents (excluding near miss & undesired circumstance), the 3 highest types of injury were Bruising/Inflammation (119), Abrasion/Grazing (56) and Cut/Laceration (43).

2.7 ASSAULT PRIMARY HAZARD TYPE

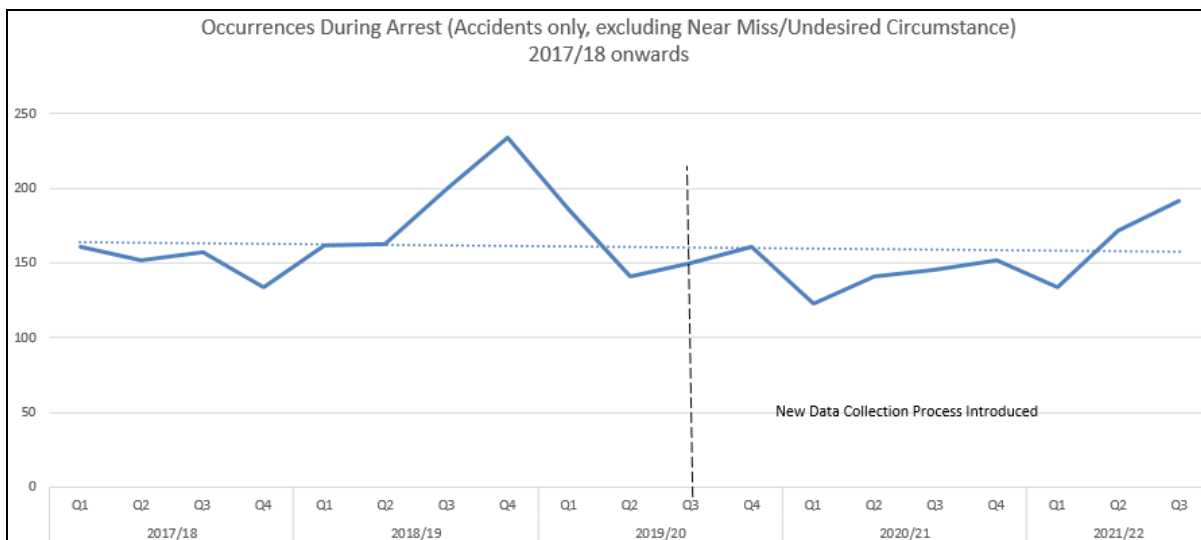
Figure 13: Assault – Primary Hazard Type Q3 2021/22



The 3 highest accident type are Kicking, Punching and Spitting.

2.8 OCCURRENCES DURING ARREST

Figure 14: Occurrences During Arrest 2017/18 onwards



Note: From Q3 2019-20 onwards should ideally not be used alongside earlier data, it is collated using a different methodology. This data is included for indicative purposes.

Occurrences During Arrest are have increased slightly since Q3 2020/21.

2.9 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. The Chief Constable also launched the Assault Pledge and associated publicity campaign in order to raise awareness of this issue in an attempt to reduce occurrences. A Force memo was also distributed on 14th July 2020 reiterating the importance of control of persons in police custody.

2.10 ABSENCE ARISING FROM WORK RELATED ACCIDENTS

Figure 15: Sick Days by Accident Type – Q3 Year on Year Comparison

| Type of Occurrence | CFY SICK DAYS | PFY SICK DAYS | SICK DAYS DIFF | SICK DAYS % CHANGE |
|-----------------------------------|---------------|---------------|----------------|--------------------|
| ASSAULT | 336 | 537 | -201 | -37% |
| CONTACT WITH ANIMAL | 8 | | 8 | 0% |
| DURING ARREST/CUSTODY PROCESS | 116 | 257 | -141 | -55% |
| EXPOSURE TO HAZARDOUS SUBSTANCE | 492 | 3,935 | -3,443 | -87% |
| MANUAL HANDLING - OBJECT | 48 | 35 | 13 | 37% |
| MANUAL HANDLING - PERSON | 20 | 163 | -143 | -88% |
| OTHER | 85 | 299 | -214 | -72% |
| ROAD TRAFFIC OCCURRENCE/COLLISION | 100 | 352 | -252 | -72% |
| SLIP, TRIP OR FALL - FROM HEIGHT | 7 | 194 | -187 | -96% |
| SLIP, TRIP OR FALL - SAME LEVEL | 308 | 606 | -298 | -49% |

Note: This figure only counts completed absence where the employee has returned to work. Absences still ongoing at the time of the count will cause these figures to increase over time. A more accurate figure will be available as the fiscal year progresses.

In Q3 495 of the days lost were related to potential or actual exposure to Covid-19 (highest category). (These instances do not all relate to actual exposure/virus symptoms, most are

precautionary isolation). *Note – these figures will change over time as ongoing absences are counted.*

The remaining 1,025 Sick Days related to Accidents such as Assault (336), Slips, Trips and Falls – Same Level (308 days) having the highest count of sick days after Covid-19.

Overall the median amount of sick days is 6.

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Year 1 Actions – 2021/22

Year 2 Actions – 2022/23

Year 3 Actions – 2023/24

| | |
|-------------------|--|
| Objective: | There is both a legal requirement and a moral obligation that Health & Safety within SPA/Police Scotland is led from Police Scotland Executive with support and governance from SPA Board Members and that the safety of Police Officers, Police Staff and members of the public is always considered first in any activity. |
| Leadership | |

| Action By | Objective | Actions | Owner | RAG Status |
|-----------|--|--|--|---|
| Year 1 | To ensure that the work carried out under the National Health & Safety Board's 3 Year Strategic Action Plan, is embedded within Police Scotland. | DCC to approve and support implementation of 3 year strategic consolidation action plan. | Chair – Health & Safety Board | June 2021: Regular reports to HSB, PPMB, SLB and SPA People Committee. |
| Year 1 | To ensure that the Annual Health & Safety Report is developed and that this document is used to further raise the profile of Health & Safety and to inform stakeholders. | Health & Safety Manager to continue to develop the Annual Report with copies sent to the Health & Safety Executive and SPA. | Health & Safety Manager | June 2021: Actioned each year in April. |
| Year 1 | Provide reinforcement information, instruction and training to Executive Members of both Police Scotland and SPA including SPA Board Members. | Board Members and Executive Members to attend training to improve knowledge and understanding in relation to the legal requirements and responsibilities of Police Scotland and SPA. This will also provide an update on organisational progress and further assist with cultural change. | Chair – Health & Safety Board Health & Safety Manager/SPA | June 2021: Work now underway to develop training packages. August 2021: Work has slowed due to staff shortage but will be picked up as soon as possible. January 2022: Paused due to Internal Audit work. |

| Action By | Objective | Actions | Owner | RAG Status |
|-----------|---|--|---|------------|
| Year 2 | Look to improve H&S supervision by local supervisors (SGTs, Inspectors, Ch. Inspectors) across the organisation including staff equivalents. SPF | <ul style="list-style-type: none"> • Communicate standard & expectations • Develop any training as required | Health & Safety Manager | |
| Year 3 | Provision of reinforcement training to senior officers across Police Scotland and particularly within Custody Division which has been recognised as high risk area. | <p>Responsible senior managers – Superintendents/equivalent senior managers to attend Health and Safety reinforcement training covering legal requirements, responsibilities and managing Health & Safety.</p> <p>This will also provide an update on organisational progress and further assist with cultural change.</p> | <p>Chair – Health & Safety Board</p> <p>Health & Safety Manager</p> | |

| | |
|---------------------------|--|
| Objective: | To achieve a good foundation SPA/Police Scotland must make appropriate arrangements to have a Health & Safety Policy which commits the organisation to meeting recognised Health & Safety standards, a system for capturing areas where improvement can be made and mechanisms to review and then plan for any required changes. |
| Management Systems | |

| Action By | Objective | Actions | By Whom | Status |
|-----------|--|---|-------------------------|---|
| Year 1 | Continue to review the Health & Safety Policy Statement and Fire Safety Policy Statement annually and ensure that it remains fit for purpose and is embedded throughout Police Scotland/SPA and is displayed within buildings and on the Intranet. | Annual review to be undertaken of H&S Policy Statement. | Health & Safety Manager | June 2021: These documents are reviewed annually. |
| Year 2 | Review Health & Safety Policy, roles and responsibilities and other arrangements. | Review to be undertaken of H&S Policy. | Health & Safety Manager | |

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| | | | | |
|--------------------|--|--|-------------------------|--|
| Year 1 & on-going. | Carry out a series of National Custody Audits, Production Store Inspections and Office Inspections across Police Scotland. | <p>Work with CJSD to continue the current and highly successful Custody Audits and develop a programme of Production Store Inspections.</p> <p>Develop a programme of Office Inspections across Police Scotland.</p> <p>All the above will be carried out in conjunction with Scottish Police Federation and Trade Unions.</p> | Health & Safety Manager | June 2021: Custody & Productions Audits on track. |
| Year 3 | Develop a formal Audit process for Police Scotland premises. | An audit process for use by Safety Advisors linked to the above audits of Police Premises. | Health & Safety Manager | |
| Year 1 | Ensure that Risk Assessments are embedded across the organisation. | <p>As an organisation we expect all areas of the business to have up to date site specific Risk Assessments in place. Risk Assessments to be reviewed annually and be readily available.</p> <p>There is a requirement for Senior Managers to ensure that this happens.</p> | Health & Safety Manager | June 2021: Work continues reviewing responses from the H&S Assurance Model. August 2021: Assurance Audits planned starting early in 2022 helping to ensure these are in place. |

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| | | | | |
|--------|---|--|-------------------------|--|
| Year 1 | Ensure that COSHH & DSEAR Assessments are embedded across the organisation. | As an organisation we expect all areas of our business to have up to date COSHH & DSEAR assessments in place for any chemicals used or stored. Assessments to be reviewed annually and be easily available. There is a requirement for Senior Managers to ensure that this happens. | Health & Safety Manager | December 2021: Actioned to Charlene Smyth to progress. |
| Year 2 | Ensure that Generic Risk Assessments are held on the Intranet and regularly reviewed and updated. | The Health & Safety Team to host up to date Generic Risk Assessments on the Intranet. These form the basis of site/role specific Risk Assessments. | Health & Safety Manager | |
| Year 2 | Produce a suite of detailed Health & Safety guidance documents to complement the Health & Safety Policy. These will be electronically available across the organisation. | Review to be undertaken of H&S Guidance. | Health & Safety Manager | ***This was an area requiring additional work from the previous Action Plan*** |

| | | | | |
|--------|--|--|-------------------------|---|
| Year 1 | Ensure that the Assurance Model continues to be embedded across Police Scotland. | <ul style="list-style-type: none"> • Ensure that Assurance Model forms are circulated to Divisional Commanders and Heads of Business Areas on an annual basis. • Information gained will be used to improve the efficiency, effectiveness and reliability of the total Health & Safety Management System and used to draw up plans for any corrective actions as required. | Health & safety Manager | <p>June 2021: Work on-going with good progress. Looking to add a Covid-19 question set for 2022/23.</p> <p>December 2021: Recommendations from P&A Assurance Audit to put this onto an electronic platform.</p> |
|--------|--|--|-------------------------|---|

| | |
|-----------------------------------|--|
| Objective: | SPA/Police Scotland will look to improve employee performance by increasing an employee's ability to perform through learning, normally by changing the employee's attitude or increasing his or her skills and knowledge. |
| Training & Development | |

| Action By | Objective | Actions | By Whom | Status |
|-----------|---|---|---|---|
| Year 1 | Continue to embed staff Health and Safety knowledge and awareness. UNITE | Develop an accredited corporate e-learning programme with the key essential packages for: <ul style="list-style-type: none"> • Risk Assessment • COSHH • Manual Handling, etc. • Roles & Responsibilities – Supt & above. | Health & Safety Manager (Training Working Group) | June 2021: Training restarted following Op Talla but there is a backlog to clear. August 2021: Slow progress due to staff shortages. Discussing Training Officer with ACC Speirs. Jan 2022: Safety Advisors will re-commence training as soon as Op Talla pause is concluded. |
| Year 1 | To create a training package in relation to Dynamic Risk Assessment which will be compulsory for all Police Officers an operational staff including C3. UNITE | <ul style="list-style-type: none"> • Explanation of DRA • 4 scenarios to work through • The consequences of wrong choices | Health & Safety Manager (Training Working Group) | August 2021: Work has slowed due to staff shortage, Covid & Internal Audit work but will be picked up as soon as possible. |
| Year 1 | To ensure that a training package is created in relation to accessing the Railway Network which will be compulsory for all Police Officers an operational staff including C3. UNITE | <ul style="list-style-type: none"> • Use of SC numbers • Need for caution & stop • SC numbers unique to the individual service | Health & Safety Manager (Training Working Group) | June 2021: Work underway. January 2022: Work taking place with C3 to develop a training package. |

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| | | | | |
|--------|---|--|---|--|
| Year 2 | Provide a training package for CJSD Productions Staff. UNITE | Develop an accredited corporate training programme specifically for CJSD Productions Staff. | Health & Safety Manager (Training Working Group) | |
| Year 3 | Understand workforce attitudes towards Health and Safety. UNITE | Carry out HSE Climate Survey or similar Analyse survey results and identify next phase. | Corporate Communications/ ICT | |

| | |
|------------------------|--|
| Objective: | Identifying the key risks is essential to improving Health & Safety. By endorsing the Health & Safety Action Plan SPA/Police Scotland is committing to reducing risk. To achieve this SPA/Police Scotland require to identify the key Health & Safety issues within its business and identify measures to eliminate or control them. |
| Risk Management | |

| Action By | Objective | Actions | By Whom | Status |
|-----------|--|--|-------------------------|---|
| Year 1 | Continue to implement measures to reduce the number of RIDDOR accidents across the organisation using the accident data as a benchmark. | <ul style="list-style-type: none"> Target Divisions with the highest numbers | Health & Safety Manager | July 2021: Work on-going to look at repeat victims with YSM Team. December 2021: Work planned now that Op Urram is over. Jan 2022: Update for People Committee. |
| Year 1 | Embed the already robust arrangements for the management of Fire Safety across all areas of the organisation. UNITE | <ul style="list-style-type: none"> Comprehensive Fire Risk Assessment Electronic Management System All premises assessed Provision of competent advice | Health & Safety Manager | June 2021: On track. |
| Year 1 | Review and continue to raise awareness of the organisations Safety Alerts & run targeted campaigns. i.e. Tick prevention, Butane Honey Oil | <ul style="list-style-type: none"> Investigate Twitter Account | Health & Safety Manager | June 2021: On track. |
| Year 1 | Continue to review requirements under the Control of Noise at Work Regulations 2005 including an up to date risk assessment covering the hearing of Police Officers and Police Staff on front line duties. | <ul style="list-style-type: none"> Embed the use of noise cancelling headsets Continue to work on the development of solution for Response Officers. | Health & Safety Manager | ***This was an area requiring additional work from the previous Action Plan*** June 2021: Papers to June HSB. August 2021: Meeting with |

| | | | | |
|--|--|--|--|--|
| | | | | <p>DCC Taylor to progress. November 2021: Response Officer Protection: On track to complete research to verify levels of protection on solution being tested and when Airwaves messages are received. An update will be provided to the Uniform and Equipment Working Group on 2 December on results of the tests and an intention to have field trials carried out over the new year. Thereafter to return with proposals to the Uniform and Equipment Working Group, early in 2022. Others: Other vulnerable groups have been identified and Risk Assessments are being completed on available evidence. Fleet Workshops: All Vehicle Fleet Workshop Training Complete. Jan 2022: Product on trial in a number of Divisions.</p> |
|--|--|--|--|--|

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| | | | | |
|--------|--|---|-------------------------|---|
| Year 1 | Continue to embed the use of RPE across the organisation. | <ul style="list-style-type: none"> • Face fitting • Facial hair • Types of mask linked to task | Health & Safety Manager | June 2021: Good progress via Op Talla. Jan 2022: Draft RPE Policy going to HSB. |
| Year 1 | Seek formal assurance from the Head of Estates that a suitable, comprehensive Contractor Policy is in use. | <ul style="list-style-type: none"> • Response required to be held on record on behalf of DCC Taylor. | Head of Estates | June 2021: Confirmation requested from Estates. Confirmed by Phil Collard Estates 22/10/21 |
| Year 1 | Seek formal assurance from the Head of Estates that Asbestos Surveys, plans, Asbestos Registers are in place, available for inspection at sites and kept fully up to date. | <ul style="list-style-type: none"> • Response required to be held on record on behalf of DCC Taylor. | Head of Estates | June 2021: Confirmation requested from Estates. Confirmed - Asbestos Registers are all in place and available on sites. Estates are also in the process of implementing a new asbestos management system to hold all this information centrally. 22/10/21 |
| Year 1 | Seek formal assurance from the Head of Estates that a Water Risk Assessments are in place and that suitable control measures have been implemented to control the risk from Legionella, etc. | <ul style="list-style-type: none"> • Response required to be held on record on behalf of DCC Taylor. | Head of Estates | June 2021: Confirmation requested from Estates. Confirmed - Water Risk Assessments are included in the Hard FM Contract for completion and management 22/10/21 |

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| Year 1 | Seek formal assurance from the Head of Estates that a suitable Permit to Work scheme is in use by Estates and that we have a published policy. | <ul style="list-style-type: none"> Response required to be held on record on behalf of DCC Taylor. | Head of Estates | <p>June 2021: Confirmation requested from Estates.</p> <p>Confirmed - PTW process is managed by our Hard FM Services provider and is a contractual responsibility 12/11/2021</p> |
| Year 1 | Seek formal assurance from the Head of Estates that hard wired mains testing has been carried out in all premises, remedial works have been completed and certificates of completion issued to Police Scotland. | <ul style="list-style-type: none"> Response required to be held on record on behalf of DCC Taylor. | Head of Estates | <p>June 2021: Confirmation requested from Estates.</p> <p>Confirmed. Fixed Wire Testing is completed and managed under the Hard FM contract 22/10/21</p> |
| Year 1 | Seek formal assurance from the Head of Estates that all external cladding on police premises complies with Fire Safety guidance. | <ul style="list-style-type: none"> Response required to be held on record on behalf of DCC Taylor. | Head of Estates | <p>June 2021: Confirmation requested from Estates.</p> <p>Building cladding is compliant as per time of construction and any relevant changes to legislation . 15/11/2021</p> |
| Year 1 | Seek formal assurance from the Head of Estates that Portable Appliance Testing has been carried out and is up to date in all premises. | <ul style="list-style-type: none"> Response required to be held on record on behalf of DCC Taylor. | Head of Estates | <p>June 2021: Confirmation requested from Estates.</p> <p>Confirmed - PAT Testing is completed and managed under the Hard FM contract. 22/10/21</p> |
| Year 1 | Seek formal assurance from the | <ul style="list-style-type: none"> Response required to be held on record | Head of Estates | June 2021: Confirmation |

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| | Head of Estates that all lightning protection systems are maintained, tested and fully operational. | on behalf of DCC Taylor. | | requested from Estates. Confirmed - Completed and managed under the Hard FM Contract 22/10/21 |
| Year 1 | Seek formal assurance from the Head of Estates that all gas installations and gas mains across the estate are the subject to regular inspection and maintenance and are fully operational. | <ul style="list-style-type: none"> • Response required to be held on record on behalf of DCC Taylor. | Head of Estates | June 2021: Confirmation requested from Estates. Confirmed - Completed and managed under the Hard FM Contract 22/10/21 |
| Year 1 | Ensure that progress is made in relation to the management of Working Time within the organisation. ASPS | <ul style="list-style-type: none"> • Recording of working time • Cultural change | Wellbeing Manager/ Health & Safety Manager | August 2021: Initial discussions with Wellbeing Manager. November 2021: In discussions with partners to see what systems they use and paper to HSB. |
| Year 2 | Continue to embed the current robust process for Health & Safety at complex scenes linking in with multi-agency partners. | <ul style="list-style-type: none"> • Risk Assessments • Hazard Check Lists • Competent Safety Advisors • Link to Structural Engineers | Health & Safety Manager | |
| Year 2 | Continue to review requirements under the Control of Vibration at Work Regulations 2005 including an up to date risk assessment covering all areas of the organisation including operational risks. | <ul style="list-style-type: none"> • Fleet Workshops • Grounds maintenance • ICT • Operational MOE, boats, motorbikes, mountain bikes, helicopter, etc. | Health & Safety Manager Fleet Manager | ***This was an area requiring additional work from the previous Action Plan*** August 2021: Good progress and paper discussed with DCC Taylor. November 2021: General: Risk assessments for protestor removal were |

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| | | | | completed before COP. Fleet: All Vehicle Workshops risk assessments and training complete. Some initial equipment roll out has started in the west but will not be completed until the next financial year. Estates : Staff to have monitoring system early in the next financial year |
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| Objective: Accident Investigation & Management | Accidents in the workplace no matter how minor should not be tolerated. Proactive accident reduction has whole cycle benefits to business operations and investment in identifying, analysing and managing accidents is seen as the first base for improving Health & Safety. Comprehensive analysis and statistical reporting allows management to take decisions based on real data. |
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| Action By | Objective | Actions | By Whom | Status |
|-----------|--|---|-------------------------|----------------------|
| Year 1 | Continue to work with the APU to embed the analysis and further interpret data from recorded accidents/incidents to inform trends and agree target reductions. | <p>Scope Accident Reporting Database has limited facility to collect and analyse real data.</p> <ul style="list-style-type: none"> • Continue to develop reporting template • Provide reports as required • Graph trends | Health & Safety Manager | June 2021: On track. |
| Year 1 | Continue work ongoing via the YSM SLWG to review the accident reporting process via Scope. | <ul style="list-style-type: none"> • Review of accident reporting form | YSM | June 2021: On track. |
| Year 2 | To develop a more mature process for Safety Advisors around the investigation of accidents. | <ul style="list-style-type: none"> • Process • Form | Health & Safety Manager | June 2021: Complete |

MONITOR and REVIEW