



Meeting	SPA People Committee
Date	29 August 2023
Location	Video Conference
Title of Paper	Health & Safety Report, Quarter 2 2023/24
Presented By	Dawn Maclean
Recommendation to Members	For Discussion
Appendix Attached	Yes – Appendix A – Manager Report Q2, 2023/24

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 2 report, attached at Appendix A, details matters such as enforcement activity, proactive preventative work and accident statistics, which include assaults and incidents during arrest/custody. The report also provides updates on current and emerging health & safety issues and updates regarding the development of policy and practice.
- 2.2 Members are invited to discuss this report.

3. FINANCIAL IMPLICATIONS

- 3.1 While there are no financial 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 content of this report and the attached appendix.

OFFICIAL



POLICE
SCOTLAND

POILEAS ALBA

SCOTTISH POLICE

AUTHORITY

HEALTH & SAFETY

SPA People Committee

Manager Report
Quarter 2, 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.

Preventative activities

Assurance programme progress

Progress completing programme



% complete for 2022/23 and % complete for 2023/24 vs 25% target

Progress implementing actions



Productions actions complete

Incident monitoring

Total reports Q2 2023/24

2020

RIDDOR Q2 2023/24

39

Breakdown of figures in Q2 – minus assault figures

ACCIDENTS **547**

NEAR MISSES **108**

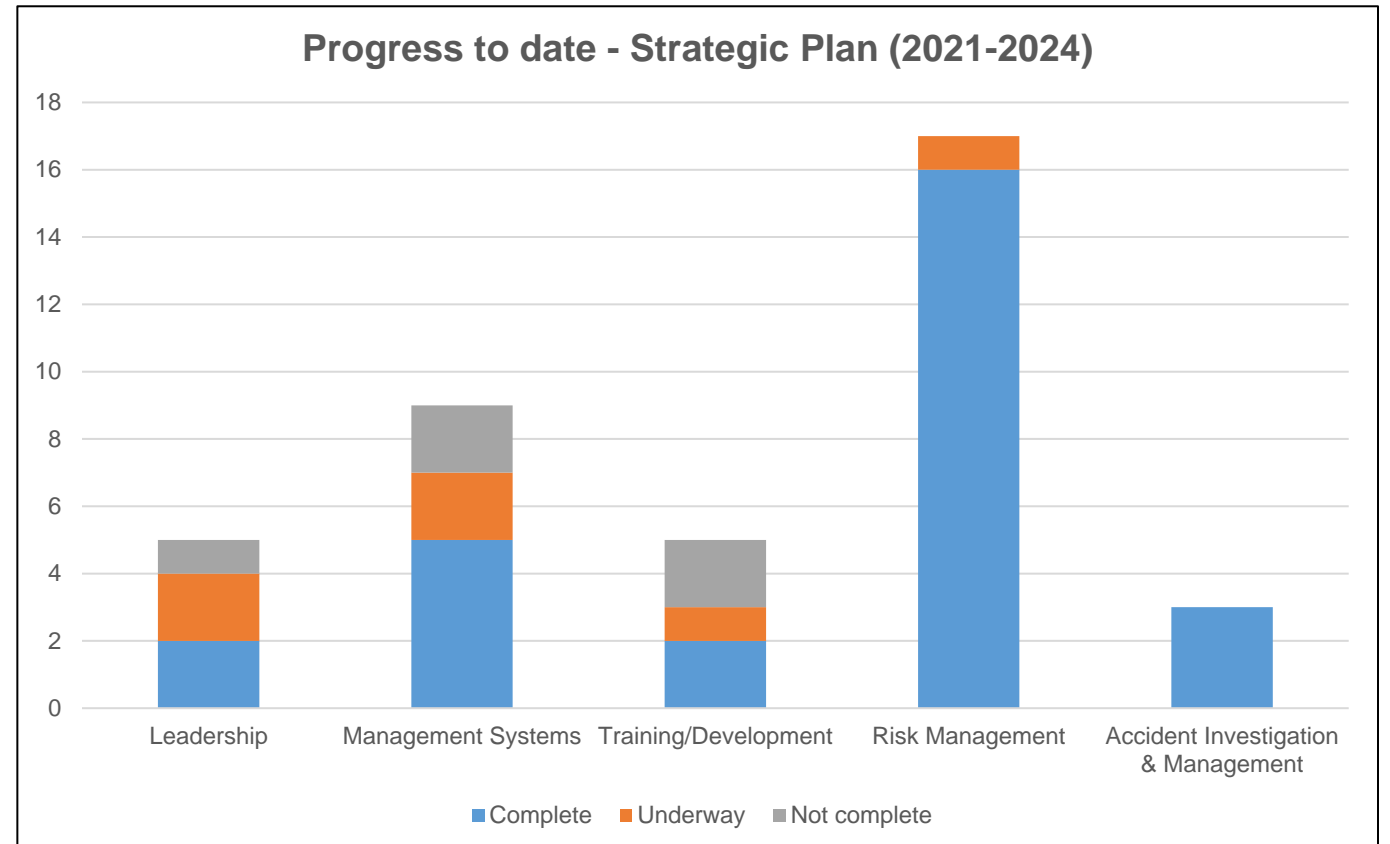
UNDESIREDCIRCUMSTANCES **83**

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
- Work will begin shortly on the creation of a new 3-year strategy. Significant progress was made on areas such as Risk Management and Accident Management. The new plan will aim to 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*

Current update

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

External Audit, Inspection and Review

Visit was made by SFRS in relation to fire caused by workplace equipment during April 2023 at West End Police Station, Edinburgh.

A total of 14 recommendations were made and an action plan has been developed to progress these. **Of the 14: 8 are complete; 2 are in progress; 4 outstanding.**

3. Preventative Activities: *Internal Assurance Work*

Background

- The Health and Safety Team carry out a proactive annual assurance programme of audits every year. This is our second line of defence according to the Authority’s assurance framework. The types of inspection include general review of police stations and SPA premises as well as specific reviews of custody and production facilities.
- The purpose is broadly to check the safety of a building and ensure fire safety, legislation and other best practice guidance is being followed.

Production Stores

- On a recent visit to Paisley and Greenock, it was observed that there are some welfare issues for the staff within the Production areas. Where productions are being stored, there is water damage to areas caused by recent storms, and this is affecting the temperature conditions and the condition of the facilities. Reports have been submitted to Estates, however, there has been little communication given as to progress.
- Estates Dept. is arranging a full review of outstanding issues.

Findings From Internal Assurance Work

Production Audits

Priority	Completed	Out-standing	Total	% Complete		
				May 23	Aug 23	Nov 23
Very high	0	0	0	-	-	-
High	20	8	28	71%	71%	71%
Medium	10	8	18	56%	56%	56%
Low	14	10	24	58%	58%	58%
Total	44	26	70	62%	62%	62%

Priority definitions:

Very high – risk has an immediate impact on safety where no mitigation is possible and cells or areas must be closed until resolved.

High – risk has a significant impact on safety and impacts on daily operations but CJSD has put temporary mitigation in place.

Medium – risk has a medium impact on safety. Includes BAU faults, typically reported as P3 – P4 to helpdesk.

Low – risk has minimal impact on safety.

4. Developments

■ RPE Policy review

Following the decision to postpone the introduction of the RPE policy, work is ongoing to establish sub-groups to conduct further research and consultation on the following work streams:

Data and Evaluation Sub-Group; RPE Sub-Group; EDI Sub-Group

■ Other Policy Development

There is a designated team within the Health and Safety Department focussing on Policy and Guidance development. Key policies due to come for consultation by the end of the year are:

- Fire Safety Policy and SOP;
- National guidance and checklist for the Provision and Use of Work Equipment;
- Accident/Incident National Guidance

■ Review of Estates Health and Safety Compliance

The AZET audit report identified a number of recommendations, and an action plan is now developed. An Estates Risk and Compliance Board (ERCB) has been established as part of wider Estates Improvement work, which will feed into the Health and Safety Board. Health and Safety will be represented on the new ERCB and will help support the action plan activities arising from the audit recommendations.

■ SCoPE form

Health and Safety is working with the SCoPE team to improve the way in which data is obtained from the system. Current processes require significant manual manipulation, which leads to substantial quality assurance processes to ensure accuracy, creating an administrative burden on Health and Safety resources.

5. Areas of Concern

■ **West High Street, Forfar Station**

Following recent storm damage, a Gold group was established to review the welfare and accommodation needs at Forfar Police Station. Substantial water ingress has meant that the station is operating without access to a significant amount of the building.

■ **Sure-fire Earpieces**

The Force currently has a large stock of earpieces (approx. 10 000) for national distribution. The equipment is regarded as PPE and will be added to officers SCoPE records. This will include a record of the earpiece size issued. Distribution is being progressed via nominated divisional SPOCs, with G and Q divisions identified for initial rollout given the anticipated demand linked to various large scale events taking place across both divisions.

Take up in both these divisions has increased but is still slow. Airwave has engaged with the remaining West divisions. It was however, highlighted as part of OP Moonbeam, that a plan for deployment must be considered as soon as is possible in the North and East divisions, where their use would have been of significant benefit during the operation.

6. Future focus

- **Training**

A restructure of the Training Group has been agreed by the team. There will be a focus on enhancement and production of training that can be delivered via MS Teams. This will hopefully deal with any training gaps and allow the team to focus their efforts on specific topics by F2F delivery. The Health and Safety Manager is researching the potential to become an IOSH Licenced Training Provider. This would allow accredited training to take place for all levels of police officers and staff

- **Intranet Development***

The team is in the early stages of revising the intranet as a pivotal information hub for all PS staff. There is an inter-dependency on Corporate Communication capacity and resources but once established it is hoped there will be scope for the team to have access to update information as and when required

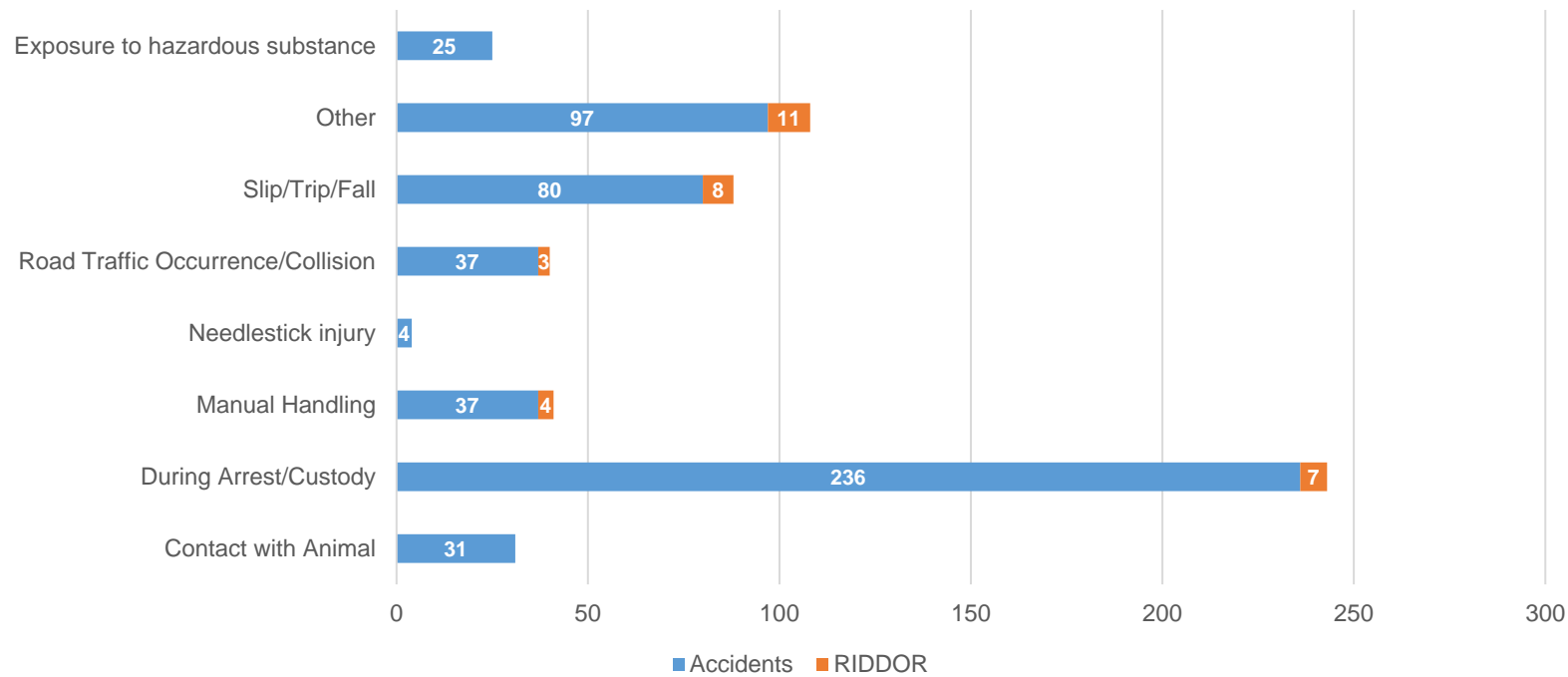
- **Certificate of Assurance process review***

Work has started to develop an alternative to the bureaucratic process linked to the current Certificate of Assurance system, focussing on compliance whilst utilising digital tools available within Police Scotland. Any alternative concepts will be developed and presented to the Health and Safety Board for discussion/decision. Updates will also be provided to SPA People Committee.

**Progress on these items would complete the Health and Safety Internal Assurance recommendations*

7. Incident Monitoring: *Accident Reporting*

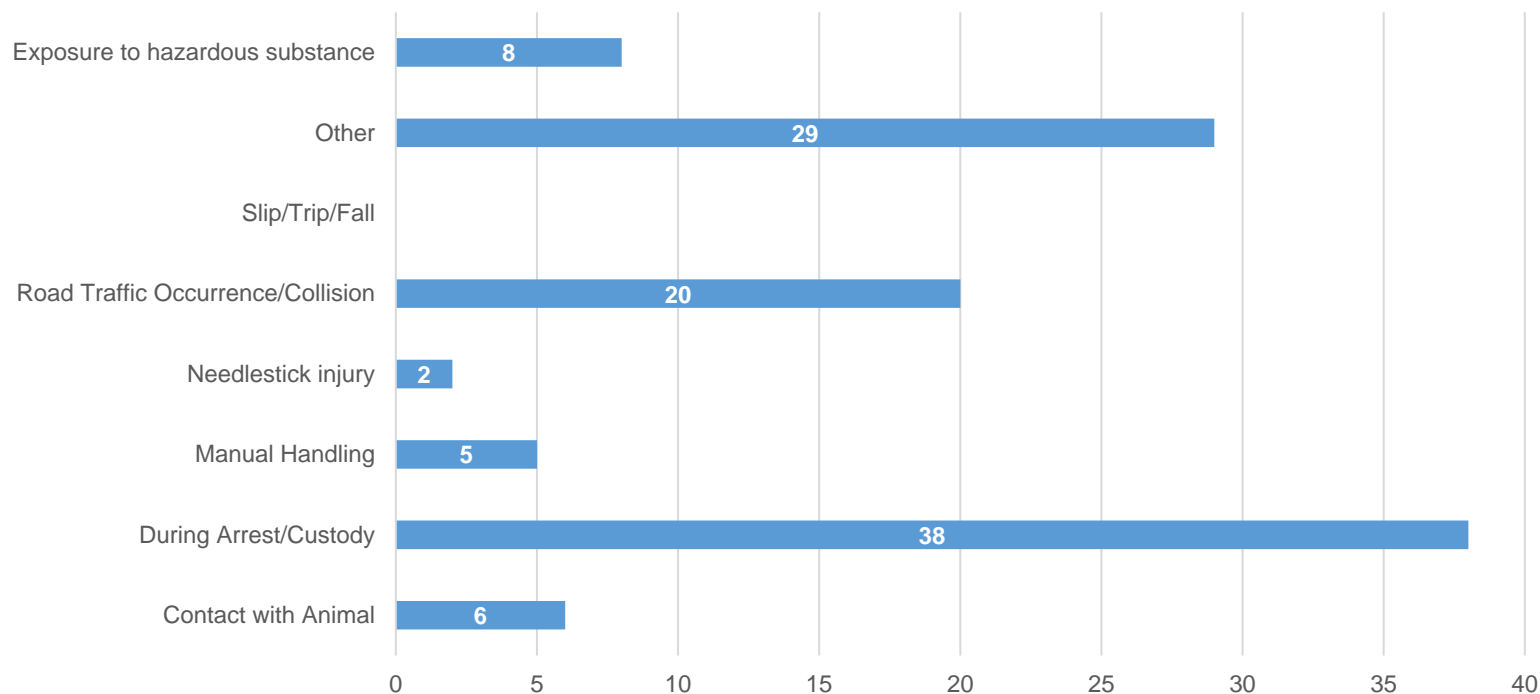
2023/24 - Q2 Accidents/RIDDORS*



Q2 Accident total - 547
Q2 RIDDOR figure – 33

RIDDOR of Note:
Officer injured during OST training required surgery

2023/24 – Q2 Near Miss*



Q2 Near Miss total - 108

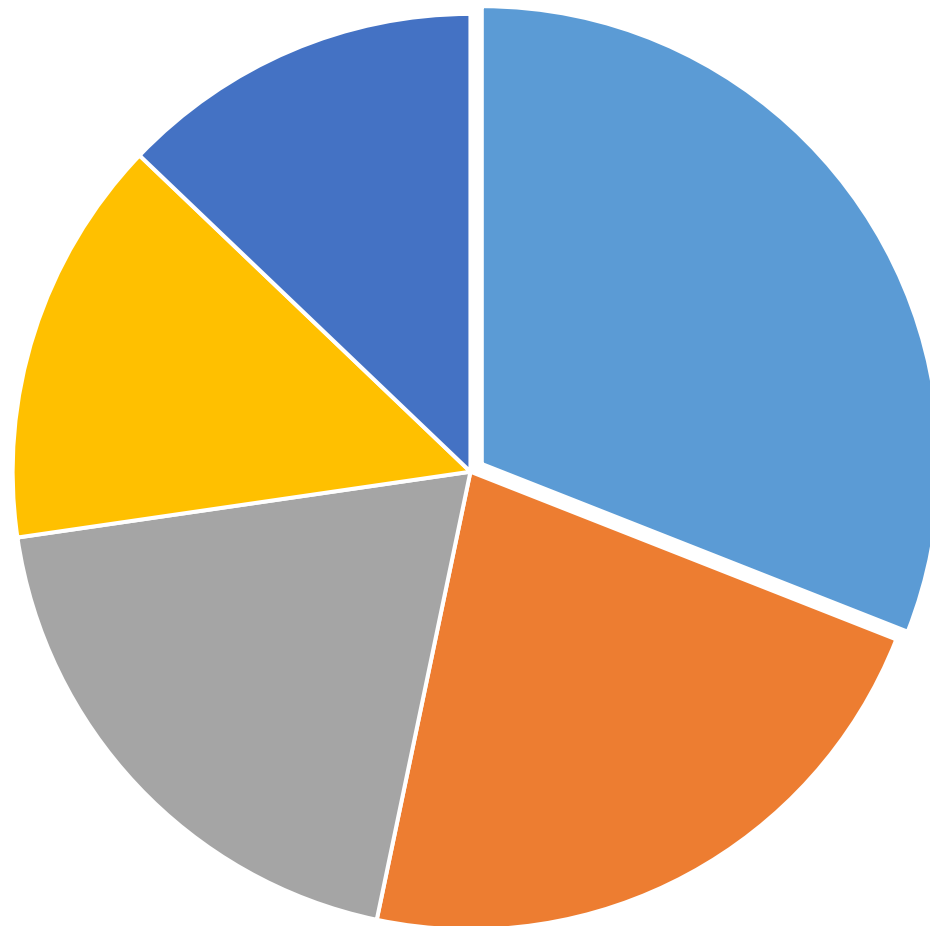
Work needs to be done within the H&S Team to encourage more NM reporting in order to prevent occurrences and reduce accident numbers

*Figures are not inclusive of assaults recorded

8. Incident Monitoring: *Injury Types*

Data & trend analysis – Q2 report

2023/24 Q2 - Common injury types*



■ Bruising/Inflammation ■ Sprain/Strain ■ Cut/Laceration ■ Abrasion/Grazing ■ Soft Tissue Injury

Injury of note

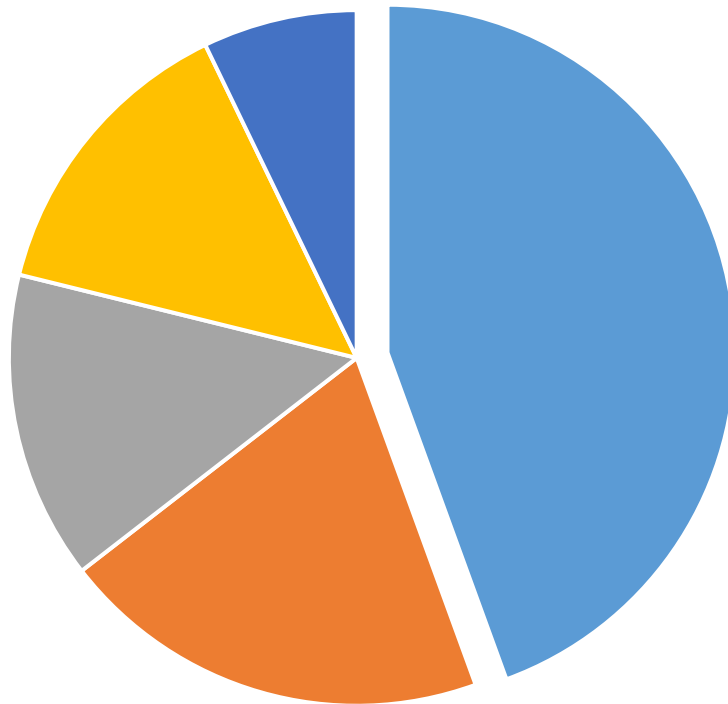
Officer suffered injury to eye during dismantling of cannabis cultivation

*Figures are not inclusive of assaults recorded

9. Incident Monitoring: *Assault Reporting*

Data & trend analysis – Q2 report

2023/24 Q2 - Assault Common Injuries



■ Bruising/Inflammation ■ Abrasion/Grazing ■ Cut/Laceration ■ Bite ■ Soft Tissue Injury

Management response

The data shows that since Q1, more people are reporting, near miss reports have risen and injury from assaults has lowered.

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

1009

Q1 - 1071

Total NEAR MISS

273

Q1 - 229

Total RIDDOR

6

Q1 - 6

A Total of

328

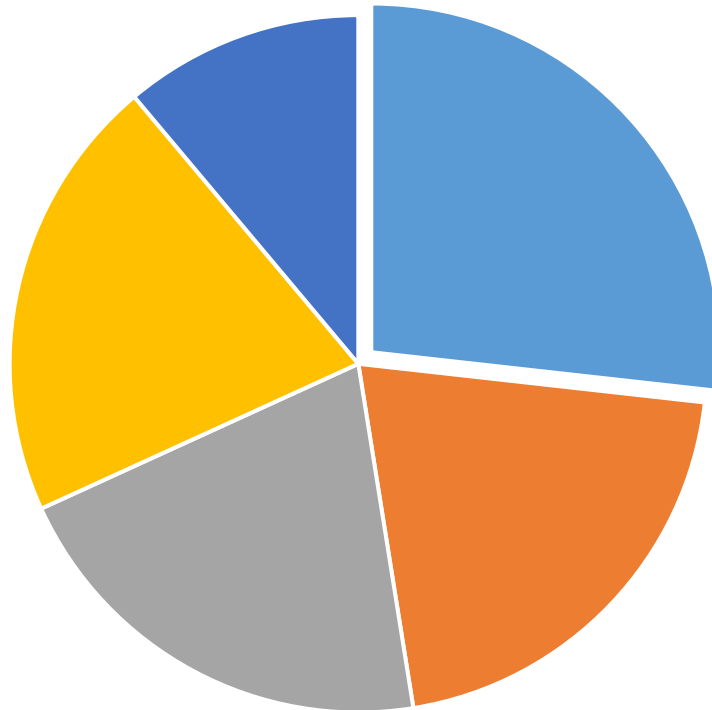
resulted in injury

Q1 - 337

10. Incident Monitoring: *During Arrest/Custody*

Data & trend analysis – Q2 report

2023/24 Q2 - During Arrest/Custody - Common injury types



■ Bruising/Inflammation ■ Sprain/Strain ■ Cut/Laceration ■ Abrasion/Grazing ■ Soft Tissue Injury

Management response

The data shows that since Q1, there has been little change in the figures, however the number of injuries has lowered.

Total ACCIDENT

236

Q1 - 237

Total NEAR MISS

38

Q1 - 38

Total RIDDOR

7

Q1 - 9

A Total of

209

resulting in injury

Q1 - 220