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| Meeting | People Committee |
| Date | 27 May 2021 |
| Location | Virtual – MS Teams |
| Title of Paper | Health & Safety Report Quarter 4 2021 & YTD 2020/21 |
| Presented By | James Bertram, Health & Safety Manager |
| Recommendation to Members | For Discussion |
| Appendix Attached | 3 Year Health & Safety Action Plan 2021/2024 |

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

- Carbon Monoxide Poisoning of Road Policing Officers - Update.
- Operation Talla Update – increase in instances of exposure to the virus across the organisation. Close liaison between the Health & Safety Team, HR colleagues, HSE and NHS. Learning sought from each incident. Working closely with the new Outbreak Management Team.
- HSE visit to Govan and Clydebank Custody Suites.
- Advice and guidance at two complex fire scenes in Glasgow.
- National Custody Audits. Progress update.
- 3 Year Health & Safety Action Plan 2021 – 2024.
- Health & Safety Assurance Model 2021/22 complete.
- National Health & Safety Board Update from meeting 25 March.

2.1 Q4 Statistical Summary

- Covid-19 Scope reports are increasing in line with the second wave of the pandemic.
- Highest numbers of scope reports relating to Covid-19 are noted in Q and G Divisions.
- Total reports – 2157 (increase of 900 compared to Q4 of previous year).
- The 3 highest type of reports were Exposure to Hazardous Substance, Assault, and Occurrences During Arrest.
- RIDDORS – 121 with 95 of these related to work place related cases of Covid-19.

2.2 2020/21 Annual Statistical Summary

- Reporting has increased by 63.9% however when Covid-19 is excluded the percentage change is 8.2%.
- The highest types of accident for the year were Assault, Exposure to Hazardous Substance and During Arrest/Custody Process
- The West continued to report the highest number of SCOPE reports however the East area displayed the largest percentage increase in reporting when Covid-19 occurrences are excluded with a 26.1% increase.
- Q, D and L divisions reported the highest amount of SCOPE reports per 1000 headcount.
- The highest injury types were Exposure to Hazardous Substance, Bruising/Inflammation and Cut/Laceration.
- The most common location types were Public Place, Police Premises and Private Property.
- When Covid-19 related absence is excluded, there were 6487 sick days related to work place accidents. This decreased by 803 from the previous fiscal year.

- Q, D and G division reported the highest number of assault reports via SCOPE.

3. Q4 HEALTH AND SAFETY UPDATES

3.1 Carbon Monoxide Poisoning

On Sunday 17 January, two Road Policing Officers were taken unwell after returning to the Road Policing Complex at Helen Street near the end of their night shift. It was later found that both officers were suffering the effects of Carbon Monoxide poisoning. The Police Scotland Health & Safety Manager was notified shortly after the incident and the vehicle concerned (a marked BMW X5) was immediately withdrawn from service. The Health & Safety Manager, representatives from Fleet and a Road Policing Vehicle Examiner conducted an initial vehicle examination.

Work has continued and the vehicle is still with DVSA for examination at their premises in England. Police Scotland have continued to look at Carbon Monoxide detectors and work continues to source 50 detectors to carry out an initial trial. The Health & Safety Manager has also been in touch with Law Enforcement in America who have had similar issues to find out the make of detector they have purchased, how they have been fitted and what tests have been carried out.

Both Road Policing Officers have now returned to duty.

3.2.1 Operation Talla - Health & Safety

Police Scotland continues to work closely with key partners such as the NHS, Staff Associations / Trade Unions and the Health & Safety Executive (HSE) to ensure both the safety of our people and the operation of safe working environments.

Through the Operation Talla Governance Structure and dedicated Health and Safety Group, Police Scotland continues to review current practice and identify all opportunities for improvement.

At this time the number of outbreaks within Police Scotland continues to decrease and the Health & Safety Team continue to provide bespoke advice and guidance for Public Order Operations including football matches in order to keep Officers safe.

3.2.2 Health & Safety Executive Interaction

The Health & Safety Executive have carried out a visit to Custody Suites at Govan and Clydebank where they looked at the procedure for the constant observation of detainees, specifically the cameras, monitors and rooms used to house the viewing screens. The HSE Inspector brought a Human Factors Specialist with them to take an in-depth look at the process and environmental factors such as lighting and seating.

A reply has now been received from the HSE with some suggestions for future development but the HSE have concluded that they were generally happy and no breaches of regulations were identified during their visit.

3.2.3 Complex Fire Scenes

The Health & Safety Manager assisted at two complex scenes in the Glasgow area where vehicles had been deliberately driven into buildings before the premises were set of fire. There was significant damage and structural engineers were engaged to provide specific advice and guidance to allow the crime scenes to proceed and for the Forensic recovery of the vehicles.

3.2.4 National Custody Audits

Work continues to support CJSJ with further Custody Audits at Saltcoats, Greenock, Oban, Dumfries, Kirkcaldy and Campbeltown. Further inspections were carried out at Lochgilphead, Millport and Lamlash. A custody audit is not only an opportunity to carry out a detailed inspection of the facility and to examine relevant paperwork and procedures but it also an opportunity for to look at the standard of Fire Risk Assessment being carried out on our behalf by our external contractor.

Increasingly the Health & Safety Manager and Assistant Manager are being asked back to sites to sign off improvement works as being compliant which is very positive.

3.2.5 Health & Safety 3 Year Action Plan

The Health & Safety Team have now completed the first three year Health & Safety Action Plan for Police Scotland operating between 2018 and 2021. This Action Plan was designed to close a number of critical gaps within the organisation's Health & Safety provision.

OFFICIAL

Out of 31 Actions only a small proportion were unable to be completed (9 in total). Reasons for not completing actions can be summarised in the three themes as below:

- The organisation changed its approach during the life of the plan. E.g. work on a new HR System to replace Scope was halted and therefore an action to work on a module for accident reporting also stopped.
- Technology was not available. E.g. noise cancelling earpieces for Airwave radios to protect response officers' hearing were not available during the life of the action plan.
- The Health & Safety Manager re-opened one action which had been closed. i.e. the Executive had received an assurance in 2019 that Divisions had completed risk assessments but when the new Health & Safety Assurance model was introduced and Divisional Commanders were asked to sign off on their risk assessments a couple of Divisions stated that they did not actually have all their risk assessments in order.

The actions not completed in the 2018 – 2021 Action Plan have been added to the new Action Plan.

The theme of the new 3 Year Action Plan is reinforcing the Health & Safety message and ensuring that items of work completed in the last three years are embedded within the organisation. Below are just a few of the issues to be addressed:

- Provide reinforcement information, instruction and training to Executive Members of both Police Scotland and SPA including SPA Board Members.
- Look to improve health and safety supervision by local supervisors across the organisation of Sergeant, Inspector and Chief Inspector ranks including staff equivalents.
- Carry out a series of National Custody Audits, Production Store Inspections and Office Inspections across Police Scotland.
- Create a training package in relation to Dynamic Risk Assessment which will be compulsory for all Police Officers and operational staff including C3.
- Ensure that a training package is created in relation to accessing the Railway Network which will be compulsory for all Police Officers and operational staff including C3.
- Ensure that progress is made in relation to the management of Working Time Regulations within the organisation.
- 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 i.e. (method of entry, helicopter, motorbikes, Fleet hand tools, etc.)

The new Action Plan has been fully consulted with Staff Associations, Trade Unions and SPA and they have all been very positive about both the progress under the last plan and the route forward for the next three years. It has also been approved by the Health & Safety Board. The new Action Plan denotes the specific actions that Staff Associations and Unions have a specific interest in.

This is very much a living document and further actions will be added during the period to reflect the changing needs of the organisation.

3.2.6 Health & Safety Assurance Model

Assurance Model forms have all now been submitted to the Health & Safety Manager and a detailed summary has been presented to DCC Taylor to inform and provide assurance for the period 2021 – 2022. These are currently being reviewed by the Health & Safety Team with a view to closing any gaps highlighted.

3.3 Health & Safety Board - March

The following points were discussed.

- Detailed update provided on Your Safety Matters.
- Fire Safety Update – detailed update on progression of actions.
- H&S Performance and Managers Report – detailed statistical breakdown of accident figures.
- 3 Year Health & Safety Action Plan – Approved (prior to approval at SLB)
- Update on Health & Safety Training and courses.
- National Vehicle Equipment Group – a detailed paper on progress in relation to the equipment carried within police vehicles and other related safety issues.
- Health & Safety Assurance Model
- Covid-19 Safety Update
- Accident Investigation Reports
- New Production Store Audits – Approved

3.6 Successes, Concerns & Delays

In terms of successes I would highlight the very significant amount and quality of Health & Safety work carried out under Operation Talla, Your Safety Matters, Custody Audits and the number of closed actions in the 3 Year Action Plan which have made such a significant difference to officer and staff safety. There has also been a very

significant amount of work carried out in terms of Custody Audits. I am not aware of any significant concerns or delays in connection with Health & Safety which require escalation to the People Committee at the time of writing this report.

4. DATA METHODOLOGY

Data for Health and Safety (H&S) is sourced via the System to Co-ordinate 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.

4.1 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 08 Jan 2021.
- Data is extracted using 'Date Reported'. Data includes all records uploaded to the accident management system.

4.2 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 08 Jan 2021.
- Data has been extracted using 'Date reported to HSE'.

4.3 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.

5. Covid-19 REPORT

5.1. Operation Talla – Health & Safety

The Health & Safety Team has continued to support Operation Talla at all levels of the organisation. The Covid-19 Health & Safety Group continues to meet regularly and the Health & Safety Manager additionally attends the Silver Command meetings.

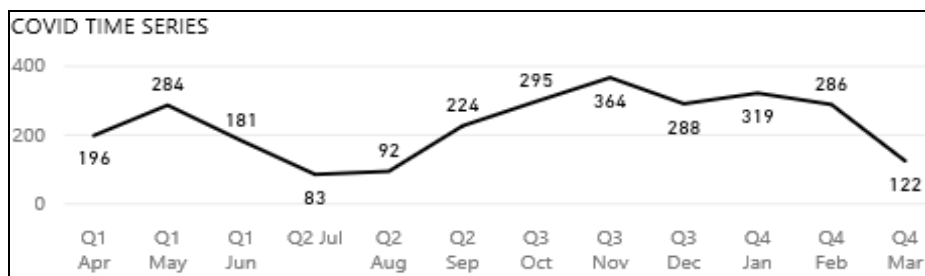
There have been a number cases of Covid-19 reported across the organisation and we are seeing a change in the impact of the virus. I think it would be fair to say that we have experienced some complacency around the basics of prevention and that is perhaps not surprising having come through the first wave and with the organisation running with a heightened level of awareness for a year now. The Health & Safety Team is working closely with colleagues in HR, Health & Safety Executive and the NHS to deal with each situation as they occur not only to ensure that the area is safe but to seek learning to prevent re-occurrence.

It is important to note that Police Scotland is not alone in facing this issue. Many organisation across Scotland are in a similar situation. In my last report I highlighted that “something has changed since the first wave of Covid-19” and, of course, we are now aware of the new variant of Covid with significantly increased rates of transmission.

We are now seeing Covid-19 RIDDORs being reported across the organisation.

5.2. Operation Talla Scope Reports

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



Note: Data available from 1st April 2020.

Over the previous quarter (Q4 2020/21) 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 – Q4 2020/21

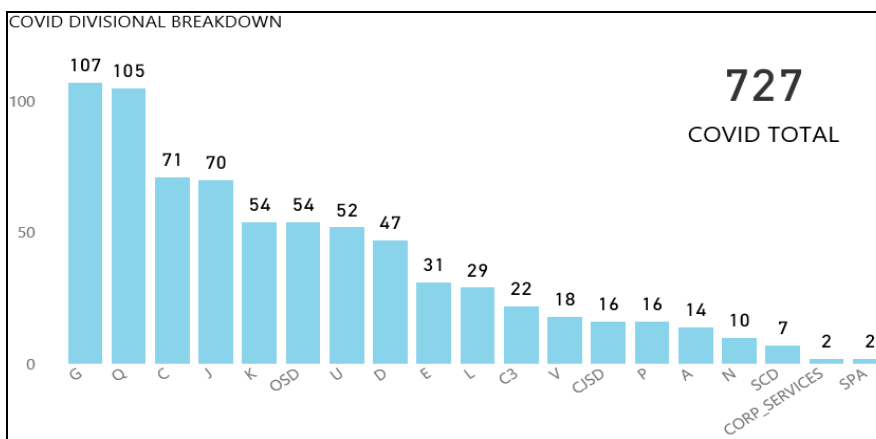
| Covid Additional Information | TOTAL REPORTS |
|---|---------------|
| SELF ISOLATING FOLLOWING EXPOSURE/NOT SELF ISOLATING FOLLOWING EXPOSURE | 545 |
| NO PRIOR INDICATION OF C19 | 90 |
| ONE OF MULTIPLE REPORTS FROM SAME INCIDENT | 25 |
| INCORRECT PPE USED | 23 |
| DELIBERATE COUGHING/SNEEZING/SPITTING ON OFFICERS | 13 |
| LACK OF DISTANCING WITHIN OFFICES | 12 |
| PPE AVAILABLE BUT NOT WORN | 5 |
| C19 SYMPTOMS DEVELOPED AT LATER DATE AFTER CONTACT | 3 |
| REPORT OF C19 SYMPTOMS NOT PASSED ON BY CONTROL ROOM | 3 |
| ALLERGIC/PHYSICAL REACTION TO EQUIPMENT | 2 |
| MASKS DISLODGED DUE TO STRUGGLE (DELIBERATE/NOT DELIBERATE) | 2 |
| UNKNOWN | 2 |
| EQUIPMENT/VEHICLE NOT CLEANED AFTER SUSPECTED CONTAMINATION | 1 |
| LACK OF PPE - GOGGLES | 1 |

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

- Self-Isolating Following Exposure
- No Prior Indication of Covid-19
- One of Multiple Reports from the Same Incident

5.3 Covid-19 Reports By Division

Figure 3: Covid-19 Reports by Division



Note: the figure below includes all Covid-19 – related scope reports for Q4 Only.

The distribution pattern across Divisions has remained fairly constant throughout the pandemic with the highest numbers of reports submitted in G and Q Divisions.

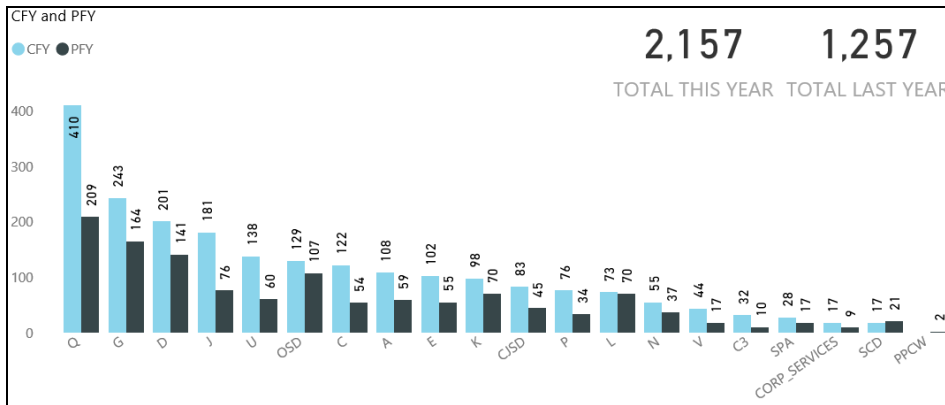
6. SCOPE H&S DATA – Q4 2020/21 (01 JANUARY 2021 – 31 MARCH 2021)

6.1 TOTAL REPORTS SUBMITTED ON SCOPE

For Q4 2020/21 there were a total of 2157 accidents, near misses and undesired circumstances, while in Q4 2019/20, this figure was 1257; **an increase this year of 900**. This significant increase is due to the submission of reports relating to Covid-19. (To date, end of March 2021, over 2734 reports have been submitted relating to Covid-19 since the start of the pandemic).

6.2 DIVISIONAL/BUSINESS AREA BREAKDOWN

Figure 4: Total Reports by Division/Business Area – Q4 Year on Year Comparison



This figure displays the divisions in ranked order of the number of reports in Q4 2020/21. Most divisions show an increase in the number of reports submitted. Q, G and D reported the highest numbers of incidents this year.

Figure 5: Total Reports per thousand head count by Division / Business Area – Q4 2020/21

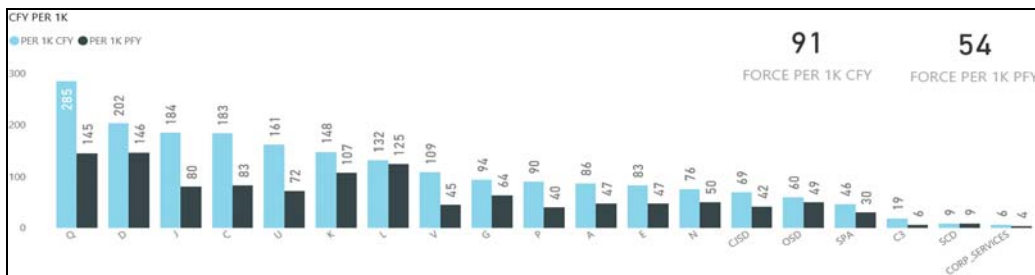


Figure 7 displays the total number of reports during Q4 2020/21 per thousand headcount. Q, D and J Divisions report the highest numbers of incidents per thousand employees.

6.4 OCCURENCE TYPES – Q4 2020/21

Figure 6: Report Type and Category – Q4 2020/21

| OCCURRENCE: CFY | | | | |
|-----------------------------------|--------------|------------|-----------------------|--------------|
| Type of Occurrence | ACCIDENT | NEAR MISS | UNDESIREDCIRCUMSTANCE | Total |
| ASSAULT | 691 | 175 | 1 | 867 |
| CONTACT WITH ANIMAL | 14 | | | 14 |
| DURING ARREST/CUSTODY PROCESS | 152 | 26 | 3 | 181 |
| EXPOSURE TO HAZARDOUS SUBSTANCE | 742 | 7 | | 749 |
| MANUAL HANDLING | 40 | 2 | | 42 |
| NEEDLESTICK INJURY | 5 | 2 | | 7 |
| OTHER | 84 | 13 | 30 | 127 |
| ROAD TRAFFIC OCCURRENCE/COLLISION | 30 | 13 | | 43 |
| SLIP, TRIP OR FALL | 124 | 3 | | 127 |
| Total | 1,882 | 241 | 34 | 2,157 |

The three highest accident types in Q3 were:

- **Exposure to Hazardous Substance** – 742 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.
- **Assault** - 691 were assaults with injury or contact/no injury.
- **During Arrest/Custody** – 152 of all reports were occurrences where injury was sustained during the arrest or custody process.

Figure 7: Report Type – Q4 Year on Year Comparison

| Type of Occurrence | CFY | PFY | FY DIFF | % CHANGE |
|-----------------------------------|-----|-----|---------|----------|
| ASSAULT | 867 | 623 | 244 | 39.2% |
| EXPOSURE TO HAZARDOUS SUBSTANCE | 749 | 81 | 668 | 824.7% |
| DURING ARREST/CUSTODY PROCESS | 181 | 207 | -26 | -12.6% |
| OTHER | 127 | 134 | -7 | -5.2% |
| SLIP, TRIP OR FALL | 127 | 69 | 58 | 84.1% |
| ROAD TRAFFIC OCCURRENCE/COLLISION | 43 | 56 | -13 | -23.2% |
| MANUAL HANDLING | 42 | 19 | 23 | 121.1% |
| CONTACT WITH ANIMAL | 14 | 15 | -1 | -6.7% |
| NEEDLESTICK INJURY | 7 | 1 | 6 | 600.0% |
| TRAINING | | 52 | -52 | -100.0% |

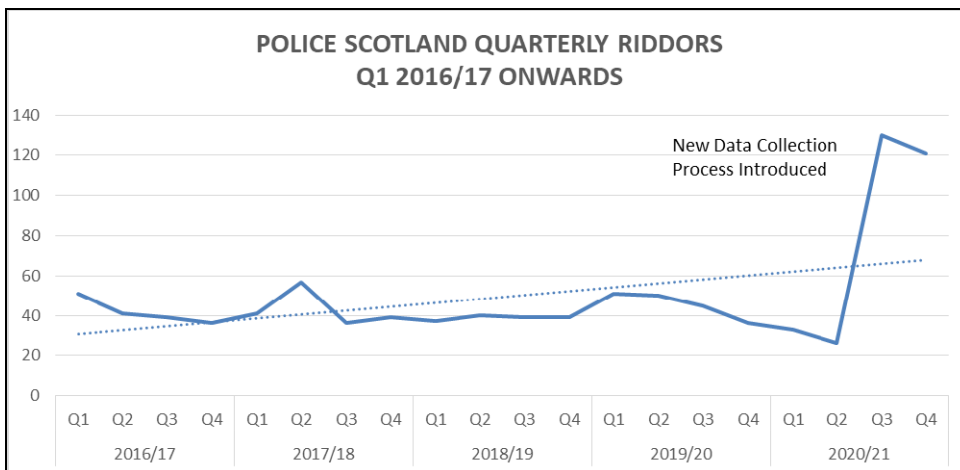
When compared to Q4 of the previous year, increases are noted in:

- Assault
- Exposure to Hazardous Substances
- Slip, Trip or Fall
- Manual Handling
- Needlestick Injuries

6.5 RIDDOR REPORTABLE ACCIDENTS – Q4 2020/21

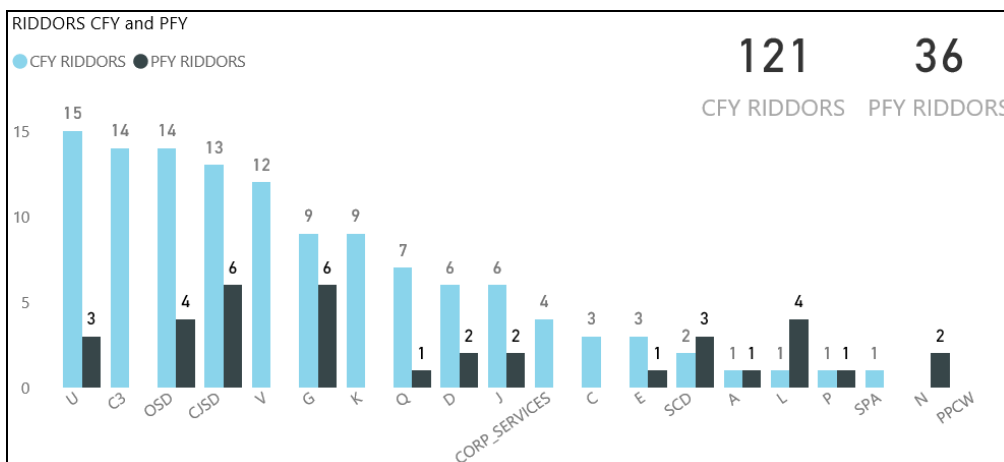
6.5.1 RIDDOR REPORTS

Figure 8: Quarterly RIDDORS from 2016/17 onwards



In Q4 2020/21, RIDDORS have increased by 85 when compared with Q4 of the previous year. This can be explained by the submission of Covid-19 related RIDDORS which may have occurred over Quarters 1, 2&3 however were under investigation and awaiting further clarity on HSE guidance relating to Covid-19 RIDDORS.

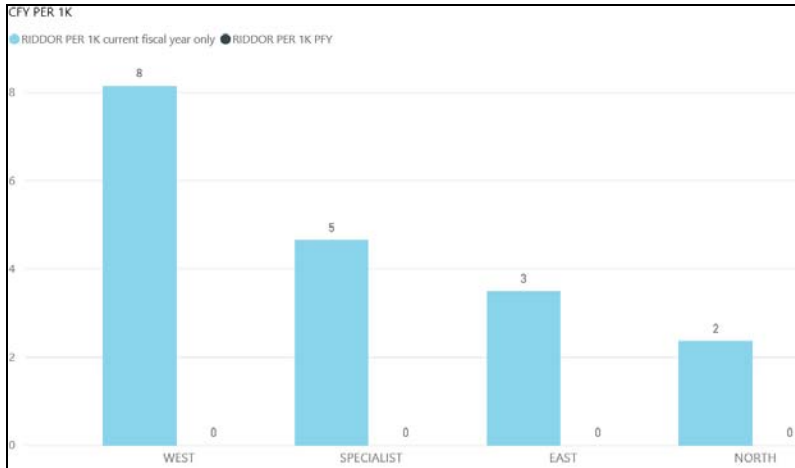
Figure 9: RIDDORS by Division/Business Area – Q4 Year on Year



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

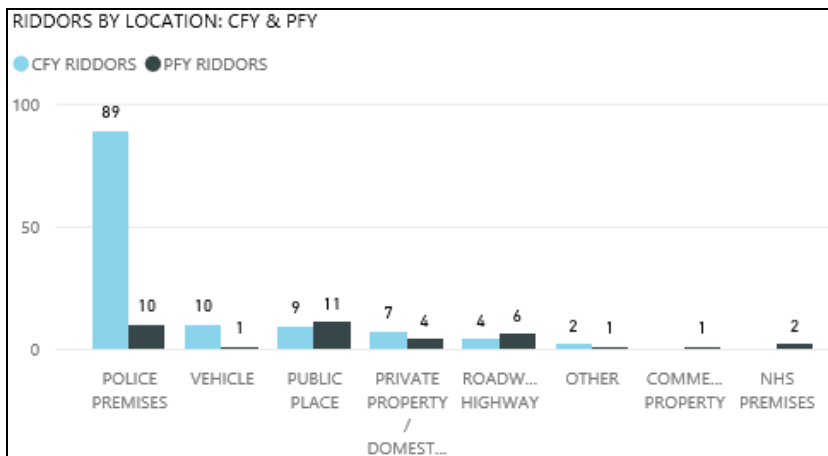
For Q4 2020/21, the highest number of RIDDORS were submitted in U, C3, and OSD Divisions.

Figure 10: RIDDORS per thousand by Command Area Q4 2020/21



When head count is taken into consideration, the area RIDDOR ratios per 1000 are as above.

Figure 11: RIDDORS by location Q4 2020/21



89 of the 130 RIDDORS reported in Q3 occurred within Police Premises.

Figure 12: RIDDORS within Police Premises Q4 2020/21

| Type of Occurrence | CFY RIDDORS | PFY RIDDORS | RIDDOR DIFF | RIDDORS % CHANGE |
|---------------------------------|-------------|-------------|-------------|------------------|
| EXPOSURE TO HAZARDOUS SUBSTANCE | 80 | 80 | 0 | 0.0% |
| SLIP, TRIP OR FALL | 4 | 3 | 1 | 33.3% |
| MANUAL HANDLING | 2 | 2 | 0 | 0.0% |
| OTHER | 2 | 2 | 0 | 0.0% |
| ASSAULT | 1 | 1 | 0 | 0.0% |
| DURING ARREST/CUSTODY PROCESS | 2 | 0 | 2 | 100.0% |
| TRAINING | 2 | 0 | 2 | 100.0% |

Figure 13: RIDDOR Type – Q4 Year on Year Comparison

| Type of Occurrence | CFY RIDDORS | PFY RIDDORS | RIDDOR DIFF | RIDDORS % CHANGE |
|-----------------------------------|-------------|-------------|-------------|------------------|
| EXPOSURE TO HAZARDOUS SUBSTANCE | 95 | | 95 | |
| SLIP, TRIP OR FALL | 9 | 9 | 0 | 0.0% |
| ROAD TRAFFIC OCCURRENCE/COLLISION | 7 | 3 | 4 | 133.3% |
| MANUAL HANDLING | 3 | 3 | 0 | 0.0% |
| OTHER | 3 | 7 | -4 | -57.1% |
| ASSAULT | 2 | 4 | -2 | -50.0% |
| DURING ARREST/CUSTODY PROCESS | 2 | 7 | -5 | -71.4% |
| TRAINING | | 3 | -3 | -100.0% |

The 3 highest RIDDOR types are Exposure to Hazardous Substance, Slip Trip Fall and Road Traffic Occurrence/Collision. Those noted as Exposure to Hazardous Substance are workplace related cases of Covid-19.

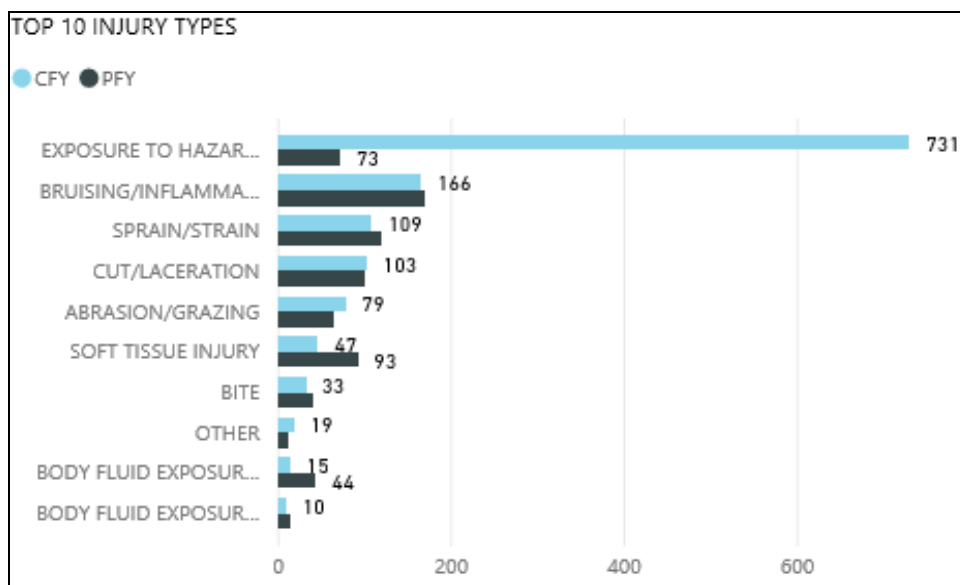
6.5.2 RIDDOR REPORTS – COVID-19

The total for Covid-19 RIDDORs for the Fiscal Year 2020/21 is 205. This process involves the OMT establishing the circumstances around any outbreaks and reporting positive tests which have resulted from close contact within the work place. Of these, 95 are shown in the above graphs.

There are also an additional 156 reports under investigation currently however these are likely to become RIDDOR reportable and in time will be reported to the HSE within Q1 of 2021/22.

6.6 INJURY TYPE – ALL ACCIDENT TYPES

Figure 14: Top 10 Injury Types – Q4 Year on Year Comparison

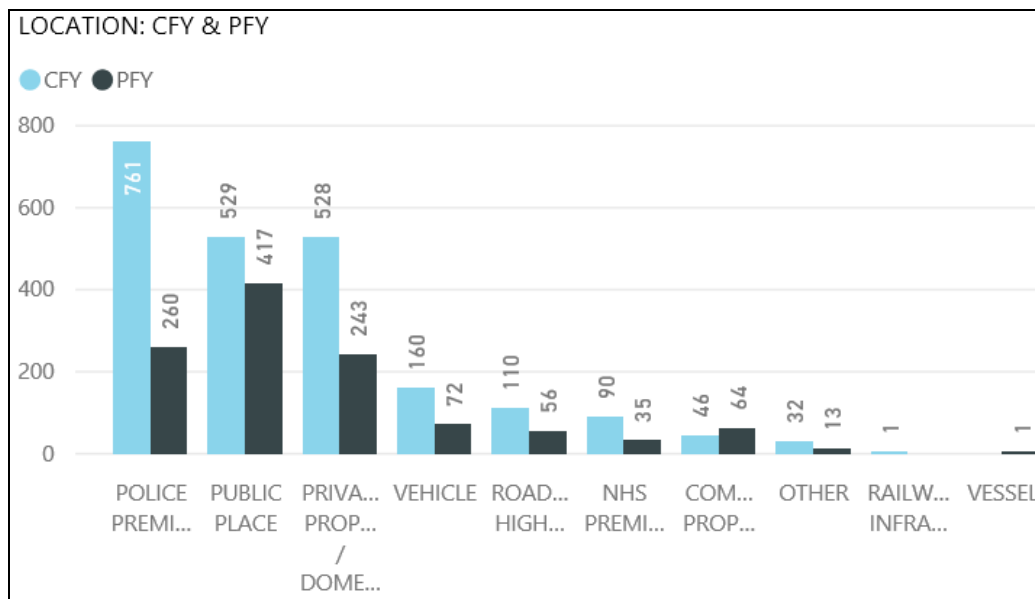


The 3 most common in Q4 2020/21 were:

- **Exposure to Hazardous Substance** – 731 (as stated above – not all of these reports would have resulted in contracting the virus). This has obviously increased dramatically when compared to Q3 of the previous year.
- **Bruising/inflammation** - 166
- **Sprain/Strain** – 109

6.7 LOCATION TYPE – ALL SCOPE REPORTS

Figure 15: Location Type Q4 20/21 compared with Q4 19/20



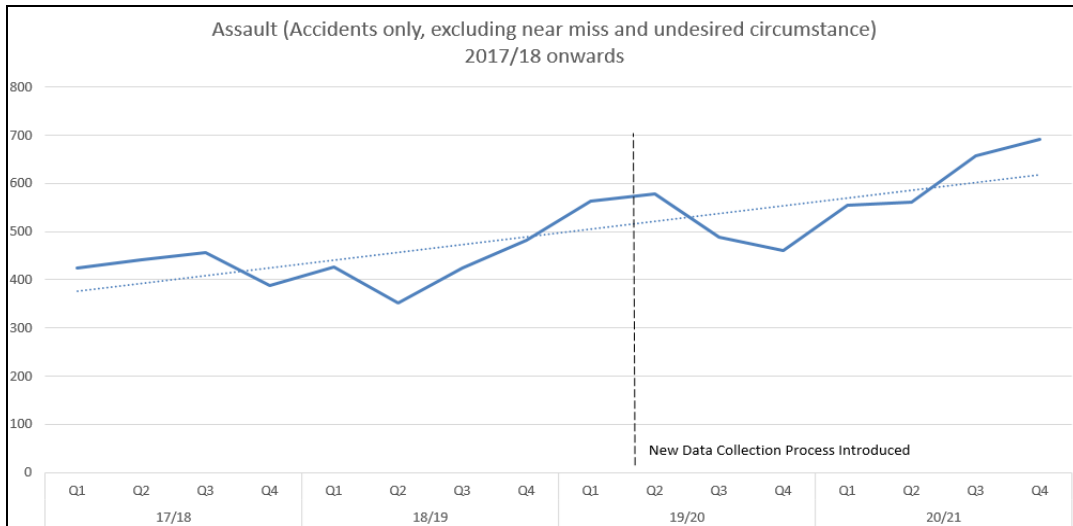
The location type showing the highest number of incident reports in Q3 was within police premises followed by public place or street then private property/domestic premises. Occurrences in police premises have increased significantly when compared to the previous year. This is due to Covid-19 reports within Offices and Stations.

6.8 ASSAULT & OCCURRENCES DURING ARREST & INTERNAL BENCHMARKING

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

6.8.1 ASSAULTS

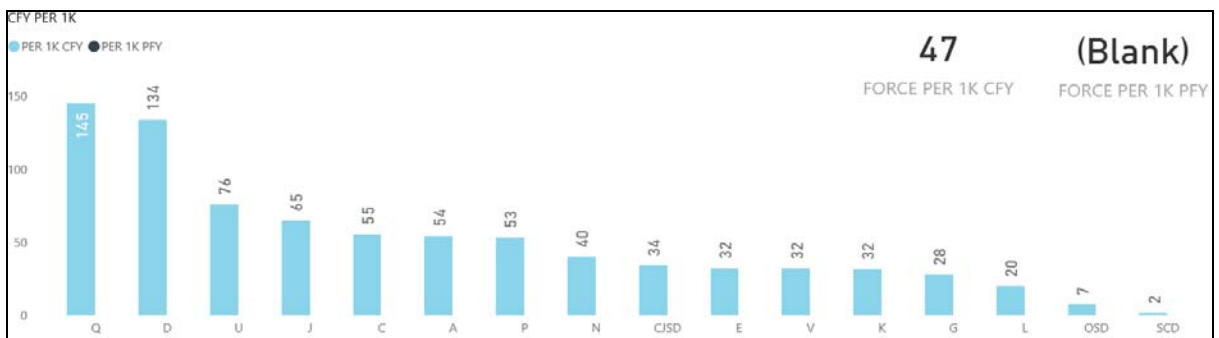
Figure 16: Assaults from 2017 onwards



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 Q4 of 2020/21. This is likely a result of increased promotion of reporting assaults through the Your Safety Matters Work Stream.

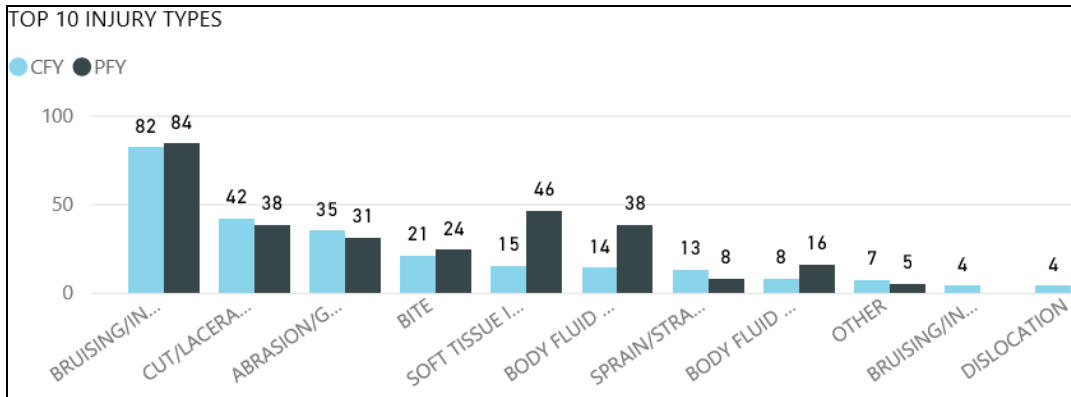
Figure 17: Number of Assaults per 1000 headcount Q4 20/21



The divisions reporting the highest numbers of assaults per 1000 headcount in Q4 this year are Q, D and U Divisions.

6.8.2 ASSAULT INJURY TYPE

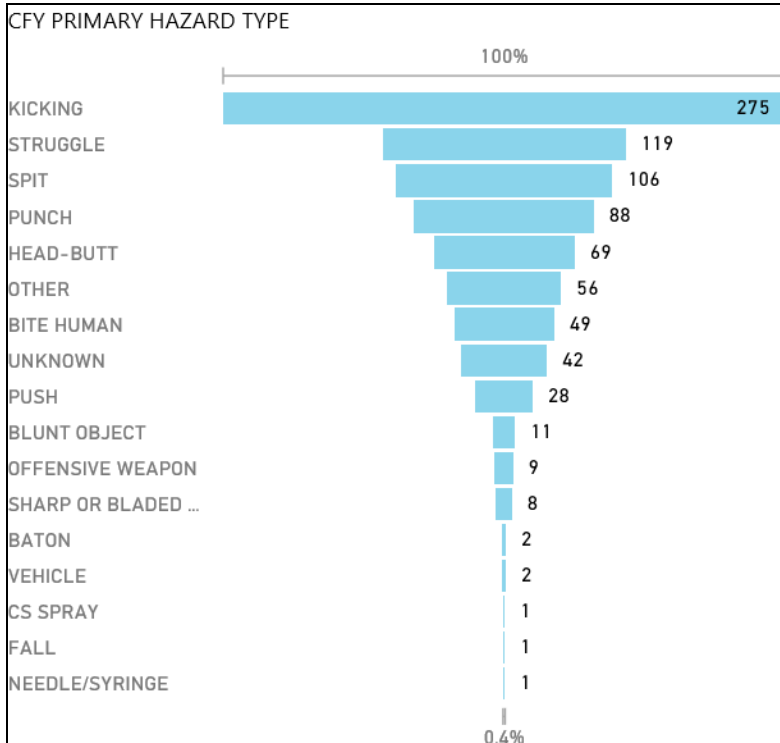
Figure 18: Assault Injury Types – Q4 Year on Year Comparison



For assault accidents (excluding near miss & undesired circumstance), the 3 highest types of injury were bruising, abrasion and cut/laceration.

6.8.3 ASSAULT PRIMARY HAZARD TYPE

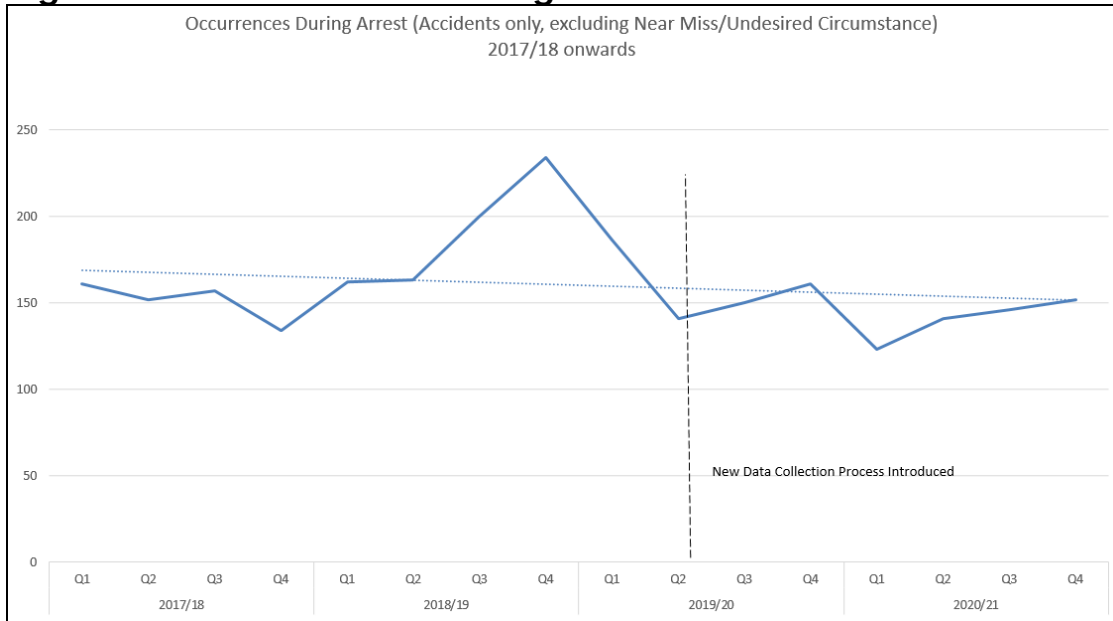
Figure 19: Assault – Primary Hazard Type Q4 2020/21



The 3 highest are Kicking, Spitting and Struggling with a subject.

6.9 OCCURRENCES DURING ARREST

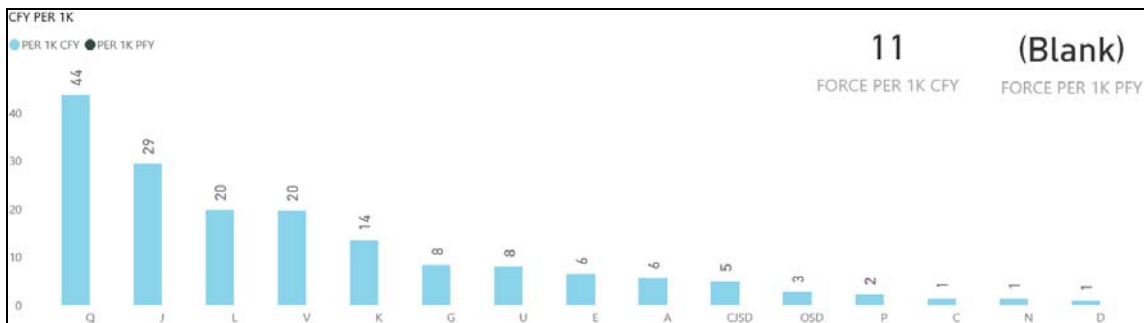
Figure 20: Occurrences During Arrest 2017/18 onwards



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 Q4 2020/21, though the overall trend is downwards.

Figure 21: Occurrences During Arrest by 1000 headcount Q4 2020/21



The divisions reporting the highest numbers of Occurrences During Arrest / Custody processes per 1000 headcount are Q, J and L Divisions.

6.10 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.

6.12 ABSENCE ARISING FROM WORK RELATED ACCIDENTS

Figure 22: Sick Days by Accident Type – Q4 Year on Year Comparison

| Type of Occurrence | CFY SICK DAYS | PFY SICK DAYS | SICK DAYS DIFF | SICK DAYS % CHANGE |
|-----------------------------------|---------------|---------------|----------------|--------------------|
| EXPOSURE TO HAZARDOUS SUBSTANCE | 2,460 | 13 | 2,447 | 18823% |
| SLIP, TRIP OR FALL | 324 | 296 | 28 | 9% |
| ASSAULT | 160 | 145 | 15 | 10% |
| OTHER | 102 | 207 | -105 | -51% |
| ROAD TRAFFIC OCCURRENCE/COLLISION | 84 | 61 | 23 | 38% |
| DURING ARREST/CUSTODY PROCESS | 67 | 117 | -50 | -43% |
| MANUAL HANDLING | 29 | 43 | -14 | -33% |
| NEEDLESTICK INJURY | 11 | | 11 | |
| CONTACT WITH ANIMAL | | 14 | -14 | -100% |
| TRAINING | | 196 | -196 | -100% |

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 Q4 2460 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.

7. ANNUAL STATISTICS 2020/21

7.1. ANNUAL STATISTICS – ALL REPORTS 2020/21

Figure 23: Total Reports Submitted On SCOPE – All Reports 2020/21

| 8,030 CFY | 4,898 PFY | 3,132 FY DIFF | 63.9% % CHANGE | |
|-----------------------------------|---------------------|-------------------------|--------------------------|----------|
| Type of Occurrence | CFY | PFY | FY DIFF | % CHANGE |
| ASSAULT | 3,244 | 2,644 | 600 | 22.7% |
| EXPOSURE TO HAZARDOUS SUBSTANCE | 2,819 | 117 | 2,702 | 2309.4% |
| DURING ARREST/CUSTODY PROCESS | 714 | 791 | -77 | -9.7% |
| OTHER | 539 | 608 | -69 | -11.3% |
| SLIP, TRIP OR FALL | 336 | 262 | 74 | 28.2% |
| ROAD TRAFFIC OCCURRENCE/COLLISION | 158 | 174 | -16 | -9.2% |
| MANUAL HANDLING | 107 | 90 | 17 | 18.9% |
| CONTACT WITH ANIMAL | 80 | 78 | 2 | 2.6% |
| NEEDLESTICK INJURY | 26 | 27 | -1 | -3.7% |
| UNKNOWN | 6 | | 6 | |
| TRAINING | 1 | 107 | -106 | -99.1% |

The three highest accident types in 2020/21 were:

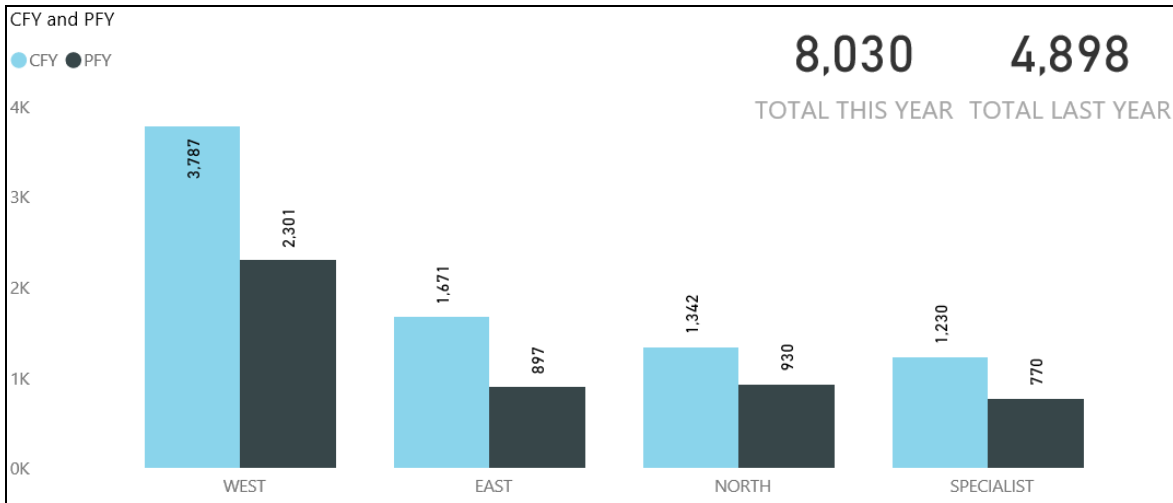
- Assault - 3244 were assaults with injury or contact/no injury.
- Exposure to Hazardous Substance – 2819 related to incidents involving Covid-19.
- During Arrest/Custody – 714 of all reports were occurrences where injury was sustained during the arrest or custody process.

Figure 24: Reports Submitted On SCOPE – All Reports 2020/21 excluding Covid-19 related reports.

| 5,296 CFY | 4,896 PFY | 400 FY DIFF | 8.2% % CHANGE | |
|-----------------------------------|---------------------|-----------------------|-------------------------|----------|
| Type of Occurrence | CFY | PFY | FY DIFF | % CHANGE |
| ASSAULT | 3,239 | 2,644 | 595 | 22.5% |
| DURING ARREST/CUSTODY PROCESS | 712 | 791 | -79 | -10.0% |
| OTHER | 525 | 608 | -83 | -13.7% |
| SLIP, TRIP OR FALL | 336 | 262 | 74 | 28.2% |
| ROAD TRAFFIC OCCURRENCE/COLLISION | 157 | 174 | -17 | -9.8% |
| EXPOSURE TO HAZARDOUS SUBSTANCE | 107 | 115 | -8 | -7.0% |
| MANUAL HANDLING | 107 | 90 | 17 | 18.9% |
| CONTACT WITH ANIMAL | 80 | 78 | 2 | 2.6% |
| NEEDLESTICK INJURY | 26 | 27 | -1 | -3.7% |
| UNKNOWN | 6 | | 6 | |
| TRAINING | 1 | 107 | -106 | -99.1% |

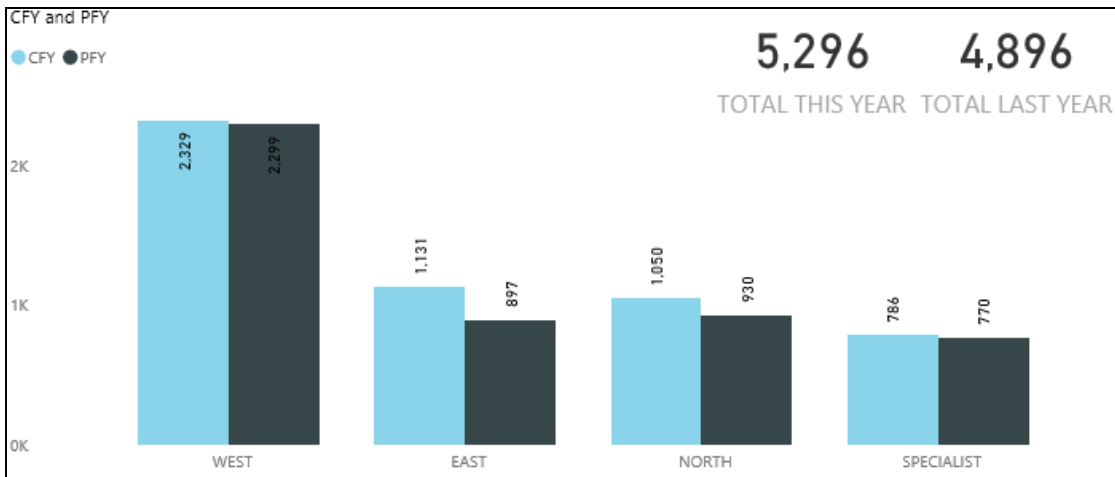
When Covid-19 related reports are excluded we can see that overall, reporting rates have increased by 8.2% across 2020/21 when compared with the PFY.

Figure 25: Reports Submitted On SCOPE by Command Area – Year on Year Comparison



8030 Reports were submitted by officers and staff across 2020/21 which is an increase of 3132 from 2019/20. The above shows that all command areas have displayed an increase in the amount of reports submitted via SCOPE. It is worth noting that 2734 of the 8030 reports were reports which related to Covid-19.

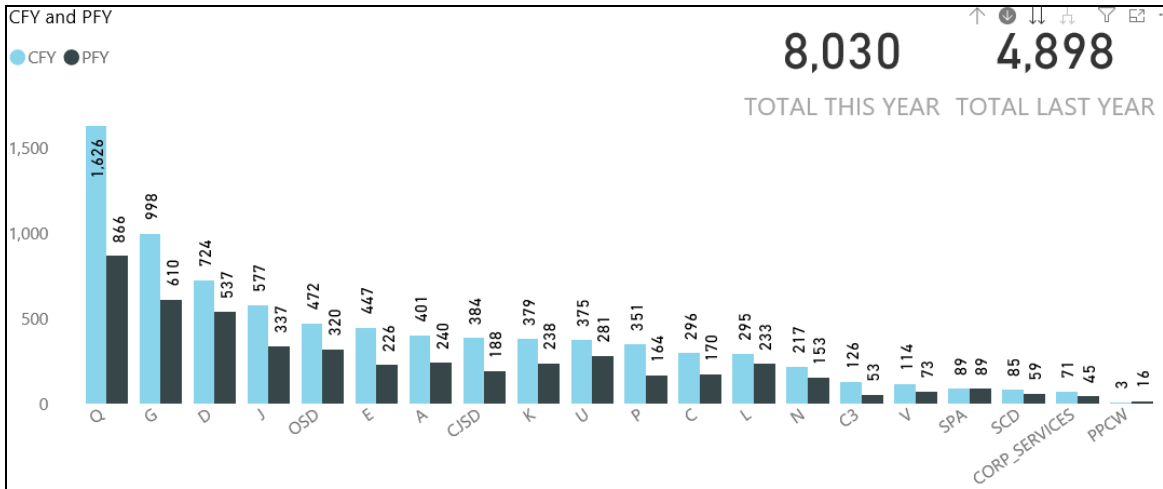
Figure 26: Reports Submitted On SCOPE by Command Area – Year on Year Comparison – Excluding Covid-19 Related Reports



When Covid-19 related reports are excluded we can see that there has been an increase across all command areas:

- West – 1.3% increase
- East - 26.1% increase
- North – 12.9% increase
- Specialist – 2.1% increase

Figure 27: Reports Submitted On SCOPE by Division/Business Area – Year on Year Comparison



An increase was seen across all divisions with the exception of SPA and PPCW.

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

Figure 28: Total Reports per thousand head count by Division / Business Area – 2020/21

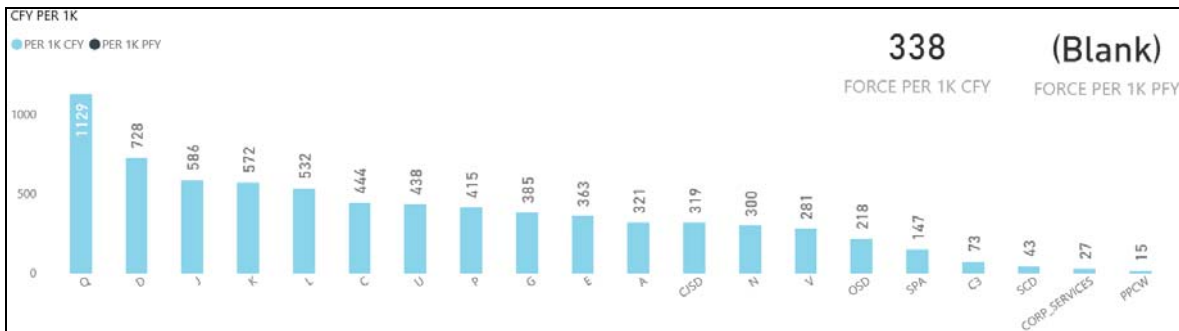
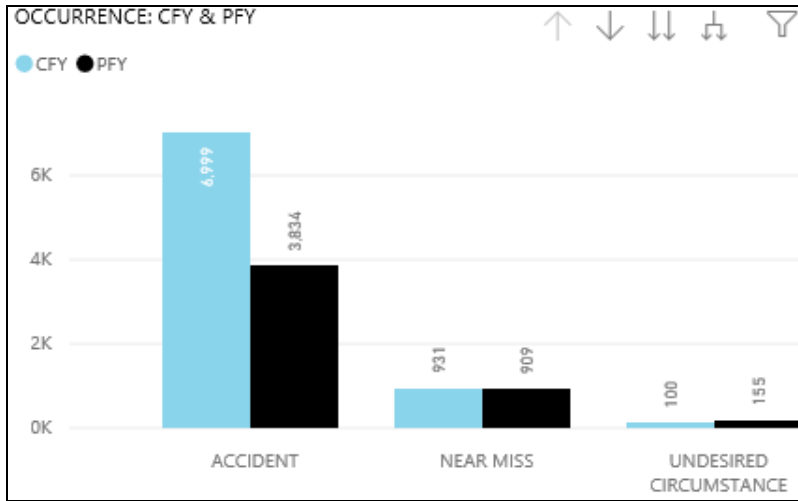


Figure 28 displays the total number of reports during 2020/21 per thousand headcount. Q, D and J Divisions report the highest numbers of incidents per thousand employees.

7.2 OCCURRENCE TYPES – 2020/21

Figure 29: Category Comparison – Year on Year Comparison



When compared with the previous year – accidents have increased by 82.6%. This is due to Covid-19 reports during the pandemic as these are all counted as accidents.

7.2. INJURY TYPE – 2020/21

Figure 30: Top 10 Injury Types – Year on Year Comparison

| Injury Type | CFY | PFY |
|--|-------|-----|
| EXPOSURE TO HAZARDOUS SUBSTANCE | 2,630 | 91 |
| BRUISING/INFLAMMATION | 598 | 722 |
| CUT/LACERATION | 418 | 408 |
| SPRAIN/STRAIN | 384 | 416 |
| ABRASION/GRAZING | 354 | 342 |
| SOFT TISSUE INJURY | 209 | 393 |
| BITE | 187 | 243 |
| OTHER | 66 | 46 |
| BODY FLUID EXPOSURE - TO EYES, NOSE, MOUTH | 64 | 113 |
| FRACTURE | 53 | 67 |

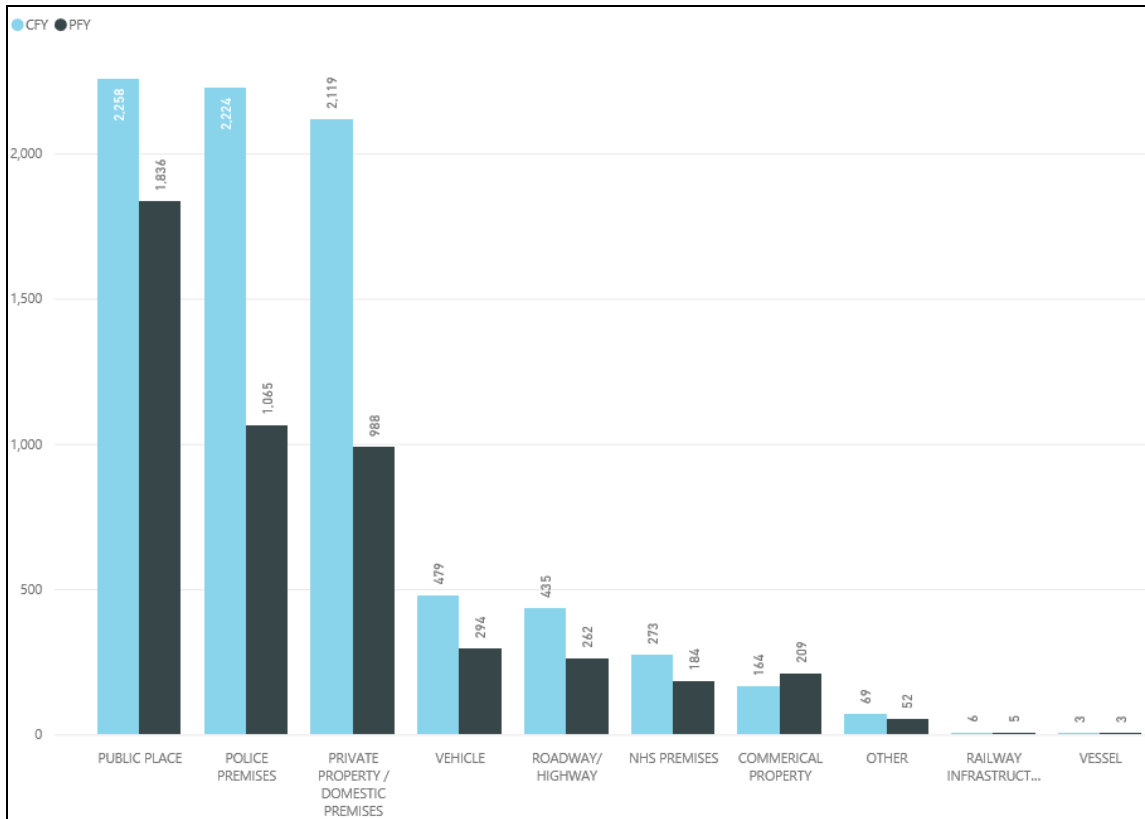
The 3 most common injuries in 2020/21 were:

- Exposure to Hazardous Substance – 2630 (as stated above – not all of these reports would have resulted in contracting the virus). This has obviously increased dramatically when compared to the previous year.
- Bruising/inflammation – 598 which has decreased from the previous year.

- Cut/Laceration – 418 which has increased slightly from the previous year.

7.3. LOCATION TYPE – 2020/21

Figure 31: Location Types – Year on Year Comparison



The three highest location types in 2020/21 were:

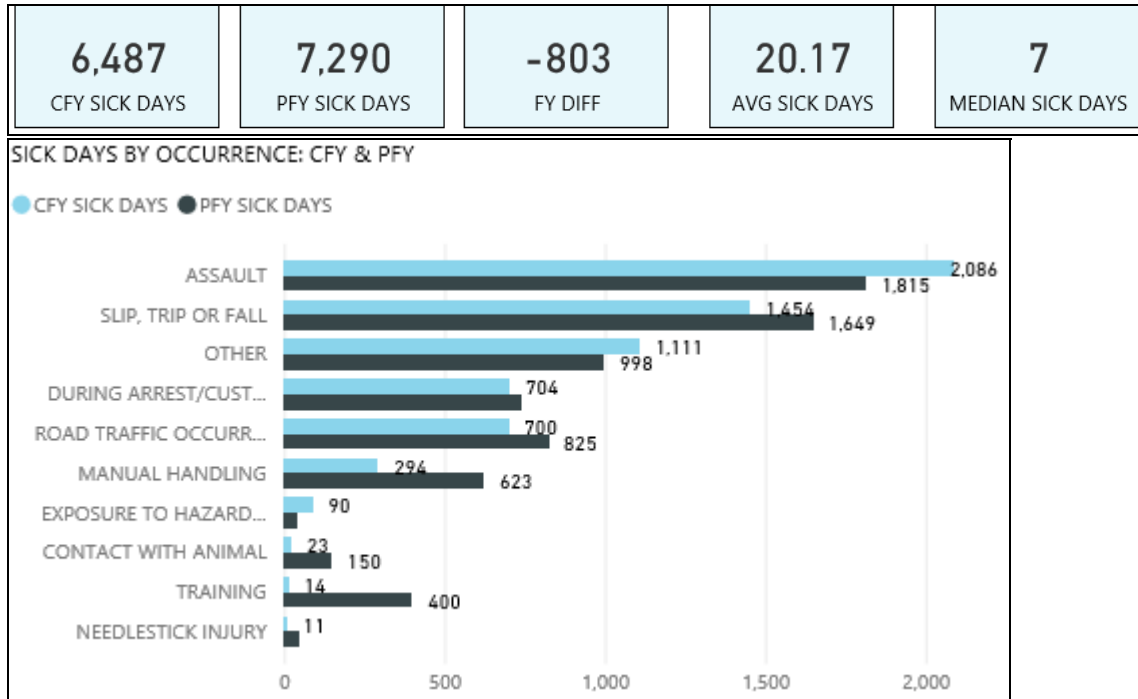
- Public Place
- Police Premises
- Private Property/Domestic Premises

Occurrences in police premises have increased significantly when compared to the previous year. This is due to Covid-19 reports within Offices and Stations.

There has been a reduction in accidents happening within commercial premises however this could have been impacted by the restrictions on these types of premises during the Covid-19 pandemic and subsequent lockdown rules.

7.4. SICK DAYS

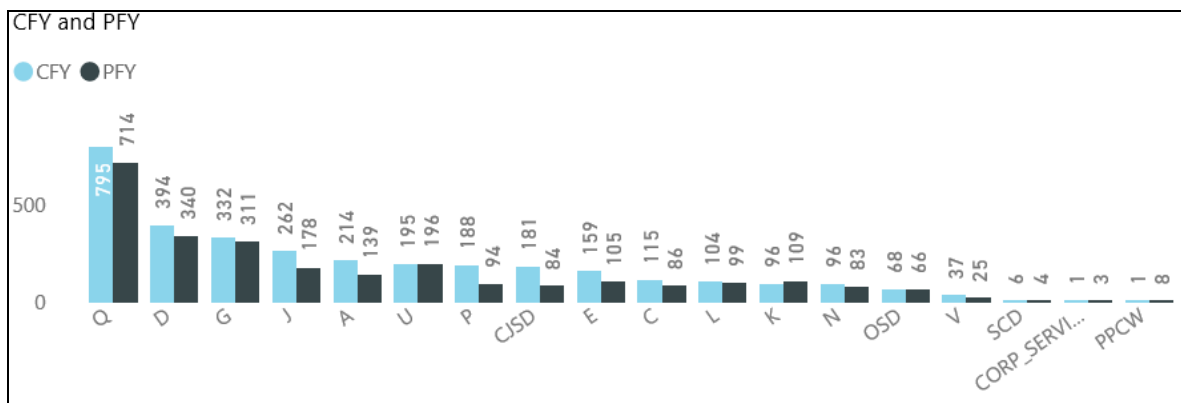
Figure 32: Sick Days by Occurrence Type – Year on Year Comparison 2020/21 – excluding Covid-19.



Across 2020/21 there were a total of 6459 Sick Days related to Accidents reported on SCOPE which did not relate to Covid-19. Assault appears to have the highest count of sick days however the median amount of sick days per assault is 6. When this is compared with RTC, there were only 700 sick days however the median is 13.

7.5. ASSAULT DATA – 2020/21

Figure 33: Assaults by Division – 2020/21 Year on Year Comparison



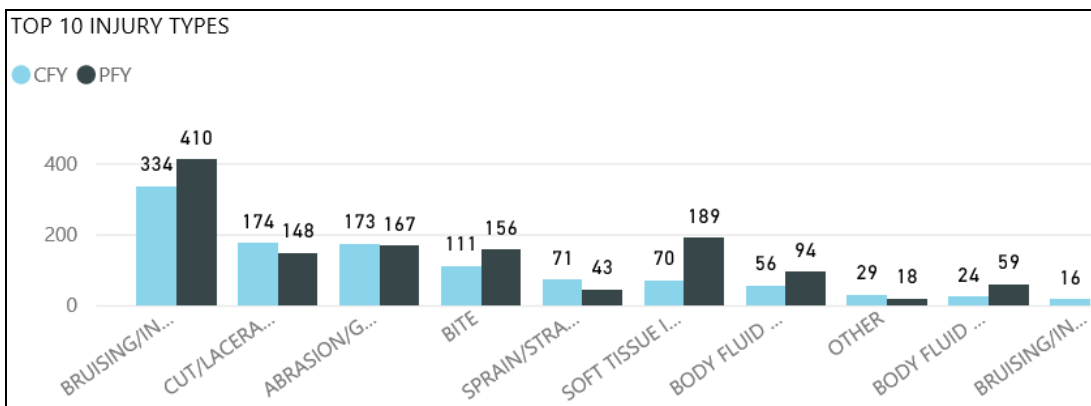
The most assaults occur across Q, D and G divisions with CJSD displaying the largest increase by 115%.

Figure 34: Assault Reporting Rate Time Series



The above displays the assault reporting rate of Health and Safety Assaults (those reported on SCOPE) when compared with Crime Assaults those reported on crime management. From April 2019 – March 2021 the reporting rate of Health and Safety Assaults has doubled. This does not mean that more assaults have necessarily occurred but highlights that they are more likely to be reported via SCOPE.

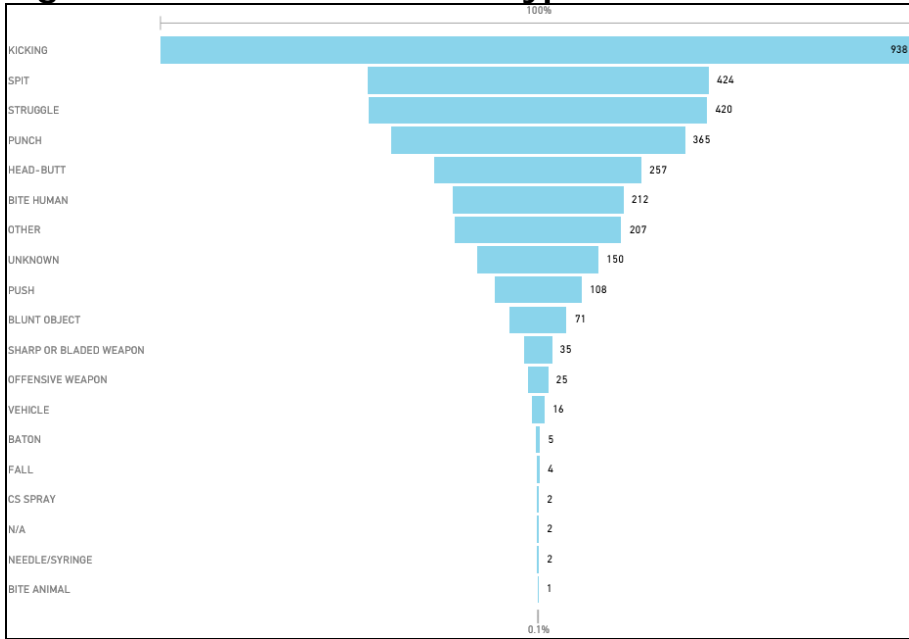
Figure 35: Injuries caused by Assaults – 2020/21 Year on Year Comparison



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.

Figure 36: Count of Hazard Types for Assaults - 2020/21

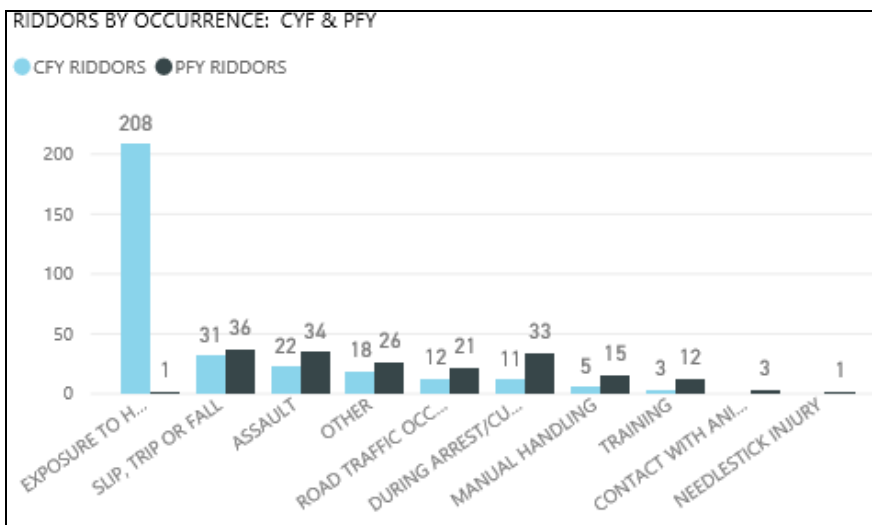
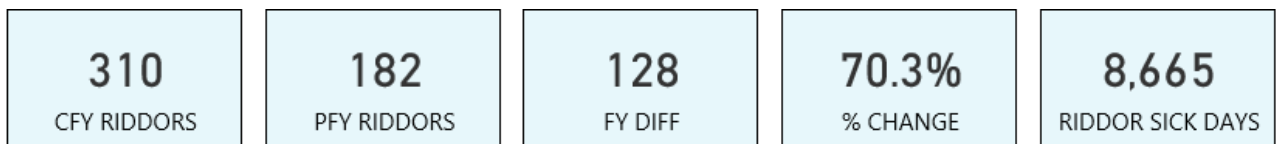


The three highest types of hazards include:

- Kicking
- Spitting
- Struggle

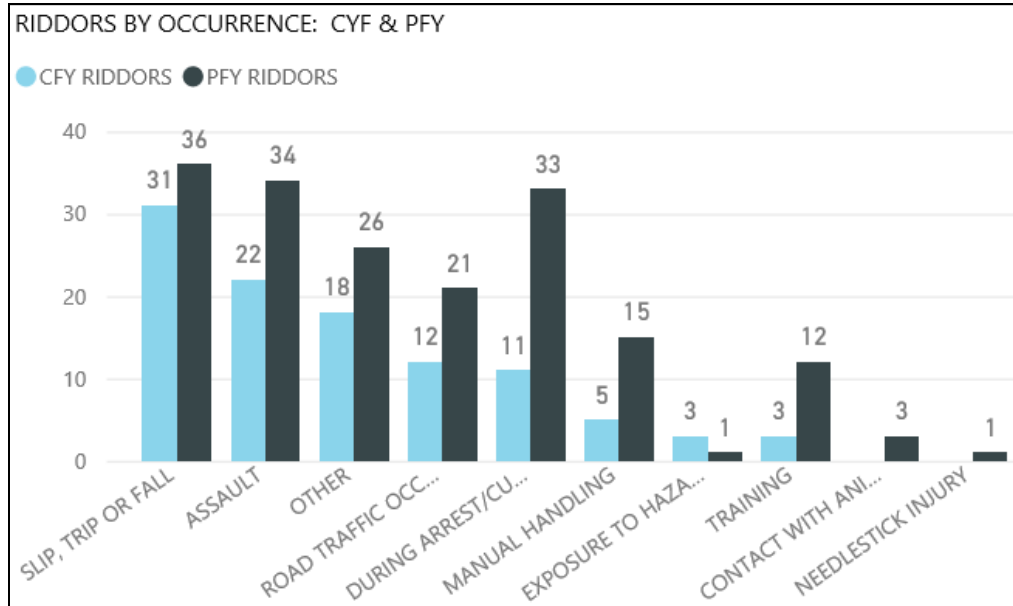
7.2 Annual RIDDOR summary – 2020/21

Figure 36: RIDDOR Type – Year on Year Comparison



Across 2020/21 there were a total of 310 RIDDORS reported – 205 of these related to reports of Covid-19 and 105 were not related to Covid-19.

Figure 37: RIDDOR Type – Year on Year Comparison excluding Covid-19 Related RIDDORS



When Covid-19 related RIDDORS are excluded, we can see that when compared with the previous fiscal year, all RIDDOR types decreased.

8. FINANCIAL IMPLICATIONS

7.1 There will be considerable financial implications from on-going Estates works including Fire Safety actions. A significant number of actions have been identified from the Fire Risk Assessments and also from the on-going Custody Audits. It is essential that SPA/Police Scotland are provided with sufficient budget to allow them to operate safely and to comply with Health & Safety and Fire Safety legislation. The age of the Estate and the financial restrictions placed on the organisation mean that costs will only continue to rise.

8. PERSONNEL IMPLICATIONS

8.1 There may be issues in relation to Human Resources such as the link between RIDDORS and the number of lost working days. Having a robust Health & Safety Management System in place with appropriate resources can help the organisation in terms of challenges around physical resources and cost savings.

9. LEGAL IMPLICATIONS

9.1 There are legal implications associated with this paper. Police Scotland requires to be compliant with the Health & Safety at Work etc. Act 1974 and Fire (Scotland) Act 2005. Failure to ensure compliance both in terms of our Estates and working practices may lead to enforcement action against SPA/Police Scotland by the Health & Safety Executive and/or the Scottish Fire & Rescue Service. The Health & Safety Executive also charge a “fee for intervention” on an hourly basis should they have to come into the organisation to investigate a breach.

10. REPUTATIONAL IMPLICATIONS

10.1 There are reputational implications associated with this paper. The potential for enforcement action by the Health & Safety Executive and/or the Scottish Fire and Rescue Service due to unsafe working practices and/or breaches of legislation leaves SPA/Police Scotland exposed to reputational harm. In particular the Health & Safety Executive have the power to issue publicity orders to highlight any breaches found.

11. SOCIAL IMPLICATIONS

11.1 There are no currently no social implications.

12. COMMUNITY IMPACT

12.1 There are no current implications for community impact.

13. EQUALITIES IMPLICATIONS

13.1 There are no current implications for equalities.

14. ENVIRONMENT IMPLICATIONS

14.1 There are no current implications for environmental impact.

RECOMMENDATIONS

Members are invited to discuss the content of this report.

OFFICIAL
HEALTH AND SAFETY STRATEGIC ACTION PLAN (3 YEAR) APRIL 2021 – 31 MARCH 2024

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 | 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 | 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 | |

| 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 | These documents are reviewed every October. |
| 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 | |
| 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 | |

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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 | |
| 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 | |
|--------|--|--|-------------------------|--|

| | |
|-----------------------------------|--|
| 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) | |
| 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) | |
| 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) | |
| 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 | |
| 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 | |
| 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 | |
| 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*** |

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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 | |
| 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 | |
| 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 | |
| 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 | |
| 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 | |
| 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 | |
| Year 1 | Seek formal assurance from the Head of Estates that all external cladding on police premises complies with Fire Safety | <ul style="list-style-type: none"> • Response required to be held on record on behalf of DCC Taylor. | Head of Estates | |

| | | | | |
|--------|--|---|-------------------------|--|
| | guidance. | | | |
| 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 | |
| Year 1 | Seek formal assurance from the Head of Estates that all lightning protection systems are maintained, tested and fully operational. | <ul style="list-style-type: none"> • Response required to be held on record on behalf of DCC Taylor. | Head of Estates | |
| 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 | |
| Year 1 | Ensure that progress is made in relation to the management of Working Time within the organisation. | <ul style="list-style-type: none"> • Recording of working time • Cultural change | Wellbeing Manager | |
| 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 | Health & Safety Manager | |
| 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 | |

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|--------|---|---|--|--|
| 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*** |
|--------|---|---|--|--|

| | |
|---|--|
| 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. |
|---|--|

| 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 | |
| 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 | |
| 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 | |

MONITOR and REVIEW