

<b>Meeting</b>	<b>Authority Meeting</b>
<b>Date</b>	<b>19 February 2020</b>
<b>Location</b>	<b>The Barracks, Stirling</b>
<b>Title of Paper</b>	<b>Health &amp; Safety Report</b>
<b>Presented By</b>	<b>DCC Fiona Taylor – People and Professionalism</b>
<b>Recommendation to Members</b>	<b>For Discussion</b>
<b>Appendix Attached</b>	<b>Yes</b>  <b>Appendix A – Changes of Methodology</b>  <b>Appendix B – Occurrence Categories</b>  <b>Appendix C – Occurrence Type</b>  <b>Appendix D – Occurrence by Area Command</b>  <b>Appendix E – Occurrence by Category</b>  <b>Appendix F – RIDDORS, Monthly Trends</b>

**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.

The Chief Constable and the Scottish Police Authority have joint responsibility as “duty holders” in many areas and this responsibility is then discharged through the Police Scotland National Health and Safety Board. Matters are currently escalated via Executive Members to the SPA Board.

Members are invited to discuss the content of this paper.

## **1. BACKGROUND**

- 1.1 Decisions in relation to Health & Safety are made through a network of local Health & Safety committees 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 It is important to note that 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. PERFORMANCE REPORT**

- 2.1 The purpose of this section of the report is to give Members information on the number of accidents and injuries sustained by Police Officers, SPA/Police Staff and 3<sup>rd</sup> parties within both SPA and Police Scotland.
- 2.2 This report was presented at the SPA Resources Committee on 06 February where a request was made by the Chair to make some minor amendments to the new layout including, where possible, the addition of further trend lines. While some changes have been made, due to the deadline for submission of this Board Paper changes to statistical graphics has not been possible but will be included for future reports.

### **2.2 H&S ACCIDENT/NEAR MISS REPORTS - SCOTTISH POLICE AUTHORITY PLUS POLICE SCOTLAND FIGURES - Q3 2019/20**

#### **2.2.1 Methodology**

Data for Health and Safety is sourced via System to Co-ordinate Personnel and Establishment Application (SCoPE).

Data was processed by Analysis and Performance Unit (APU). Figures are accurate as of 10<sup>th</sup> January 2020.

Data does not include null(s) (blank fields) and late reports.

#### **Data Limitations**

There is significant under reporting of H&S accident forms on SCoPE. This is evident for example when comparing the number of assault reported on the accident recording system with the number of crime assaults. (A communications strategy currently in progress under the 'Your Safety Matters' banner will include work towards improving reporting rates).

#### **2.2.2 Accident Category and Type**

##### **Category**

Splitting occurrences into different categories provides perspective relating to the severity of the occurrence. The categories and types are explained further at Appendix B. Reports are split into 3 categories:

- Accident
- Near Miss
- Undesired Circumstance (as of Q3 2019/20 onwards)

## Type

Analysis of occurrences also includes separation into 'type'. The types used within Police Scotland are:

- Assault
- During Arrest/Custody Process
- Manual handling
- Slips Trips and Falls
- Road Traffic Collisions
- Training Accidents
- Others

### 2.2.3 Total reports submitted on SCoPE

For Q3 2019/20 there were a total of 1,123 (date of occurrence) accidents, near misses and undesired circumstances, while in Q3 2018/19, this figure was **1,116** (date reported).

When comparing these figures, it should be noted that some late reports from Q2 2019/20 have not been included due to the change to using 'date of occurrence' as detailed at 2.2.1 above. In real terms, the total number of reports is static when compared to the previous year).

Reports were submitted across the Command Areas as detailed in Figure 1 in Appendix D; with the highest number of reports submitted by the West Area. SPA/Forensic Services are included within the 'Specialist category', with 23 reports submitted in Q3. In Q3 2019/20 (Figure 1A, Appendix E):

- 80% of all reports were categorised as accidents
- 17% - were near misses
- 3% - were undesired circumstances

1035 (92%) of the SCoPE reports were submitted by Officers, 88 (8%) by staff.

## 2.2.4 SCoPE Report type and category Q3 2019/20

As detailed in Table 1 below, the three highest accident types in Q3 were:

- **Assault** - 489 (54%) occurrences with injury or contact/no injury.
- **During Arrest/Custody** - 150 (17%) occurrences where injury was sustained during the arrest or custody process e.g. musculoskeletal injuries sustained during a struggle/restraint.
- **Other** - 101 (11%) incidents that do not fit into any other type. (The common themes within the broader 'other' category have, from Q3 2019/20 onwards), been extracted into their own type – other – contact with animal, exposure to hazardous substance and needle stick injury. Some occurrences remain that cannot meaningfully be collated into a common theme).

The three highest near miss types in Q3 were:

- **Assault** - 101 (54%)
- **During Arrest** - 47 (25%)
- **Other** - 26 (14%)

Table 1

TYPE OF OCCURRENCE	ACCIDENT	NEAR MISS	UNDESIREDCIRCUMSTANCE	Grand Total
ASSAULT	489	101	3	593
DURING ARREST / CUSTODY PROCESS	150	47	2	199
MANUAL HANDLING	16	0	0	16
OTHER	101	26	28	155
OTHER – CONTACT WITH ANIMAL	16	0	0	16
OTHER - EXPOSURE TO HAZARDOUS SUBSTANCE	4	3	0	7
OTHER - NEEDLESTICK INJURY	8	1	0	9
ROAD TRAFFIC OCCURRENCE/ COLLISION	30	9	0	39
SLIP, TRIP OR FALL	75	0	0	75
TRAINING	14	0	0	14
<b>Grand Total</b>	<b>903</b>	<b>187</b>	<b>33</b>	<b>1123</b>

The above breakdown in relation to SPA/Forensic Services is at Appendix E Table 2.

## Comparison of highest types and Near Misses with Q3 of 2018/19

As stated at 2.2.1, from a statistical perspective, it is not recommended that the data for Q3 of 2019/20 is compared to Q3 of the previous year. Nevertheless, the figures recorded in Q3 of the previous fiscal year are highlighted in Table 3 below.

Table 3

	Q3 2018/19		Q3 2019/20
Assault (accidents only)	425		489
Occurrence During Arrest/Custody Process	200		150
Other (all 'other types combined)*	144		129
Near Misses (including undesired circumstances)	248		220

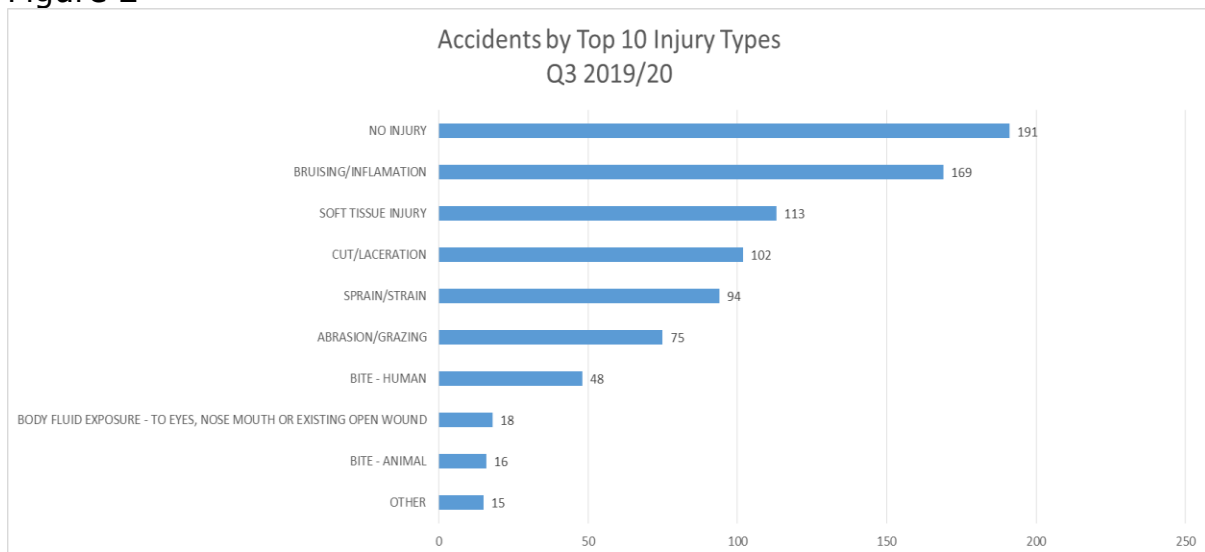
\* Other includes: other, hazardous substance, needle stick and contact with animal

### 2.2.5 Injury type – all accident types

Figure 2 consists of Accidents broken down into the top 10 injury types. The 3 most common were:

- No injury stated - 191 (21%) of which includes assaults and RTC's where contact/impact occurred but no injury was reported
- Bruising / inflammation - 169 (19%)
- Soft tissue injury - 113 (13%)

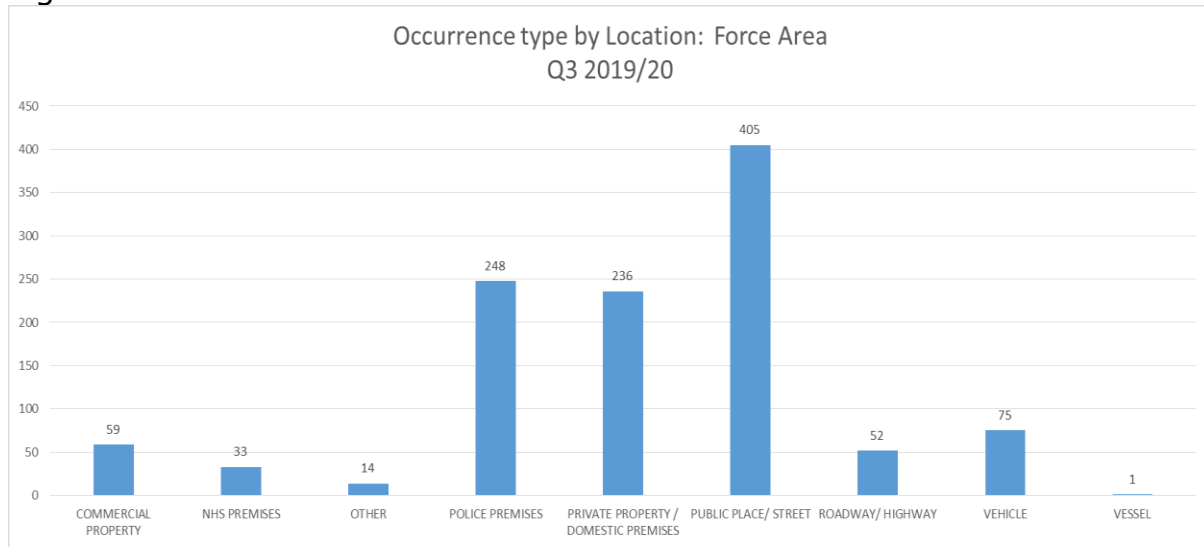
Figure 2



### 2.2.6 Location type – all SCoPE reports

The location type showing the highest number of incident reports in Q3 (Figure 3) was within a public place or street (405 [36%]). The second highest number of incidents occurred within police premises (248 [22%]). 'Incidents in police premises' do not refer to causal factors, for example relating to the estate. The third highest number of reports relate to incidents within domestic premises (236 [21%]).

Figure 3

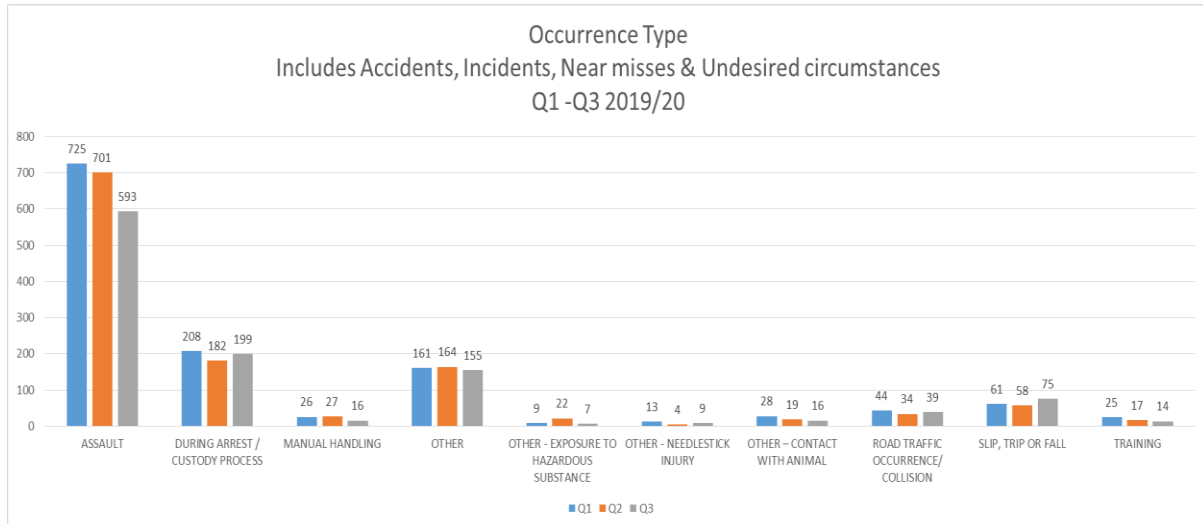


### 2.2.7 Comparison of occurrence type – Q1 Q2 and Q3 2019/20

Figure 4 displays each accident type for Q1, Q2 and Q3. The total number of assaults reported on SCoPE (including near misses and undesired circumstances) have reduced in each consecutive quarter. Occurrences During Arrest/Custody process have also reduced slightly overall. It is worthy of note that Q3 figures may increase over the coming weeks as late reports are submitted. From previous quarters, this change is expected to be less than 1%.

Figure 4

Scottish Police Authority Meeting  
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\* The above figures include all categories for each type – accident, incident, near miss, undesired circumstance combined

\*\* The 'Incident' category was trialled during Q1 and Q2 in order to capture separately contact no injury assaults and RTC's. This was removed from Q3 onwards.

## 2.2.8 Highest/Most Significant Types – Internal Benchmarking

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

### ASSAULT

Figure 5 below shows the quarterly trend in the number of assault accidents (excluding near misses and undesired circumstance). As stated above at 2.2.1, from a statistical perspective the data in Q3 should ideally not be used alongside earlier data, collated using a different methodology.

Figure 5

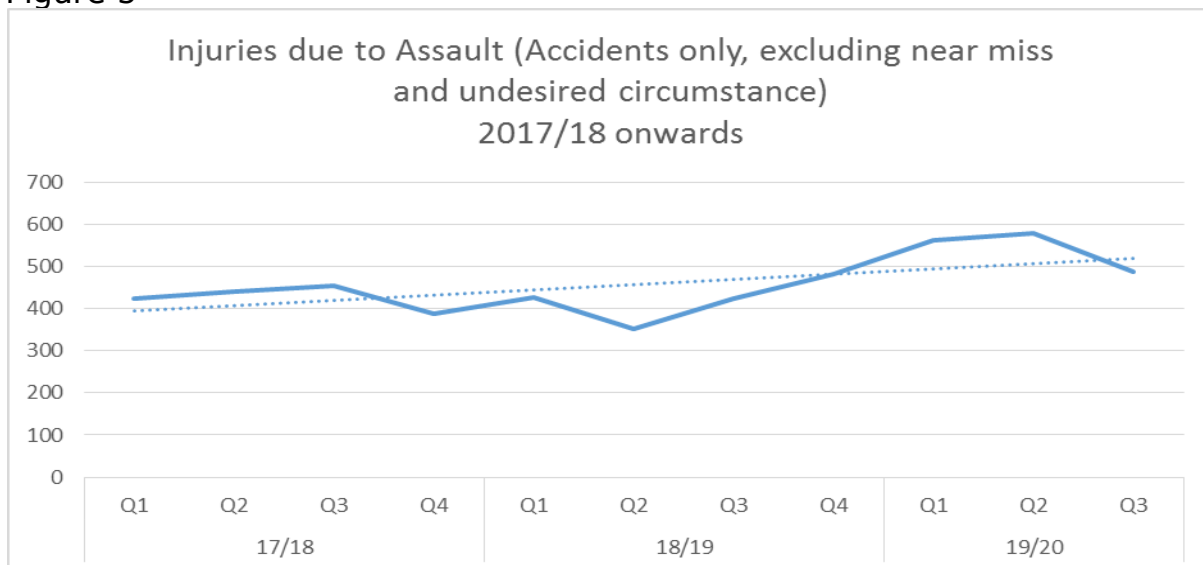
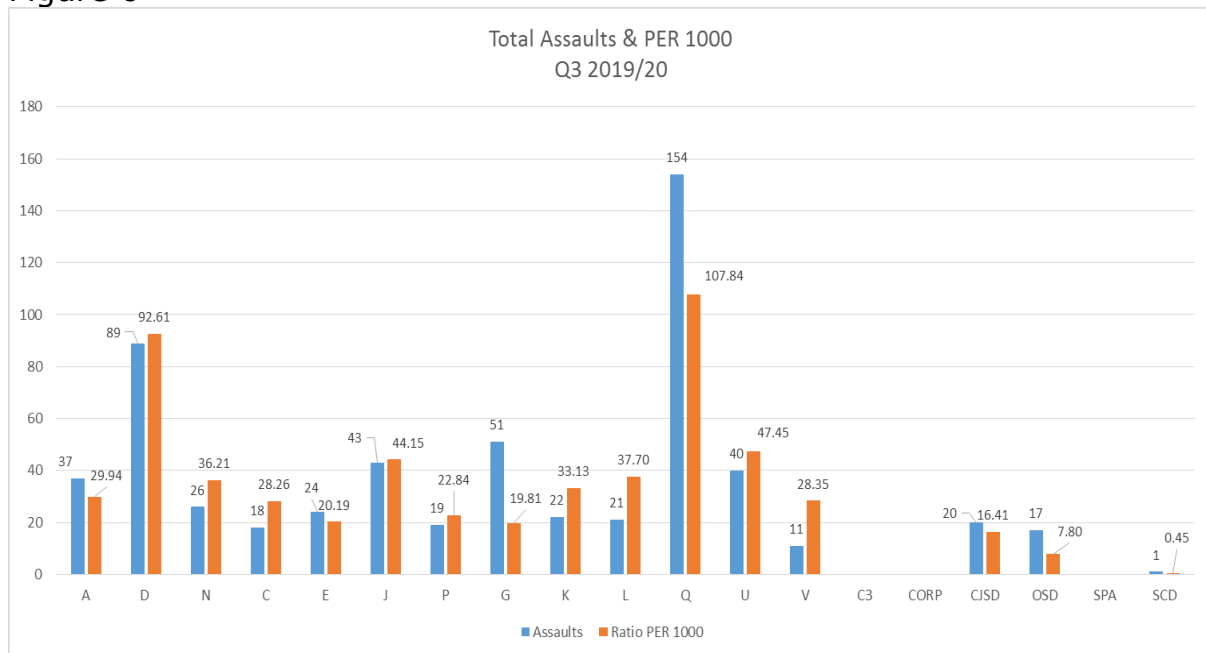




Figure 6 below shows the total number of assaults (including near miss and undesired circumstance) by Division/business area. In order to allow comparison across Divisions/Business areas with different headcounts, a ratio per 1000 employees is also displayed.

The divisions reporting the highest numbers of assaults per 1000 headcount are Q and D Divisions. Those Divisions with blanks highlight divisions/business areas where no assaults were reported during Q3.

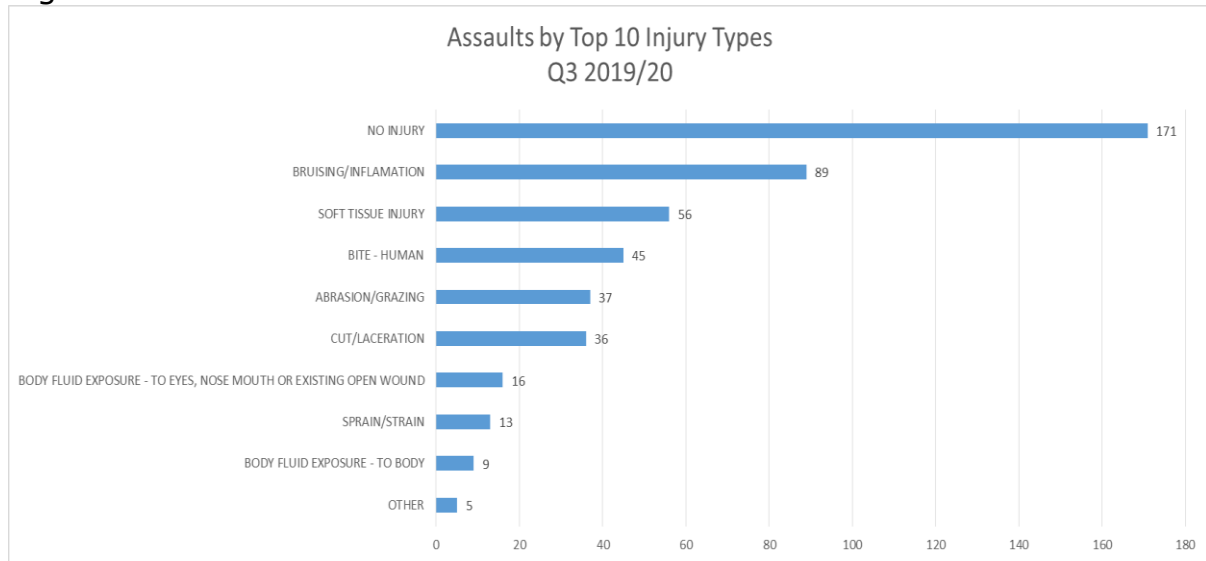
Figure 6



## ASSAULT INJURY TYPE

For assault accidents (excluding near miss and undesired circumstance) (Figure 7), the 3 highest types of injury were bruising/inflammation, soft tissue injury and bite.

Figure 7



## OCCURRENCES DURING ARREST

Figure 8 below shows the quarterly trend in the number of occurrences During Arrest (accidents only, excluding near misses and undesired circumstance). As stated above at 2.2.1, the data in Q3 should ideally not be used alongside earlier data collated using a different methodology.

Figure 8

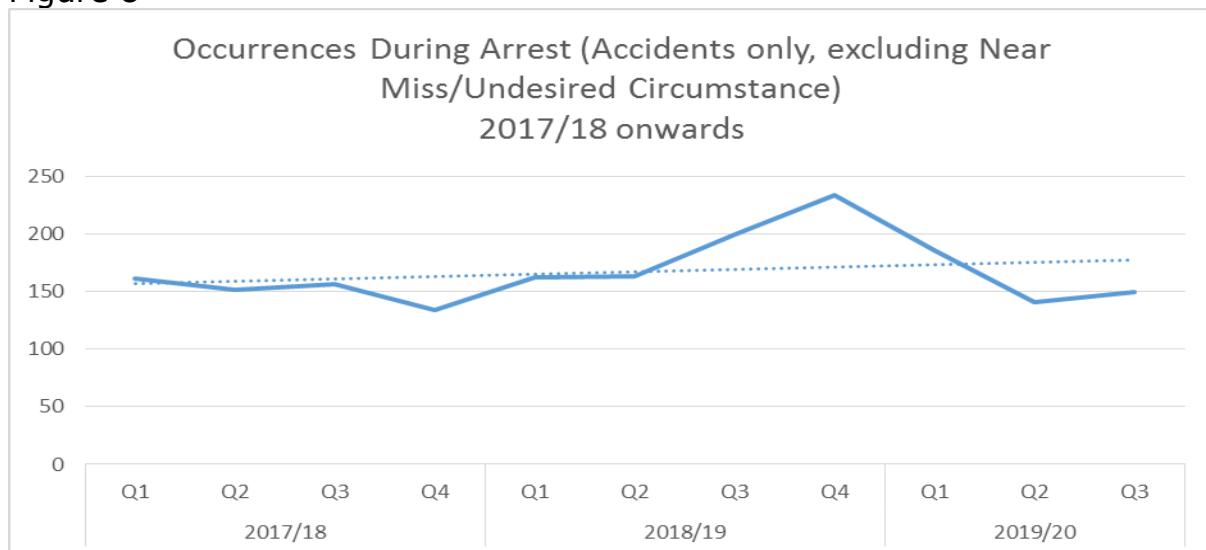
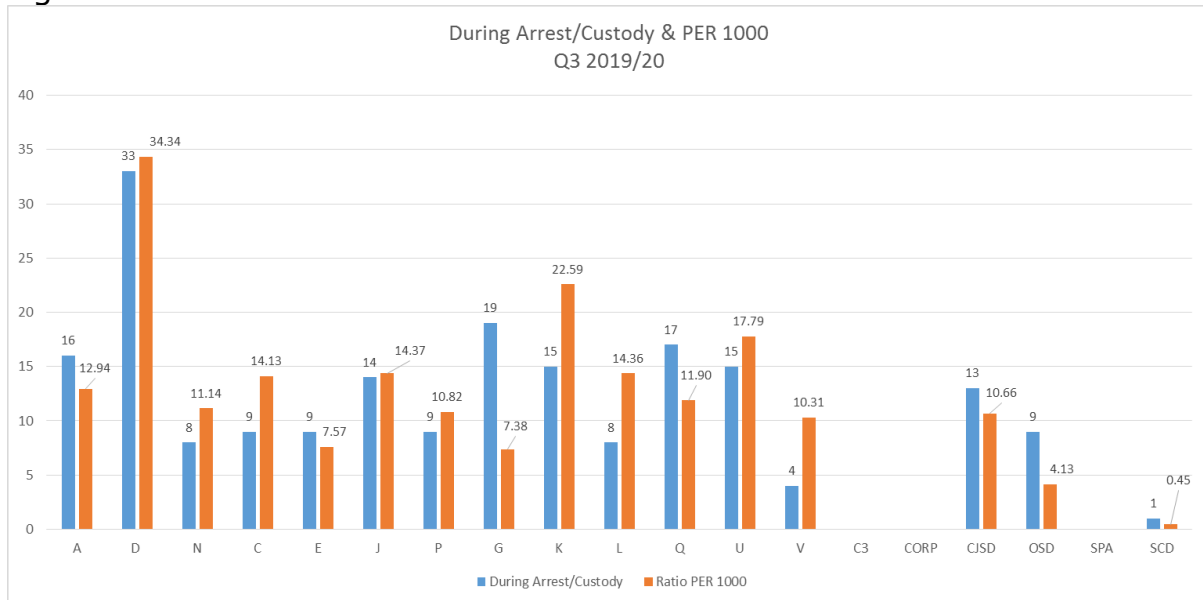


Figure 9 below shows the total number of Occurrences During Arrest / Custody processes (including near miss and undesired circumstance) by Division/business area. In order to allow comparison across Divisions/Business areas with different headcounts, a ratio per 1000 employees is also displayed.

The divisions reporting the highest numbers of occurrences During Arrest / Custody processes per 1000 headcount are D, K and U Divisions. Those Divisions with blanks highlight divisions/business areas where no Occurrences During Arrest/Custody processes were reported during Q3.

Figure 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 as detailed at 3.2 is focused on reviewing assaults from the incident, through to the reporting and welfare support provided to the injured person.

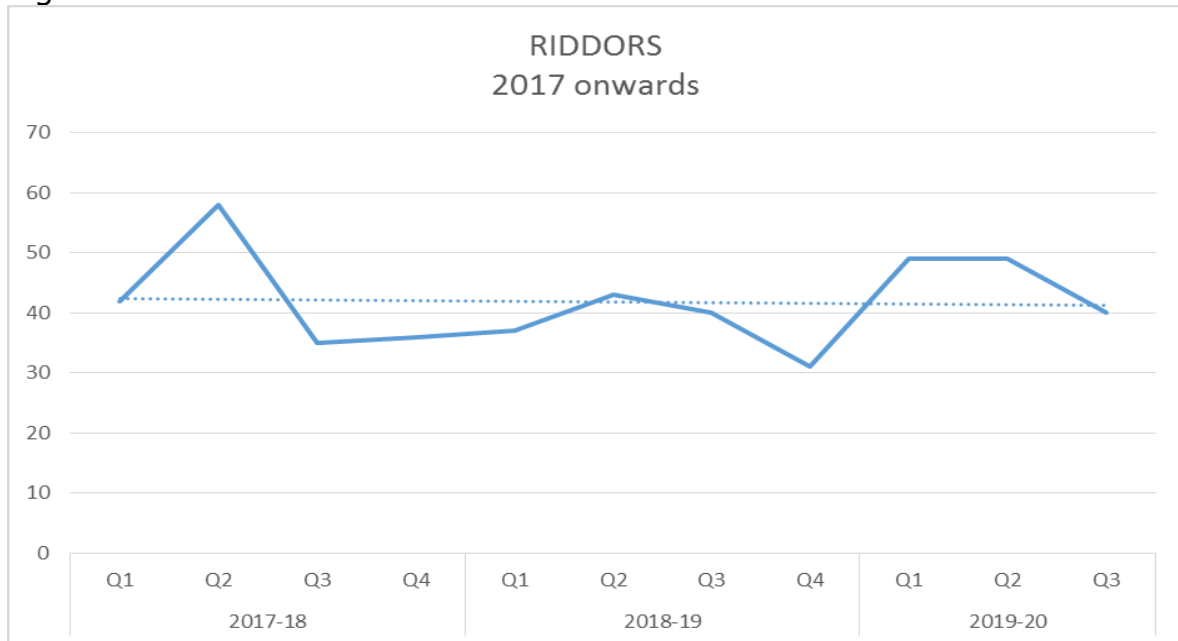
An OST refresher briefing has also recently been circulated to operational division H&S Advisors for delivery by supervising officers at shift briefings. However, as detailed above it is not possible to confirm whether OST factors are contributing to the rate of assaults.

### 2.2.9 RIDDOR reports

40 RIDDOR incidents were reported to the HSE in Q3 2019/20. This has increased when compared to Q3 of the previous year (35 RIDDORs were reported in Q3 2018/19).

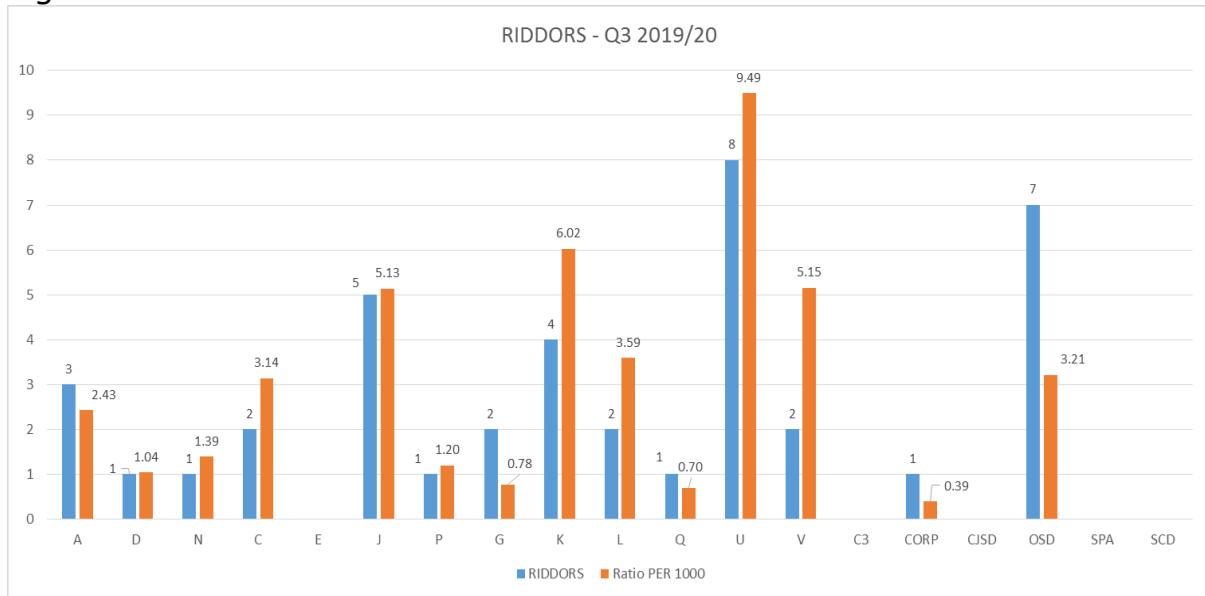
Figure 10 below shows the quarterly trend in RIDDOR reports. RIDDOR data is and has, since 2017, been collated and reported using the 'date reported to the HSE' field. This is because there is a time delay involved in the reporting of some categories of RIDDOR reports.

Figure 10



Appendix F Figure 11 contains additional detail and monthly comparisons of RIDDOR data from 2017 onwards. To allow comparison across different sized divisions/business areas, a ratio per 1000 is also displayed in Figure 12 below. U, K and J Divisions reported the highest numbers of RIDDORS per 1000 headcount during Q3.

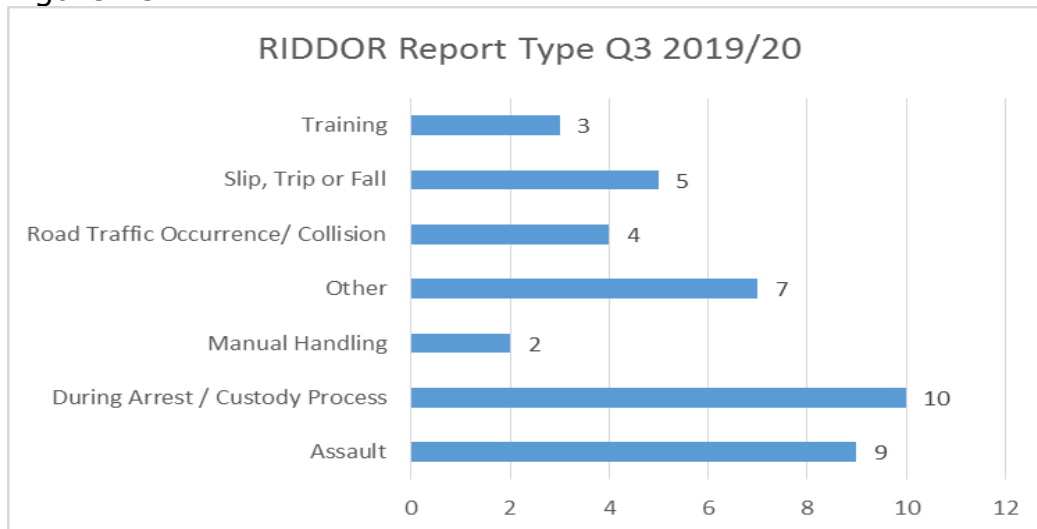
Figure 12



## RIDDOR TYPE

In Q3 2019/20, 19 of the 40 RIDDOR reports submitted were due to assault and occurrences sustained during arrest/custody processes (Figure 13).

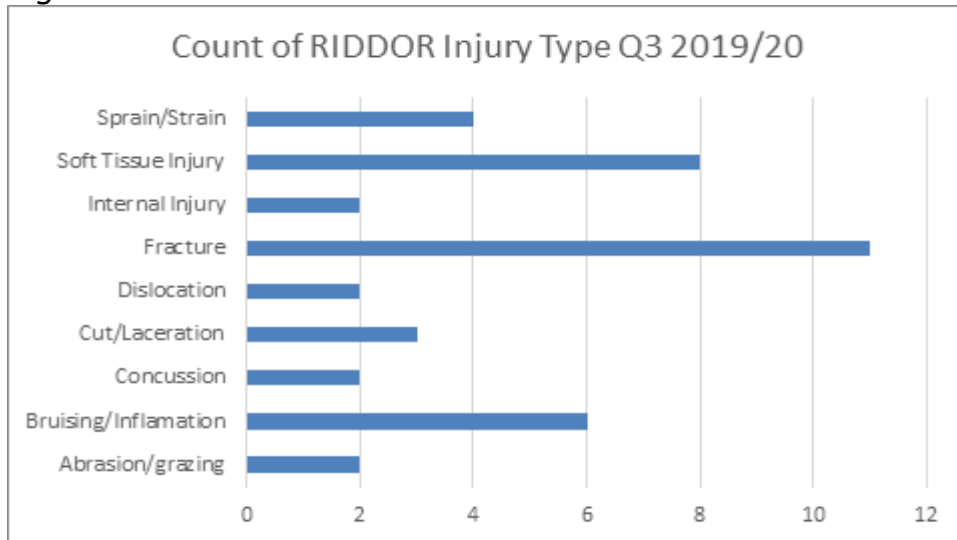
Figure 13



## RIDDOR INJURY TYPE

The injury types for RIDDOR reports in Q3 are displayed in Figure 13 below. The three highest occurrences are Fractures, Soft Tissue Injuries and Bruising/Inflammation respectively.

Figure 13



### REMEDIAL MEASURES

RIDDOR reports are scrutinised in greater detail on a case by case basis to identify contributory factors. They are sent to the Superintendent (or equivalent grade) in order to ensure they are considered in greater detail for organisational and individual learning points in order to address any issues and to prevent a reoccurrence where possible.

#### 2.2.10 DAYS LOST – ON DUTY OCCURRENCES

Figure 14 below includes the number of days lost in Q1 - Q3 2019/20 due to accidents at work. This data is based on a seven day week (including non-working days). 9,557 days were lost due to on duty accidents. Using an average wage cost of £179, this would amount to £1,710,703.

The highest numbers of lost days are noted within the Other, Assault and During Arrest/Custody Processes.

Figure 14



### 3 FURTHER INFORMATION

#### 3.1 HEALTH & SAFETY BOARD

The last Health & Safety Board took place on 04 December 2019 and was chaired by DCC Taylor. This was the first Health & Safety Board with Primary Status. Primary Status is only given to the most important areas of business within Police Scotland and it mandates attendance and provides the support of Committee Services.

The following was included in the meeting:

- A full report from the National Vehicle Equipment Group and the on-going work to update equipment including portable road signs, breath test screening devices, life jackets, etc.
- A piece of work was commissioned to look at the provision of Ballistic Bags to transport seized/surrendered Firearms particularly within N Division.
- Detailed scrutiny in respect of accident statistics and the 3 Year Action Plan.
- An update in relation to the work ongoing within the Health & Safety Team in relation to the Control of Noise at Work Regulations, possible impact to officers and staff and the work being carried out by the team to look at new headsets and earpieces.

- A request for Divisional representatives to monitor RIDDOR trends within their areas.
- It was noted that a trial has now commenced in A & N Divisions and within Road Policing for 3 different footwear options. (Members will recall the possible link between foot pursuits and a lack of supplied footwear for Police Officers.)

### **3.2 YOUR SAFETY MATTERS**

There have been regular meetings of the new “Your Safety Matters” group, chaired by DCC Taylor, reviewing all aspects of assaults and including representation from all areas of the organisation both in terms of Police Officers and Staff. This has been widely supported by staff associations and trade unions.

The Health & safety Manager has highlighted this work to the Health & Safety Executive at a recent meeting and also to the NPCC Health, Safety and Welfare Group at a recent meeting in London where it was commented that this was not only an example of best practice but quite possibly a unique approach in the United Kingdom.

At present the Your Safety Matters Group is finalising the new Assault Strategy which will be launched shortly. This document will highlight the support offered to Police Officers and Police Staff should they be assaulted.

### **3.3 ACTIVE & REACTIVE MONITORING**

#### ASSURANCE MODEL UPDATE

The first round of the new Assurance Model is almost complete and returns are currently being evaluated. The initial work was based on a model used by the Metropolitan Police and following feedback at the Assurance Model training course the Health & Safety Manager is making some minor changes so that the model can be used more easily by corporate business areas as well as local policing divisions.

In addition the formatting of the document is being improved with a slight change to the layout and a simplified method of marking off each assurance statement.

The new form will be issued shortly for completion by 01 April. The completed forms will then be updated annually. Members will be kept up to date in terms of progress with the Assurance Model and trends going forward. The Health & Safety Manager will also look to



carry out some audits over the summer to ensure that the model accurately reflects the findings within the Division or Business Area.

### CUSTODY AUDITS

The Health & Safety Team continue to carry out audits within Custody Division in conjunction with the Scottish Police Federation, Unison and Unite. These audits continue to highlight issues that have previously not been recognised and there has been unanimous support for their worth with the Federation describing them as "Platinum Standard". The Health & Safety Manager has committed to attending every audit to ensure a consistent approach across the Estate.

### **3.4 ELECTRONIC ACCIDENT REPORTING – UPDATE**

There has been no further progress in relation to a new Accident Reporting System for Health & Safety and this remains outstanding as part of the TCSS delivery. The Health & Safety Manager is working with ICT, Scope and representatives to look at any other options for the organisation including the use of mobile data terminals.

The lack of a proper, modern accident reporting system has a significant impact and prevents more detailed analysis of the root cause of accidents.

### **3.5 Operation Urram – COP26**

The Health & safety Team will be heavily involved in Operation Urram with two Safety Advisors moving to the operation soon. While it is hoped that temporary staff will backfill posts this will obviously be a challenging year.

### **3.6 FOOTWEAR**

A trial of footwear for Police Officers is currently underway in A & N Divisions including Road Policing Officers in the North. A variety of makes of boot are being trialled and it is hoped that this will allow the organisation to procure these later in 2020.

### **3.7 PROVISION OF HEALTH & SAFETY ADVICE AT SCENES/EVENTS**

Safety Advisors have been requested to assist with the following:

- Call to fire and building collapse – Albert Drive, Glasgow
- Call to fire involving Asbestos – Seaward Street, Glasgow
- Support in relation to Hogmanay Celebrations in Edinburgh and other locations
- Support in relation to Operation Urram
- Support continues in relation to Brexit
- Support continues in relation to Operation Royal Standard

### **3.8 RECENT COMMUNICATIONS ACTIVITY**

#### SAFETY ALERTS

- Life Hammers
- Electrical Equipment and Overhead Power Lines
- Lyme Disease and Tick-Borne Encephalitis
- Working at Harbours
- Electric and Hybrid Vehicles

### **4. FINANCIAL IMPLICATIONS**

- 4.1 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.

### **5. PERSONNEL IMPLICATIONS**

- 5.1 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.

### **6. LEGAL IMPLICATIONS**

- 6.1 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.

## **7. REPUTATIONAL IMPLICATIONS**

- 7.1 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.

## **8. SOCIAL IMPLICATIONS**

- 8.1 There are no currently no social implications.

## **9. COMMUNITY IMPACT**

- 9.1 There are no current implications for community impact.

## **10. EQUALITIES IMPLICATIONS**

- 10.1 There are no current implications for equalities.

## **11. ENVIRONMENT IMPLICATIONS**

- 11.1 There are no current implications for environmental impact.

### **Recommendations**

Members are invited to discuss the information contained within this report.

## APPENDIX A – CHANGES TO METHODOLOGY

From Q3 2019/20 onwards, a different methodology has been implemented using 'date of the occurrence' rather than 'date reported'. This is to ensure consistency and accuracy. Note – RIDDOR data has always been collated using date reported to HSE due to the 7 day delay in reporting absence RIDDORS.

The different methodology must be borne in mind as it is difficult to make comparisons with Q3 of the previous fiscal year. Legitimate comparative analysis will be possible from Q1 2020/21 onwards.

(For the purposes of this report, the new methodology has been retrospectively applied to Q1 and Q2 2019/20). Data for Q1 2019/20 onwards has also been 'cleansed' to remove any duplicates and complete any blank fields.

Other changes:

- 'Undesired Circumstances' can now be separated from the overall 'Near Miss' category.
- The 'other' type is also now divided into the most commonly occurring themes – exposure to hazardous substance, needle stick injury and contact with animal.
- The title of 'Injured During Arrest' has been changed to 'During Arrest/Custody Processes'. This type contains exactly the same reports as previously, it was changed to allow it to be used to categorise non injury occurrences of this type and also those occurring where an arrest may not be in progress at the time.

A new recording template is being trialled in Q4 2019/20. Data collation from this will include the date of occurrence, date reported and also date reported to HSE for the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 1995 (RIDDOR).

## APPENDIX B – OCCURRENCE CATEGORIES

- An **Accident** is defined as a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work. ('Accident' numbers include assaults where contact is made but no injury reported. They also include RTCs where impact/contact is made though no injury is reported).
- A **Near Miss** is an event that, while not causing harm, has the potential to cause injury or ill health, for example an attempted assault where no contact is made.
- An **Undesired Circumstance** is a set of conditions or circumstances that have the potential to cause injury or ill health, e.g. untrained employees

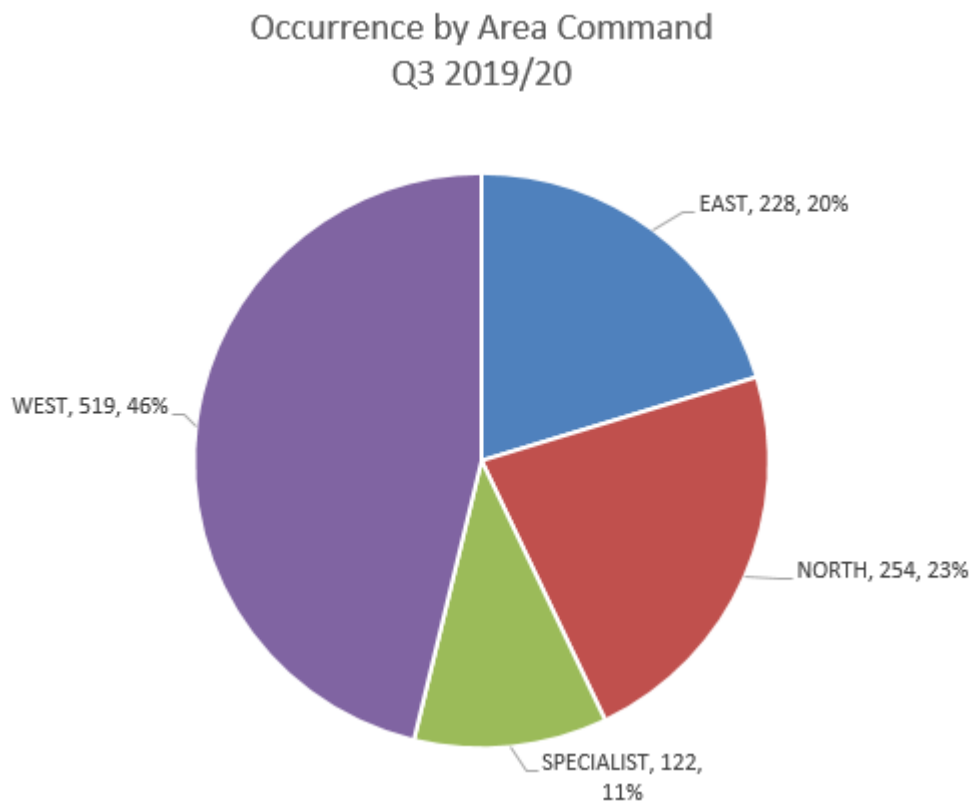
handling heavy items, airwave battery ran out but there was no 'event' that could directly result in injury.

#### APPENDIX C – OCCURRENCE TYPE

- **Assault** (intentional attempt to cause physical injury by a third party).
- **During Arrest / Custody processes** (injuries sustained during restraint, struggle) Note – the name of this type has been amended to capture such injuries where an arrest may not be in progress. The word 'injury' has been removed so it can be used to categorise 'Near Misses' i.e. where no injury occurs. Throughout this report, references to this type refer to what was previously termed 'Injured During Arrest'.
- **Manual Handling** (musculoskeletal injuries associated with lifting, carrying, pushing pulling inanimate objects or persons).
- **Slips Trips and Falls** (from a height and on the same level).
- **Road Traffic Collisions.**
- **Training Accidents.**
- **Others** (as of Q3 2019/20 this type is further separated into the most commonly noted trends - needle stick injury, exposure to hazardous substance, contact with animal and other).

## APPENDIX D – OCCURRENCE BY AREA COMMAND

Figure 1



## APPENDIX E – OCCURRENCE BY CATEGORY

Figure 1A

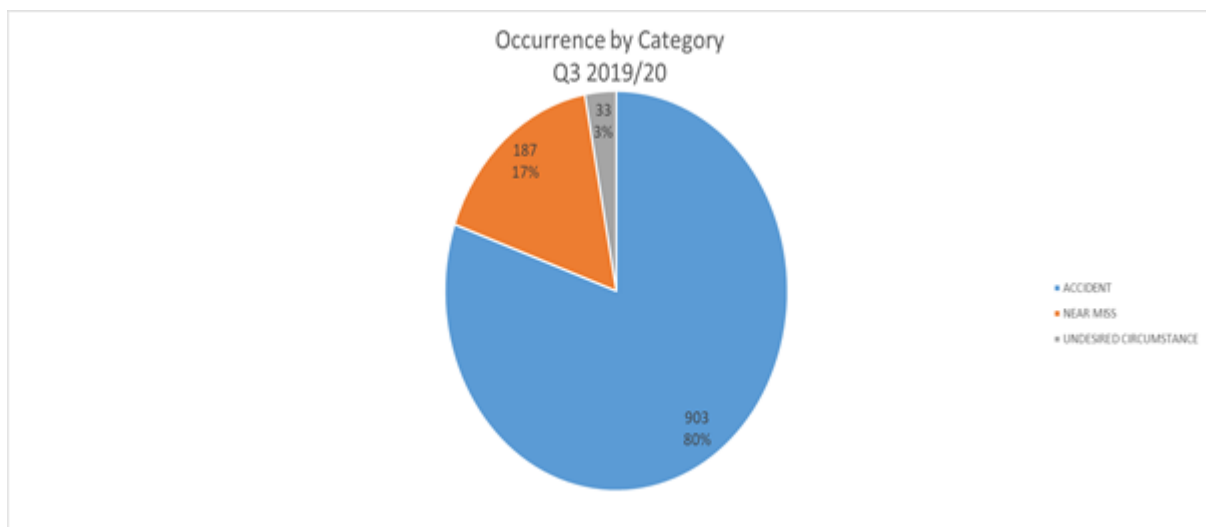


Table 2

Occurrence Type : SPA	ACCIDENT	NEAR MISS	UNDESIRED CIRCUMSTANCE	Grand Total
OTHER	10	5	1	16
OTHER - EXPOSURE TO HAZARDOUS SUBSTANCE		3		3
OTHER - NEEDLESTICK INJURY		1		1
ROAD TRAFFIC OCCURRENCE/ COLLISION		1		1
SLIP, TRIP OR FALL	2			2
<b>Grand Total</b>	<b>12</b>	<b>10</b>	<b>1</b>	<b>23</b>

## APPENDIX F - RIDDORS, MONTHLY TRENDS

Figure

