

For Information	
Public	
Report to:	JASP
Date of Meeting:	30th November 2021
Report of:	Health and Safety
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Agenda Item:	6

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Health & Safety

1. Purpose of the Report

- 1.1 To provide the Joint Audit and Scrutiny Panel (JASP) with a full year update on health & safety performance and statistics for the period April 2020 to March 2021.
- 1.2 To inform the panel of the actions undertaken by the health and safety department following Mazars audit report of 2020.

2. Recommendations

- 2.1 It is recommended that the panel notes the following:
 - contents of this report and the progress made to respond to the Mazars Audit of 2019 and 2020.
 - contents of the attached Annual Health & Safety Report 20/21.
 - progress, improvement and progression of the Health & Safety training plan.

3. Reasons for Recommendations

- 3.1 To enable the Panel to fulfil its scrutiny obligations regarding Nottinghamshire Police and its response to audits and inspections.

4. Summary of Key Points (this should include background information and options appraisal if applicable)

- 4.1 Mazars's report of 2019 and 2020 highlighted five areas for improvement, having awarded Nottinghamshire Police limited assurance. These areas have been thoroughly considered, reviewed and the recommended actions implemented. All actions are to be considered completed and are intended to meet the requirements highlighted in the audit report.

4.2 The original audit reports of 2019 and 2020 highlighted areas of concern relating to RIDDOR reportable accidents including the quality of information and investigation of incidents. The actions below are now in place to ensure reportable incidents are identified, recorded, investigated and reported to RIDDOR in a timely manner.

Actions include :-

- A weekly report provided to health and safety highlighting all sickness absence which is reviewed to identify workplace injuries that achieve 7 days and therefore become RIDDOR reportable incidents
- A weekly review takes place to identify completion rates and content of accident reports. This process identifies any incidents that are RIDDOR reportable and allows the Health & Safety (H&S) team to seek further clarification/investigation.
- Information on RIDDOR reporting is now included within the stand alone Risk Assessment Training day and is of the line management training programme aimed at newly promoted Sergeants, Inspectors and police staff equivalent.
- Custody has a dedicated process to ensure all incidents (assaults/accidents/near misses) are reviewed by an Inspector providing feedback on reported incidents. As this is a high risk area of business this is audited by the H&S team for compliance.

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4.3 Health and Safety training has been an ongoing concern in the Mazar audit process specifically sighting a lack of clarity, oversight and requirement for senior officers.

- A force wide training needs analysis is currently being undertaken to identify training needs for all departments including H&S specifics ie CSI, Fleet.
- Mandatory NCALT training (Fire Safety & DSE) has been made a priority with completion rates rising from around 12% complete to 60%. Work will continue on this to further improve rolling compliance and proactively achieve an increase in completion.
- New starters now receive an induction booklet outlining key responsibilities and safety instructions. All courses receive an input from the H&S team and all single appointments are covered by a refreshed induction procedure incorporating the relevant NCALT and booklets.
- All newly promoted Sergeants, Inspector and police staff equivalents receive a mandatory health and safety training workshop.
- All newly promoted Inspectors and police staff equivalent roles complete an on line IOSH Accredited Managing Safety course.
- Risk Assessment training for Chief inspectors and Inspectors is in place and delivered by the H&S team on a rolling basis as a stand alone course with dates currently planned until June 2022.
- Senior Officers and staff (Chief Constable to Superintendent and police staff equivalents) are attending an IOSH Accredited Directing Safety course (8th November 2021 and 20th December 2021).
- Fire warden training has been provided for custody suite staff and mangers and will continue on a rolling plan.
- Training administration has been reviewed with a new team now ensuring that any health and safety is recorded and that training requests are processed in a timely manner.

4.4 Mazars identified that the policy document had not been refreshed in a timely manner, this has since taken place in 2020, with a further review expected for January 2022. The policy includes updates and clarification in relation to (the governance structure, training policy and reporting process. It was identified in the report that these elements were all in place however the policy did not reflect the current position.

4.5 Mazars identified that there was no clear procedural process or guidance in place to report accidents, assault and near misses. The H&S team worked closely with MFSS to develop an Apex form and reporting procedure that would capture this information quickly and easily. This was then implemented to the force. The H&S team have then proactively sought completion via line managers, H&S SPOCS and cross referencing NICHE and Absence data. This review has been linked to the Operation Hampshire work to ensure officers who are assaulted receive appropriate support from Nottinghamshire Police and that all assaults are investigated independently. As a result:

- Line managers now receive an email to inform them of incidents that have been reported by their direct reports and they are expected to review these incidents and investigate appropriately
- A weekly audit of incidents takes place with the H&S team and requests for additional information from line managers are made if necessary.
- Any Incident reported as a crime on NICHE has a required field for an APEX reference (Accident reporting system) and directs the investigating officer to the APEX reporting screen, this has resulted in a more accurate reporting of incidents.
- We are seeing more accurate, credible data being reported as a result.

4.6 Mazars identified that more data led information should be collated and shared through the governance process. Annually our H&S team will now report on the previous years performance and trends. This report is also used to proactively identify future requirements and areas for continuous improvement.. Additional performance report information is provided to each governance meeting such as the use of force meeting to identify any areas needing further review. Attached for your information is the Annual H&S Report for 2020/21.

4.7 Additional activities under taken by the Health and safety team include:-

- Assisting with the response to COVID 19 developing Covid 19 Risk assessments and Audit process
- Building a network of COVID champions to monitor compliance across the organisation
- Responding to PHE and HSE investigations relating to COVID 19
- Audit and development of appropriate noise testing equipment programme
- Review and development of force generic risk assessments
- Additional support for Custody Suites including dedicated incident investigation process (as described above)
- Development of new H&S Management system (ITrent)
- Review of policy documents
- Walk round Audits of sites
- Covid Inspections
- Fatigue analysis of duties
- CDM Compliance checks for new builds, Oxclose Lane, Custody Suites
- Review force wide fire risk assessments with facilities
- Reviewed legionella reporting processes

- Workplace observations – ie Drove team risk assessment checks
- Reviewed Risk Assessments in place for Venson's on boarding

5. Financial Implications and Budget Provision

5.1 Financial implications are already factored into the existing budget provision and reviewed as part of the People Services budget requirements.

6. Human Resources Implications

6.1 Some extraction from Duty is necessary to facilitate the training requirements. H&S is part of the People Services Strategy and 5 year plan which links closely the Wellbeing Strategy and our aim to be an Employer of Choice.

7. Equality Implications

7.1 No implications are anticipated

8. Risk Management

8.1 H&S raise and monitor strategic risks identified.

9. Policy Implications and links to the Police and Crime Plan Priorities

9.1 None at this time

10. Changes in Legislation or other Legal Considerations

10.1 Changes to COVID 19 regulations have resulted in covid precautions becoming business as usual and falling under the Health and Safety at Work etc. act 1974 and the Management of Health and Safety Regulations 1999.

11. Details of outcome of consultation

11.1 No consultation on this document has been undertaken. Staff Associations and Federation are part of the governance process and additionally the JNCC formal consultative process.

12. Appendices

12.1 Annual H&S Report 2020/21

13. Background Papers (relevant for Police and Crime Panel Only)

13. None

NB

See guidance on public access to meetings and information about meetings for guidance on non-public information and confidential information.



Health and Safety Key themes arising from Mazars Audit report 2019/2020

Claire Salter, Adrian Greensill



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Introduction and background

MAZARS Audit report highlighted five key areas for review these where:

- Management of RIDDOR reportable incidents
- Training Provision
- Health and Safety policy
- Accident reporting process
- Performance monitoring



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Management of RIDDOR reportable incidents

- Weekly report provided to health and safety team to highlight 7 day sick absence
- A weekly review takes place to identify completion rates and content of accident reports and any incidents that are RIDDOR reportable
- Information on RIDDOR reporting is now included in the stand alone Risk Assessment training day and is on the line management training programme aimed at newly promoted Sergeant and Inspectors and police staff equivalent
- Custody has a dedicated process to ensure all incidents are reviewed by an Inspector providing feedback on reported incidents and quickly identifying RIDDOR reportable matters



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Health and Safety Training

- A force wide training needs analysis is currently being undertaken to identify training needs for all departments including H&S specifics
 - Mandatory NCALT training has been made a priority with completion rates rising from around 12% complete to 60% Work will continue on this to further improve rolling compliance.
 - New Starters receive an input from H&S either by course input or refreshed single person induction process
 - Senior Officers and staff (CC to Supt and police staff equivalents) are attending an IOSH accredited Directing Safety course
 - All newly promoted Sergeants, Inspectors and police staff equivalents will receive 1 days health and safety training.
 - All newly promoted Inspectors and police staff equivalents complete an on line IOSH Accredited Managing Safety course.
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Health and Safety Training

- Risk Assessment training for Chief Inspectors and Inspectors is in place and delivered by H&S team with courses planned until June 2022.
- Fire Warden training has been provided for custody suite staff and managers.
- Training administration has been reviewed with a new team now managing the process.



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Policy and Accident Reporting

- Fully refreshed policy published January 2020, current review on going.
- Clarity on governance structure, training policy and reporting process delivered.
- Line managers now receive an email to inform them of incidents that have been reported by their direct reports and they are expected to review these incidents.
- A weekly audit of incidents takes place and requests for additional information from line managers are made if necessary.
- Any Incident reported as a crime on NICHE has a required field for an APEX reference this has increased reporting accuracy.



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Performance Management

- Production of an Annual H&S Report
- Identification of previous years performance and trends
- Proactive identification of future requirements and continuous improvement
- Regular data now provided to each governance meeting



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Additional Actions from Health and Safety team

- Assisting with the response to COVID 19 developing Covid 19 Risk assessments and Audit process.
 - Building a network of COVID champions to monitor compliance across the organisation.
 - Responding to PHE and HSE investigations relating to COVID 19.
 - Audit and development of noise monitoring process.
 - Review and development of force generic risk assessments.
 - Additional support for custody suites including dedicated incident investigation process.
 - Development of new H&S management system (itrent).
 - Review of policy documents.
 - Walk round audits of sites
 - Covid Inspections.
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Additional Actions from Health and safety

- Fatigue Analysis of Duties.
- CDM compliance checks for New Build Oxclose, Custody Suites.
- Reviewed force wide FRA.
- Reviewed legionella reports.
- Assisted with relocations.
- Workplace observations.
- Reviewed Risk Assessments in place for Venson's on boarding



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