

<b>For Information</b>	
<b>Public</b>	
<b>Report to:</b>	Strategic Resources & Performance Meeting
<b>Date of Meeting:</b>	4 <sup>th</sup> September 2019
<b>Report of:</b>	Chief Constable Guildford
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<b>Agenda Item:</b>	<b>4</b>

\*If Non Public, please state under which category number from the guidance in the space provided.

## Health and Safety Update

### 1. Purpose of the Report

- 1.1 To provide a full year update on health & safety performance and statistics for the period April 2018 to March 2019.
- 1.2 To inform the PCC and chief officer team of immersing issues relating to the health and safety performance of Nottinghamshire police and areas of collaborative working.

### 2. Recommendations

- 2.1 Replacement of the accident reporting process provided by MFSS (APEX) to ensure a more robust method of data capture and accident reporting.
- 2.2 A review and training need analysis of current health and safety training provision.
- 2.3 A comprehensive review of the management and audit process for health and safety

### 3. Reasons for Recommendations

- 3.1 Following the change to the APEX system of accident reporting at the end of the year the system, initially, was unavailable and on a number of occasions has failed. Although the Health and Safety team provided alternative methods of reporting Incidents, collected evidence suggests that there has been significant under reporting of incidents since this date. Data collected through the current and legacy systems does not provide clear manageable data to support accident reduction activity or accurate reporting of assaults. Investigation of accidents is limited and few recommendations are made to prevent reoccurrence.
- 3.2 There are significant gaps in mandatory training at all levels of the organisation as identified in the MAZARS audit report of February 2019 and as a result there is need for a more in depth training needs analysis. Additionally refresher training for basic mandatory training e.g. fire safety has no current reporting process.
- 3.3 There is no robust Management and Audit process across the organisation, although walk-rounds are completed by Facilities Management and Health and Safety. Ideally we should be following a process as recommended under Health and Safety Guidance (HSG 65, 2013 or ISO 450001). Future health and safety

committees have been reviewed and agreed to reflect the Gold Silver and Bronze command structure.

#### 4. Summary of Key Points

##### 4.1 Summary of reported injuries

###### Adverse Events

	2018/19	2017/18	2016/17
Police Officers	251	345	353
Police Staff	44	54	58
Special Constables	0	4	3
Cadets	0	0	2
PCSO	13	16	13
Agency	0	0	1
External	1	3	4
Volunteer	1	0	0
<b>Total</b>	<b>310</b>	<b>422</b>	<b>434</b>

###### Assaults

	2018/19	2017/18	2016/17
Police Officers	128	175	164
Police Staff	15	21	16
PCSO	9	6	8
Special Constables	2	2	2
External	0	2	4
<b>Total</b>	<b>154</b>	<b>206</b>	<b>194</b>

- 4.2 Over the period 2018/19 the health and safety department has lacked consistence due to personnel changes

#### 5. Financial Implications and Budget Provision

- 5.1 Accidents, assaults and RTC's all have a financial implication on the Force. This can be as a result of absence following injury, backfilling posts, compensation claims, investigation costs and repairs to damaged equipment. The Health & Safety Executive estimates that every lost time accident will cost an organisation on average £2100.
- 5.2 Training requirements could have a significant impact on abstractions from duty and increase in training cost dependant on the findings of the training needs analysis. Some mandatory training and refresher training costs should be built into current working schedules however additional training may be involved.
- 5.3 Once trained there may be additional cost relating to the provision of work equipment, additional training which would be identified by a more effective risk assessment process.

#### 6. Human Resources Implications

- 6.1 The issues mention may have some impact on Sickness Absence Management, Disputes and Tribunals

## **7. Equality Implications**

- 7.1 Non-compliance to Health and Safety legislation may have implications relating to Personal Emergency Evacuation Plans (PEEP)'s which would have implications in terms of equality

## **8. Risk Management**

- 8.1 Sections 2 and 3 refers to the risks and risk management

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

- 9.1 There are no policy implications arising as a result of this report.

## **10. Changes in Legislation or other Legal Considerations**

- 10.1 There are no identified changes to legislation at this time.

## **11. Details of outcome of consultation**

- 11.1 Nothing to report.

## **12. Appendices**

- 12.1 Appendix 1 Year-end annual health and safety report.





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# NOTTINGHAMSHIRE POLICE

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## PROUD TO SERVE

Annual Health & Safety Report

2018 – 2019

Report authors:  
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The Force Health & Safety Report is produced annually to inform the Chief Constable and the Chief Officer Team, Nottinghamshire Office of the Police and Crime Commissioner and Departmental Senior Management Teams about how Nottinghamshire Police has performed in relation to health & safety during the previous 12 months. Areas of concern are identified and action plans are produced by Departments to mitigate injury and ill health. The report contains factual information gathered from the Force Health & Safety reporting and recording system as well as analysis of the statistics by the Force Health & Safety Team.

## 1.0 Introduction

- 1.1 This report covers the financial year from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019. The aim is to provide statistical data and information on what Nottinghamshire Police is doing to protect its Police Officers, Police Staff, Specials, Volunteers, Contractors, service users and members of the general public.
- 1.2 Health & Safety focuses on reducing the risks of injury and ill health that arise from a wide range of policing and support activities. The Force recognises that good health & safety management supports the delivery of a first class policing service to the people of Nottinghamshire.

- 1.3 Nottinghamshire Police's policy in relation to health & safety is set out in the policy statement, signed by both the Chief Constable and the Police & Crime Commissioner (PCC). The principles set out therein provide the overarching framework for all subsidiary statements at Corporate and Departmental level.

## Summary of reported injuries

**Table 1**

### **Incidents resulting in injury**

	<b>2018/19</b>	<b>+/- %</b>	<b>2017/18</b>	<b>+/- %</b>	<b>2016/17</b>	<b>+/- %</b>	<b>2015/16</b>
Police Officers	251	-27	345	-2	353	-4	366
Police Staff	44	-19	54	-7	58	-47	110
Special Constables	0	-100	4	33	3	200	1
Cadets	0	0	0	-200	2	200	0
PCSO	13	-19	16	23	13	1200	1
Agency	0	0	0	-100	1	100	0
External	1	-67	3	-25	4	-64	11
Volunteer	1	100	0	0	0	0	0
<b>Total</b>	<b>310</b>	<b>-27</b>	<b>422</b>	<b>-3</b>	<b>434</b>	<b>-11</b>	<b>489</b>

<b>Injury RTC's</b>	<b>2018/19</b>	<b>+/- %</b>	<b>2017/18</b>	<b>+/- %</b>	<b>2016/17</b>	<b>+/- %</b>	<b>2015/16</b>
Police Officers/Staff	20	18	17	-35	26	44	18

During this reporting period injuries as a result of Road Traffic Collisions (RTC's), have increased by 15% (20 versus 17). All 20 RTC's involved Police Officers with 2 Officers receiving treatment at hospital, neither reported being seriously injured.

During the year, the biggest cause of injury through accident was 'resisting arrest', which accounted for 46 injuries. Second highest cause was 'restraining a prisoner' which accounted for 23 injuries.

**Table 2**

<b>Assaults</b>	<b>2018/19</b>	<b>+/- %</b>	<b>2017/18</b>	<b>+/- %</b>	<b>2016/17</b>	<b>+/- %</b>	<b>2015/16</b>
Police Officers	128	-38	175	3	164	-26	211
Police Staff	15	-50	21	29	16	-100	30
PCSO	9	44	6	-60	8	800	0
Special Constables	1	-100	2	0	2	200	0
External	1	-200	2	-100	4	50	2
<b>Total</b>	<b>154</b>	<b>-36</b>	<b>206</b>	<b>5</b>	<b>194</b>	<b>-21</b>	<b>243</b>

All 15 assaults to police staff occurred within a custody suite injuring Detention Officers.

**Table 3**

<b>RIDDOR reportable Injuries</b>	<b>2018/19</b>	<b>+/- %</b>	<b>2017/18</b>	<b>+/- %</b>	<b>2016/17</b>	<b>+/- %</b>	<b>2015/16</b>
Major Injuries	0	-100	1	-83	6	100	3
Over 7 day injuries	30	750	4	-20	5	-38	8
<b>Total</b>	<b>30</b>	<b>600</b>	<b>5</b>	<b>-54</b>	<b>11</b>	<b>0</b>	<b>11</b>

In 2018/19 information was collected for officers who have been off work due to a work related injury but it is not known if all of these have been reported to under RIDDOR. Adjustments have been made in the new accident reporting system to more accurately collect this data.

## **2.0 Health & Safety Committees**

- 2.1 Health & Safety Committee meetings have been introduced by the new health and safety advisors. A new three tier structure has been agreed by the Deputy Chief Constable which includes a strategic Health and Safety committee (Gold), meeting twice per year and Health and Safety Committee (Silver) and local Health and Safety committees (Bronze) both meeting quarterly. This structure will be implemented immediately.
- 2.2 Regional Health and Safety meetings are held by East Midlands Special Operations Unit (EMSOU), East Midlands Operational Support Service (EMOpSS) and East Midlands Criminal Justice Service (EMCJS) and are attended by the Force Health and Safety Manager or Advisor who represents Nottinghamshire Police in terms of health & safety compliance.

## **3.0 Training**

- 3.1 The Health and Safety team are planning to deliver display screen equipment (DSE) training to allow local DSE champions to support staff in the workplace. It has been agreed by the Deputy Chief Constable that there will be a 2hr 30min input on the senior leadership conference in relation to Health and Safety.
- 3.2 The Health and Safety team are assessing training needs for managers and supervisors so to insure they are able to meet their health and safety responsibilities.
- 3.3 Only 20% of new police staff starters have completed the basic health and safety Induction training (Fire Safety and DSE), the Health and Safety team are looking at these online packages to ensure they are fit for purpose and will encourage line managers to promote these with all new starters.
- 3.4 Fire warden training for custody suites has been reviewed and a new programme is being planned to enhance the quality of cover across both custody suite.
- 3.5 First Aid training is robust for officers and PCSO's however, there is no clear process to ensure that police staff are providing sufficient coverage across the force and here is an assumption in many locations that police officers will provide fulfil our legal requirement.

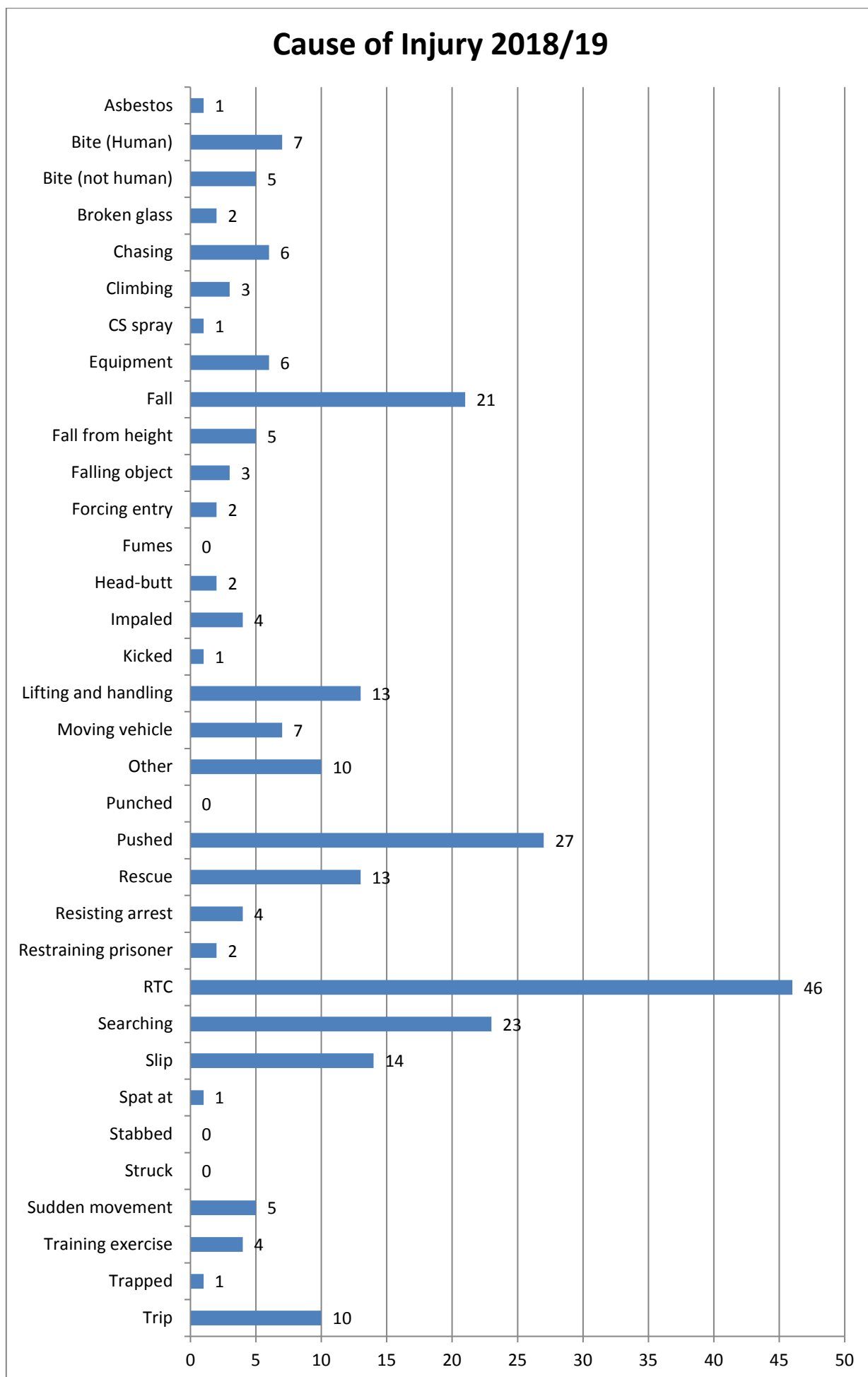
## **4.0 Accidents / Injuries**

- 4.1 The Force Health & Safety team analyse all reported incidents and near misses in order to help prevent or reduce future accidents and injuries. The statistics are used to identify trends and inform local Health & Safety action plans.
- 4.2 There were no fatalities involving Police Officers or Police Staff.
- 4.3 Chart 1 (below) shows the causes of accidents/injuries. The top 3 causes of accidents/injuries for the year were resisting arrest, restraining a prisoner and falls.
- 4.4 58 Police Officers and 4 PCSO's were injured when they were faced with an individual resisting arrest or were restraining a prisoner. 6 Detention Officer was injured 'restraining prisoners'.

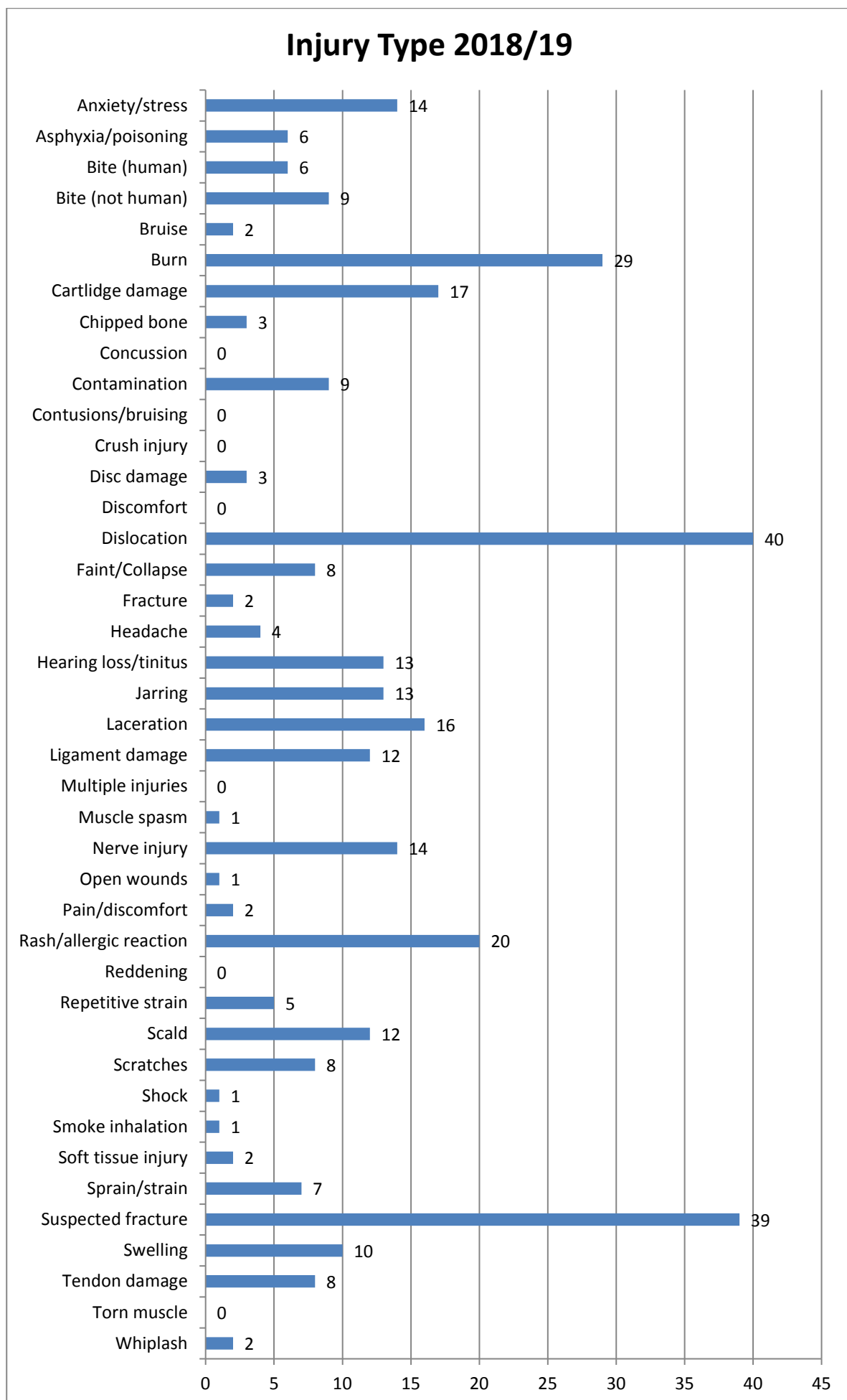
4.5 Chart 2 shows resulting injury types as reported. The top 3 injury types were dislocation, suspected fracture and burn.



**Chart 1 – Causes of accident injuries (as reported)**



**Chart 2 – Resulting injury types (as reported)**



## **5.0 Assaults**

5.1 There were a total of 156 injuries on duty as a result of an assault, an decrease of 36% on the previous year (see Table 2 Page 3). This was made up of the following mix of Police Officers/Special Constables/Police Staff:

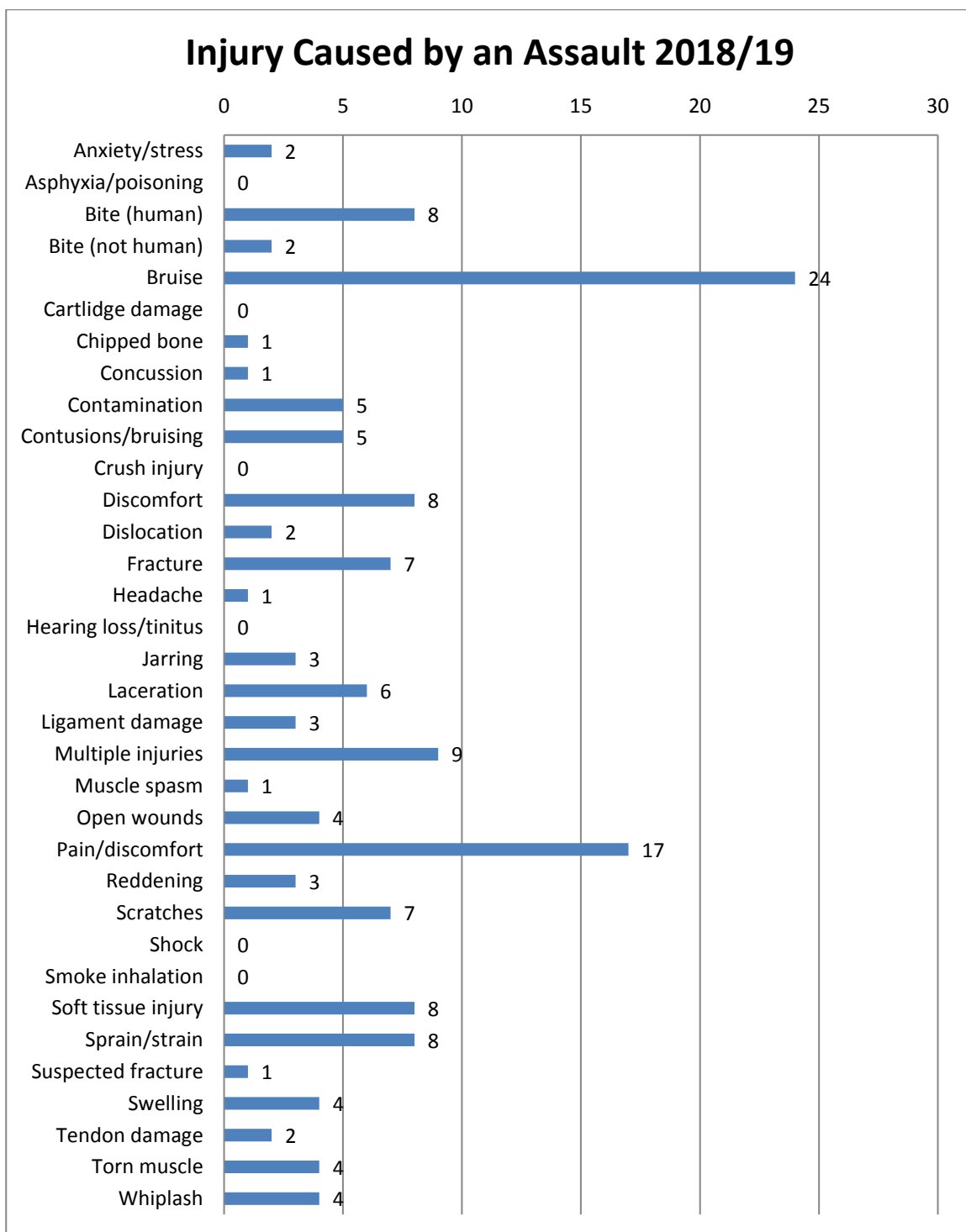
- 128 Police Officers.
- 15 Detention Officers.
- 9 PCSOs.
- 1 Special Constable.

5.2 Chart 3 illustrates the injuries resulting by assaults..

5.3 In order to reduce assaults the Health & Safety Team:

- Monitor and analyse assaults, compare across the Force, region and MSF's.
- Provide information; work with Divisions and Departments to identify issues/themes/hot spots.
- Identify trends, training issues, improvements.
- Provide advice to divisions and departments..

**Chart 3 – Assault Cause (as reported)**



**6.0 Reporting of Injuries, Diseases & Dangerous Occurrence Regulations (RIDDOR)**

- 6.1 RIDDOR requires employers to report to the Health & Safety Executive (HSE) certain workplace related injuries, diseases and dangerous occurrences.
- 6.2 During the year Nottinghamshire Police reported 30 incidents where the member of staff were absent from work for seven days or more. These incidents should be reported to the HSE but at this time these aren't captured under the current reporting process.
- 6.3 No enforcement action was taken by HSE in respect of the RIDDOR notifiable injuries.

## **7.0 Significant incidents**

7.1 Unlike previous years there have been no significant incidents where a multiple number of officers have been injured.

## **8.0 Near Misses**

8.1 A near miss is an unplanned event which had the potential to cause injury but did not. All employees of Nottinghamshire Police are actively encouraged to report near misses. Near misses are reviewed daily to enable swift action to be taken to prevent recurrences and to identify force wide trends.

8.2 During the year there were 88 reported near misses compared to 186 the previous year, a decrease of 111%.

8.3 Reporting of near misses is actively encouraged with messages sent out via local and force wide communications.

8.4 Data on 'near misses' is reported to Health & Safety committees throughout the force. When a trend is identified action is taken to resolve the highlighted issue.

## **9.0 Assurance/Compliance**

9.1 The new structure will support the monitoring of compliance with the addition of new measures and Audits to ensure there is effective monitoring of health and safety performance

## **10.0 Actions planned for 2019-2020**

10.1 Audit of the fire risk assessment process across the estate to ensure the outsourced contractor is fulfilling their contracted role and the Force continues to receive value for money.

10.2 Re-design of the management structure to reflect the (Gold, Silver Bronze command Model)

10.3 Review of the current health and safety policy

10.4 Review of training provision across all tiers of management across the force This will include basic induction of staff.

10.5 Review of the accident reporting process to produce useable records to monitor H&S compliance

10.6 Review of the accident reporting process with accompanying communication to ensure we have an accurate picture of accidents, assaults and near misses.