

<b>For Information</b>	
<b>Public</b>	
<b>Report to:</b>	Strategic Resources & Performance Meeting
<b>Date of Meeting:</b>	14 <sup>th</sup> September 2021
<b>Report of:</b>	Chief Constable
<b>Report Author:</b>	Adrian Greensill, Health and Safety Senior Advisor
<b>E-mail:</b>	adrian.greensill@notts.police.uk
<b>Other Contacts:</b>	Claire Salter
<b>Agenda Item:</b>	8

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

## Nottinghamshire Police Health and Safety Update

### 1. Purpose of the Report

- 1.1 The purpose of this report is to provide an update to the Police and Crime Commissioner (PCC) on health & safety for the period April 2020 to March 2021.

### 2. Recommendations

- 2.1 It is recommended that the PCC notes the content of this report.

### 3. Reasons for Recommendations

- 3.1 To ensure that the Office of the police & Crime Commissioner is updated on this area of business and is assured about the Force's processes.

### 4. Summary of Key Points

- 4.1 Nottinghamshire Police's Annual Health and Safety Report is detailed in Appendix A. That report contains further detail in relation to the work the Force has undertaken over the financial year 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 to protect its officers, staff and members of the public from a health and safety perspective.
- 4.2 The update in the report provides a governance oversight, an overview of incidents and lessons learned.

### 5. Financial Implications and Budget Provision

- 5.1 Budget provision has been made for the move of IOSH management training to an online process which was trialled last year. This provision has continued for the year 2020/2021 and will be used as the delivery model for this training in the future. This delivery model reduces study time by 10 hours.
- 5.2 The Current Noise testing equipment is now obsolete and will need to be replaced in the financial year 2021/2022 this equipment is required for safety testing for the firearms teams, dog section and plant rooms across the organisation. The cost of the replacement equipment is Circa £5000.

## **6. Human Resources Implications**

- 6.1 Operation Hampshire has assisted in improving the reporting process for officers and staff assaulted on duty resulting in a significant increase in the number of incidents reported and investigated. There is now increased confidence in the accuracy of this data.
- 6.2 All accident, assault and near miss reports are reviewed, with responses sought from line managers when appropriate. Feedback is now given to individuals making near miss reports letting them know the response to their report.

## **7. Equality Implications**

- 7.1 There are no equality implications related to this subject.

## **8. Risk Management**

- 8.1 The need for safety training is paramount and COVID 19 restrictions have continued to impact on delivery of the training, however COVID provision has been moved to business as usual and the training delivery has continued throughout the period. Classroom based Risk Assessment training has been resumed as of September 2020.
- 8.2 Moving COVID 19 management to business as usual has allowed the Health and Safety team to concentrate on improving the quality of risk assessments, the accident/assault reporting process and supporting front line operations.

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

- 9.1 No impact on Policy currently.

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

- 10.1 The continuing changes to COVID 19 legislation has had little impact on the organisation as we have continued to work to NPCC guidance which has remained unchanged throughout the year. The COVID Audit process has been well established and this network will now be used for future Health and Safety Audits.

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

- 11.1 There has been no consultation in relation to this report, which is intended to provide an update on work in this area of business to the PCC.

## **12. Appendices**

12.1 Appendix A – Nottinghamshire Police Annual Health and Safety Report.



NOTTINGHAMSHIRE  
**POLICE**  
PROUD TO SERVE

# Annual Health & Safety Report

2020 – 2021

Report authors:  
Adrian Greensill  
Stephen Harrold

The Force Health & Safety Report is produced annually to inform the Chief Constable, the Chief Officer Team and the Nottinghamshire Office of the Police and Crime Commissioner

about Health and Safety performance of Nottinghamshire Police Force. The report contains information gathered from the Force Health & Safety reporting and recording system as well as analysis of the statistics by the Force Health & Safety Team and submissions from Operation BION for this year due to the impact of the pandemic .

## **1.0 Introduction**

- 1.1 This report covers the financial year from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021. 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. This report also contains information relating to the Impact of the COVID 19 pandemic on Nottinghamshire Police from a health and safety perspective.
- 1.2 The Health & Safety team focuses on reducing the risks of injury and ill health that can arise from the 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. NPCC guidance has also been followed to ensure that the response to COVID-19 has been consistent with current national policy and guidance.

## 2.0 Reported Injuries

**Table 1 - Summary of reported injuries**

Total Adverse Events / Category	2018/19	2019/20	2020/21
Accident	165	190	184
Adverse Incident (Custody)	11	2	0
Assault	155	158	361
Near Miss	49	57	66
Not a near miss (H & S use only)	39	2	0
Not an accident (H & S use only)	10	4	0
RTC	24	3	0
<b>Grand Total</b>	<b>481</b>	<b>416</b>	<b>611</b>

2.1 There has been a significant increase in reported assaults 2020/2021 this is believed to be linked to the improved reporting systems introduced and the impact of changes to NICHE linked to operation Hampshire.

2.2 'Not a near miss (H & S use only)' and 'Not an accident (H & S use only)' are no longer used as a recording field as with 'RTC' which are now recorded via Tranman.

**Table 2 Road traffic Incidents reported Via Tranman**

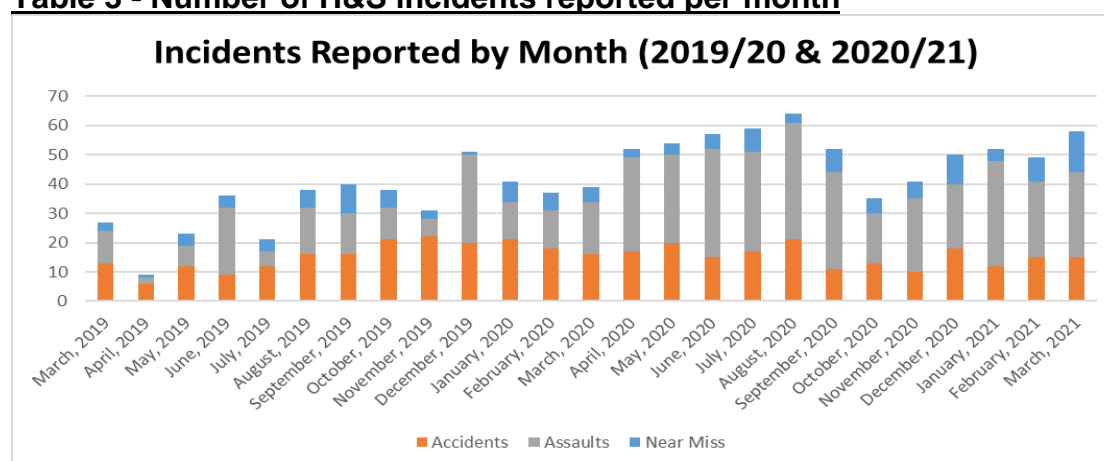
	2018-2019	2019-2020	2020-2021
Reported incidents of damage to vehicles	474	615	647
Incidents resulting in an injury	24	21	19

2.3 Incidents reported include accidental damage, vandalism and damage found on inspection of vehicles.

2.4 Although Incidents reported has increased over the last three years incidents resulting in an injury have declined it is unclear as to why the number of incidents reported has increased over the last 3 years

2.5 Incidents that are classed as RTC are not RIDDOR reportable.

**Table 3 - Number of H&S incidents reported per month**



2.6 Near Miss reporting remains disappointingly low.

- 2.7 Increased numbers of assaults reported linked to operation Hampshire.
- 2.8 Accident reports are showing a slight decrease, possibly due to fewer staff being in the office and periods of lock down.
- 2.9 Drops in numbers of incidents reported in October and February may be related to local and national COVID-19 lockdowns.

Overall year on year reporting is increasing which is a positive reflection of the organisations increased focus on H&S requirements.

### **3.0 Health & Safety Committees**

- 3.1 Health and safety committees have continued throughout the year to monitor performance and general health and safety management.
- 3.2 COVID-19 measures have been organised and monitored by a Gold Command Group meeting regularly depending upon demand.



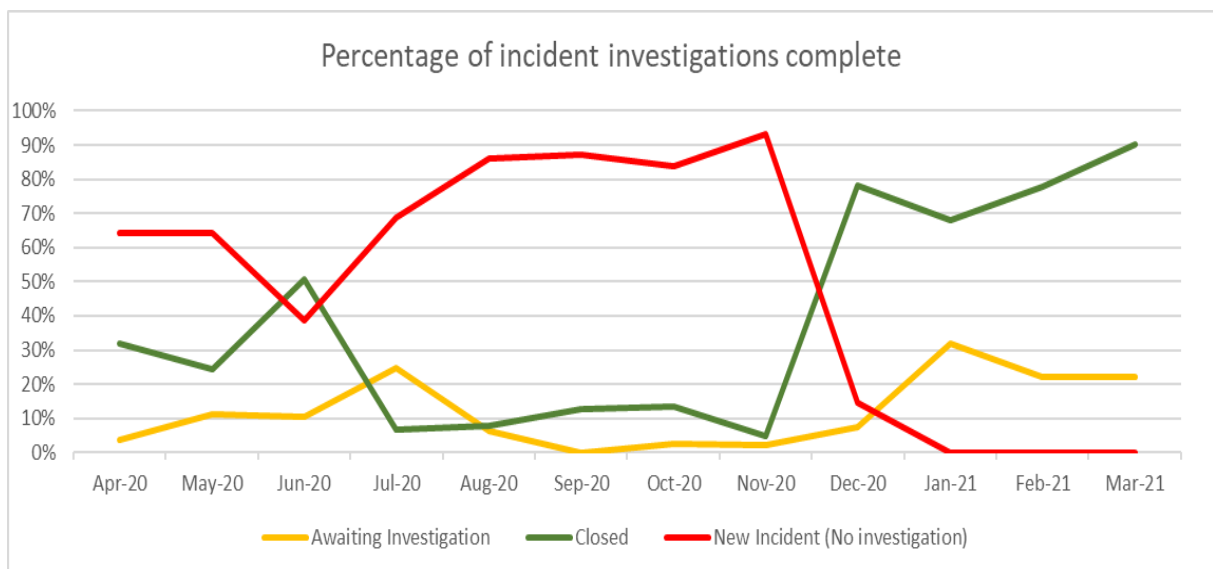
## 4.0 Training

- 4.1 The Health and Safety team have continued to deliver a short session to all student officers covering basic health and safety and the reporting process for incidents whilst on duty.
- 4.2 Transferees are also given a short input on basic safety and their responsibilities.
- 4.3 New Police staff now receive an induction booklet outlining basic workplace safety, highlighting which mandatory training should be completed.
- 4.4 Online NCALT packages completion rates have improved significantly rising from a completion rate of 20% to an average completion rate of approximately 45% this continues to be an area of work needing close attention to continue the ongoing improvements.
- 4.5 A one-day risk assessment training package has been developed and for inspector level and comparable staff roles. Roll out of the training was planned for April 2020 however this was initially postponed due to the COVID-19 emergency measures. A reduced schedule took place from September 2020 which will be increased as social distancing restrictions are relaxed.
- 4.6 Online IOSH Managing safety training has been commissioned in lieu of in house training and with an initial 16 places being purchased for completion in the 2020/2021 financial year this will continue over the coming year.
- 4.7 A senior manager IOSH training course has been agreed and is planned for the financial year 2021/2022.

## 5.0 Accidents / Injuries

- 5.1 The Health and Safety team analyse all reported accidents in order to help prevent or reduce accidents and injuries and identify any trends. This information is also used to inform local Health & Safety action plans.
- 5.2 There were no fatalities involving Police Officers or Police Staff.
- 5.3 Incident reporting has improved year on year following improvements to NICHE and work by the Health and Safety team to identify unreported incidents.
- 5.4 Accident reports are now followed up with a reminder email sent directly by the Health and Safety Advisors, resulting in an improvement in the number of investigated and subsequent closed incidents over the year.
- 5.5 Custody continue to investigate and manage their own incidents with assistance provided by the Health and Safety team when required.

**Table 4 – Closed Incident investigations**



## **6.0 Investigations**

- 6.1 Investigation completions and returns have historically been at a low level across the organisation. Whenever an incident is reported an automated email is sent to the reporters line manager asking for further investigation of the reported incident.
- 6.2 There are two issues with this process.
  - The person reporting the incident may not be the injured party so the auto email may not be sent to the correct manager
  - There is no monitoring of the return rates to monitor the quality or quantity of investigations. Individuals can ignore the auto generated e mail.
- 6.3 To ensure regular and timely intervention the Health and Safety team now review incidents on a weekly basis requesting that further investigations be undertaken where necessary. Support and coaching is provided to those managers new to incident investigation with further support provided where the investigation is prolonged and complex. The work undertaken by Operation Hampshire has ensured that assaults receive a better quality of review and investigation, this has assisted and improved the investigation process.
- 6.4 Identified trends in failure to investigate can now be highlighted and reported back via the silver and bronze Health and Safety committees.
- 6.5 The Health and safety team now have a scheduled weekly review of investigations and incident reports and scrutinise the level of completion. Failure to complete the necessary investigation will be fed back through the silvers H&S committee.

## 7.0 Injuries, Accidents

**Table 5 – Causes of injuries (Accidents)**

<b>Cause</b>	
Bite (not human)	9
Broken glass	3
Chasing	4
Climbing	2
CS spray	1
Equipment	7
Fall	19
Fall from height	3
Forcing entry	3
Foreign body	1
Head-butt	1
Impaled	1
Lifting and handling	5
Moving vehicle	8
Needle	4
Other	21
Pushed	2
Resisting arrest	7
Restraining prisoner	14
RTC	19
Slip	9
Struck	4
Sudden movement	2
Training exercise	11
Trapped	1
Trip	9
(blank)	14
<b>Total</b>	<b>184</b>

- 7.1 It was identified that the number of RIDDOR reportable incidents were not reported to the required timescale due to weaknesses in the existing reporting system which was not identifying 7 day absence. This issue has been investigated and resolved by reviewing the process for identifying RIDDOR incidents and introducing a checking system with a weekly 7 day absence report supplied to the Health and Safety team. Since the implementation of the new process, we can meet statutory requirements.
- 7.2 Fall from height (above 6 feet) and training exercise including (MOE) is an area that the H&S identify as an area to monitor over the next reporting period. It is essential that learning from these areas are incorporated into training events and standards of process.

## 8.0 Assaults

**Table 6 - Reported Assaults**

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
External	2	1	1	2
Police Officer	172	125	146	329
PCSO	5	9	2	11
Special	2	0	2	3
Staff - Permanent	20	14	7	16
Volunteer	0	0	0	0
Blank	5	1	0	0
<b>Total</b>	<b>206</b>	<b>150</b>	<b>158</b>	<b>361</b>

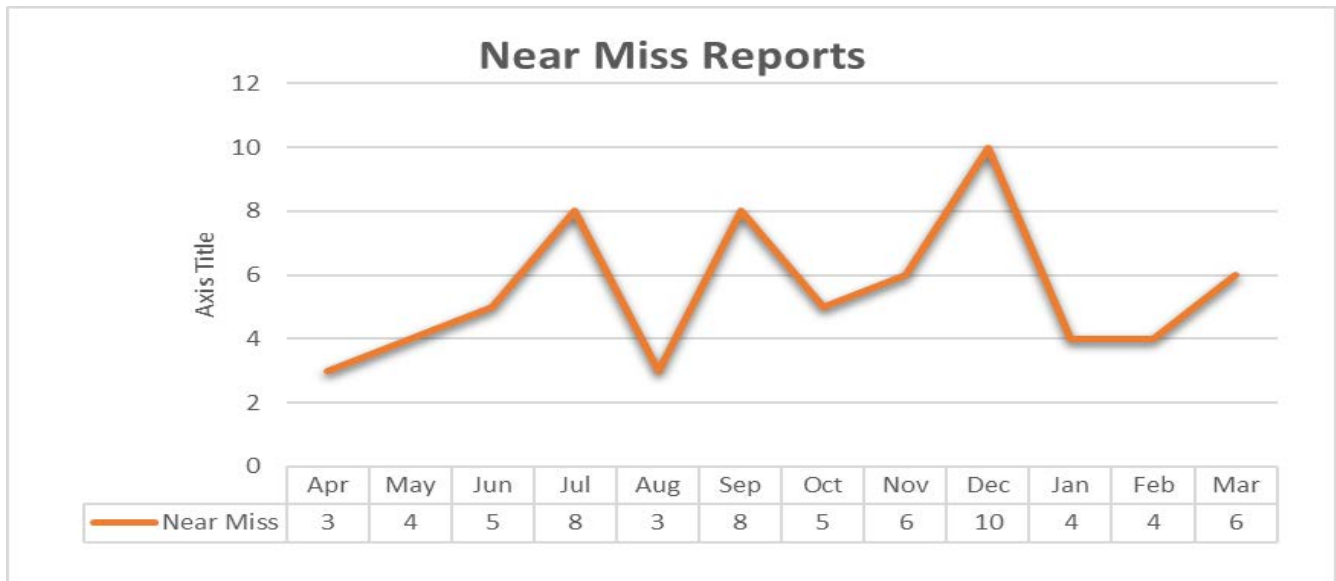
- 8.1 As previously mentioned the significant increase in assaults reported on the Apex system relates to improvements in the reporting process following initial work by the H&S team and subsequent work of Operation Hampshire.
- 8.2 Any identified trends are fed back to Silver and Bronze committee meetings, with additional information provided to the use of force meeting when the incident relates to issues such as use of handcuffs or searching of detainees.
- 8.3 All recorded assaults on police staff took place within a custody suite.
- 8.4 Assaults on specials are now also being captured work will continue to ensure that the specials understand the importance of reporting incidents.
- 8.5 Spitting is recorded as Contamination. Op Bion Gold requested further investigation in this area and no spitting events resulted in a positive covid test.
- 8.6 32% of assaults resulted in no recorded injury.
- 8.7 Only 13 cases identified stress and anxiety as an outcome of an assault further work is needed to understand if there is any link to sick absence in the long term.
- 8.8 Links with the use of force board will continue this year with an emphasis on providing relevant information in the circumstances relating to assaults and lessons learnt and what links there are to behaviours, training, skill fade and experience levels of officers who have been assaulted.
- 8.9 Assaults in a custody environment are reviewed and investigated by the custody team. A monthly report shared with the regional team to identify any lessons learnt.

**Table 7 - Injury/outcome reported following an assault**

<b>Outcome</b>	
Anxiety/stress	13
Bite (human)	11
Bite (not human)	1
Bruise	29
Chipped bone	1
Concussion	3
Contamination	18
Contusions/bruising	6
Disc damage	2
Discomfort	34
Dislocation	2
Fracture	7
Headache	5
Jarring	1
Laceration	7
Ligament damage	1
Multiple injuries	8
Muscle spasm	1
Nerve injury	1
No Injury	118
Open wounds	5
Pain/discomfort	47
Reddening	11
Scratches	11
Shock	1
Soft tissue injury	5
Sprain/strain	2
Suspected fracture	1
Swelling	5
Tendon damage	1
Whiplash	1
(blank)	2
<b>Total</b>	<b>361</b>

## 9.0 Near Misses

**Table 8 Near Misses**



- 9.1 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.
- 9.2 Sixty-six near misses were reported in 2020/2021 which represents a slight increase in reports 57 reports in 2019/2020 and 48 2018/2019.
- 9.3 Near misses will now be investigated in the same way that other incidents are investigated with line managers reviewing the report and providing feedback on actions taken this will also be reviewed at the silver/bronze Health and Safety committees.
- 9.4 Further work is required to identify the areas of business where near miss data is being recorded compared to those areas that are not reporting, will be built into the new HR recording system to ensure this analysis is captured moving forward.

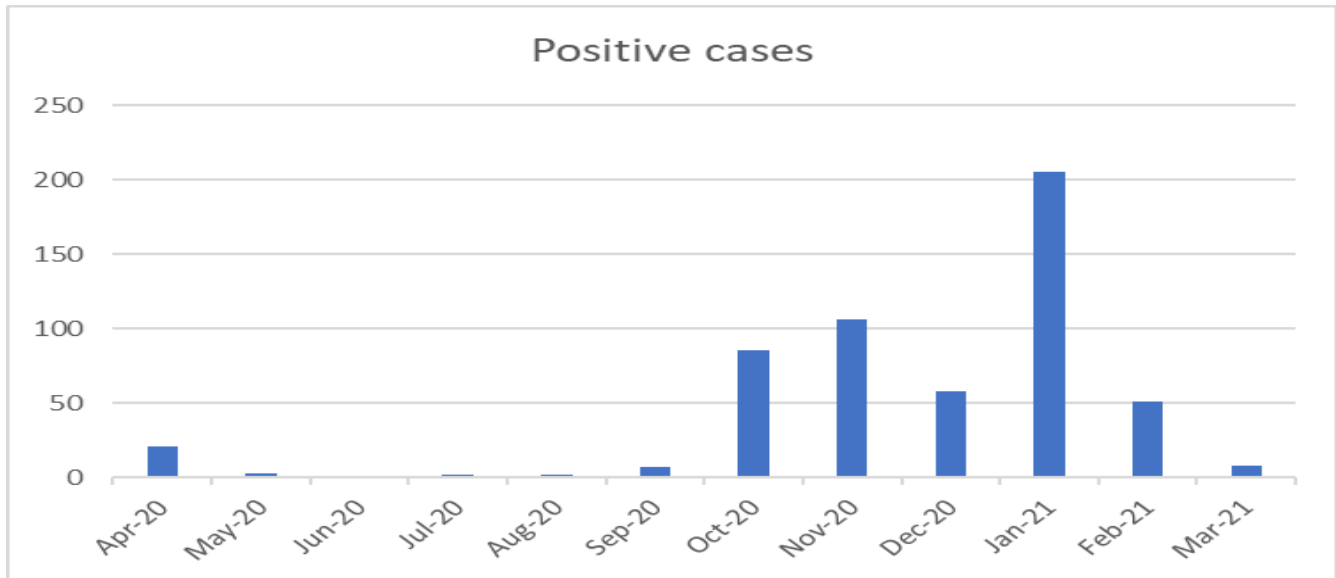
## **10.0 RIDDOR reportable Incidents**

- 10.1 There has been a total of 21 RIDDOR reportable incidents in this financial year. an increase from 14 RIDDOR incidents in 2019/2020. This is due to an improved reporting process.
- 10.2 No COVID19 incidents were reported under RIDDOR as none of the cases reported Met the criteria required.



## 11.0 COVID-19

**Table 9 - Positive test results of COVID-19 per month**



**Table 10 - COVID 19 percentage of staff contracting COVID**

PCSO	33% of PCSO's
Police Officer	27% of Police officers
Police Staff	27% of Police staff

- 11.1 The emergence of COVID-19 in February 2019 has had a significant impact on the health and safety department with resources diverted to meet the threat to the workforce and the general public.
- 11.2 There was a perception that police staff had been more impacted by contracting covid due to attending the office working environment. The number of staff, PCSO and Officers reporting absent due to covid shows that the effect on officers and staff were similar.
- 11.3 Throughout the year the health and safety team have supported force wide risk assessments assessing against building compliance and observed behaviours. Audits, reviews and investigations looking into COVID compliance across the organisation. This was used to identify areas where additional support was needed and to prioritise continuous improvement actions. This provided support and protection of our workforce whilst maintaining physical attendance at work as expected of an emergency service.
- 11.4 During the Pandemic the health and safety team have supported all areas of business with work on the provision of PPE and the identification the correct PPE for specific situations providing feedback to the National operation TALLA and liaising with the association of police Health and Safety advisors (APHSA) to ensure a consistent approach to its use.
- 11.5 The Health and safety team lead on the introduction of signage across all of the estate ensuring clear messaging on social distancing and the use of appropriate PPE this work was completed in conjunction with the communications team and Op BION.

- 11.6 Building Audits were introduced to support initial risk assessments with a RAG rating used to identify risk areas, the audits considered two factors. Building compliance and staff behaviours this provided regular information on performance and identified areas for improvement quickly.
- 11.7 COVID champions for each site were established in November who have been providing weekly building inspections to identify additional areas for improvement.
- 11.8 There have been two Health and Safety Executive (HSE) investigations into COVID-19 compliance. The first in support of a PHE request following a significant outbreak of COVID-19 at the northern control room in Mansfield. The second following concerns raised by members of staff transferring into Phoenix House who felt the building was not COVID secure. Both incidents were resolved with no enforcement action taken by the HSE who referred to measures in place at the Northern Control Room as Gold standard.
- 11.9 The profile of the H&S team has increased within the organisation throughout the year with advice and guidance being sought out for risk assessments and office set up. The HS team have adopted a supportive, pragmatic approach to problems whilst ensuring advice is consistent with Op Talla or government regulations or guidance. This has resulted in increased networking and has opened the conversation for other H&S matters.

## **12.0 Actions planned for 2021-2022**

- 12.1 Support the COVID 19 recovery Plan across Nottinghamshire Police working with partners and staff association to ensure a safe return to post COVID-19 working arrangements.
- 12.2 Working within Operation Regain to ensure that the new Midland iTrent solution will bring improved reporting systems that are fit for purpose and support the development of an effective safety management system.
- 12.3 Review of Risk Assessments to identify any improvement opportunities/risks, working with operators to develop a more informed understanding of the process.
- 12.4 Continuation of safety training across management level including locally delivered risk assessment training. Development of a Senior Officer Training day to ensure our leaders understand their responsibilities at a strategic level.
- 12.5 Review guidance and information documents to ensure they are suitable and sufficient to achieve appropriate standards and accurately reflect the risk and current legislation before uploading to new intranet site/use as part of iTrent.
- 12.6 Audit current working practices to identify any weaknesses or gaps in delivery.