

Warwickshire Joint Audit and Standards Committee Report Summary

Meeting Date: 23rd January 2024

Subject: Health and Safety – Annual Report

Contact details: Helen Minett, Senior HSQE & Facilities Manager

Purpose of the report:

The report provides an update with regards to progress of the management of health and safety in Warwickshire Police.

Recommendation:

To review and comment on the report.

Background:

The terms of reference of the JASC requires the committee to be enabled to have the oversight and to provide an independent review of the effectiveness of the management of Health and Safety by Warwickshire Police, the Police and Crime Commissioner (PCC) and the Chief Constable.

Executive summary:

This report provides a summary of the management of health and safety and developments that have taken place since this subject matter was last reported to the 5th July 2023 meeting of the JASC.

Data

Key Performance Indicators

The Health and Safety Manager provides a quarterly report to the Tactical Occupational Health & Safety Committee and the Strategic Occupational Health and Safety Committee.

This includes the key performance indicators:

- Number of accidents
- Number of near misses
- Types of accidents
- Number of RIDDORs
- Number of Health & Safety Inspections Completed
- Investigations

AS&I produce a quarterly report regarding Officer Assaults which is presented at the Tactical Occupational Health and Safety Board.

The Director of Enabling Services reports on sickness levels to the Strategic Occupational Health and Safety Board.

Number and type of incidents reported and relation to previous years (including near misses)

Records have been produced since the end of the Alliance in April 2020.

Type of incident	2020/21	2021/22	2022/23	2023/24 (YTD)	Total
Airwave Problem	1	0	0	0	1
Animal Injury	8	8	0	0	16
Exposed to Harmful substance	6	5	0	0	11
Fell from height	0	0	1	0	1
Hit by moving vehicle/machinery	14	13	7	4	38
Hit Something fixed or stationary	5	6	2	1	14
Injured whilst handling individuals	41	22	10	14	87
Injured whilst handling, lifting or carrying items	9	13	3	5	30
Medical condition or incident	10	8	1	7	26
No Injury - Near miss	45	69	27	29	170
Other	6	2	45	38	91
Physically assaulted by a person	108	83	73	44	308
Potential traumatic incident	0	2	2	0	2
RTC	0	0	2	1	3
Self Harm	0	4	0	3	7
Slipped, tripped or fell on same level	24	23	11	10	68
Other - dog bite	0	0	1	1	2
Training	9	5	10	5	29
Total	286	263	195	162	906

Near misses reported and relation to previous years

Type of incident	2020/21	2021/22	2022/23	2023/24 (YTD)	Total
No Injury - Near miss	45	69	27	29	170

H&S Inspections completed – key findings / actions being implemented

	2020/21	2021/22	2022/23	2023/24 (YTD)	Total
Inspections completed	0	18	59	31	109

The key findings from the health and safety inspections of Force premises are:

- Poor housekeeping – although a lot of rubbish has been removed from sites there continues to be an accumulation.

- Poor welfare facilities – although some welfare facilities have been refurbished over the last three years, there are still issues across the estate. In many stations, the kitchen, toilet, shower and locker rooms are of a poor quality or inadequate.

Investigation of accidents – key findings

The majority of accidents are due to officer assaults and do not occur on Police premises.

These are reported as:

- Injured whilst handling individuals
- Physically assaulted by a person

Trends and recommended corrective actions

The Force continually review the data relating to assaults on Police Officers. This includes looking at the age and experience of Officers, training requirements and the provision of personal protective equipment. Welfare provisions are in place to ensure Officers are supported by the organisation following assaults. The new Nexus system will speed up the notification to supervisors to arrange support via the Health and Wellbeing team and third party organisations.

Culture

Promote a positive and proactive Health and Safety culture across the Force for all officers, staff, visitors and contractors.

The health and safety culture including two way engagement is being promoted via:

- Health and Safety Notice Boards
- Force Orders / The Bear (due to be launched in January 2024)
- Health and Safety Intranet
- Uniform and Equipment Boards
- Armed Policing Board
- Operations, Skills and Policy Group
- Health and Wellbeing Board
- Newly appointed Workplace SPOC at each site
- New quarterly Workplace Boards with Health & Safety on the agenda (which report to the Tactical Occupational Health and Safety Committee)
- Tactical Occupational Health and Safety Committee (which reports to the Strategic Occupational Health and Safety Committee)
- Strategic Occupational Health and Safety Committee

Monitor the Health and Safety training for all officers and staff

Health and Safety Training is monitored on a quarterly basis via data provided by Learning and Development. Training is provided via College Learn. On 1st April 2023, the College of Policing removed all on-line Health and Safety resources. New packages are being developed and released.

These cover:

- Health and Safety in the Workplace
- Introduction to Health and Safety
- Electrical safety in the workplace
- Office Safety
- Asbestos awareness
- Display Screen Equipment
- Fire Safety
- Fire Warden Training (particular focus at the Justice Centres together with Fire Evacuation Chair training)
- Manual Handling

It has been requested that the Introduction to Health and Safety Training module is made mandatory for all Officers and staff.

All Heads of Departments and equivalents will be asked to complete a health and safety training matrix in January 2024 in order to gather details of who holds formal health and safety qualifications, for example NEBOSH General Certificate and members of professional bodies such as IOSH.

Promote the continuous improvement of the Force's Health and Safety management

The Force Health and Safety policy and arrangements are being reviewed and updated and will be published in January 2024.

All estates policies relating to health and safety are being reviewed.

The risk assessment template has been updated.

Monitor the compliance with the Force's Health and Safety Policies and procedures

Compliance with the Force's Health and Safety Policies and procedures is monitored via the action plan. The plan is continually reviewed by the Health and Safety Manager and updates issued at the Quarterly Occupational Health and Safety Boards.

Celebrate and sharing of good health and safety practice at local boards

Good health and safety practice will be shared via the new Workplace Boards which have Health and Safety on the agenda. The Boards feed into the Tactical Occupational Health and Safety Boards.

Plans

H&S Action Plan – Advice / recommendations on matters and issues concerning Health and Safety policies and practices that are to be taken forward

The Strategic Health and Safety Plan

The Strategic Health and Safety Plan is a continuation of the Alliance Plan adapted for the requirements of Warwickshire Police.

There are 72 items which are reviewed on a quarterly basis.

Health and Safety Risk Register

There are four items on the risk register. Progress is monitored on a quarterly basis and reports issued to the Tactical Occupation Health and Safety Board and the Strategic Occupational Health and Safety Board

- Competence
 - On 31st March, the College of Policing removed all on-line health and safety courses provided via College Learn.
 - New courses are now available and details are promoted on the health and safety intranet pages.
 - The completion of the Introduction to Health and Safety College Learn course is due to be made mandatory for all staff in February 2024.
 - The Sargeant's passport training was completed in December 2023 which includes accident reporting and investigations.
 - A supplier is being sourced Fire Warden and Emergency Evacuation Chair training.
 - First Aid training for staff is being reviewed (in particular for sites predominantly occupied staff rather than Police Officers who are trained in First Aid)
 - All Heads of Departments and equivalents will be issued with a training matrix in January 2024 to enable the collection of data relating to the completion of external Health and Safety training eg NEBOSH National General Certificate – these records are not currently kept by Learning and Development
- Management of contractors
 - The Management of Contractors Policy is being reviewed
 - Added appendices to cover requirements of CDM
 - Added a Contractor Guide
- Risk Assessments
 - The Force Risk Assessments are going through the annual review. Once updated they will be issued on the intranet
 - A new Risk Assessment form has been introduced which replaces the simple High, Medium and Low risk ratings with a quantitative rating. This is being trialled with the more high risk areas of the business such as custody.
- Accident Reporting & Investigation
 - The manual system makes recording and producing reports difficult
 - A Power App has been designed for the reporting of accidents and near misses which will make it easier for Officers and staff to report issues
 - The Power App will automatically send the incident details to Supervisors to complete the investigation
 - It is due to be launched in August 2024.

New / expected Health and Safety legislation and any possible impacts

50th Anniversary of the Health and Safety at Work Act

The coming year, 2024, marks the 50th anniversary of the introduction of the Health and

Safety at Work Act 1974. It is anticipated that this will lead to an even greater focus nationally on the management of health and safety.

Building Safety Regulator

The Building Safety Regulator (BSR) is an independent body established by the Building Safety Act, 2022, and is part of the Health and Safety Executive (HSE). BSR will raise building safety and performance standards and oversee a new stringent regime for high-rise residential buildings, as well as overseeing the wider system for regulating safety and performance of all buildings and increasing the competence of relevant regulators and industry professionals. The proposed Principal Designer role related to Building Regulations compliance will have far reaching implication for all projects where a Building Regulations application is required. This may result in higher costs relating to duty holders for construction projects.

Registered Building Inspectors

All Registered Building Inspectors, public and private sector, must comply with the Code of Conduct coming into force in April 2024. This may result in the increased costs of inspectors and non-compliance may result in higher fines.

Retained EU Law (Revocation and Reform) Bill receives Royal Assent

Monitor any changes to UK Health and Safety legislation with this bill. The Retained EU Law (Revocation and Reform) Bill was introduced to Parliament on 22nd September 2022. It's currently going through parliament and is set to automatically scrap more than 2,400 laws, dating from the UK's time as a member of the EU. It is set to take effect from December 2023.

Terrorism (Protection of Premises) Draft Bill

Dependent upon the outcome of the Bill it may result in changes to procedure and increased workload or duties.