

ORIGINATOR: CHIEF CONSTABLE

PAPER NO: AP14/45

**SUBMITTED TO: ACCOUNTABILITY AND PERFORMANCE PANEL –
18 JUNE 2014**

SUBJECT: ANNUAL HEALTH AND SAFETY REPORT 2013/14

SUMMARY:

1. The purpose of this report is to provide an update to the panel in respect of Health and Safety for the period April 2013 to March 2014.

RECOMMENDATION:

1. The Accountability and Performance Panel is asked to note the content of this report.

DETAIL OF THE SUBMISSION

1. KEY ISSUES FOR CONSIDERATION:

- 1.1 The employment transfer of police staff from the Police and Crime Commissioner for Suffolk to the Chief Constable, signified an equal transfer in Health and Safety accountability away from the Police and Crime Commissioner under the Health and Safety at Work Act 1974. The Chief Constable is now deemed the employer of both officer and staff groups and as such now holds the duties placed on the employer by the aforementioned act.
- 1.2 The Health and Safety at Work Act 1974 requires employers with more than five employees to prepare a written statement of health and safety policy together with details of the organisation and arrangements for implementing that policy. These documents must be agreed with representatives of staff associations and published for the information of all who work within the organisation.
- 1.3 As part of the collaboration process the Joint Health and Safety Policy document has been reviewed to represent a single document for both Norfolk and Suffolk Constabularies. As part of this document the legally required policy statement has also been signed by the Chief Constables and Police and Crime Commissioners for their respective forces. The Health and Safety Policy statement for Suffolk can be seen displayed at constabulary premises. The overall Joint Health and Safety Policy, Organisation and Arrangements document is currently being ratified through the governance process.
- 1.4 As identified in the aforementioned Health and Safety Policy and to adhere to the requirements of HSG 65 (Successful Health and Safety Management) the Health and Safety team continue to work on the introduction of joint health and safety arrangement documents to shift towards a single health and safety management system for both Norfolk and Suffolk Constabularies. These documents will serve to meet regulatory requirements placed on the organisations and also direct individuals regarding their specific health and safety responsibilities. Where possible these will be standardised and detail non-standard deviations as appropriate. Joint Arrangements have been compiled to date for Working at Height, Lone Working, Health & Safety Assistance, First Aid and Risk Assessment.
- 1.5 The Joint Force Health and Safety Committee chaired by Deputy Chief Constable Charlie Hall of Norfolk Constabulary continues to represent the overarching governance committee where both Norfolk and Suffolk departments are accountable for their Health and Safety performance. The committee meets quarterly via teleconference with representation from key staff associations and departmental heads from areas such as County Policing Command (CPC), Protective Services and Joint Justice Services for example. The joint force Health and Safety Committee report to the Joint Chief Officer Team (JCOT) on a quarterly basis.
- 1.6 Further work continues in Suffolk with respect to the Health and Safety inputs at County Policing Command (CPC) and District Command meetings to provide improved levels of assurance to the Joint Force Health and Safety Committee
- 1.7 As part of a collaborated approach to Health and Safety training across both Constabularies, the Health and Safety team produced an annual training plan offering core training inputs to all staff levels. The training plan is accessible from the Constabulary health and safety intranet pages in both forces and includes training courses on:

- Chief Officer Health & Safety
- Health & Safety Induction
- IOSH Managing Safely
- Health & Safety for Managers/Supervisors
- Display Screen Equipment Assessor
- Fire Evacuation Marshall
- Basic Manual Handling

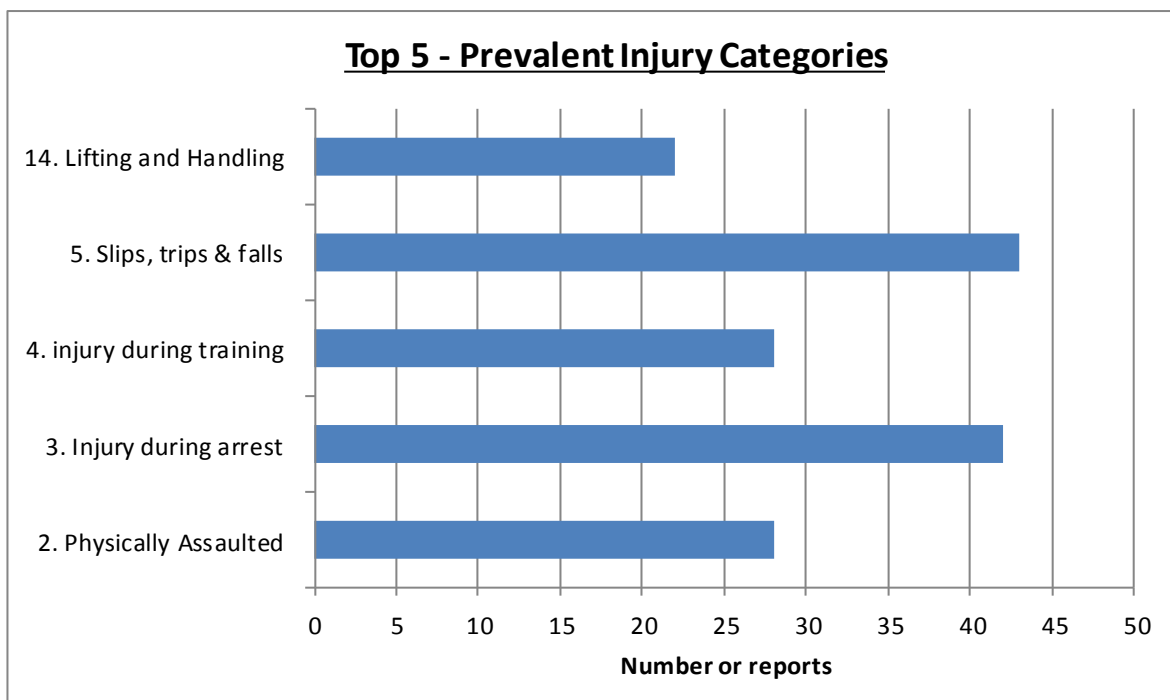
1.8 This fulfils part of the legal requirement for the provision of information training and instruction as required under Section 2 of the Health and Safety at Work Act 1974.

1.9 A new Responsible Person training package is being developed to support Premise Responsible Persons and Business Support Officers in understanding their assigned statutory duties. Further reviews and standardisation is pending on the course content for Fire and Health & Safety induction.

1.10 **Accident/Incident Reporting**

1.11 The period saw the standardisation of accident/incident reporting categories between both forces in order to make trend identification and accident prevalence comparisons easier whilst also standardising reporting requirements for cross border deployed officers.

Accident/Incident Reporting Data



Department					
	CPC incl CCR	Protective Services	JJS incl Custody	All Other Depts	Totals
	Suffolk	Suffolk	Suffolk	Suffolk	Suffolk
Accident/Incident reports received	150	20	18	14	202
Near miss reports received (category 1: no injury sustained)	5	4	2	5	16
Reportable Incidents to the Health & Safety Executive (RIDDOR)	9	1	1	1	12
Total days absence due to injury including RIDDOR	97	49	76	16	238
Accident/Incident forms returned due to no investigation	0	0	0	0	0
Late Accident/Incident form submissions (in excess of 10 calendar days)	5	1	0	2	8

1.12 **Audit & Review**

1.13 The reporting period saw the first internal benchmarking audit of the collaborated Health and Safety Management System using the Royal Society for the Prevention of Accidents (RoSPA) Quality Safety Audit protocol. This served to identify gaps in the current system and aided prioritisation of resources and attention to the key areas identified.

1.14 As part of the Constabularies' assurance framework, the year saw the external audit of the Fire Safety arrangements in place across both Norfolk and Suffolk Constabularies. In respect of Suffolk Constabulary the audit was conducted by Suffolk County Council with a final report having been submitted to the audit committee for consideration. The Health and Safety team have compiled a collaborated management response and action plan of all the audit findings which will serve as a tracker for completion of actions. The Joint Force Health and Safety Committee continue to provide the oversight for completion of the action plan. Resource considerations are ongoing as to how Fire Safety management can be better monitored moving forward.

1.15 **Business as Usual**

1.16 New Health and Safety Team Leader David Nurse took up post in June 2013

1.17 The Health and Safety team completed site inspections on 100% of the Suffolk operational premises/stations during the period

1.18 The Constabulary was not subject to any enforcement authority sanctions during the reporting period

- 1.19 Risk Assessments continued to be generated throughout the year to control risk in identified work tasks. Equally, the requirement for annual review continues to ensure that operational risk assessments remain suitable and sufficient.
- 1.20 Fire Risk assessments have been completed for 100% of all premises across the Suffolk estate in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- 1.21 Regular and timely management information regarding Health and Safety performance and management responsibilities continues to be circulated to departmental leads after each Joint Force Health and Safety Committee.
- 1.22 The Association of Police Health and Safety Advisors continue to develop a cross force auditing protocol for Health and Safety Management. This will provide further benchmarking opportunities against other forces when implemented.
- 1.23 **2014/15 Priorities:**
- The Health and Safety Arrangements continue to be developed as collaborative documents.
 - Fire Audit Action plan completion and the introduction of improved management arrangements and resources for monitoring and completion of Fire Risk Assessment actions.
 - Improved content and application of Fire and Health and Safety Induction programs
 - Movement towards ERP and a standardised means of accident/incident reporting for Norfolk and Suffolk Constabularies

2. FINANCIAL IMPLICATIONS:

- 2.1 There are no direct financial implications associated with this update at this stage

3. OTHER IMPLICATIONS AND RISKS:

- 3.1 There are no identifiable risks arising from this update at this stage

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	N/A
Has the PCC's Chief Finance Officer been consulted?	N/A
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	N/A
Have human resource implications been considered?	YES
Is the recommendation consistent with the objectives in the Police and Crime Plan?	N/A
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	N/A
Has communications advice been sought on areas of likely media interest and how they might be managed?	N/A
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	N/A
Have all relevant ethical factors been taken into consideration in developing this submission?	N/A