

ORIGINATOR: CHIEF CONSTABLE

PAPER NO: AP15/39

**SUBMITTED TO: ACCOUNTABILITY AND PERFORMANCE PANEL –
16 JUNE 2015**

SUBJECT: ANNUAL HEALTH AND SAFETY REPORT 2014/15

SUMMARY:

1. The purpose of this report is to provide an update to the panel in respect of Health and Safety Management for the period April 2014 to March 2015.

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 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.
- 1.2 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 can be seen displayed within Constabulary premises. The overall Joint Health and Safety Policy, Organisation and Arrangements document has equally been approved through the formal governance process. This identifies clear role based responsibilities in the management of health and safety across both Constabularies.
- 1.3 As identified in the aforementioned Health and Safety Policy and to adhere to the requirements of HSG 65 (Managing for Health and Safety), 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 the steps required to manage identified health and safety risks. Joint Arrangements have been compiled to date for Health & Safety Assistance, First Aid, Accident/Incident Reporting and in respect of premise Fire Guidance.
- 1.4 The Joint Force Health and Safety Committee chaired by Deputy Chief Constable Charlie Hall, 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 continues to meet quarterly via video conference, with representation from key staff associations and departmental heads from areas such as County Policing Command, Protective Services and Joint Justice Services. The period has seen a set of established Key Performance Indicators reported on and monitored at the committee which are centred around ensuring:
 - The maintenance of statutory reporting in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (as amended) 2013.
 - Operational risk assessments are being reviewed annually to ensure the ongoing safety of those officers and staff in the front line through the application of effective workplace controls.
 - Health & Safety Inspections and monitoring activities are being undertaken to maintain a safe and healthy working environment.
 - Satisfactory completion rates for mandated training requirements including Fire & Bomb Safety Awareness.

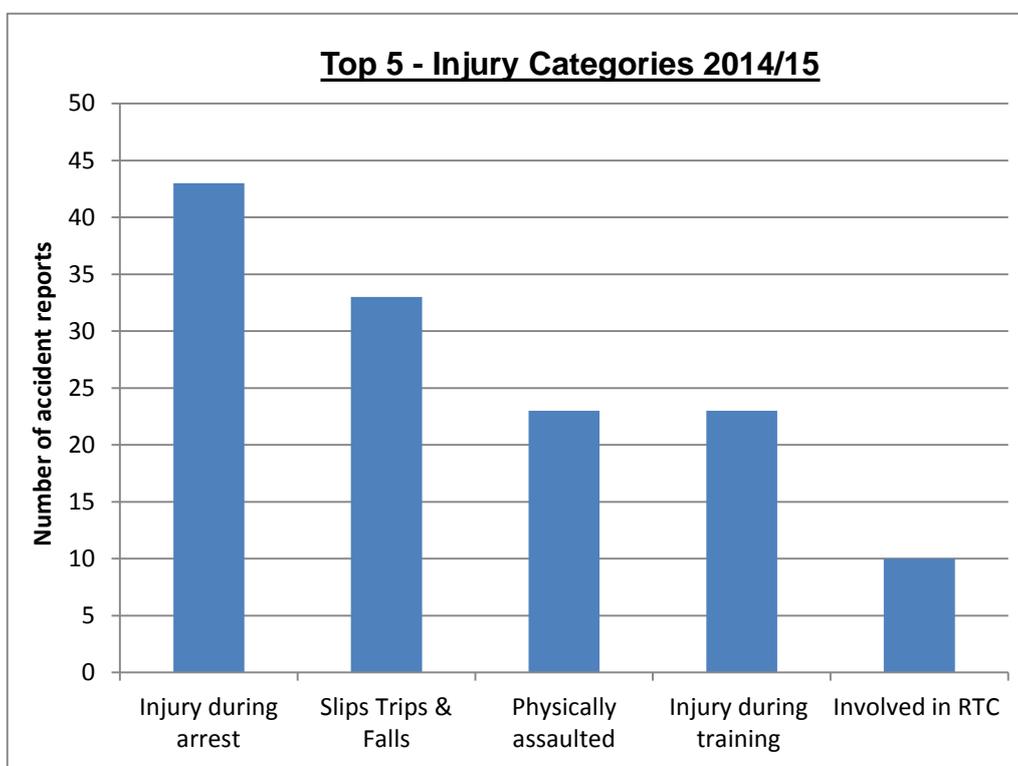
- Fire Risk Assessments as required by the Regulatory Reform (Fire Safety) Order 2005 are undertaken periodically and that the associated actions are being monitored and addressed as required.
- 1.5 The Committee also receive a quarterly briefing document articulating the key occurrences and lessons learnt within the health and safety management system.
- 1.6 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 officer and staff grades. The training plan is accessible from the health and safety intranet page in Suffolk and includes training courses on:
- Chief Officer Health & Safety;
 - IOSH Managing Safely;
 - Health & Safety for Managers/Supervisors;
 - Display Screen Equipment Assessor;
 - Evacuation Marshal;
 - Basic Manual Handling.
- 1.7 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.
- 1.8 The reporting period has seen the development and implementation of new training deliveries in respect of:
- **Responsible Person training** – aimed at ensuring those who are locally assigned the role of Responsible Person understand their oversight responsibilities in respect of the premises they control e.g. fire alarm testing.
 - **Fire and Bomb Safety Awareness** – provides each employee with an initial NCALT e-learning input in respect of fire safety. This training has been implemented with a requirement for a mandatory 3 yearly refresher.
 - **Evacuation Marshal** - the existing packages for Norfolk and Suffolk have been replaced with a joint training delivery in the NCALT e-learning format. This has improved accessibility for the user and removed the extraction and resources associated with the previous face to face delivery model.
 - **Health and Safety for Managers/Supervisors** – this delivery has been reviewed into a joint short course delivery and serves to communicate health and safety responsibilities to those with front line supervisory responsibilities. The emphasis continues to be on conducting risk assessment and the need for employees to receive information, training and instruction commensurate with their role.
- 1.9 Further work continues on the collaboration of a Joint Health and Safety Induction and refresher training package to support compliance with the Management of Health and Safety at Work Regulations 1999. This package will ensure a consistent information offering to all employees of Norfolk and Suffolk Constabularies, so that each understands the basics around reporting accidents, seeking help, personal responsibilities and the arrangements in place for their health and safety.

Accident/Incident Reporting

- 1.10 The core business of front line policing dictates that many of the Constabularies officers and staff are exposed to situations where an injury potential remains. The table below identifies the total number of accident reports received and the most prevalent categories of injury to officers and staff.

Suffolk Constabulary 2014/15	Quarter				Totals
	1	2	3	4	
Accident reports received	54	52	63	45	214
Near miss reports received	3	6	7	2	18
Reportable Incidents to the Health & Safety Executive (RIDDORS)	2	2	4	3	11

- 1.11 In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (as amended) 2013, Suffolk Constabulary reported 9 incidents to the Health and Safety Executive where the injured party was away from work, or unable to perform their normal work duties for more than 7 consecutive days. The Constabulary also reported 2 'Specified Injuries' in accordance with the injury categories described under Regulation 4.



Audit & Review

- 1.12 As part of the Constabularies assurance framework the year saw the external re-audit of the Fire Safety arrangements in place within Suffolk Constabulary. The re-audit was undertaken by Suffolk County Council and identified significant improvements in the management controls in place. The re-audit concluded that the management controls in place were seen as 'effective'.

Business as Usual

- 1.13 The period has seen the development of a Joint Fire Safety Management Policy for Norfolk and Suffolk Constabularies. This document clearly defines the responsibilities within the organisations for fire safety management and the arrangements in place to ensure the proactive monitoring of fire safety systems and equipment is undertaken. The policy is currently being finalised through the approvals and governance process.
- 1.14 The Health and Safety Business Continuity Plan was reviewed and published.
- 1.15 The Premise Monitoring System (PMS) utilised in Norfolk Constabulary to monitor the completion of premise statutory checks across the estate has been rolled out in Suffolk to improve oversight for the area County Policing Commanders.
- 1.16 The Health and Safety team completed site inspections of all required premises across the Suffolk estate.
- 1.17 Suffolk Constabulary was not subject to any enforcement authority sanctions during the reporting period.
- 1.18 Regular and timely management information regarding Health and Safety performance and management responsibilities continues to be cascaded to departmental leads after each Joint Force Health and Safety Committee.
- 1.19 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.
- 1.20 The terms of reference for the Joint Health & Safety Committee were defined and agreed.

2015/16 Priorities

- 1.21 The priorities for 2015/16 are:-
- Continuing the development of Health and Safety Arrangements as collaborative documents.
 - Development and launch of the Joint Health and Safety Induction and refresher training programme.
 - Implementation of Enterprise Resource Planning (ERP) data capture around accident/incident reporting and person based risk assessment. Developing a standardised accident/incident reporting mechanism 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