

ORIGINATOR: CHIEF CONSTABLE

PAPER NO: AP16/23

**SUBMITTED TO: ACCOUNTABILITY AND PERFORMANCE PANEL –
10 JUNE 2016**

SUBJECT: ANNUAL HEALTH AND SAFETY REPORT 2015/2016

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 1 April 2015 to 31 March 2016.

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 The Joint Health and Safety Policy document is now a single document for both Norfolk and Suffolk Constabularies. As part of this document the legally required policy statement needs to be 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 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.
- 1.4 Joint Arrangements have been compiled to date for:-
- Health & Safety Assistance;
 - First Aid;
 - Accident/Incident Reporting;
 - Fire Safety Guidance;
 - Control of Substances Hazardous to Health (COSHH);
 - Display Screen Equipment (DSE);
 - Employment Consultation;
 - Lone Working;
 - Manual Handling;
 - Noise;
 - Occupational Road Risk;
 - Safe Use of Equipment;
 - Use of Portable Electrical Equipment;
 - Violence and Aggression Information Training and Instruction;
 - Management and Use of Police Cycles;
 - Risk Assessment and Workplace Safety and Welfare.
- 1.5 The Joint Force Health and Safety Committee, chaired by Deputy Chief Constable Charlie Hall, Norfolk Constabulary, continue 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:

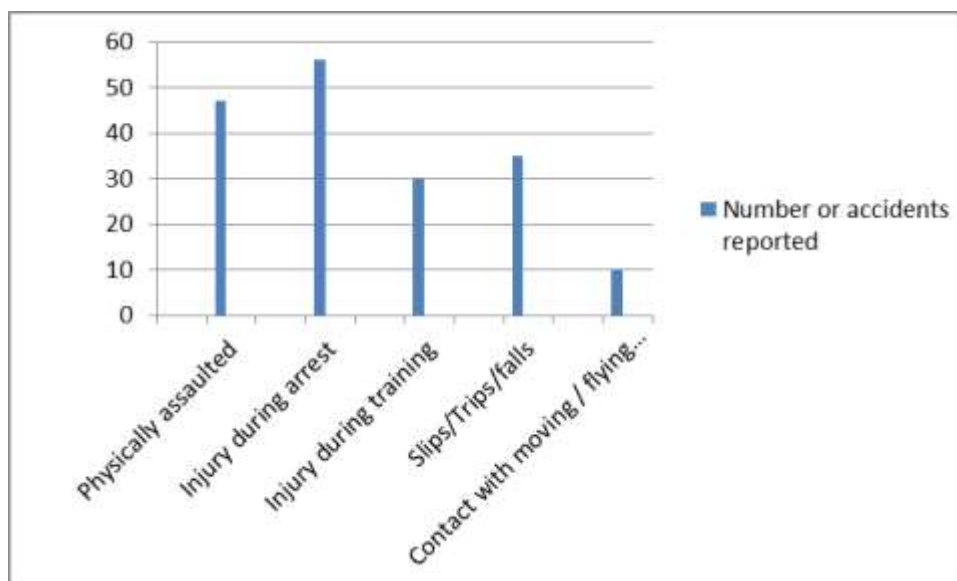
- The maintenance of statutory reporting in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (as amended) 2013;
 - Operational risk assessments are being reviewed annually to ensure the ongoing safety of those officers and staff in the front line through the application 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.
- 1.6 The Committee also receives a quarterly briefing document articulating the key occurrences and lessons learnt within the health and safety management system.
- 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 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;
 - Responsible Person Training;
 - Fire and Bomb awareness;
 - Ladder Awareness;
 - Risk Assessment.
- 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 The reporting period has seen the revision, development and implementation of new training deliveries in respect of:
- **Induction Safety** – The revised joint health and safety induction programme has adopted the Safety Media packages for completion by all new starters going forward. The packages are interactive and generic in nature aimed at ensuring consistent information across both Constabularies.

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 2015/2016	Quarter				Totals
	1	2	3	4	
Accident reports received	52	56	39	55	202
Near miss reports received	7	2	3	4	16
Reportable Incidents to the Health & Safety Executive (RIDDORS)	3	3	0	4	10

- 1.12 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.



- 1.13 Reviewing the last 4 quarters, and looking at pattern from Constabulary data, assaults on police officers are the most common cause of injury closely followed by injury during arrest/restraining a detainee. In respect of Police staff, the most common cause of injury is slips, trips or falls.

Audit & Review

- 1.14 As part of the Constabularies' assurance framework the year saw the introduction of a joint Premises Monitoring System, this allows the monitoring of onsite checks such as fire alarm, emergency lighting, responsible person tours etc. from a shared system thus allowing enhanced management control. The reports from the system are taken to the respective Departmental and Command meetings.

Business as Usual

- 1.15 The Health and Safety Business Continuity Plan was reviewed and published.
- 1.16 The Premise Monitoring System (PMS) is utilised in both forces to monitor the completion of premise statutory checks across the estates to provide for the area County Policing Commanders.
- 1.17 The Health and Safety team completed site inspections of all required premises across the Suffolk estate.
- 1.18 Suffolk Constabulary was not subject to any enforcement authority sanctions during the reporting period.
- 1.19 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.
- 1.20 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.

2016/17 Priorities

- 1.21 The priorities for 2016/2017 are:-
- Continuing the development of Health and Safety Arrangements as collaborative documents;
 - Developing a standardised accident/incident reporting mechanism for Norfolk and Suffolk Constabularies. (Due to go live in both forces June 2016);
 - Developing a standardised Display Screen Assessment for via EnAct 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