CLEVELAND POLICE

Report of the Chief Constable to the Chair and Members of the Audit Committee 23rd June 2016

Executive & Presenting Officer: Mr Graeme Slaughter, Chief Finance Officer

Status: For information

Health and Safety and Fire Safety Annual Report 2015/16

1. Purpose of the report

1.1 To provide Members with an annual report in regard to health and safety and fire safety within Cleveland Police for the period 1st April 2015 to 31st March 2016.

2. Recommendations

2.1 Members are asked to note the content of the report.

3. Reasons

3.1 Background

The combined Cleveland and Durham Specialist Operations Unit (CDSOU) was formed on 1st April 2011. Cleveland Police, via the ROPS team, has continued to be the lead on health and safety matters for the combined unit which includes the development and monitoring of the arrangements for health and safety and fire safety for the additional staff and other resources..

3.2 As part of the Force business transformation programme, from 1st May 2016 the Resilience and Operational Planning Services (ROPS) unit has been returned to Cleveland Police under TUPE arrangements and is therefore once again under the direct management of the Force.

3.3 Competent Persons

ROPS provides a central health and safety and fire safety resource, comprising of three Operational Planning and Safety Officers and an Operational Planning and Safety Manager who together act as the Force competent persons, as required by the Management of Health and Safety at Work Regulations 1999 (amended 2003). This places a legal duty to assist in the development and implementation of measures necessary to comply with the requirements and prohibitions imposed by relevant statutory provisions.

3.4 The Head of ROPS also has responsibility for the facilitation of corporate risk management, insurance and service continuity, emergency planning and

operational planning functions on behalf of the Force, supported by four full-time management posts.

3.5 Health and Safety Consultation

The Force has an established network of Command-based Health and Safety Groups. During 2016-17 this arrangement will be re-visited in the wake of the implementation of the local policing review recommendations. It is envisaged that Command Health and Safety Groups will continue to facilitate co-operation and consultation. This is currently achieved by promoting and developing measures to continuously improve arrangements regarding the health, safety and welfare of staff. The Police Federation and other representative bodies regularly attend the group meetings.

3.6 Each group is chaired by the respective Head (or deputy) for each Command within the Force structure, covering all personnel throughout the Commands and HQ Police Staff. The groups meet on a quarterly basis. Each group reviews injuries and/or incidents, considers local property inspections and hazard notifications. Support is provided to these groups by members of ROPS, the Corporate Estates Team and in the case of PFI buildings, by Tascor. The ROPS Operational Planning and Safety Manager reports to the Risk, Audit and Inspection Monitoring Board (RAIMB) detailing the health and safety status of the Force and providing the necessary feedback to the Board.

3.7 In this period the maintenance of local police premises, periodic health and safety inspections and the testing of the fire alarms in police occupied premises remained the responsibility of the Corporate Estates team. Annual inspections and fire risk assessments remained the responsibility of ROPS.

3.8 The below reflects the meetings attended by Health & Safety staff during this period.

Group	**Number of Meetings**
RAIMB	2
Health and Safety Command Groups	12
Total	14

3.9 Fire Safety

Fire safety risk assessments are conducted by ROPS on a planned cyclical basis and to a recognised standard, Publicly Available Standard 79 (PAS: 79) developed by the British Standards Institute. The assessments ensure compliance with current statute (The Regulatory Reform (Fire Safety) Order 2005) and embrace all premises in which police officers and staff are located, including premises owned, leased or rented by the Police and Crime Commissioner. The table below reflects the assessments/re-assessments undertaken this period.

Tenure of Premises	**Number**
Owned	11
Leased/Partnership/PFI etc	18
Total	29

3.10 Generic defects in a number of premises include inadequate signage, lack of records of test and inspection relating to equipment, particularly records of sufficient fire alarm tests. Defective fire doors and doors wedged open are also common issues.

3.11 The respective Commanders, local police managers and the Corporate Estates Manager have been provided with action plans which reflect the remedial actions required and time scales for completion. Follow-up visits have been made to ensure compliance.

3.12 Health and Safety Training

A programme of health and safety training has been established to ensure that all personnel receive appropriate training commensurate with their role and responsibilities. Training is offered on a themed or bespoke basis. Feedback in the post course evaluation was consistently good across the range of courses provided.

3.13 The table below reflects the training courses delivered this period.

Course Title	**Number of courses delivered 2015/16**
Assessments – Display Screen Equipment Workstations	18
Operational Risk Assessments	2
Office Safety Fire Wardens (Number of courses)	1
Dynamic Risk Assessment (Number of courses- Police Officers and PCSO's)	4
Rope Access Refresher Training (delivered in conjunction with Cleveland Fire Brigade and discontinued in March 2016)	8
Health and safety induction sessions (Number of courses- Police staff)	5
Health & Safety for Managers	3
Special bespoke courses*	28
Total Number of Courses Delivered	**69**

* Includes for example:

- Leaders' Development Training
- Hazardous Materials
- Control Room (Internal)
- Working at Heights and Dynamic Risk Assessment
- Confined space entry and Safety Risk Management (in conjunction with 3rd party providers)

3.14 During the period covered by this report Cleveland Police have continued to use the Managing Safely e-learning course supported by Learning4Business Ltd which is assessed and accredited by the Institute of Occupational Safety and Health (IOSH).

3.15 During this period three staff from the Tactical Training Centre have successfully completed the course. The course remains available subject to respective Command training needs analyses and subsequent nominations by managers.

3.16 A Dynamic Risk Assessment e-learning training module in relation to operational activities has continued to be rolled out to police officers and police staff as a refresher training course as required, and remains a current option to police managers in staff development. This e-learning training is provided free of charge.

3.17 The e-learning training module has been developed in house, again supported by Learning4Business Ltd. The duration of the learning package is 90 minutes and can be accessed by staff at any location with internet availability.

3.18 The e-learning training module has replaced the tutor delivered refresher module for all staff previously trained in dynamic risk assessment and consequently represents a significant saving in officer's time and abstractions.

3.19 The delivery of health and safety training is internally verified by the Training Business Partner which has involved meetings with the tutor for this period.

3.20 Tactical Advice and Operational Support
ROPS has supported Commands and Specialist Teams with health and safety advice in a substantial number of operational activities. Examples include technical advice given to Police Search Advisors (PoLSAs) tasked with searching for vulnerable missing persons, and in entering a property subject to an arson attack requiring specialist safety advice.

3.21 The complete range of services offered by the ROPS team has significantly increased the level of involvement in planned and organised events, particularly those involving force wide resources. Examples include: public demonstrations e.g. the English Defence League (EDL), Royal visits and logistics support to Middlesbrough and Hartlepool football clubs. ROPS has continued to support police critical and major incidents and exercises throughout the year giving tactical safety advice where necessary e.g. flooding, nuclear off-site emergency, cannabis farms, suspected white powder incidents, possible asbestos exposure at crime scenes and suspect packages.

3.22 Health and Safety Inspections
Planned health and safety and property inspections were conducted locally throughout the year by the Corporate Estates team on a quarterly basis. The outcome of these inspections is reported accordingly to Command Safety Groups.

3.23 Planned annual health and safety of the workplace inspections are conducted by ROPS to ensure compliance with the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992 (amended 2002) and the Regulatory Reform (Fire Safety) Order 2005. The table below reflects the inspections undertaken in this period.

Tenure of Premises	**Number of Inspections**
Owned	11
Leased/Partnership/PFI etc	18
Total	29

3.24 The premises inspected were considered as presenting largely 'normal' risk with commonly recurring themes including poor housekeeping, obvious tripping hazards, dirty microwave ovens and refrigerators and random portable appliance testing.

3.25 The respective Commander, local police managers and the Corporate Estates Manager have been provided with action plans which reflect the remedial actions required and time scales for completion. Follow-up visits have been made to ensure compliance with the applicable statutes.

3.26 The ROPS team has conducted two health and safety management audits using the Royal Society for the Prevention of Accidents (RoSPA) QSA system. This process focuses on the management of an organisations health and safety structure and the associated arrangements for legal compliance. The areas audited were:

- Incident Resolution Teams (North) and
- Scientific Support Unit

The audit results and outcomes were subsequently presented to the relevant Command management teams, Corporate Estates and the health and safety sub-groups. The RAIMB agrees the focus of the RoSPA audits and the findings are presented to RAIMB by the Force Risk and Insurance Manager.

3.27 Injuries on Duty

In his report 'Common Sense, Common Safety', published in October 2010, Lord Young proposed amendments to Regulation 3(2) of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

3.28 Now adopted, the period of incapacitation after which an injury to a person at work must be reported to the Health and Safety Executive (HSE), changed from over three to over seven days, effective from 1st April 2012. Subsequent amendments to the reporting processes for the RIDDOR Regulations in 2013 included the requirement to report to the HSE those individuals who were 'restricted' by nature of their injuries at work from performing their normal work routines e.g. a police officer returning to work and being unable to perform frontline operational patrol duties i.e. recuperative or restricted duties.

3.29 The resulting impact for Cleveland Police saw an increase in RIDDOR reports submitted to the HSE in 2013/14. Since then, in the year 2014/15 there was a reduction from 42 RIDDOR reports to 36. 2015/16 has seen the figure remain static at 36.

3.30 In order to ensure the timely submission of injury reports, an electronic template reporting system has been in use since 2012. This has continued to be a success and will remain the preferred reporting mechanism for the recording of injuries on duty.

3.31 Appendix 1 to this report provides an illustration of trends[1] in the number of injuries sustained per annum over the past 3 financial years and the agent or factor leading to injury. However the following summary is provided for information:

- The number of injuries sustained per financial year:
  - Reported injuries on duty have decreased during the 2015/16 period by approximately 12.2%, compared to the previous year.
  - HSE RIDDOR reportable injuries, which generally are more serious and result in incapacitation for more than 7 days, have remained at the same level as the previous year.
  - These RIDDOR reports accounted for 12.8% of the total injuries reported. HSE reportable injuries include those where police officers and police staff return to work but are not fit for operational or their normal work activities and are therefore re-assigned to restricted or recuperative duties.

- The agent or factor leading to injury:
  - The statistics reflect that the two primary causes of injury to police personnel remain as being assaulted and injured whilst restraining violent persons:
    - Injuries incurred whilst restraining a person have increased from 64 to 72 reported incidents
    - Injuries incurred as a result of being assaulted whilst on duty have increased from 77 to 85.
  - Other than in these two categories, the overall trend in causational factors has been positive, with a reduction in the majority of categories or maintenance in zero levels of reporting in others.

Further detail is shown in Table 5 in the Appendix.

3.32 Risk Assessment

ROPS manage a database of generic and specific role related risk assessments. They are available to all the Commands and Specialist Support Units who are also encouraged to produce local risk assessments and publish them on their respective share point web pages. A continual review of these risk assessments is carried out by ROPS in consultation with the respective Managers and amendments made where necessary. The reviews also consider any trends in related injuries, changes in applicable legislation, operational training, equipment and best practice contained within relevant publications such as those produced by the National Police Chiefs' Council, the Home Office and the National College of Policing.

3.33 A number of specific risk assessments have also been carried out in support of police operations. These have been both planned and spontaneous and have included Crime Operations and site specific searches on behalf of Firearms and Dog Support Unit, including third party owned venues.

3.34 Assessments have also been conducted which relate to the use of third party premises for dynamic training purposes. These assessments include commercial properties under redevelopment, chemical sites, marine vessels and military locations.

[1] Data is valid at the date of this report and may be subject to alteration due to delays in injury reports being received.

3.35 Hazards associated with these assessments may include the presence or use of chemicals, asbestos, electricity, radiation, biological agents and structural integrity (collapse of a building or capsize of a vessel) which may have an impact on police officer and in some cases public safety.

3.36 Links with the Health and Safety Executive
The HSE is the enforcing authority for health and safety legislation within the police service.

3.37 During the year 2015/16 the ROPS team has continued to maintain contact for information and advice with the HSE Regional Inspectors who have responsibility for the Police Service.

3.38 During this reporting period the ROPS team have continued to utilise the HSE RIDDOR electronic accident reporting system. This has increased efficiency and minimised any delays in the reporting process.

3.39 Members may be assured that to date Cleveland Police has not been subject to investigation or any enforcement action by the Health and Safety Executive either informal or formal. However, the HSE has been informed and the IPCC are formally engaged in examining the circumstances surrounding the injury sustained by a young male child as the result of an attack by a police dog. The organisation awaits the outcome of the formal investigations by those bodies.

3.40 The ROPS team has continued to work closely with Cleveland Fire Brigade and North East Ambulance Service (including the Hazardous Area Response Team) and consequently enjoys a sound professional relationship with both organisations.

4. Implications

4.1 Finance
The ultimate aim of a pro-active health and safety and fire safety management regime is to aid the reduction of injuries and subsequent sickness absence and lost time, damage to property and equipment thereby reducing the associated human and financial cost. This includes defending civil litigation.

4.2 Diversity and equality opportunities
The consideration of the diverse needs of people is included in the production of suitable and sufficient health and safety and fire safety risk assessments which may include Personal Emergency Escape Plans and the installation of appropriate information and warning systems in the Force premises. The ROPS team are represented on both the Force Disability Support Network and the Staff Equality Forum.

4.3 Human Rights Act 1998
There are no Human Rights Act implications arising from the content of this report.

4.4 Sustainability

The prevention of injury and damage or loss to property and equipment is an essential element of proactive management at all levels and a reflection of safe working and risk management.

4.5 Risk

Accurate management information presented in this and future reports will deliver the assurances which both the Chief Constable and the Police and Crime Commissioner require in terms of health and safety and fire safety governance.

5. Conclusion

5.1 2015/16 saw an overall reduction in the number of injuries sustained by police officers and police staff, including PCSOs and Special Constables, whilst on duty from 320 to 281 incidents. This equates to a fall of 12.2%

5.2 By far the highest volume of injuries continues to be the outcome of two causational factors. Across the reporting period the Force saw a 10.3% rise in the number of officers being assaulted whilst on duty and a 12.5% increase in the number of those injured whilst restraining persons prior to arrest. Conversely, the number of officers injured during a foot pursuit decreased by 50% and those injured during a police vehicle incident by 35.3%. Table 6 in the Appendix to this report displays the top 12 categories of recorded injuries.

Graeme Slaughter
Chief Finance Officer

Appendix 1

Health & Safety Report Statistics 2015-16

The following tables are for information and the purposes of illustration of trends and causational factors. The overall data is compared over the recent 5 year period. More specific data is compared over a 3 year period due to slight amendments to data collection, reorganisation under the Orbis programme (Table 4) and variations in the categorisation of causational agent or factor (Table 5).

Key to Tables	
	Indicates an increase from the previous period
	Indicates no deviation from previous period
	Indicates a decrease from the previous period

Table 1: Reported Injuries on Duty by Year

Year	Number	Moving Mean	Disposition	Incidence Rate
2013/14	311	371	1707	182
2014/15	320	342	1455	220
2015/16	281	304	1424	197

Table 2: Injuries Reportable to the HSE

Year	HSE (RIDDOR)	% of Total Injuries	Incidence Rate
2013/14	42	13.5	24.6
2014/15	36	11.25	24.7
2015/16	36	12.81	25.3

Table 3: Injuries by Status (3 year Comparison)

Status	2013/14	2014/15	2015/16
PCSO	20	15	17
Police Officer	282	287	252
Police Staff	4	12	8
Special Constable	5	6	4
Totals	311	320	281

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Table 4: Injuries by Unit/ Department

Unit/ Department	2014/15	2015/16
CDSOU	31	17
Custody	3	6
Executive	1	0
Human Resources	2	5
Hub Control Room	1	1
Hub Intelligence	4	1
INT N (H Crime)	2	2
INT N (H Neighbourhoods)	3	14
INT N (S Crime)	2	3
INT N (S Neighbourhoods)	21	11
INT S (M Crime)	3	6
INT S (M Neighbourhoods)	26	20
INT S (R Crime)	1	4
INT S (R Neighbourhoods)	9	11
INT Volume (Crime Support)	2	1
INT Volume (Communities)	2	0
IRT N (H)	39	22
IRT N (S)	34	40
IRT S (M)	54	56
IRT S (R)	22	31
Major Crime	2	2
Operations Support	29	10
PHT	1	1
PSD	1	1
PVP	1	3
Special Constabulary	6	4
Specialist Crime	16	8
TCP	2	1
Total	**320**	**281**

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Table 5: Causational Agent or Factor (3 year comparison)

Agent or Factor	Total 2013/14	Total 2014/15	Total 2015/16
Allegation of Stress	0	3	3
Body armour complaint (Alleged related Injury 9/10)	1	0	0
Contact with a firearm	0	0	0
Contact with a fixed or stationary object	8	9	8
Contact with an edged weapon/hypodermic needle	2	1	4
Contact with a moving vehicle	6	4	1
Contact with a moving, flying or falling object	11	8	8
Electrocution	0	0	0
Exposed to a harmful substance	9	2	3
Exposed to incapacitant	1	1	0
Fall from chair	0	0	0
Fall from height	1	2	1
Getting into/out of vehicle	4	7	8
Injured as a result of suffering burns	2	2	2
Injured by an animal	19	7	10
Injured in Police Vehicle Incident (PVI)	17	17	11
Injured whilst climbing	7	2	2
Injured whilst deploying stinger	0	2	0
Injured whilst driver training	0	0	0
Injured whilst firearms training	1	1	0
Injured whilst forcing entry to premises	7	4	3
Injured whilst handling, lifting or carrying	19	16	6
Injured whilst in foot pursuit	12	20	10
Injured whilst involved in T-PAC manoeuvre	0	1	0
Injured whilst MOE training	0	0	0
Injured whilst on horseback	1	0	0
Injured whilst personal safety training	11	21	12
Injured whilst PSU training	3	4	3
Injured whilst receiving physiotherapy	0	0	0
Injured whilst restraining a person	80	64	72
Injured whilst riding a motorcycle/pedal cycle	7	8	5
Injured whilst running	4	7	2
Insect bite	0	1	0
Physically assaulted by a person	55	77	85
Slipped, tripped or fell on same level	18	26	19
Sports injury on duty	1	0	0
Display screen equipment	2	1	1

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Injured whilst driving whilst at work	2	2	1
Infectious disease contracted on duty	0	0	0
Annual Totals	**311**	**320**	**281**

Table 6: Main Agent or Factor (3 Year Comparison)

Agent or Factor	**2013/14 Totals**	**2014/15 Totals**	**2015/16 Totals**
Contact with a fixed or stationary object	8	9	8
Foot pursuit	12	20	10
Getting into/ out of a vehicle	4	7	8
Contact with a moving, flying or falling object	11	8	8
Injured in Police Vehicle Incident (PVI)	17	17	11
Injured whilst handling, lifting or carrying	19	16	6
Injured whilst personal safety training	11	21	12
Injured by an animal	19	7	10
Injured whilst restraining a person	80	64	72
Injured whilst riding a motorcycle/pedal cycle	7	8	5
Physically assaulted by a person	55	77	85
Slipped, tripped or fell on same level	18	26	19
Totals	**261**	**280**	**254**