



Annual Health & Safety Report April 2022/23

Author: C6519 N Sutton. Acting Health & Safety Manager.

Date: 9th June 2023

Contents

- Introduction.
- Background.
- Internal Audit.
- New Health & Safety Sharepoint Site.
- Health & Safety Consultation.
- Estate Building Inspections.
- Equality, Diversity and Inclusion.
- Injuries on Duty.
- Conclusion.
- Appendix 1.

Introduction

This report has been prepared for the information of the Joint Audit Committee to inform on Health & Safety provision within Cleveland Police, as required under *The Health & Safety at Work Act 1974*, *The Management of Health & Safety Regulations 1999* and the *Police (health and Safety) Act 1997*.

Background

This report covers the period between April 2022 and March 2023. During this time significant changes have been proposed and are being implemented to Health & Safety provision within Cleveland Police. These proposals are being introduced as a result of findings from an internal audit completed in October 2022 by RSM UK Risk Assurance Services LLP. At the time of this audit the responsibility for Health and Safety arrangements in Cleveland Police sat with the Operational Planning and Safety Manager who acted as the force 'Competent Person' for Health & Safety. This position is a requirement under *Section 7(1) of The Management of Health & Safety Regulations 1999*. However, this manager also had responsibility for force Operational Planning and Counter Terrorism. This manager was supported by four Operational Planning and Safety Officers (two of which job share) who, in addition to their other duties, manage the routine reporting of Injuries on Duty, the requirements under *the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* and conduct display screen equipment assessments under *The Health and Safety (Display Screen Equipment) Regulations 1992*.

In January 2023 this situation was changed, and a position of a 'stand-alone' Health & Safety Manager was introduced. This position was taken in an 'acting' capacity by a suitably qualified

member of the Operational Planning and Safety team, whilst Human Resources Department completed a recruitment process for a new Health & Safety Manager. This process has happened twice with no suitable candidate being identified. As such, the position of Health & Safety Manager within Cleveland Police remains as an 'acting' position.

Internal Audit Report 6.22/23 dated 6th October 2022

The internal audit on Health & Safety arrangements within Cleveland Police was completed in October 2022 with a view to reviewing Health & Safety policies, injury on duty reporting arrangements, annual premises inspections, Health & Safety training and the risk assessment process. The audit identified ten management actions that were required to be implemented. Five actions were regarded as high priority, three medium and two low. The time limit for introduction of the required changes is 30th September 2023.

A 'Gold Group' headed by a Chief Superintendent was introduced to ensure compliance with these management action requirements.

Number	Management Action	Required Completion Date	On time
1.1	H&S policy to be reviewed and presented to CC for approval	March 23	
1.2	Interim measure to review strategic statements.	December 22	
2.1	Review of H&S elearning courses from CoP and make mandatory.	July 23	
3.1	H&S training for Chief Officers	July 23	
3.2	Line management responsibilities to be disseminated across the force.	July 23	
4.1	Reintroduction of quarterly H&S meetings (post Covid)	July 23	
5.1	Introduction of a RAMS register.	March 23	
5.2	Review of existing RAMS	March 23	
6.1	RIDDOR reporting dates to be recorded to ensure compliance.	March 23	
6.2	Compliance with 7PP to be monitored.	Sept 23	
7.1	Introduction of Near Miss register.	Sept 23	
7.2	Near Miss reporting to be included in QH&S meetings.	March 23	
8.1	Lessons Learnt to be introduced into QH&S meetings.	Sept 23	

9.1	H&S matters to be reported to the appropriate board as a standing agenda item.	Sept 23	
10.1	H&S report 2021/22 to be benchmarked.	March 23	
10.2	Data analysis on IOD figures to identify trends.	March 23	
10.3	Recruitment of H&S manager	March 23	

All management actions required by the audit have been completed, except for the review of CoP elearning H&S packages and recruitment of a Health & Safety Manger.

Training

CoP H&S packages were withdrawn by the CoP in March 2023 as being non inclusive. Prior to withdrawal, these packages were made mandatory in accordance with the audit requirements and subsequently 40% of Cleveland Police officers and staff completed the relevant packages successfully. The CoP have indicated that new packages will be available within the next few weeks, however, if this was not to occur within an acceptable time frame Digital Learning Department have the information available to be able to produce bespoke Cleveland Police packages to support the force.

Bespoke executive training has been procured and is to be provided to all executive officers via an attendance course that is to take place in late June 23.

Recruitment

This position of Health & Safety Manger continues to be filled on an acting basis by a suitably qualified staff member from the Operational Planning and Safety team. HR continue with attempts to recruit a suitable candidate to fill this role permanently. The two staff positions of Operational Planning & Safety Officers continue to support the Acting Health & Safety Manger.

New Health & Safety Sharepoint Site

A new Health & Safety Sharepoint Site has been introduced to create a central point of contact and information for officers and staff for all matters relating to Health & Safety. This site allows the force to comply with many of the requirements of the internal audit. The H&S sharepoint site is now easily accessible for all officers and staff under the Force Intranet page, Key Info. This site includes access to the force H&S policy (and any other relevant policies). The register of risk assessments as required by the audit. Access to information

regarding quarterly health and safety meetings and agendas. Various presentations and training materials that are of interest, all property inspection reports and a portal for the reporting of injuries on duty and near misses. This portal utilises Microsoft 365 Forms, which allows for the data flow, with regard to this health-related information, to be controlled and compliant with the *General Data Protection Regulation (GDPR)* and the *Data Protection Act 2018 (the data generated by the MS365 Forms data flow process began on 1st April 2023 and as such the statistics from this data sits outside of this report)*.

Health and Safety Consultation

Quarterly Health and Safety meetings have been reintroduced across the force. Meetings now take place and are chaired by senior officers from Local Policing, Crime Command, Specialist Operations and the Tactical Training Centre. All officers and staff are free to attend these meetings or be represented by their Federation or Unison reps in accordance with *The Health and Safety (Consultation with Employees) Regulations (HSCER) 1996* and *The Safety Representatives and Safety Committees Regulations (SRSCR) 1977*.

Near misses, lessons learnt and all injuries on duty are discussed at these meetings from where any actions can be directed, information disseminated or elevated to executive level, if required.

Estate Building Inspections

Annual Health & Safety inspections and Fire Risk Assessments are carried out on a rolling programme throughout the Cleveland Police estate. These inspections ensure compliance with the *Workplace (Health, Safety and Welfare) Regulations 1992* and the *Regulatory Reform (Fire Safety) Order 2005*. These inspections are conducted by the Acting Health & Safety Manager in company with a representative from Corporate Estates and the relevant building manager. These inspections generate reports and action plans that are then disseminated to the relevant persons and discussed at quarterly meetings to ensure compliance with any recommended improvements.

During this reporting period two premises of concern were highlighted. Redcar town office has been subject of a vermin infestation that has required the closure of the building for a number of weeks. This building is occupied under a Private Finance Initiative (PFI) and is managed by TASCOR. All work on this building is now complete and is safe for use.

Force stores located within the Billingham Police Station is currently running over capacity due to the significant increase in recruiting in the force. This has caused concern that has required the use of office space to be utilised for the storage of clothing and equipment so as to ensure compliance with the *Regulatory Reform (Fire Safety) Order 2005*.

Equality, Diversity, and Inclusion

To ensure compliance with the *Equality Act 2010* procedures are implemented by line managers to provide emergency egress to officers or staff that are subject to mobility issues. These procedures take the form of *Personal Emergency Evacuation Plans (Peeps)*. These plans may require the use of evacuation chairs that are installed in the relevant locations by Corporate Estates. Corporate Estates also train sufficient staff to assist in the event of an emergency evacuation and inspect, maintain and test all this equipment in accordance with legislation and manufacturer's instructions.

Injuries on Duty

Although the reporting process for injuries on duty has now changed, this report is limited to the reports that have been submitted under the old system of A09-03 Force Template submission between April 2022 and March 2023.

This year has seen an increase in the total injuries on duty reported from 179 in 21/22 to 196 for 22/23. Although this may appear a significant increase, it must be considered in relation to the total force disposition that has also significantly increased (see Table 1).

Certain injuries are required to be reported to the HSE under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*. These reports are required for injuries reported that require over seven days away from the workplace or for those who are unable to conduct their routine activities (light duties). These reports give an indication of the severity of the injury sustained. This year shows a decrease from 14 in 21/22 to 12 in 22/23 (see Table 2).

The causation factors applied to injuries on duty have been reduced to five categories to give clarity to this report (Table 4). Table 4 shows that assaults on officers continue to be the most significant cause of injury to Cleveland Police personnel (50). This is closely followed by injuries that are sustained whilst officers are in the process of detaining violent offenders (37). This shows that over 44% of injuries suffered by Cleveland Police personnel are sustained whilst in the process of dealing with violent incidents.

The remaining main causation factors relate to slips trips and falls (38), driving related injuries (18) and stress induced illnesses (16).

Main causation factors account for over 81% of all injuries/illnesses sustained by Cleveland Police personnel.

Conclusion

This reporting year has seen a significant improvement in the Health and Safety processes and procedures that are now in place within Cleveland Police. The internal audit dated October 2022 has set a minimum standard that has been achieved and this has given a solid 'launch pad' for further improvements to be made. The withdrawal, by the CoP, of their Health and Safety elearning packages has slowed down the implementation of improved training, however, this is likely to be quickly resolved when the new packages come online. The new Health and Safety sharepoint site has given every member of the organisation a single point of contact for all aspects of Health and Safety and simplified the process of reporting injuries on duty. The reintroduction of quarterly Health and Safety meetings, post covid, allows for all members of staff to have their voice heard within the organisation and changes to be implemented. The Cleveland Police estate is generally in very good condition with only a few areas of concern that are easily monitored by the improved reporting process that is now in place. The main area of concern is the main force stores facility in Billingham Police Station that is operating over capacity. Management action will allow this department to remain within regulations, however, if the force is to continue at its current or larger disposition then there may be a requirement to move this department to a more suitable premises.

With the continuing recruitment of new officers and staff over future years, there may continue to be an increase in injuries on duty sustained, but this should be considered in the context of incidence rate as opposed to overall injury levels.

Cleveland Police can be assured that it remains within all required regulations and legislation.

(Note: Reporting year 2021/22 saw a significant decrease in the number of injuries on duty reported. At the request of the Joint Audit Committee, this change prompted a review of the statistics by the Review and Assurance Team, who reported their findings in April 2023. These findings identified weaknesses in the knowledge of staff and line managers with regards to their responsibility to report injuries on duty. This situation has been addressed by the circulation of guidance to all and is to be further reinforced by the mandatory training that is to be rolled out to line managers in the coming months).

Appendix 1:

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

Table1: Reported Injuries on Duty (5 year comparison).

Year	Number	Moving Mean	Disposition*	Incidence Rate
2018/19	260	260	1737	150
2019/20	276	257	2201	125
2020/21	251	258	2370	106
2021/22	179	242	2469	72
2022/23	196	232	2746	71

Table 2: Injuries on Duty reportable to HSE under RIDDOR (5 year comparison).

Year	HSE (RIDDOR)	% of Total Injuries	Disposition*	Incidence Rate
2018/19	38	15	1737	22
2019/20	19	7	2201	9
2020/21	26	10	2370	11
2021/22	25	14	2469	10
2022/23	24	12	2746	9

* (Disposition figure is the total of Police Officers, PCSOs, Special Constabulary and Police Staff)

Table 3: Injuries by status (5 year comparison, RIDDOR shown in brackets)

Year	PCSO	Police Officer	Police Staff	Special Constabulary	Total
2018/19	16	230	9	4	259+1
2019/20	11	251	14	0	276
2020/21	5	232	12	2	251
2021/22	4	165	9	1	179
2022/23	13(0)	161(23)	22(1)	0	196

Table 4: Main Causation Factors (Injury on Duty).

Assaults by a violent offender.	50
Injuries sustained whilst restraining a violent offender.	37
Slips, trips and falls.	38
Driving related injuries.	18
Stress related illness.	16
Other	37
Total	196