



# **CLEVELAND POLICE**

Annual Health & Safety Report April 2023/24

Author: C6519 N Sutton. Health & Safety Manager.

Date: 7th June 2023

## Contents

1. Introduction.
2. Internal Audit & Cleveland Fire and Rescue Service Review.
3. Health & Safety Sharepoint Site.
4. Health & Safety Consultation.
5. Estate Building Inspections & Fire Risk Assessments.
6. Injuries on Duty.
7. Training.
8. Risk Assessment.
9. Equality, Diversity and Inclusion
10. Conclusion.
11. Appendix 1.

### 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*, *The Police (Health and Safety) Act 1997* and all associated regulations.

The Health & Safety Manager acts as the Force 'competent person', as required by the *Management of Health and Safety at Work Regulations 1999*.

The above legislation sets out legal requirements and responsibilities for all organisations with regards to their staff and those affected by their actions. Cleveland Police are fully committed to the management and discharge of our responsibilities as employers under the above legislation and other relevant statutory provisions and codes of practices.

### 2. Internal audit and Cleveland Fire and Rescue Service Review 2024.

In October of 2022 Cleveland Police were subject to an internal audit of their Health and Safety arrangements. This audit was conducted by RSM UK Risk Assurance Services LLP (RSM), who made five high, three medium and one low priority recommendations. All recommendations were completed within the required time frame. RSM conducted a further audit in 2023 and reported their findings in February of 2024 recommending two high and five low priority management actions. All recommendations are now complete. One of the high priority actions required 'the timely reporting of Injuries on Duty by line managers' which is held under constant review by the H&S Manager to ensure compliance with *The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013*. The other high priority action required the completion of all the outstanding building assessments. This recommendation was completed in mid-January 2024.

In May 2024 Cleveland Police have requested Cleveland Fire and Rescue Service undertake a peer review of Cleveland Police's Health and Safety arrangements and provide evidence-based recommendations that when implemented, will ensure that the Force is able to meet its statutory responsibilities and mitigate against any current or future organisational and operational risks. The review is ongoing and a decision is yet to be made on the likely completion date.

### **3. Health & Safety Sharepoint Site**

The Health & Safety Sharepoint Site has been upgraded by Digital Services Department onto the new Microsoft Sharepoint Online. This is a greatly improved platform for the dissemination of safety related material and advice throughout the force. The Sharepoint site is available to view by all officers and staff and includes access to; the injury on duty reporting process, Risk Assessments, the Seven Point Plan (advice re-assaults on officers), Building Assessments and Fire Risk Assessments and advice on a host of different safety related matters.

### **4. Health & Safety Consultation**

Health and Safety meetings are now held regularly across the force. Meetings now take place on a quarterly basis as a stand-alone meeting for Local Policing Command and the Tactical Training Centre and as a standing agenda item on Specialist Crime Command, Prevent Command and Matrix/Specialist Operation/FCR Senior Management Team meetings. All H&S meetings are chaired by a senior police officer or equivalent staff member. All officers and staff are free to attend these meetings or be represented by their Federation or Unison representatives, 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 Injuries on Duty are discussed at these meetings. Actions are directed and tracked on the action plan and details of the meetings are recorded in the minutes.

The H&S Manager sits as a board member and advisor on all quarterly Command H&S meetings, Command Senior Management Team meetings, the quarterly Custody Management meeting, quarterly Property Management meeting, the quarterly Dress and Appearance Group and the quarterly Civilians in Policing meetings.

## **5. Estate Building Inspections & Fire Risk Assessments**

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 (as amended 2002)* and the *Regulatory Reform (Fire Safety) Order 2005*. These inspections are conducted every three months by a member of Estates and Facilities Department and annually by the Health & Safety Manager in company with a representative from Estates and Facilities Department and the relevant building manager. These inspections generate Fire Risk Assessments and H&S reports and action plans that are then disseminated to the relevant building managers, the Estates and Facilities Manager and discussed at quarterly H&S meetings with the relevant senior police officer or staff equivalent to ensure compliance with any recommended improvements. During this reporting period 29 premises were assessed.

Fire evacuation drills, the testing of fire alarms and the recertification of fire extinguishers remain the responsibility of the Estates and Facilities Department. Fire evacuation drills take place every 6 months at all police buildings. Fire alarm tests are conducted weekly and the recertification of fire extinguishers is contracted out to a suitably qualified private company and takes place every 2 years. Compliance of this testing regime is monitored during the annual H&S Fire Risk Assessment reviews in compliance with PAS 79 and *The Regulatory Reform (Fire Safety) Order 2005*.

## **6. Injuries on Duty**

The injury on duty figures, as submitted, for this reporting period appear to have increased significantly, however, over the previous two years we had seen an approximate 30% drop in reported injuries from the period 2019/20 and 2020/21. This anomaly was identified and the data sent for analysis to the Review and Assurance Team, at the request of the Joint Audit Committee in 2022, who reported their findings in April '23. Their report suggested that this may have been due to the knowledge of reporting responsibilities amongst staff and first line managers. Subsequently force wide communications and training has been implemented this year to increase this awareness and has seen the figures return to their previous levels (see Appendix 1: Table 1).

Analysis of the injury on duty reports shows that 'assaults on officers and 'injuries sustained by officers whilst attempting to restrain violent offenders' have increased dramatically (see Appendix 1: Table 4), however, what must be taken into account, is that reporting has also significantly increased due to improved guidance and the force disposition has slightly decreased. Both factors, when taken together, would tend to show a larger percentage increase but should be considered against the overall reported injuries in years 2019/20, which showed a much higher incidence rate (see Appendix 1: Table 1).

Certain injuries are required to be reported to the Health and Safety Executive under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013* (RIDDOR). These reports are required for certain specified injuries and for injuries reported that require

over seven days away from the workplace (sick leave) 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 and although they have increased to 30 for the reporting period, this equates to 11% of total injuries, which is a decrease of 1% from the previous year (see Appendix 1: Table 2).

The Injury on Duty reporting process was changed on 2022 to ensure compliance with the General Data Protection Regulation (GDPR). This change required officers and staff to report injuries via a portal on the H&S Sharepoint site. However, during this reporting period this system has proved problematic with some reporting officers failing to report or failing to report the circumstances to their respective supervisors in a timely manner and has caused administration issues for the H&S Department. This has resulted in a more streamlined process being introduced for the upcoming reporting period. Officers and staff are now expected to discuss the injury or incident with their supervisor during their duty day and the supervisor is then required to submit the report, via H&S Sharepoint Site, direct to the H&S Department immediately. In the event of an officer or member of staff being unable to discuss the matter with a supervisor due to their injury then the supervisor is expected to submit the report with as much information as available at the time and update accordingly. This process will ensure compliance with *The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)*.

## **7. Training**

Initial H&S awareness training is provided by the H&S Manager to all recruits to Cleveland Police including Police Officers, PCSO's, Force Control Room staff, Special Constables and members of police staff.

In addition to this initial awareness training all employees are required to complete a mandatory College of Policing eLearning package on H&S in the workplace. All supervisors are also required to complete a mandatory College of Policing Principles of Risk Assessment eLearning package. Other advisory eLearning packages are also available via College Learn and the H&S Department give guidance to officers on those packages that are particularly relevant to their specific area of work, (such as 'Working at Heights' for Licensed Search Officers or 'Asbestos Awareness' for Crime Scene Investigators).

## **8. Risk Assessment**

*Section 3(1) of The Management of Health & Safety Regulations 1999* requires all employers to make suitable and sufficient assessment of risks to the health and safety of their employees and others affected by their undertaking.

The H&S Manager holds a library and register of generic risk assessments that are published on the H&S Sharepoint site, for the use of all officers and staff. Specific risk assessments are also created by the H&S Manager for unique situations that arise in force in conjunction with

the incident manager/supervisor. The responsibility for the production of risk assessments lies with the manager/supervisor who creates the risk as they are the expert in that area of business.

Risk assessments are held under constant review by the H&S Manager and amendments made in consultation with the respective manager where necessary.

It is the responsibility of line managers to ensure that their staff are aware of the details of risk assessments and comply with the control measures listed therein.

## **9. Equality, Diversity and Inclusion**

Cleveland Police's greatest asset is its people and their individual needs must be considered by managers and reasonable adjustments introduced to ensure that staff are not disadvantaged or discriminated against whilst at work. This applies to all employees including trainees, contract workers, business partners and visitors.

The production of H&S and fire safety risk assessments includes the requirement for managers to produce Personal Emergency Evacuation Plans (PEEPS) where appropriate. Included in these plans is the use of protected escape routes and evacuation chairs to assist staff with mobility issues in the event of an emergency evacuation. Training in the use of evacuation chairs is provided to all staff that require it by the Estates and Facilities Department.

To comply with *The Health and Safety (Display Screen Equipment) Regulations 1992*, those members of staff who use display screen equipment for more than 1 hour continuously, are given access to advice from the H&S department and via the H&S Sharepoint site on setting up their workstation. If this advice is insufficient to resolve any issues, then personal display screen equipment assessments are available through the Wellbeing department.

## **10. Conclusion**

H&S consultation has greatly improved since the forced reduction in service due to COVID 19. The H&S Department are now in regular contact with the Police Federation and Unison and this consultation takes place under the authorisation of the injured officer or staff member. Injury on Duty reports are forwarded by the H&S Department to the relevant representative organisation upon the authority of the reporting officer.

Due to the time-consuming nature of the building inspections they continue to be an area of business that is challenging to achieve by one person. The RSM audit for 2023 recommended that building assessments be completed with high priority by the end of the year. This was achieved by mid-January, however, the capacity of the H&S Manager for completion of building assessments remains low.

Uniformed officers deployed on local policing are the highest category of victims of assaults (60), which is becoming more prevalent and although injury rates overall, in comparison to disposition, are falling (compared to 2019/20), the severity of injuries is increasing.

Injuries sustained by officers whilst restraining violent offenders have also increase significantly to 52, compared to 37 in the previous year (see Appendix 1: Table 4). The decision by the College of Policing to increase officer Personal Safety Training to 2 days per annum, from 1 day, may help to reduce these numbers.

The recruitment of a permanent H&S Manager and the findings of the ongoing Cleveland Fire & Rescue Service review may go some way to alleviating the pressures faced by this department and will allow for an improved service to the force.

Nick Sutton C6519

Health & Safety Manager

#### 11. 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

\* (Disposition figure is the total of Police Officers, PCSOs, Special Constabulary and Police Staff as of 30/04/2024)

\*\* (Incidence rate = Injuries/Disposition x 1000)

**Table1: Reported Injuries on Duty 5-year comparison.**

Year	Number	Moving Mean	Disposition*	Incidence Rate**
2019/20	276	257	2201	125
2020/21	251	258	2370	106
2021/22	179	242	2469	72
2022/23	196	232	2746	71
2023/24	276	236	2682	102

**Table 2: Injuries on Duty reportable to HSE under RIDDOR 5-year comparison.**

Year	HSE (RIDDOR)	% of Total Injuries	Disposition*	Incidence Rate**
2019/20	19	7	2201	9
2020/21	26	10	2370	11
2021/22	25	14	2469	10
2022/23	24	12	2746	9
2023/24	30	11	2682	11

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

Year	PCSO	Police Officer	Police Staff	Special Constabulary	Total
2019/20	11	251	14	0	276(19)
2020/21	5	232	12	2	251(26)
2021/22	4	165	9	1	179(25)
2022/23	13(0)	161(23)	22(1)	0	196(24)
2023/24	14(2)	243(25)	16(1)	3(2)	276(30)

**Table 4: Main Causation Factors (Injury on Duty 2023/24).**

Causation Factor	Number	Percentage change from previous year.
Assaults by a violent offender.	75	+50%
Injuries sustained whilst restraining a violent offender.	52	+45%
Slips, trips and falls.	29	-23%
RTC (Driving related injuries).	16	-11%
Stress related illness.	12	-25%
Other	92	+148%
<b>Total</b>	<b>276</b>	<b>+41%</b>