For Information	
Public	
Report to:	Strategic Resources & Performance Meeting
Date of Meeting:	18th September 2020
Report of:	The Chief Constable
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Agenda Item:	**4**

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Nottinghamshire Police Health and Safety Update

1. Purpose of the Report

1.1 The purpose of this report is to provide an update to the Police and Crime Commissioner (PCC) on health & safety for the period April 2019 to March 2020.

2. Recommendations

2.1 It is recommended that the PCC notes the content of this report.

3. Reasons for Recommendations

3.1 To ensure that the PCC is updated on this area of business and is assured about the Force's processes.

4. Summary of Key Points

4.1 Appendix A is Nottinghamshire Police's Annual Health and Safety Report. That report contains further detail in relation to the work the Force has undertaken over the financial year 1st April 2019 to 31st March 2020 to protect its officers, staff and members of the public from a health and safety perspective.

4.2 The update in the report provides a governance oversight, an overview of incidents and lessons learned.

5. Financial Implications and Budget Provision

5.1 Due to COVID-19, online training may require some additional financing however, this has been built into the health and safety budget and replaces the classroom based IOSH managing safely training. The online training is 11 hours in total vs 21 hours classroom training so additional savings will be made in terms of abstraction from duty and changes to shift pattern.

6.	Human Resources Implications

6.1 The introduction of a direct link from NICHE to the incident reporting process will ensure accurate data to allow the force to review assaults on individuals and allow accurate reporting to the Health and Safety Executive. This is detailed within Appendix A.

6.2 Once the new link is live it will be reviewed to measure its effectiveness through the reduction of duplication of work, making the process more efficient and removing the data gap that was identified in relation to this.

7.	Equality Implications

7.1 There are no equality implications related to this subject.

8.	Risk Management

8.1 The need for safety training is paramount and due to COVID 19 there are restrictions on face to face training. Moving to an effective online system will deliver the required training in a cost effective way.

9.	Policy Implications and links to the Police and Crime Plan Priorities

9.1 No impact on Policy at this time.

10.	Changes in Legislation or other Legal Considerations

10.1 The introduction of COVID 19 legislation has placed a requirement to assess all sites for COVID 19 compliance. Risk assessments of locations and vulnerable individuals has been completed and will be reviewed going forward. A review of 1m+ social distancing is ongoing, although we are still working to National Police Chief Council (NPCC) guidelines of 2M social distancing. Specific assessments are being completed all the time to support operations, for example Phoenix house and the Mansfield building project.

10.2 Review and Audit of COVID 19 compliance will also be necessary. This work is ongoing and the audit forms will be sent out before the end of August and will be part of a rolling audit program that will include other aspects of health and safety such as fire compliance and housekeeping issues.

10.3 There is a requirement to provide suitable and sufficient training to support the health and safety plan.

11.	Details of outcome of consultation

11.1 There has been no consultation in relation to this report, which is intended to provide an update on work in this area of business to the PCC.

12. Appendices

12.1   Appendix A – Nottinghamshire Police Annual Health and Safety Report.

Annual Health & Safety Report

2019 – 2020

Report author:
Adrian Greensill

The Force Health & Safety report is produced annually to inform the Chief Constable and the Chief Officer Team, Nottinghamshire Office of the Police and Crime Commissioner and Departmental Senior Management Teams about how Nottinghamshire Police has performed in relation to health & safety during the previous 12 months. Areas of improvement are identified and action plans are produced by departments to mitigate injury and ill health. The report contains factual information gathered from the Force Health & Safety reporting and recording system as well as analysis of the statistics by the Force Health & Safety team.

1.0 Introduction

1.1 This report covers the financial year from 1st April 2019 to 31st March 2020. The aim is to provide statistical data and information on what Nottinghamshire Police is doing to protect its police officers, police staff, specials, volunteers, contractors, service users and members of the general public.

1.2 Health & Safety focuses on reducing the risks of injury and ill health that can arise from the wide range of policing and support activities. The Force recognises that good health & safety management supports the delivery of a first class policing service to the people of Nottinghamshire.

1.3 Nottinghamshire Police's policy in relation to health & safety is set out in the policy statement, signed by both the Chief Constable and the Police & Crime Commissioner (PCC). The principles set out therein provide the overarching framework for all subsidiary statements at Corporate and Departmental level.

Summary of reported injuries

Table 1

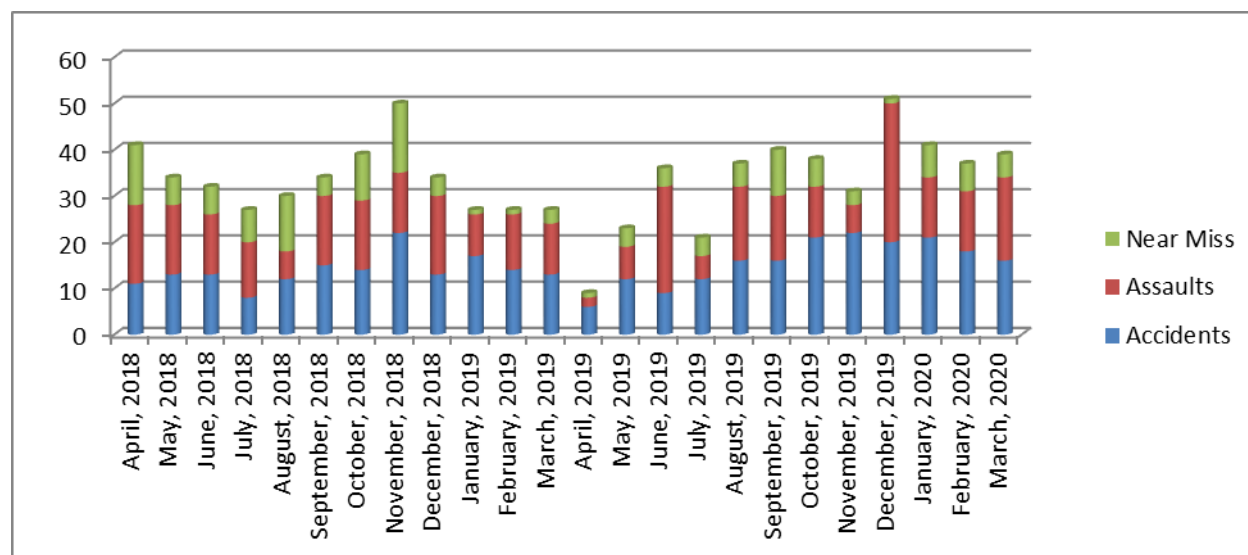| Total Adverse Events / Category	2017/18	2018/19	2019/20
Accident	221	165	190
Adverse Incident (Custody)	10	11	2
Assault	210	155	158
Near Miss	34	49	57
Near miss - sent to Division for review	152	29	0
Not a near miss (H & S use only)	2	39	2
Not an accident (H & S use only)	4	10	4
RTC	17	23	(22) 3
Grand Total	650	481	416

Figures in (blue) represent the number of traffic incidents identified and investigated via the Tranman system. Tranman is now reviewed to identify RIDDOR reportable incidents. A proposed future action would be for additional instructions to complete an injury at work form to be included as part of the Tranman system, in the same way that Assaults reported on NICHE will be directed to complete the Health and safety report on oracle.

Table 2 – Resulting injury types (as reported all incidents)

Type of Injury		Type of Injury	
Pain/discomfort	61	Scratches	6
(blank)*	48	Tendon damage	5
Bruise	36	Nerve injury	4
Sprain/strain	30	Shock	4
Discomfort	25	Open wounds	4
Soft tissue injury	17	Suspected fracture	3
Bite (human)	16	Torn muscle	3
Swelling	14	Muscle spasm	3
Ligament damage	13	Dislocation	3
Anxiety/stress	13	Crush injury	3
Laceration	13	Faint/Collapse	2
Contamination	12	Repetitive strain	2
Whiplash	12	Spinal compression	2
Jarring	12	Disc damage	1
Multiple injuries	11	Concussion	1
Bite (not human)	10	Cartlidge damage	1
Contusions/bruising	10	Chipped bone	1
Burn	7	Hearing loss/tinnitus	1
Fracture	7		
		Total	416

*Incidents marked as blank relate to near misses, some incidents reported as near misses reported minor injury and described pain/discomfort

Table 3 Number of incidents reported per month

Following the change to the Oracle system at the start April 2019 incident reporting for the first part of 2019/2020 was significantly reduced. Reporting improved over the following months, and it is anticipated that this will continue to improve following a number of additional actions. These include –

- Revision of the RIDDOR reporting process.
- Coalition of Tranman reports.
- Cross referencing to NICHE reports.
- Review of accident and near miss reports with line managers contacted for investigation.

2.0   Health & Safety Committees

2.1   Health and safety committees have been restructured to elect the gold, silver and bronze command structure, with new terms of reference agreed and initial meetings taking place for the new structure. This will continue to be reviewed to ensure that the new structure is effective and delivering Health and safety Improvements in an effective manner.

2.2   Work will continue over the coming year to ensure that all areas of the business hold tactical level meetings.

3.0   Training

3.1   The Health and Safety Team deliver a short session to all student officers covering basic health and safety and the reporting process for incidents whilst on duty.

3.2   Dynamic risk assessment and first aid training are embedded within the student officer process.

3.3   Online NCALT packages are available for basic introduction to Health and Safety for new starters. Additionally there are fire safety and display screen equipment training packages, which are annually renewable. Currently annual completion rates for this as refresher training are running at approximately 20% this will continue to be a focus for all areas of business over the next year.

3.4   A one day risk assessment training package has been developed for inspector and staff equivalent. Roll out of the training was planned for April 2020 however this has been postponed due to the Covid-19 emergency measures. A reduced schedule will be planned from September 2020.

3.5   Online IOSH Managing safely training has been commissioned in lieu of in house training and with an initial 16 places being purchased for completion in the 2020/2021 financial year.

4   Accidents / Injuries

4.1   The Force Health & Safety Team analyse all reported accidents in order to help prevent or reduce accidents and injuries and identify any trends. This information is also used to inform local Health & Safety action plans.

4.2   There were no fatalities involving police officers or police staff.

4.3   Following the introduction of the Oracle APEX system in April 2019 there were significantly fewer accident reports submitted in April and May 2019 than would normally be anticipated.

4.4   Accident reports will be followed up with requests for additional information from line managers if investigation notes have not been completed.

4.5   A new process was introduced in the custody suites to ensure that all incidents are investigated by an Inspector within custody. The Head of Custody has been given access to edit the APEX system at the same level as the Health and Safety Team to ensure that records are regularly updated and that immediate access is available to the custody team to records relating to these incidents.

Table 4 – Causes of injuries (Accidents)

Type Of Injury		Type Of Injury	
Sprain/strain	24	Nerve injury	3
Pain/discomfort	22	Open wounds	3
Bruise	20	Contamination	2
Jarring	10	Crush injury	2
Ligament damage	10	Repetitive strain	2
Laceration	9	Scratches	2
Soft tissue injury	9	Spinal compression	2
Whiplash	9	Torn muscle	2
Burn	6	Bite (human)	1
Contusions/bruising	6	Cartlidge damage	1
Discomfort	6	Chipped bone	1
Bite (not human)	5	Concussion	1
Fracture	5	Disc damage	1
Multiple injuries	5	Faint/Collapse	1
Swelling	5	Hearing loss/tinnitus	1
Anxiety/stress	4	Muscle spasm	1
Tendon damage	4	Shock	1
Dislocation	3	Suspected fracture	1
		Total	190

5.0 Table 5 RIDDOR Reportable Incidents

5.1 There were 14 RIDDOR reportable incidents in the financial year 2019/2020 summarised below:

Date	Kind of Accident	RIDDOR Reason
17/06/2019	Injured by an animal	Injury preventing the injured person from working for more than 7 days
10/07/2019	Fall from height	Injury preventing the injured person from working for more than 7 days
06/09/2019	Trapping	Injury preventing the injured person from working for more than 7 days
07/09/2019	Physical assault	Injury preventing the injured person from working for more than 7 days
20/09/2019	Injured by an animal	Injury preventing the injured person from working for more than 7 days

Date	Kind of Accident	RIDDOR Reason
22/09/2019	Strains and sprains	Injury preventing the injured person from working for more than 7 days
05/12/2019	Slip, trip, fall same level	Injury preventing the injured person from working for more than 7 days
13/12/2019	Slip, trip, fall same level	Injury preventing the injured person from working for more than 7 days Breaking of bone
27/12/2019	Struck by moving vehicle	Injury preventing the injured person from working for more than 7 days
27/12/2019	Struck by moving vehicle	Injury preventing the injured person from working for more than 7 days
08/01/2020	Physical assault	Injury preventing the injured person from working for more than 7 days
24/02/2020	Fall from height	Injury preventing the injured person from working for more than 7 days
06/03/2020	Slip, trip, fall same level	Injury preventing the injured person from working for more than 7 days
13/03/2020	Physical assault	Injury preventing the injured person from working for more than 7 days

5.2   A number of RIDDOR reportable incidents were not reported to the required timescale due to the existing reporting system which was not identifying seven day absence. This issue has been resolved by reviewing the process for identifying RIDDOR incidents and introducing a checking system with a weekly seven-day absence report supplied to the Health and Safety Team.

6.0.   Table 6 Reported Assaults

Assaults with injury	2017/18	2018/19	2019/20
External	2	1	1
Police Officer	172	125	146
PCSO	5	9	2
Special	2	0	2
Staff – Permanent	20	14	7
Volunteer	0	0	0
Blank	5	1	0
Total	**206**	**150**	**158**

6.1   In the financial year 2019/2020 there were 506 assaults reported on NICHE however only 158 were reported on the Health and Safety system. This represents a significant gap in reporting.

Table 7 Injury reported resulting from assaults

Injury type			Injury type	
Pain/discomfort	36		Ligament damage	3
Discomfort	18		Scratches	3
Bite (human)	15		Fracture	2
Bruise	14		Jarring	2
Contamination	10		Muscle spasm	2
Swelling	9		Suspected fracture	2
Soft tissue injury	8		Whiplash	2
Anxiety/stress	5		Crush injury	1
Multiple injuries	5		Open wounds	1
Sprain/strain	5		Shock	1
Bite (not human)	4		Tendon damage	1
Contusions/bruising	4		Torn muscle	1
Laceration	4		Total Reported Assaults	158

6.2   Since September 2019, assaults reported on NICHE have been followed up to improve the reporting compliance. A new entry is being added to NICHE to record incidents and this will include a hyperlink to the Health and Safety incident report form. This must be completed when the assault is first reported.

6.3   In order to help to reduce assaults the Health and Safety Team:

- Monitor and analyse assaults, compare across the Force, region and MSFs.
- Provide information; work with Divisions and Departments to identify issues/ themes/hot spots.
- Identify trends, training issues, improvements.
- Provide advice to divisions and departments.

7.0   Near Misses

7.1   A near miss is an unplanned event, which had the potential to cause injury but did not. All employees of Nottinghamshire Police are actively encouraged to report near misses. Near misses are reviewed daily to enable swift action to be taken to prevent recurrences and to identify force wide trends.

7.2   During the year there were 57 reported near misses. This is significantly lower that previous years (78 near misses 2018/2019 and 186 in 2018/2019).

7.3   Reporting of near misses is actively encouraged with messages sent out via local and force wide communications.

7.4   Near misses will now be investigated in the same way that other incidents are investigated with line manager's review or department review supported by the Health and Safety Team.

8.0   Assurance/Compliance

8.1   The Health & Safety Team are reviewing policies and procedures to further improve the effectiveness of the Health and Safety management system through the following means;

- Regular site inspections in conjunction with the facilities team.
- Continual in-house fire risk assessment in relation to high-risk locations such as custody.
- Introduction and embedding of audit process.

9.0   Impact of Covid-19

9.1   The emergence of Covid-19 has had a significant impact on the Health and Safety department with resources diverted to meet the emerging threat to the workforce and the general public.

9.2   This has resulted in much of the planned work for the end of the year being delayed until later in the next financial year. This has also had an impact on the beginning of the next financial year with training, walk rounds, DSE assessments and planned audits suspended and replaced with Covid-19 risk assessments and assistance to individual departments to improve safety from the virus.

9.3   Ongoing monitoring of the situation has been necessary and it is anticipated that work on the delayed elements of the Health and Safety department's work will be recommenced from August 2020 onwards and will be reviewed on an ongoing basis.

10.0   Actions/ Activities planned for 2020-2021

10.1   Audit the fire risk assessment process across the estate to ensure the outsourced contractor is fulfilling their contracted role and the Force continues to receive value for money.

10.2   Introduction of self-audit process for the all areas of business.

10.3   Review Force guidance and information documents to ensure they are suitable, sufficient and accurately reflect the risk and current legislation before uploading to new intranet site.

10.4 Support the work of the divisional and departmental Health & Safety committee meetings in relation to mitigating risk and assisting with any health & safety investigations.

10.5 Training all Inspectors and equivalents in risk assessment re deployed from August/September 2020.

10.6 Train key personnel in IOSH Managing Safely via an online training package.

10.7 Expand the Force's list of Display Screen Equipment assessors building on the assessors trained this year.

10.8 Develop a programme of Health and Safety monitoring of noise and vibration etc. Investigation of the cost effectiveness of purchasing own testing equipment.

10.9 Create an inspection schedule for buildings, PUWER, high-risk areas etc.

10.10 Initiate an audit procedure and schedule building on the initial work that has been completed for the Covid-19.

10.11 Implement a new adverse event reporting system by end of 2022.

10.12 Process for the monitoring and requesting of first aiders.

10.13 Continued development of the Health and safety training Matrix.