

2019 - 2020

July 2020 - Joanne Sampson CMIOSH - Delivery Manager Safety

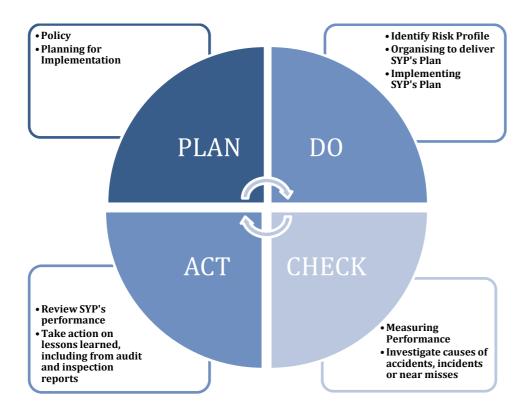
INTRODUTION

This report covers the financial year April 2019 – March 2020.

The aim is to provide the Chief Constable, the Police and Crime Commissioner and all staff within South Yorkshire Police information on how we have successfully managed health and safety for our employees, volunteers, contractors, service users and members of the general public over the previous 12 months.

Whilst health and safety has traditionally focused on the risk of injury and ill health, keeping our people safe and creating a healthy work environment are critical components of delivering the Police and Crime Plan and plan on a page (POAP) objectives. Good daily health and safety management is critical to achieving the Governance and Compliance and Valuing Our People goals.

The Health and Safety Management System (SMS) used in SYP is based on the HSE's – Managing for Health and Safety (HSG 65) **Plan, Do, Check, Act** principles, these being:



Each section within the report provides an overview of the requirement and an update with regard to SYP's progress in each area of the Plan, Do, Check, Act principles.



1. PLAN

1.1 South Yorkshire Police Health and Safety Policy

South Yorkshire Police's Health and Safety Policy is the force's lead document for health and safety management and all corporate and departmental documents will match or exceed the principles set out there. The policy is due for review in April 2020 and will be consulted on and reissued via the Strategic H&S Board.

1.2 Health and Safety Strategy 2018 - 2021

The SYP and OPCC Joint Health and Safety Strategy, developed to build on the required standards of H&S remains valid until March 2021. It continues to support the overall aim and outcomes of the Police and Crime Plan and the aims and objectives of SYP as laid out in the Force Plan on a page.

The strategy relates to activities around governance and compliance and valuing people to ensure good health, safety and welfare governance arrangements are in place, which comply with regulations and professional standards. The strategy commits SYP and OPCC to continually improving health, safety and wellbeing for officers and staff and will assist in realising:

- Efficient, proactive and pragmatic ways of delivering health and safety;
- A safe and healthy environment for police officers, staff and volunteers;
- A robust health and safety culture; and
- Effective means of protecting stakeholders, including staff, the public, contractors and visitors from harm.

Five themed areas (listed below) are monitored and RAG rated by SCT, OPCC and staff associations at the Strategic H&S Board on a quarterly basis:

Theme 1 – Strengthening Leadership and the management of H&S;

Theme 2 – Competence;

Theme 3 – Risk Management;

Theme 4 – Risk Control Systems; and

Theme 5 – Audits and Inspections

1.3 Planning for implementation

External

The Health and Safety Executive (HSE) consults on and implements new and amended legislation in April and October each year.

In 2019, HSE consulted on and published a new approved code of practice (ACOP) and guidance to assist duty holders to comply with the new Radiation (Emergency Preparedness and Public Information) Regulations 2019 (REPPIR). The duty holder and local authority are responsible for undertaking the emergency plan and notifying the emergency services. There is no requirement for SYP to do anything further at this time to comply with the new regulations.

In addition, interim changes in legislation due to the Covid Pandemic (amendments to the RIDDOR and PPE Regulations) were incorporated into the SYP response during Op Artful Mike.

Inquiries

Phase 2 of the Grenfell Fire Inquiry, including how Grenfell Tower came to be in a condition which allowed fire to spread as identified by Phase 1 is underway, however is currently suspended due to Government guidelines around COVID-19.

Internal

In SYP, the Health and Safety Policy, Strategy and procedural guidance are written in accordance with the Health and Safety at Work Act 1974, all other health and safety legislation and NPCC Guidance.

The force now operates with 15 management procedures, the additional area having been written and agreed at the Strategic Health & Safety Board in the last 12 months.

- Management Procedure 08: Risk Assessment for Young Person's Updated annually with current Employers Liability Insurance details required by Schools and Colleges.
- Management Procedure 15: Hand Arm Vibration Syndrome (HAVS) Procedure
 New procedure identifying associated hazards and risk and required control
 measures including health surveillance, equipment usage, purchasing and
 maintenance of equipment, management actions and training in SYP.

Safety alerts were published on the H&S Intranet pages with regard to modified air weapons and SMART motorways. The risk assessments, standard operating procedures and advice for Police Staff drivers were all reviewed and updated for all Officers and Police Staff utilising SMART motorways and/or general 'fast roads', in either Police vehicles or their own vehicle conducting Police duties (Grey Fleet).

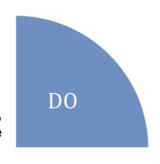
These were published on the operational updates section of the Intranet and e-mailed to all officers and staff on a principal of importance to read and familiarise the content, particularly in relation to actions required when encountering a Road Traffic Collision.

2. DO

2.1 Identify Risk Profile

Work Activity Risk Assessments

The Management of Health and Safety at Work Regulations 1999, requires SYP to have suitable and sufficient risk assessments in place for work activities.



SYP currently has 42 Generic Risk Assessments available, 41 of those are now updated and one awaiting ratification from the Force PoLSA prior to publication. 23 of the generic risk assessments have been reviewed this year and in conjunction with various districts/ departments the H&S Team have drafted and or reviewed an additional 17 specific work activity risk assessments for OSU activities including a number of firearms risk assessments (after decollaboration of Regional Firearms Training) and Doncaster Sheffield Airport activities.

New and reviewed risk assessments are sent monthly to the staff association's health and safety leads as part of the consultation process.

Fire Risk Assessments (FRAs)

SYP currently have a total of 52 premises requiring a FRA which were all in date as of March 2019.

To allow completion of the ongoing work to implement fire protection and prevention measures (instructed by FM to RLB) the H&S Team deferred further FRA reviews for a period of 12 months from October 2019. This is to enable the outstanding work to be completed and the subsequent actions to be signed off by the H&S Team. The FRA process remains under constant review between H&S and FM Teams.

Districts and Departments continue to monitor standards through quarterly premises safety inspections (QPSI) and at local Health and Safety (Wellbeing) Boards with improved standards of housekeeping and fire safety across the SYP Estate continuing.

Dangerous Substances and Explosive Atmosphere Regulations (DSEAR)

An environmental appraisal and risk assessment was undertaken by Lithos, a leading independent geotechnical consultancy group, following the suspected leakage of fuel from the petroleum tank at Attercliffe Police Station in December 2019. Lithos prepared and presented SYP managers with a report outlining the general findings and recommendations in June 2019. As a result the petroleum tank has subsequently been decommissioned and permanently filled with concrete to ensure safety.

SYP now only has three fuel sites which dispense petrol and the DSEAR assessments were reviewed by South Yorkshire Fire Officers during 2019/2020 and the sites relicensed.

2.2 Organising to deliver SYP Plan

H&S Intranet

The H&S Intranet site continues to be the main source of H&S information available to SYP 24/7 and includes safety alerts and quarterly KPI safety data in addition to policy, procedural guidance and risk assessments for delivering the SYP H&S strategy and plan. The site is regularly updated by the H&S Team and all available information is current.

Strategic Health & Safety Board

The Director of Resources continues to chair the Strategic H&S Board and four were held during this financial year.

A compliance section on Theme 4 of the H&S Strategy – Risk Control Systems is reported on at the Strategic Boards via a power point presentation, which can be accessed on the H&S Intranet site.

The five KPI's are:-

- 1. Managing Contractors:
- 2. SYPCC Estate;
- 3. Vehicles;
- 4. Operational Activities; and
- 5. Customers.

KPI compliance data is detailed in section 3.1 - Measuring Performance.

Local Health & Safety (Wellbeing) Boards

A summary in relation to local Health and Safety (Wellbeing) Boards is provided in the table below (meeting column denotes number of meetings held during the financial year).

District / Department	Chair	Meetings	Actions referred to Strategic Board
Barnsley	C/Supt	4	None
Doncaster	C/Supt	2	None
Rotherham	C/Supt	3	None
Sheffield	C/Supt	3	None
Atlas Court	Functional Manager	0	None
Carbrook	C/Supt	4	Car Parking arrangements and concerns at Carbrook.
POD	Head of POD	4	None
OSU	Supt	4	None
scs	Force Crime Manager or BM	4	None
VFM	Head of Dept	4	None
Custody Inspectors	Custody C/Inspector	4	None
PSD	Head of PSD	2	None

Competent Advice and Collaborative Working

SYP H&S Team are members of the Association of Police Health & Safety Advisors (APHSA) and meet quarterly across Region 2 to share best practice and for the purpose of Continual Professional Development (CPD).

In 2019 / 2020 the Assistant H&S Advisors have continued to develop in post and in June 2019 one Assistant H&S Advisor passed the NEBOSH National Fire Certificate (study completed in own time) with a credit. In addition, both attended and passed the ROSPA auditing course with a view to undertaking an audit in the future as the H&S Strategy moves from the de-collaboration recovery phase into a more proactive approach of audit and review.

2.3 Implementing SYP's Plan

Health and Safety Training

Competence is the ability to undertake responsibilities and perform activities to a recognised standard on a regular basis. In the area of H&S competence, SYP have an extensive training programme and the table below shows the detail with regard to the numbers of courses and places available etc.

Course Title	Number of Courses delivered	Number of places available	Number of attendees	Number of spare places on courses	Number of courses cancelled
Display Screen Equipment	2	16	13	3	0
Fire Warden	9	90	75	15	7
Fire Warden Refresher	7	84	70	14	0
Fire Evacuation Chair	5	30	20	10	4
British Safety Council H&S	3	36	27	9	0
IOSH Managing Safely	3	36	24	12	0
Manual Handling	4	48	39	9	1
Manual Handling Refresher	1	12	10	2	0
Working at height	2	24	18	6	1
Working at height refresher	1	12	11	1	1
First Aid at Work (Mod4)	5	12	45	15	1
First Aid at Work (Mod 4) Refresher	8	12	41	55	0
Total	50	376	393	151	16

In addition the BSC course is now standard for newly promoted Sergeants to prevent reabstraction of this group as suggested through the Sheffield local H&S Board.

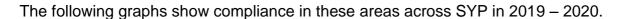
NB – A request was made after the H&S Report was reviewed at last year's JIAC for this section to be developed with an additional column for people requiring specific H&S Training. Whilst this work has commenced with the POD analyst, unfortunately it has not been concluded due to the H&S Teams unprecedented demand relating to Covid. This information will now be made available in the 2020 – 2021 report.

3 CHECK

3.1 Measuring Performance

As part of the H&S Strategy, within Theme 4: 'Risk Control Systems', five KPI's were agreed by the chair of the Strategic Board as being:-

- 1. Managing Contractors;
- 2. SYP Estate:
- 3. SYP Vehicles:
- 4. Operational Activities; and
- 5. Customers.



KPI 18 - Managing Contractors

Protocols should be developed for the level of service and support required for managing contractors

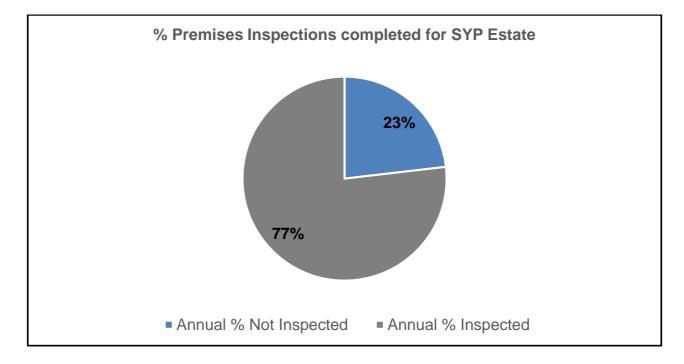
Managing Contractors training to be developed in 2020/2021 after decollaboration with Humberside, once the Safety and Wellbeing Trainers are in post.

KPI 19 - SYP Estate

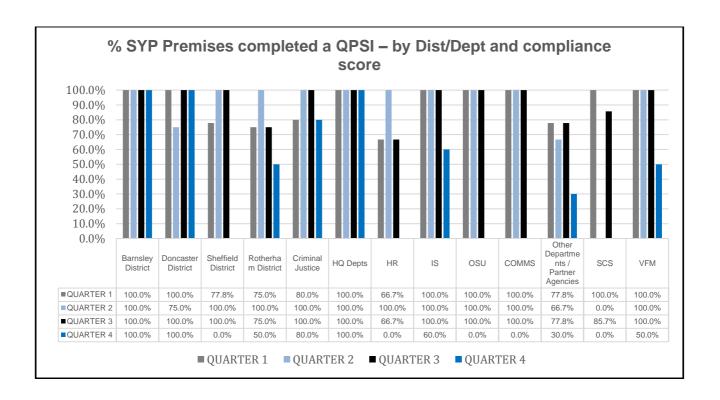
Management of H&S compliance on SYP estate through a programme of quarterly premises safety inspections

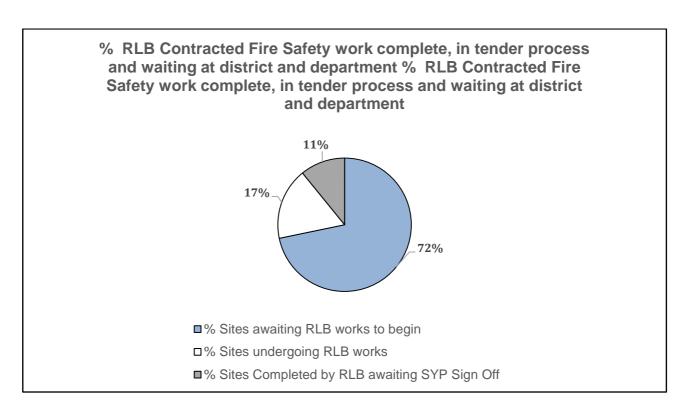
The following graphs show:-

- % of quarterly premises safety inspections complete for SYP Estate;
- % of quarterly premises inspections by District / Departments;
- % compliance score on quarterly inspections per District /Department by site;
- % of contracted RLB fire safety work complete, in tender process and waiting;







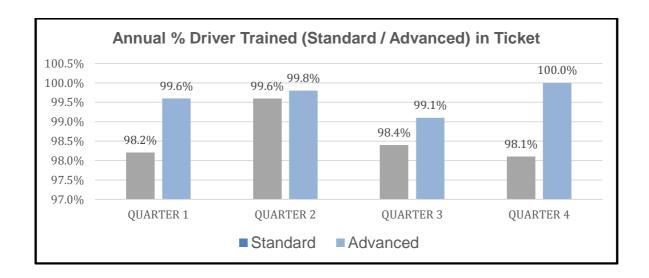


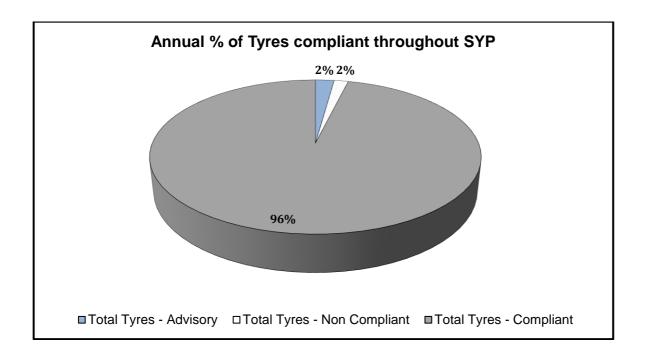
KPI 20 - SYP Vehicles

Ensure Occupational Road risk is managed across the organisation

The following graphs show:-

- % of driver training in date
- Number of illegal tyres found during VFM quarterly checks



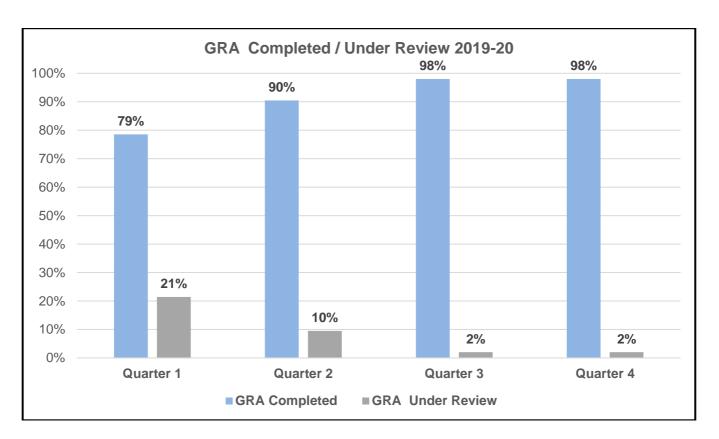


The above data relating to tyre checks only incorporates Quarter 1 & 2; VFM did not provide data for Quarter 3 & 4.

KPI 21 - Operational Activities

Ensure operational activities have suitable and sufficient risk assessment in place, which protect officers and staff without being risk averse.

The following graphs show:-GRA's in place with 2 yearly review



KPI 22 - Customers

Ensure the welfare and safety of all non SYP employees

The following table shows:-

- % service requests responded on time by service provider (LHT)
- % initial risk assessment when detainee booked in (risk level 1-4)
- % weekly fire alarm and aspirator checks undertaken by FM and Custody staff
- APP requirement to undertake evacuation in Custody Suites
- % of inspectors PACE review process undertaken

KPI	What success looks like?	Q1	Q2	Q3	Q4
HMIC requirement for detainees in Police Custody to have access to health and social care services appropriate to physical and mental health needs	% Service requests responded on time by service provider (Leeds Health Care) 95% requests responded to on time with no gaps in service delivery	89.3%	90.4%	91.1%	92.5%

KPI	What success looks like?	Q1	Q2	Q3	Q4
PACE Code C (9) – Care and treatment of detained persons	% of HCP on duty in relation to full service delivery 1 x HCP embedded in each suite with no gaps in service delivery / rota	99.7%	99.7%	100%	100%
% of Initial risk assessment when detainee booked in (risk level 1-4)	100% Completion of initial risk assessment & identified welfare checks	99.3%	99.4%	99.5%	99.4%
% Weekly fire alarm & aspirator checks undertaken by FM & Custody staff	100% completion in 7 day window	Under Development	Under Development	Under Development	Under Development
APP requirement to undertake evacuation in Custody Suites	Annual evacuation for each suite and biannual desk top exercise	Table top and Evacuation exercises being planned in other suites	Shepcote 5.9.19 (Full) Barnsley 23.7.19 (Full)	Doncaster 13.12.19 (Desktop)	Full Evacuation scheduled for Doncaster in January 2020
% of Inspectors PACE review process undertaken	100% Compliance of Inspectors reviews in the PACE.	51.7 %	54.1%	79.8%	90.3%

3.2 Investigate the causes of accidents, incidents or near misses

Supervisors undertake accident and near miss investigations to ensure adequate control measures are in place to reduce the significant risks from workplace hazards.

At the July Strategic H&S Board, a management procedure for the control of Hand Arm Vibration Syndrome (HAVS) was approved. This work was instigated as a result of West Yorkshire Police being issued with an improvement notice by the HSE for failings in the management of HAVS in the garage areas.

The H&S Team started implementing the approved HAVS policy in August 2019 in conjunction with OHU and it was agreed that tier three testing for all motor vehicle technicians would recommence. This work resulted in the identification of three members of staff who required further investigation by an OHU specialist and 2 of these were identified as having a notifiable disease which was reported to the HSE under the RIDDOR Regulations.

The H&S Team purchased HAVS measuring equipment, one member of the team undertook an extensive training course, and monitoring at both the garages was carried out during November 2019. The HAVS reports have now been provided to VFM and in conjunction with the H&S Team and OHU all the recommendations are being implemented at a local level to prevent any further cases of reportable occupational disease attributable to HAVS.

This work has been extended into the OSU Public Order Training and dog section portfolios and is ongoing.

An investigation into the petrol leak at Attercliffe was concluded by all relevant stakeholders as previously detailed within this report.

4 ACT

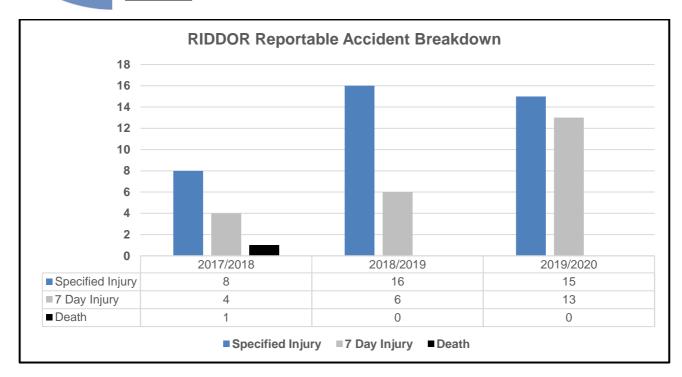
4.1 Reviewing SYP Performance

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Accident reporting

SYP comply with the Health and Safety Executive (HSE) Regulations to report all injuries, diseases and dangerous occurrences. Table 1 (below) shows injuries reported to the HSE under the above Regulations.

TABLE 1



The RIDDOR reportable specified injuries have decreased slightly, however the 7 day injuries have increased 115% since 2018/19. The increase in reporting incidents appears to be attributable to an increase in awareness of the RIDDOR reporting requirements which is discussed at Local H&S Boards which the H&S Team attend to advise on legal requirements.

TABLE 2

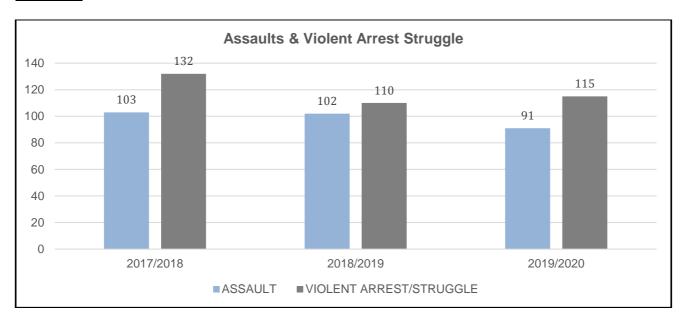


Table 2 (above) shows the number of violent arrest struggle and assaults reported over the three last years. In 2019/ 2020 there has been a 12% decrease in the number of assaults and a 5% increase in the number of violent arrest struggles reported.

The incident data is then categorised using the HSE's list of causation types as shown in table 3 (below). This classification is selected by the H&S Team as part of the quality assurance process and based on an overview of the incident.

TABLE 3

		YEAR		
Causation Type	2017/18	2018/19	2019/20	Total
Animals	23	25	13	61
Assault	103	102	91	296
Blood Contamination	2	7	4	13
Contact with Electricity	0	1	0	1
Contact with Hot Liquids	1	4	2	7
Defective/Use of equipment	10	1	4	15
Exposure to Hazardous Substances	0	1	2	3
Exposure to Heat, Fire or Explosion	1	1	0	2
Fall from Height	3	6	3	12
Firearms Training	4	3	4	11
Fitness Test	1	0	3	4
Forced Entry	5	3	6	14
Handling, Lifting, Carrying	8	6	1	15
Hit by Moving Vehicle	25	25	27	77
Hit by Moving/Falling/Fixed Object	23	17	16	56
Incapacitant Spray	0	1	1	2

Method of Entry Training	2	4	4	10
Causation Type	2017/18	2018/19	2019/20	Total
Other Kind of Accident	17	12	13	42
Other Training	2	0	4	6
Personal Safety Training	3	11	9	23
Public Order Training	3	9	4	16
Pursuit Of Offender	29	29	28	86
Slip, Trip, Fall on same level	22	12	16	50
Slip, Trip, Fall on stairs	9	5	6	20
Sports	0	0	0	0
Violent Arrest/Struggle	132	110	116	358
Totals	428	395	373	1200

The annual accident data indicates an overall decrease in incidents between 2018/19 and 2019/20 by 6%.

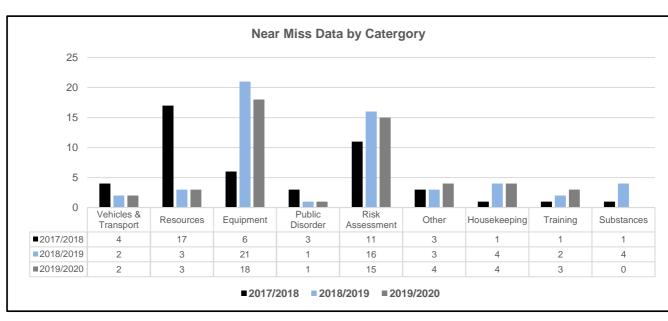
Areas showing a marked decrease in reported incidents during 2019/2020 compared with 2018/2019 are noted of significance in three categories:- Animals reduced by 12, Assaults reduced by 11 and Handling, Lifting, Carrying incidents reduced by 5.

Other incident report increases relate to Blood Contamination (3), Defective Equipment (3), Forced Entry (3) and Slips, Trips, Falls on same level which have both been analysed for trends but no links or similarities are noted. Over the next 12 months incidents relating to the above areas will be monitored to ensure emerging issues are identified and addressed.

Near Miss reporting

Table 4 shows the number of near misses reported by category over the last 3 years, which has seen a decrease of 11%.

TABLE 4



The near misses were then evaluated alongside the accident causation categories in terms of potential if the near miss had resulted in injury, producing the details in table 5.

TABLE 5

Year 2017-2018 Near Miss Category	Assault / VAS	Contact with Electricity	Defective Equipment	Exposure to heat, fire and explosion	Hit by moving, falling, fixed object	Slip, trip, fall on same level	Hit by moving vehicle	Animal	Other Accident	Blood Contamination	Exposure to Hazardous Substances	Fall from Height	Firearms Training	Handling, Lifting, Carrying
Equipment	3	1	1	1										
Housekeeping														1
Other					2		1							
Public disorder	3													
Resources	17													
Risk Assessment	7								2		1	1		
Substances											1			
Training		1												
Vehicles & Transport	1				1		2							

Year 2018-2019	Assault / VAS	Contact with Electricity	Defective Equipment	Exposure to heat, fire and explosion	Hit by moving, falling, fixed object	Slip, trip, fall on same level	Hit by moving vehicle	Animal	Other Accident	Blood Contamination	Exposure to Hazardous Substances	Fall from Height	Firearms Training	Handling, Lifting, Carrying
Equipment	8	3		3	5		1				1			
Housekeeping				1		1				1		1		
Other				1					1			1		
Public disorder	1													
Resources	2								1					
Risk Assessment	7			1	2	1	1	1	3					
Substances				2						1	1			
Training							2							
Vehicles & Transport	1						1							

Year 2019-2020	Assault / VAS	Contact with Electricity	Defective Equipment	Exposure to heat, fire and explosion	Hit by moving, falling, fixed object	Slip, trip, fall on same level	Hit by moving vehicle	Animal	Other Accident	Blood Contamination	Exposure to Hazardous Substances	Fall from Height	Firearms Training	Handling, Lifting, Carrying
Equipment	6		2		4	1			5					
Housekeeping				1		3								
Other				2	1				1					
Public disorder	1													
Resources	2								1					
Risk Assessment	2								11	1	1			
Substances														
Training				1			2							
Vehicles & Transport							2							

The categories with the most near misses reported this year relate to equipment and risk assessment, these were also the highest categories for near misses in 2018/2019. The equipment near misses increased by 3 and risk assessment increased by 2 on the previous year.

Of the 18 equipment near misses, 7 were regarding radio transmission / mapping concerns between Atlas Communications and operational officers. All 7 reports were submitted in the first 3 quarters of the year and were raised with the project team to address. There have been no further reports concerning radio transmission signals reported since December 2019.

Of the 15 risk assessment near misses, 10 were concerning detainees being brought into custody suites with head injuries that should have been taken to hospital for medical examination before being brought in to custody areas.

At the Strategic H&S Board in July 2019 the Director of Resources instructed a force wide investigation into the Custody / head injury near misses. This resulted in a force wide media campaign via the Intranet and the guidance is now the Force screen saver, reminding Officers of the correct protocol when bringing detainees into Custody.

4.2 Audits

Internal Audit Services conducted an audit of the H&S service which commenced in May 2019 with a final audit report being issued in September 2019. Based on the findings the internal audit review team gave the Director of Resources a limited assurance on the internal H&S control framework with five AMA's suggested. All AMA's were completed by November 2019 and were kept under review at the Strategic H&S Board.

5. LOOKING FORWARD

The key commitments and priorities for the H&S Team during 2020/21, the final year of the current H&S Strategy to support the Police and Crime Plan and POAP objectives in relation to ensuring Governance and Compliance and Valuing Our People, are as follows:

PLAN

PLAN

5.1 SYP Health and Safety Policy

Next review of SYP Health and Safety Policy due April 2020 and will be undertaken once the new Director of Resources is appointed.

5.2 SYP Health and Safety Strategy

A H&S Strategy delivery plan is in place for 2018/21.

Delivery of the plan will continue in line with the Police and Crime Plan and POAP, to ensure good health, safety and welfare governance and proactively manage the health and wellbeing of our people, demonstrates SYP's

commitment and compliance with regulations.

In 2020 - 2021 the focus of delivering the strategy will remain as recovery from decollaboration with Humberside and the H&S Teams response to Covid 19. Once all policies, management procedures and risk assessments are up to date, a more proactive approach of audit and review will commence which will be the focus within the new H&S Strategy.

5.3 SYP Managing Contractors Policy

Organisational Learning and Development will revise and deliver the Managing Contractors training programme in conjunction with FM and the H&S Team to reflect the reviewed Standard Operating Procedure. This is carried over from 2019 – 2020 due to the H&S Trainers work commitments in Humberside which are now resolved as a result of the decollaboration.

5.4 Planning for implementation

The H&S Team will continue to monitor external and internal changes in legislation and policy for implementation as necessary.

In the next 12 months, recovery from the H&S Teams response to Covid will continue and as business returns to normal the team will produce new or reviews of existing guidance as follows:-

Management Procedure 10: COSHH Management Procedure 07: First Aid

DO 5.5 Identify Risk Profile

Work Activity Risk Assessments

In accordance with the SYP H&S Strategy and department work plan, risk assessment reviews will continue. The H&S Team aim to complete the review of the current generic risk assessments in 2019 - 2020. The team will continue to work with Districts and Departments to review specific work related activities and risk

DO

assessments. Specifically SCS for CID, surveillance and prison visits and on completion of the GRA's to ensure the risk assessment process is suitable and sufficient as required by legislation.

Noise and HAVS Assessments

The Health and Safety Team will continue to work with specialist units to ensure Noise and HAVS assessments and working with managers and officers/staff ensure all actions and recommendations are implemented.

Fire Risk Assessments

The FRA review programme will continue in conjunction with FM and Districts and Departments.

The H&S Team will restart the FRA review programme once the RLB programme of work to implement fire protection and prevention measures is completed.

<u>Dangerous Substances and Explosive Atmosphere Regulations (DSEAR)</u>

The H&S Team will review the three Petrol Site DSEAR assessments in conjunction with VFM and FM prior to South Yorkshire Fire Service relicensing the sites.

5.6 Strategic Health and Safety Board

The programme of meetings are planned for 2020/2021.

5.7 Local Health and Safety Boards

The H&S Team will continue to attend all local Boards to support the management teams and provide competent advice with regard to health and safety internally and externally.

5.8 Collaborative Working

The H&S Advisors of the YaTH will continue to work with each other for the sharing of information.

CHECK

5.9 Measuring Performance

The five specific KPI's as part of the new H&S Strategy, in the areas of Managing Contractors, Estate, Occupational Road Risk, Operational Activities and Customers set by the Director of Resources will continue to be monitored through the Strategic Health and Safety Board.



ACT

ACT 5.10 Compliance

Quarterly Premises Safety Inspection

The QPSI will continue in 2020 – 2021 and the H&S Team will work with Districts and Departments to ensure the process is suitable and sufficient, which will be reported on as KPI data presented to the Strategic H&S Board.

The Director of Resources will consider the results of the QPSI's, accident and near miss data and direct further action as required.

Continued support and guidance from the H&S Team is available upon request as and when required.