

**POLICE AND CRIME COMMISSIONER (PCC) FOR LINCOLNSHIRE
REQUEST FOR DECISION**

REF: 022 / 2019

DATE: 19 November 2019

SUBJECT	FORCE ANNUAL H&S ACTION PLAN 2019-20
REPORT BY	Assistant Chief Officer (Resources)
CONTACT OFFICER	N Cornwell-Smith, Head of Health, Safety and Wellbeing Tel: 01522 558043 Email: nick.cornwell-smith@lincs.pnn.police.uk
EXECUTIVE SUMMARY AND PURPOSE OF REPORT The publication of Annual Health and Safety Action Plans, and subsequent Annual Reports is now well established. Appendix 1 presents the draft Force H&S Action Plan for the year 2019-20.	
RECOMMENDATION	That the Force Health and Safety Action Plan for 2019-20 be approved for implementation.

POLICE AND CRIME COMMISSIONER FOR LINCOLNSHIRE

I hereby approve the recommendation above, having considered the content of this report.

Signature:



Date:

19/11/19

A. NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

A1. INTRODUCTION AND BACKGROUND

Lincolnshire Police has a legal duty to put in place suitable arrangements to manage health and safety. Much good work has already been achieved, but work needs to continue to fully embed a positive health and safety culture throughout the organisation at all levels. This Annual Health and Safety Action Plan establishes strategic targets to support the Lincolnshire Police's Health and Safety Policy.

A2. LINKS TO POLICE AND CRIME PLAN AND PCC'S STRATEGIES/PRIORITIES

This Action Plan supports:

- The Police and Crime Plan for Lincolnshire
- Lincolnshire Police's Distinctively Lincolnshire Strategic Plan
- Lincolnshire Police Code of Ethics
- Lincolnshire Police Wellbeing Strategy

- Force Values - PRIDE
- The Force Risk Management Policy
- The Lincolnshire Police People Strategy
- The Lincolnshire Police Health and Safety Policy
- G4S Health and Safety Policies

B. FINANCIAL CONSIDERATIONS

1. There will be financial implications in the implementation of the Force and local H&S Action Plans. These costs should have been identified and budgeted for. In many cases the costs are incorporated in normal budgets. Training for Lincolnshire Police has been submitted and where approved incorporated in the Annual Training Plan.

C. LEGAL AND HUMAN RIGHTS CONSIDERATIONS

The Health and Safety at Work, etc. Act 1974 (as amended) and subsidiary health and safety legislation requires all employers to have safety policies and management arrangements in place to ensure the health, safety and welfare of all its employees and those it provides service to, so far as reasonably practicable.

The Health and Safety Executive (HSE) encourages a common-sense and practical approach. It should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes

D. PERSONNEL AND EQUALITIES ISSUES

None

E. REVIEW ARRANGEMENTS

The Plan will be co-ordinated by the G4S Policing Services Head of Health, Safety and Wellbeing, with the Assistant Chief Officer (Resources) as the Health and Safety Portfolio Holder for Lincolnshire Police. Progress reports will be produced on a 6-monthly basis, which will include an Annual Health and Safety Report to the Force Health and Safety Committee to determine the need for any additional corrective action at a local level within departments. The Force Health and Safety Action Plan will be reviewed at the end of 2019-20, and revised to reflect any change in priorities to replicate the Force's performance or due to a change in national priorities as determined by the Health and Safety Executive (HSE).

F. RISK MANAGEMENT

Ensuring the adequate provision of health and safety, and monitoring its effective implementation helps to fulfil the legal obligation for a safe and healthy working environment. This compliance also reduces legal, reputational and financial risks to the Force and the Office of the Police and Crime Commissioner.

G. PUBLIC ACCESS TO INFORMATION

Information in this form along with any supporting material is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available on the PCC's website within one working day of approval. However, if release by that date would compromise the implementation of the decision being approved, publication may be deferred. An explanation for any deferment must be provided below, together with a date for publication.

Is the publication of this form to be deferred? No

If Yes, for what reason:

Until what date:

Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate part 2 form.

Is there a part 2 form? No

If Yes, for what reason:

DECLARATIONS

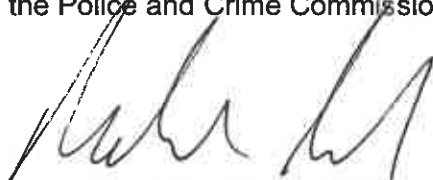
	Initial to confirm
Originating Officer: The Assistant Chief Officer (Resources) recommends this proposal for the reasons outlined above	AD
The CC's Chief Finance Officer has been consulted on this proposal	RF
The Chief Constable has been consulted on this proposal	VS
The PCC's Chief Finance Officer has been consulted on this proposal	CF
The PCC's Monitoring Officer has been consulted on this proposal	MO

OFFICER APPROVAL

Chief Executive

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. Consultation outlined above has also taken place. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lincolnshire.

Signature:



Date:

18/11/19

LINCOLNSHIRE POLICE

Health and Safety Action Plan 2019 – 2020



policing with PRIDE

Professionalism **Respect** **Integrity** **Dedication** **Empathy**

INTRODUCTION

Introduction – Health and Safety Action Plan

The Force's *Distinctively Lincolnshire* strategy encompasses two broad goals for Lincolnshire Police: to provide a service that meets the expectations of our communities; and to support our staff to feel healthy and valued.

Lincolnshire Police has a legal duty to put in place suitable arrangements to manage health and safety. Much good work has already been achieved, but work needs to continue to fully embed a positive health, safety and wellbeing culture throughout the organisation. This Health and Safety Action Plan establishes strategic targets to support the Lincolnshire Police Health and Safety Policy and the Wellbeing Strategy.

The Health and Safety Executive (HSE) encourages a common-sense and practical approach. It should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes. The Chair of the Health and Safety Executive, has publically stated that:-

'There is a need for a sensible and proportionate approach to risk management, in short, a balanced approach – this means ensuring that paperwork is proportionate, does not get in the way of doing the job, and it certainly does not mean risk elimination at all costs.'

Lincolnshire Police is committed to providing good working conditions, which requires effective management arrangements to ensure the health, safety and wellbeing of employees and others to minimise the adverse impact to individuals and the force from ill health and injury.

Hierarchy of safety, health and wellbeing

The process of supporting staff (and their managers) of those that fall ill/ are injured in role to keep them in role or suitable alternative

Ensuring the role and the Person match physically and mentally in terms of capability and capacity

Risk Assessment, Safe place of Work, Health Surveillance



Lincolnshire Police operates in very different climate from a few years ago. Not only has the force restructured its internal operational departments a number of times, but there is a continuing process of collaborative working with the other East Midlands Forces, such as EMSOU, EMOpSS, EMCJS and its Strategic Partner – G4S Policing Services (PS). These collaborative arrangements bring their own challenges in how health and safety is managed. Since 2014 the Chief Constable is the employer for the majority of police staff not transferred to G4S in 2012. G4S (PS) continues to work cooperatively with the force and the OPCC on health and safety issues, to ensure the continuation of a positive health and safety culture in the way policing services are delivered within Lincolnshire.

One of the main indicators of health and safety performance is the number of injuries and near misses due to assaults and accidents. The NPCC Strategic HSW Group and the Health and Safety Executive (HSE) use the following definitions:

- **Assault** - any incident in which a person is injured AS a direct attempt to cause harm i.e. non-consensual physical violence.
- **Accident** - any incident in which a person is injured but NOT as a direct attempt to cause harm.
- **Near Miss** - any incident in which a person is NOT injured but could have been in different circumstances. This includes by accident or assaults such as
 - exposure to hazardous substances such as smoke, blood and spitting;
 - being punched on the body armour but with no injury;
 - slip, trip or fall whilst chasing a suspect but no injury

For national reporting requirements (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the HSE includes assaults (as defined above) within the definition of an accident.

What must not be forgotten are the psychological issues resulting from being assaulted, whether an injury is caused or not. Further there are the issues surrounding being spat at, begin bitten or receiving a Needlestick injury and the resultant concerns about any risks of infection, no matter how low that risk is.

The overall number of **incidents** (assaults, accidents and near misses) reported to the Health and Safety Office has increased for the second year running to 481 compared to 463 in 2017-18, and 328 in 2016-17. The number of **near misses** reported has also steadily increased, from 8 (2015-16), 37 (2016-17), 84 (2017-18) and 76 (2018-19) as the result of a push to get these reported.

The number of **assaults** reported has further increased from previous years: 78 (2016-17), 148 (2017-18) and 194 (2018-19). The introduction of the new Use of Force reporting process in April 2017 and the new Pronto version in 2018 has made it easier for officers and staff to report the Use of Force. The Pronto system also flags up where an officer/staff states that they were injured using force by sending an automatic email to H&S, the line manager, Police Federation and the officer concerned to complete the accident form. Officers who reported that they were injured during the use of force and have not

completed the accident form also chased. The Force Annual H&S Report 2018-19 contains further information.

Aims of the H&S Action Plan

A key challenge for this Action Plan is how to embed three fundamental strategic aims into the fabric of Lincolnshire Police and OPCC, which has a number of high risk Health and Safety activities.

These aims are to develop a positive Health and Safety culture with coherent policies and procedures, which are compliant with all relevant Health and Safety regulations:

- **Culture:** to engender an effective Health and Safety culture through the continuous improvement of attitudes, perceptions, competences and patterns of behaviour which determine the commitment to the style and efficiency of Health and Safety management systems.
- **Coherence:** to embed and ensure policies, procedures, guidance and advice are understood and easily accessible to all staff, visitors and contractors.
- **Compliance:** to ensure all relevant Health and Safety legislative requirements are adhered to and that staff follow internal policies

The overarching aim of this plan is to provide direction to encourage the full integration of Health and Safety into operational norms and day to day practices by clearly setting and measuring improvements in Health and Safety practice and performance over the next year.

Priorities

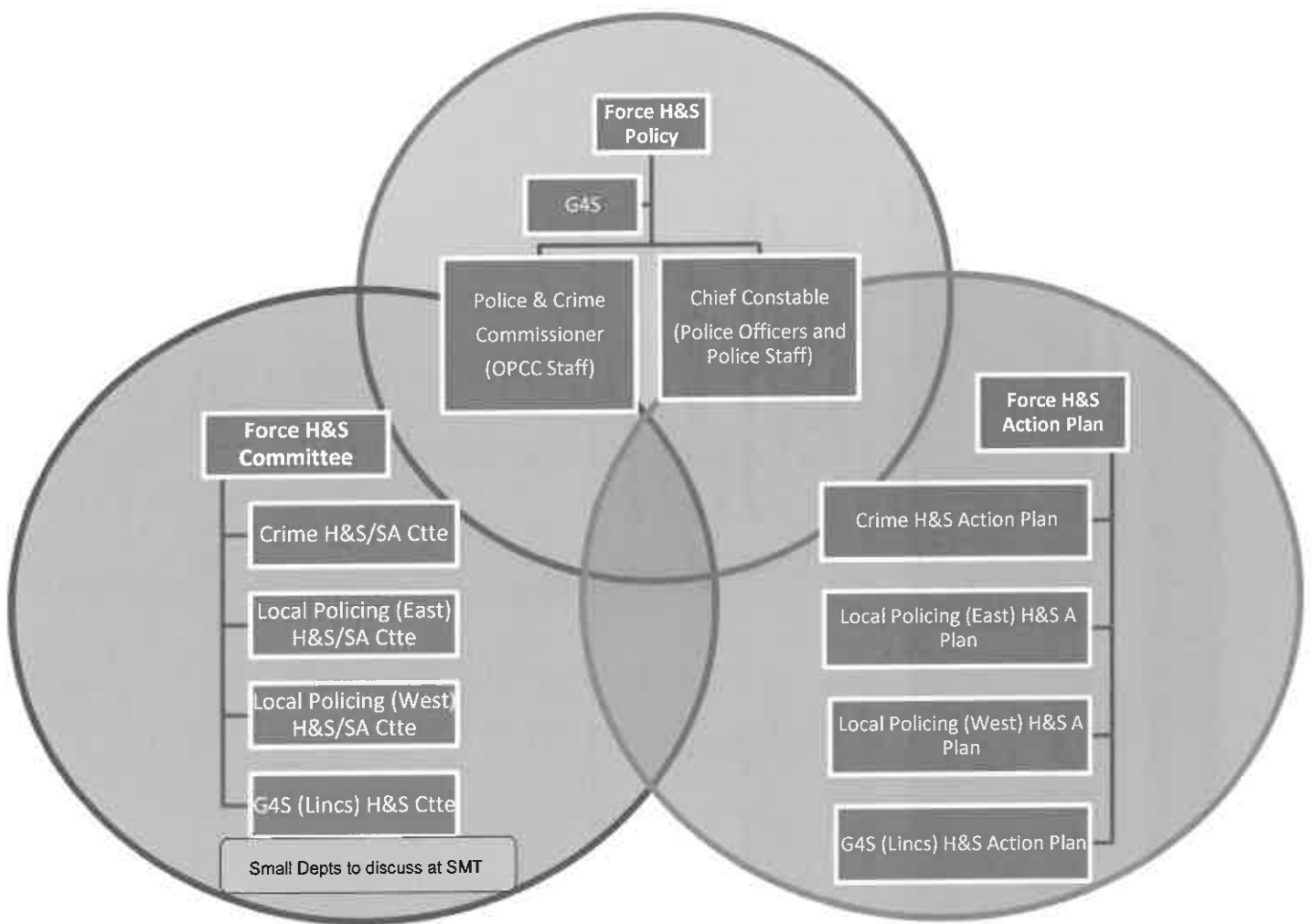
This year's Action Plan will focus upon the following key issues:-

- Reducing the number of work related assaults, accidents and near misses and related absences;
- Supporting the Wellbeing Strategy to improving the overall health and wellbeing of the workforce;
- Reviewing health and safety training arrangements for Lincolnshire Police specifically including managers;
- Measuring and monitoring health and safety performance;

Monitoring and Review

The Plan will be co-ordinated by the Head of Health, Safety and Wellbeing, with the Assistant Chief Officer (Resources) as the Health and Safety Portfolio Holder for Lincolnshire Police. Progress reports will be produced on a 6-monthly basis, which will include an Annual Health and Safety Report to the Force Health and Safety Committee to determine the need for any additional corrective action at a local level within departments.

Health and Safety Management Structure



Health and Safety Action Plan 2019 - 2020

Specific Action	Actioned by	Target (Performance indicator)	Timescale	Monitoring and Review
<p>Strengthening leadership and management of health and safety</p> <p>Successful Health and Safety management comes from the top of an organisation. Visible and active commitment from the PCC, Chief Officer Group, Department Command Teams and Managers to health and safety clearly demonstrates a commitment which will be embraced by other staff.</p>				
<p>1. Operational Lincolnshire Police Departments, including G4S, to produce an H&S Action Plan.</p>	<p>Heads of:</p> <ul style="list-style-type: none"> • Local Policing (East) • Local Policing (West) • Crime • Specialist Operations • G4S (PSS Lincs) 	<p>A Departmental Health and Safety (H&S) Action Plan which is monitored regularly ensuring:</p> <ul style="list-style-type: none"> • Regular H&S inspections, • Up to date risk assessments, • Reduced assault and accident numbers, • Regular H&S Committee meetings • Monitoring of H&S Action Plan. 	<p>By 1 July 2019.</p>	<p>Through updates to the relevant Management Team meetings, local H&S committees and Force H&S Committee.</p>

Risk Management

Effective and proportionate risk management should ensure both legal compliance and the safety of staff, visitors and contractors

<p>2. To carry out a qualitative review to identify how and why our officers/staff are being assaulted and what measures can be undertaken to reduce these assaults.</p>	<p>Chief Officer Group</p>	<p>Produce a report outlining the key trends/incidents which increase the risk of assaults to officers/staff and make recommendations to reduce assaults, mitigate harm and increase the deterrence effect of criminal justice proceedings.</p>	<p>By end of March 2020.</p>	<p>Through COG and Force H&S Committee.</p>
<p>3. Reduce sickness absence due to assaults and accidents.</p>	<p>Heads of Departments supported by G4S Policing Services (People Services).</p>	<p>Reduce reportable fatal, major and "7-day" assaults and accidents to below 15.</p>	<p>By end of March 2020.</p>	<p>Through the local and Force H&S Committees.</p>
<p>4. Managers to ensure all assaults, accidents, near misses and use of force are reported accurately and in a timely fashion.</p>	<p>Heads of Departments Head of H,S&W.</p>	<p>Accident reporting to be monitored to ensure assaults accidents are reported in time. Data analysed and reported to senior management.</p>	<p>By end of March 2020.</p>	<p>Monitored by Heads of Departments and Head of H,S&W. Data reports to senior management.</p>
<p>5. Ensure all H&S, Fire and COSHH Risk Assessments are up to date for all police activities including those provided by G4S.</p>	<p>Heads of Departments and G4S Managers in consultation with Head of H,S&W.</p>	<p>All existing risk assessments to be in date.</p>	<p>Reviewed monthly.</p>	<p>Through Force and local H&S Committees.</p>

Health and Safety Competence

Competence, in this context, is the ability for every member of staff to recognise the most foreseeable risks, particularly the serious risks, and have the ability to take steps to control them. For large and complex organisations, such as Lincolnshire Police, competence also means having health and safety practices, procedures and standards which are used consistently across the organisation

<p>6. To develop Lincolnshire Police Senior Managers' health and safety awareness by the completion of Leading Safety Course.</p>	<p>Chief Officer Group</p>	<p>All members of all SMTs to have attended IOSH Leading Safety (or equivalent) within the last 5 years. In some cases this would include refresher training.</p>	<p>By end of March 2020.</p>	<p>One course per year is currently planned, numbers permitting. Monitoring actual training against SMT members by Head of H,S&W.</p>
<p>7. To develop Lincolnshire Police Managers' health and safety awareness by the development of H&S modules for inclusion in the Sergeants and Inspectors Development Courses.</p>	<p>Head of H,S&W. Head of People Development.</p>	<p>A draft programme of H&S modules (mixed development methods) to be produced for approval.</p>	<p>By end of December 2019.</p>	<p>Monitored by Head of H,S&W.</p>
<p>8. Force Health and Safety Policies, Guidance, Procedures to be reviewed and updated with new ones being published as necessary. For example:</p> <ul style="list-style-type: none"> • Hazardous Substances • Accident investigation • Blood Borne Viruses 	<p>Head of H,S&W.</p>	<p>All policies, guidance and procedures to be reviewed and published. New H&S e-learning packages available on the Intranet.</p>	<p>By end of March 2020.</p>	<p>Monitored by Head of H,S&W.</p>

Audits and Inspections

Learning from experience and applying lessons learned, are important elements in effective Health and Safety management.

<p>9. Develop an annual programme of health and safety inspections.</p>	<p>Head of H,S&W working with the H&S Compliance Manager (G4S FM)</p>	<p>Programme of health and safety Inspections to be produced. An inspection to be carried out H&S Compliance Manager (G4S FM) of all force premises annually.</p>	<p>By end of May 2019. By end of March 2020.</p>	<p>Through the local and Force H&S Committees.</p>
<p>10. Regular health and safety inspections to be carried out by local managers and recorded.</p>	<p>Heads of Departments</p>	<p>Local managers to carry out H&S inspections on regular basis as based on the level of risk, but at least six monthly. Recorded and reported to Head of Dept. and Head of H,S&W.</p>	<p>By end of March 2020.</p>	<p>Through the local and Force H&S Committees. Record of Inspections</p>

