BRITISH TRANSPORT POLICE

Health and Safety Annual Report

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30th April 2012

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Introduction

This report outlines the delivery of the health and safety service for the period 1st April 2011 to 31st March 2012 in British Transport Police (BTP).

There has been some significant health and safety activity affecting BTP, particularly The Lord Young report on Health and Safety and the 'Striking the Balance' document from the Health and Safety Executive (HSE). Both documents have been discussed at the Central Health & Safety Committee and disseminated to Area level. We await further decisions on the Lord Young report; however, we have implemented the low risk office assessments and more recently the change in reporting incidents to the HSE.

There are over 4,800 staff including police officers, police staff, PCSO's and the Special Constabulary who are involved in policing activities with varied risks to manage, including;

- Violence
- Trauma and stress
- Road risk
- Lone working
- Manual handling
- Infectious diseases
- Slips, trips and falls
- Noise

The Health and Safety Team recognises the challenges faced by all employees and aims to support operational policing and not to obstruct it, by ensuring that we have a positive and proactive approach to health and safety in all our current working practices.
The Health and Safety Advisors are part of the Wellbeing Team within the Human Resources Department and provide specialist advice, support and guidance to enable BTP

to discharge its statutory responsibilities under health and safety legislation. To achieve this and to ensure that BTP complies with those obligations, the Health and Safety Advisor is responsible for carrying out programmed inspections, undertaking and auditing risk assessments, inducting new employees and providing training where appropriate.

The team ensures that continuous improvement takes place by continually monitoring performance, looking at new ways of carrying out their responsibilities, the use of technology and consulting and discussing working practices with other health and safety colleagues from other forces. This is done through the Association of Police Health and Safety Advisors (APHSA) and POLKA where we interact through discussion boards, face to face meetings and on the telephone.

Corporate Management

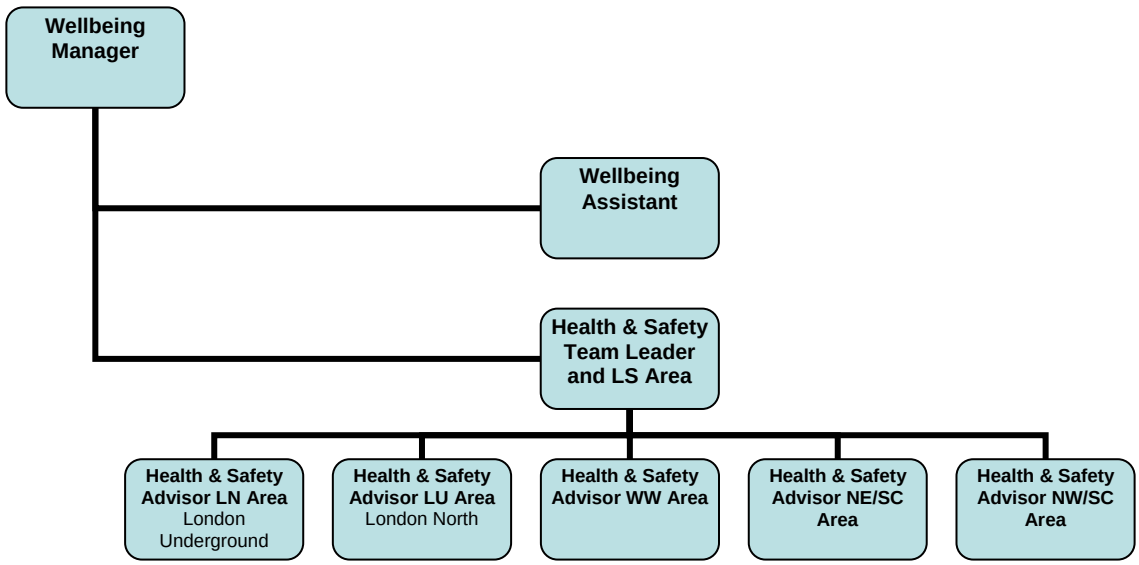
The Chief Constable has the overall responsibility for health and safety in BTP. The Director of Corporate Resources is responsible to the Chief Constable for the arrangements and implementation of the policies and procedures.

The Central Health and Safety Committee has met on a quarterly basis and is chaired by the Director of Corporate Resources. The British Transport Police Authority is represented as are areas, departmental heads, staff associations and the BTP Federation. The Committee provides the opportunity to discuss and promote health, safety and welfare matters that have not been resolved or discussed at the Area Committee level.

Areas have appointed Health and Safety Champions who work closely with the Health and Safety Advisors. The champions involvement has shown a much improved and welcomed development in safety awareness.

Organisation Structure

The Health and Safety Team is organised to provide a corporate approach to health and safety, ensuring consistency throughout BTP and at the same time providing local assistance to Area Commanders and their respective staff in all aspects of health and safety.



Policy Development

The management of health and safety at Work Standard Operating Procedure (SOP) is currently under review and is being simplified. Consultation will take place between agreed parties through the Policy Development Team. Other SOP's being reviewed include, infectious diseases, stress management and trauma management.

Planning and Implementation

The implementation of risk management relating to safety includes, risk assessments, inspections of premises and fire risk assessments and other working commitments highlighted below.

- **Premises Inspections** – carried out on a programmed basis on all BTP premises and buildings, the periodicity being dependent on size and type of premise and with the objective to ensure that all personnel from the Officer in Charge down are kept safe within the station/building environment. The inspection includes awareness of all health and safety implications and requirements within their specific stations. Subjects covered include compliance checks, fire evacuation procedures, fire plans, accident reporting, monthly management checks, Control of Substances Hazardous to Health (CoSHH) details, awareness of neighbours activities, workstation assessments, specific location risk assessments, awareness of generic risk assessments, basic housekeeping and safe storage.

    - Number of inspections carried out 2011 / 2012 201

    All inspections are now completed on a PDA and results downloaded to the Health and Safety Advisors computer. A report is then generated and a set of actions created dependant on the information input at the time of the inspections. A copy of the report is put on to the Area Health and Safety intranet page. The actions generated are then sent to the OIC, Estates Department and are discussed and followed up at the Area Health and safety Committee's.

    There have also been a number of specific safety inspections to address emergency issues such as flooding, sanitation, Legionella, water supply, heating and emergency lighting.

    Following the inspections, actions have been discussed with the Estates Department/maintenance and follow up activities identified.

    A typical report within the last 12 months has highlighted issues relating to fire responsible persons, fire records, CoSHH records not up to date, Legionella records not available and build up of waste materials.

- **Carrying out Display Screen Equipment / Workstation Assessments** – either as a response to the e-learning DSE programmes or when requested by supervisors or Occupational Health normally in regards to a return to work or an injury.

    - Number of workstation assessments 2011 / 2012 120

The requirement to complete the assessments has increased over the last year. Reviewing the information indicates that it often links to the Musculo-skeletal issues being reported, incorrect seating provided and the need to train employees in how to set up their seats correctly. Other recommendations include ergonomic keyboards, alternative 'mice' and back supports.

All Health and Safety Advisors have been trained as Advanced DSE assessors; this has enabled BTP to use their skills and knowledge rather than pay to bring in external assessors.

- **Risk Assessments** – to ensure that all risk assessments are to standard and comply with regulations. Assisting officers and staff to complete.

  - Number of assessments 2011 / 2012 65

  Risk assessments are required for all events and the Advisors have completed a number on behalf of the operational officers within their areas. These have included events such as football, racing, training exercises, armoury, and demonstrations. Operational activities relating to public order, searching and reviewing the generic risk assessments for all activities.

- **Periodic updating of Premises Fire Risk Assessments (FRA)** – to ensure compliance with both HSE and the fire brigade as the enforcing agency making sure that any changes to legislation is reflected in the document or that any changes to the premise is taken into account.

  - Number of premises visits to update FRA 2011 / 2012 65

- **Periodic Updating of Premises Fire Plans** – to reflect any changes in the above but also to take into account any personnel changes especially with regards to vulnerable persons or persons with special needs.

- **Inductions** – carried out locally on Area every time a new person joins the Area whether police officer or police staff. Persons being inducted will also include those on work experience. Some additional work is required with inductions to ensure that the Advisor is notified of all new employees to enable the induction to take place.

- **Accidents / Incidents** – all Health and Safety Advisors analyse reports on an Area level to look for trends and issues that could possibly been averted, check assaults to try and establish root cause, ensure where relevant that follow on investigations are carried out with regards to Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) requirements and reporting to the HSE.

<u>Accidents reported</u>

2009-10 - 706
2010-11 - 843
2011-12 - 769

The accident/incident data is reviewed on a quarterly basis at the Central Health and Safety Committee, any trends, particular activities or roles are identified.

Throughout the year there have been no particular trends identified. We looked at training accidents on one occasion but no particular reason or location was evident.

55 incidents were reported to the HSE. Two (3.6%) were for infectious diseases, nine (16.4%) were for major injuries and 44 (80%) were for more than three days sickness. The top three causes of a RIDDOR-reportable incident were assault (25.5%), slip or trip (18.2%) and manual handling (10.9%). See figure 1(Incidents by type

Of all RIDDOR-reportable incidents, 31 (56.4%) were investigated, either by the employee's line manager or the health and safety advisor.

Investigations are conducted by the Line Manager in the first instance and then supported or followed up by the Health and Safety Advisor. Following the investigation recommendations are made and are instigated locally by the Officer in Charge or are sent to the appropriate department for action.

Examples of investigations and actions include;

- Assault during arrest. Insufficient space in vehicle. Recommendations to use appropriate prisoner carrying vehicles
- Officer climbed on to wall in pursuit of offender – wall collapsed. Recommendations, review dynamic assessment advice/training
- Staff injured from falling documents. Recommendation, review the storage processes, look at heavier items to bottom of cupboard.
- Staff scalded by hot water spillage. Recommendation, look at alternative boiler, height of boiler.
- Near miss from falling tile – contractor working. Recommendation, future work to be completed out of normal hours.
- Officer exposed to infectious disease from resuscitating a prisoner. Recommendations, review the infectious disease procedure, issue of face masks, review process for attendance at hospital.

There has been a change (following the Lord Young report) to the reporting of incidents and sickness absence. From 01 April 2012 we will only need to report on sickness of 7 or more days.

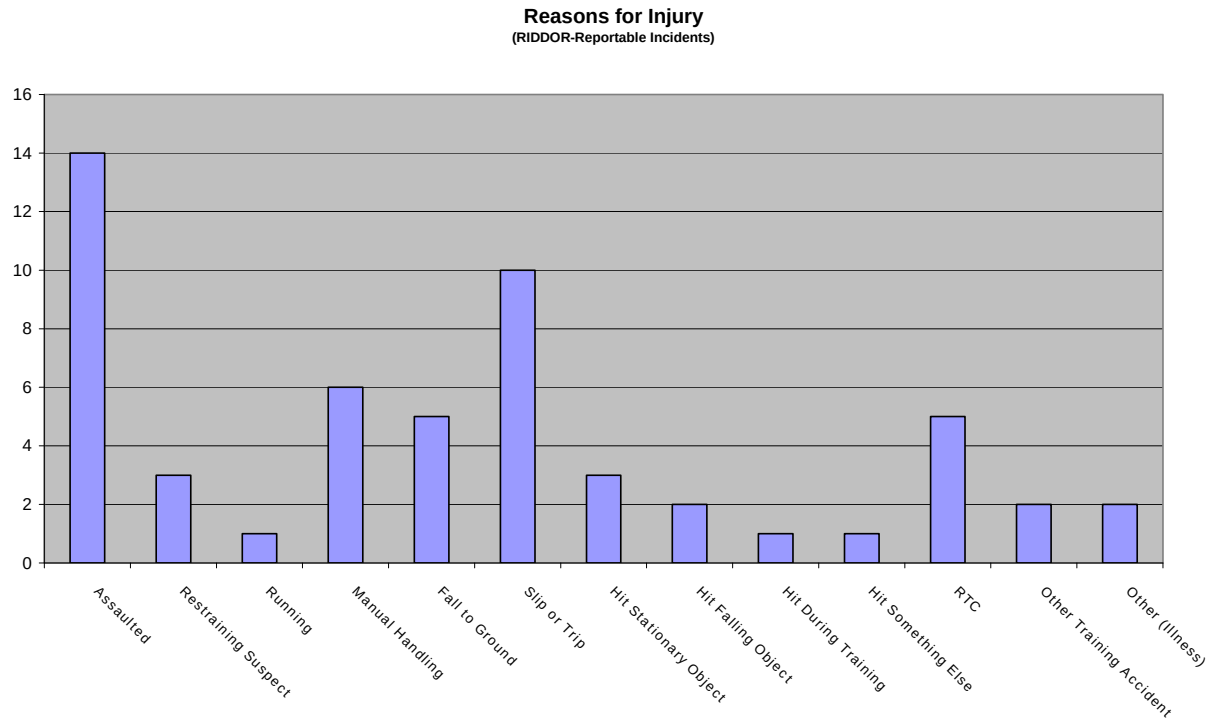


Figure 1 RIDDOR Reportable Incidents 2011-12

- **Force Health and Safety Advisers Quarterly Meetings –**regular meetings have taken place enabling all health and safety advisers to discuss area issues, best practice, updating of SOPs and generic risk assessments and to ensure that we are all providing a corporate service.

Training:

- **New Recruits –** all Police Officer and PCSO recruits receive training in health and safety and sit an exam that provides them with a British Safety Council Level 1 Health and Safety Certificate.

    - Number of courses run 2011 / 2012 8
    - Number of recruits trained 2011 / 12 182

- **Fire Wardens –** training has been given to staff in how to react in the event of a fire, how best to evacuate persons and basic fire extinguisher awareness. This short course is ongoing and needs refreshing every 2 years.

    - Number of persons trained 2011 / 2012 70

- **Training Packages –** all health and safety training packages used by health and safety advisors have this past year been put through the BTP Quality Assurance system, with relevant lesson plans and the corporate format being adhered to.

Stress Awareness – reviewing the data for sickness absence relating to stress related issues, identified a business need to carry out both stress risk assessments and stress awareness training for BTP employees. The data for 2011-12 indicates that BTP has seen absences of 3075 days for Police Officers, 526 days for PCSOs and 749 days for Police Staff.

Under the Health and Safety at Work Act 1974 BTP has a general duty to ensure, as far as is reasonably practicable, the health of their employees at work. This includes taking steps to make sure that they do not suffer stress-related illness as a result of their work.

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires employers to assess risks to health and safety from the hazards of work. This includes the risk of employees developing stress-related illness because of their work. BTP is required to carry out a suitable and sufficient risk assessment.

To address these issues a paper was submitted to the Force Training Board, approval has been given to commence a pilot of the training for PCSO's and Neighbourhood Policing Teams (NPT).

All Health and Safety Advisors have now been trained in the HSE Management Standards for Stress. A course is currently being written for the pilot. It is expected to commence this in the next 6 weeks. A report will be submitted to the Force Training Board in the near future.

Support:

- **Estates / Maintenance –** we have provided assistance during build projects and refurbishments. Checking planned evacuation routes and identifying relevant and compliant signs and other safety related equipment. Also involved in issues such as, Legionella, emergency lighting, infection control, Portable Appliance Testing (PAT), asbestos, water supply, sanitation and heating. There has been a much improved working partnership with estates, sharing of information and identification of issues/concerns that require actioning.

Project Involvement:

- **Armoury and Firearms –** assist with regards to safety issues attached to the building of an armoury at Blundell Street. Liaise with Metropolitan Police specialist units to establish correct safety procedures are adopted and that the environment is suitable

and safe. Provide advice on and assistance with written risk assessments for the armoury, general patrol and first aid requirements.

- **New Uniform Personal Protection Equipment (PPE) Carriage System –** assist with the concept, design, research and development of a new utility vest and belt system. Attend meetings both in London and Liverpool with regards to the roll out of equipment.

- **Olympics –** involved with the welfare, health and safety aspects of the London 2012 operation. All generic risk assessments being updated, specific risk assessments being identified and all placed on the health and safety intranet pages for easy access. All accommodation for mutual aid officers inspected, fire risk assessments and plans being written, PAT testing arranged and being completed. Providing welfare support to mutual aid officers whilst working with BTP**.**

External Contracts:

Corporate Eye Care – this contract is now run by Boots and provides BTP with the ability to comply with DSE regulations in supplying eye tests and spectacles for all recognised display screen users. In the last year BTP has provided this service to a number of employees at a total cost of £8,873. A further reduction in the cost of the eye test has been achieved. (£15 to £10) This should reduce the overall cost for the forthcoming year.

Vaccinations – Abermed are our providers for vaccinations of all recruit Police Officers, PCSO's and Specials plus any other staff member who operate in a position that requires protection. The budget expenditure for last year was £25,000. Having reviewed the current contract, BTP will only provide vaccinations for Hepatitis B in future. This should reduce the overall budget.

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