



BRITISH
TRANSPORT
POLICE

Health and Safety Annual Report 2012/13

Bob Kenwick
20th May 2013





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Introduction

This report outlines the delivery of the health and safety service for the period 1 April 2012 to 31 March 2013 in British Transport Police (BTP).

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.

2012 was a big year for BTP, with the planning and delivery of the Olympic Games. The team were heavily involved with this work, ensuring the safety and welfare of employees working on the frontline during the games, as well as ensuring the temporary accommodation for seconded officers at Hatfield University was fit for purpose.

Corporate Management

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

Due to a number of changes in personnel throughout the year, the Central Health and Safety Committee is under review and a new H&S strategy is being drafted and due for publication in June 2013. The Wellbeing Manager, H&S Advisors and Area Health and Safety Champions have ensured that all aspects of safety have been monitored to ensure compliance, the details of which are included in this report.

This has been supported by attendance at Area Health and Safety Committee meetings, where representatives from Operations, Federation and TSSA meet and discuss local issues requiring attention. During the year a total of 20 Area meetings were held.

New processes have been put in place to ensure that we are monitoring compliance and maintaining accurate reporting. Advisors now record electronically all inspections, fire assessments and accident reporting/investigations. This enables timelier reporting of required data. We will continue to look at further improvements to our systems and reporting.

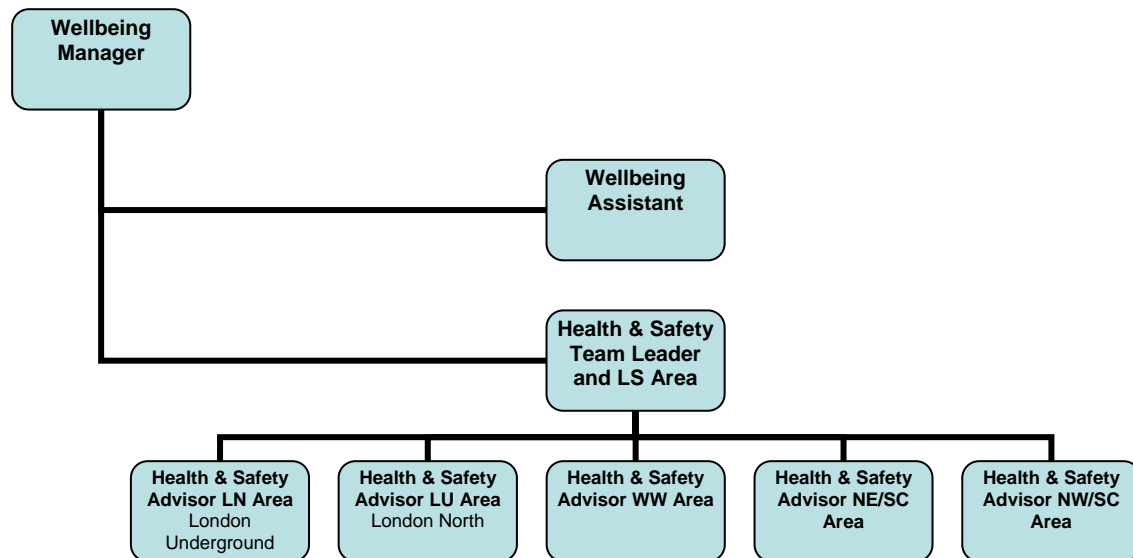
To support this, a two year Health and Safety Strategic Plan (2013-15) is under development. This document will support the department going forward, with a specific focus on bi-annual targets, aiming for a complete audit in 2015. Our Strategic Plan will incorporate the ACPO document – Police Health and Safety Guidelines – A Management Benchmarking Standard. This document gives advice and guidance in a number of areas;

- Auditing current Health and Safety measures
 - Senior Management involvement
 - Structure
 - Risk Assessments
 - Responsibilities
- Reviewing Policies and provision
 - Compliance
 - Communication
 - Training
 - Targets / KPI's
- Annual/Periodic tasks, including
 - Inspections / Audits
 - Central / Area meetings
 - Audits and reviews including risk assessments
 - Accident / incident data reviews for trends

The new strategy will ensure both mandatory compliance and a delivery that supports the aim of the Force Strategic Plan.

Organisation Structure

The Health and Safety Team structure remains as below, until the implementation of the revised structure, following the HR Renew for Service Excellence, which is outlined.



Policy Development

In line with our annual policy review programme, a number of Health and Safety policies are being re-written and we are on track for achieving the timescales agreed with the Policy Team.

Planning and Implementation

BTP are required under the Health & Safety at Work Act and regulations to ensure that safety risks are managed appropriately. To meet our legislative requirements, we undertake and monitor risk assessments, inspections of premises and fire risk assessments and other working commitments highlighted below.

- **Premises Inspections** – The inspection includes awareness of all health and safety implications and requirements within 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 2012 / 2013

234

The total for this year represents a 100% compliance with the agreed KPI. All premises were inspected at least once during the year as laid down in the schedule. Advisors monitor progress against the recommendations arising from the inspection which are allocated to Area management / Estates to action.

- **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 2012 / 2013 117

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

Number of assessments 2012 / 2013 71

Risk assessments are undertaken for all events and the Advisors have completed a number on behalf of the operational officers within their Areas. These have included football risk assessments, expectant mothers, marches, Olympics, music festivals and special movements. The risk assessment is included in each Operational Order.

- **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 visited to update FRA 2012 / 2013 69

FRA assessments used to take place once every three years but in 2012 this was changed to once every two years. All fire risk assessments are up to date. The only outstanding one is Truro for which a risk assessment has been scheduled for June 2013.

- **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.

Number of fire plans updated 2012/2013 58

If the layout of premises changes a new fire plan needs to be completed. For example, a new fire plan will be developed for FHQ following the changes to floors 1 – 3. Two inspections from the Fire Authority took place in 2012 – Wolverhampton and Ebury Bridge. Both these locations received a satisfactory response with no concerns highlighted.

- **Inductions** – we continue, when identified, to induct all new starters at their location on the safety requirements and processes for reporting incidents, fire evacuation, safety meetings and representative details.

Inductions carried out on site 2012/2013 35

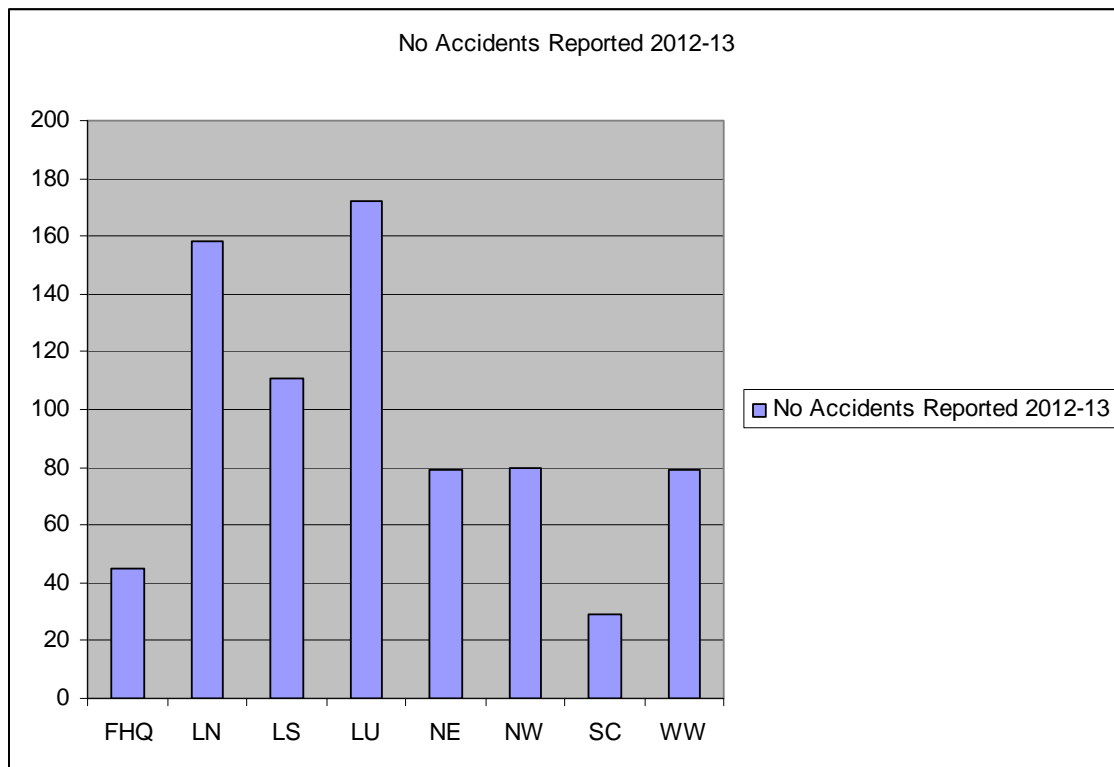
All officers and PCSOs receive safety induction training as part of their initial training programme. However only 35 new members of police staff received this

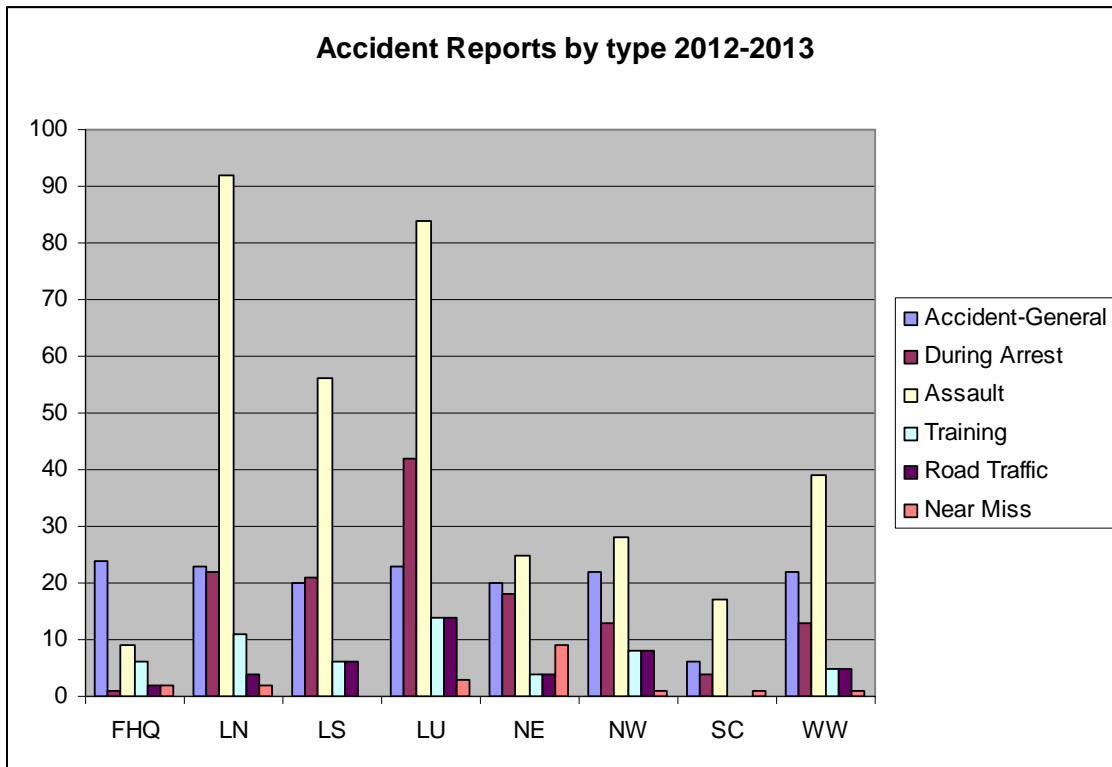
training in 2012/13. This low compliance is due to line managers not notifying Wellbeing of new joiners. This has been identified as an area in need of improvement and will be discussed at Area H&S meetings as well as the Central H&S Meeting now chaired by the Director of Corporate Resources.

- **Accidents / Incidents –**

Accidents reported

2009-10	-	706
2010-11	-	843
2011-12	-	769
2012-13	-	789





32 incidents were reported to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR). Nine related to training incidents (28%), 7 to assaults (22%), 7 to general accidents (22%), 5 to injuries during arrests (16%), and 4 to road traffic incidents (12%)

All reported accidents are monitored through the Wellbeing Department and also at a local level at Area Health and Safety Committee meetings. Any particular trends are identified and addressed.

During the year there were no particular trends identified that necessitated any targeted activity.

The department did look at two reported locations, one related to rostering and working time directives (near miss reports), and the other at the working environment (ill health reports).

The working time directive issue has been taken up by North Eastern Area (where the near miss reports were received) who have arranged focus groups with officers to discuss concerns over rosters.

The working environment issue in on Wales & Western Area and stems from concerns raised by staff over the refurbishment of Birmingham New Street station. Welfare, Estates and the Area are liaising with affected staff during this major refurbishment and identifying ways to minimise impact for staff based at that location.

Training

- **New Recruits** – all Police Officer and PCSO recruits receive training in health and safety, welfare and also input regarding occupational health.

Number of courses run 2012 / 2013 6

- **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 courses held 2012 / 2013 8

- **Stress Awareness** – A stress audit has been completed on the North East Area and the findings were used to devise the content for the training package used on the stress awareness course. The course was piloted on the NE Area and was favourably received. This course is now being rolled out across the Force and is aligned to the objectives within the Strategic Plan.
- A Trauma Incident Management (TRIM) course was held in Scotland during March. This trained 8 TRIM Practitioners who will assist the department in providing Peer Support to Officers attending critical incidents such as fatalities.

We will monitor the success of both interventions, to assess whether there has been a positive impact in the general health and wellbeing of our workforce.

Support

- **Estates / Maintenance** – The team continue to forge positive working relationship with colleagues in estates and maintenance. As a result of this, we now have a schedule for planned maintenance work and visits, to ensure all required assessment are complete and in line safe working systems. (i.e. Legionella reports, emergency lighting, PAT testing, fixed wire inspections, asbestos, gas services, extinguisher testing and air conditioning issues).

Project Involvement

- **New Uniform Personal Protection Equipment (PPE) Carriage System** – following feedback from officers and staff in relation to the current utility belt and equipment vest, the H&S Team in conjunction with the Force Clothing Committee engaged with an ergonomist to design a fit for purpose carriage system, given the amount of equipment officers are now required to carry.

Following an extensive R&D Process, approval has been given to trial a new carriage system and volunteers have been identified to commence this trial in early 2013-14.

- **Olympics** – as detailed above, the team were involved in ensuring that all aspects health, safety and welfare of officers and staff during the London 2012 operation were considered and appropriate interventions put in place. All generic risk assessments were updated, specific risk assessments identified and all placed on the health and safety intranet pages for easy access. All accommodation for mutual aid officers was inspected and fire risk assessments and plans written, PAT testing arranged and completed. Welfare support to mutual aid officers whilst working with BTP was provided in partnership with BTP Federation.

Horizon Scanning

- **TRIM Practitioner Training** – following the successful course in Scotland training in the peer support programme has been agreed and programmed for all BTP Areas over the next six months. The aim is to provide assistance and support to BTP officers involved in and dealing with critical incidents. Each Area will have practitioners strategically placed around their respective areas and during the training will be given the toolkits required to provide the support to their colleagues, linking in with the Welfare Advisor and Occupational Health where necessary.

Research confirms that officers and staff are less likely to be adversely affected, in the immediate aftermath of a critical incident when appropriate peer support is in place. We will closely monitor the usage and access to this service and provide support from the centre, to the TRIM Practitioners, where required

- **Health and Safety Structure** – following the Renewing HR for Service Excellence project, Health and Safety is being re-structured and will in future report to the Director of Corporate Resources, through the Head of Corporate Services.

This decision was taken following the review, as whilst in BTP, the Health & Safety team is responsible for developing and ensuring compliance with policy which has parallels with much of the work of the wider HR function. Its focus on ensuring safe working environments for BTP's people are more akin to the work of Estates & Facilities and, at the same time, there are also interactions with operational policing in assessing and developing the plans for major operations and events.

The team will be managed by a Health and Safety Service Delivery Manager based in Birmingham with 2 H&S Advisors based in London and a further 2 based outside of London.

- **Health and Safety Committee Meetings** – this procedure has been reviewed and will now be formalised into agreed and structured meeting arrangements.
 - All Area Committee meetings will be held 4 weeks prior to the Central Health and Safety Committee.

- The Area meetings will have an agreed Terms of Reference, Agenda and reporting format.
- Reports will be submitted through the Health and Safety Manager to the Central Health and Safety Committee on a quarterly basis.
- The Central Health and Safety Committee will also be held quarterly with a report being included in the quarterly update to the People and Standards Committee.
- The terms of reference and agendas will be based on the ACPO benchmarking document referred to previously.

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