

## Wiltshire Police Cross Force Health and Safety Audit – Audit Report Findings

### Commissioners Monitoring Board Briefing Paper

#### **1.0 Introduction and Background**

Under the governance of the ACPO Health, Safety and Welfare Strategic Group, the South West and Wales Regional Police Forces volunteered and were chosen to nationally pilot the introduction of a ROSPA cross force health and safety auditing programme for England and Wales. As part of the three year audit programme, Wiltshire Police received its cross force health and safety audit between the 28<sup>th</sup> January to the 1<sup>st</sup> February 2013. The cross force auditing programme has been highlighted by Acpo as national best practice within the Police service and is a key element of the existing health and safety regional collaboration agreement and the ongoing collaborative work being carried out by health and safety professionals within the South West and Wales Police regions.

All organisations, including police forces, are legally required to have in place an effective health and safety management system to develop and maintain their ability to manage the risks encountered within their business. Effective auditing of this health and safety management system must also be in place. The Police Cross Force audit programme satisfies this legal requirement, providing an opportunity for independent auditing by competent advisers, who are specialists in their field of police safety management.

Due to the special nature of operational policing, the application of health and safety law is challenging for the Police Service. As part of their normal work, police officers and specific police staff inevitably face significant and serious dangers and sometimes unrealistic public expectations. The nature of policing is such that it is not always possible to completely control all risks. It is precisely because the police are expected to face significant dangers as part of their job that health and safety management in the Police Service needs to be integrated with operational management arrangements. Effective and efficient management of health and safety to protect our employees and the public goes hand in hand with delivering an effective and efficient policing service.

Certain risks are taken to secure appropriate benefits to the public and the wider society, such as saving life, preventing serious crime and apprehending those responsible for serious crime. However, there is still a requirement for those risks to be minimised as far as reasonably practicable in the context of operational policing.

As part of the ongoing Governance arrangements, this briefing paper aims to provide the Commissioners Monitoring Board with an overview of the findings of the full audit report.

#### **2.0 Audit Methodology**

The weeklong audit examined, checked and reviewed the whole of Wiltshire Police's health and safety management system against legal compliance and the ROSPA QSA standard, looking specifically at:

- Policy
- Organising
- Planning and implementation
- Measuring performance
- Audit and review

The audit consisted reviewing and evaluating our written evidence including health and safety policies, procedures and assessments. Conducting approximately 20 interviews with key stakeholders within the organisation and carrying out station visits, examination of workplaces an importantly talking to police officers and staff. The following regionally ten agreed risk control indicators were also examined during the audit, including both procedural guidance and the implementation of these procedures.

- Manual Handling
- Occupational Health Management
- Control of Contractors
  
- Management of Asbestos
- Management of Noise

- Display Screen Equipment
- Stress Management
- Clinical Waste
- Occupational Road Risk
- Violence at Work

### 3.0 Key Audit Findings

The auditors overall impressions of the organisation were that the management, police officers and staff they interviewed and interacted with were;

- Proud to work for Wiltshire Police,
- Professional highly professional, committed and truly motivated to H&S Management,
- Procedures recently reviewed and revised - a lot of work undertaken,
- Positive attitude in the delivery of their roles and responsibilities,
- Personally take an interest in their staff welfare and safety.

The auditors were also impressed with the understanding of those interviewed of the importance of health and safety management and how they incorporated the Force Values and Behaviours into their day to day management.

The audit identified that Wiltshire Police's Total Health and Safety Management System (HSMS) is extremely well developed and functioning efficiently and effectively maintaining the safety of our staff and the public. The Force can be confident in the reliability of the system to deliver activities and results which comply with our procedures and legislation.

The audit did not observe any breaches of health and safety legislation that would have required immediate action and identified just 15 medium to long term recommendations as part of continuous improvement. The key recommendations advise the inclusion of PCC responsibilities and governance arrangements within the Force Health and Safety Policy and consideration for specific improvements to procedural documents. Looking forward, the suite of recommendations be will used to develop the revised Health and Safety Strategy 2013-15, which will form part of the People Services delivery plan. The audit report also identified a number of areas of exemplary practice within the Force which should be recognised and praised, all of which can be found in the full audit report.

The overall health and safety performance score for Wiltshire Police is **86%** which is an excellent achievement for the Force and **significantly above** the normal range for an initial peer audit. ROSPA estimate that for a first, independent peer audit the expected score range should be between 45 – 55%.

When considering the strength of the written health and safety management system (HSMS) in terms of HSMS control documents, these were well written and being effectively implemented. Clear procedures are important not only because they are specific or implied legal requirement but also to provide standards against which to measure performance and ensure consistency, and to mitigate the possible problems of relying on the diligence and expertise of staff. Evidence from the auditor's observations, interviews with departmental representatives and site visits undertaken confirmed clear understanding of the policies and procedures and how they should be implemented at a local level.

There was strong evidence of competent health and safety advice and assistance provided through the Health and Safety department. Evidence found the practitioners to be being well respected, engaged and embedded in all areas of operational and non operational policing activities.

Wiltshire Police has also made significant and considerable progress in achieving the recommendations within the HSE Inspection of Police Services Report 2006/07 and 2007/08 and the ACPO Management Benchmarking Standard for Police Health and Safety Management.

### 4.0 Score Summary's

Please refer to Appendix A for full details of the summary scores for each significant section of the audit. A copy of the full audit report including recommendations and best practice can be found through this link, [Full Health and Safety Audit Report](#).

## 5.0 Regional Comparisons and Benchmarks

One of the many added value elements of the cross Force audit programme is that it provides for regional Police comparisons of the audit scores and performance against the ROSPA safety audit standard. This not only assists with the identification of local strengths and weaknesses and development of local health and safety plans but also encourage Forces to work collaboratively identifying and sharing best practise from those forces performing well in a particular area, as part of the Health and Safety Regional Collaboration agreement.

## 6.0 Conclusion

In conclusion, the audit findings clearly identify that effective health and safety risk management is integral to the culture of Wiltshire Police. Demonstrating the right balance between operational and health and safety duties can be achieved through an integrated approach to health and safety management by all levels of management and staff. The professional relationships between key service providers, such as health and safety, occupational health and estate management, as well as effective alignment with operational policing activities, is key to this success.

This performance report has been produced for your information, continued support and ongoing governance of the Force health and safety management system.

Sarah

**Sarah Somers Bsc(Hons),CMIOSH,RSP**

Health and Safety Manager



## Appendix A : Wiltshire Police Summary Scores

### Policy

<b>Section Overall</b>	<b>93 %</b>
Policy General	100 %
Policy Commitments	90 %

### Organising

<b>Section Overall</b>	<b>87 %</b>
Organising for health and safety	98 %
Organisational procedures	85 %

### Planning and Implementation

<b>Section Overall</b>	<b>88 %</b>
Planning Process	89 %
Implementation of Organisational Procedures	89 %
Risk Control Performance Indicators	88 %

### Measuring Performance

<b>Section Overall</b>	<b>73 %</b>
Active monitoring	69 %
Reactive Monitoring	81 %

### Audit and Performance Review

<b>Section Overall</b>	<b>75 %</b>
Audit	89 %
Performance Review	67 %

### Health and Safety Performance Rating (HSPR)

Health and Safety Performance Rating ( <b>HSPR</b> )	<b>86 %</b>
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