



Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

Joint Central Committee Health & Safety Subject Committee

Ref: CS/DJK/LS

MINUTES

19 January 2016

1. Attendance

North Area Committee	Linsey Burns
North Area Committee	David Smith
North Area Committee	Steve Thomson
East Area Committee	Stephen Clark
East Area Committee	Hugh Loudon
East Area Committee	Brian Jones
West Area Committee	Martin Bertram
Vice Chairman	Graeme Ednie (meeting Chairman)
Health & Safety Secretary	Peter Jones
Business Administrator	Lesley Stevenson

Apologies were received from Stuart Finnie and Andy Hastie.

2. Opening of Meeting

The Chairman opened the meeting and thanked everyone for their attendance. He advised that subject to the Committee's approval, he wished to make modifications to future agendas to align with other SPF meeting formats. A paper was circulated showing the modifications and the Committee agreed to the changes.

Action: 0001/16 - Lesley Stevenson to amend future agendas as suggested.

Action: 0002/16 - Chair to create Action Log

3. Minute of Previous Meeting

The Minute of the previous Health & Safety Subject Committee meeting had been circulated with JCC Circular 50 of 2015 and was approved.

4. Joint UK H&S Meeting

Minutes of the previous meeting had been circulated and had been fully discussed at Area meetings. The next meeting is scheduled for the end of January.

5. Association of Police Health & Safety Advisors (APHSA)

The Minute of the previous meeting had been circulated in advance of the meeting and was noted.

The Chair noted that SPF had intimated apologies at the previous meeting and requested that wherever possible, arrangements were to be made to have a representative attend. The Secretary agreed to arrange a replacement on occasions he was personally unable to attend.

6. Force Executive H&S Meeting

The Minute of the previous meeting had been circulated and was noted.

The Committee briefly discussed the potential implications for PSoS and SPF members regarding Fire Risk Assessments.

7. Area Committee Updates

It was agreed that in future, only ongoing actions or items of note discussed at Area Committees would be notified under this agenda item.

North

Steve Thomson gave an update on the North Area meeting which was held on 4 January 2016. The main items of discussion were HQ inspections in the North area and it had been agreed that Steve would carry them out in the future.

East

Brian Jones gave an update on the East Area meeting and said the main items of discussion were Bilston Glen, vehicle kit checks, the under reporting of near misses and the lack of access to SCoPE. He also expressed concerns regarding airwave coverage within hospitals which had been identified in the East Area and the lack of routine vehicle and vehicle equipment checks being undertaken in accordance with Force policy.

West

Martin Bertram gave an update on the West Area meeting and said that the main item of discussion was airwave coverage in hospitals.

Action: 0003/16 – Secretary to raise item on the agenda of the next Force Executive H&S Meeting in relation to concerns regarding airwave coverage within a number of hospitals.

Action: 0004/16 - Secretary to raise item on the agenda of the next Force Executive H&S Meeting in relation to concerns regarding vehicle safety and equipment checks not being completed in accordance with Force Policy.

8. Uniform/PPE/OST

The H&S Secretary advised the Committee that the last meeting of this group was held on 7 January 2016. Items discussed included winter hats which ACC Higgins had passed to procurement to progress and arrange supply. They also discussed winter clothing and it was noted that OSD through the Mountain Rescue Team had provided a report with recommendations for what additional kit should be supplied. This has been supported by the North Area command team. It was further reported that ACC Higgins had agreed the current notebooks were not fit for purpose and asked for work to be done and to be reported back to him. There had been several minor additions to clothing lists for specialist units approved and some rejected. The H&S Secretary advised that he had raised outstanding concerns regarding the statutory requirements in respect of PPE and this would be progressed by and reported through the Force UPPE Working Group.

9. National Operational Planning

There was nothing to report.

The Committee agreed that this item could be removed from future agendas.

10. National Incidents Statistics

It was reported that the H&S Secretary would be in discussion with John Donaldson, H&S Advisor to request that SPF be routinely provided with copies of the H&S reports presented to PSoS and SPA. It was noted that there were ongoing concerns regarding the lack of access to SCoPE in the East and West areas. The H&S Secretary had written to PSoS requesting the removal of the consent question from the SCoPE form and awaited a response.

11. National Federation Training

The Chairman advised that the Secretary would be preparing and delivering accident investigation training at the future area meetings to the H&S Representatives. Information had been provided to the representatives for them to apply to attend the PSoS Divisional Safety Co-Ordinators Course, approved by the DCC designate. All had received approval and dates to attend.

Basic Level

Inputs have been delivered to Representatives at four basic training courses held in September and November 2015. Feedback following the training had been received and amendments would now be made to the training material in accordance with that feedback.

Intermediate Level

Inputs have been delivered to Representatives in each of the three area Subject Committee's and training would continue to be developed and delivered as required as part of the continuous development within this important area of SPF business. It was however necessary that all representatives receive suitable and sufficient training in the H&S area of

business and consequently it was intended to commence delivery of suitable training packages to all representatives and work was ongoing in this regard. It was noted that whilst this would primarily involve Area Equality Leads, there was likely to be a requirement for local H&S Representatives to assist. Further detail would be provided in due course.

The Committee agreed that training was a national issue and required to be co-ordinated. All training must be discussed with the SPF Vice Chair and accurate records must be kept of where, when and to whom training was being delivered.

12. SPF Custody Sub Group

The Committee was advised that this group had met on 19 January 2016. The Secretary agreed to circulate the Minutes when they became available.

13. Operational Support Division (OSD) SPF Sub Group

The Committee was advised that this group had met on 19 January 2016. The Secretary agreed to circulate the Minutes when they became available.

14. TTEWG

The Minutes of the last meeting had been circulated prior to the meeting and were noted. The Chair advised that following recent discussions with the SPF Chairman, decisions regarding SPF attendance at future meetings of this forum would be determined on a meeting by meeting basis according to the business on the agenda. The Chairman directed the H&S Secretary to liaise with the SPF Chair accordingly in advance of future meetings and prior to making any arrangements to attend.

15. Public Order Monitoring Group

There was no update. The Chairman agreed to liaise with the SPF Chairman to ascertain if this item could be removed from future agendas.

Note: It was subsequently confirmed the business previously discussed under this agenda item was now being adequately covered at a UK wide level by item 14 – TTEWG and at a National level through the SPF – Operational Duties Standing Committee and consequently could be deleted from the agenda of this meeting.

16. Security

There was no update. It was acknowledged that this matter continued to be discussed at other SPF forums and the Meeting agreed this item could be removed from future agendas.

17. Competent Business

17.1 - Consultations

The Chairman advised the Meeting that there was one live consultation in relation to the development of a Risk Management SOP which had been allocated to the H&S Subject Area via the H&S Secretary. The response was to be returned by 29 January 2016. The Chair

asked that members of the Committee take the time to consider the contents and respond to the H&S Secretary within the timescales.

The Chair also advised of his desire to review, in slower time, the contents of the existing PSoS H&S related policies, guidance documents and SOPs. He explained by way of example that SPF had previously responded to the following guidance documents; Asbestos, First Aid, Display Screen, Manual Handling & Violence & Aggression and had posed a number of as yet unanswered questions regarding the contents. He saw merit in the Committee reconsidering these and other similar documents and pro-actively taking any action as required.

Action 0005/16 – The H&S Secretary and Area Leads to create a list of PSoS H&S Policies & Procedures and conduct a slower time reconsideration of contents.

17.2 - SPF H&S Management

The Chair advised of the statutory H&S requirements upon the SPF as an employer of 18 members of staff and suggested that it was necessary to conduct a review of existing H&S policies and relevant risk assessments to ensure statutory compliance and that they continued to be fit for purpose.

Action 0006/16 – The H&S Secretary to liaise with the SPF Business Manager and examine existing SPF H&S policies and documents to ensure SPF compliance with statutory provisions and report back to the SPF Vice Chair.

17.3 - CHS – Warning Signals

The Chair advised that he had received an email from Fiona Morris which identified concerns in relation to contagious warning markers on CHS. This followed a recent request for a marker to be placed on a nominal record after having previously being informed that the nominal was HIV+. The request was declined on the basis that it breached the nominals Human Rights. The Chair highlighted the potential safety implications for officers being denied such information and suggested further clarity on this matter would be helpful. Martin Bertram advised that he was currently dealing with this matter in the West area and undertook to provide a progress update at the next meeting.

Action 0007/16 – Martin Bertram to continue enquiry into circumstances behind decision and report to next meeting.

17.4 - 3C Workplace Inspections

The Chairman referred to previous discussions under agenda item 7 and advised that the SPF Chair had requested to be provided with copies of the workplace inspections and follow up reports for 3C at the earliest opportunity in order to consider the findings within the reports.

Action 0008/16 – The H&S Secretary to ensure that 3C Workplace Inspection and follow up reports are forwarded to SPF Chair as soon as possible.

18. Closure

Date of next meeting: 12 April 2016.

The Chairman thanked everyone for their contributions to the meeting and wished them a safe journey home.