



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## Joint Central Committee Health & Safety Subject Committee

Ref: CS/DJK/LS

### MINUTES

12 April 2016

#### 1. Attendance and Opening of Meeting

North Area Committee	Grant Letham
North Area Committee	Steve Thomson
East Area Committee	Stephen Clark
East Area Committee	Brian Jones
West Area Committee	Martin Bertram
West Area Committee	Andy Hastie
West Area Committee	Paul Connelly
General Secretary	Calum Steele
Deputy General Secretary	David Kennedy
Vice Chairman	Graeme Ednie (meeting Chairman)
Health & Safety Secretary	Peter Jones
Business Administrator	Lesley Stevenson

Apologies were received from Hugh Loudon who had no replacement, Stuart Finnie who was replaced by Paul Connelly and Davie Smith who was replaced by Grant Letham.

The Chairman opened the meeting and thanked everyone for their attendance.

#### 2. Minute of Previous Meeting

The Minute of the previous meeting had been circulated with JCC Circular 5 of 2016 and was approved.

#### 3. Matters Arising

##### 3.1 Action Log

An action log from the previous meeting had been circulated to the Committee. The Secretary updated the Committee in relation to the outstanding actions from the previous meeting;

0001/16	Agenda amended as agreed at the previous meeting. Closed.
0002/16	Action Log created and circulated as agreed at the previous meeting. Closed.
0003/16	Item raised on Force H&S Committee and being progressed. Closed.

0004/16 Item raised on Force H&S Committee and being progressed. Closed.  
0005/16 Secretary provided progress update. Work ongoing. Continue.  
0006/16 Secretary provided progress update. Work ongoing. Continue.  
0007/16 Martin Bertram provided an update. Matter concluded. Closed.  
0008/16 Secretary advised he had forwarded paperwork as requested. Closed.

#### **4. Standing Items**

##### **4.1 SPF H&S Updates**

The Committee were provided with the Minutes of the last Custody and OSD Sub-Committee meetings and noted the contents. There were no issues arising.

Steve Thomson gave an update on the North Area Committee H&S meeting which was held in Dundee on 4 April 2016 which he said had been well-attended. The SPF offices in Dundee, Aberdeen and Inverness had recently been inspected and reports had been submitted to the H&S Secretary and Vice Chair. The findings were currently being considered. Attendees had also received training in accident investigation which had been well received.

Brian Jones gave an update on the East Area Committee H&S meeting which was held on 5 April 2016. He said it was not a quorate meeting. The main items discussed were the ongoing concerns surrounding Bilston Glen and he advised of a meeting arranged later that week with Supt Richards to discuss this matter. Attendees had also received training in accident investigation which had been well received.

Martin Bertram provided an update of the business discussed at the last West Area Committee H&S meeting which included SCOPE, Airwave, Fire Risk Assessments and Spitting. They also discussed concerns regarding the use of force to restrain individuals for medical purposes.

The Chair reminded the Committee of the recent consultation on the PSoS Use of Force SOP (draft) and confirmed these concerns had been expressed during that consultation.

The Committee discussed this matter at length and agreed the Chair would liaise with the Deputy General Secretary to seek a review of SPF legal opinion and the Secretary would raise the Committee's concerns at the Force H&S Meeting.

The Chair reminded the Committee of the importance of ensuring accurate records were maintained of the training provided to all SPF Representatives and that the SPF Database required to be kept up dated.

**Action 0009/16** Chair to liaise with Deputy General Secretary to seek review of SPF legal opinion in respect of police restraint for purposes of medical treatment.

**Action 0010/16** Secretary to raise SPF concerns on agenda of next Force H&S Committee meeting.

## **4.2 PSoS H&S Updates**

The PSoS H&S Board and UPPE Minutes had been circulated to the Committee prior to the meeting and were noted.

Amongst the items discussed were first aid training, Moodle package, SPELS training and risk assessments for response vehicles. It was agreed the H&S Secretary would raise the Committee's concerns regarding the suitability of the lighting and markings of some police vehicles being tasked to incidents on trunk roads at the next Force H&S meeting.

**Action 0011/16** Secretary to raise concerns on the agenda of the next meeting of the Force H&S Committee

The Secretary advised that on 24 February 2016, PSoS were served with an Improvement Notice by the HSE in relation primarily to the management and control of asbestos. The SPF was informed of the notice and was subsequently invited to sit on a Gold Group set up to deal with these issues. Since then the H&S Secretary had attended several Gold and Silver group meetings and a plan is now in place. Most buildings will now need to have an asbestos management survey carried out which will then be developed into asbestos registers, copies of which will be available in all premises. As part of this process, PSoS carried out workplace inspections of the sites visited; Paisley, Maryhill, London Road and Dumbarton and these revealed more issues particularly around fire safety and general conditions of the buildings. Further work will be carried out in relation to fire risk assessments and action plans are to be produced for the four buildings.

Martin Bertram told the Committee that he had attended the APHSA meeting and Minutes of the meeting were awaited. It was noted the next meeting of the UPPE would be held on 19 April and the Secretary would attend.

## **4.3 Other H&S Meeting Updates**

The Minutes of the Joint UK H&S Meeting, TTWEG and NPCC HSW Group had been circulated to the Committee prior to the meeting and the contents were noted. There were no issues arising.

## **4.4 Inspections/Investigations**

The H&S Secretary advised there had been follow up inspections of the Divisional HQ conducted since the last meeting. Six inspections had been undertaken at SPF office premises and work was ongoing in relation to addressing the issues identified.

The Secretary spoke about the Incident/Accident Stats report he had previously circulated. Whilst this provided the raw figures it did not have any detail attached. He informed the Committee that apparently the area H&S advisors for Police Scotland provide a more detailed report to their area ACC's and he has asked that copies of that are provided to himself for forwarding to the Area Leads.

The Secretary advised there had been no accident investigations conducted since the last meeting. Three were ongoing and related to road traffic collisions involving BMW patrol vehicles.

The Committee discussed RIDDOR and the issues regarding the SPF being notified of such cases. It was agreed the H&S Secretary would write to Lynne Robertson or Stevie Merchant and ask that SPF are routinely copied in to all reports from PSoS.

**Action 0012/16** Secretary to write to Lynne Robertson to request SPF to be routinely provided copies of all RIDDOR reports.

#### **4.5 Training**

The Secretary advised he, the Chair and the Area Leads had recently met to discuss training requirements for a forthcoming basic training course scheduled for 3-5 May at the Doubletree by Hilton, Dunblane. Minor amendments had been made to the course following feedback from the previous courses held in September and November 2015. The H&S Secretary and Martin Bertram would be delivering the inputs there.

#### **5. New Business**

There were no new items of business.

#### **6. Correspondence**

There were no items.

#### **7. Competent Business**

The General Secretary expressed satisfaction at the conduct and business discussions of the meeting but emphasised the need to retain focus equally on Health as well as Safety.

The Chair acknowledged the comments from the General Secretary and provided reassurance the Committee was equally focussed on Health issues as well as Safety considerations and gave a couple of examples to illustrate the ongoing work of the Committee in that area.

#### **8. Closure**

Date of next meeting: 2 August 2016.

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