

Health and Safety Report



Required for:	<i>Joint Audit Committee</i>
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Suitable for publication:	Yes
Title:	Health and Safety Service Update Report
Version:	1.0
Purpose:	<ul style="list-style-type: none"> To provide an update on the health and safety statistics for Quarter 3 and 4 of 2020/21 and Q1 of 2021/22. Health and safety review of Surrey Estates.
ACPO / Strategic Lead:	Adrian Rutherford
National Decision Model compliance:	Yes / No
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Date to be reviewed:	

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1. Summary

Background context:

The audit reports summarised within this paper relates to 2020/21 and first quarter of 2021/22. It is worth noting for awareness that during this period, the Surrey Estates and Facilities team were tasked with a large amount of additional daily work relating to the Covid 19 pandemic.

This included the management and storage of PPE across all sites, as well as the extensive enhanced cleaning regimes, particularly when the cleaning contractors were unable to fully resource all sites. The Estates and Facilities team were also required to complete new daily, weekly and monthly health and safety inspections and introduce comprehensive policies and procedures which were inspected on more than one occasion by internal and external auditors.

In addition, the small Caretaking team of 11 staff members was reduced to 7, leaving significant gaps within the day to day operation, and they also sadly experienced a Covid-related death of one of their team. This had a significant impact on the services including the line management team who also experienced extended periods of sickness and absences from the workplace.

The department acknowledges that failure to provide records is unacceptable and has to be interpreted as non-compliance, and this is being addressed. The internal corporate Health and Safety Adviser has been given access to the Departments Quality Management System and the team are investigating whether they could also have direct access into the outsourced contract asset register and planned maintenance system. This will allow full and transparent access to all the statutory assets and inspection records without the need for direct Estates and Facilities staff involvement or interaction.

The department has advised us of their implementation of training and procedures addressing several of the areas of previous low compliance and are confident of much higher results at the next audit.

In addition, there is a plan in place for addressing the weaknesses highlighted in the report as a priority within Commercial and Financial Services Directorate by reporting the performance of the actions within the monthly Directorate Management meetings.

Engagement between corporate Health & Safety and the Estates and Facilities Department has greatly improved over the last few months with Coordinators in both areas meeting weekly to discuss updates and issues.

1.1. This report provides an update on:

- i. Appendix 1 - Safety statistics for Quarter 3 2020/21.
- ii. Appendix 2 - Safety statistics for Quarter 4 2020/21.
- iii. Appendix 3 - Safety statistics for Quarter 1 2021/22.
- iv. Appendix 4 - Health and Safety Review of Surrey Estates and Facilities.

2. Appendix 1, 2 and 3

- 2.1. Appendix 1 includes safety statistics for Quarter 3 2020/21, Appendix 2 – Safety statistics for Quarter 4 2020/21 and Appendix 3 is safety statistics for Quarter 1 2021/22.
- 2.2. There are ongoing concerns about safety incident reporting in Surrey which has dropped over time, compared to a significant increase in Sussex. To address this, a number of actions have been taken:
- i. Including details of how to report and the need to report within officer training.
 - ii. Issuing Routine Orders, reminding officers and staff of the need to report.
 - iii. An intranet page explaining what officers and staff need to do.
- 2.3. Commentary of other salient points will be given verbally during the meeting.
- 2.4. Surrey makes use of the 12/2 safety incident reporting system which was due to be replaced by the ERP. The delay to ERP has caused some significant issues as the 12/2 system is obsolete. Replacement of the 12/2 system is part of the options being considered moving forward from ERP.

3. Appendix 4: Health and Safety Review of Surrey Estates

- 3.1. Surrey Estates was prioritised for review during the current financial year and a compliance report was taken to the Strategic Health and Safety Board in August 2021. The review included review of:
- i. Construction, Design and Management Regulations 2015.
 - ii. Confined Spaces.
 - iii. Electrical Safety.
 - iv. Fire Safety.
- 3.2. The compliance scores (against the Health and Safety Service's Property Safety Standards) included:

CDM2015 Compliance

Review date	Compliance level	Change
May 2021	60%	NA
Aug 2021	50%	-10

Confined Space Safety Compliance

Review date	Compliance level	Change
May 2021	70%	NA
Aug 2021	50%	-20

Electrical Safety Compliance

Review date	Compliance level	Change
June 2019	80%	NA
Mar 2021	50%	-30
Aug 2021	50%	0

Fire Safety Compliance

Review date	Compliance level	Change
June 2019	92.9%	NA
Mar 2021	85.7%	-7.2 *
Aug 2021	64.3%	-21.4 **

Note: *The audit in Mar 2021, only 4 sections of this element were covered. **In this review, in total 14 sections were completed.

3.3. Since the compliance report has been published, there are the following updates:

CDM2015

3.4. It was advised by E&F, Clerk of Works was employed to ensure the compliance to the CDM2015 in major construction projects carried out by Galliford Try. It was advised by the Estates and Facilities health and safety advisor that all CDM documents are kept in the Galliford Try system. But upon request to provide CDM2015 related document of Salford renovation works to review in Nov and Dec 2021, no documents, evidence was provided to verify the compliance to CDM2015. In small scale construction work carried out by other contractors, the document and evidence of CDM2015 are also outstanding.

Confined Space

3.5. No evidence was provided to show the approval of confined space policy nor any progress on identification, register and management of confined spaces.

Electrical safety

3.6. In the review of the action item of fire risk assessment Salfords, Guildford and Stains Custody Suites, document, and evidence on testing of installation and equipment, such as PAT test, fixed wire test to the suites were reviewed. However, property risk assessment to ensure hazards associated with electricity are identified, assessed, and managed are still outstanding.

Fire

3.7. Regarding the action item on fire safety recommended by Galliford Try, no further evidence was reviewed. However, some update to date fire risk assessment to police premises are still outstanding.

4. Discussion:

- 4.1. The Surrey Estates Health and Safety Review is the first review carried out of Surrey Estates and Facilities under the Health and Safety Service's more robust auditing arrangements. This may explain in part why scores have fallen from previous reviews. In previous reviews compliance with some standards was taken on trust without seeking detailed evidence, however in the latest reviews evidence of compliance is required.
- 4.2. The audit report contains detailed commentary of the review, actions and the response from Estates and Facilities to the required actions.
- 4.3. In response to the low compliance levels, compliance of Surrey Estates is being reviewed at every Strategic Health and Safety Board.

5. Recommendations

5.1. Audit Committee note the points made in this report and appendices.

Health and Safety Service

Surrey and Sussex Police

Safety Incident Statistics



To: Surrey and Sussex
Date: Quarter 3 – 2020/2021
Title: Health and Safety - General Update and Statistics Report

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Safety Incident Statistics



1. Safety Incidents for Quarter 3: 2020 / 2021

October - December (Q3)	SUSSEX			SURREY		
	Oct	Nov	Dec	Oct	Nov	Dec
Headcount						
No. Officers	3039	3041	3028	2209	2195	2182
No. Staff (incl. PCSO's)	2725	2748	2729	1935	1964	1970
Total Employees	5764	5789	5757	4144	4159	4152
Arrests (Primary)	2026	1676	1737	983	935	912
Injuries (employees only)	59	67	65	43	51	37
Assaults (with and without injury)	44	27	58	NA	NA	NA
Assaults (with injury only)	19	13	26	15	7	12
Near Misses	45	21	36	9	5	5
Custody Adverse Incidents	36	44	30	36	41	43
Injury Rate (Injuries per 1000 employees)	10.2	11.6	11.3	10.4	12.2	8.9
ASSAULT RATE (With and Without Injury) (Assaults per 1000 arrests)	21.7	16.1	33.4	NA	NA	NA
ASSAULT RATE (With Injury Only) (Assaults per 1000 arrests)	9.4	7.8	15	15.2	7.5	13.1
Total Number of Safety Incident Reports (Safety Service Reactive Demand)						
Financial Year	Sussex		Surrey		TOTAL	
2017/18	1067		668		1735	
2018/19	1087		748		1835	
2019/20	1336		1067		2403	
2020/21 (Q1)	318		226		544	
2020/21 (Q2)	382		342		724	
2020/21 (Q3)	355		314		669	
Over 7 day RIDDORs						
Over 7 Day Injury	13			5		

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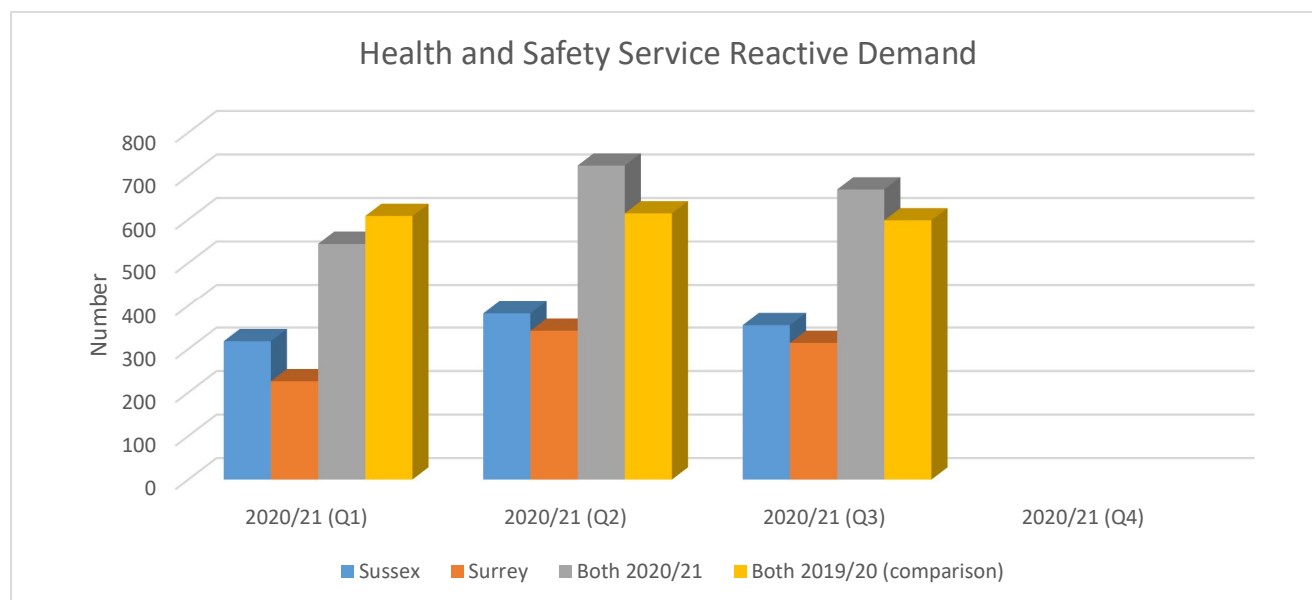
Surrey and Sussex Police

Safety Incident Statistics



2. Graph: 2020/21 Q3 Health and Safety Service Reactive Demand Analysis

This graph shows the number of safety incidents processed by the Health and Safety Service in Q3 2020/21, for Sussex (blue), Surrey (orange) and collectively (grey), compared with last year (2019/20) (yellow).



Commentary – Q3 Reactive Demand

- Reactive demand across both forces increased from 2019/20 Q3 by 11.9%.
- The Health and Safety Service is part of the Equip project and the proposal has been that safety incident reporting in Surrey and Sussex would move over to Equip. The current IT systems used for accident reporting (12/2 and FIAMS are becoming obsolete). Questions around the Equip project have created uncertainty about this direction. If safety incident reporting doesn't move onto Equip then a project will need to be started to look at market solutions (of which there are many) for our needs.



3. Analysis for Sussex Only

Sussex Incident Causation (Q3 2020/21)

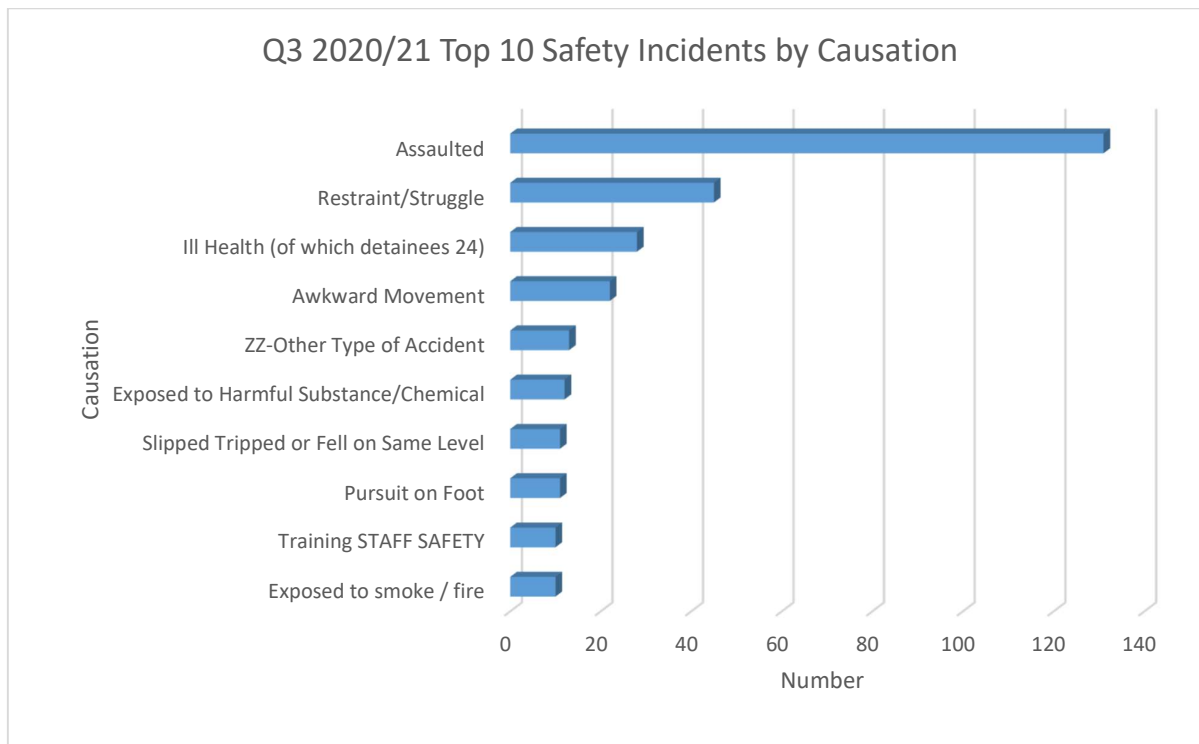
This table shows a breakdown of the causation of safety incidents reported to the Health and Safety Service in Q3 of 2020/21 in Sussex.

Incident Cause	Q3
Assaulted	131
Restraint/Struggle	45
Ill Health (of which detainees 24)	28
Awkward Movement	22
ZZ-Other Type of Accident	13
Exposed to Harmful Substance/Chemical	12
Pursuit on Foot	11
Slipped Tripped or Fell on Same Level	11
Exposed to smoke / fire	10
Training STAFF SAFETY	10
Body Fluids	6
RTC	6
Captor or Other PPE	5
Dangerous Occurrence	5
Unsafe Act	5
Training PUBLIC ORDER	4
Handling Lifting Carrying OTHER	3
Hit Something Fixed or Stationary	3
Method of Entry	3
Fell From Height (including stairs)	2
Injured By Dog (Non Police)	2
Other Animal	2
Search	2
Struck By Object	2
Vehicle OTHER	2
Vehicle Pursuit	2
Cycling	1
Handling Lifting Carrying PERSON	1
Hit by Moving Vehicle ACCIDENTAL	1
Hot Liquid or Steam	1
Property	1
Sharps	1
Temperature	1
Training FIREARMS	1



Graph: Sussex Top Ten Safety Incident Causation (Q3 2020/21)

This graph shows the top ten types of safety incident reported to the Health and Safety Service in Q2 of 2020/21 in Sussex.



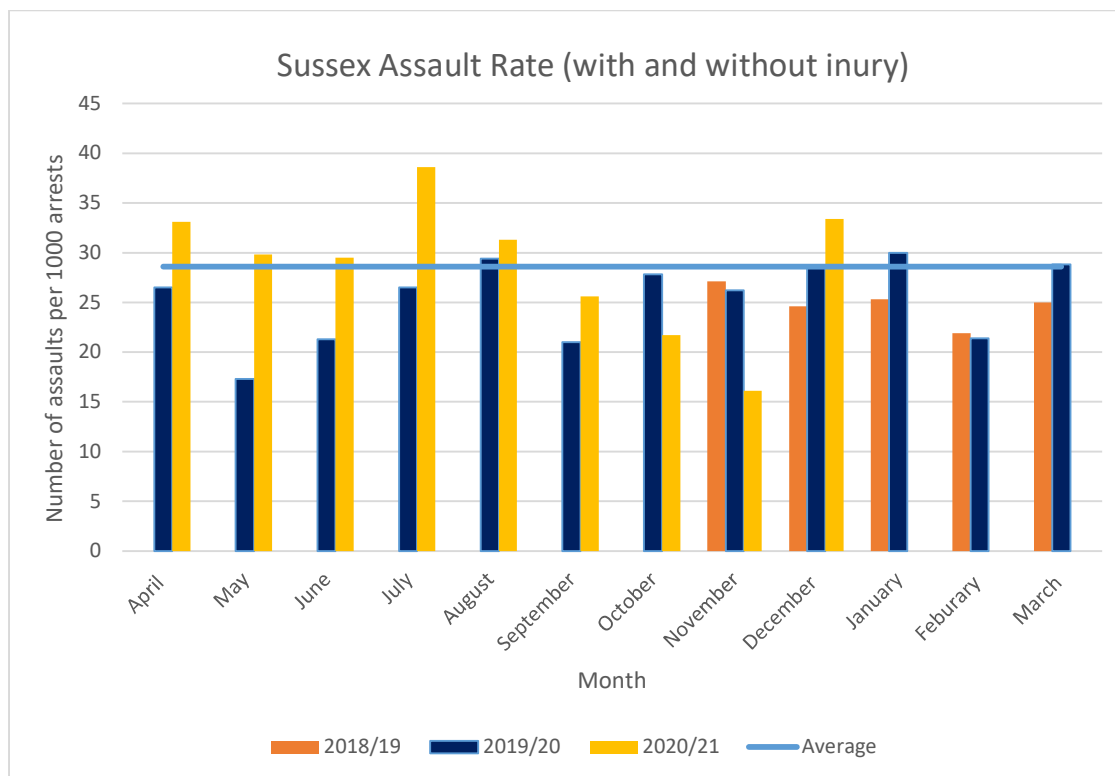
Commentary – Sussex Top Ten Safety Incident Causation

- The majority of injuries continue to relate to arrest (assaulted / restraint struggle and awkward movement).
- Since bringing in house of custody, we are now seeing an increasing presence of detainee related issues within the data (ill health). This relates mainly to detainees who have become unwell in custody for various reasons. Detainees accounted for 24 of the 28 ill health reports.
- In Sussex we are now providing custody with weekly reports of what detainee incidents have been reported to us, these are checked against custody records, to ensure that all relevant incidents have been reported.
- Work needs to be done to discourage officers and staff from using the 'ZZ-Other Type of Accident' category. Unfortunately the current system doesn't allow the Health and Safety Service to change the categorisation once given.
- The exposed to smoke / fire category often relates to officers who are scene guarding a fire and as a result are exposed to fire and smoke.



Graph: Sussex Assault Rate (with and without Injury) against Average

This graph shows the Sussex Assault Rate. This is the number of assaults with and without injury per 1000 arrests.



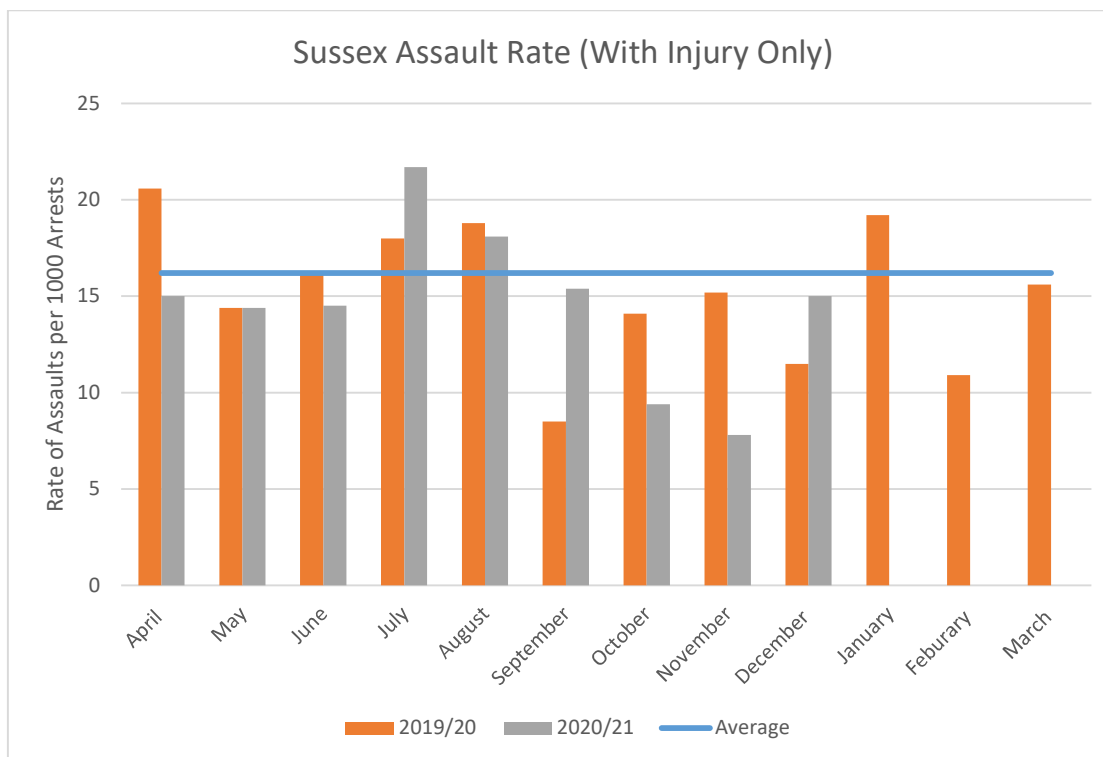
Commentary – Sussex Assault Rate (with and without injury)

- The Sussex Assault Rate (with and without injury) increased significantly in December 2020 after reducing every month since July 2020 (believed due to the lockdown).
- In December 2020 there were 59 assaults reported, of which 23 were domestic (39%). This compares to December 2019 when there were 62 assaults of which 14 were domestic (23%). This may be a feature of lockdown.
- There is a general trend of increasing numbers of assaults being reported.



Graph: Sussex Assault Rate (with injury only) by Month

This graph shows the Sussex Assault Rate with injury only. This is the number of assaults with injury only per 1000 arrests.



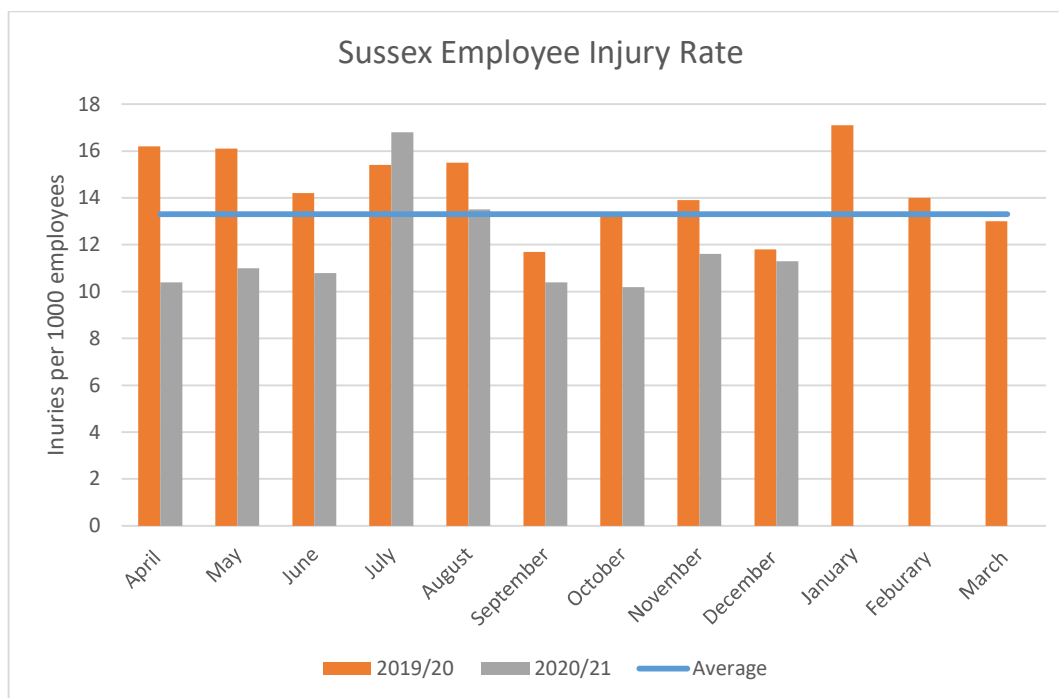
Commentary – Sussex Assault Rate (with injury only)

- The With Injury Only Assault Rate declined significantly between July 2020 and November 2020 when compared to the previous year (believed to be due to the lockdown). However in December 2020 it increased significantly. There were a notable number of domestic related incidents during the month of December 2020.
 - December 2020: Of the 59 assaults reported 23 were in a 'house / flat' or 'hotel' this equates to 39% of all incidents.
 - December 2019: Of the 62 assaults reported 14 were in a 'house / flat.' This equates to 22.5% of all assaults.



Graph: Sussex Employee Injury Rate by Month

This graph shows the Sussex Injury Rate. This is the number of injuries per 1000 employees each month.



Commentary – Sussex Employee Injury Rate

- The Sussex employee injury rate is gradually falling when compared to 2019/20 with lower rates in every month this financial year apart from July 2020.
 - The injury rate in 2019/20 was on average 14.4 employees injured per 1000 employed.
 - The injury rate in 2020/21 so far is on average 11.8 employees injured per 1000 employed.
 - This is a reduction of 18% since last year.



4. Analysis for Surrey Only

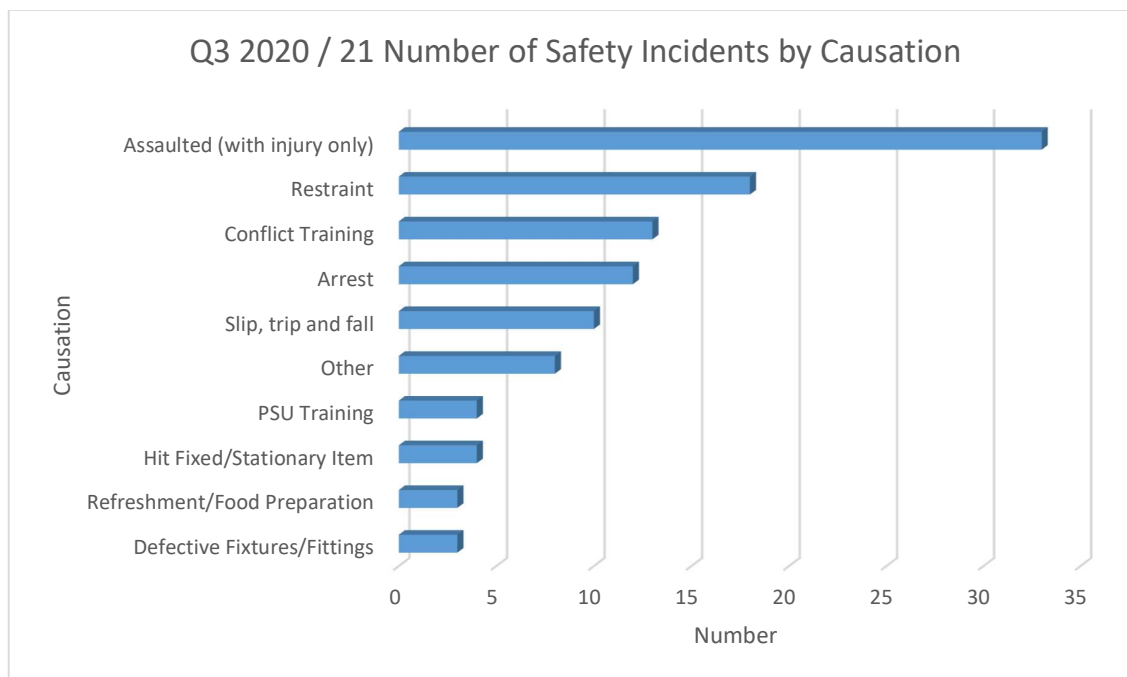
Surrey Top Ten Safety Incident Causation (Q3 2020/21)

This table shows the top ten types of safety incident reported to the Health and Safety Service in Q3 of 2020/21 in Surrey.

Incident Causation	Q3 2020/21
Assaulted (with injury only)	33
Restraint	18
Conflict Training	13
Arrest	12
Slip, trip and fall	10
Other	8
Hit Fixed/Stationary Item	4
PSU Training	4
Defective Fixtures/Fittings	3
Refreshment/Food Preparation	3

Graph: Surrey Top Ten Safety Incident Causation (Q3 2020/21)

This graph shows the top ten types of safety incident reported to the Health and Safety Service in Q3 of 2020/21 in Surrey.



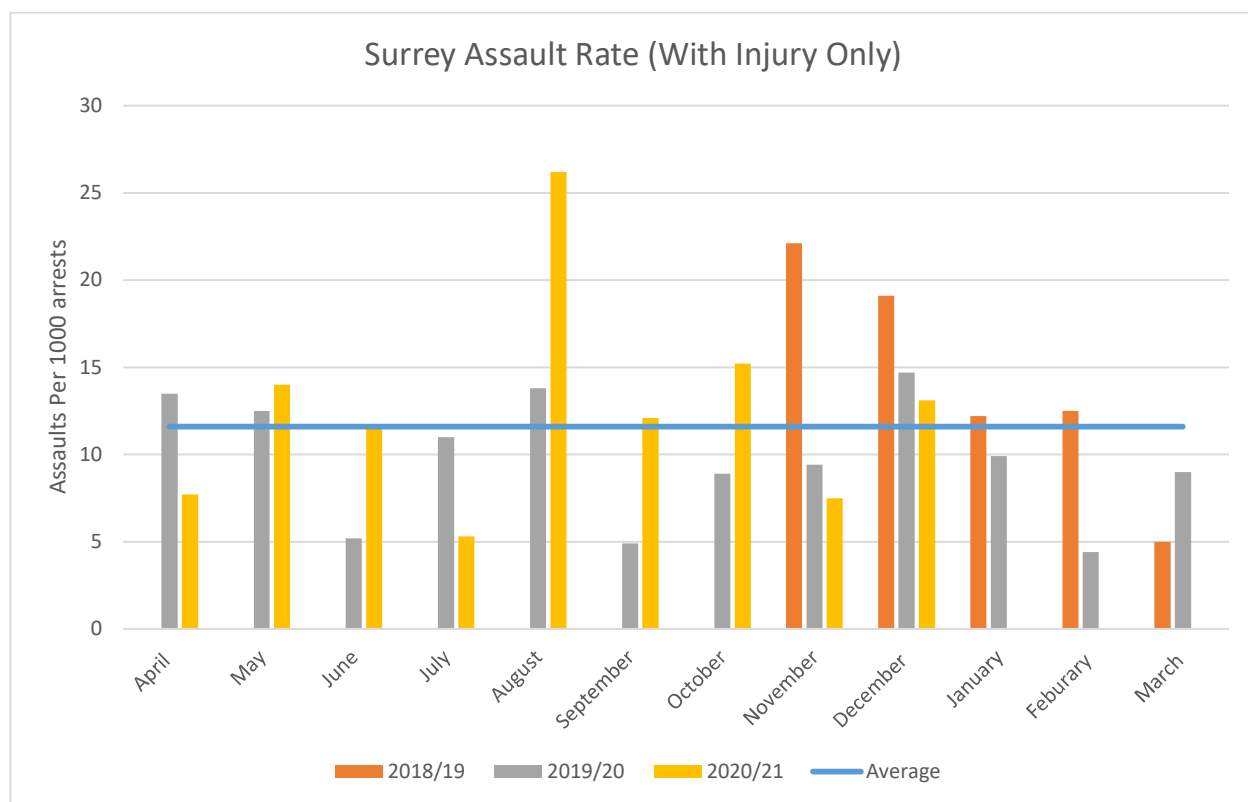


Commentary – Surrey Top 10 Safety Incident Types

- As in Sussex, arrests and incidents surrounding arrest and pursuit remain the largest cause of injury.
- We continue to see injuries being sustained during conflict training. This has been subject to previous investigation which concluded that injuries were proportional to ensuring training was realistic and able to prevent more serious injuries 'on the street.'

Graph: Surrey Assault Rate (with injury only) by Month against Average

This graph shows the Surrey Assault Rate with injury only. This is the number of assaults with injury only per 1000 arrests.



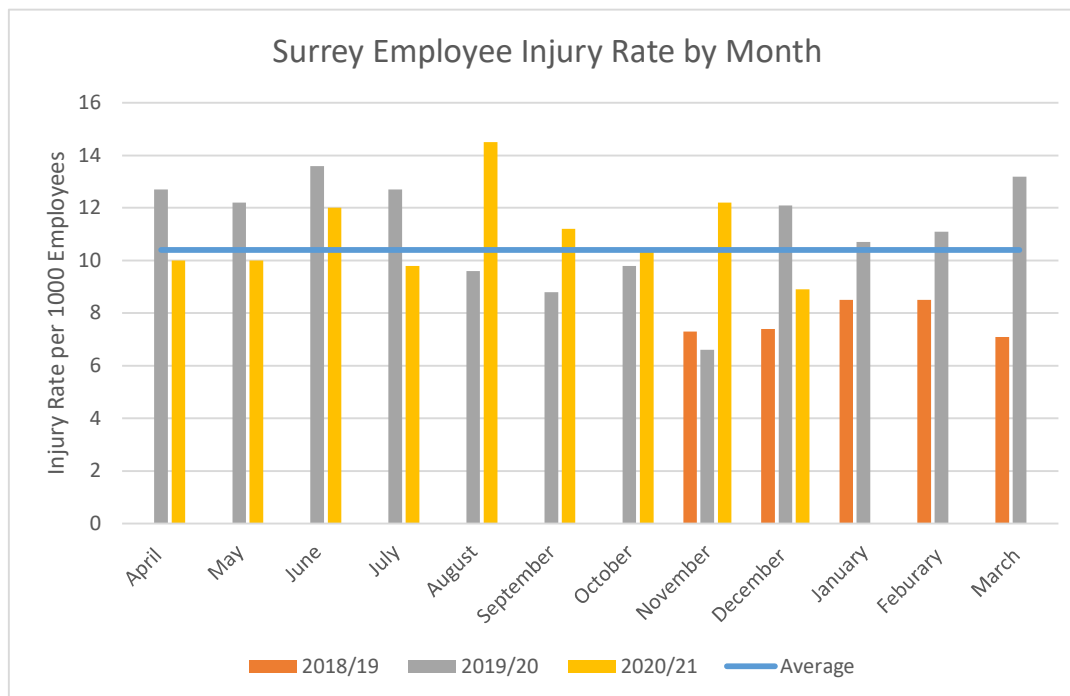
Commentary – Surrey Assault Rate (with injury only) by Month against Average

- The Surrey data showed a similar (all be it slightly more sporadic) pattern to Sussex with an overall fall in the assault rate between August 2020 to December 2020 and an increase during December 2020.



Graph: Surrey Employee Injury Rate by Month

This graph shows the Surrey Injury Rate. This is the number of injuries per 1000 employees each month.



Commentary – Surrey Employee Injury Rate by Month

- The Surrey Employee Injury Rate has shown sporadic movement across the year. In terms of change over time, the Employee Injury Rate in Surrey remains fairly stable.
 - 2018/19 it averaged: 7.76 employees per 1000 injured at work.
 - 2019/20 it averaged: 11.1 employees per 1000 injured at work.
 - 2020/21 to date it averaged: 11 employees per 1000 injured at work.

Health and Safety Service

Surrey and Sussex Police

Safety Incident Statistics



To: Surrey and Sussex
Date: Quarter 4 – 2020/2021
Title: Health and Safety - General Update and Statistics Report

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	Graph: Surrey Employee Injury Rate by Month	12
	Commentary – Surrey Employee Injury Rate by Month	12



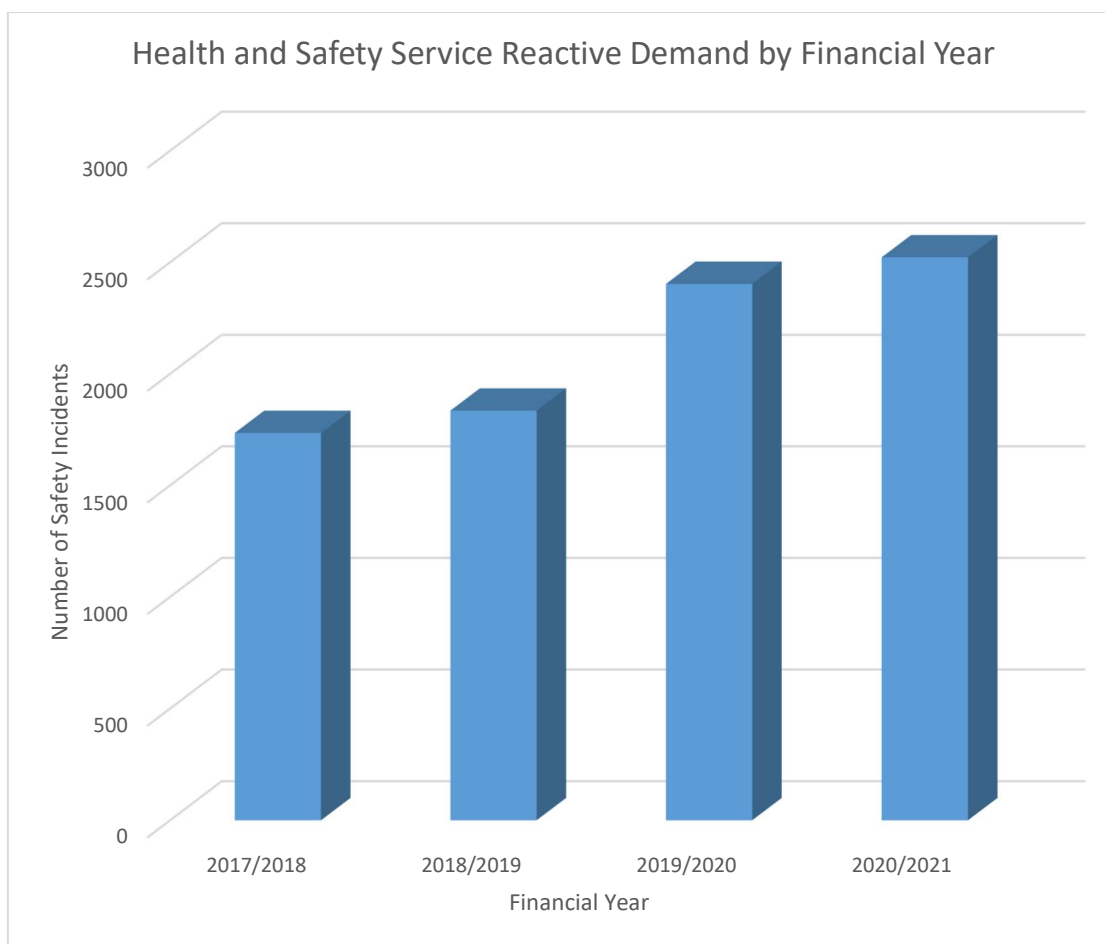
1. Safety Incidents for Quarter 4: 2020 / 2021

October - December (Q4)	SUSSEX			SURREY		
	Jan	Feb	Mar	Jan	Feb	Mar
Headcount						
No. Officers (incl. Specials)	3069	3062	3072	2254	2248	2246
No. Staff (incl. PCSO's)	2730	2739	2740	1990	1986	2006
Total Employees	5799	5801	5812	4244	4234	4252
Arrests (Primary)	1820	1664	1705	784	743	848
Injuries (employees only)	39	54	68	39	40	23
Assaults (with and without injury)	36	45	66	NA	NA	NA
Assaults (with injury only)	10	26	34	6	11	6
Near Misses	42	27	36	11	7	7
Custody Adverse Incidents	51	35	47	30	23	32
Injury Rate (Injuries per 1000 employees)	6.7	9.3	11.7	9.1	9.4	5.4
ASSAULT RATE (With and Without Injury) (Assaults per 1000 arrests)	19.7	27	38.7	NA	NA	NA
ASSAULT RATE (With Injury Only) (Assaults per 1000 arrests)	5.5	15.6	19.9	7.6	14.8	7
Total Number of Safety Incident Reports (Safety Service Reactive Demand)						
Financial Year	Sussex		Surrey		TOTAL	
2017/18	1067		668		1735	
2018/19	1087		748		1835	
2019/20	1336		1067		2403	
2020/21	1424		1126		2522	
2020/21 (Q1)	318		226		544	
2020/21 (Q2)	382		342		724	
2020/21 (Q3)	355		314		669	
2020/21 (Q4)	341		244		585	
Over 7 day RIDDORS						
Over 7 Day Injury				3		



2. Graph: 2017/18 to 2020/21 Health and Safety Service Reactive Demand Analysis

This graph shows total Health and Safety Service reactive demand in every financial year since 2017/18. This is the number of safety incident reports processed on FIAMS in Sussex and 12/2 in Surrey.



Commentary – 2017/18 to 2020/21 Health and Safety Service Reactive Demand Analysis

The Health and Safety Service has seen increasing demand for its service with reactive demand reaching 2550 safety incidents across both forces in 2020/21.

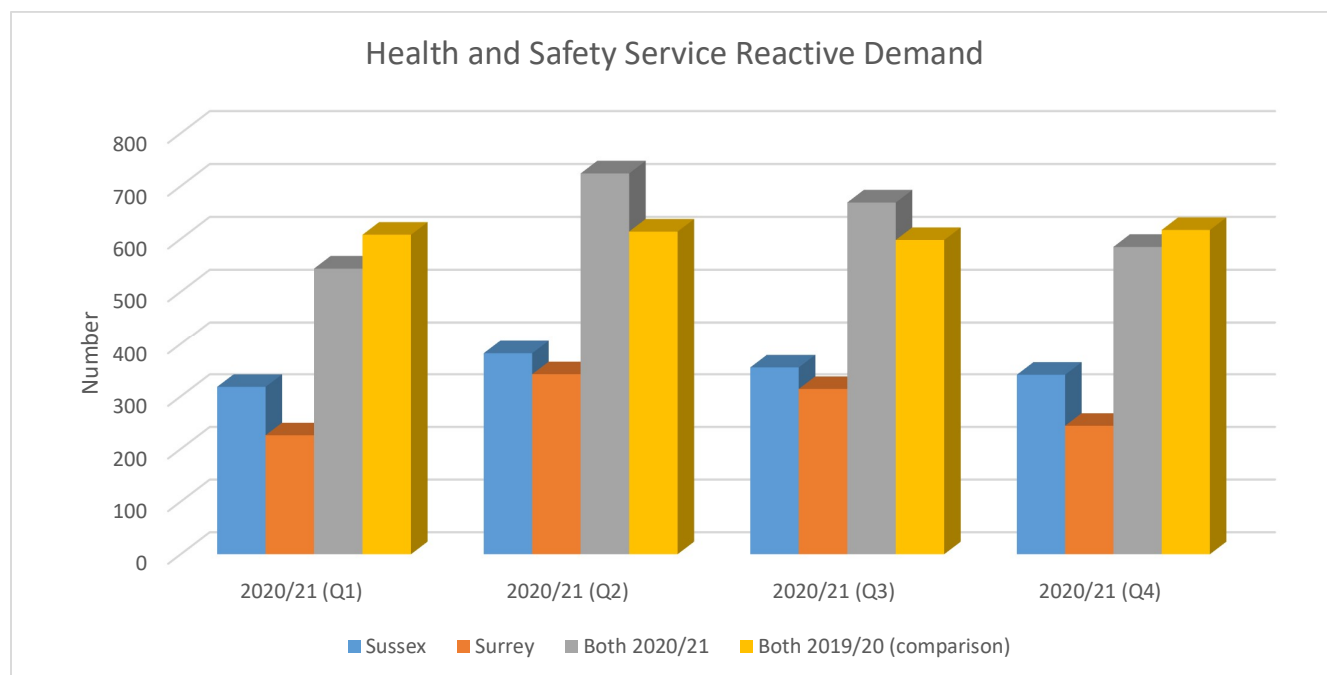
- This is an increase in demand of 47% since 2017/2018 and 6% since 2019/2020.

This increase is seen as a positive and is the result of extensive work to address under reporting of health and safety incidents.



3. Graph: 2020/21 Q4 Health and Safety Service Reactive Demand Analysis

This graph shows the number of safety incidents processed by the Health and Safety Service in Q1 to Q4 2020/21, for Sussex (blue), Surrey (orange) and collectively (grey), compared with last year (2019/20) (yellow).



Commentary – Q4 Reactive Demand

- Reactive demand across both forces decreased across the year. Incident numbers peaked in Q2 2020/21 at 724 and then fell to 669 in Q3 and then 585 in Q4. It is believed this is due to the ongoing lockdown and closure of the night time economy due to the lockdown.

Health and Safety Service

Surrey and Sussex Police

Safety Incident Statistics



4. Analysis for Sussex Only

Sussex Incident Causation (Q4 2020/21)

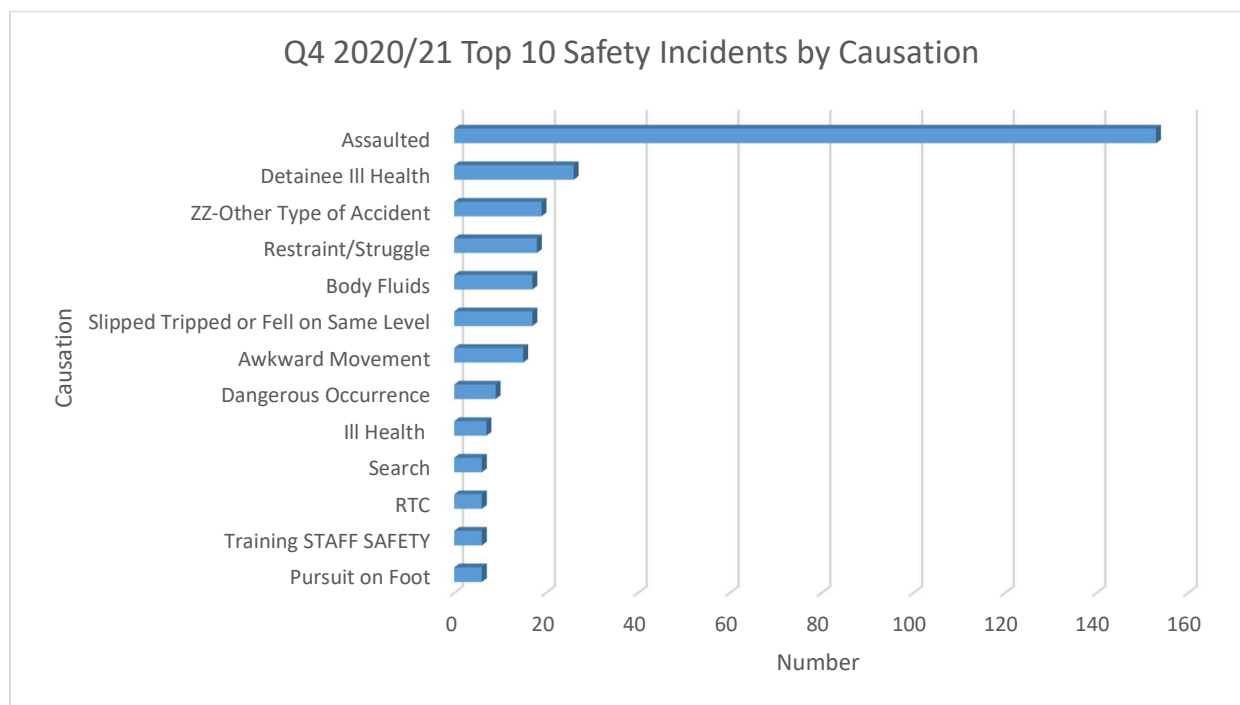
This table shows a breakdown of the causation of safety incidents reported to the Health and Safety Service in Q4 of 2020/21 in Sussex.

Incident Cause	Q4
Assaulted	153
Detainee Ill Health	26
ZZ-Other Type of Accident	19
Restraint/Struggle	18
Slipped Tripped or Fell on Same Level	17
Body Fluids	17
Awkward Movement	15
Dangerous Occurrence	9
Ill Health	7
Pursuit on Foot	6
Training STAFF SAFETY	6
RTC	6
Search	6
Hit Something Fixed or Stationary	5
Captor or Other PPE	4
Method of Entry	4
Exposed to Harmful Substance/Chemical	3
Injured By Dog (Non Police)	3
Handling Lifting Carrying OTHER	2
Police Dog	2
Other Animal	2
Unsafe Act	1
Training DRIVER	1
Training FIREARMS	1
Training MOE	1
Struck By Object	1
Vehicle OTHER	1
Hit by Moving Vehicle ACCIDENTAL	1



Graph: Sussex Top Ten Safety Incident Causation (Q4 2020/21)

This graph shows the top ten types of safety incident reported to the Health and Safety Service in Q4 of 2020/21 in Sussex.



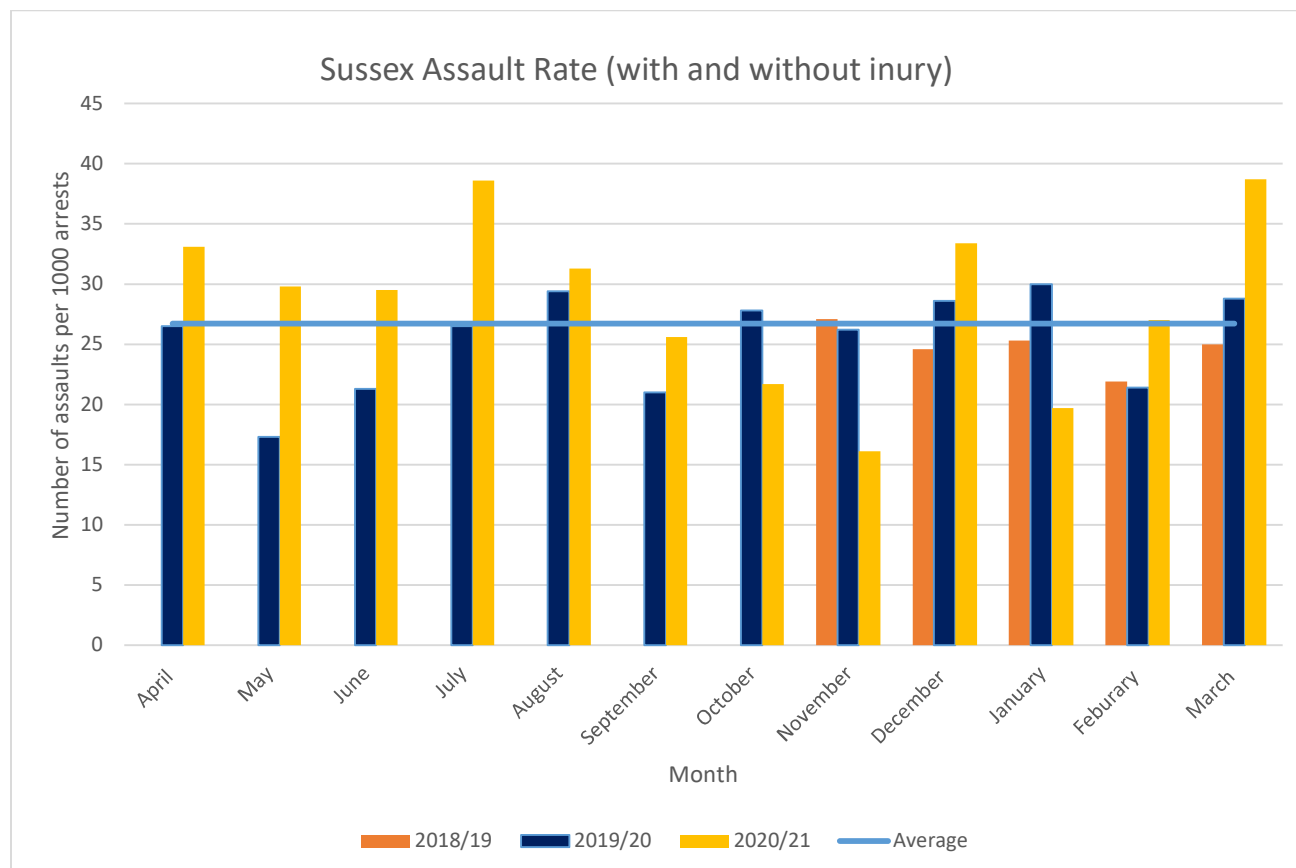
Commentary – Sussex Top Ten Safety Incident Causation

- The majority of injuries continue to relate to arrest (assaulted / restraint struggle and awkward movement).
- Since bringing in house of custody, we are now seeing an increasing presence of detainee related issues within the data (ill health). This relates mainly to detainees who have become unwell in custody for various reasons. Detainees accounted for 26 of the 33 ill health reports.
- In Sussex we are now providing custody with weekly reports of what detainee incidents have been reported to us, these are checked against custody records, to ensure that all relevant incidents have been reported.
- Work needs to be done to discourage officers and staff from using the 'ZZ-Other Type of Accident' category. Unfortunately the current system doesn't allow the Health and Safety Service to change the categorisation once given.



Graph: Sussex Assault Rate (with and without Injury) against Average

This graph shows the Sussex Assault Rate. This is the number of assaults with and without injury per 1000 arrests.



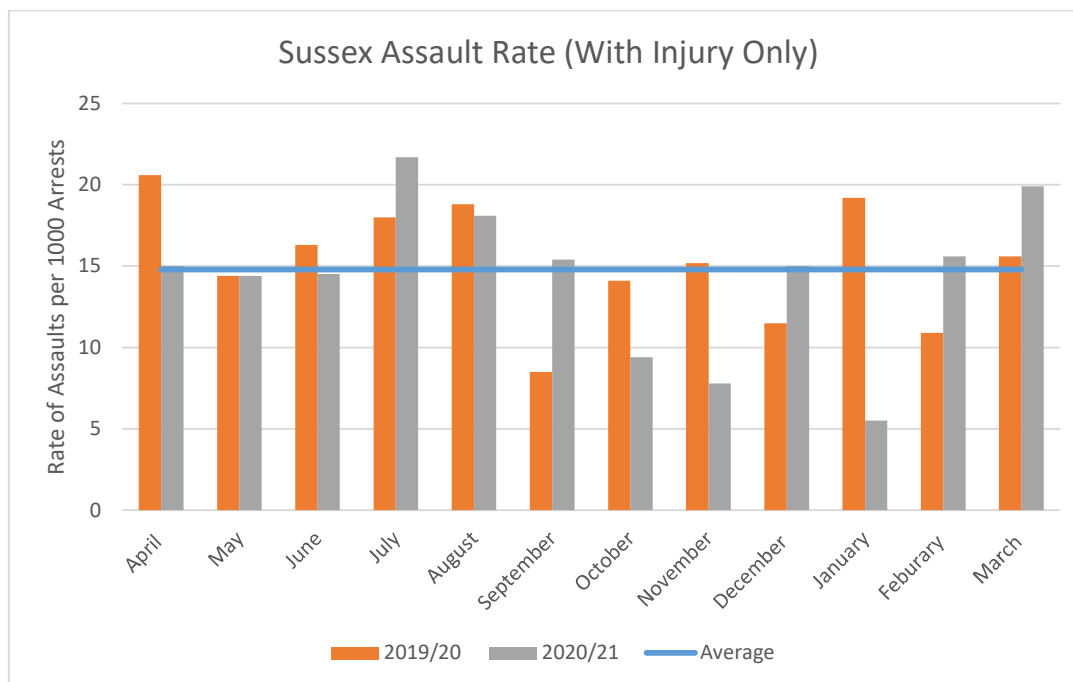
Commentary – Sussex Assault Rate (with and without injury)

- The Sussex Assault Rate (with and without injury) increased significantly in December 2020 after reducing every month since July 2020 (believed due to the lockdown). The rate then fell in January 2021, rising sharply in February 2021 and March 2021, to significantly above the long term average.
- There is a general trend of increasing numbers of assaults being reported.



Graph: Sussex Assault Rate (with injury only) by Month

This graph shows the Sussex Assault Rate with injury only. This is the number of assaults with injury only per 1000 arrests.



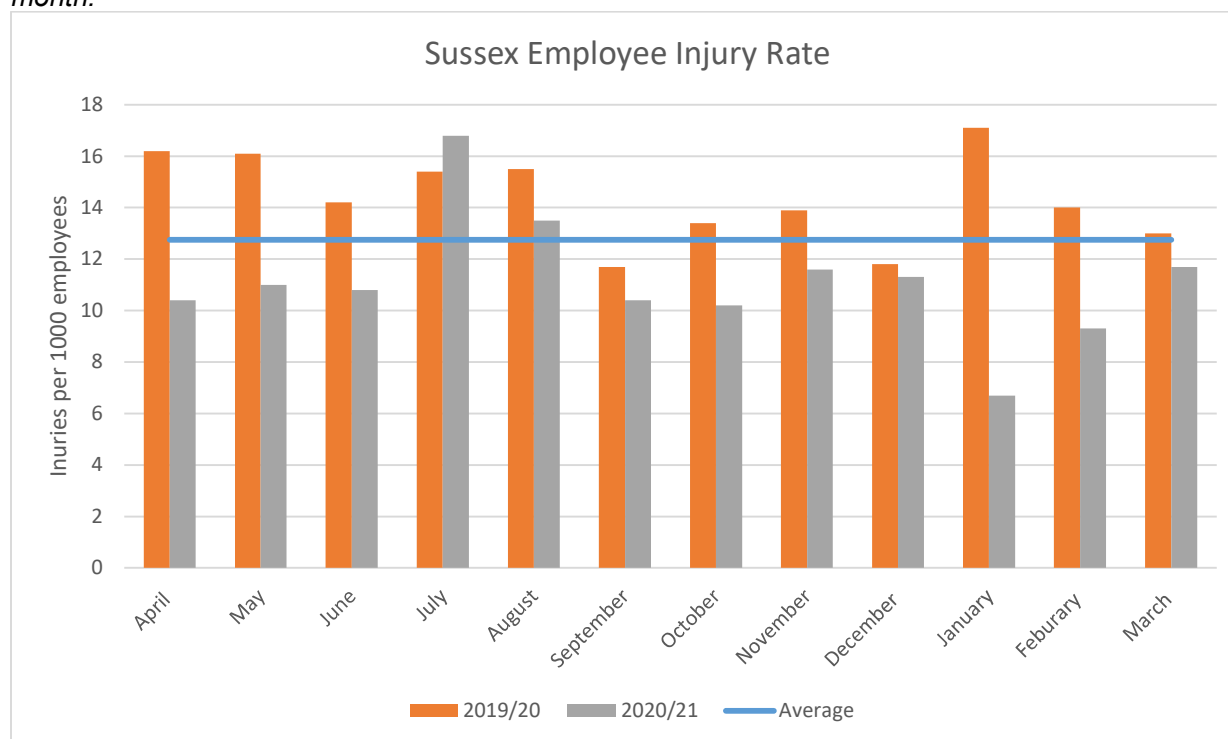
Commentary – Sussex Assault Rate (with injury only)

- The With Injury Only Assault Rate has followed a similar pattern of the injury rate (with and without injury). Falling sharply from July 2020 to November 2020, peaking over Christmas, falling in January and then raising sharply.



Graph: Sussex Employee Injury Rate by Month

This graph shows the Sussex Injury Rate. This is the number of injuries per 1000 employees each month.



Commentary – Sussex Employee Injury Rate

- The Sussex employee injury rate is gradually falling when compared to 2019/20 with lower rates in every month this financial year apart from July 2020.
 - The injury rate in 2019/20 was on average 14.4 employees injured per 1000 employed.
 - The injury rate in 2020/21 so far is on average 11.1 employees injured per 1000 employed.
 - This is a reduction of 22.9% since last year. This is mainly believed to be due to the lockdown and the associated reduction in assaults.



5. Analysis for Surrey Only

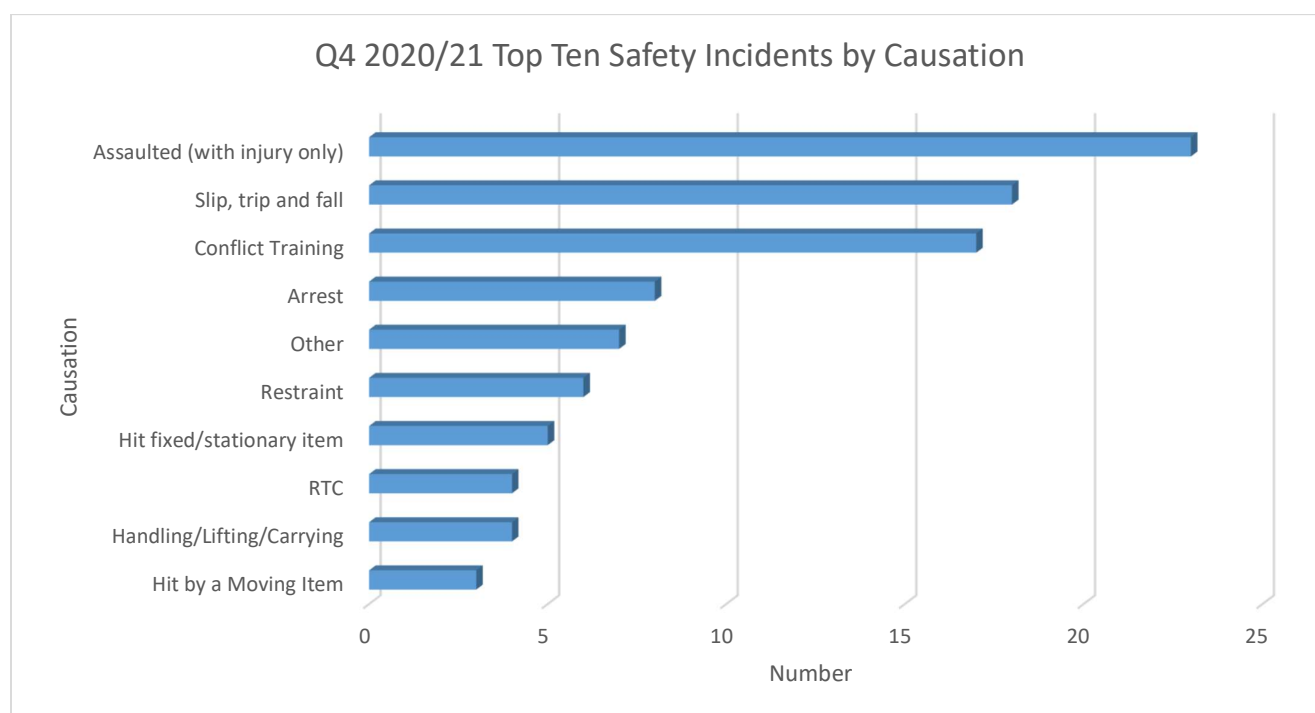
Surrey Top Ten Safety Incident Causation (Q4 2020/21)

This table shows the top ten types of safety incident reported to the Health and Safety Service in Q4 of 2020/21 in Surrey.

Incident Causation	Q4 2020/21
Assaulted (with injury only)	23
Slip, trip and fall	18
Conflict Training	17
Restraint	6
Arrest	8
Other	7
Hit fixed/stationary item	5
Handling/Lifting/Carrying	4
RTC	4
Hit by a Moving Item	3

Graph: Surrey Top Ten Safety Incident Causation (Q4 2020/21)

This graph shows the top ten types of safety incident reported to the Health and Safety Service in Q4 of 2020/21 in Surrey.



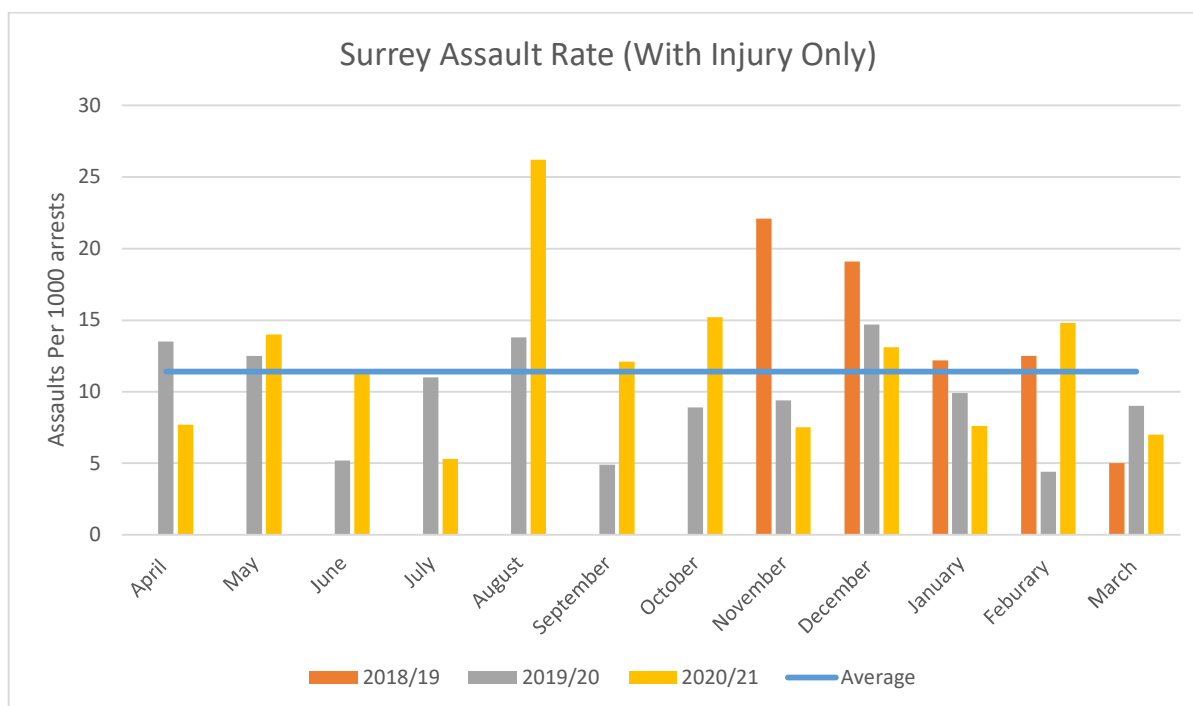


Commentary – Surrey Top 10 Safety Incident Types

- As in Sussex, arrests and incidents surrounding arrest and pursuit remain the largest cause of injury.
- We continue to see injuries being sustained during conflict training. This has been subject to previous investigation which concluded that injuries were proportional to ensuring training was realistic and able to prevent more serious injuries 'on the street.'

Graph: Surrey Assault Rate (with injury only) by Month against Average

This graph shows the Surrey Assault Rate with injury only. This is the number of assaults with injury only per 1000 arrests.



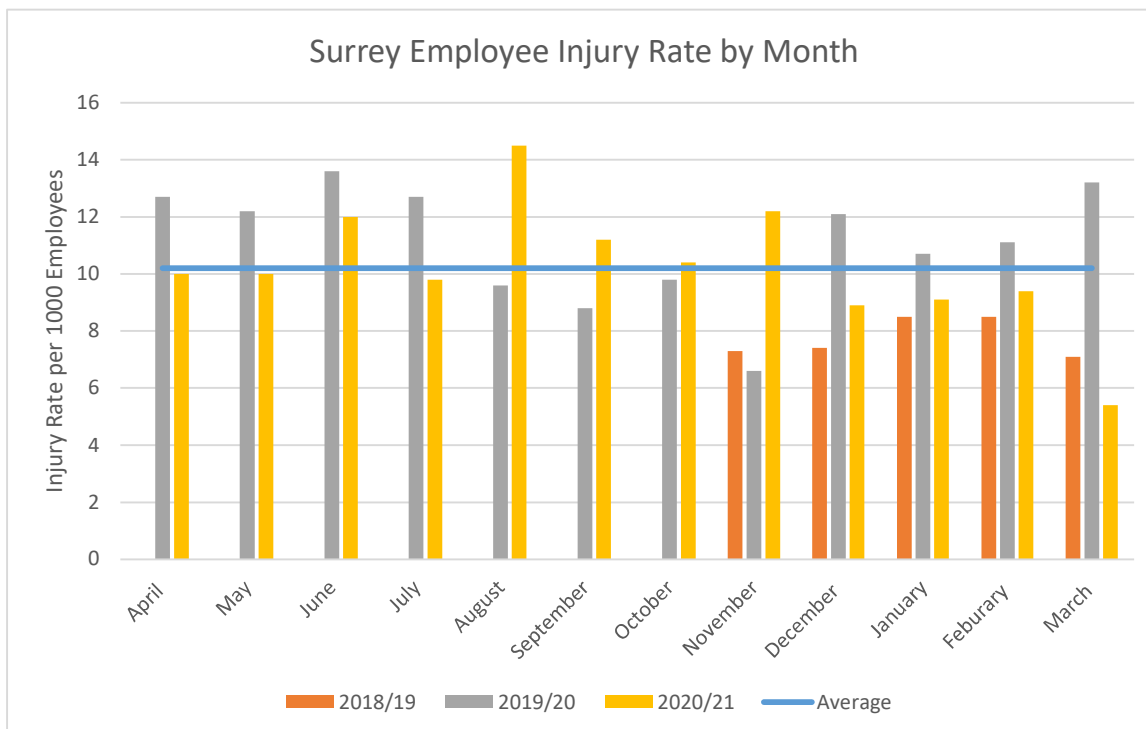
Commentary – Surrey Assault Rate (with injury only) by Month against Average

- The Surrey data showed a similar (all be it slightly more sporadic) pattern to Sussex with an overall fall in the assault rate over the lockdown. However the sharp increase in March 2021 has not been seen.



Graph: Surrey Employee Injury Rate by Month

This graph shows the Surrey Injury Rate. This is the number of injuries per 1000 employees each month.



Commentary – Surrey Employee Injury Rate by Month

- The Surrey Employee Injury Rate has shown sporadic movement across the year. In terms of change over time, the Employee Injury Rate in Surrey remains fairly stable.
 - 2018/19 it averaged: 7.76 employees per 1000 injured at work.
 - 2019/20 it averaged: 11.1 employees per 1000 injured at work.
 - 2020/21 to date it averaged: 10.2 employees per 1000 injured at work.

Health and Safety Service

Surrey and Sussex Police

Safety Incident Statistics



To: Surrey and Sussex
Date: Quarter 1 – 2021/2022
Title: Health and Safety - General Update and Statistics Report

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Safety Incident Statistics



1. Safety Incidents for Quarter 1: 2021 / 2022

October - December (Q4)	SUSSEX			SURREY		
	April	May	June	April	May	June
Headcount						
No. Officers (incl. Specials)	3065	3054	3066	2245	2246	2213
No. Staff (incl. PCSO's)	2723	2704	2684	1993	1994	1991
Total Employees	5788	5758	5750	4238	4240	4204
Arrests (Primary)	1828	1925	2071	856	990	907
Injuries (employees only)	62	70	61	78	63	46
Assaults (with and without injury)	75	73	55	NA	NA	NA
Assaults (with injury only)	33	31	24	17	4	6
Near Misses	46	49	35	4	10	14
Custody Adverse Incidents	59	52	58	37	31	38
Injury Rate (Injuries per 1000 employees)	10.7	12.2	10.4	18.4	14.8	10.9
ASSAULT RATE (With and Without Injury) (Assaults per 1000 arrests)	41.0	37.9	26.6	NA	NA	NA
ASSAULT RATE (With Injury Only) (Assaults per 1000 arrests)	18.1	16.1	11.6	19.8	4	6.6
Total Number of Safety Incident Reports (Safety Service Reactive Demand)						
Financial Year	Sussex		Surrey		TOTAL	
2017/18	1067		668		1735	
2018/19	1087		748		1835	
2019/20	1336		1067		2403	
2020/21	1396		1126		2522	
2020/22 (Q1)	413		308		721	
Over 7 day RIDDORS						
Over 7 Day Injuries	12			9		

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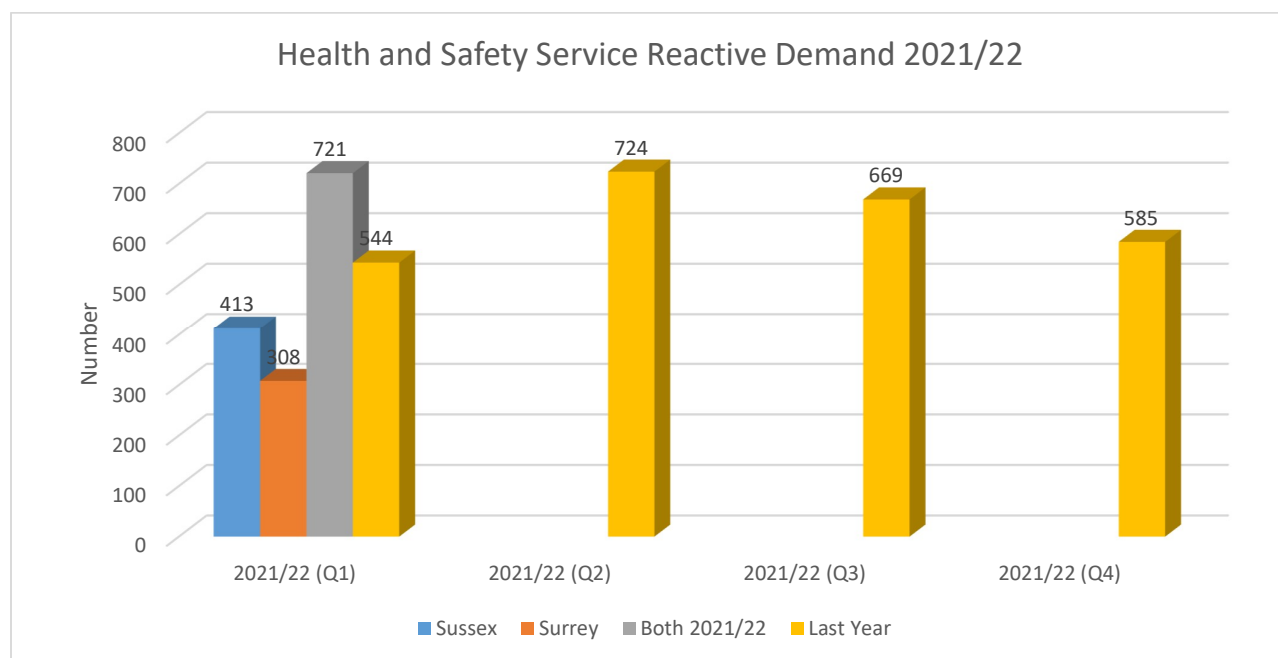
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Safety Incident Statistics



2. Graph: 2021/22 Q1 Health and Safety Service Reactive Demand Analysis

This graph shows the number of safety incidents processed by the Health and Safety Service in Q1 2021/22, for Sussex (blue), Surrey (orange) and collectively (grey), compared with last year (2020/21) (yellow).



Commentary – Q1 Reactive Demand

- Demand has varied considerably due to the various lock downs which reduced the number of assaults on officers. Compared to last year, safety incidents increased from 544 to 721 in quarter one 2021/22, an increase of 32.5%. This is likely due to artificially suppressed numbers in Q1 2020/21 which was the first Covid-19 strict lockdown.

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3. Analysis for SUSSEX Only

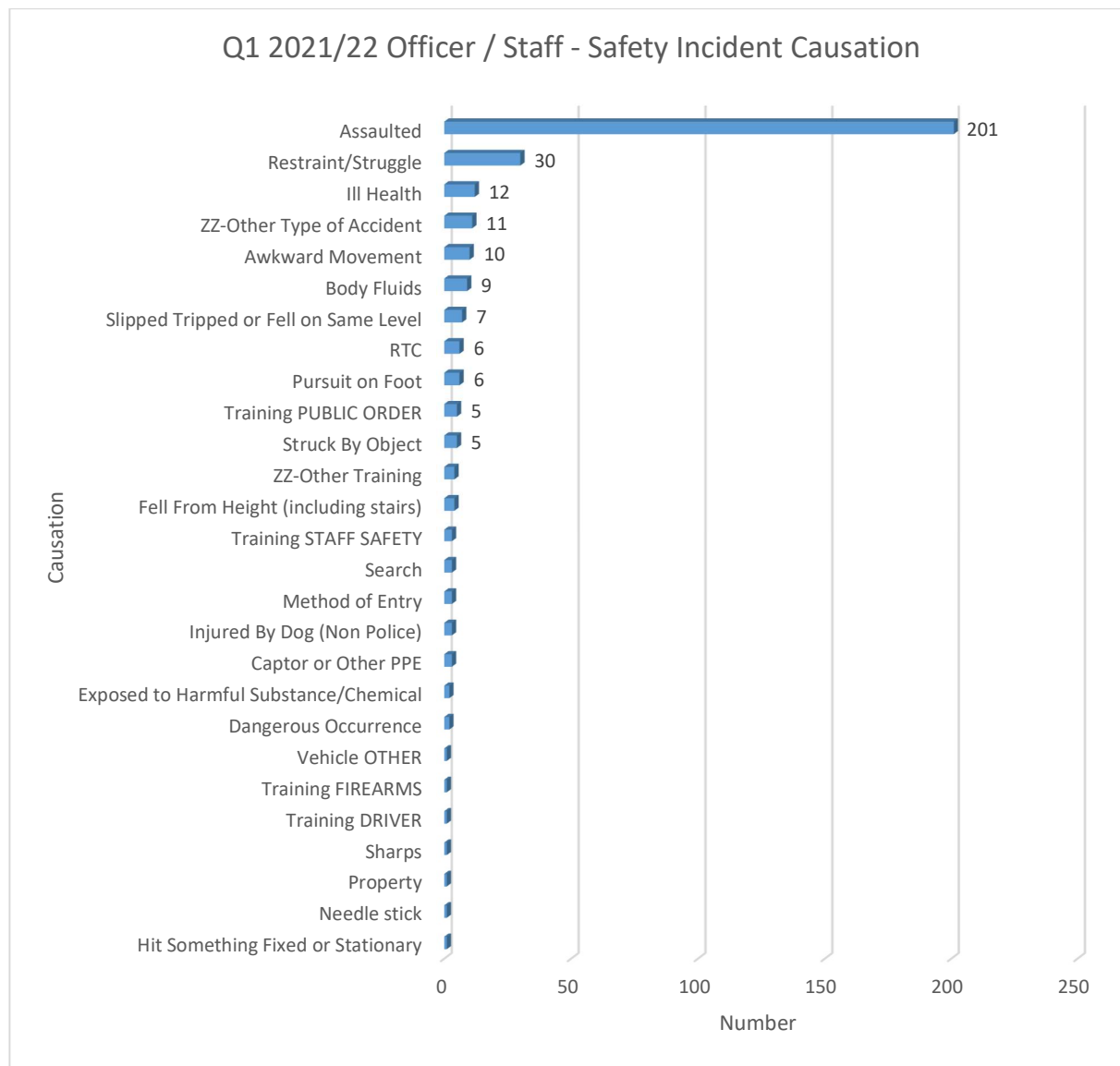
Officer and Staff - Sussex Incident Causation Breakdown (Q1 2021/22)

Incident Cause	Q1	Q2	Q3	Q4	2021/22
Assaulted	201				
Restraint/Struggle	30				
Ill Health	12				
ZZ-Other Type of Accident	11				
Awkward Movement	10				
Body Fluids	9				
Slipped Tripped or Fell on Same Level	7				
Pursuit on Foot	6				
RTC	6				
Struck By Object	5				
Training PUBLIC ORDER	5				
Fell From Height (including stairs)	4				
ZZ-Other Training	4				
Captor or Other PPE	3				
Injured By Dog (Non Police)	3				
Method of Entry	3				
Search	3				
Training STAFF SAFETY	3				
Dangerous Occurrence	2				
Exposed to Harmful Substance/Chemical	2				
Hit Something Fixed or Stationary	1				
Needle stick	1				
Property	1				
Sharps	1				
Training DRIVER	1				
Training FIREARMS	1				
Vehicle OTHER	1				



Graph: Sussex Safety Incident Causation (Q1 2021/22)

This graph shows the causation of safety incidents in Sussex for Q1 2021/22.



Commentary – Sussex Top Ten Safety Incident Causation

- The majority of injuries continue to relate to arrest (assaulted / restraint struggle and awkward movement).

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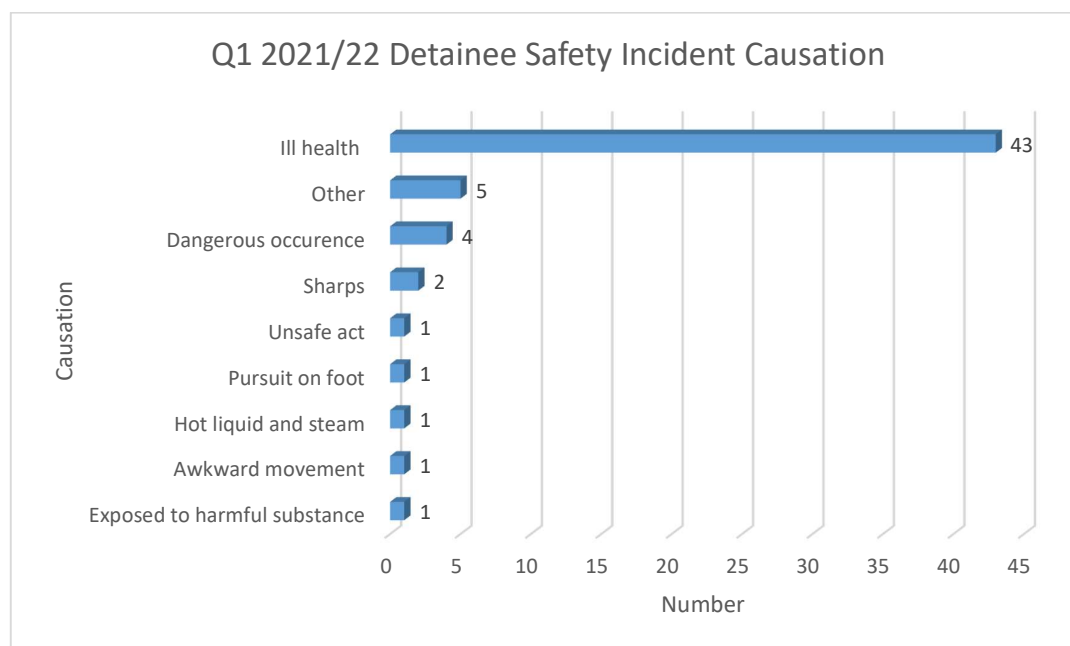
Safety Incident Statistics



NEW Detainees - Sussex Custody Incident Causation Breakdown (Q1 2021/22)

Incident Cause	Q1	Q2	Q3	Q4	2021/22
Ill health	43				
Other	5				
Dangerous occurrence	4				
Sharps	2				
Exposed to harmful substance	1				
Awkward movement	1				
Hot liquid and steam	1				
Pursuit on foot	1				
Unsafe act	1				

Since Sussex custody services were brought back in house, we have been working with Custody to improve reporting of safety incidents within Custody. In Sussex we are now providing custody with weekly reports of detainee incidents which have been reported to us, these are checked against custody records, to ensure that all relevant incidents have been reported.



Commentary – Detainees - Sussex Custody Causation Breakdown

There has been a significant improvement in reporting of safety incidents involving detainees in Sussex Custody. This provides an opportunity to review incidents and look for patterns. The vast majority of incidents involving detainees in custody relate to ill health. Some examples of what this includes:

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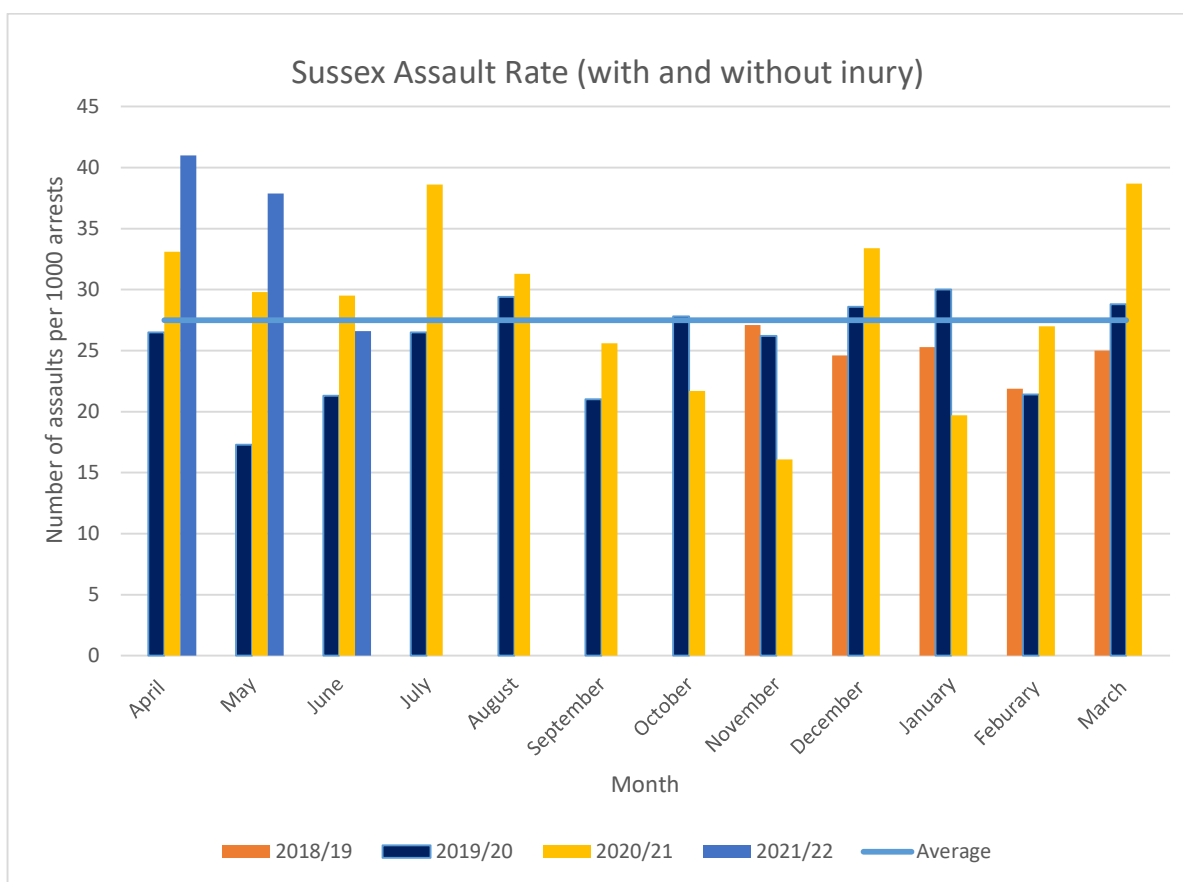


Detainees:

- Having taken illicit substances prior to arrest and becoming unwell in custody.
- Who are alcohol dependent and require medical assistance.
- Have complex medical needs.
- Who have been injured prior to coming into custody and who require medical attention.
- Self-harming while in custody.

Graph: Sussex Assault Rate (with and without Injury) against Average

This graph shows the number of assaults with and without injury per 1000 arrests.



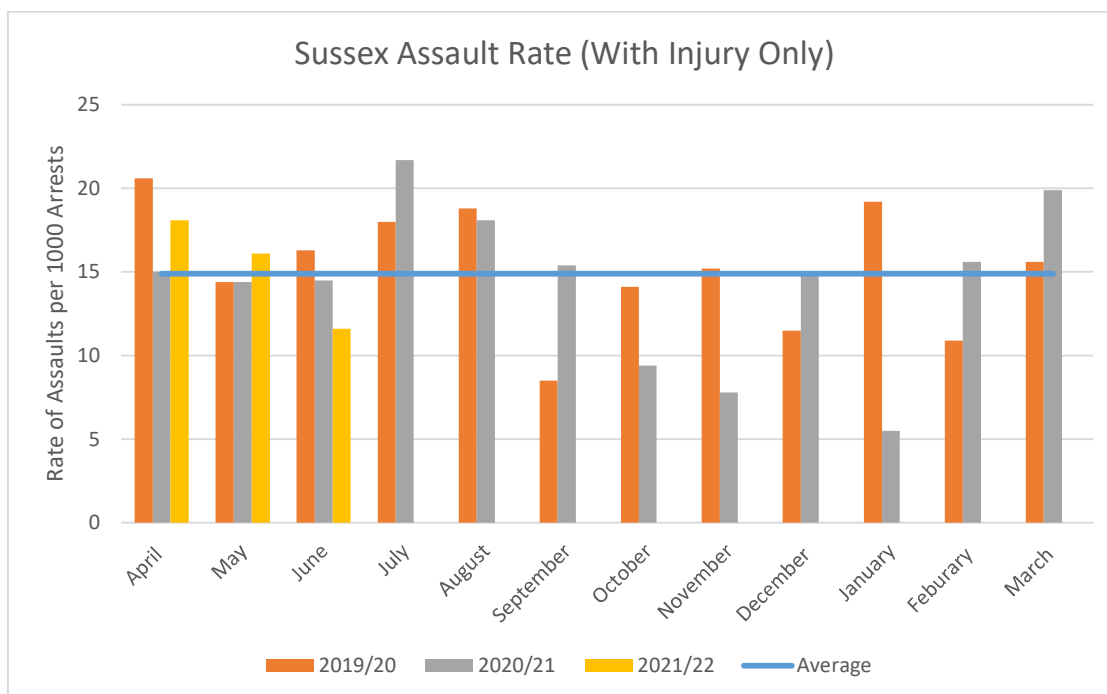
Commentary – Sussex Assault Rate (with and without injury)

- The various Covid-19 lockdowns resulted in the assault rate reducing significantly over 2020/21, we believe this is due to a reduction in night time economy drinking related violence, plus reduced social contact.
- There is a general trend of increasing numbers of assaults being reported.



Graph: Sussex Assault Rate (with injury only) by Month

This graph shows the number of assaults with injury only per 1000 arrests.



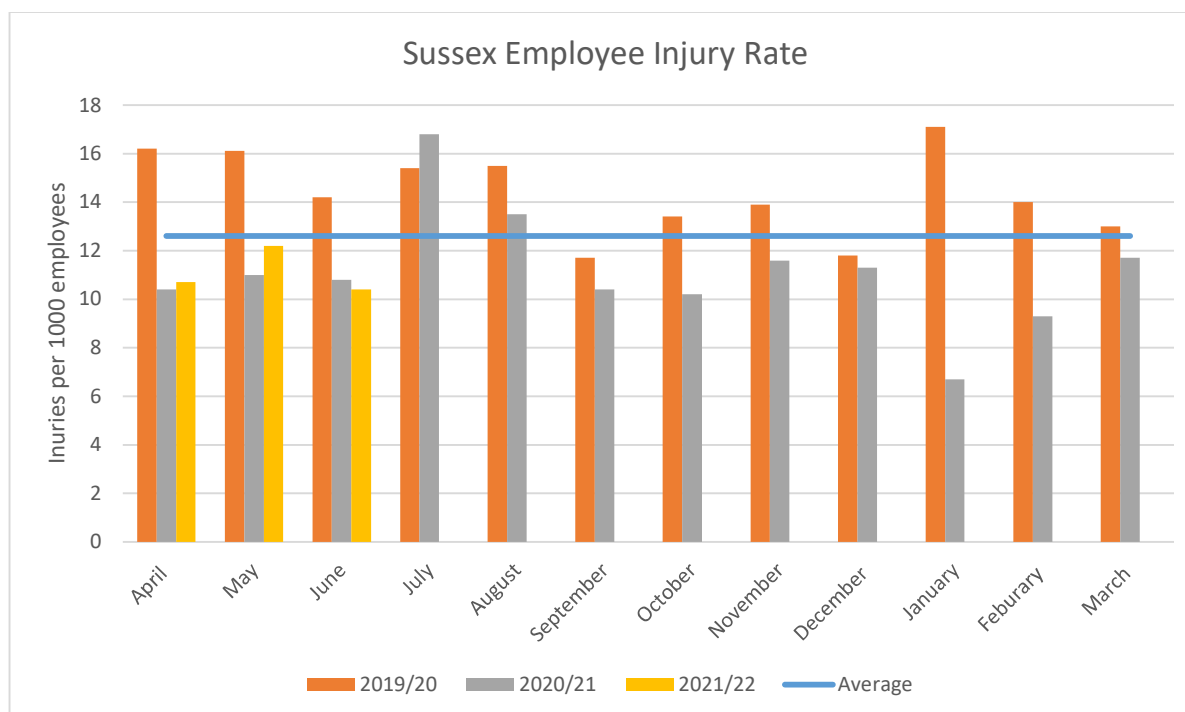
Commentary – Sussex Assault Rate (with injury only)

- The With Injury Only Assault Rate has followed a similar pattern of the injury rate (with and without injury). Falling sharply from July 2020 to November 2020, peaking over Christmas, falling in January and then raising sharply.
- The increases in the '*with injury only rate*' are far less pronounced than the '*with and without injury rate*.' This suggests the increases are being driven by an increase in the reporting of less serious assaults, which did not result in an injury.



Graph: Sussex Employee Injury Rate by Month

This graph shows the number of injuries per 1000 employees each month.



Commentary – Sussex Employee Injury Rate

- The Sussex employee injury rate is gradually falling when compared to 2019/20.
 - The injury rate in 2019/20 was on average 14.4 employees injured per 1000 employed.
 - The injury rate in 2020/21 was 11.1 employees injured per 1000 employed.
 - The injury rate in 2021/22 so far is 11.1 employees injured per 1000 employed.

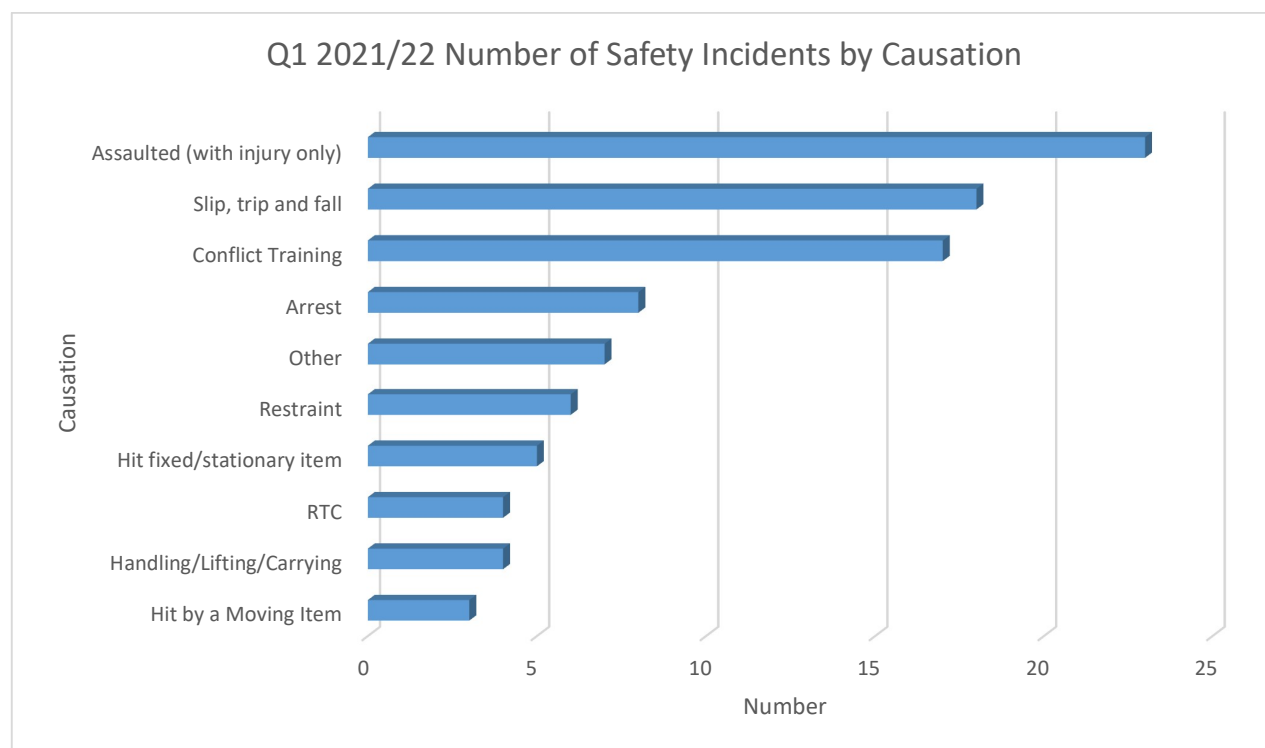


4. Analysis for SURREY Only

Surrey Top Ten Safety Incident Causation (Q1 2021/22)

Incident Causation	Q1
Assaulted (with injury only)	23
Slip, trip and fall	18
Conflict Training	17
Arrest	8
Other	7
Restraint	6
Hit fixed/stationary item	5
Handling/Lifting/Carrying	4
RTC	4
Hit by a Moving Item	3

Graph: Surrey Top Ten Safety Incident Causation (Q1 2021/22)



Commentary – Surrey Top 10 Safety Incident Types

- As in Sussex, arrests and incidents surrounding arrest and pursuit remain the largest cause of injury.

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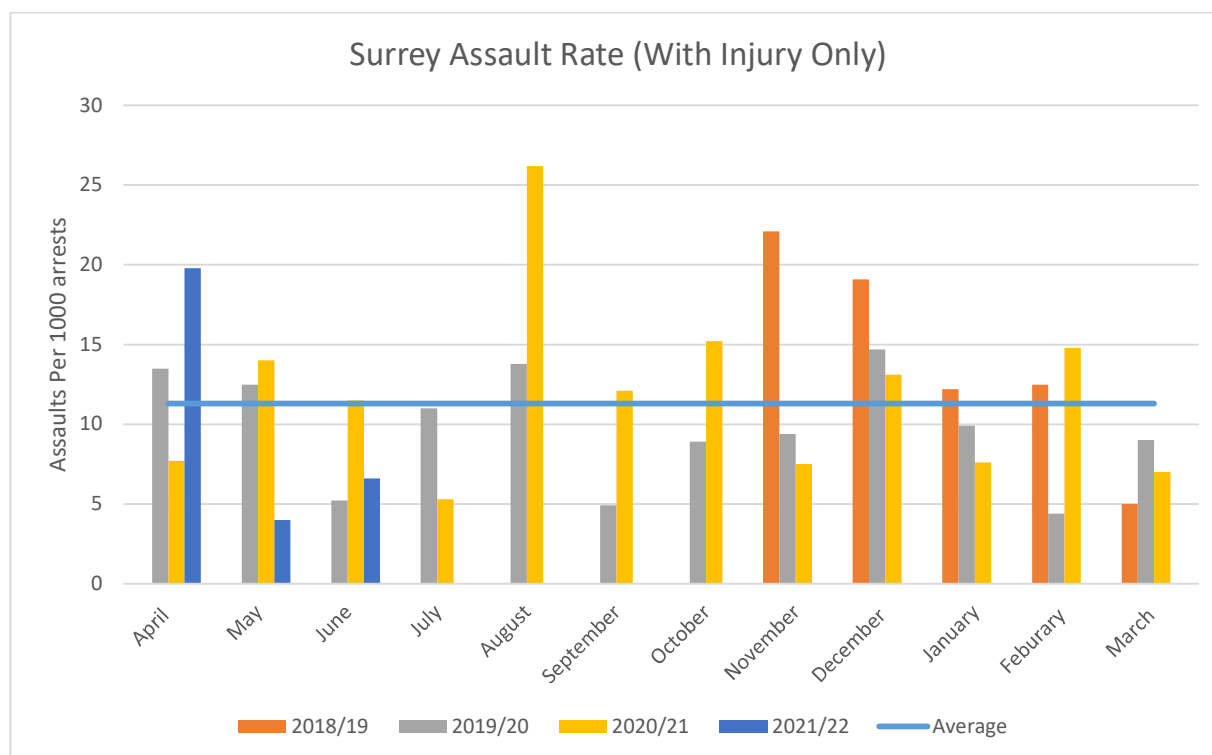
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- We continue to see injuries being sustained during conflict training. This has been subject to previous investigation which concluded that injuries were proportional to ensuring training was realistic and able to prevent more serious injuries 'on the street.'

Graph: Surrey Assault Rate (with injury only) by Month against Average

This graph shows the number of assaults with injury only per 1000 arrests.



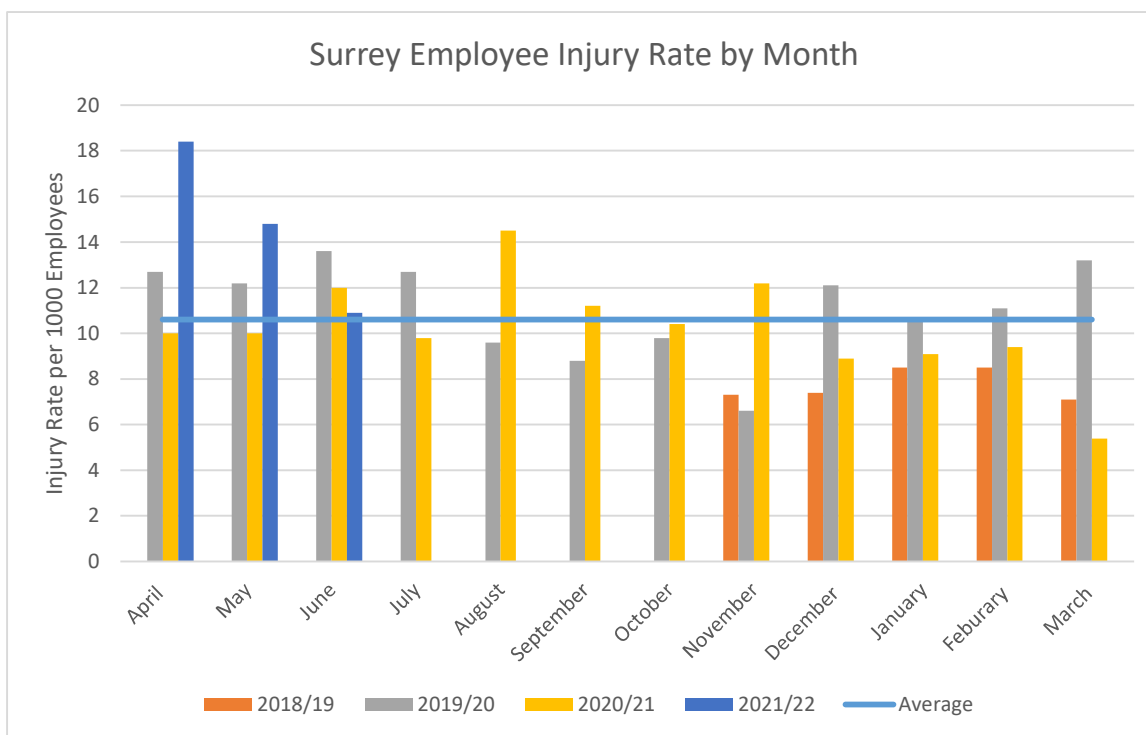
Commentary – Surrey Assault Rate (with injury only) by Month against Average

- The Surrey data showed a similar (all be it slightly more sporadic) pattern to Sussex with an overall fall in the assault rate over the lockdown. However the sharp increase in March 2021 has not been seen.



Graph: Surrey Employee Injury Rate by Month

This graph shows the number of injuries per 1000 employees each month.



Commentary – Surrey Employee Injury Rate by Month

- The Surrey Employee Injury Rate has shown sporadic movement across the year. In terms of change over time, the Employee Injury Rate in Surrey remains fairly stable.
 - 2018/19 it averaged: 7.76 employees per 1000 injured at work.
 - 2019/20 it averaged: 11.1 employees per 1000 injured at work.
 - 2020/21 to date it averaged: 10.2 employees per 1000 injured at work.
 - 2021/22 to date is 14.7 employees per 1000 injured at work.

APPENDIX 4

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Health and Safety Report



Security Classification: OFFICIAL

Meeting name: Strategic Health and Safety Board.

Report by: Bosco Chan, Senior Specialist Health and Safety Advisor

Date: Strategic Health and Safety Board of Aug 2021

Subject: Update on previous strategic level review on CDM2015, Confined Space, Electrical Safety and Fire Safety compliance in Surrey Estates

Security status: Official

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1. Purpose of this report

- 1.1. At the Strategic Health and Safety Board (The Board) of 11th April 2018 it was agreed that the results of safety reviews would be shared with The Board in future. The purpose of this change is to improve transparency, ensure there is accountability and to give the Deputy Chief Constables oversight of how well safety risk is being managed.

2. Executive Summary

- 2.1. This provides an update on CDM2015, Confined Space, Electrical and fire safety compliance within Surrey Estates from previous audit. The review took place on June-July 2021.

From the review, we noticed that Estates Department had taken action to the recommendation after the previous audit, but then there were some deviation was observed. The recommendation on improving the owner capacity to own and manage the safety at work from previous audit, the effectiveness of the system to manage and incorporate the safety at work, which includes works managing by consultants, contractors or internal team, and also ensuring public safety, the system for managing and handling of materials, equipment, testing, also, system for analysis problem/risk, response for action, and follow up to improvement. Improvement is still required.

Further on, system and procedures to be clearly identified, communicated, complied and reviewed. The system to be effective and able to self-monitor. All registers, records to be clear, accessible and communicated. Effective channel for communicating and consulting with the team members for review and update still need to be considered.

3. Findings

CDM2015 Compliance

Review date	Compliance level	Change
May 2021	60%	NA
Aug 2021	50%	-10

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Confined Space Safety Compliance

Review date	Compliance level	Change
May 2021	70%	NA
Aug 2021	50%	-20

Electrical Safety Compliance

Review date	Compliance level	Change
June 2019	80%	NA
Mar 2021	50%	-30
Aug 2021	50%	0

Fire Safety Compliance

Review date	Compliance level	Change
June 2019	92.9%	NA
Mar 2021	85.7%	-7.2 *
Aug 2021	64.3	-21.4 **

Note: *The audit in Mar 2021, only 4 sections of this element were covered.

**In this review, in total 14 sections were completed.

4. Commentary

CDM2015 – Still have insufficient evidence to show the requirement of CDM2015 to make sure suitable arrangements to ensure that construction work is planned, carried out safely and documented; and ensuring there is systematic cooperation and communication between those involved in the planning, design and management of construction work are part of the major duties of CDM client are fulfilled. Developed procedures are not well followed nor implemented. The construction work performs by Galliford Try and contractors involve CDM2015, it is importance to have full and clear picture of their performance, records to ensure the compliance to the regulations.

Again, to fulfil the requirements of Client, it is importance to ensuring the health and safety of construction works, safety of the people involves in the work, and the safety of anyone the work affects, sufficient measures before, during the work

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and upon work completion are well planned, implemented, reviewed and documented. And records are easy for duty holders and concern parties to reference.

Confined Space safety – Action on identifying and managing the risk from confined space and the work inside confined space is still needed.

A confined space is a place where serious injury can occur from hazardous substances or conditions within the space or nearby. Therefore, a robust management system to avoid, eliminate or well manage the risk from confined space to and work inside confined space is critical. And then, to ensure the work is carried out by the consultant and contractor is well planned, measures are implemented and recorded.

Electrical Safety – Some tests are on-going. Action and close coordination with Galliford Try on managing testing, record of testing, findings and followed up to the findings still need improvement. To have a live register with adequate data to manage the performance, testing and follow up action of the system, installation, equipment is also recommended in this review.

Fire Safety - The Compliance check to fire safety is still in progress. However, due to some major findings which relating to critical fire safety concern, such as follow up to critical recommendation of fire risk assessment were identified. Comments from Galliford Try shall be reviewed and follow up actions to be taken without further delay. The actual report and information shall be obtained and looked at as soon as possible. The results and the finding are provided in this audit report for attention. To have a live register with adequate data to manage the performance, testing and follow up action of the system, installation, equipment is also recommended in this review.

Overall, previous recommendation for improvement: effective system still need to be developed and implemented to ensure any imminent risks and required immediate actions are reviewed, planned, implemented and followed up. Besides, Plan, Do, Check, Act approach to achieve a balance between the systems and behavioural aspects of management is recommended to manage risks, health and safety at work systematically and effectively to be considered.

The detailed compliance review in relation to CDM2015, confined space, electrical safety and fire safety can be found below:-

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5. CDM2015– Detailed Compliance Findings

Any person commissioning construction, refurbishment or maintenance works understand that CDM 2015 applies and their roles and duties as a Client under CDM 2015.	<p>Clients are organisations or individuals for whom a construction project is carried out.</p> <p>Summary of role / main duties:</p> <p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none">• Other duty holders are appointed.• Sufficient time and resources are allocated. <p>Make sure:</p> <ul style="list-style-type: none">• Relevant information is prepared and provided to other duty holders.• The principal designer and principal contractor carry out their duties.• Welfare facilities are provided. <p>Notify HSE where applicable.</p> <p>See paragraphs 23–52 of HSE Guidance L153 (link below) for full list of responsibilities.</p>	Partially	<p>BC 21/03/21: Artur, Estate Health and Safety Advisor has prepared the policy to provide guidance for the construction work.</p> <p>As reported by Estates Department, all the documents and records associate to CDM regulation, includes Form F10, update-to-date health and safety folder, appointments, update-to-date site information, project information, construction phase plan etc. shall be kept inside the documentation system of Estates Department. However, Limited record or document can be provided for audit.</p> <p>ACTION BC 21/03/21: Estates Department were also recommended to review the project management system of Galliford Try to ensure their compliance to the regulations.</p> <p>All construction works shall be planned, implemented, reviewed and recorded effectively and easy for reference.</p> <p>NEXT AUDIT BC 21/03/21: The implementation, performance and the effectiveness of the health and safety management for the construction works to be checked.</p> <p>Estates Update on 30/7/21: E&F is still working on providing a sufficient evidence of compliance with CDM2015. At this moment all required evidence of compliance is not available for auditing. Galliford Try created a Microsoft team's access for their CDM compliance but not enough information has been provided e.g. (Risk Assessment Method Statement, Competencies of workers).</p> <p>All other CDM project performed by Estates don't have any evidence of compliance with CDM2015 on Estates shared folders.</p> <p>CDM2015 policy is still in the state of approval.</p>
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Prior to the appointment of a contractor checks are undertaken to ensure that contractor and anyone they sub contract work to, have the necessary skills, knowledge, training and experience to carry out their jobs in a way that secures health and safety.		Partially	<p>BC 21/03/21: The requirement of competence assessment on selection of contractors, principal contractor, designers and principal designer are states in the CDM policy. As reported by Estates Department, all the documents and records associate to CDM regulation, includes Form F10, update-to-date health and safety folder, appointments, update-to-date site information, project information, construction phase plan etc. shall be kept inside the documentation system of Estates Department. However, No record or document can be provided for audit.</p> <p>NEXT AUDIT BC 21/03/21: The tender assessment shall be checked and evidence shall be provided to verify the performance.</p> <p>Estates Update on 30/7/21: E&F is still working on providing a sufficient evidence of compliance with CDM2015. At this moment all required evidence of compliance is not available for auditing. Galliford Try created a Microsoft team's access for their CDM compliance but not enough information has been provided e.g. (Risk Assessment Method Statement, Competencies of workers).</p> <p>All other CDM project performed by Estates don't have any evidence of compliance with CDM2015 on Estates shared folders.</p> <p>CDM2015 policy is still in the state of approval.</p> <p>Estates Update on 30/7/21: Duty Holders for all Project has been appointed.</p> <p>For all GT project Principle Contractor and Principle designer are specified on CDM Action Plan (CPP).</p> <p>BC 30/7/21: Evidence to be verified.</p>
A Construction Phase Plan is obtained for all works from the contractor / principal contractor.		Partially	<p>BC 21/03/21: The requirement of competence assessment on selection of contractors, principal contractor, designers and principal designer are states in the CDM policy. Construction Phase Plan is kept inside the documentation system.</p> <p>NEXT AUDIT BC 21/03/21: the content of the Construction phase shall be checked to verify the performance.</p> <p>Estates Update on 30/7/21: Insufficient evidence of checking Construction Phase Plan. Pre and post construction checklist aren't being used.</p> <p>In sufficient evidence of Construction Phase Plan being produced for all construction jobs. (for the jobs managing by Estates directly)</p>
When there is more than one contractor working on the project a principal contractor and principal designer are appointed.		Partially	<p>BC 21/03/21: As reported by Estates Department, there is appointment email to Galliford Try as a principal contractor. However, no formal appointment to LTS was found.</p> <p>NEXT AUDIT BC 21/03/21: The appointment system to be checked.</p> <p>Estates Update on 30/7/21: Duty Holders for all Project has been appointed.</p> <p>For all GT project Principle Contractor and Principle designer are specified on CDM Action Plan (CPP).</p> <p>BC 30/7/21: Evidence to be verified.</p>

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Prior to work starting, on site hazard information, is passed to the contractor / principal contractor and when applicable principle designer.	On site hazard information (also known as pre - construction information) could include: - Asbestos. (Only a refurbishment and demolition survey is suitable for construction / refurbishment work). - Contaminated land. - Hidden / buried utilities. - Overhead electrical cables. - Site conditions.	No	BC 21/03/21: The requirement of providing essential information to contractor is stated in the CDM policy. As reported by Estates Department, prior to work starting, on site hazard information is passed to the Galliford Try. As reported by Estates Department, checklist is being used as guideline for providing pre-work project information to contractor/ principal contractor/ designers/ principal designer. NEXT AUDIT BC 21/03/21: the minutes and record of formal pre-construction meeting, inaugural meeting, initial work meeting with contractor, principal contractor for the purpose planning and review the readiness of work to be checked. System to ensure adequate pre-construction information are provided to contractors/ principal contractor/ designers/ principal designer to be checked. Estates Update on 30/7/21: Insufficient evidence of communication Client/contractors/designers No evidence of health and safety file is prepared and maintained.
Prior to work starting, there are adequate welfare facilities on site.	Welfare facilities must be proportional to the hazards to which workers are exposed.	Partially	BC 21/03/21: The requirement of providing pre-construction information to contractors are states in the CDM policy. NEXT AUDIT BC 21/03/21: System to ensure adequate pre-construction information are provided to contractors/ principal contractor/ designers/ principal designer to be checked. The minutes and record of formal pre-construction meeting, inaugural meeting, initial work meeting with contractor, principal contractor for the purpose planning and review the readiness of work to be checked. Estates Update on 30/7/21: Insufficient evidence of communication Client/contractors/designers
Where a project is due to last more than 30 days with more than 20 workers working at the same time, or it involves more than 500 person days of work, the client notifies HSE using form F10.		NA	BC 21/03/21: The requirement of notification of work are states in the CDM policy. NEXT AUDIT BC 21/03/21: System to review the need of notification requirement is with contractor, principal contractor to be checked. Estates Update on 30/7/21: No projects required F10

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At the end of a project, the health and safety file is obtained, its contents communicated to those who need to be aware of them and it is kept in a safe place for future reference.		Partially	<p>BC 21/03/21: The requirement of update and maintain of health and safety file is stated in the CDM policy.</p> <p>As reported by Estates Department, all the documents and records associate to CDM regulation, includes Form F10, update-to-date health and safety folder, appointments, update-to-date site information, project information, construction phase plan etc. shall be kept inside the documentation system of Estates Department. No record or document can be provided for audit.</p> <p>NEXT AUDIT BC 21/03/21: System to ensure the health and safety files are update to date to be checked.</p> <p>The minutes job close out meeting and record of hand over of documents to be checked</p> <p>Estates Update on 30/7/21: Insufficient evidence of H&S file being produced where more than one contractor has been used for a project. Principal Contractors to complete the Health and Safety File and hand it to the client (police). Our duties is to ensure the principal designer prepares a health and safety file</p>
For particularly hazardous work, consideration is given to operating a permit to work system.	Work activities where a permit to work may be proportional include: - Breaking ground. - Hot works. - Working in confined spaces.	Partially	<p>BC 21/03/21: The requirement of permit to work system for hazardous work is stated in the CDM policy.</p> <p>As reported by Estates Department, all the documents and records associate to CDM regulation, includes Form F10, update-to-date health and safety folder, appointments, update-to-date site information, project information, construction phase plan etc. shall be kept inside the documentation system of Estates Department. Limited record or document can be provided for audit.</p> <p>NEXT AUDIT BC 21/03/21: System to ensure the implementation and review of permit to work system for hazardous work to be checked</p> <p>BC 30/7/21: Insufficient evidence to show systems are in place.</p>
The adequacy of risk assessments, method statements and construction phase plans are checked for adequacy prior to works commencing.		Partially	<p>BC 21/03/21: The requirement of method statement, risk assessment, construction phase plans is stated in the CDM policy.</p> <p>Estates Department was recommended to develop and implement compliance check and audit system to verify and ensure the performance of safety management and safe system of work system of Galliford Try to our project works.</p> <p>NEXT AUDIT BC 21/03/21: System to ensure the method statement, risk assessment, construction phase plans are reviewed and effective prior to work and the implementation and effectiveness of pre-construction and finish work inspection system to be checked.</p> <p>The minutes and record of review meeting for review the system to be checked</p> <p>BC 30/7/21: Insufficient evidence to show systems are in place.</p>

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6. Confined Space Safety – Detailed Compliance Findings

<p>All confined spaces are identified and access restricted.</p> <p>A permit to work system is used to control entry to confined spaces.</p>	<p>Confined spaces include storage tanks, drains, sewers, duct work and other small spaces with limited ventilation.</p> <p>Working in confined spaces can be hazardous due to lack of ventilation, oxygen and the build up of hazardous substances. Depending on the type of confined space, other hazards may be present, for example flash flooding in a sewer after heavy rain.</p> <p>Tasks which may be acceptable in an open environment, for example using solvent based cleaning chemicals could rapidly develop an explosive atmosphere within a confined space.</p> <p>Escape and rescue in an emergency may be hampered in a confined space.</p>	<p>Partially</p>	<p>BC 21/03/21: Management System, which include identification, register, labelling, procedures of risk assess, control, supervision, emergency preparedness and review, to be developed by Estates Department for managing confined space and work inside confined space.</p> <p>Artur, Estate Health and Safety and Guy Kennedy, Estates & Facilities Support Manager are developing the system and policy for managing confined space and work inside confined space.</p> <p>Galliford Try is being engaged for identifying, labelling, record and access control to confined space at each premises. Register of confined spaces will be communicated with the force.</p> <p>ACTION BC 21/03/21: Estates Department was recommended to review the policy and safe system of work of Galliford Try for working in confined space to ensure the competence and readiness of the company, the team and the personnel.</p> <p>Estates Update on 30/7/21: Awaiting Confined Spaces Policy approval. Awaiting Quico Lopez.</p> <p>Due to staff shortages the arranged dates for the Confined space inspections had to be cancelled. As of 22/07/21. Estates awaiting new dates. Guy Kennedy will escort the contractor at the various sites when dates are made. Register will be supplied after visits.</p>
<p>Work in a confined space is avoided wherever possible.</p>	<p>The best way to avoid the hazards associated with a confined space is to avoid working in it. This can be achieved by:</p> <ul style="list-style-type: none">- Designing out confined spaces.- Changing working practices so that confined spaces do not need to be entered.- Carrying out work from outside the confined space. For example using remote control equipment.	<p>Partially</p>	<p>BC 21/03/21: Artur, Estate Health and Safety and Guy Kennedy, Estates & Facilities Support Manager are developing the system and policy for reviewing the necessity or alternative of working in confined space.</p> <p>The confined space policy is waiting for approval.</p> <p>ACTION BC 21/03/21: System with procedures shall be developed for reviewing the necessity or alternative of working in confined space</p> <p>BC 30/7/21: Insufficient evidence to show systems of Galliford Try are in place.</p>
<p>Where working in a confined space is unavoidable, the task is subject to risk assessment.</p> <p>Identified actions in the risk assessment have been followed up and implemented.</p> <p>Health and Safety Toolkit 'Risk Assessment - SMS0040' has been consulted and the standards within it, met.</p>	<p>The risk assessment must include consideration of:</p> <ul style="list-style-type: none">- The task.- The working environment.- Working materials and tools.- The suitability of those carrying out the task.- Arrangements for emergency rescue.	<p>Partially</p>	<p>BC 21/03/21: As confirmed by Estates Department, they don't have any qualified personnel to work in confined space. Estates Department was recommended to provide training to caretakers for them to understanding what is confined space, the associated risk and the work requirement.</p> <p>All the works inside confined space to be carried out by Galliford Try.</p> <p>ACTION BC 21/03/21: Estates Department was recommended to review the management system, safe system of work and readiness of Galliford Try for work inside confined space.</p> <p>NEXT AUDIT BC 21/03/21: management system, safe system of work and readiness of Galliford Try for work inside confined space shall be checked</p> <p>BC 30/7/21: Insufficient evidence to show systems are in place.</p>

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Following on from the risk assessment a safe system of work is developed which identifies how the task in the confined space can be undertaken safely.	<p>Elements of a safe system of work could include:</p> <ul style="list-style-type: none">- Appointment of a supervisor who is responsible for ensuring the risk assessment and safe system of work is followed and who remains outside the confined space and in contact with the person inside, in the event of an emergency.- Ensuring everyone involved is suitable for the task, considering medical history, skills, knowledge, training and experience. (Reasonable adjustments needs to be considered).- If machinery is present within the confined space, for example entering a mixer, it is isolated and remains isolated.- Ensuring that substances that are normally present within the confined space and could be hazardous aren't present during the work. For example entering pipework and ensuring measures are taken to ensure whatever normally flows through the pipework is isolated. Cleaning may also be necessary to ensure hazardous substances are removed prior to entry. It is important to note that non hazardous substances can become hazardous in a confined space. E.g. flour dust.- Checking whether the size of the entrance to the confined space is sufficient for emergency rescue and those working in it to enter safely including carrying equipment.- Improving ventilation to ensure any hazardous substances are removed and there is adequate oxygen.- Carrying out air monitoring prior and during entry to the confined space.- Equipment being used in the confined space is suitable. For example using specially approved electrical equipment suitable for use in a potentially explosive atmosphere.- Where it isn't possible to make the air safe, breathing apparatus is	Partially	<p>BC 21/03/21: Estates Department states that all the works inside confined space to be carried out by Galliford Try.</p> <p>ACTION BC 21/03/21: Estates Department was recommended to review the management system, safe system of work and readiness of Galliford Try for work inside confined space.</p> <p>NEXT AUDIT BC 21/03/21: management system, safe system of work and readiness of Galliford Try for work inside confined space shall be checked.</p> <p>BC 30/7/21: Insufficient evidence to show systems of Galliford Try are in place.</p>
Adequate emergency arrangements are put in place.	<p>Emergency arrangements could include consideration of the following:</p> <ul style="list-style-type: none">- Consideration given to the required equipment, training and practice drills.- The provision of a rescue harness.- How alarm will be raised to those outside the confined space and to others within the confined space.- Detailed arrangements for undertaking rescue including the capabilities of rescuers, shut down of associated plant, first aid and local emergency services.	Partially	<p>BC 21/03/21: All the works inside confined space to be carried out by Galliford Try.</p> <p>ACTION BC 21/03/21: Estates Department was recommended to review the management system, safe system of work and readiness of Galliford Try for work inside confined space.</p> <p>NEXT AUDIT BC 21/03/21: management system, safe system of work and readiness of Galliford Try for work inside confined space shall be checked.</p>

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7. Electrical Safety – Detailed Compliance Findings

Fixed electrical systems are maintained in a safe condition and are operating correctly.	Where equipment or machinery isn't working correctly, the Standard is met when it is safely put out of use, users notified and alternative arrangements made.	Partially	<p>BC 26/03/21: The performance of the management system for fixed electrical system and routine check shall be further verified with Galliford Try. The request for accessing the management system has been sent to Galliford Try.</p> <p>The fixed electrical system of the premises, (which includes register, maintenance, testing, repairing and review of the system etc.) are managed by Galliford Try.</p> <p>The responsible person from Estates Department is Guy Kennedy, Estates and Facilities Support Manager is overall responsible for the management of the fixed electrical system.</p> <p>Estates Update on 18/06/21: electrical installation condition report for HQ Mount Browne dated 27/04/20 was provided. The report stated remedial action is required. Procedures and follow up to recommendation to be verified.</p> <p>BC 18/06/21: Procedures and follow up to recommendation to be verified.</p>
Fixed electrical systems are subject to periodic thorough examination and testing by a competent person to ensure their safety.	Every 5 years or less. Some systems may require more frequent inspection, based on risk. Advice must be sought from a competent person.	Partially	<p>BC 26/03/21: As reported by Estates Department, the fixed wire testing of each premises are carried in every 5 years by Galliford Try.</p> <p>As reported by Estates Department 90% of the fixed wire test was completed. The certificate of testing has been issued and kept by Galliford Try.</p> <p>ACTION BC 26/03/21: Estates Department to reply for the completion of the fixed wire test.</p> <p>Estates Department need to verify to any issues, action items identified in the test or check report or record to ensure the jobs are completed and the system is sound and secure.</p> <p>NEXT AUDIT BC 26/03/21: record of register, testing and certificate shall be checked.</p> <p>Estates Update on 30/07/21: 5 year fixed wire test nearly complete except :- Old Hse, Contact centre, ICT Wing</p> <p>BC 18/06/21: Register of all fixed electrical system at different location with test information shall be maintained.</p>
Recommendations are followed up and actioned.			

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<p>Portable electrical appliances are subject to periodic thorough examination and testing by a competent person to ensure their safety.</p> <p>Recommendations are followed up and actioned.</p>	<p>Hazards associated with the Police Estate are identified and subject to risk assessment. The actions in the risk assessment are followed up and implemented.</p> <p>Health and Safety Toolkit 'Risk Assessment - SMS0040' has been consulted and the standards within it, met.</p>	<p>Partially</p>	<p>BC 26/03/21: Management System, which include register, use, inspection, maintenance and review, to be developed by Estates Department for managing portable electrical appliances. Identify label is issued to each individual portable electrical appliances for the completion of routine bi-yearly check.</p> <p>Estates Department reported that Portable appliance testing (PAT testing) is resuming from Covid restriction at the premises. Estates Department will email SMT from relevant locations to issue internal communication to coordinate PAT Testing visit.</p> <p>NEXT AUDIT BC 26/03/21: To review the register, performance in managing the PAT testing and follow up actions.</p> <p>Estates Update on 18/06/21, 30/7/21: Summary table from Planet Earthed showed task between 11/11/20 – 17/05/21 were carried out. Estates will request Galliford to PAT test all caretaker electrical appliances. Guy has made request to Sunny Fletcher at Galliford 22/07/21.</p> <p>BC 18/6/21: Register of all lightning conductor at different location with test information shall be maintained.</p>
<p>Lightning conductors are subject to periodic thorough examination and testing by a competent person to ensure their safety.</p> <p>Recommendations are followed up and actioned.</p>	<p>Annually or as recommended by a competent person.</p>	<p>Fully</p>	<p>BC 26/03/21: The periodic thorough examination and testing to lightning conductor is conducted by Galliford Try in yearly bases. Reported by Estates Department, all lightning conductors across the premises are tested. Testing record/ certificate Documentation are kept by Galliford Try. The next testing is due on August 2021. Estates Department shall prepare for the testing.</p> <p>NEXT AUDIT BC 26/03/21: testing record shall be provided and verified.</p> <p>Estates Update on 18/06/21: Certification of inspection for lightning protection system at Guildford Police Station issued by Omega Red Group Ltd was provided.</p> <p>BC 18/6/21: Register of all lightning conductors at different location with test information shall be maintained.</p>
<p>Hazards associated with electricity are identified and subject to risk assessment. The actions in the risk assessment are followed up and implemented.</p> <p>Health and Safety Toolkit 'Risk Assessment - SMS0040' has been consulted and the standards within it, met.</p>		<p>No</p>	<p>BC 26/03/21: As reported by Estates Department, each team has been given the template of property risk assessment. Each teams are preparing and reviewing their property risk assessment. Not record has been submitted to Artur, Estate Health and Safety Advisor for review.</p> <p>ACTION BC 26/03/21: review meeting to be held with Julie Harris, Head of Estates Strategy for speed up the slow progress was recommended.</p> <p>Estates Update on 30/7/21: Galliford Try is carrying Property RA's</p> <p>BC 30/7/21: Register of property RA at different location with the implementation of follow up action shall be maintained. Evidence to be verified.</p>

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8. Fire Safety – Detailed Compliance Findings

<p>All buildings have a fire risk assessment which complies with the standards outlined in PAS79.</p> <p>Larger, complicated buildings must have a fire risk assessment carried out by a suitably qualified Fire Engineer.</p> <p>Identified actions in the risk assessment have been followed up and implemented.</p>	<p>PAS79 is a standard which outlines how to undertake a fire risk assessment.</p> <p>The Institution of Fire Engineers (IFE) hold a register of approved fire risk assessors. For complicated premises, it is recommended that a qualified Fire Engineer undertakes the fire risk assessment.</p>	<p>Partially</p>	<p>BC 01/04/21: From Guy's email, dated 10 March 2021, fire risk assessment for most of the premises were completed, excepts Salford Custody Suite and Force Control Room (FTC) at HQ Mount Browne. From the action log provided from Galliford Try, fire risk assessment of 8 building across 6 sites were conducted between 16 Sept 2020 – 3 Feb 2021. In the log, 114 Action items categorized in 4 risk categories (from 1. Immediate action, 2. Action within 1 month, 3. Action within 3 months and 4. For advice) was recommended. 16 actions across 4 sites, includes Mount Browne, Guildford PS, Staines PS and Stonebridge Depot were scored 1. 51 actions across 6 sites, includes Mount Browne, Guildford PS, Reigate PS, Woking PS, Staines PS and Stonebridge Depot were scored 2. 38 actions across 6 sites were scored 3 and 12 fire safety advice were given.</p> <p>ACTION BC 15/04/21: For actions required immediate actions includes further audit for fire stopping, improve the condition, fitting of means of escape, removal of equipment, combustible or flammable material from means of escape, electrical riser, distribution. Measures to prevent the risk of malicious ignition. Management System shall be developed for floor planning, storage of material in term of fire safety, follow up action shall be taken immediately.</p> <p>The fire risk assessment report from ITS/ Galliford Try are still outstanding or haven't been provided. Only fire risk assessment log with action items was provided by Galliford Try. Estates Department reported the action items from fire risk assessment to be managed by QMS system, which to be ready for function in 3 month's time.</p> <p>ACTION BC 26/03/21: Response from Estates in regard to the immediate actions for risk with high priorities.</p> <p>ACTION BC 26/03/21: to obtain and read the full fire risk assessment report is required. Details of the findings, action items, such as photo reference, location etc are in the report only. Estate Department shall also keep copy of the reports.</p> <p>NEXT AUDIT BC 01/04/21: The system for managing fire risk assessment shall be checked.</p> <p>Estates Update on 30/7/21: the action is continuing.</p> <p>BC 30/7/21: Register of Fire risk assessment at different location with the implementation of follow up action shall be maintained. Evidence to be verified.</p>
<p>Appropriate fire fighting equipment is provided, and persons are trained in its correct use.</p>	<p>Generally fire extinguishers are provided and must be suitable for the types of fire hazard present.</p>	<p>Partially</p>	<p>BC 01/04/21: fire safety policy and fire safety management plan are waiting for signed and approval.</p> <p>ACTION BC 15/04/21: Although some fire safety procedures are being implemented. Formal fire safety policy and fire management plan is required. Fire safety procedures shall be managed systematically. And policy and plan shall and can be reviewed periodically and necessarily. BC recommended the policy and management plan shall be rolled out as soon as possible.</p> <p>As reported by Estate Department, survey for the requirement and types requirement of fire extinguishers was conducted by fire safety contractor/ service provided employed by Galliford Try in 2019. Estate states that caretakers are responsible for monthly fire fighting equipment checks to ensure the location, conditions and validation).</p> <p>Guy Kennedy, Estates and Facilities Support Manager is overall responsible for the management of fire fighting equipment.</p> <p>ACTION BC 15/04/21: Estate Department will establish a system to manage fire fighting equipment systematically, includes follow up to the finding of inspection, verifying the performance of inspection and checks etc.</p> <p>Estates will review the content of NCALT 'Fire Safety' Training for fulfilling the need of individual employee to ensure their knowledge are adequate in awareness, knowledge, response in fire safety within the premises.</p> <p>NEXT AUDIT BC 01/04/21: Check carried out to verify the management of fire fighting equipment.</p> <p>Estates Update on 18/06/21: Maintenance report/ record for 8 Munstead View, Mount Browne issued by Firemark was provided.</p> <p>BC 18/06/21: Register of all fire extinguisher at different location with test information shall be maintained.</p>

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Fire fighting equipment, fire detection systems, emergency lighting are maintained in a safe condition and are working correctly.	Where equipment or machinery isn't working correctly, the Standard is met when it is safely put out of use, users notified and alternative arrangements made.	Partially	BC 15/04/21: As reported by Estates Department, ITS, fire service provider/ contractor employed by Galliford Try for testing and maintenance of fire detection system and emergency lighting of premises. Fire extinguishers are provided and inspected by ITS, fire service provider/ contractor employed by Galliford Try in yearly basis. Tag system are being used to distinguish each inspection. NEXT AUDIT BC 15/04/21: Check to verify the records, condition and the implementation of the system. BC 18/06/21: Register of all fire detection system at different location with test information shall be maintained.
Fire alarm warning systems are tested to check that they are working correctly and building users know the warning alarm.	Weekly or as recommended by a competent person. Persons with disabilities or persons wearing hearing protection may need different types of warning in an emergency. For example an audible alarm system won't be sufficient for a person who is wearing hearing protection or who has hearing difficulties.	Partially	BC 15/04/21: Management system, which includes register, location, condition, inspection, maintenance and review, to be developed by Estates for managing the call points. Guy Kennedy, Estates and Facilities Support Manager is overall responsible for the management of fire alarm warning systems. Fire Log book is prepared at each sites. Except, the readiness at HQ Mount Browne need further clarification (especially when the caretaker who inspected and recorded the call points left the force). As reported by Estates Department, ITS, fire service provider/ contractor employed by Galliford Try for the maintenance and repair of call points of the premises. As reported by Estates Department all alarm call points are listed in the Fire Log Book of each premises. the call points are tested in weekly basis by Caretakers. The Fire Log Book will be sent to Estates Department at HQ at Mount Browne at the end of each year. The Log Book will be kept for 3 years. Clarification from Estates Department to the management, which include register, testing and maintenance of call points at HQ Mount Browne shall be clarified. NEXT AUDIT BC 15/04/21: Detail check the Log Book and verify the implementation of the system. BC 18/06/21: Register of all fire alarm system at different location with test information shall be maintained.

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Emergency lighting is tested to ensure it is working correctly	Monthly or as recommended by a competent person.	Partially	<p>BC 11/06/21: Guy Kennedy, Estates and Facilities Support Manager is responsible for managing of Galliford Try and the management of the emergency lighting.</p> <p>ITS, fire service provider/ contractor through Galliford Try carry out monthly inspection and maintenance of emergency lighting.</p> <p>Concept Reach system is using by Galliford Try to record the result of the inspection, findings and monitor any follow up actions.</p> <p>Any identified findings from the inspection is followed up and fixed by Galliford Try/ ITS immediately.</p> <p>Access to the inspection records is being given to Estates Department.</p> <p>No failure or adverse comment were given by Estates Department or Caretaker to the emergency lighting.</p> <p>No records was provided for the compliance check. Estates Department will access to the Concept Reach system to review the performance of the inspection.</p> <p>Analysis and regular review to the findings and failures is also recommended.</p> <p>Action:</p> <p>NEXT AUDIT BC 11/06/21: To review the performance in managing the inspection and follow up actions. Register of all emergency lighting at different location with test information shall be maintained.</p>
Fire alarm detection systems are maintained by a competent person.	Every 6 months or as recommended by a competent person.	Partially	<p>BC 11/06/21: it is recommended to verify the competency of any person who perform the testing to emergency lightings.</p> <p>The register shall be kept for monitoring and regularly reviewed.</p>
Emergency lighting discharged to ensure lighting levels can be maintained to 1/3 of design capacity.	Every 6 months or as recommended by a competent person.	NA	<p>BC 11/06/21: No 1 hour discharge test to emergency lighting is performed.</p>

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Emergency lighting discharged to ensure lighting levels can be maintained for 100% of design capacity.	Annually or as recommended by a competent person.	Partially	<p>BC 11/06/21: 3 hours discharge test to emergency lighting is carried out in every 6 months by ITS.</p> <p>Concept Reach system is using by Galliford Try to record the result of the testing, findings and the follow up to any required actions.</p> <p>Any identified findings from the inspection to be followed by and fixed by Galliford Try/ ITS immediately.</p> <p>Access to the inspection records is being given to Estates Department.</p> <p>No records was provided for this compliance check. Estates Department will access to the Concept Reach system to review the performance of the testing.</p> <p>Analysis and regular review to the findings and failure is also recommended.</p> <p>NEXT AUDIT BC 11/06/21: To review the register, performance in managing the testing and follow up actions.</p>
Emergency lighting is maintained by a competent person.	Annually or as recommended by a competent person.	Partially	<p>BC 11/06/21: it is recommended to verify the competency of any person who perform the testing to emergency lightings.</p> <p>Register shall be kept for monitoring and regularly reviewed.</p>
Fire fighting equipment is maintained.	Annually or as recommended by a competent person.	Partially	<p>BC 11/06/21: Guy Kennedy, Estates and Facilities Support Manager is responsible for managing of Galliford Try and the management of the fire fighting equipment.</p> <p>Firemark, fire service provider/ contractor through Galliford Try carry out survey, annual inspection, servicing and signage of fire fighting equipment.</p> <p>Colour Tag system is being used to identify the annual inspection, validation of fire fighting equipment.</p> <p>Caretakers carry out monthly inspection to fire fighting equipment.</p> <p>The performance of the monthly inspection to the fire fighting equipment shall be improved.</p> <p>Register system for recording the type, location etc. of fire fighting equipment is recommended.</p> <p>ESD system is using by Estates Department to record findings, failure and monitor the follow up action of fire fighting equipment.</p> <p>Any identified findings from the inspection is followed up and fixed by Galliford Try/ Firemark immediately.</p> <p>Analysis to the findings and failure is also recommended.</p> <p>NEXT AUDIT BC 11/06/21: To review the register and performance in managing the fire fighting equipment and follow up actions.</p>

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A record is kept in a fire safety log book of all tests, alarm activations and other issues related to the fire safety of the premises.	A fire safety log book provides evidence that the required checks are being undertaken.	Partially	<p>BC 11/06/21: As reported by Estates Department Fire Log book has prepared at each sites.</p> <p>Fire call points are tested in weekly basis by Caretakers and the test results are recorded in the Fire Log Book.</p> <p>The Fire Log Book will be sent to Guy Kennedy at HQ at Mount Browne at the end of each year. The Log Book will be kept in the department for 3 years</p> <p>Refer to the tests in question H5, H7 and H8. Concept Reach is the system where the records are kept.</p> <p>The ultimate copy of the testing record in Concept Reach will be archived and kept by Estates.</p> <p>Caretakers are responsible for the monthly health and safety inspection, which includes fire safety measures, to facilities. Inspection has prepared to assist the inspection and record the finding. The performance of the inspection shall be improved.</p> <p>ESD system is using by Estates Department to record findings, failure and monitor the follow up action to the fire safety measures during the monthly inspection.</p> <p>NEXT AUDIT BC 11/06/21: To review the readiness of the Fire Safe logbook, record in the Fire Safe logbook and performance in managing the fire safety inspection and follow up actions.</p>
Arrangements are in place for the safe evacuation of all persons in the event of a fire. This includes persons with disabilities who may require assistance in the event of an emergency.	Consideration must be given to persons with varying needs and disabilities being able to safely leave the building in an emergency. The People Safety Standards include a reminder to line managers to develop Personal Emergency Evacuation Plans (PEEPS) for those who require assistance. Cooperation between estates and line managers will be required to coordinate a response and ensure overall building safety.	NA	<p>BC 25/06/21: As reported by Estates Department action to be taken when Personal Emergency Evacuation Plans (PEEPS) is submitted by Departments</p> <p>NEXT AUDIT BC 11/06/21: To review the coordination and follow up action to PEEPS.</p>
All building occupants are aware what to do in an emergency, and how to leave the building to a place of safety.		NA	
In secure environments such as Custody, specialised arrangements are made for the safe and secure movement of detainees to a safe place.	Agreement should be reached between the custody sergeant and Estates as to suitable, safe and secure arrangements.	NA	

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9. Improvement Action Plan

Actions have been prioritised on the basis of potential to cause harm. All are potential legal compliance issues. If the department consider it reasonable and practicable to complete actions quicker than recommended, they should do so.

As a Very High risk department Estates is able to access additional support from the Health and Safety Service to complete these actions. The dedicated safety advisor for Estates is Bosco Chan.

High priority actions

We recommend that these are completed as soon as possible.

Hazard Area	Department response	Status update/ Further Recommendation
CDM		
<p>Immediate action is taken to ensure all the documents and records associated with the CDM regulations are stored and available. This includes:</p> <ul style="list-style-type: none">• Form F10.• Update-to-date health and safety file.• Appointments.• Update-to-date site information.• Project information.• Construction phase plan etc <p>These should be prepared and kept inside the documentation system of Estates Department as agreed among the team and ready for reference.</p>	<ul style="list-style-type: none">• All records for construction work managed by Estates will be stored within Estates folders. Project managers are working closely with H&S advisors to make sure we have all appropriate and sufficient documentation in place and is ready for auditing. H&S advisor provided to Estates supporting documents (pre-construction checklist, construction phase checklist and post construction checklist)• GT have all evidence of sufficiency of construction work in their file. Estates is working on to get those files on to our share folders to enable us to check it on regular basis. Also H&S advisor liaise with GT to	<ul style="list-style-type: none">• E&F is still working on providing a sufficient evidence of compliance with CDM2015. At this moment all required evidence of compliance is not available for auditing. Galliford Try created a Microsoft team's access for their CDM compliance but not enough information has been provided e.g. (Risk Assessment Method Statement, Competencies of workers).• No projects required F10 <p>All other CDM project performed by Estates don't have any evidence on Estates shared folders.</p> <ul style="list-style-type: none">• AK can't see any sufficient evidence of checking Construction Phase Plan, pre and post construction checklist aren't used as we agreed

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	enforce all appropriate checks and have it documented on the documents prepared by H&S advisor	
Immediate action to review the construction management system of Galliford Try to ensure the procedures are effectively implemented and reviewed. The risks are identified and managed. The construction works are carried out safely, public safety is enforced and compliance to the regulations. The review record with findings, recommendation shall be kept and ready for reference.	<ul style="list-style-type: none">• Construction Phase Plan will be produced for 100% of Construction work. CDM 2015 policy has been produced by H&S advisor (Awaiting approval – Peter Stevens). Risk is identify and eliminate or reduced prior to job. All safety control measures are in place prior to job. To make sure that the job is going to perform safely H&S will be required to have proof of H&S briefing prior to job. All staff shall adhere to specific RAMS. Spot check inspection shall be conducted by GT and E&F. GT required to present stats from spot check inspection on monthly meeting on Ops meeting with E&F SMT	<ul style="list-style-type: none">• AK don't have a sufficient evidence of Construction Phase Plan being produced for all construction jobs. (for the jobs managing by Estates directly)• CDM2015 policy is still in the state of approval.
Immediate action to ensure health and safety file are prepared, coordinated, update-to-dated, recorded and ready for reference.	<ul style="list-style-type: none">• H&S File will be prepared for all construction jobs (where required)	<ul style="list-style-type: none">• AK can't see a sufficient evidence of H&S file being produced where more than one contractor has been used for a project. Principal Contractors to complete the Health and Safety File and hand it to the client (police). Our duties is to ensure the principal designer prepares a health and safety file
Immediate action to ensure the appointment of duties holders required by CDM2015 are done prior to	<ul style="list-style-type: none">• Duty Holder – Surrey Police (all projects)• Principle contractor and	<ul style="list-style-type: none">• Duty Holders for all Project has been appointed.• For all GT project Principle Contractor and Principle

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the work, which clearly outline their roles and responsibilities and contract expectations. Ensure the records are kept and ready for reference.	principle designer is going to be Galliford Try as a default (appointment in writing will be in Construction Phase Plan) When GT will appoint different principle designer/contractors than appointment in writing will be included in CPP	designer are specified on CDM Action Plan (CPP).
Immediate action to ensure sufficient, update to date pre-construction information are given to the right party/people at the right time to help with design and construction planning. To ensure the records are kept and ready for reference.	<ul style="list-style-type: none">• For all construction work communication Client/contractors/designers is in place. All communication regarding any H&S issues will be available on E&F documentation	<ul style="list-style-type: none">• Insufficient evidence of communication Client/contractors/designers
Confined Space		
Immediate action to ensure the confined space policy are approved and implemented. To ensure the approved policy are ready for reference.	<ul style="list-style-type: none">• Confined Spaces Policy has been developed by Estates H&S advisor, Awaiting approval (Peter Stevens). Also H&S advisor created a Confined Spaces management plan to give us a ground for managing and working safely in confined spaces.	<ul style="list-style-type: none">• Awaiting Confined Spaces Policy approval. Awaiting Quico Lopez.• Due to staff shortages the arranged dates for the Confined space inspections had to be cancelled. As of 22/07/21. Estates awaiting new dates. Guy Kennedy will escort the contractor at the various sites when dates are made. Register will be supplied after visits.
Electricity		
Immediate action to ensure hazards associated with electricity are identified, subject to risk assessment and rolled out. The actions in the risk assessment are implemented and followed	<ul style="list-style-type: none">• Property RA is scheduled for completion (it will include PAT testing and 5 Years fixed wire testing)• All finding after 5 years fixed will be included within	<ul style="list-style-type: none">• Galliford Try is carrying Property RA's• 5 year fixed wire test nearly complete except :- Old Hse, Contact centre, ICT Wing and

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up. To ensure record are kept and ready for reference.	<p>Galliford try action plan and is documented on to Concept Reach.</p> <ul style="list-style-type: none">• H&S Advisor had a meeting with GT and requested a full report of completion of PAT testing across Surrey properties within E&F Facilities responsibilities• H&S Advisor requested from H&S Service to liaise with individual department (during their audit) to share an importance of working safely while operating portable appliances and importance of cooperating with E&F in terms of electrical safety compliance• H&S Advisor will need to have full visibilities on Concept reach (GT) to be able to conduct a compliance check on regular basis	<p>Burpham.</p> <ul style="list-style-type: none">• PAT testing records available on request to Galliford Try• Estates will request Galliford to PAT test all caretaker electrical appliances. Guy has made request to Sunny Fletcher at Galliford 22/07/21.• Artur Kurczak have an access to Concept reach <p><u>Recommendation</u></p> <ul style="list-style-type: none">• Estates is reminded to ensure the property risk assessment(s) is dynamic. Different site condition shall be addressed.
Fire		
<p>Immediate action to the immediate actions findings (16 immediate actions across 4 sites, includes Mount Browne, Guildford PS, Staines PS and Stonebridge Depot). The actions include:-</p> <ul style="list-style-type: none">• further audit for fire stopping,• improve the condition, fitting of means of escape, and	<ul style="list-style-type: none">• All actions identified on Fire Risk Assessment has been scheduled for completion.• All findings required financial implication are included in to the financial plan for remedial• All easy findings are scheduled for completion and are logged on ESD for our caretakers team	<ul style="list-style-type: none">• On Going

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<ul style="list-style-type: none">• removal of equipment, combustible or flammable material from means of escape, electrical riser, distribution <p>To take immediate action, measures to prevent the risk of malicious ignition.</p> <p>To ensure record are kept and ready for reference.</p>	<ul style="list-style-type: none">• Monthly H&S inspection will be conducted to make sure E&F maintain safety within our buildings	
<p>To obtain the fire risk assessment reports from ITS/ Galliford Try which are still outstanding. From information in the Action Log provided by Galliford Try, the fire risk assessments report provide full picture of the findings, action items, with photo reference, location information etc. of their findings and recommendations.</p> <p>To review the report. To develop action plan and to take immediate action. To ensure copy of the report are kept, updated, reviewed and ready for reference.</p>	<ul style="list-style-type: none">• All existing FRA are in E&F possession and available for auditing• H&S advisor prompted GF to perform all outstanding FRA ASAP	<ul style="list-style-type: none">• Main buildings have been completed as instructed by Surrey Police. H&S advisor requested all Police houses have RA's. Currently being carried out.

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Medium priority actions

We recommend that these are completed within 1 to 2 months

Hazard Area	Department response	Status update/ Further Recommendation
CDM		
To keep minutes and record of formal pre-construction meeting, inaugural meeting, initial work meeting, pre-work briefing, which are for the purpose of planning and review the readiness of work, with contractor, principal contractor, internal team. To ensure the documents are ready for reference.	No update was provided by Estates	<ul style="list-style-type: none">Recommendation: Insufficient evidence to show improvement.
To ensure the system, procedures for cooperating and coordinating between those involved in the planning, design and management of construction work are in place. To ensure record of handover of documents, minutes of meeting, briefing are kept and ready for reference.	No update was provided by Estates	<ul style="list-style-type: none">Recommendation: Insufficient evidence to show improvement.
To ensure system, procedures for ensuring method statement, risk assessment, construction phase plans are reviewed and effective prior to work are in place. The records are kept and ready for reference.	No update was provided by Estates	<ul style="list-style-type: none">Recommendation: Insufficient evidence to show improvement.
To ensure system, procedures for ensuring the implementation and effectiveness of pre-construction and finish work inspection system are in	No update was provided by Estates	<ul style="list-style-type: none">Recommendation: Insufficient evidence to show improvement.

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place. The system records are kept and ready for reference.		
To ensure management system, which include plan, do, check, act and review is developed and implemented for all elements in construction works, so that health, safety and welfare is secured. To ensure the records are kept and ready for reference.	No update was provided by Estates	<ul style="list-style-type: none">• Recommendation: Insufficient evidence to show improvement.
To ensure the system for communicating, coordinating of different independent construction work onsite. To ensure the records, minutes, notes are kept and ready for reference.	No update was provided by Estates	<ul style="list-style-type: none">• Recommendation: Insufficient evidence to show improvement.
To keep register, records, findings, recommendation of reviewing the implementation of permit to work for hazardous work and to ensure the documents are ready for reference.	No update was provided by Estates	<ul style="list-style-type: none">• Recommendation: Insufficient evidence to show improvement.
Confined Space		
To review the management system, which include identification, register, labelling, procedures of risk assess, control, competence, supervision, emergency preparedness and review of Galliford Try is developed for managing confined space and work inside confined space. To ensure records, documents are kept and ready for reference.	No update was provided by Estates	<ul style="list-style-type: none">• Due to staff shortages the arranged dates for the Confined space inspections had to be cancelled. As of 22/07/21. Estates awaiting new dates. Guy Kennedy will escort the contractor at the various sites when dates are made. Register will be supplied after visits.

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To register, label and access control to confined space at each premises. To ensure the documents are ready for reference.	No update was provided by Estates	• On Going
Electricity		
To have access to the testing records. To review the performance of the management system for fixed electrical system and routine check of Galliford Try. To ensure the review record are kept and ready for reference.	No update was provided by Estates	<u>Recommendation</u> <ul style="list-style-type: none">• Live register of all fixed electrical system at different location with test information shall be maintained.
To complete outstanding fixed wire test of each premises as per the requirement of regulations. To ensure test records are kept and ready for reference.	No update was provided by Estates	• On Going
To ensure immediate action to address any issues, action items identified in the fixed wire test or check reports by Galliford Try. To ensure records are followed up and completed for ensuring the electric system is sound and safe. To ensure the action records are kept and ready for reference.	No update was provided by Estates	<u>Recommendation</u> <ul style="list-style-type: none">• Procedures and follow up to recommendation in test report shall be followed up.
To complete the outstanding portable appliance testing (PAT testing) for portable equipment as per the requirement of regulations. To ensure test records are kept and ready for reference.	No update was provided by Estates	• On Going
To ensure immediate action to address any issues, action items identified in the PAT	No update was provided by Estates	• Recommendation: Insufficient evidence to show improvement.

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testing or check reports by Galliford Try. To ensure records are followed up and completed for ensuring the appliance are sound and safe. To ensure the action records are kept and ready for reference.		
Fire		
<p>To ensure action to 51 no. of actions findings advised to be addressed within 1 month across 6 sites, includes Mount Browne, Guildford PS, Reigate PS, Woking PS, Staines PS and Stonebridge Depot). And 38 actions action within 3 months findings across 6 sites.</p> <p>Reference to the Action Log, the action was raised between 16 Sept 2020 – 3 Feb April 2021, so the 1 month and 3 months recommended action period is due.</p> <p>To take action, measures to prevent the risk of malicious ignition and implement management system for floor planning, housekeeping and storage of material in term of fire safety.</p> <p>To ensure records are kept and ready for reference.</p> <p>To ensure to review the fire risk assessment as per the requirement of regulations, the standards or advice from</p>	No update was provided by Estates	<ul style="list-style-type: none">• On Going

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the competent person.		
Formal fire safety policy and fire management plan is required for managing the fire safety procedures systematically. To ensure policy and plan rolled out as soon as possible. To ensure the policy are ready for reference.	No update was provided by Estates	• On Going
To ensure follow up to the finding of inspection, verifying the performance of inspection and checks etc. of firefighting equipment. To ensure the records are kept and ready for reference.	No update was provided by Estates	
To ensure the readiness and effectiveness of Fire Log books. To ensure the check records of fire alarm system at HQ Mount Brown.	No update was provided by Estates	• On Going

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Lower priority actions

We recommend that these are completed within 2 - 3 months.

Hazard Area	Department response	Status update/ Further Recommendation
CDM2105		
To ensure an internal system is developed and effective to review for the implementation and performance of the management system, safe system of work and construction works carried out by consultants, contractors and internal team. And records shall be kept and ready for reference.	No update was provided by Estates	<ul style="list-style-type: none">• Recommendation: Insufficient evidence to show improvement.
Confined Space		
To ensure the management system and safe system of work for working in confined space to ensure the contractor, the team, the equipment are competence and ready for any work are reviewed. To ensure the review record with findings, recommendation and follow up action are kept and ready for reference.	No update was provided by Estates	<ul style="list-style-type: none">• Recommendation: Insufficient evidence to show improvement.
To ensure system with procedures for reviewing the necessity or alternative of working in confined space are in place. To ensure record, minutes of the review are kept and ready for reference.	No update was provided by Estates	
To ensure adequate training and information is provided to caretakers for understanding the nature of confined space,	No update was provided by Estates	<ul style="list-style-type: none">• Recommendation: Insufficient evidence to show improvement.

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the associated risk and the requirement and system of work for work inside confined space to avoid putting them under the threat. To ensure risk assessment, training record are kept and ready for reference.		
Electricity		
To ensure system for notification and follow up action for any deficiency, fault of the fix wire system are in place. To ensure the records are kept and ready for reference.	No update was provided by Estates	<u>Recommendation</u> <ul style="list-style-type: none">• Live register of all fixed electrical system at different location with test information shall be maintained.
To ensure management system, which include register, use, inspection, maintenance and review, for managing portable electrical appliances. To ensure record are kept and ready for reference.	No update was provided by Estates	<u>Recommendation</u> <ul style="list-style-type: none">• Live register of all equipment at different location with test information shall be maintained.
To review the management system for managing the testing of lightening conductors across the premises. To ensure testing record and certificate are well maintained and ready for reference.	No update was provided by Estates	<u>Recommendation</u> <ul style="list-style-type: none">• Live register of all lightning conductor at different location with test information shall be maintained.
Fire		
To review the 12 fire safety advice given by Galliford Try. To consider the implementation. To ensure review records record of actions are kept and ready for reference.	No update was provided by Estates	<ul style="list-style-type: none">• On Going

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To ensure actions items identified in the fire risk assessment are systematically managed, reviewed, communicated, recorded and ready for reference.	No update was provided by Estates	
To ensure management system, which includes register, location, condition, inspection, maintenance and review to manage the call points. To ensure the records and records of follow up action are kept and ready for reference.	No update was provided by Estates	<u>Recommendation</u> <ul style="list-style-type: none">• Live register of all call points at different location with test information shall be maintained.
To review the adequacy of fire safety training to ensure fire marshals have sufficient knowledge in awareness, knowledge, response in fire safety within the premises. To ensure the records are kept and ready for reference.	No update was provided by Estates	<ul style="list-style-type: none">• On Going
To ensure system to effectively record and maintain Fire Log Bok, Fire Risk Assessments, Fire Safety Policy, Evacuation Procedures, Training and Drills. To ensure the records, records of follow up action are kept and ready for reference.	No update was provided by Estates	<u>Recommendation</u> <ul style="list-style-type: none">• Live register of Fire risk assessment, at different location with the implementation of follow up action, evacuation procedures shall be maintained
To ensure system to effectively manage routine checking, testing and maintenance of all fire alarm systems, emergency lighting, firefighting equipment, escape routes. To ensure the records and records of follow up action are kept and ready	No update was provided by Estates	<u>Recommendation</u> <ul style="list-style-type: none">• Live register of all fire alarm systems, emergency lighting, firefighting equipment at different location with test information shall be maintained.

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for reference.		
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10. Discussion – Points of significant note

- 10.1. The deficiency in the implementation of CDM2015 need to be resolved asap.
- 10.2. To have full and clear picture of the procedures, performance, records of consultant, contractors to ensure the health and safety is managed systematically and compliance is achieved.

11. Recommendations

- 11.1. Surrey Estates update the safety improvement action plan to address the above points which is presented back to the Strategic Health and Safety Board.

12. Departmental feedback

- 12.1. This report was sent to Vaughan Williams (Estates Risk Owner), Julie Harris (Operations Manager) and Artur Kurcak (Estates Health and Safety Advisor) on the 06 Aug 2021 for comment.

REPORT END