



<u>Policy Title</u>	Personal Safety Training Policy
<u>CCMT Sponsor</u>	Dr Steven Chase
<u>Department/Area</u>	People Directorate
<u>Section/Sector</u>	Learning & Development

1.0 Rationale

1.1. Thames Valley Police (TVP) have a legal duty under the Health and Safety at Work Act 1974, the Personal Protective Equipment Regulations 1992 and the Police (Health and Safety) Act 1997 to ensure as far as reasonably possible, the health, safety and welfare of its employees and of other persons who may be affected by policing activities.

1.2. Personal Safety policies form a significant part of the control measures, required under this legislation, that help to ensure safe working practices for staff, particularly when exposed to the risk of direct verbal or physical assault.

2.0 Intention

2.1. To ensure that staff who are exposed to the risk of face to face, verbal and/or physical assault are appropriately trained and equipped whilst engaged in their operational or contractual duties.

2.2. This Policy does not cover training provided by Public Order, training in the use of Tasers or the specialist equipment or training required by PSU, Firearms Officers or Contracted Detention Officers.

3.0 General Principles

3.1. TVP will train all relevant staff in the appropriate use of equipment and techniques in order to protect themselves and others. This policy is aimed at all Police Officers, Special Constabulary, Designated Persons, Police Staff and Volunteers who require Personal Safety Training (PST).

3.2. The Chief Constable might be held to be vicariously liable for an officer or staff's actions, but the officer or member of staff retains an individual responsibility for whatever uses of force are chosen.

3.3. The operational delivery and organisational provision of PST will be driven and co-ordinated by the Learning and Development Department, Physical Development

Services (PDS) in line with the relevant legislation for the use of force and legal provisions listed in Section 7 of this document.

3.4. This does not preclude the delivery of skills and training outside of the mandatory requirements. Any such supplementary training will be designed and quality assured by L&D Department in consultation with relevant stakeholders, prior to delivery to ensure compliance with relevant standards and policies.

3.5. Any consideration for reasonable adjustments will be taken in consultation with key stakeholders as required. This may include Occupational Health, Health & Safety Department, Public Order Department, Legal Services, Unison, Federation and other relevant stakeholders in and out of Force. Such considerations will be carried out on a case by case basis. Any such assessment must not place the organisation or individuals, including members of the public, at an unacceptable risk of personal injury. Nothing in this policy will preclude the assessment of any reasonable adjustment in line with the Equality Act 2010, which together with appropriate risk assessment and training allows an officer to continue in role.

3.6. All officers and staff to which this policy applies (unless exempt) have a responsibility to co-operate with their employer and attend prescribed training. Any officers who do not participate fully will not only compromise their ability to protect themselves or others, but could also commit an offence under health and safety legislation or be in breach of the Code of Ethics.

4.0. Guidance, Procedures & Tactics

4.1. The curriculum for personal safety is part of the Personal and Public Safety area of learning in the National Policing Curriculum. The Personal Safety Curriculum will be delivered as defined by the College of Policing Manual of Guidance on Personal Safety, and will be subject to any licensing criteria for personal safety training.

4.1.1. Initial Training: All initial learning and development is underpinned by National Occupation Standards (NOS). All Police Officers, Special Constables, Designated Persons, Police Staff and Volunteers (as appropriate) will be required to undertake initial PST and demonstrate competence as part of their initial training when joining Thames Valley Police.

4.1.2. PST Refresher and Development Training: All Police Officers and Special Constables (unless exempt), Designated Person, Police Staff and Volunteers (as appropriate) are required to attend annual Personal Safety re-certification and Development training as required or identified.

4.2. Police Officers and Special Constables to which this policy applies are required to undertake the Job Related Fitness Test (unless exempt) prior to Staff Personal Safety Recertification Training. For further guidance on the Fitness Test and JRFT Guidelines, please see appropriate site on the Knowzone.

4.3. The time scale for Annual re-certification (i.e 12 months from date of Licence) can be extended by a maximum three months only where exigencies of duty such as urgent or extended operational deployment. Any extension must be authorised at

Chief Inspector level (or equivalent) or Head of Department, and an action plan for suitable timely refresher training must be arranged at the earliest opportunity.

4.4. Officers or staff who do not complete annual recertification training within the required timescale will be considered to be non-operational in that role pending re-authorisation in PST. As such, any operational deployment must be recorded, dynamic risk assessment completed in the specific circumstances of the deployment and authorised by a Chief Inspector or equivalent, or Head of Department.

4.5. Any failure to comply with recertification policy will breach the operational safety measures identified through relevant generic risk assessment.

4.6. Any officer who is unable to meet the required minimum standard of competency in respect of any part of the programme will be given further training and their Line Manager informed. Should any officer fail to reach this standard following further training then they will be referred to their LPA/OCU Commander or Departmental Head who will take action under the relevant policy.

4.7. Transferees and Role Change: Where officers/ staff transfer or change role they will receive the requisite training for their new role.

4.8. To ensure operational resilience, there is an expectation that officers and staff are on duty during training, officers should dress in clothing commensurate with their role in case of deployment from training. In practice this means that those attending training should wear their normal work clothing. For non-uniformed officers, there is no expectation that staff should wear suits etc, as casual work attire is appropriate. However, staff should not attend training in clothing they would not wear to work.

4.9. To facilitate the training, all officers and staff attending training should bring their TVP issued PPE equipment with them, including methods of carry. Information and guidance on the Personal Protective Equipment site on the Knowzone and within in the Force Health and Safety Manual – Section 20. Officers that do not attend with their appropriate PPE will be unable to complete the Training.

4.10. Generic Risk Assessments: There are GRA's covering principles of role risk and equipment on the Force/Generic Risk Assessments site on the Knowzone.

4.11. Exemptions

4.11.1. If a member of staff to whom this policy applies is unable to undertake or implement the full personal safety and/or training required due to a medical condition, a risk assessment of that person must be conducted by the line manager, following advice from Occupational Health.

4.11.2. Following that risk assessment the member of staff must either be removed from contact with the public until such time as they are able to undertake the necessary training, or be assigned to risk assessed operational or non-operational duties, pending re-authorisation in PST.

4.11.3 Any member of staff who returns/transfers to duties that require them to undertake PST will do so in preparation for such duties. Staff will not be able to perform any role that exposes them to the risk of assault without first having undertaken the appropriate level of training.

4.11.4 In relation to exemption (b), staff will be referred to the Occupational Health Unit. When the condition is temporary, the member of staff will not be required to return to duties that require PST skills or be required to undertake the PST until declared fit to do so by Occupational Health Unit. Where appropriate, Employee Relations will arrange a categorisation meeting. Those with temporary exemption will be classed as Recuperative for a maximum of six months, those classified as Restricted will be long term (over 6 months).

4.12. Use of Force Reporting Form

To assist in the evaluation of the operational effectiveness of PST and equipment, as well as identify use of force trends, each officer utilising force **MUST** submit a 'Use of Force' report via the electronic Use of Force Reporting system.

4.13. Roles & Responsibilities

4.13.1. The Chief Constable and Police and Crime Commissioner have a duty to ensure that statutory Health and Safety requirements are complied with in relation to this procedure. In particular, this includes the requirements of the Health and Safety at Work act 1974, Management of Health and Safety at Work Regulations 1999 the Personal Protective Equipment Regulations 2002.

4.13.2. The Director of People has overall responsibility for ensuring that the implementation of this procedure is monitored, and is reviewed at least once every two years.

4.13.3. LPA Commanders and Department Heads are responsible for ensuring that all relevant staff are trained in accordance with this procedure. They must also ensure that a risk assessment is conducted and recorded for anyone who does not meet the required minimum standard after training, and that anyone who is unable to implement or undertake training due to a medical condition is referred to the Occupational Health Unit.

4.13.4. The L&D Physical Development Services Department is responsible for reviewing and updating the content of the skills training in the PST programme, and for assisting in the evaluation and inspection of equipment in conjunction with the key stakeholders and external bodies as required. The PDS Department is also responsible for ensuring the competence and quality of Trainers and Instructors, and for ensuring the suitability and risk assessment of PST venues.

4.13.5. All Staff Personal Safety Instructors are required to successfully complete an initial course and then maintain this accreditation by delivery of at least 8 sessions of PST per year and at least two trainer observational assessments per year.

4.13.6. Officers and Staff covered by this policy are responsible for complying with the requirements of this policy and ensuring that they do not participate in a training session with any known or suspected injury/medical condition which could be affected by the training.

4.13.7. Any safety incident (including accident, assault and work-related illness) which results in an injury/illness must be reported either by the injured person (officer or staff) or, if this is not possible, by another person (preferably the injured person's supervisor) acting on their behalf using the employee self service safety incident reporting system.

4.14. Health & Safety – Review of Injuries

4.14.1. All external reporting is carried out by the Health Safety & Environment (HS&E) Department; further information about RIDDOR is available on the Knowzone.

4.14.2. The Head of Force HS&E is responsible for reviewing data on injuries and accidents, and for advising the Director of People on all matters relating to this procedure.

4.15. PPE

4.15.1. The Personal Protection and Clothing Panel will advise the stakeholders on all PPE matters relating to this Policy.

5.0. Challenges & Representations

5.1 To ensure transparency and accountability any decision made as a result of following this policy should be clearly documented.

5.2 Challenges that relate to assessment/competence should be made following the Learning and Development Appeals procedure.

5.3 challenges and representations that relate to the Policy should be made in writing to:

Director of People
Thames Valley Police
Oxford Spires Business Park
Langford Lane
Kidlington
Oxon
OX5 1NZ

6. 0. Communication

6.1. This policy should be linked to:

- Health and Safety Policy
- Risk Management Policy
- Learning and Development Policy

- Standards of Dress Policy
- Police Officer Unsatisfactory Performance and Attendance
- Police Staff Unsatisfactory Performance and Attendance
- Public Order – Rigid Baton Policy
- Restricted and Recuperative Duties 2012 Guidelines
- Training – Use of Force Regarding the Operational Use and Deployment of Police Dogs

6.2. Implementation Strategy

6.2.1 This policy will be published on the Policy and Procedures intranet site, the Staff and Managers' Portals, the Thames Valley Police website, and Manager's Briefing.

7.0. Compliance and Certification

7.1.1. Compliance

This policy complies with and should be read in conjunction with:

- College of Policing Personal Safety Training Programme
- College of Policing (NPIA) Guidance on Personal Safety Training (2009)
- ACPO Personal Safety Manual (2010)

7.1.2. Human Rights Certification

(i) Legal Basis

The relevant legislation for use of force and legal provisions includes the following which must be considered at all times:

- Section 3 of the Criminal Law Act 1967
- Common Law – Self Defence
- Section 117 of the Police & Criminal Evidence Act 1984
- Section 76 Criminal Justice and Immigration Act 2008
- Section 31 Freedom of Information Act 2000
- Health and Safety at Work Act 1974 and subordinate regulations
- Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment Regulations 2002
- Police (Health and Safety) Act 1997
- Equality Act 2010

(ii) Human Rights Articles Engaged

This policy has been audited for compliance with the Human Rights Act and does not have the potential to engage any articles.

Audited by: Danny Mothersole

Audited on: 18th January 2015

(iii) Prohibition of Discrimination

Application of this policy could discriminate against individuals either directly or indirectly.

Article 14 states the enjoyments of the Rights and Freedoms set forth in the European Convention of Human Rights shall be secured without discrimination on any grounds, such as sex, race, colour, language, religion, political or other opinion, nation or social origin, association with a natural minority, property, birth or other status.

Unless there is an infringement of another article, articles 14 will not apply as it is not freestanding. However actions and decisions taken as a consequence of the policy could be judged to be discriminatory in employment law if they are not applied fairly and impartially, having due regard for natural justice and human rights.

7.2 Equality Impact Assessment

7.2.1 This policy has been assessed for its impact on protected characteristics.

7.3 Management of Police Information (MoPI) Compliance

7.3.1 This policy does not affect any of the key business areas as identified by Management of Police Information (MoPI).

7.4 Data Protection

7.4.1 Personal information processed in compliance with this policy will be managed in accordance with the provisions of the Data Protection Act 1998.

7.5 Freedom of Information Act

7.5.1 This policy is suitable to be made available to the public and can be published on the Thames Valley Police Freedom of Information Publication Scheme.

7.5.2 It is likely that all information processed in compliance with this policy will be exempt from publication under the Freedom of Information Act by virtue of section 40 (personal data). Specific advice should be sought from the Force Freedom of Information Officer in the event of a request for information.

7.6 Protective Markings

7.6.1 This policy has been assessed as **NOT PROTECTIVELY MARKED**.

7.7 Health & Safety at Work

7.7.1. The Policy in accordance with the provisions of the Health and Safety at Work Act 1974, Personal Protective Equipment Regulations 1992 and the Police (Health and Safety) Act 1997 is part of the control measures for all staff that may be exposed to any risk of face to face violence. All staff should be aware of the contents of Force Health and Safety management Policy, Force risk assessments and safe working practices applicable to their role and work activities. These are accessible on the Knowzone.

8.0. Monitoring and Review

8.1. The Strategic Objectives this policy contributes to is:

- Protect our communities from the most serious harm
- Tackle bureaucracy and develop the professional skills of all staff

8.2. Review Process - a full review will be carried out by the policy author every two years and will examine:

- Authorised Professional Practice (APP).
- Changes in legislation or Codes of Practice
- College of Policing guidance
- HMIC inspections and recommendations
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Learning from Critical Incidents
- Review of reported Health & Safety incidents
- Representations made by individuals and relevant organisations
- Relevant Equality data

8.2.1. This policy will next be reviewed in January 2017

FOR USE BY THE POLICY MANAGEMENT UNIT ONLY

<u>Policy Authorisation</u>	
Policy signed off by:	
Director of People	Date

Version	Date Reviewed	Author	Reason