



Public and Personal Safety Training and Equipment Policy (Surrey and Sussex) (586/2024)

Abstract

This policy details the relevant Public and Personal Safety Training (PPST) which is required and provided to all police officers, special constables and those members of police staff who require it as part of their role due to their Job description and risks they are likely to encounter. It also details the criteria to be considered when an item of Personal Protection Equipment (PPE) is used in the course of their duty.

Policy

1. Introduction

1.1 Police officers, special constables and police staff are regarded as 'employees' for the purposes of the Health and Safety at Work Act 1974 and Police (Health and Safety) Act 1997 (HSWA). The Act imposes duties on employers and employees including the provision of such information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees.

There are specific regulations made under HSWA. A breach of any of these duties could constitute a criminal act.

This policy is required in order that Surrey Police and Sussex Police discharge their responsibilities under HSWA to provide adequate Public and Personal Safety Training (PPST) for police officers, special constables, and police staff, who could come into contact with violent or potentially violent situations.

1.2 This policy's guiding documents include:

- His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) recommendations on Safety Matters.
- The 2009 National Police Chief's Council (NPCC) document "Guidance on Personal Safety Training" .
- The implementation of Job Related Fitness Tests (JRFT) for the Police service of England and Wales (2016).

Reference to the College of Policing Authorised Professional Practice (APP) is also made and is a companion to this policy and procedures.

2. Scope

2.1 This policy details the required training for police officers, special constables and police staff. This policy does not cover the issue and use of Tasers which is covered under separate policy Use of conductive Energy Devices (Taser) by Specially Trained Officers in Surrey and Sussex (1157) or the carriage of detained persons.

3. Policy Statement

3.1 Surrey Police and Sussex Police will provide the correct level of PPST to ensure our workforce has the ability to use force as necessary to deliver their duties or to defend themselves, and the public we serve, in the correct manner and to the best of their ability.

3.2 Policies and associated guidance should inform decision making which should consider organisational values, professional judgement (on the context and circumstances of each situation) and 'policing principles'. Decisions and subsequent action taken should be proportionate, legitimate and ethical as informed by the National Decision Model (NDM).

Procedure

1. Introduction

1.1 This procedure applies to all Operational Officers.

1.2 An 'Operational Officer' is defined as:

- Any warranted officer who performs duties that could place them, whether on a daily or periodic basis, in a face to face interactive position with members of the public, or where there is a reasonable likelihood that they could be called upon to protect themselves, colleagues or members of the public from an assault.
- Any member of staff who performs duties that could place them, whether on a daily or periodic basis, in a face to face interactive position with members of the public.

1.3 All Operational Officers are required to attend the relevant initial and refresher Public and Personal Safety Training.

1.4 Where there is any dispute over an officer / staff member's need to attend PPST it will be for the officer to show they do not meet the definition shown in section 1.2.

1.5 The PPST Team Leader will ensure that sufficient training spaces are provided over the training year to accommodate all officers and staff who require PPST.

2. Initial Training

2.1 All Operational Officers will undertake the appropriate PPST commensurate and appropriate to their role as part of their initial training when they join Surrey Police or Sussex Police. The outline of training can be found in Training Requirements.

3. Refresher Training

3.1 The PPST year will run from April 1st to March 31st annually and will be split into two phases. Phase A will run from April 1st to September 30th. Phase B will run from October 1st to March 31st.

3.2 Refresher training for Operational Officers is an annual requirement and includes-

Police Officers and Special Constables: Two days contact time including:

- The Job Related Fitness Test (JRFT) where required.
- Public and Personal Safety Refresher.

Police Support Unit (PSU) Officers: Two days contact time including:

- The Job Related Fitness Test (JRFT) where required.
- Public and Personal Safety Refresher.

PSU Officers will attend PPST refresher training on 2 consecutive days during the training year as arranged by the Public Order Training Team Leader in consultation with the PPST Team Leader.

Police Staff: 1 day contact time including:

- Public and Personal Safety Refresher.

Each Operational Officer attending training will be assessed to ensure that their knowledge and skills meet the required standard.

3.3 Where, in the opinion of the PPST Trainer, an officer's knowledge or skill level is such that it would place the officer, their colleagues, or the public at risk, the following referral system will apply:

- The officer will be informed on the day that they are not deemed competent in one or more areas, and this will be followed up in an e-mail to the officer's first line supervisor by the PPST Trainer. The email will be copied to the PPST Team Leader for their information.
- It is then the responsibility of the police officer and their supervisor to contact the PPST Team Leader to arrange a mutually convenient date for the officer to receive additional training in the area(s) they were not competent. In the interim period, it is the supervisor's responsibility to risk assess the officer with regards to deployment.

3.4 Any officer or staff member failing to requalify at their refresher training course may appeal the decision of the course Trainers. Appeals will be directed in writing to the PPST Team Leader. The PPST Team Leader will review the course assessment and consider any supporting argument from the individual and the course Trainers and either uphold the decision or annul it.

3.5 Should the officer or staff member not be satisfied with the review of the PPST Team Leader, the Learning and Professional Development (L&PD) Service Delivery Lead will be the final route of escalation. This route will require a written report with the officer's rationale.

4. Attendance Management

4.1 All deployable police officers and special constables are required to attend full training days of Phase A AND Phase B PPST refresher training annually. It is the police officers' and special constables' personal reasonability to ensure that they book on and attend each phase of the training required to carry out their role, any failure to do so may be a breach of the 'Orders and Instructions' and 'Duties and Responsibilities' of Professional Standards of Behaviour.

4.2 Police staff are required to attend a full day of refresher training annually.

4.3 Where an officer or staff member does not complete a full day's training for any reason, they will be recorded as 'Non Attendance' and required to reattend at the earliest possible opportunity.

4.4 Where an officer, or member of staff has been booked to attend their PPST the booking will only be changed / cancelled with the authority of an e-mail from their Chief Inspector or M2 / Band 2 manager (barring sudden illness or urgent operational requirements).

4.5 Any officer or staff member who fails to attend either Phase A or Phase B of refresher training without reasonable cause (e.g., maternity leave, long term sickness etc) will be referred to their line management for appropriate action.

4.6 Where an officer or member of staff is excused attendance for any reason, they will book onto the first available training session thereafter.

4.7 Where an officer does not attend the required annual training, they will be regarded as 'not authorised for operational deployment' until such time as they do attend training and requalify.

4.8 It is the responsibility of line managers to ensure they are fully aware of the potential legal (Police (Health and Safety Act) 1997) and disciplinary (Standards of Professional Behaviour / Code of Ethics / unsatisfactory performance procedures (UPP) consequences of allowing an individual who has not met the required level of attendance or competence to carry out their duty role without placing appropriate control measures in place.

5. Exemptions

5.1 Any Operational Officer who is unable to undergo the training required due to a medical condition (including pregnancy) will not be required to attend until it is safe for them to do so.

5.2 Any Operational Officer claiming a medical exemption may be referred to the Occupational Health Unit (OHU) by their line manager for further advice.

5.3 Line managers will make a decision regarding an individual's fitness to attend PPST based on OHU guidance and/or other relevant information, as well as any relevant Risk Assessment.

5.4 It is the responsibility of the Operational Officer returning after any absence to ensure they attend PPST at the earliest opportunity.

6. Public and Personal Safety Trainers

6.1 PPST will only be delivered by accredited and suitably qualified staff. The PPST department has professional management of all PPST Trainers.

6.2 The PPST Team Leader will provide sufficient trainers for any scheduled training event to ensure all control measures set by the relevant risk assessment are met.

6.3 During any training event the training staff have overall authority for any matter connected with the training irrespective of rank.

6.4 Training staff have the authority to withdraw or exclude any individual where the training staff believe that undergoing training would put that person or anyone else at unnecessary risk of injury or ill health.

6.5 Training staff have the authority to exclude any individual who attends training with insufficient or unsuitable personal equipment to undertake the training.

6.6 Training staff have the authority to terminate the training, or any individual's participation in it, if they consider it necessary for reasons of safety.

6.7 PPST requires attendees to actively participate in scenario based training. To be adequately assessed individuals cannot merely spectate. Where an individual does not take a full part in the training session for any reason, the training staff may exclude the individual and direct them to return to their normal workplace.

6.8 Where an individual is excluded the lead trainer at the event will submit a report outlining the circumstances to the individual's line manager and the PPST Team Leader.

7. Fitness Testing

7.1 All deployable police officers and special constables are required to pass the JRFT / Alternative Job Related Fitness Test (AJRFT) once each year.

7.2 The effective JRFT / AJRFT date will be one calendar year taken from their last JRFT / AJRFT pass date.

7.3 Attendees must be in date with their JRFT / AJRFT to undergo PPST refresher training session during that training year.

8. Record Keeping

8.1 The Forces are responsible for keeping the following records related to PPST:

- Personal PPST records.
- Attendance registers.
- Assessment records.
- Supporting documents (e.g., risk assessments, safety briefings, health disclaimers).
- Lesson plans.
- Training injury records.

8.2 The Forces will follow guidelines set by College of Policing / NPCC in relation to the processes involved in auditing, monitoring, and recording PPST.

9. Equipment

9.1 All police officers and special constables must retain and maintain a fully serviceable uniform and work based equipment, including Personal Protective Vests (PPV).

9.2 Guidance around use of the key elements of Personal Safety Equipment (PPE) and PPV is found in Use of Equipment Procedure and for Body Worn Video refer to Body Worn Video Policy (Surrey and Sussex) (1133).

10. Employment Data

10.1 Surrey Police and Sussex Police collect and process personal data relating to police officers and police staff to manage the employment relationship. It is important that individuals understand how that data is collected and used in order to meet the Force's data protection obligations. Further details can be located on intranet by searching for 'Privacy Notice'.

Team: People Services Department. Learning and Professional Development.