



NOTTINGHAMSHIRE
POLICE

NOTTINGHAMSHIRE POLICE OFFICER SAFETY TRAINING PROCEDURE

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SIGNED: _____ **DATE:** _____

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POST: HQ(T&D) PUBLIC ORDER AND OFFICER SAFETY TRAINING

AUTHORISED: _____ **DATE:** _____

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POST: HEAD OF TRAINING AND DEVELOPMENT

SECTION 1 TITLE

NOTTINGHAMSHIRE POLICE OFFICER SAFETY TRAINING PROCEDURE

SECTION 2 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
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SECTION 3 PROCEDURE

CONTENTS

		PAGE
1	Introduction	3
2	Definitions	4
3	Mandatory Officer Safety Training Programmes	4
4	Initial Course and Recertifications	10
5	Programme Design	11
6	Administration of Training	12
7	Health and Safety	13
8	Failure to Certify	15
9	Officer Safety Instructor Selection	16
10	Officer Safety Instructor Training	16
11	Quality Assurance and Evaluation	17

SECTION 4 LEGISLATIVE COMPLIANCE STATEMENT

1 INTRODUCTION:

- 1.1 In line with Health and Safety at Work (Police) Act, Home Office, HMIC and ACPO recommendations and guidelines, Nottinghamshire Police has a duty to provide training in defensive, offensive and control tactics, to Police Officers and Police Staff whose role may reasonably be expected to place them at danger from hostile members of the public
- 1.2 The Nottinghamshire Police Officer Safety Training Programme has evolved over a number of years and includes different disciplines, techniques and equipment.
- 1.3 The programme has, and will continue to develop and change in response to the threats and risks posed to officers and staff.
- 1.4 The Officer Safety Training Programme contains tactics and techniques, that allow for a graduated response when using force.
- 1.5 Any force used by a Police Officer or designated member of Police Staff, must comply with legislation governing use of force. Failure to comply with this legislation may render an officer or staff member open to legal or misconduct proceedings.
- 1.6 Primary legislation governing use of force includes:
 - Section 3 Criminal Law Act 1967
 - Section 117 Police and Criminal Evidence Act 1984
 - Human Rights Act 1998Use of force is also governed by Common Law.
- 1.7 All operational police officers and designated police staff will receive training and certification in certain Officer Safety disciplines.
- 1.8 The techniques and tactics covered in the Nottinghamshire Police Officer Safety Training Programme are designed for Police Officers and for Police Staff. They are not readily transferable to the civilian 'self-defence' market and as such, the training will ONLY be delivered to Nottinghamshire Police employees, or where authority is granted, to other Police Forces.
- 1.9 The Nottinghamshire Police Officer Safety Training Programme follows the guidelines stipulated in the Centrex Personal Safety Manual of Guidance.

2 DEFINITIONS:

- 2.1 An 'Operational Officer', as defined by ACPO SDAR (Self Defence and Restraint Committee) and for the purposes of this policy paper, is:
'Any officer undergoing duties that, whether day to day or periodically place them in an interactive position with members of the public whereupon there is a reasonable likelihood of them being called on to protect either themselves, their colleagues or members of the public from a possible assault of any manner'.
- 2.2 An operational officer is deemed to hold a rank up to and including that of Inspector. Officers above this rank may be trained at their discretion or if operationally necessary.
- 2.3 All provisions of this policy apply equally to members of the Special Constabulary.
- 2.4 All officers and staff have a duty of care to other employees in respect of co-operating with the employer's efforts to improve safety. These are legal requirements for which the employee is personally responsible and liable.
- 2.5 An Officer Safety Instructor is authorised to deliver Officer Safety Training to students at a Basic User level.
- 2.6 A Lead Instructor or Officer Safety Instructor – Trainer will have received further training qualifications and is authorised to deliver Officer Safety Training to students at both Basic User level and at Instructor level.

3 MANDATORY OFFICER SAFETY TRAINING PROGRAMMES:

- 3.1 **The Tactical Communications programme** consists of a stand alone cognitive package and theory test, which aims to train officers and staff in how to manage potential and actual confrontational situations.
- 3.2 It includes sections on legislation governing use of force, the conflict resolution model, non-verbal indicators as well as communication tools.

- 3.3 On completion of the initial Tactical Communications programme, there is no requirement for officers and staff to be recertified, although Tactical Communications forms the basis for all other Officer Safety disciplines and will be threaded throughout Officer Safety Training. Officer Safety Instructors may however, deliver this input in its entirety where it is considered necessary or beneficial.
- 3.4 All Operational Officers and Special Constables will receive this training. In addition, all Detention Officers, Vehicle Investigators, Nottinghamshire Police employed Traffic Wardens and Nottinghamshire Police employed PCSOs will receive this training. This programme can be delivered to any other member or group of Police Staff, who may benefit from it.
- 3.5 **The Unarmed Defensive Tactics Programme (UDT)** consists of a cognitive input, theory test, practical techniques and a practical proficiency test. When taught in conjunction with the Tactical Communications input, the theory test will be combined.
- 3.6 It includes inputs on the use of body weapons, identification of body targets, technique application and medical implications associated with each technique.
- 3.7 Although the programme title contains the word 'Defensive', the practical techniques include offensive and control / restraint techniques. The practical techniques include movement and positioning, pressure point application, the use of strikes, blocks, restraints and control techniques.
- 3.8 On completion of the initial UDT programme, there is a requirement for officers and staff to be recertified on a minimum of an annual basis. The practical skills and knowledge gained from the UDT programme form the foundation from which all other Officer Safety disciplines are built on.
- 3.9 All Operational Officers and Special Constables will receive this training. In addition, all Detention Officers, Vehicle Investigators, Nottinghamshire Police employed Traffic Wardens and Nottinghamshire Police employed PCSOs will receive this training.
- 3.10 Officers and Staff must achieve a pass in the theory test and must demonstrate an acceptable level of competency in all of the practical techniques.
- 3.11 **The Handcuff Programme** consists of two courses, the Rigid Handcuff programme and the Chain Link Handcuff programme.

- 3.12 Nottinghamshire Police's primary handcuff is the Speedcuff rigid handcuff. This device allows for the effective control and restraint of a subject.
- 3.13 The Rigid Handcuff programme consists of a cognitive input, theory test, practical techniques and a practical proficiency test.
- 3.14 The programme includes the safe and effective use of the rigid handcuffs to restrain a subject. Additional advance techniques may be taught once competency has been gained in the basic techniques.
- 3.15 The additional techniques cover the use of the handcuffs to control a violent subject and remove non-compliant subjects.
- 3.16 On completion of the initial Rigid Handcuff programme, there is a requirement for officers and staff to be recertified on a minimum of an annual basis.
- 3.17 All Operational Officers, Special Constables and Detention Officers will receive this training.
- 3.18 Officers and Staff must achieve a pass in the theory test and must demonstrate an acceptable level of competency in all of the practical techniques.
- 3.19 The Chain Link Handcuff programme follows a similar pattern to the Rigid Handcuff programme. The techniques covered in the Rigid Handcuff Basic course (not advanced techniques) are directly transferable.
- 3.20 Nottinghamshire Police does not routinely issue chain link handcuffs to officers, but recognises that certain roles require the more covert appearance of this style of handcuff.
- 3.21 Where an officer is issued with both rigid and chain link handcuffs, there will be a requirement to demonstrate competency in both types of handcuffs for the purpose of recertification.
- 3.22 **The Limb Restraint System Programme (LRS)** consists of a cognitive input, practical techniques and a practical proficiency test.
- 3.23 Nottinghamshire Police uses the 'Fastrap' limb restraints. Each set of Limb Restraints contains two straps contained in a belt pouch.
- 3.24 This device allows for the effective control of a subject's legs in situations where a handcuffed subject is exhibiting violent behaviour.

- 3.25 On completion of the initial Rigid Handcuff programme, there is a requirement for officers to be recertified on a minimum of an annual basis.
- 3.26 All Operational Officers and Special Constables will receive this training. In addition, Detention Officers will receive training on the safe removal of this device.
- 3.27 Officers must demonstrate an acceptable level of competency in all of the practical techniques.
- 3.28 **The CS Incapacitant Spray Programme** consists of a cognitive input, theory test, practical techniques and a practical proficiency test. It also allows for officers to undergo general exposure to CS (in a controlled environment).
- 3.29 CS Incapacitant Spray provides an officer a tactical advantage in a violent encounter by causing extreme pain and sensory overload to a subject. At present, CS is the only authorised incapacitant spray for Nottinghamshire Police Officers.
- 3.30 On completion of the initial CS Incapacitant Spray programme, there is a requirement for officers to be recertified on a minimum of an annual basis.
- 3.31 All Operational Officers and Special Constables will receive this training. In addition, Detention Officers will receive training on aftercare for a subject contaminated with CS.
- 3.32 Officers must achieve a pass in the theory test and must demonstrate an acceptable level of competency in all of the practical techniques.
- 3.33 **The Friction Lock Baton Programme (FLB)** consists of a cognitive input, theory test, practical techniques and a practical proficiency test.
- 3.34 Nottinghamshire Police's primary baton is the ASP F21 Chrome Friction Lock Baton. The programme includes defensive and offensive techniques.
- 3.35 On completion of the initial FLB programme, there is a requirement for officers to be recertified on a minimum of an annual basis.
- 3.36 All Operational Officers and Special Constables will receive this training.
- 3.37 Officers must achieve a pass in the theory test and must demonstrate an acceptable level of competency in all of the practical techniques.

- 3.38 **The PSU Baton Programme** consists of a cognitive input, theory test, practical techniques and a practical proficiency test.
- 3.39 Nottinghamshire Police's PSU baton is the Arnold MP 610 Solid Baton. The programme includes defensive and offensive techniques.
- 3.40 On completion of the initial PSU Baton programme, there is a requirement for officers to be recertified on a minimum of an annual basis.
- 3.41 This recertification process will take place during phases of PSU Training.
- 3.42 All PSU Officers will receive this training. With the exception of Officer Safety Instructors, no other officer will be issued with, or receive training in the PSU baton.
- 3.43 Officers must achieve a pass in the theory test and must demonstrate an acceptable level of competency in all of the practical techniques.
- 3.44 **The Mounted Section Baton Programme** consists of practical techniques and a practical proficiency test only. This programme also encompasses some unarmed techniques specific to a mounted officer.
- 3.45 Nottinghamshire Police's Mounted baton is the Arnold 860 Hollow Baton. The programme includes primarily offensive techniques used whilst mounted on horseback.
- 3.46 On completion of the initial Mounted Baton programme, there is a requirement for officers to be recertified on a minimum of an annual basis.
- 3.47 This initial course and the subsequent recertification process will be delivered and assessed by Officer Safety Instructors from HQ(T&D) Public Order and Officer Safety Training only.
- 3.48 All Mounted Section Officers will receive this training. No other officer will be issued with, or receive training in the Mounted Section baton.
- 3.49 Officers must demonstrate an acceptable level of competency in all of the practical techniques.
- 3.50 **The Weapons Control Programme** consists of a cognitive input, theory test, practical techniques and a practical proficiency test.

- 3.51 It includes inputs on the use of body weapons, identification of body targets, technique application and medical implications associated with each technique.
- 3.52 This programme will only be delivered to Authorised Firearms Officers and is designed to afford practical techniques for the retention and control of the officer's firearm(s).
- 3.53 On completion of the initial Weapons Control programme, there is a requirement for trained officers to be recertified on a minimum of an annual basis.
- 3.54 This initial course and the subsequent recertification process will be delivered and assessed by Officer Safety Instructor-Trainers (Lead Trainers) or trained Operational Support Officer Safety Instructors.
- 3.55 The course content and structure is monitored by HQ(T&D) Public Order and Officer Safety Training in close liaison with HQ(T&D) Firearms Training.
- 3.56 All Authorised Firearms Officers will receive this training, for the duration of their firearms authorisation.
- 3.57 Officers must achieve a pass in the theory test and must demonstrate an acceptable level of competency in all of the practical techniques.
- 3.58 **The Spontaneous Knife Defence and Edged Weapon Awareness Programme (SKD/EWA)** consists of a cognitive input, theory test, practical techniques and a practical proficiency test.
- 3.59 It includes inputs edged weapon awareness and practical baton and unarmed techniques for defending against a spontaneous knife attack. The programme is primarily offensive in nature, followed by control techniques.
- 3.60 This training programme may be delivered to Operational Officers and Special Constables only. It is not a mandatory training programme and as such there is no force requirement for an annual recertification, although this is recommended.
- 3.61 Officers must achieve a pass in the theory test and must demonstrate an acceptable level of competency in all of the practical techniques.

3.62 There are a number of smaller, optional modules, which should be incorporated in to training programmes including the **Vehicle Skills package, Searching techniques, Protestor Removal package** and **Contact and Cover**. There is no requirement for annual recertification of these modules and they should be delivered when deemed appropriate and where space in training timetables allows.

4 INITIAL COURSE AND RECERTIFICATIONS:

4.1 An initial course in any Officer Safety discipline is required when:

- An officer has not previously attended that course
- They have not been recertified within a 2 year period of their last training in that discipline
- In the view of the Officer Safety Instructor delivering recertification training, a student(s) is not demonstrating competence and that coaching alone, is unlikely to achieve competence

4.2 The following times are set as a *minimum* duration for initial courses:

- Tactical Communications – 2 hours
- Unarmed Defensive Tactics – 8 hours
- Handcuff (rigid or chain link) – 4 hours
- Limb Restraint System – 2 hours
- CS Incapacitant Spray – 4 hours
- Friction Lock Baton – 8 hours
- PSU baton – 2 hours
- Mounted Section baton – 3 hours
- Weapons Control – 3 hours
- SKD / EWA – 4 hours

- 4.3 There is no set minimum duration for recertification in these disciplines. Officer Safety Instructors will determine the duration of recertifications based on the student's competency. This may also be affected by class size.
- 4.4 There is no force requirement for students to undergo theory tests on recertifications, unless, in the view of the Officer Safety Instructor, a training need has been identified, or it is believed to be beneficial.
- 4.5 If a theory test is undertaken as part of a recertification, the officers must achieve a pass mark.
- 4.6 All recertifications will take place within 12 months of the previous recertification or initial course
- 4.7 This recertification can be delayed by up to a further 12 months in exceptional circumstances, such as maternity leave, long term injuries / sickness or other restricted duties.
- 4.8 In these exceptional circumstances, if a period of 24 months has elapsed since the last recertification or initial course, the officer will be required to attend an initial course for that discipline(s).

5 PROGRAMME DESIGN:

- 5.1 HQ(T&D) Public Order and Officer Safety Training have responsibility for the design of Officer Safety Training Programmes and the techniques and tactics contained within each programme.
- 5.2 Techniques, variations or disciplines outside of the Nottinghamshire Police Officer Safety Training Programme will not be delivered to Nottinghamshire Police employees.
- 5.3 Divisional / Departmental Officer Safety Instructors will be responsible for the design of their divisions' training programme, utilising techniques and disciplines from within the Nottinghamshire Police Officer Safety Training Programme.
- 5.4 Minor changes, abstractions or additions to a training programme, will be facilitated through HQ(T&D) Public Order and Officer Safety Training, in consultation with the Force's Lead Trainers. This information will then be cascaded to the Divisional Officer Safety Instructors.

- 5.5 Any new discipline, or major restructures of existing programmes, will be designed and evaluated by HQ(T&D) Public Order and Officer Safety Training. The proposals will be submitted to the Officer Safety Group for consultation and action, and where appropriate, to the Training and Development Executive.

6 ADMINISTRATION OF TRAINING:

- 6.1 A nominated Divisional / Departmental Officer Safety Instructor (usually a full time post) will be responsible for the accurate keeping of both electronic and paper records for Officer Safety Training on their division.
- 6.2 Divisions are required to maintain an accurate means of recording an officer or police staff member's certification status in all relevant disciplines.
- 6.3 Hard copy documentation for the following records needs to be retained by divisions:
- Training Registers (incl. signed declarations)
 - Certification and recertification proficiency records
 - Written tests
 - Officer Safety Training Risk Assessments
- 6.4 Hard copy or electronic documentation for the additional following records needs to be retained by divisions:
- Officer Safety Training injury / accident reports
 - Officer Safety Training lesson plans
- 6.5 Where an Officer or Police Staff member moves to another Division, the nominated Officer Safety Instructor will forward the relevant records on to the nominated Instructor of that persons new division or department.
- 6.6 Any injury or accident occurring during Officer Safety Training must be recorded on an Accident Report or Injury on Duty Report (dependant on the circumstances and severity of injury) by the Officer Safety Instructor conducting the session.
- 6.7 The Accident Report or Injury on Duty Report will be routed automatically to HQ Occupational Health Unit and either the Police Federation or Unison.

- 6.8 There is also a requirement for Divisions to keep their own injury / accident records and forward a copy on to HQ(T&D) Public Order and Officer Safety Training.
- 6.9 Divisions are required to keep records of any scenario-based training, exercises and pressure drills, which they conduct during Officer Safety Training sessions.
- 6.10 Specific risk assessments for scenarios, exercises and pressure drills, will be conducted and recorded by Divisional Officer Safety Instructors.
- 6.11 It is the responsibility of HQ(T&D) Public Order and Officer Safety Training to retain all documentation relating to initial Officer Safety Training for new officers.
- 6.12 HQ(T&D) Public Order and Officer Safety Training will also be responsible for the retention of all structural documentation relating to the Nottinghamshire Police Officer Safety Training Programme.
- 6.13 All Officer Safety Training records and documentation will be retained for a period not less than 7 years, unless the document retention period is covered in the Force Disposal Procedure (e.g. Risk Assessments).
- 6.14 All Officer Safety Training records containing personal information will be kept in accordance with the Force Data Protection policy and destroyed in accordance with the Force Disposal Procedure.

7 HEALTH AND SAFETY:

- 7.1 Due to the physical nature of Officer Safety Training, the programme carries an inherent risk of physical injury.
- 7.2 All training activities will be risk assessed. Generic Officer Safety Training risk assessments will be conducted by HQ(T&D) Public Order and Officer Safety Training.
- 7.3 Divisional Officer Safety Instructors will be responsible for ensuring that a suitable risk assessment has been conducted for any training venue that they are using for Officer Safety Training.
- 7.4 Divisional Officer Safety Instructors will be responsible for ensuring that a suitable risk assessment has been conducted for any scenarios, exercises or pressure drills they use. Control measures identified in any risk assessment will be applied prior to the start of training.

- 7.5 All Officer Safety Instructors are trained in Emergency First Aid and will ensure that there is a suitably stocked first aid kit readily accessible to them prior to the commencement of training.
- 7.6 All Officer Safety Instructors receive a basic input on risk assessment. Where an Officer Safety Instructor is unable to complete a risk assessment for Officer Safety Training, it will be their responsibility to seek guidance on the subject, or to have a suitably qualified risk assessor conduct a risk assessment on their behalf.
- 7.7 A 3 x 3 matrix is used for assessing risk for Officer Safety Training. If, after control measures have been applied to an activity, the risk is not eliminated or low, then the activity will not take place.
- 7.8 It is the aim of every Officer Safety Training session to result in realistic, relevant and injury-free training.
- 7.9 The Officer Safety Instructor is in charge of any Officer Safety Training. Students will follow their instructions at all times, irrespective of rank.
- 7.10 The Officer Safety Instructor will conduct the training with a high regard for the safety of all students and participants.
- 7.11 If a student or any participant behaves in a dangerous manner, they will be removed from training. If a student disrupts the learning process for others, they may be removed from training.
- 7.12 Any officer or member of staff who is, or believes they may be pregnant, will not participate in any physical aspects of Officer Safety Training due to the potential risk of harm.
- 7.13 Students will be required to sign a declaration on the training register stating that they are fit for operational duties. If a student is not fit for operational duties, then they will not participate in any physical aspect of the Officer Safety Training.
- 7.14 Where a student declares that they are fit for operational duties, but declares an existing injury or condition, it will be the responsibility of the student to make an assessment as to their level of participation, after discussing the lesson content with the Officer Safety Instructor. Referrals to the Occupational Health Unit can be initiated if the student wishes.
- 7.15 Where an existing injury prevents the student from carrying out Officer Safety techniques, then they cannot be certified in that discipline.

- 7.16 The Officer Safety Instructor conducting the training maintains the right to prevent a student from participating in Officer Safety Training, if they believe that existing injuries or conditions may be exacerbated.

8 FAILURE TO CERTIFY:

- 8.1 Where a Police Officer or designated Police Staff member fails to achieve competency in any of the mandatory Officer Safety Training disciplines, it will be the responsibility of the Officer Safety Instructor to arrange further training to attempt to aid that person in reaching a competent level of proficiency.
- 8.2 Where further training has been undertaken and the officer / staff member has still failed to demonstrate competency, and in the view of the Officer Safety Instructor, continued training would not assist in achieving competency, the Instructor will report the matter to the Divisional Command for action.
- 8.3 It is the responsibility of Divisional Commander to allow both Officer Safety Instructors and students sufficient training time to fulfil the requirements contained within this document.
- 8.4 It is the Officer Safety Instructor's responsibility for arranging sufficient training sessions to fulfil the training requirements contained within this document.
- 8.5 Where Officers or Police Staff fall out of certification, or fail to attend their training sessions without good reason, the nominated Divisional Officer Safety Instructor will notify Divisional Command for action.
- 8.6 The ultimate course of action will be determined by Divisional Command and may take a number of courses including (but not restricted to), referral for support, action plan, performance record, restriction in duties, assignment to non-operational duties or misconduct proceedings.

9 OFFICER SAFETY INSTRUCTOR SELECTION:

- 9.1 Potential Officer Safety Instructors will need to be currently certified in all Officer Safety disciplines to a basic user level, have recent operational policing experience and constables must have completed their probation.
- 9.2 All potential candidates for the role of Officer Safety Instructor, must be able to pass the Force fitness test.

- 9.3 Selection of candidates will be conducted by Division / Department.
- 9.4 The number of places allocated to Divisions for Initial Officer Safety Instructor Courses, will be determined by HQ(T&D) Public Order and Officer Safety Training, according to needs and availability.
- 9.5 Due to the nature of the training, the role of Officer Safety Instructor is a voluntary one.
- 9.6 Selected candidates will be required to complete a four week course and must successfully pass all tests and assessments.

10 OFFICER SAFETY INSTRUCTOR TRAINING:

- 10.1 All Officer Safety Instructor training will be conducted by HQ(T&D) Public Order and Officer Safety Training.
- 10.2 On the successful completion of an Officer Safety Instructor Initial Course, candidates will be certified as an Officer Safety Instructor for a period of 2 years (extendable by a further 6 months where operationally necessary)
- 10.3 Officer Safety Instructors will attend an Officer Safety Instructor Recertification Course every two years. Instructors will need to successfully re-qualify in all technical skills.
- 10.4 If an Officer Safety Instructor fails to pass their Initial Course or subsequent Recertification Course, then the Lead Officer Safety Instructors, may provide additional training, where it is felt, in their opinion, that additional training will allow for the candidate to successfully complete the course.
- 10.5 Where additional training proves insufficient, or is deemed not to be suitable, the Officer Safety Instructor will cease to be an Instructor and will revert to Basic User status. They will no longer deliver Officer Safety Training. This does not preclude an officer from subsequent selection processes.
- 10.6 Officer Safety Instructors should be able to evidence the delivery of Officer Safety Training on a minimum of 6 occasions per annum.
- 10.7 The Lead Instructors will also annually assess Officer Safety Instructors delivering training sessions in the workplace.

10.8 Nottinghamshire Police Officer Safety Instructors will only train Nottinghamshire Police employees in any of the Officer Safety programmes. The programmes are designed for Police and Police staff only. Other organisations will not be trained in these programmes without Command approval.

11 QUALITY ASSURANCE AND EVALUATION:

11.1 HQ(T&D) Public Order and Officer Safety Training are responsible for the quality assurance and evaluation of Officer Safety Training delivered across the force.

11.2 An Officer Safety Instructor's qualification can be withdrawn by any of the Officer Safety Lead Instructors if any of the following criteria apply:

- The training being delivered is of an unsatisfactory standard.
- The technical skills demonstrated by the Officer Safety Instructor are of an unacceptable standard
- Failure to attend Officer Safety Recertification Course
- The Instructor delivers training in a dangerous manner without due regard for the safety of students, themselves or other Instructors
- The techniques being trained are not from the Nottinghamshire Police Officer Safety Training Programme

11.3 The decision to withdraw an Officer Safety Instructor's qualification is not one that will be taken lightly. The Lead Instructor will endeavour to provide coaching or instruction with the individual as an alternative to the withdrawal of certification.

11.4 The safety of the students will be paramount when deciding on a particular course of action.

11.5 If an Officer Safety Instructor's certification is withdrawn, the Lead Instructor will immediately notify the relevant Divisional Commander and the Head of Training and Development, in writing, outlining the circumstances surrounding the decision.

11.6 HQ(T&D) Public Order and Officer Safety Training will be responsible for the overall evaluation of training techniques and practical skills, pertinent to Officer Safety Training.

SECTION 4: LEGISLATIVE COMPLIANCE STATEMENT

This document has been drafted to comply with the general and specific duties in the Race Relations (Amendment) Act 2000, Data Protection, Freedom of Information Act, European Convention of Human Rights and other legislation relevant to the area of policing.

HUMAN RIGHTS CHECKLIST

PD489

Officer Safety Training Procedure

Version 1.0

1. You must ensure that you can answer YES to all of the following.

If YES please tick (✓) the appropriate box.

- Every action/decision has a lawful power/legal basis (✓)
- Every action/decision is proportionate (✓)
There must be a reasonable relationship between the aim to be achieved and the means used.

Please record your reasoning: *Setting of a formal structure for the delivery of Officer Safety Training to all requisite end users. The means used are proportionate to the benefits gained by the end user, members of the public and the organisation as a whole*

- Every action/decision is justifiable/relevant and necessary (✓)
Consider what the proposed action/decision is intended to achieve. Ensure that such actions/decisions are justifiable/relevant and necessary

Please record your reasoning: *The procedure is designed to reduce the risk of harm to Police Officers and Police Staff and in turn reduce the likelihood of injury to members of the public. It aims to formalise the training structure for Officer Safety disciplines and provide a means of evaluation and quality assurance*

- Every action/decision is fair and the least intrusive (✓)
Ensure that action taken/decisions made strike a fair balance between the rights of the individual and the community.

Please record your reasoning: *As highlighted in the previous reasoning*

- Every action/decision that may affect someone's rights is documented. (✓)
Ensure a record is maintained of the basis for all actions /decisions.

Please record your reasoning *As highlighted in the previous reasoning*

DIVERSITY CHECKLIST

PD489 Officer Safety Training Procedure Version 1.0

- 1. Does any part of the procedure or the application of the procedure have an adverse impact on a particular ethnic group, gender, disability, sexual orientation, age, religion, marital status?**
YES/NO

If the answer to this is YES please tick (✓) the appropriate box and consider the following. If NO please cross (X) the appropriate box and go to question 2.

- How adverse is the impact, can it be measured? (X)

Please record your reasoning _____

- Can this adverse impact be justified? (X)

Please record your reasoning _____

- Does the justification outweigh the adverse impact? (X)

Please record your reasoning _____

- Can the procedure or function be altered to remove the adverse impact? (X)

Please record your reasoning _____

2. Does the procedure use gender neutral language YES/NO

If the answer to this question is NO please consider the following. If YES go to question 3. If answering YES to the following questions please tick box (✓), if answering NO please cross box (X)

- Is the use of 'he' or 'she' justified? (X)
- Is the use of 'he' a direct result of quoting legislation and is that clearly understood by the reader? (X)
- Have all the accompanying forms related to that procedure been checked for gender neutral language? (X)
- Are there any diagrams or clip art used. If yes have they been checked to ensure they are gender neutral if that is relevant? (X)

- Has the appropriate and most up to date terminology been used to describe people? (X)

3. Does the procedure apply to all police staff? YES/NO

If the answer to this question is YES please answer the following. If NO go to question 4. If answering YES to the following questions please tick box (✓), if answering NO please cross box (X)

- Does the procedure refer to the terms police staff or members of staff? Or does it use the terms police officers and support staff as an alternative? (✓)

Please record your reasoning: *The procedure refers to 'Police Staff' and 'Members of Police Staff' as this is the collective term(s) used to describe Nottinghamshire Police employees who do not hold the rank of Constable*

- Does the procedure apply to volunteers? (✓) *This procedure applies to volunteers only in so far as the role of an Officer Safety Instructor is a voluntary one.*
- If so, is this made clear within the procedure? (✓)
- Is it clear that part time workers are not disadvantaged or that full time staff are not given additional advantages? (✓)

4. Does the procedure promote equality of opportunity? YES/NO

**5. Does the procedure seek to eliminate unlawful discrimination?
YES/NO**

6. Does the procedure promote good race relations? YES/NO

The above three questions have to be asked of all new procedures as part of the positive duty under the Race Relations Amendment Act 2000.

7. Does the procedure account for different needs of individuals, for example diet, religious needs, language, etc? YES/NO

8. How will the application of the procedure be monitored to ensure non-discrimination?

Please record: *By means of Quality Assurance by Lead Instructors from or on behalf of HQ(T&D) Public Order and Officer Safety Training.*

DATA PROTECTION CHECKLIST

PD489

Officer Safety Training Procedure

Version 1.0

1. Does the procedure involve the use of personal information?
YES/NO

If the answer to this is YES, please answer the following. If NO go to question 2. If answering YES to the following questions please tick box (✓), if answering NO please cross box (X)

- Is the use of this information in connection with the policing of Nottinghamshire? (✓)
- Is there a lawful basis for using this information? (✓)
- Would the person supplying the information expect us to use it in this way? (✓)

2. Does the procedure create records about people? **YES//NO**

If the answer to this question is YES please answer the following. If NO there is no need to go further. If answering YES to the following questions please tick box (✓), if answering NO please cross box (X)

- Is the information in these records adequate, relevant and not excessive? (✓)
- Are there procedures to ensure this information is kept up to date? (✓)
- Does the procedure specify how long the records will be kept? (✓)
- Is this in line with the Force disposal procedure? (✓)
- Are there procedures to identify which postholder is responsible for weeding the information? (✓)
- Do the procedures specify how the information will be destroyed? (✓)
- Have you considered what security should be applied to these records? (✓)
- Have you considered what level of Government Protective Marking should be applied to these records? (✓)
- Have you informed the Data Protection Section? (✓)

FREEDOM OF INFORMATION CHECKLIST

PD489 Officer Safety Training Procedure Version 1.0

In order to comply with the requirements of the Freedom of Information Act 2000, the Force has agreed to publish certain categories of information both on the Force Web site and by sending copies to members of the public on request.

It should be noted that some of our procedures will contain exempt information which, in the public interest, should not be published. Where this occurs, the published procedures must clearly show where information has been withheld and explain what exemption has been applied and why.

1 Can this entire procedure be published? YES/NO

If YES there is no need to go further. If NO, please tick (✓) the following as appropriate.

- Disclosure of the whole procedure will prejudice national security
- Disclosure of certain sections will prejudice national security

PLEASE LIST WHICH SECTIONS THIS APPLIES TO

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- Disclosure of the whole procedure will prejudice the prevention or detection of crime.
- Disclosure of certain sections will prejudice the prevention or detection of crime.

PLEASE LIST WHICH SECTIONS THIS APPLIES TO

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- Disclosure of the whole procedure will prejudice the apprehension and prosecution of offenders.
- Disclosure of certain sections will prejudice the apprehension and prosecution of offenders.

PLEASE LIST WHICH SECTIONS THIS APPLIES TO

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.....

- Disclosure of the whole procedure will prejudice the administration of justice.
- Disclosure of certain sections will prejudice the administration of justice. (√)

PLEASE LIST WHICH SECTIONS THIS APPLIES TO

SECTION 3 PROCEDURE – 3.1 TO 3.62

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- Disclosure of the whole procedure will prejudice the operation of immigration controls.
- Disclosure of certain sections will prejudice the operation of immigration controls.

PLEASE LIST WHICH SECTIONS THIS APPLIES TO

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- Disclosure of the whole procedure would, or would be likely, to endanger the physical or mental health of any individual or endanger the safety of any individual.
- Disclosure of certain sections would, or would be likely, to endanger the physical or mental health of any individual or endanger the safety of any individual. (√)

PLEASE LIST WHICH SECTIONS THIS APPLIES TO

SECTION 3 PROCEDURE – 3.1 TO 3.62

- 2 If you have ticked any of the above, please answer the following.
Would you have any concerns about letting a member of the public know that there was information in the procedures about the above without disclosing the information itself?**

YES/NO

Please record your reasoning: *It is the content and programmes trained that may allow persons to build up defences against what is taught. The fact that we have a training programme designed to assist in Officer Safety is not contentious, any details surrounding what is delivered, is.*

HEALTH, SAFETY AND RISK MANAGEMENT CHECKLIST

PD489

Officer Safety Training Procedure

Version 1.0

1. Does the procedure involve any of the following related health and safety issues? If answering YES to the following questions please tick box (✓), if answering NO please cross box (X)

- operational procedures (✓)
- task/activity risk assessment considerations (✓)
- environmental risk assessment considerations (✓)
- provision of equipment, including personal protective equipment (PPE) (✓)
- requirement of officer or staff competence/capability (✓)
- impact or effect on officer personal safety (✓)
- does the procedure affect officers'/staff health and safety in any other way (✓)

If the answer to any of the above is YES, please answer the following. If NO there is no need to go further. If answering YES to the following questions please tick box (✓), if answering NO please cross box (X)

- Are the organisation and arrangements adequate to create a safe system of work? (✓)
- Do operational procedures need to be modified and communicated accordingly? (X)
- Where appropriate, are there provisions and suitable arrangements for the safe use, handling, storage and transport of articles and substances? (✓)
- Is there provision of such relevant information, instruction, training and supervision as is necessary to ensure that all officers/staff are competent persons, able to work safely, avoid hazards and contribute positively to achieve their own health and safety at work? (✓)
- Have the appropriate risk assessments been generated, i.e. individual, substance, task/activities, including lifting, moving and handling, environment, including premises? (✓)

- Where relevant, the establishment of maintenance schedules for equipment and premises, including access/egress. (√)
- Have officer/staff welfare considerations been undertaken? (√)
- Have health surveillance measures been organised, as appropriate? (√)
- Has the provision of appropriate preventative and protective measures, including suitable equipment to control any hazards that are identified been undertaken? (√)
- Has consideration been given to the provision of the appropriate resources, equipment and training to enable all officers/staff to both understand and carry out their duties/role in a safe manner? (√)
- Do you need to inform, consult or obtain advice from the Health and Safety Section to ensure safe implementation/delivery of the said procedure? (X)