



National and International Deployment Welfare

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Version	History of Amendments	Date
1.00	Initial Approved Version	08/06/2017
2.00	Policy Simplification Project. Procedure stripped back and written with customer focus to support modernisation and 2026 objectives.	01/04/2018
3.00	Review by IDIU at commencement of FY 2019/20 taking into account experience over last 3 financial years, lessons learned and international security situation.	03/06/2019

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1 Overview

1.1 What is this about?

1.1.1 We work hard at making sure our people are as safe as possible when on duty. The deployment of those in the UK and abroad can introduce unique risks that need to be managed and the information here helps you ensure, as far as reasonably practicable, the health, safety and welfare of everyone is maintained.

1.2 Who is this for?

1.2.1 This is for all officers and authority/police staff deploying outside Scotland.

1.3 Key Information

- The safety of team members on deployment is a priority, and our duty to health and safety will take priority over any rights under the Equality Act 2010.
- We will provide a security briefing for countries where the security threat is 'amber or red'.
- We will provide insurance, information, and equipment as part of a deployment if we think it reduces risk.
- We will provide details of who to contact for support in the event of an incident during deployment; and
- Access to the Employee Assistance Programme will be available before, during and after a deployment overseas.

2 Officers/Staff

2.1 What you need to do:

- Research the country you are going to, to assist in the identification and management of risks you may be exposed to.
- Complete the declaration checklist form.
- Comply with the security briefing.
- Comply with the logistical support briefing.
- Provide all information needed for Insurance, Life Support and Repatriation Services.
- Maintain regular contact while away.
- Complete the International Deployment Welfare Debrief Form
- Debrief your line manager and tell the International Development and Innovation Unit (IDIU) about anything significant on your return.
- Return any hardware given to you to support your deployment.
- Familiarise yourself with the Hazard checklist.

2.2 Pre-deployment

- 2.2.1 To prepare for a deployment overseas you must research the destination fully. Facts on culture, religion, and social customs will enrich your experience and reduce your risk. We have provided briefings for you on the [intranet](#) to do this. If your destination is not listed, you can contact Library Services to arrange one.
- 2.2.2 If you are going to a country where the Foreign and Commonwealth Office (FCO) travel advice is 'amber or red', you must get a security update from the Organised Crime and Counter Terrorism Unit (OCCTU).
- 2.2.3 You need to fill in the Declaration Checklist Form (140-045) fully. This has to be signed by you and your line manager and sent to the IDIU before you leave.
- 2.2.4 As part of our risk assessment, we may choose to buy Life Support/Repatriation services for you. You must give the agencies providing these services any information they ask for.

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2.3 During deployment

- 2.3.1 During deployments outwith the UK, you must maintain daily contact with us. You need to keep an eye on any new or growing risks that could affect you, tell us about them, and take appropriate action.
- 2.3.2 In the event of a major incident, you must tell the Duty Officer, Service Overview, West Command, as soon as possible. If you become aware of a major incident in country, but are not involved in it, you must notify your Business Area SPOC at the earliest moment.
- 2.3.3 If you are contacted by the Life Support/Repatriation services while deployed, you must follow their instructions.

2.4 Post deployment

- 2.4.1 On your return, you must complete the International Deployment Welfare Debrief Form (140-047) with your line manager and return the form to the International Development and Innovation Unit.

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3 Manager

3.1 What you need to do:

- Manage the health, safety and wellbeing of team members; by completing a suitable and sufficient risk assessment, referring to Health and Safety guidance and the Hazard Checklist, appendix B.
- Ensure that any person being deployed reflects Police Scotland's Professional Standards.
- Make appropriate arrangements for the recording of working time.
- Engage with insurance services to ensure suitable cover is in place.
- Book end to end travel and accommodation.
- Agree and maintain regular communications with the team member.
- Inform the National Crime Agency and British Embassy/High Commissioner that a team member will be in the country on the relevant dates.
- Check, counter sign and forward the declaration checklist form to IDIU.
- Ensure the deployment details are recorded in SCoPE.
- Debrief your team members on their return.
- Return the debrief form to IDIU.
- Ensure all equipment is returned.

3.2 Pre deployment – Risk Assessment

- 3.2.1 Before deploying a team member outwith Scotland, a Risk Assessment Form (140-046) must be completed. This should ensure that all risks to the team member's health, safety or wellbeing as result of the deployment are managed. Guidance on the completion of risk assessment is available [here](#).
- 3.2.2 You need to be satisfied that your team member has researched their destination and can sensibly manage any risks they may face.
- 3.2.3 Different parts of the world have differing views on equality and specific protected characteristics, which may affect the way a team member is treated during deployment. If your risk assessment considers that, there is a risk to their health, safety, or wellbeing due to a protected characteristic you will need to seek advice before agreeing the deployment.

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3.2.4 These contacts may be useful sources for further advice or guidance when completing the risk assessment:

- Health and Safety Team
- National Crime Agency
- Foreign and Commonwealth Office
- The hosting police force

3.3 Pre-deployment Logistics and Security

3.3.1 Insurance needs to be put in place for your team member before deployment and you must contact the Insurance Officer to arrange this. The insurance must be specific to the country, the activities to be carried out and the risks identified.

3.3.2 The Travel Unit will arrange all 'end to end' travel and accommodation needs taking account of any risks.

3.3.3 If your team member is being deployed to a country where the FCO travel advice is 'amber or 'red', they must get a security briefing. This will be produced by OCCTU.

3.3.4 Team members, for operational deployments, must also receive a logistic support briefing prior to departure from Specialist Crime or Operational Support Divisions as appropriate. This will cover:

- Communications, (Contacts, regularity, supply of hardware, incident support information etc.);
- ICT hardware, e.g. laptop if required;
- Finances;
- Medical support, including immunisation information, first aid supplies etc.;
- Recording information for the working time directive.

3.3.5 For advice and support relating to non-operational deployments such as attending conferences, training, meetings etc. contact the International Development and Innovation Unit.

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3.4 SCoPE

- 3.4.1 The deployment of a team member must be recorded on SCoPE. If travelling within the UK, the business area's Resource Management Unit can do this. Overseas postings can be arranged by contacting People and Development, Shared Services.

3.5 During Deployment

- 3.5.1 During deployments outwith the UK, you must maintain contact with your team member. They should inform you of any new or growing risks that is affecting them and provide you with details of their working time. You must inform them of any growing risks that we are aware of.
- 3.5.2 In the event of a major incident you may be contacted by the Duty Officer, Service Overview, West Command and should follow the 'How to manage Incidents for Internationally Deployed Officers/Staff' guide below.

3.6 Post Deployment

- 3.6.1 On your team member's return you must complete the International Deployment Welfare Debrief Form (140-047) with them and ensure they return any equipment they were provided.

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4 Resources

Forms

- Declaration Checklist Form (140-045)
- International Deployment Risk Assessment Form (140-046)
- International Deployment Welfare Debrief Form (140-047)

How to Guides

- How to Manage Incidents for Internationally Deployed Officers/Staff

Reference Documents

- Hazard Checklist
- IOSH publication: "Safety without borders"
www.iosh.co.uk/withoutborders
- Frequently Asked Questions

Related Procedures

- Allowances and Expenses
- Death in Service
- International Training Deployment

Useful Links

- Code of Conduct (Authority/Police Staff)
- Health, Safety and Wellbeing Intranet Page
- NHS Travel Vaccinations
- Police Service of Scotland (Conduct) Regulations 2014
- Police Service of Scotland (Performance) Regulations 2014
- Risk Assessment Guidance
- Travel Page
- Organisational Learning / Professional Boundaries
- Whistleblowing Guidance



How to Manage Incidents for Internationally Deployed Officers/Staff

1. The Duty Officer Service Overview West Command is the first point of contact 24/7 for all deployed individuals to contact in the event of an incident.
2. Access the Declaration Checklist Form (140-045) on the Welfare: National and International Deployments SharePoint site.
3. Record the incident and inform the Business Area 24/7 SPOC.
4. The Business Area 24/7 SPOC will disclose the appropriate information to the following:
 - The deployed individual's emergency contacts
 - The International Development and Innovation Unit (if outwith the UK)
 - The Police Scotland Executive Duty Officer
 - Relevant Staff Associations/Unions
5. If relevant to the nature of the incident the Business Area SPOC will contact and liaise with Life Support/Repatriation services (if outwith the UK).
6. The Business Area SPOC will maintain responsibility for the on-going management of the incident until resolution is achieved.
7. The Business Area SPOC will keep the incident log updated and close the incident.

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Appendix B

HAZARD CHECKLIST Hazard	Associated problems pertinent to overseas working
Climatic extremes or remote location	Dry/desert, high humidity, hyperthermia, monsoon/storms, oxygen deficiency/rarefied air, sunburn/skin cancer, tidal and other water considerations, extreme cold, hypothermia, rescue
Contact with animals (wild or domestic)	Allergies, asthma, bites and other physical contact, dermatitis, rabies
Contact with insects	Bites/stings, Lyme disease, malaria, yellow fever, Dengue fever, Zika (for women of childbearing age) etc.
Contact with venomous animals	Availability of antidotes/medical back-up
Contaminated land	Exposure to hazardous substances natural or anthropogenic.
Contaminated food	Allergies, food poisoning, Hepatitis A Giardia intestinalis
Contaminated water	Leptospirosis, schistosomiasis (bilharzia), onchocerciasis (river blindness), Weil's Disease, Legionella
Contaminated (drinking) water	Cholera, polio, typhoid, diarrhoea, Giardia intestinalis etc.
Electricity	Compatibility of equipment and supply, safety standards (higher/lower/different)

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Emergencies (including fire)	Arrangements and procedures (first aid provision, "Help" numbers/contacts, response expected)
Endemic diseases	TB, tropical diseases etc.
Environment (local)	Culture (social norms, customs, dress, religion, festivals)
Excavations/confined spaces/tunnelling	Permits to work (risk appreciation, safe place of work/systems of work)
Hazardous substances/chemicals	Containment (e.g. Lab, LEV), emergency treatment availability, safety data, spillage, labelling, transport requirements, waste/disposal
Legal differences	Local codes/guidance/standards, local statutes - staff informed and trained
Natural phenomena	Avalanche, earthquake, volcano, severe winds (e.g. tornado, hurricane), etc.
Contaminated needles/sexual contact	HIV, Hepatitis B and C, other STDs
Stress	Accommodation problems, civil unrest, crime, vandalism and violence, extremes of heat/cold, fatigue, language/communication problems, lack of support (especially family/peers), loads/expectations, excessive, loneliness/remoteness, sickness, unfriendly environment
Transportation	Competent driver(s), hazardous terrain, properly maintained vehicles, suitable transport, travel sickness

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Frequently asked Questions – National and International Deployment

How do I contact the Insurance Officer?

Email: [REDACTED]

What level of Insurance do we provide?

Police Scotland is largely self-insured and liabilities, claims etc. are met directly from the Police Budget - we do have the backing of the Scottish Government who stipulate that we must provide Personal Accident and Travel Insurance.

Who should I contact for a logistical support briefing?

Contact the International Assistance Unit at Gartcosh. Logistical support and briefings are very much dependent on which business area is deploying, where they are deploying to and what the purpose of deployment is.

How do I arrange for vaccines?

There are some travel vaccines that you should be able to get free on the NHS from your local surgery. These include hepatitis A, typhoid and cholera. Other travel vaccines are only available privately and may be available via a local clinic or pharmacy. If you are unable to source a provider you can contact IDIU.

What do security threats amber and red mean?

Amber – Advises against all but essential travel

Red – Advises against all travel

Who do I contact to ask about allowances and expenses?

Contact your Business Area's People and Development Business Partner.

What do I do if I hear about an incident in country but I am not involved?

You must contact your nominated Business Area SPOC to confirm you are safe and not involved at your earliest moment.

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Who can I contact to get advice?

You can contact the International Development and Innovation Unit, based at Tulliallan Castle.

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