



College of
Policing

Working together
to keep people safe

Public and personal safety training

Authorised professional practice – consultation

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Overview

This authorised professional practice (APP) provides information to police forces when delivering public and personal safety training (PPST). It is aimed at:

- senior leaders who have the overall responsibility for the thematic portfolio for PPST – they should be a minimum rank of assistant chief constable (ACC), assistant chief officer (ACO) or equivalent
- trainers and instructors responsible for delivering, developing and designing PPST tactics

It is also relevant to:

- regional and force learning and development leads
- all operational staff, including Special Constabulary officers, who have direct contact with the public and may be required to protect themselves or another – this may be on a regular, day-to-day basis or occasional operational duties
- non-operational staff, regardless of rank, who may occasionally perform operational roles or duties that may require them to protect themselves or another
- non-Home Office police forces and partner organisations who use PPST, such as Border Force, Immigration Enforcement and the National Crime Agency
- partner agencies, such as the Home Office, the Independent Office for Police Conduct, and His Majesty's Inspectorate of Constabulary and Fire & Rescue Services

The [Conflict management guidelines](#) should be read alongside this APP.

When the term 'staff' appears, this refers to all police officers and staff unless a specific role is stated. Where this occurs, the term will only be relevant to the section in which it appears.

Obligations

Senior leaders have duties under the [Health and Safety at Work etc Act 1974](#), the [Management of Health and Safety at Work Regulations 1999](#), [Reporting of](#)

Injuries, Diseases and Dangerous Occurrences Regulations 2013 and associated regulations that have a direct link to PPST.

This APP will assist the organisation, chief officer, commissioner or equivalent to meet their obligations under health and safety legislation. This APP aims to:

- improve standards in relation to PPST
- support the continual development of the PPST programme
- ensure the continued safety and welfare of police staff and members of the public

The national strategic governance for PPST is via the self-defence, arrest and restraint (SDAR) panel, which is a sub-committee chaired by the National Police Chiefs' Council lead of this portfolio.

Senior leaders

PPST policy

Senior leaders should appoint a minimum rank of ACC or ACO, or equivalent, to hold the PPST portfolio in their organisation.

Senior leaders should develop and maintain a PPST policy to ensure that all relevant staff receive appropriate training and that national standards – as referenced in the **PPST guidance** (College Learn, login required) – are adhered to, in accordance with recommendations laid out in the **Officer and staff safety review**.

The policy should include:

- which roles require training
- what arrangements and support mechanisms are in place for staff who are unable to undertake PPST training
- an **equality impact assessment**
- requirements for staff to comply with the **Police (Health and Safety Act) 1997** or equivalent in the respective jurisdiction
- an internal quality assurance process

Quality assurance

Senior leaders should include an internal quality assurance process in their policy to ensure they are delivering PPST in line with national standards and licence requirements, as referred to in the [PPST guidance](#) (College Learn, login required). The policy should include information about who will facilitate internal quality assurance, and when and how they will do so. This process allows managers to:

- maintain an appropriate level of staffing to perform the quality assurance function
- monitor the performance and development needs of staff responsible for delivering PPST
- ensure that training staff are delivering PPST content to national standards and licence requirements

College of Policing moderation

The College of Policing will conduct licence moderation visits on a rolling programme every four years, along with an electronic review each year, as detailed in the [PPST guidance](#) (College Learn, login required).

Senior leaders should ensure that recommendations provided by the College of Policing as a result of licence moderation are implemented.

Training implementation

There is a clear difference between the role profile of instructors and trainers, as set out in the [Instructors and trainers](#) section of this APP. Senior leaders should ensure that the qualification requirements, as defined by the police sector standards, are met.

Senior leaders should maintain auditable records that both instructors and trainers are qualified in line with these standards. Senior leaders must provide an appropriate level of staffing for both instructors and trainers in the delivery of PPST, in line with the [Health and Safety at Work etc Act 1974](#).

Senior leaders should ensure that trainers and instructors have access to relevant continuing professional development to maintain the quality of the PPST programme. This should include welfare considerations for instructors, trainers and those

participating in training, as referred to in the [PPST guidance](#) (College Learn, login required).

Senior leaders should ensure that only techniques contained in the College of Policing [Public and personal safety manual](#) (College Learn, login required) are taught. The manual is available to forces and other organisations that hold the relevant PPST licence.

Appropriate and regular training should incorporate realistic scenario-based delivery that is relevant to the operational environment, the role and force policy, in line with recommendations in the [Officer and staff safety review](#).

Training should also include:

- an identified local training needs analysis
- use of force and other relevant legislation (for example, the [Human Rights Act 1998](#))
- tactical communication skills, including methods of de-escalation and self-regulation techniques
- potential medical implications of using the techniques in practice

Senior leaders should adhere to the College of Policing recommended instructor-to-student ratio of 1:6, which can rise to a maximum of 1:8. Any further increases to this ratio do not fall within College of Policing guidance and will not be supported by the College.

Initial training

Senior leaders must ensure that staff whose role requires them to have direct contact with the public, and who may need to protect themselves or another, receive appropriate PPST as part of their initial training. In line with the [Health and Safety at Work etc Act 1974](#), the chief constable or chief executive is accountable for any police officer or staff member who is deployed without the requisite training.

Staff required to complete initial training include:

- new police officer recruits who are not new transferees and have never completed initial PPST

- police staff in roles requiring direct contact with the public, who have not completed any PPST in the last two years
- new police staff whose role requires them to complete PPST, who have not moved from another force and have never completed PPST

Refresher training

As a minimum, senior leaders should ensure that all staff whose role requires them to complete PPST receive assessed refresher and development training every 365 days, as outlined in the College curriculum and licence schedule, as referred to in the [PPST guidance](#) (College Learn, login required). Training time for refresher PPST should be a minimum of 12 hours and should not include any training from other disciplines.

Senior leaders should ensure that staff receive the appropriate level of training according to the time they last received PPST, as referred to in the [PPST guidance](#) (College Learn, login required).

Monitoring training

Senior leaders should ensure that robust systems are in place to record, monitor and review the scheduling of PPST and should comply with national standards, as set out in the [PPST guidance](#) (College Learn, login required).

Management and analysis of PPST data

Police forces collect data on use of force that is made publicly available, as detailed in the [User guide to police use of force statistics, England and Wales](#). The minimum standard for collection and reporting of PPST data is set out in the Home Office Annual Data Requirement 148: Police use of force (this is circulated to forces annually).

Senior leaders should ensure that PPST data is made available to PPST trainers and instructors, health and safety coordinators, occupational health departments (internal and external), staff associations and the PPST national tactical advisory group.

In addition, the following data – and body-worn video footage where applicable – should also be shared with trainers and instructors:

- incidents in which staff were assaulted in the course of their duty
- the nature of injuries sustained as a result of staff assaults
- complaints and litigation relating to use of force and managing conflict
- sickness absence in relation to both assaults and PPST-related injuries
- training evaluation and feedback

The data should be used to identify the effectiveness of training and equipment, and to inform actions to improve the health and safety of police personnel and members of the public.

The data can also be used by senior leaders to benchmark themselves against a regional or national position, to monitor any use of force trends, to maintain accountability and to ensure compliance with the [Human Rights Act 1998](#) and the [Equality Act 2010](#).

Risk assessment

There are three risk assessments that are relevant to the delivery of PPST training. Senior leaders must ensure the relevant departments complete and maintain these risk assessments under the [Management of Health and Safety at Work Regulations 1999](#).

Training risk assessment

To maintain the effective and safe delivery of PPST, senior leaders must create, maintain and review a training risk assessment. This should include guidance on:

- the training venue
- training equipment
- trainer staffing levels
- instructor-to-student ratios
- injury reporting protocols
- near-miss reporting protocols
- accessing welfare facilities

The risk assessment applies to all training events and venues where physical PPST is being delivered by instructors and trainers.

Venue-specific risk assessments

Where forces have one or more training venues, a separate risk assessment is needed for each venue. Senior leaders should also ensure that the manager responsible for learning and development in their force adheres to requirements, as set out in the [PPST guidance](#) (College Learn, login required), which details the minimum standards required to deliver the PPST programme.

Role-specific risk assessments

Senior leaders must ensure that the relevant health and safety representatives create and maintain risk assessments for specific roles in relation to their operational duty.

Venue and equipment

The equipment used in the training environment should correspond with the equipment available in the operational environment. This should include appropriate training props to replicate items that staff may encounter as part of their regular duties, as set out in the [PPST guidance](#) (College Learn, login required).

Instructors and trainers

Instructor qualifications and national learning programme

Instructors must be trained to the standards of the national learning programme for public and personal safety instructors. Competence should be maintained and measured against the PPST instructor role profile. The national learning programme and PPST instructor role profile are both available in the [PPST guidance](#) (College Learn, login required).

Instructors delivering PPST should possess or attain:

- [police sector standard for training of instructors](#)

- occupational competence in the delivery of training against the PPST assessment criteria, as referred to in the [PPST guidance](#) (College Learn, login required)
- occupational competence in the subject(s) they are teaching

Existing instructors who have not completed the national learning programme may be able to use their accredited prior learning to meet the instructor standard, as detailed in the [PPST guidance](#) (College Learn, login required).

Trainer qualifications and national learning programme

The public and personal safety instructor training programme must only be delivered by qualified trainers who have obtained:

- [police sector standard for training of trainers](#)
- a certificate in assessing vocational achievement (CAVA) or the College of Policing assessing award
- occupational competence in the delivery of training against the PPST assessment criteria

Instructor and trainer delivery guidance

Instructors and trainers should ensure that:

- only techniques contained in the College of Policing public and personal safety manual are taught – see the [Training implementation](#) section for further details
- they have access to appropriate support to put training into an operational context, as outlined in the instructor and trainer standards, as referred to in the [PPST guidance](#) (College Learn, login required)
- they receive data in relation to PPST, so that they can identify the effectiveness of training and equipment – see the [Management and analysis of PPST data](#) section for further details

About the College

We're the professional body for the police service in England and Wales.

Working together with everyone in policing, we share the skills and knowledge officers and staff need to prevent crime and keep people safe.

We set the standards in policing to build and preserve public trust and we help those in policing develop the expertise needed to meet the demands of today and prepare for the challenges of the future.

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