



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

## FREEDOM OF INFORMATION REQUEST



**Request Number:** F-2010-02376

**Keyword:** Human Resources

**Subject:** Carpal Tunnel Syndrome

### Request and Answer:

This is to inform you that the Police Service of Northern Ireland has now completed its search for the information you requested and the answers to your questions are as follows.

#### Question

Please confirm the number of staff and officers who have had sickness absence for Carpal Tunnel Syndrome, both in the organisation in general and specifically in D District since 2006 to date.

#### Question

Since 2006 if there were any staff or officers in D District (or then DCU's) with Carpal Tunnel Syndrome, was there a risk assessment carried out both for the individual and/or generically for all staff and officers within D District to devise a work routine to reduce the risk to the lowest possible level for staff.

#### Answer

Section 17(5) of the Freedom of Information Act 2000 requires the Police Service of Northern Ireland, when refusing to provide such information (because the cost of compliance exceeds the appropriate limit) to provide you the applicant with a notice which states that fact.

It is estimated that the cost of complying with your request for information in relation to question 1 and question 3 would exceed the "appropriate costs limit" under Section 12(1) of the Freedom of Information Act 2000, which is currently set by the Secretary of State at £450 (18 hours)

In relation to question 1, there is no specific code for Carpal Tunnel Syndrome and as such data cannot be extracted from the Absence Screen by Establishment and Structure. I further contacted OHW and on the assumption that 600 officers and staff have worked in D district since 2006 and allowing 10 minutes to manually retrieve and check each file or computer record, it would take approximately 100 hours to provide this information in respect of D District alone.

In relation to question 3, Human Resources has advised that there is no specific code for Carpal Tunnel Syndrome to extract this information from the personnel recording system. Therefore a manual trawl of approximately 650 files, taking 5-10 minutes per file, would be required to determine if any Risk Assessments were carried out from 2006. This process would take approximately 81

hours, greatly exceeding the 18 hour limit.

In accordance with the Freedom of Information Act 2000, this letter should be considered as a Refusal Notice, in relation to question 1 and question 3 and has therefore been closed.

The Police Service of Northern Ireland has also considered whether we can be of any assistance in terms of helping you refine this part of your request to bring it under the cost limit, however the nature and structure of the information unfortunately makes this impossible.

Although excess cost removes the PSNI's obligations under the Freedom of Information Act, I have provided the information which was retrieved before it was realised that the fees limit would be exceeded. I trust this is helpful but it does not affect our legal right to rely on the fees regulations for the remainder of the request.

### **Question**

Has there been a Risk Assessment carried out for anyone in the organisation regarding Carpal Tunnel Syndrome.

### **Answer**

Searches were conducted by Health & Safety and Occupational Health. Based on the information you provided these searches failed to locate any records relevant to Risk Assessments.

However, Health and Safety Branch advised that they have not carried out a specific risk assessment for this condition. Generally, a risk assessment would not be carried out specifically for carpal tunnel syndrome, instead a risk assessment would be carried out on the computer workstation which would incorporate issues contributing to conditions such as carpal tunnel syndrome. Normally these risk assessments would be carried out at local level.

Occupational Health has advised that they carry out workplace assessments which look at the ergonomics of an individual work station and is usually (but not always) done in response to and as part of the management of a known condition. Therefore, OHW do not carry out Risk Assessments and do not hold any information relevant to this part of your request.

Accordingly, I have determined that the PSNI does not hold the information to which you seek access.

### **Question**

Please confirm the number of HR Managers in the organisation in District HR Manager Roles from 1 April 2007 to date.

### **Answer**

The number of permanent staff who have been in Personnel Manager/HR Manager roles in a District during the period 01/04/07 to date is 21.

### **Question**

The HR Department has three primary roles, they are to:

Optimally manage the allocation of officer and staff resources for the benefit of the organisation and the community;

Develop, support and protect the rights of all police and police staff;

Promote the health and welfare of all staff.

Taking the above three primary roles into consideration, please confirm the breakdown of each District HR Managers role - for example the three categories above could be labelled Resourcing; Performance and; Sickness (or A, B, and C). Please provide the Number of District HR Managers who on the whole/generally performed the following;

1. Managing Resourcing Only (A)
2. Managing Performance Only (B)
3. Managing Sickness Only (C)
4. Managing Resourcing and Performance (A+B)
5. Managing Resourcing and Sickness (A+C)
6. Managing Performance and Sickness (B+C)
7. Managed in another way (please specify)

Clarification: I should have been more specific, and stated that the query is with regard to the years 2007/08, 2008/09 and 2009/10.

**Answer**

Please see the table at the end of this correspondence, detailing the Human Resource Manager roles for 2007/2008, 2008/2009 and 2009/2010.

**Question**

Please confirm the number of officers (including Police Officer Part Time) and staff in each District.

**Answer**

The current number of Police, Support Staff and Agency Staff by District is detailed below.

A District	752
B District	730
C District	729
D District	845
E District	969
F District	713
G District	780
H District	661
<b>Grand Total</b>	<b>6179</b>

If you have any queries regarding your request or this decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing [foi@psni.pnn.police.uk](mailto:foi@psni.pnn.police.uk).

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ [www.psnipolice.uk](http://www.psnipolice.uk)

Personal details in respect of your request have, where applicable, been removed to protect

confidentiality.

DISTRICT	YEAR	HRM ROLES
A	2007/2008	Managed in another way - Performance, Selection, Sickness, Training, Probationers - 1 x HRM Managed in another way - Resourcing & Reward - 1 x HRM
	2008/2009	Resourcing & Performance, Training, Probationers - 1 x HRM Managed in another way - Sickness & Reward - 1 x HRM
	2009/2010	Resourcing & Performance & Training - 1 x HRM Managed in another way - Sickness & Reward - 1 x HRM
B	2007/2008	Resourcing - 1 x HRM Sickness - 1 x HRM
	2008/2009	Resourcing - 1 x HRM Sickness - 1 x HRM
	2009/2010	Managed in another way - Each HRM takes on full HRM duties across respective geographic areas as designated
C	2007/2008	Resourcing - 1 HRM Performance & Sickness - 1 HRM
	2008/2009	Resourcing - 1 HRM Performance & Sickness - 1 HRM
	2009/2010	Managed in another way - Each HRM takes on full HRM duties across respective geographic areas as designated
D	2007/2008	Sickness & Resourcing - 1 x HRM Performance, Reward, Probationers, Employee Relations (to include B&H cases & grievances) - 1 x HRM
	2008/2009	Sickness & Resourcing - 1 x HRM Performance, Reward, Probationers, Employee Relations (to include B&H cases & grievances) - 1 x HRM
	2009/2010	Sickness & Resourcing - 1 x HRM Performance, Reward, Probationers, Employee Relations (to include B&H cases & grievances) - 1 x HRM
E	2007/2008	Sickness & Performance with additional geographic responsibility - 1 x HRM Resourcing with additional geographic responsibility - 1 x HRM
	2008/2009	Sickness & Performance with additional geographic responsibility - 1 x HRM Resourcing with additional geographic responsibility - 1 x HRM
	2009/2010	Sickness & Performance with additional geographic responsibility - 1 x HRM Resourcing with additional geographic responsibility - 1 x HRM
F	2007/2008	Resourcing - 1 x HRM Sickness - 1 x HRM
	2008/2009	Resourcing - 1 x HRM Sickness - 1 x HRM
	2009/2010	Resourcing - 1 x HRM Sickness - 1 x HRM
G	2007/2008	Managed in another way - Each HRM takes on full HRM duties across respective geographic areas as designated
	2008/2009	Managed in another way - Performance, Sickness & Reward x 1 HRM Managed in another way - Resourcing & Probationers x 1 HRM
	2009/2010	Managed in another way - Performance, Sickness & Reward x 1 HRM Managed in another way - Resourcing & Probationers x 1 HRM
H	2007/2008	Resourcing, Employee Relations - 1 x HRM Sickness, Employee Relations- 1 x HRM
	2008/2009	Managed in another way - Each HRM takes on full HRM duties across respective geographic areas as designated
	2009/2010	Managed in another way - Each HRM takes on full HRM duties across respective geographic areas as designated

\* It should be noted that throughout the periods designated across all districts, roles may have changed temporarily to accommodate absence, maternity leave, vacancies etc.

HRM - Human Resources Manager  
B&H - Bullying & Harassment