

Committee: Police	Date: 14 th September 2012
Subject: Health and Safety Management Performance 2011/12	Public
Report of: Commissioner of Police POL 67/12	For Information
<p><u>Summary</u></p> <p>This report advises Members of progress made in developing and applying health and safety policy throughout the Force during the period 2011/12.</p> <p>Progress is considered under the headings of: -</p> <ul style="list-style-type: none"> • Policy and organisation • The three-year strategic plan • Risk management • Training • Managing performance and audit. <p>The City Of London Police has a health and safety management system in place, with all the necessary components for Directorate Heads to manage their areas effectively. Previously emphasis has been on implementing the necessary processes and procedures of the management system. During the past year and for the future, emphasis will move onto the monitoring and review of that management system.</p> <p><u>Recommendation</u></p> <p>It is recommended that Members note the contents of this report.</p>	

Main Report

Background

1. The City of London Police (CoLP) submits a report annually to your Committee on the progress made in applying health and safety policy and practice, and advises Members of any developments during the year. This report covers the period 2011/12

REPORTING PERIOD 2011/12

Health and Safety Policy and Organisation

2. The CoLP Health and Safety Policy and associated Standard Operating Procedures provide a framework for promoting continuous improvement in the management of health and safety.
3. The Commissioner is ultimately responsible for the Force's health and safety performance. During the reporting year his appointed ACPO lead officer for H&S and chair of the Force Health & Safety Committee transferred from Commander (Ops) to Eric Nisbett, Director of Corporate Services. The Heads of the Directorates remained responsible for the effective management of health and safety within their areas, and are assisted in this key role by Safety Coordinators.
4. During the reporting period Mr Don Randall, continued to represent the Police Committee's Specialist Interest Area Member for H&S.
5. During the year most Directorates have integrated H&S as part of their management systems and developed dedicated intranet sites for H&S information on their own pages to improve communication of H&S matters to staff.
6. Due to recent organisational changes arising from City First the new Uniformed Policing and Intelligence & Information Directorate websites are under development and completion of this work will be ongoing during the period 12/13. As part of this organisational change the Head of Occupational Health, Safety and Welfare is proposing that all Directorate H&S websites are designed in a consistent and streamlined fashion.
7. During the year, again as part of the City First Programme, the opportunity to review the Occupational Health contract with Health Management Ltd was undertaken which has resulted in this contract not being renewed. Instead as part of its efficiency and savings plans the Force has developed its own Occupational Health Service, appointing a Dr, Occupational Health Advisor (OHA), Physiotherapist and Cognitive Behavioural Therapist (CBT), as well as TUPE'ing two existing members of staff to the CoLP.
8. For 2012/13 in continuation of the above, work is ongoing to achieve further savings around sharing services with the CoL. There is a planned merger for Occupational Health services between the CoLP and CoL which is hoped will be effective from the autumn of this year. Following the resignation of the Force Occupational Health, Safety and Welfare Advisor in advance of the new Unit becoming operational an interim Head has been appointed.

Three Year Strategic Health & Safety Plan 2011-14

9. The CoLP has a three-year rolling Strategic H&S plan which concentrates on monitoring and reviews for continuous improvement. The Plan is monitored by the Force Health & Safety Committee and Directorate Health & Safety Committees.
10. There are currently 16 actions in the rolling plan to be reviewed on an annual basis in order to achieve improvement and these were monitored via the Force H&S Committee.
11. There are currently 6 actions in the rolling plan which are reviewed on a quarterly basis in order to achieve improvement and these have been monitored by the Directorate H&S Committees.

Risk Management

12. All Directorates complete a 'Top Risks' review every October and a Force report is compiled for the Town Clerk. It is the responsibility of each Directorate to ensure that these are reviewed and updated as required.
13. A recent review of the CoLP Top Risks document identified for 2011/12 found that all identified risks continue to be actively managed on an ongoing basis. For the information of Members an identified ongoing key risk is the use of Airwaves radios within Liverpool Street Station. Risk in this area has and continues to be jointly managed through the Senior Management Board (SMB) for operational activity and the Force H&S Committee for health and safety implications and will continue to be so until a long term solution is effected.
14. The current Annual Certificate of Safety Assurance was issued in February 2012 and comments noted are being addressed (via Force and Directorate Health & Safety meetings) to support the Force's next annual submission.

Health and Safety Training

15. All Directorates undertake an annual review their H&S training requirements for their activities based on their needs analysis.
16. An overview of training completed in the last three years is shown below.

Type	Title	Numbers	09-10	10-11	11-12
E-learning	Chief officer H&S	2	0	0	2
E-learning	CLDP – H&S	4	2	1	1
E-learning	DSE	75	0	8	67
E-learning	Fire Safety	79	0	29	50
E-learning	H&S for Managers	0	0	0	0
E-learning	Induction Safety	1	0	0	1
E-learning	Lone Working	0	0	0	0
E-learning	Manual Handling	16	0	0	16
E-learning	Office Safety	0	0	0	0
E-learning	Risk Assessment	1	0	0	1
E-learning	Stress Management	0	0	0	0
E-learning	Workplace Safety	0	0	0	0
Training Video	DSE	2	0	0	2
Training Video	Fire Safety	2	0	0	2
Training Video	Induction Safety	1	0	0	1
Training Video	Manual Handling	3	0	0	3
Training Video	Risk Assessment	1	0	1	0
Totals		187	2	39	146

17. The table shows a significant increase in the number of staff trained year on year, particularly during 2011/12.
18. First aid training for officers is ongoing in partnership with the Metropolitan Police and includes defibrillator training.
19. Training statistics are reviewed at the Directorate meetings and mandatory courses are identified within an individual's annual performance appraisal.

Managing Performance and Audit

20. Previous reports have identified that communication with staff could be improved. During 2011/12 Occupational, Health, Safety and Welfare department continued to provide staff and managers with up to date and relevant information in support health and safety matters. Ongoing improvements and actions are identified in the rolling Strategic H&S Plan including producing articles for the InForce magazine and holding meetings with key groups.
21. There are opportunities to further enhance H&S performance through the active consultation and participation of H&S Co-ordinators and representatives. CoLP is committed and moving forward in this partnership approach.

22. The 2011 breakdown of accident/incident statistics are detailed below.

Jan to Dec 2011	CSD	TP	ECD	CT&SCO	SSD	Total
Police Officer Accidents	1	30	3	6	25	65
Support Staff Accidents	6	4	0	1	0	11
Accident totals	7	34	3	7	25	76
Detainee (Custody)	1	14	0	0	1	16
Assault Physical	0	30	0	0	8	38
Assault Emotional	0	0	0	0	0	0
Near Miss	3	32	0	2	6	43
Total Incidents	11	110	3	9	40	173
RIDDOR Reportable	0	1	0	0	0	1
Dangerous Occurrence	0	0	0	0	0	0
Reportable Disease	0	0	0	0	0	0

23. A three year comparison of accident/incident figures are shown below.

Totals	2009	2010	2011
Police Officer	50	65	65
Support Staff	11	11	11
Accident totals	61	76	76
Detainee (Custody)	1	34	16
Assault Physical	17	13	38
Assault Emotional	0	0	0
Near Miss	18	26	43
RIDDOR	2	5	1
Reportable Disease	0	0	0
Dangerous Occurrence	0	3	0

24. The accidents / incidents which have increased since last year are:

- Near Misses
- Assault Physical

25. The interim Head of Occupational Health, Safety and Welfare is currently reviewing incident reports to determine common causes. A report will be reviewed at the next meeting of the Force H&S committee and any resulting recommendations will be incorporated into the rolling H&S plan.

26. A three year comparison of near miss figures including those reported as due to Airwave issues are shown below.

Totals	2009	2010	2011
Near Miss	18	26	43
Airwave Issues	2	2	3

27. As reported above Airwave issues have been identified as one of the Force's top risks and mitigation and long term solutions are being actively managed.

CONCLUSION

28. The City of London Police continues to demonstrate active commitment to and management of Health and Safety matters. During 2011/12 The Force continued the development and monitoring of its rolling strategic Health & Safety Plan. The issuing of the Annual Certificate of Assurance Report in February 2012 evidenced ongoing success of the implementation processes and procedures.
29. For the future changes arising from the implementation of the City First model will necessitate a review and update of health and safety matters. These changes will afford the Force the opportunity to further streamline and standardise health and safety activity and processes across Directorates, such as standardisation of Directorate H&S agendas for consistency of reporting into the Force H & Safety Committee, standardisation of Directorate H&S web pages, standardised risk assessments for activities which cross cut Directorates.

Background Papers for Reference:

CoLP Top Risks 2011
CoLP Annual Certificate of Assurance Feb 2012
CoLP Strategic H&S Plan 2011-14 (Version 5)

Contact:

Grace Davey
Head of Occupational Health, Safety and Welfare
Tel: 020 7601 2288
E-mail: grace.davey@city-of-london.pnn.police.uk