

**Police Committee**  
**Health Safety Performance Report 2013**  
**Pol 44/13 Appendix 1**

City of London Police Health & Safety Action Plan Nov 2011- Oct 2014

Organisation Structures & Policies	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
A.1. The CoLP shall maintain an OH&S Management system that confirms to statutory requirements and continually seeks to improve OH&S performance (Objective 1)						
A.1.1. THE CoLP shall maintain its established OH&S Management system through review of Force OH&S Policy and Arrangements, and performance.	Lead Officer	Force H & S Committee	Annually	Review due Oct 2012	Review planned as part of the arrangements for the introduction of assurance programme	part implemented. It should be noted that as part of a successful health and safety management programme there will always be on-going monitoring of health and safety policy and arrangements
A.1.2 The Directorate Heads shall review their Policy Statements and Arrangements on a regular basis.	Directorate Head	Force H & S Committee	Annually	To be reviewed	Not all Directorates have their own Policy Statements. Plans to ensure all Directorates have these in place	part implemented - plans in place to ensure that all Directorates have their own Policy Statements. This will be addressed at Directorate meetings in September with an anticipated implementation date for no later than end October 2013
A.1.3 The Force and Directorates to monitor that the existing programme of OH&S and operating procedures and arrangements is implemented, and that said documents are amended, deleted or created new as required and in line with current Equality legislation.	ACPO DoCS	Force H & S Committee	Annually - completion by 31/12/2012	Complete by Dec 2012	updated - ongoing process	Implemented
<b>Organisation OH&amp;S Planning (Hazard identification, risk assessment and control)</b>	<b>Responsibility</b>	<b>Action by</b>	<b>Planned Review Date</b>	<b>Status as of August 2012</b>	<b>Status as of August 2013</b>	<b>Further information</b>
A.2. To maintain a procedure to ensure that any third parties using or working on our premises, or providing a service or facility to us, are observing and operating to standards that we specify or approve (Objective 2)						
A.2.1 Department Policies and risk assessments on visitors, contractors, volunteers and work experience as part of the Policy template	Departmental Heads	Departmental Heads	Ongoing based upon need, process to be auditable	To be reviewed	Arrangements in place by FM	Implemented
A.2.2 All third parties using or working on our premises, or providing a service or facility to us, are observing and operating to standards that we specify or approve.	Departmental Heads	Departmental Heads	Ongoing based upon need, process to be auditable	To be reviewed	Monitored by FM and Corporation	Implemented
A.2.3. An information card to be produced for visitors etc at each of CoLP buildings to inform on H&S (Fire, alarms, first aid, security, equality access)	ACPO DoCS	General Services Director	1st November 2013	To be reviewed	In progress	Revised completion date of 1/11/13

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Organisation OH&S Planning (Hazard identification, risk assessment and control)	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
B.1. The CoLP shall maintain documented procedures for the ongoing identification of hazards, the assessment of risks and the implementation of necessary control measures (Objective 3)						
B.1.1. Procedures shall be in place for routine and non routine activities	Departmental Heads	Departmental Heads	Quarterly	Generic risk assessments to be developed	Forms part of the annual RA review	Implemented - this should be reviewed on a regular basis by Department Heads
B.1.2. Procedures to be in place for assessing the risks from activities of all those having access to the workplace including subcontractors and visitors	Departmental Heads	Departmental Heads	Quarterly	To be reviewed	Undertaken by FM and Corporation	Implemented - ongoing monitoring and review
B.1.3. The CoLP will determine that the processes in place for hazard identification, risk assessment and control measures are suitable and sufficient	ACPO DoCS	Force Health & Safety Committee	Annually	See B.1.4 below	Confirmed by annual review and training available	Implemented
B1.4. Review required of risk assessment forms and training. Guidance document required and development of generic risk assessments.	ACPO DoCS	HoHSW	Annually - completion by 31/12/2012	See additional action plan	RA form amended and training confirmed as adequate	Implemented
B.2. The CoLP shall establish and maintain a documented procedure to ensure that the results of the these assessments and the controls in place shall inform routine and operational procedures (Objective 4)						
B.2.1 To ensure that hazard identification, risk assessment and risk controls form part of regular operational and general performance (taking into account the needs of operational policing and the requirements of "Striking the Balance"	Departmental Heads	Departmental Heads	Quarterly	To be reviewed	Confirmed. Dynamic risk assessment is common practice and training available	Implemented
B.3. The CoLP to ensure that those undertaking the roles and responsibilities for organisational OH&S planning are competent to do so						
B.3.1. DH's to identify managers with responsibility for H&S at all levels to ensure that they are aware of and understand the principles of risk assessment and that every Police Officer has attended a dynamic risk assessment training session.	ACPO DoCS	Departmental Heads	Annually	To be reviewed	Risk assessment and Dynamic risk assessment training available	The Corporation are looking to introduce mandatory H&S training for all managers and CoLP managers may be included in this. If not, mandatory training for all managers in CoLP should be investigated

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Organisation OH&S Planning (Hazard identification, risk assessment and control)	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
B.3.2 Department Heads to identify those who undertake risk assessments and ensure they have had appropriate training and competency for the task	Departmental Heads	Departmental Heads / Learning & Development	Annually	To be reviewed	Ongoing and improving. Training available and is a standing agenda item at committee meetings	Implemented. Some dip sampling to be carried out to provide assurance that the correct people are undertaking this training
B.4 All Managers and supervisors to ensure that the risk assessments for activities under their responsibility are fit for purpose, reviewed regularly and amended if required						
B.4.1 Managers to check for: Relevance, Being up to date, legislative compliance, Practicality, Communication to those that need to know, Ownership and Date for Management to review.	Departmental heads	Supervisors	Not time specific - this is a process	To be reviewed	Completed with support from Head of OHSW	Implemented. Monitoring of this will be covered by the assurance programme that is to be introduced in 2014
B.5. All Directorates to undertake an annual systematic review of risk assessments within their area of activity through the Top X Risks Programme.						
B.5.1 All Directorates/ Departments to report annually on the top risks for their areas to inform the Top X Risk Report for the CoLP	ACPO DoCS & HoOHSW	Force Health & Safety Committee	Annually	Annually	In process due by November 2013	In process - implementation for 2013 will be achieved by November
B.6 The CoLP shall establish and maintain H&S Objectives at Force level consistent with OH&S Policy and the commitment to continual improvement						
B.6.1. The CoLP shall ensure that the Health & Safety Risk Register identifies current risks and the appropriateness of controls are reviewed at the H&S Committees	ACPO DoCS	Department Health & Safety Committee	Quarterly	To be reviewed	In process due by November 2013	part implemented - implementation for 2013 will be achieved by November with ongoing review from there onwards
B.7. To maintain a procedure for identifying and accessing the legal and other OH&S requirements that are applicable to the CoLP.						
B.7.1 Relevant legislation and other requirements to be identified, made accessible and evaluated	HoOHSW	Strat. Planning/ Policy / Information and advise	Annual process	None applicable 17/08/12	Reviewed and informed at quarterly meetings	Implemented

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B.7.2. Information to be disseminated to CoLP staff and officers through appropriate platforms – e.g. Broadcast, intranet. Sharepoint, City i Process to be reviewed six monthly. (Site available on internet for Legislation)	HoOHSW	Corporate Communications & Information manager	Annual process	Broadcast to confirm RIDDOR changes by 17/08/12	Actioned as applicable	Implemented as and when necessary
<b>Implementation &amp; Operation</b>	<b>Implementation &amp; Operation</b>	<b>Implementation &amp; Operation</b>	<b>Implementation &amp; Operation</b>	<b>Implementation &amp; Operation</b>	<b>Implementation &amp; Operation</b>	<b>Implementation &amp; Operation</b>
C.1. To monitor and review that the organisational structure confirms the roles and responsibilities for OH & Safety management, enabling all officers and staff to identify their respective accountabilities and responsibilities with regard to OH & Safety Management Systems. (HSG 65/ ISO 18001)						
C.1.1. Review CoLP H&S Policy and Arrangements where responsibilities are outlined on an annual basis. Ensure consultation with representative bodies.	ACPO DoCS & HoOHSW	Force Health & Safety Committee	Annually	To be confirmed	updated continuous process - annual review	Implemented
C.2. To establish CoLP procedures to ensure the competence of officers and staff to carry out their designated functions through information, instruction, training and guidance (Objective 5)						
C.2.1. To use the information from job profiles, role responsibilities, hazard identification, procedures and operating instruction and policies to determine training needs and review at regular intervals	ACPO Support & Directorate Heads	HR + L&D	31st March 2012	To be confirmed	In process in line with new organisational structure - new system to be introduced that is more specifically related to individuals and the roles/jobs they undertake	Part implemented - further work needed to look at specific role risks to make sure that individuals receive appropriate training
C.2.2. To identify systematically the required OH&S competencies for CoLP tasks and add to role profiles	ACPO DoCS	HR + L&D	31st March 2012	To be confirmed	To be confirmed	Further work needed to provide assurance this is happening. If not happening, plans of how this can be incorporated into new and existing role profiles will need developed in conjunction with HR and L&D. An update will be provided to the Force H&S Committee in October 2013

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C.2.3. To provide any OH&S training (internally or externally) identified as being necessary and keep records.	ACPO DoCS & Directorate Heads	Learning & Development Manager	As & when Required	To be confirmed	Improvements in record keeping ongoing	There are several sources from which CoLP employees may receive H&S training (NCALT, CoLP trainer led courses and Corporation courses). All have different recording systems and this makes it difficult, although not impossible, to confirm training individuals have received. Checks to provide assurance will be incorporated into the assurance programme that is being introduced to CoLP in 2014
C.2.4 To have a system in place to assess the required OH&S knowledge is acquired and maintained to ensure competency and review as part of pdr process	ACPO DoCS & Directorate Heads	Learning & Development Manager & Departmental Managers	Annually	To be reviewed	Confirmed	Implemented
C.2.5 To ensure that the scope and provision of H&S training meets our statutory duties, is provided in a timely manner, appropriate to CoLP, reviewed and updated on an annual basis.	ACPO DoCS	Learning & Development Manager	Annually - completion by 31/12/2012	Completion Sep 2012	Confirmed	Implemented - should be reviewed periodically
C.3. To ensure that relevant OH&S information is communicated to and from officers and staff						
C.3.1. To ensure processes are in place to allow officers and staff to be consulted where there are any changes that affect workplace OH&S	ACPO Support	Departmental Heads	Ongoing	To be reviewed	Systems available through team and committee meetings	Implemented
C.3.2. To ensure that officers and staff are encouraged in good OH&S Practice and support of the Force OH&S Policies and Procedures. That pdr's are completed in a timely fashion and that mandatory OH&S training is completed	ACPO DoCS	Departmental Heads	Ongoing	To be reviewed	Confirmed through PDRs	Implemented
C.3.3. To ensure that the CoLP has suitable arrangements in place for the consultation on OH&S matters with staff representatives	ACPO DoCS	Force Health & Safety Committee	Quarterly Meetings which staff reps are invited	To be reviewed	Confirmed	Implemented
C.4. To Continue to provide competent OH&S advice and guidance						
C.4.1 HoOHSW to continue to develop the OH and safety sites as a repository for H&S guidance and information.	Head of HR	HoOHSW	Ongoing	Completion Dec 2012	Ongoing	Implemented - ongoing process

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C.4.2. All Directorates to maintain and update their OH&S information on their dedicated websites	Directorate Heads Heads	Departmental Heads	Ongoing	To be reviewed	The majority of Directorates have a dedicated H&S page on their intranet sites. Work ongoing with the remaining Directorates to establish their own H&S pages	Part implemented - plans in place to ensure that all Directorates have their own Directorate H&S page on their intranet site. This will be addressed at Directorate meetings in September with an anticipated implementation date of no later than end October 2013. Progress on implementation of the intranet pages will be followed up at the Force H&S committee meeting in October 2013
C.5. The CoLP will establish and maintain procedures for controlling all OH&S documents to enable sharing, reviewing, revision and archiving						
C.5.1. To identify and set up a common location for the collation of corporate accident reports and risk assessments and other OH&S results in an online site. (OH&S module in HR Self Service)	ACPO DoCS	Head of HR	31st March 2014	To be reviewed	Ongoing - the need for an electronic reporting system has been identified. More work is needed to make this happen	Part implemented. Paper records are held by the OHSW Team. There are DPA requirements which need to be observed and only anonymous, statistical information can be shared. Work needed to investigate the introduction of an electronic reporting system. If approved it is hoped that this could be introduced in 2014. The review date for this action has been amended to allow time for this work to be undertaken
C.5.2. To set up folders on S/G drive until Sharepoint fully available. To migrate available data to SharePoint when all have access.	Directorate Heads	Departmental heads	31st March 2012	To be reviewed	In progress.	Part implemented. Updates needed. This can be explored at the next round of Directorate health and safety committee meetings/Force meeting which are scheduled to take place by the end of October 2013. At present some Directorate specific documents are available on the public S drive. There is a recruitment campaign for a Sharepoint Administrator which is currently underway. This will remain an on-going action

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C.6 As part of OH&S management, CoLP to publish and maintain written plans and procedures to identify the potential for, and response to incidents and emergency situations affecting business continuity and emergency planning.						
C.6.1 All Departments to have produced business continuity plans for their areas and to have tested their effectiveness. Details of plans to be monitored through CoLP Business Continuity Forum.	Peter Clarke	Business Continuity	Annually	To be reviewed	Confirmed for 2013	Following City First implementation all Force business plans were reviewed and updated as necessary by June 2013. All plans will be reviewed on a six monthly basis monitored by the Business Continuity Forum.
C.6.2 All First Aid contents to be selected as appropriate for the response required. To be in line with MPS training specifications	ACPO DoCS	L & D / FM / HoOHSW	31st March 2012	To be confirmed	Confirmed	Implemented
C.6.3 All Facilities Managers to complete annual assessments of Fire Risks of CoLP buildings and ensure appropriate levels of Fire Marshals and emergency equipment are available.	ACPO DoCS	General Services Director	Annually	To be confirmed	Confirmed and monitored	Implemented
Performance Measurement & Monitoring	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
D.1. To monitor and measure OH&S performance in all activities, in particular conforming to the requirements of the Force priorities and the Force Risk Register ( <b>Objective 6</b> )						
D.1.1 All Departments to complete a formal inspection of their areas at least once a year (more frequently if hazards are greater or legislation requires), results to be posted on central CoLP database <i>KPI: All to be completed by June each year</i>	ACPO DoCS	Directorate / Departmental Heads	Annually	To be confirmed	Ongoing - confirmation required	Part implemented - work needed to confirm this practice is on-going. Confirmation of completion by end of September 2013.
D.1.2 All Managers and Supervisors to ensure that Form 50's are completed accurately, in good time and investigated properly <i>KPI: 90% of forms submitted to be accurately completed and investigated</i>	ACPO DoCS	Directorate / Departmental Heads	As and when required	SOP to be updated	New process in place for 2013 - further work needed. A paper based system is currently in use to report accidents and incidents. Work required to introduce an electronic accident/incident and near miss reporting system	Implemented and KPI met - some weaknesses exist around managers investigations and further measurements around this have been introduced - to help managers understand their responsibilities the SOP for Accident and Incidents will be revised.
D.1.3 To collate all accidents, injury and near miss reports for reporting back to CoLP and Directorate H&S committees. To enable specific analysis, corrective and preventative actions to be complete review formally at Force H&S committee	ACPO DoCS	Departmental Heads	As and when required but for presentation to Force and Departmental H & S Committees	To be reviewed	In place - work needed to introduce an electronic reporting system. This will quicker access to data and provide efficient analytical systems	Implemented - see adjacent notes on electronic system

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Performance Measurement & Monitoring	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
D.1.4 To maintain and keep up to date the information on the Directorate H&S intranet sites:- Directorate specific OH&S information, Policy and Statement of Arrangements, Action Plans, training matrices, risk assessments, inspection dates and meeting minutes etc <i>KPI: All Directorates to have a web author assigned to this activity by April 2012</i>	Directorate Heads	Safety Co- Coordinators and FM	Quarterly	To be reviewed	The majority of Directorates have their own H&S intranet pages. Work has begun to ensure the remaining Directorates have a dedicated H&S intranet page	Part implemented - the remaining Directorates can be picked up at the next round of H&S committee meetings. It is anticipated that implementation should be achievable during Autumn 2013.
D.1.5 To establish, maintain and record processes for the testing and calibration of equipment (inventory of equipment, spreadsheet of testing/calibration etc) <i>KPI: 75% completed in year 1 and 100% by close of year 2.</i>	ACPO DoCS	Departmental Heads	Quarterly		No longer applicable - equipment held by Corporation H&S	
Performance Measurement & Monitoring	Responsibility	Action by	Planned Review Date	Status as of August 2012	Status as of August 2013	Further information
D.2 The CoLP to identify key performance indicators for its OH&S Performance						
D.2.1 OH&S policy and objectives are being achieved, <i>KPI: All directorates report 100% returns for inspections, RAs, Forms 50s, Risk controls are implemented and effective, KPI: Numbers of hazards identified and RAs completed, Lessons are learnt from OHS management systems failures, KPI: Accident and injury rates compared by half year, Employee involvement is effective, KPI: Reduction in workplace accidents, injury and ill health year on year, Information for continual improvement of OH&amp; S function is being produced and used, KPI: indication of improvement year on year through annual Assurance and Top X Risk.</i>	ACPO DoCS	Force Health & Safety Committee	Quarterly	To be reviewed	Forms part of the Directorate action plans - key elements (Annual Certificate of Assurance and Top X) not completed in 2012 - work has begun on the 2013 submissions	Part implemented - KPI follow up has not been undertaken and/or recorded centrally. Further work needed to address this before the next Force Health and Safety Committee meeting in October 2013.
D.3 To review annually the CoLP's H&S management system in conjunction with the Directorate and Department through an annual Assurance audit.						
D.3.1 All Directorates to submit a review of their OH&S management through the annual Assurance Programme	ACPO DoCS	Directorate Heads	Annually	Outstanding actions to be reviewed	Directorate reviews undertaken in 2012, central submission for CoLP wasn't completed. 2013 submission due in January 2014 - preparation underway	Preparation underway for 2013 performance review submission
D.3.2 A report for the Corporation of London's Town Clerk on behalf of the CoLP to be prepared by HoOHSW	ACPO DoCS	HoOHSW	Annually	Due Feb 2014	A review of CoLP's H&S performance for 2012 should have been submitted by January 2013 but the submission wasn't made. Preparation underway for work with Directorates and for the collation of central CoLP submission	Work has begun with Directorates in the scheduling of meetings to discuss requirements for Top X and ACA submissions which feed into the preparation of a central submission to the Town Clerk in 2014