

Committee: Police Committee	Date: 16 th September 2014
Subject Health & Safety Annual Performance Update and New Plan for 2014-17	Public
Report of: Commissioner of Police Pol 61/14	For Information

Summary

This report provides information on the current position regarding the management of health and safety within The City of London Police (CoLP) since the last report submitted in September 2013 (Pol 44/13) and a further interim update report which was submitted in February 2014. It provides details of the progress made against the current health and safety action plan and improvements that have been introduced.

This plan covers the period November 2011 – October 2014 and focused on health and safety governance and infrastructure within CoLP. Over this period improvements to the governance of health and safety have been seen, including the establishment of local, Directorate level Health and Safety Committees. At a strategic level a mechanism has been put into place for the Force Risk Assurance Group to consider any health and safety issues escalated to them by the Force Health and Safety Committee. Other improvements to health and safety risk management are also beginning to be seen following the introduction of new systems to assist the Force Health and Safety Committee with continual monitoring of identified risks.

Information regarding the Force's new Health and Safety Action Plan for the period 2014 – 17 is also outlined within this report; a copy of the plan is attached for Members' reference at Appendix A. The new plan is designed to support Directorates' management of health and safety by aligning Directorate plans to specific risks and strengthen risk management arrangements. It also aims to improve health and safety management structures with emphasis on performance measurement and review. Furthermore the plan aims to build on improvements made this year; with the introduction of some mandatory health and safety training, and support for all employees to achieve suitable levels of health and safety competency.

RECOMMENDATIONS

It is recommended that Members:

- A receive and note the contents of this report; and
- B receive and note the new Force Health and Safety Action Plan 2014-17 (Appendix A).

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. The review period of this report covers the period 1st April 2013 – 30th June 2014. An interim Health and Safety performance update report was presented in February 2014; however as the report was to provide an update it did not contain the same level of detail contained within this report. Additionally, as the current Force Action Plan concludes at the end of October 2014 details of the new plan are detailed later in this report.

Current Position

- 2 The Force Health and Safety Committee monitors the progression and effectiveness of actions taken. Systems have been introduced within the last year to assist the Force Health and Safety Committee monitor health and safety risks across CoLP providing a mechanism to escalate unmitigated Directorate level risks to the Force Health and Safety Committee, who in turn, can escalate these risks to the Force Risk Assurance Group if necessary.
3. Details of action plan progress as indicated by the RAG Status are given in the table below (Table 1 – RAG Status of Action Plan 2011-14).

Table 1 – RAG Status of Actions 2011 – 2014 Action Plan

Status	As at July 2013	As at October 13	As At February 14	As At August 14
Red	3	1	0	0
Amber	13	14	5	4
Green	25	26	37	38
White	1	1	0	0

4. The table shows the progress which has been made; no actions remain outstanding (red). It is apparent that up to February 2014 one action was deemed no longer applicable and was therefore rated as white. However, after further consideration, the Force Health and Safety Committee decided to re-instate it. The action related to equipment testing and calibration. As a result, Directorates have now been tasked to create registers of equipment which require regular maintenance and safety checks by suitably competent persons. This action remains at amber due to the work currently being undertaken by Directorates. It is expected that these Equipment Registers will have been finalised by the end of September 14.

5. The remaining four actions currently rated as amber are:

Action/requirement	Work being undertaken to address:
All third parties using or working on our premises, or providing a service or facility to us, are observing and operating to the standards that we specific or approve	A Health and Safety SOP is under development so that all third parties such as consultants and volunteers along with maintenance contractors (who are appointed by City Surveyors who specify the standards required of maintenance contractors) understand the standards expected of them. A draft version will be presented to the Force Health and Safety Committee for consideration in Oct 2014.
There are two actions that relate to folders being set up on SharePoint and also having a central location for the collation of risk assessments and also accident and incident reports	Until everyone has access to SharePoint it was agreed that all completed risk assessments should be made available via a link from each Directorate H&S intranet page. Work is on-going in collaboration with the Corporation Health and Safety Team to introduce a new over-arching accident and incident reporting system. It is anticipated that the new system will be ready for testing in some departments beginning in October and, that the new system will be ready for roll-out in CoLP in the New Year.
To establish, maintain and record process for the testing and calibration of equipment (inventory of equipment, spreadsheet of testing/calibration etc)	Until February 2014 it was thought that this work was undertaken by the Corporation. However, through working with the Directorates it has become apparent that there is a lot of equipment that Directorates hold that isn't covered by Corporation testing. As a result all Directorates are compiling registers of equipment that must be subject to scheduled maintenance and testing. All Directorates have been tasked to complete this work by the end of September 14.

6. Progress towards completion of these actions will continue to be monitored by the Force Health and Safety Committee.

7. As part of City First remodelling and changes within HR Services, the Health, Safety and Welfare Team has been reorganised. Since the beginning of 2014 the Welfare Team now forms part of the Occupational Health Shared Service with the City of London. As part of this reorganisation, and in order to maintain its commitment to Health and Safety, a full time, dedicated Head of Health and Safety was appointed by the Force in February 2014.

8. To ensure that the Force has a robust internal governance programme for its Health and Safety responsibilities the ACPO designated lead officer, the Director of Corporate Services (DoCS), who is also the Chair of the Force Health and Safety Committee has increased the frequency of meetings from six monthly to quarterly.
9. Over the past six months Health and Safety has been more formally integrated within other areas of CoLP's strategic planning and monitoring groups. In addition to the Force Risk Assurance Group, as mentioned earlier, other strategic groups that formally consider Health and Safety in their planning and monitoring include the Business Continuity Group and the Mobile Working Project Board.

Risk Management

10. Top X is the process for considering the top health and safety risks across the Force. All Departments of the City of London Corporation are asked to report annually to the Town Clerk on their top health and safety risks. If necessary these are included on the Corporation Top X Register. During the past year a new system for the management and monitoring of Top X has been introduced. These improvements have seen the introduction of continual monitoring of any actions needed to help control risks identified. Formal review is carried out on a quarterly basis by Directorate Health and Safety Committees for the risks associated with their work activities. Ultimately, the progress of actions is monitored through the Force Health and Safety Committee.
11. The process of continual monitoring allows for newly identified risks to be escalated to the Top X Register in a timely manner, whilst also allowing for those risks which are assessed as being mitigated as far as reasonably practicable to be removed.
12. In 2013 one of the areas identified for improvement related to fire safety and management arrangements for evacuation/invacuation. Due to the complexities associated with an organisation that operates 24/7 and the work needed to identify proportionate yet workable solutions, this was considered the top risk.
13. As a consequence, and as part of mitigation solutions, the 'Police Estate Access, Security and Use' Policy and SOP was presented at SMB in April 2014 where its implementation was endorsed.
14. Work continues to find a robust solution to manage evacuations/invacuations 'out of hours' and as a result a number of proposals are due to be presented to the Force's Senior Management Board (SMB) in September for consideration. The monitoring of the progress of this action will be maintained by the Force's Health and Safety Committee.

Accident and Incident Reporting

15. Table 2 - Accident and Incident Data, shows a year-on-year comparison of accident and incident statistics over the past five years.

Table 2 – Accident and Incident Data

Totals	2009	2010	2011	2012	2013
Police Officer	50	65	65	39	34
Support Staff	11	11	11	5	14
Others (including Agency workers and contractors)	0	0	0	0	2
Accident totals	61	76	76	44	50
Near Miss Totals	18	26	43	2	8
RIDDOR^[1]	2	5	1	4	3

16. There has been a slight increase in the total number of accidents reported during the last year following a drop recorded in the previous year.
17. Near miss reports are still low in comparison to earlier years. A drive to raise awareness of near miss reporting has seen a slight increase to the numbers received during last year from two in 2012 to eight near miss reports in 2013.
18. Of the accidents reported in 2013, 36% resulted in sprains/strains. A further 20% resulted in bruising and/or swelling with the remaining 44% being fairly evenly distributed between the remaining categories: burn/scald, graze, irritation, laceration, multiple and other which includes all other minor injuries that aren't categorised. There was one break/fracture representing 0.5% of the total reports.
19. Of the three RIDDOR reports received one was for an officer who had been involved in chasing a suspect. As a result of tripping on uneven ground the injuries sustained prevented the officer returning to work and/or normal duties for more than seven days.
20. Another involved an officer travelling between her normal place of work and court to give evidence. She was travelling by bus and as she was alighting from the bus it pulled off. She sustained ankle injuries which prevented her returning to work and/or normal duties for more than seven days.

^[1] RIDDOR the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Reportable incidents include fatalities to workers and non-workers, major injuries from a prescribed list including amputations, fractures (other than to fingers, thumbs and toes) and asphyxia.

21. The final report involved an officer who broke his wrist during personal safety training as a result of a slip which occurred by turning in an awkward fashion.
22. Improvements to accident and incident reporting are planned with the introduction of a reporting system later this year. This is being achieved by working collaboratively with the City of London Corporation Health and Safety team through the introduction of a new and overarching Accident and Incident Reporting System. Benefits of the system being developed include easier reporting channels and time management notifications allowing for timely management investigation. In addition, there will be improved Management reports which will enhance monitoring at both Directorate and Force level.

Training

23. Health and Safety courses are available, on both NCALT (National Centre for Applied Learning Technologies) and through the City of London Corporation, to inform and support managers and supervisors as to what is required of them in the management of health and safety. Most recently the CoL held a Health and Safety Management Week in March 2014, during which a number of CoLP staff attended scheduled events.
24. Mandatory training courses have good uptake and compliance rates. The Force's SMB, at their June 2014 meeting, gave their endorsement to a proposal to make the following two NCALT training courses, Health and Safety for Managers and Risk Assessment, mandatory for all managers and supervisors.
25. Additional improvements to Health and Safety training will be achieved as a result of managers using job role profiles to identify risks against activities and pin-pointing if specialist training is needed to help control such risks.

New Force Health and Safety Action Plan 2014-17

- 26 The new Force Health and Safety Plan will run from November 2014 to March 2017 and covers a 2.5 year period; this shorter period is to enable the plan to be better aligned with the Force's standard planning cycle. Appendix A – Force Health and Safety Action Plan 2014 – 2017.
- 27 The Force's Annual Health and Safety report will be presented to your Committee in July each year in order to provide Members with a more up-to-date overview of Health and Safety performance within CoLP.
28. The new Plan focuses on supporting Directorates' management of health and safety at a local level. Each Directorate has an individual action plan which aims to address Directorate specific risks, and, provides a mechanism to escalate any concerns and issues that are not resolvable locally to the Force Health and Safety Committee.
29. In particular the new Plan aims to support Directorates to:

- align Directorate plans to specific local risks and strengthen risk management arrangements,
 - improve health and safety management structures with an emphasis on performance measurement and review,
 - support all employees to achieve appropriate levels of health and safety competency.
30. However, all plans are flexible to react to the changing demands facing CoLP, such as City Futures and the Accommodation Programme, over the next three year period.
- 31 The Force's Health and Safety Policy, which is authorised by the Commissioner, will be reviewed in line with the introduction of the new Force Health and Safety Plan.

Conclusion

32. Significant progress has been achieved against the 2011 – 2014 Action Plan particularly in the past year; completing actions and making improvements. The new Force and Directorate Health and Safety Plans for the period 2014-17 have been developed and are ready for implementation from October 2014. In addition to supporting Directorates manage health and safety at a local level, plans have been designed to gather evidence and provide assurance, on an on-going basis. This will clearly evidence that the Force is managing its health and safety obligations and provides a system that demonstrates its commitment to continual improvement.

Appendices

Appendix A – Force Health and Safety Action Plan 2014 – 2017

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