

Appendix A – City of London Police Health and Safety Action Plan 2014 -2017

Planning and arrangements				
Area of Focus	Who is responsible for delivery?	How will this be measured/expected outcomes?	Due by:	Evidenced by:
The Force has an up-to-date H&S Policy authorised by the Commissioner	HoH&S	Policy is accessible to all on intranet. Responsibilities and understanding of policy will be tested at all levels as part of assurance programme	Policy updated and in place by January 2015, this will be published and disseminated for implementation. Assurance checks will be on-going and results presented to quarterly Directorate and Force H&S Committees	Up-to-date policy exists and is accessible to all on intranet
The Force has a framework of H&S SOPs and guidance to support the overarching H&S policy implementation	HoH&S	SOPs and guidance available on intranet. Ongoing review of SOP and Guidance documents. Review timetable will be presented to Force H&S Committee	Timetable of updates will be included as/when presented to Force H&S Committee. This will be continuous over the 3-years of the plan Planned SOPs and guidance up to March 2015 are: H&S Guidance to Support Lone Working Policy H&S Guidance to Support Agile Working Accident and Incident Reporting SOP in line with introduction on new reporting system	Updated SOPs will be available to all on the intranet

Directorates demonstrate planning of their own H&S arrangements	Directorate Heads	Up-to-date H&S policy endorsed by current Head of Directorate Where a Directorate leads on a specific area, and, as dictated by risks encountered the lead Directorate will produce health and safety guidance for the Directorate and Force. Minutes of meetings where planning including H&S considerations is considered are recorded	Review dates as part of a rolling programme in-line with quarterly H&S Directorate and Force H&S meetings which will be continually updated	Documentary evidence will be available
For operational and/or project work Directorates are able to demonstrate they consider health and safety implications	Project leads	Documented evidence including; project plans, minutes of meetings and action plans.	Rolling programme of quarterly reviews in-line with H&S Committee meetings	Documentary evidence will be available
Emergency planning. Directorates are able to demonstrate they adhere to the Force's emergency planning arrangements. In particular ensuring that there are sufficient numbers of Evacuation Marshalls to cover the areas that their teams work in and that they work in collaboration with Facilities Managers	Directorate Heads General Services Director	Evacuation Marshalls details are easily identifiable to all and each Directorate has enough Evacuation Marshalls to cover the areas they work in	Review in line with Force H&S meetings	Up-to-date lists of Evacuation Marshalls readily available and published on intranet

Implementation				
Area of Focus	Who is responsible for delivery?	How will this be measured/expected outcomes?	Due by:	Evidenced by:
Do all Directorates have risk registers which are maintained and up-to-date?	Directorate Heads	Risk Registers are available upon request and are up-to-date. Directorate risk registers will be reviewed as part of individual Directorate Health and Safety meetings.	Quarterly milestones in line with Directorate H&S Committee meetings	Up-to-date Directorate risk registers Minutes of Directorate H&S meeting.
Do all Directorates have asset registers which are up-to-date and detail equipment that require regular safety checks and maintenance? Does each Directorate have a testing and maintenance schedule?	Directorate Heads	Asset register of equipment subject to regular safety checks and maintenance is available and gives details of: schedule for planned maintenance checks along with any comments necessary, dates of scheduled testing and calibration along with results of test.	Quarterly reviews will be undertaken in line with individual directorate H&S Committee meetings. Findings will be monitored at Force H&S Committee meetings	Directorate registers are up-to-date and available upon request. Minutes of Directorate and Force H&S meetings are available to demonstrate management reviews of findings along with corrective actions if required

Monitoring				
Area of Focus	Who is responsible for delivery?	How will this be measured/expected outcomes?	Due by:	Evidenced by:
All Directorates are able to demonstrate that they undertake pro-active monitoring of their activities and take timely, effective actions to address emerging issues, and that they periodically test the effectiveness of their risk control measures	Directorate Heads	Minutes of meetings including Directorate H&S, minutes of planning and where appropriate debriefing meetings Any documentation relating to changes that have been implemented as a result of pro-active monitoring. At Force level: Accident and Incident data monitoring sickness data monitoring for trends	Quarterly reviews in-line with Directorate and Force H&S Committee meetings	Documents including minutes of Directorate H&S meetings, operational planning and de-briefing information. Sickness Data Monitoring by PMG monthly
All Directorates are able to demonstrate that they undertake re-active monitoring and take appropriate actions to prevent reoccurrences	Directorate Heads	Minutes of meetings Details of management follow up and corrective actions following accidents and incidents	Quarterly reviews in-line with Directorate H&S meetings	Documents including Directorate H&S Committee meetings, accident and incident investigation reports, Force level – minutes of Force H&S meetings
The Force has an Assurance and dip-sampling programme	HoH&S	Results of assurance checks and dip-sampling	Rolling schedule – schedule to be drawn up and dates added to plan for commencement before end of year. NB some of which will be planned to react to emerging trends	Reports to Directorate Heads, Force Health and Safety Committee and other appropriate persons, as deemed necessary, are available upon request

Management Review				
Area of Focus	Who is responsible for delivery?	How will this be measured/expected outcomes?	Due by:	Evidenced by:
All Directorates are able to demonstrate regular senior management review of H&S performance	Directorate Heads	Departmental escalation mechanism for H&S issues exists: Directorate H&S meetings are held quarterly and are attended by all Heads of Departments and chaired by Directorate Heads or other senior manager within Directorate High level review of departmental H&S performance takes place on a regular basis - evidenced by minutes of SMT meetings	Quarterly dates of planned meetings to be added this will be populated in advance on an on-going basis	Minutes of Directorate H&S meetings are available Minutes of Directorate SMTs are available to demonstrate SMT H&S performance review and any actions taken
The Force is able to demonstrate regular senior management review of H&S performance	Senior management at ACPO level	Force escalation mechanism for H&S issues exists from Directorate level to Force H&S Committee HoH&S attends Risk Assurance Group meetings Scheduled H&S reporting to SMB Annual reporting to Grand Police Committee	On-going quarterly review in line with Force H&S Committee meetings:	Minutes of Force H&S meetings available Minutes of other senior management meetings where H&S is discussed available along with decisions and actions taken