

Appendix 1

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:	RAG status and update October 2014	RAG status and update January 2015	RAG status and update June 2015
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	Commissioner approved policy statement on 23/9/14 Draft policy is an agenda item at Force H&S on 14/10/14.	Policy approved by SMB on 3 rd December 2014. The Commissioner signed off the new Policy in January 2015 and the Policy has been published and is available on the intranet.	Up-to-date as per previous comment
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.	Updated SOPs will be available to all on the intranet	SOPs and guidance exist. Some have been identified for improvement and are under development They are:	New risk assessment guidance and template published since last Force H&S meeting and available on the intranet.	Updated/new SOPs published include: New and Expectant Mothers SOPs and

			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		DSE – a report for next Force H&S Committee in January 2015 Accident and Incident Reporting – a new SOP will be produced to support the introduction of the new Accident and Incident Reporting system. Meetings are currently underway within COLP on the development of internal system. Once decided the SOP will be written	DSE report written Accident and Incident SOP is being planned to support the introduction of the new reporting system Lone Working on CoLP estate SOP published by GSD in January 2015	guidance documents currently in draft format are: Individual Stress Risk Assessment, Personal Emergency Evacuation Plans As per previous comments Accident and Incident Reporting SOP to be updated to support roll-out of new accident/incident reporting system and information gathered during trial will be used to amend.
Directorates	Directorate	Up-to-date H&S	Review dates as	Documentary	The majority of	All Directorates	Review/dip-

Health & Safety Annual Performance Update

demonstrate planning of their own H&S arrangements	Heads	<p>policy endorsed by current Head of Directorate</p> <p>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.</p> <p>Minutes of meetings where planning including H&S considerations is considered are recorded</p>	part of a rolling programme in-line with quarterly H&S Directorate and Force H&S meetings which will be continually updated	evidence will be available	<p>Directorate H&S meetings have not taken place prior to the Force H&S meeting and therefore it is not possible to give a Force-wide update. Meetings that have taken place are: ECD I&I</p>	<p>held their H&S meetings in the month preceding the Force H&S Committee meeting.</p> <p>All Directorates are required to review their Directorate-level H&S Policy statement in line with the new Force H&S Policy</p>	<p>sample of Directorate H&S Polices show that none appear to have been reviewed and updated since the introduction of new H&S Policy. The check revealed that some of the Directorate H&S policies contain out of date details of key personnel whilst others don't make it clear who is the role holder which has specific h&s responsibilities such as for the SPOC role</p>
For operational	Project Leads	Documented	Rolling programme	Documentary	GSD is	Only one request	As per previous

Health & Safety Annual Performance Update

and/or project work Directorates are able to demonstrate they consider health and safety implications		evidence including; project plans, minutes of meetings and action plans.	of quarterly reviews in-line with H&S Committee meetings	evidence will be available	progressing this with Head of Projects, at the moment H&S is not on the PID documents	to an operational planning meeting was received (from ECD) and attended. It is not possible to provide effective assurance across the Force because of this. Projects PID includes H&S on the list of considerations at start up phase.	comments regarding operational planning/debriefs no invites have been received during the past 6 months
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 Marshals to cover the areas that	Directorate Heads General Services Director	Evacuation Marshals' details are easily identifiable to all and each Directorate has enough Evacuation Marshals 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	GSD wrote to all Directorate Heads on 30/9/14 regarding areas with no fire marshals and asking for nominees for Fire Wardens. As of 9/10/14 nil response from HoDs.	List on available via link on CSD H&S pages which was last updated in June 2014 – some gaps exist. If there is a more up-to-date list it should be published, also GYE needs to be included and work to ensure that where no fire wardens	The FM Team are currently updating lists of First Aiders and Fire Marshals and are contacting Directorates to do this. Suggest the updated situation is reviewed at July Force H&S meeting

their teams work in and that they work in collaboration with Facilities Managers						exist these are actioned. Suggest GSD and HoH&S meet to define needs. Following this GSD will contact the relevant Directorate Heads	
Implementation							
Area of Focus	Who is responsible for delivery?	How will this be measured/expected outcomes?	Due by:	Evidenced by:	RAG status and update October 2014	RAG status and update January 2015	RAG status and update June 2015
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.	Directorate risk registers returned: CI – 3/10/14 CSD – 26/9/14 ECD – 2/10/14 I&I – 6/10/14 UPD – 3/10/14	All risk registers were returned during September / October 2014. Work on-going to ensure that the Top X risk registers are up-to-date and emerging risks are added as an when appropriate	Yes – ongoing reviews are being introduced as part of Directorate H&S meetings. Further work needed to update and monitor risk registers regularly. Risk assessment logs are currently up-to-date across all Directorates
Do all Directorates	Directorate	Asset Register of	Quarterly reviews	Directorate	Directorates	The majority of	3 of the 5

Health & Safety Annual Performance Update

have Asset Registers which are up-to-date and detail equipment that requires regular safety checks and maintenance? Does each Directorate have a testing and maintenance schedule?	Heads	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.	will be undertaken in line with individual Directorate H&S Committee meetings. Findings will be monitored at Force H&S Committee meetings	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	tasked with producing an Asset Register of equipment subject to safety testing and maintenance. Responses as follows: CI – Yes do have some equipment register to follow CSD – Yes do have some equipment register to follow ECD – no equipment I&I – no equipment UPD – no response As per on-going comments the majority of Directorate	Directorates haven't submitted an Asset Register, or nil return to HoH&S. Discussions on-going as to who is responsible for new equipment: lockers for the storage of tablets whilst they are charging. Once agreed the equipment will need to be added to that Directorate's asset register for safety checks and monitoring purposes	Directorates have completed an Asset Register/equipment inspection and testing register. Work being undertaken to adapt those held by UPD and CSD and these will be reviewed at Directorate meetings in July
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					H&S meetings haven't taken place and therefore discussion of this item hasn't been possible during this reporting quarter		
Monitoring							
Area of Focus	Who is responsible for delivery?	How will this be measured/expected outcomes?	Due by:	Evidenced by:	RAG status and update October 2014	RAG status and update January 2015	RAG status and update June 2015
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	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	The majority of Directorate H&S Committee meetings haven't taken place before the Force H&S meeting the governance of H&S is that Directorate meetings are held in the month prior to Force H&S to allow reporting and	Directorate H&S committee meetings held as follows: CI: 15/12/14 CSD/COT: 19/1/15 ECD: 10/12/14 I&I: 8/1/15 UPD: 15/12/14	Directorate H&S Committee meetings held as follows: CI: 6/5/15 CSD/COT: 27/4/15 ECD: 29/4/15 I&I: 8/5/15 UPD: 28/4/15

		monitoring for trends			escalation of issues if necessary. The Directorates who have held their meetings are: ECD and I&I. Unable to provide a Force-wide update because of this		
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	As above comment	As above comments	As above comments
The Force has an	HoH&S	Results of	Rolling schedule –	Reports to	The 2014	Details of	Some dip-

Health & Safety Annual Performance Update

Assurance and dip-sampling programme		assurance checks and dip-sampling	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	Directorate Heads, Force Health and Safety Committee and other appropriate persons, as deemed necessary, are available upon request	<p>Annual Certificate of Assurance is being completed by Directorate level self assessment of performance. Once completed HoHS will compile Force ACA and will dip-sample some of the information supplied.</p> <p>From October 2014 PMG will be given data relating to Directorate level risk assessment completion.</p> <p>HoH&S developing programme</p>	assurance checks that will be made during the course of the year looking at risk management arrangements and implementation were included in the report to SMB which accompanied the Annual Certificate of Assurance	sampling has taken place eg Directorate H&S policies. H&S KPIs have been added to Directorate Performance Plans for 2015/16 to support Directorate SMT self-assurance. Furthermore, the Force was included in a review undertaken by Col's internal audit team aimed at providing assurance to the Town Clerk and Chief Officers as to the quality of Health and Safety Policies, the annual certificate of assurance and accident reporting systems. No adverse reports
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Health & Safety Annual Performance Update

					for 2015 – this will be presented to Force H&S Committee at January 2015 meeting.		were received in relation to CoLP's arrangements
Area of Focus	Who is responsible for delivery?	How will this be measured/expected outcomes?	Due by:	Evidenced by:	RAG status and update October 2014	RAG status and update January 2015	RAG status and update June 2015
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	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 majority of the Directorates have not held their Directorate level meetings as per earlier comments. Once 2015's Force H&S meeting dates are published all of the Directorates will be able to plan their H&S meetings for the year in line with the	As above all Directorates have held their Directorate H&S meeting in the month prior to the Force H&S meeting. The Directorate level meeting is normally attended by Heads of Sections/Directorate SMT members.	As per previous comments and this process is further supported by the introduction of H&S KPIs in the Directorate Performance Plans for 2015/16

		meetings			governance structure for H&S		
The Force is able to demonstrate regular senior management review of H&S performance	Senior management at ACPO (now Chief Officer Team) 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	The majority of Directorates have not held their quarterly meetings in line with the governance structure for H&S which is the month before H&S Committee meet. Those Directorates are: CSD ECD UPD	All Directorates held their H&S Committee meetings in the month preceding the Force H&S meeting. Providing the opportunity for H&S issues to be monitored at local level and allowing for them to be escalated to Force level if necessary within an acceptable timescale	As per previous comments
					Annual H&S performance report was presented to Grand Police Committee in	The Force level Top X was presented to SMB in early December and forwarded onto	As per previous comments

					September	the Town Clerk's Dept after approval. SMB reviewed the new Force H&S Policy in early December and this was published early January.	
					HoHS attends Risk Assurance meetings the next is scheduled for 11/11/14		