Appendix 1

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

Planning and ar	rangements						
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

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			Planned SOPs and guidance up to March 2015 are: H&S Guidance to Support Lone Working Policy H&S Guidance to Support Agile		DSE – a report for next Force H&S Committee in January 2015 Accident and Incident	DSE report written Accident and Incident SOP is	guidance documents currently in draft format are: Individual Stress Risk
			Working Accident and Incident Reporting SOP in line with introduction on new reporting		Reporting – a new SOP will be produced to support the introduction of the new Accident	being planned to support the introduction of the new reporting system	Assessment, Personal Emergency Evacuation Plans
			system		and Incident Reporting system. Meetings are currently underway within COLP on the development of internal system.	Lone Working on CoLP estate SOP published by GSD in January 2015	As per previous comments Accident and Incident Reporting SOP to be updated to support rollout of new accident/incide
					Once decided the SOP will be written		nt 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-

demonstrate planning of their own H&S arrangements	Heads	policy endorsed by current Head of Directorate Where a Directorate leads on a specific	part of a rolling programme in-line with quarterly H&S Directorate and Force H&S meetings which	evidence will be available	Directorate H&S meetings have not taken place prior to the Force H&S meeting and therefore it is not	held their H&S meetings in the month preceding the Force H&S Committee meeting.	sample of Directorate H&S Polices show that none appear to have been reviewed
		area, and, as dictated by risks encountered, the lead Directorate will produce health and safety guidance for the Directorate and	will be continually updated		possible to give a Force-wide update. Meetings that have taken place are: ECD	All Directorates are required to review their Directorate-level H&S Policy statement in line	and updated since the introduction of new H&S Policy. The check revealed that some of
		Force. Minutes of meetings where planning including H&S considerations is considered are recorded			1&1	with the new Force H&S Policy	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
For operational	Project Leads	Documented	Rolling programme	Documentary	GSD is	Only one request	As per previous

work Directorates are able to demonstrate they consider health and safety implications Project plans, minutes of meetings and action plans. Projects, at the moment H&S is and action plans. Projects, at the moment H&S is not on the PID documents Projects, at the moment H&S is not on the PID documents Projects PID includes H&S on the list of considerations at start up phase.							diety / tillidai i eriorii	
are able to demonstrate they consider health and safety implications Projects, at the moment H&S is not on the PID documents Marshals' details are planning.	and/or project		evidence including;	of quarterly	evidence will	progressing this	to an operational	
demonstrate they consider health and safety implications and action plans. Committee meetings It is on available via link on CSD are currently updating lists of Evacuation Marshalls Committee meetings Committee meetings Committee meetings Committee mot on the PID documents It is not possible to provided effective assurance across the Force because of this. Projects PID includes H&S on the list of considerations at start up phase. List on available via link on CSD are currently updating lists of Evacuation Marshalls Committee meetings Committee meetings Committee meetings Committee meetings Committee meetings Committee meetings Committee mot on the PID documents It is not possible to provided effective assurance across the Force because of this. Committee meetings Committee meetings Committee mot on the PID documents It is not possible to provided effective assurance across the Force because of this. Committee mot provided effective assurance across the Force because of this. Committee mot possible to provided effective assurance across the Force because of this. Committee mot possible to provided effective assurance across the Force because of this. Committee mot provided effective assurance across the Force because of this. Committee mot provided effective assurance across the Force because of this. Committee mot provided effective asu		ates			be available			
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and safety implications documents	•	•	and action plans.	Committee			•	planning/debrie
implications provided effective assurance across the Force because of this.	consider health	th		meetings		not on the PID	attended. It is	fs no invites
Emergency planning. Planning. Directorate able to Services all and each Evacuation all and each Effective assurance across the Force because of this. Review in line with Force because of this. Projects PID includes H&S on the list of considerations at start up phase. Emergency planning. Directorate Heads General easily identifiable to all and each Review in line with Force H&S meetings Beview in line with Its of List on available via link on CSD H&S pages which was last updated Beview in line with Force H&S meetings Beview in line with Its of List on available via link on CSD H&S pages which was last updated Beview in line with Force H&S meetings Beview in line with Its of List on available via link on CSD H&S pages which was last updated Beview in line with Its of List on available via link on CSD H&S pages which was last updated Beview in line with Its of List on available via link on CSD H&S pages which was last updated Beview in line with Its of List on available via link on CSD H&S pages which was last updated Beview in line with Its of List on available via link on CSD H&S pages which was last updated Beview in line with Its of List on available via link on CSD H&S pages which was last updated Beview in line with Its of List on available via link on CSD H&S pages which was last updated Beview in line with Its of List on available via link on CSD H&S pages which was last updated	and safety					documents	not possible to	have been
Emergency planning. Directorate planning. Directorates are able to Services all and each Assurance across the Force because of this.	implications						provided	received during
the Force because of this. Projects PID includes H&S on the list of considerations at start up phase. Emergency planning. Heads Marshals' details are planning. Directorates are able to Services all and each Directorate description and planning with planning to the planning of the planning with planning to the planning of the plan							effective	the past 6
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Emergency planning. Directorate planning. Directorates are able to Services all and each Evacuation bright planning bright pla							Projects PID	
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Emergency planning. Directorate planning. Directorates are able to Services Directorate all and each Services Directorate below to the control of the contro							the list of	
Emergency planning. Directorate Heads Directorates are able to Services Directorate By accuation Marshals' details are easily identifiable to all and each Review in line with Force H&S meetings Review in line with Force H&S lists of Evacuation Marshalls Meview in line with Force H&S meetings Marshalls Directorate List on available via link on CSD H&S pages which updating lists of Evacuation Marshalls The FM Team are currently updating lists of Evacuation Marshalls							considerations at	
planning. Heads Directorates are able to Services Heads Services Directorates are able to Services Heads Directorates are able to Services Directorates are able to Services Directorate Directorate Services Directorate Services Directorate Directorate Evacuation Marshalls Directorate Evacuation Marshalls Directorate Services Directorate Evacuation Marshalls Directorate Services Directo							start up phase.	
Directorates are able to Services easily identifiable to all and each Evacuation Marshalls Evacuation Marshalls Heads on 30/9/14 regarding areas was last updated First Aiders and	Emergency	Directorate	Evacuation	Review in line with	Up-to-date	GSD wrote to all	List on available	The FM Team
able to Services all and each Marshalls regarding areas was last updated First Aiders and	planning.	Heads	Marshals' details are	Force H&S	lists of	Directorate	via link on CSD	are currently
able to Services all and each Marshalls regarding areas was last updated First Aiders and	Directorates are	are General	easily identifiable to	meetings	Evacuation	Heads on 30/9/14	H&S pages which	updating lists of
domenstrate they. Directors. Directors has suith no fine to the 2014 Fire Marchale	able to	Services	all and each		Marshalls	regarding areas	was last updated	First Aiders and
demonstrate they Director Directorate has readily with no fire In June 2014 - Fire Warshals	demonstrate they	they Director	Directorate has		readily	with no fire	in June 2014 –	Fire Marshals
adhere to the enough Evacuation available and marshals and some gaps exist. and are	adhere to the		enough Evacuation		available and	marshals and	some gaps exist.	and are
Force's emergency Marshals to cover published on asking for If there is a more contacting	Force's emergency	gency	Marshals to cover		published on	asking for	~ .	contacting
		· •	the areas they work		•	_	up-to-date list it	Directorates to
arrangements. In in Wardens. As of should be do this.	1.	s. In				Wardens. As of	•	do this.
particular ensuring 9/10/14 nil published, also Suggest the	_					9/10/14 nil	published, also	Suggest the
that there are response from GYE needs to be updated		<u> </u>				response from	•	
sufficient numbers HoDs. included and situation is	sufficient numbers	nbers						•
								reviewed at July
Marshals to cover that where no Force H&S							that where no	•
the areas that fire wardens meeting							fire wardens	

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	
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 upto-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

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have Asset	Heads	equipment subject	will be undertaken in	registers are	tasked with	Directorates	Directorates have
Registers which		to regular safety	line with individual	up-to-date and	producing an	haven't	completed an
are up-to-date and		checks and	Directorate H&S	available upon	Asset Register	submitted an	Asset
detail equipment		maintenance is	Committee	request.	of equipment	Asset Register,	Register/equipme
that requires		available and gives	meetings. Findings	Minutes of	subject to	or nil return to	nt inspection and
regular safety		details of:	will be monitored at	Directorate	safety testing	HoH&S.	testing register.
checks and		schedule for	Force H&S	and Force H&S	and		Work being
maintenance?		planned	Committee meetings	meetings are	maintenance.	Discussions on-	undertaken to
Does each		maintenance		available to	Responses as	going as to who	adapt those held
Directorate have a		checks along with		demonstrate	follows:	is responsible	by UPD and CSD
testing and		any comments		management	CI – Yes do	for new	and these will be
maintenance		necessary,		reviews of	have some	equipment:	reviewed at
schedule?		dates of scheduled		findings along	equipment	lockers for the	Directorate
		testing and		with corrective	register to	storage of	meetings in July
		calibration along		actions if	follow	tablets whilst	
		with results of test.		required	CSD – Yes do	they are	
					have some	charging. Once	
					equipment	agreed the	
					register to	equipment will	
					follow	need to be	
					ECD – no	added to that	
					equipment	Directorate's	
					I&I – no	asset register for	
					equipment	safety checks	
					UPD – no	and monitoring	
					response	purposes	
					As per on-		
					going		
					comments the		
					majority of		
					Directorate		

						· · · /	mance opaate
					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	How will this be	Due by:	Evidenced by:	RAG status	RAG status and	RAG status and
	responsible for	measured/expected	-	-	and update	update January	update June 2015
	delivery?	outcomes?			October 2014	2015	
All Directorates	Directorate	Minutes of	Quarterly reviews in-	Documents	The majority	Directorate	Directorate H&S
are able to	Heads	meetings including	line with Directorate	including	of Directorate	H&S committee	Committee
demonstrate that		Directorate H&S,	and Force H&S	minutes of	H&S	meetings held	meetings held as
they undertake		minutes of planning	Committee meetings	Directorate	Committee	as follows:	follows:
pro-active		and where		H&S	meetings	CI: 15/12/14	CI: 6/5/15
monitoring of		appropriate		meetings,	haven't taken	CSD/COT	CSD/COT:
their activities and		debriefing meetings		operational	place before	19/1/15	27/4/15
take timely,		Any documentation		planning and	the Force H&S	ECD: 10/12/14	ECD: 29/4/15
effective actions		relating to changes		de-briefing	meeting the	I&I: 8/1/15	I&I: 8/5/15
to address		that have been		information.	governance of	UPD: 15/12/14	UPD: 28/4/15
emerging issues,		implemented as a		Sickness Data	H&S is that		
and that they		result of pro-active		monitoring by	Directorate		
periodically test		monitoring.		PMG monthly	meetings are		
the effectiveness		At Force level:			held in the		
of their risk		Accident and			month prior		
control measures		Incident data			to Force H&S		
I		monitoring			to allow		
		sickness data			reporting and		

All Directorates are able to demonstrate that they undertake reactive 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 Results of	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	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 As above comment	As above comments	As above comments
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Assurance and	assurance checks	schedule to be	Directorate	Annual	assurance	sampling has
dip-sampling	and dip-sampling	drawn up and dates	Heads, Force	Certificate of	checks that will	taken place eg
programme		added to plan for	Health and	Assurance is	be made during	Directorate H&S
		commencement	Safety	being	the course of	policies. H&S
		before end of year.	Committee	completed by	the year	KPIs have been
		NB some of which	and other	Directorate	looking at risk	added to
		will be planned to	appropriate	level self	management	Directorate
		react to emerging	persons, as	assessment of	arrangements	Performance
		trends	deemed	performance.	and	Plans for 2015/16
			necessary, are	Once	implementatio	to support
			available	completed	n were	Directorate SMT
			upon request	HoHS will	included in the	self-assurance.
				compile Force	report to SMB	Furthermore, the
				ACA and will	which	Force was
				dip-sample	accompanied	included in a
				some of the	the Annual	review
				information	Certificate of	undertaken by
				supplied.	Assurance	CoL's internal
						audit team aimed
				From October		at providing
				2014		assurance to the
				PMG will be		Town Clerk and
				given data		Chief Officers as
				relating to		to the quality of
				Directorate		Health and Safety
				level risk		Policies, the
				assessment		annual certificate
				completion.		of assurance and
						accident
				HoH&S		reporting
				developing		systems. No
				programme		adverse reports

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					for 2015 – this		were received in
					will be		relation to CoLP's
					presented to		arrangements
					Force H&S		
					Committee at		
					January 2015		
					meeting.		
Area of Focus	Who is	How will this be	Due by:	Evidenced by:	RAG status	RAG status and	RAG status and
	responsible for	measured/expected			and update	update January	update June 2015
	delivery?	outcomes?			October 2014	2015	
All Directorates	Directorate	Departmental	Quarterly dates of	Minutes of	The majority	As above all	As per previous
are able to	Heads	escalation	planned meetings to	Directorate	of the	Directorates	comments and
demonstrate		mechanism for H&S	be added this will be	H&S meetings	Directorates	have held their	this process is
regular senior		issues exists:	populated in	are available	have not held	Directorate	further
management		Directorate H&S	advance on an on-	Minutes of	their	H&S meeting in	supported by the
review of H&S		meetings are held	going basis	Directorate	Directorate	the month prior	introduction of
performance		quarterly and are		SMTs are	level meetings	to the Force	H&S KPIs in the
		attended by all		available to	as per earlier	H&S meeting.	Directorate
		Heads of		demonstrate	comments.	The Directorate	Performance
		Departments and		SMT H&S		level meeting is	Plans for 2015/16
		chaired by		performance	Once 2015's	normally	
		Directorate Heads		review and	Force H&S	attended by	
		or other senior		any actions	meeting dates	Heads of	
		manager within		taken	are published	Sections/Direct	
		Directorate			all of the	orate SMT	
		High level review of			Directorates	members.	
		departmental H&S			will be able to		
		performance takes			plan their		
		place on a regular			H&S meetings		
		basis - evidenced by			for the year in		
		minutes of SMT			line with the		

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	governance structure for H&S 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

Police Committee 24th July 2015 Health & Safety Annual Performance Update

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