

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 as of Aug 16	RAG status update as of Nov 16	RAG status update as of March 17	RAG status update as of June 17
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	GREEN Policy up to date update policy statement from Commissioner to be added	GREEN In progress	GREEN	GREEN Policy details up to date, new statement from Commissioner.
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	Updated SOPs will be available to all on the intranet	AMBER The review of existing SOPs will take longer than originally planned. This work was originally planned due to unforeseen	AMBER As previous comment	AMBER New Accident Reporting SOP and Accident Investigation guidance new SOPs and Guidance	GREEN Accident and Near Miss reporting updated DSE Guidance documentation published PPE currently updated September 2017

			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		resourcing issues		added	
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	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	AMBER As per previous comments. Progress is now being seen and it is anticipated that this action will be Green by November	AMBER Due to changes in management arrangements in some of the directorates this action is still shown as Amber	AMBER As per November comments	AMBER but imminently GREEN Anticipated this action will be up-to-date after latest round of directorate meetings and will be turned green

		meetings where planning including H&S considerations is considered are recorded						
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	GREEN As per comments at May	AMBER Due to management arrangements for H&S in some directorates documentation has not been provided. Work is ongoing to address this with the relevant directorates	AMBER As per November comments	GREEN Document checks are included in audit/inspection programme to provide assurance
Emergency planning. Directorates are able to demonstrate they adhere to the Force's emergency planning arrangements. In particular ensuring that there are	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 Marshals readily available and published on intranet	AMBER Arrangements for fire evacuation points are being drawn up by FM Team and will be agreed with SB. Other	AMBER Although there has been a lot of progress regarding appointment of fire marshals some areas still do not have fire marshals – building list	AMBER Awaiting decision on Invacuations	AMBER Improved, once the latest round of directorate meetings have taken place it is anticipated this action will be on track. Fire marshals list circulated to H&S SPOCs for updates

sufficient numbers of Evacuation Marshals to cover the areas that their teams work in and that they work in collaboration with Facilities Managers					<p>arrangements (such as notification of evac points have been agreed) and will be implemented once agreement from SB has been obtained.</p> <p>Drills of both invac and evac to take place at all buildings within next 3 months.</p> <p>New CoL Fire Safety Policy has been produced and provides clarity on responsibilities however, some areas within CoLP require agreement, as arrangements at CoLP for a 24/7 estate</p>	<p>circulated to directorate H&S SPOCs for completion by 15 November</p> <p>Training will be arranged once this has been done</p>		
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					need to be addressed. For discussion at Force H&S Committee in August			
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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.	AMBER With formation of new BS Directorate arrangements are currently under review it is anticipated that details and arrangements are in place by November 16 status will be turned back to Green	AMBER As per August update however, November target has not been met	RED As per August and November	GREEN Improved situation, RR now being updated however work needed across all directorates to ensure this action is fully up to date
Do all Directorates have asset registers which are up-to-date and detail equipment that	Directorate Heads	Asset register of equipment subject to regular safety checks and maintenance is available and gives details of:	Quarterly reviews will be undertaken in line with individual directorate H&S Committee	Directorate registers are up-to-date and available upon request. Minutes of Directorate	AMBER As per May's comments verbal update to be given at Force H&S	AMBER As per August update	AMBER Appear to be problems where the directorate pages have	AMBER HR self service has a module where information can be loaded. Currently under investigation

require regular safety checks and maintenance? Does each Directorate have a testing and maintenance schedule?		schedule for planned maintenance checks along with any comments necessary, dates of scheduled testing and calibration along with results of test.	meetings. Findings will be monitored at Force H&S Committee meetings	and Force H&S meetings are available to demonstrate management reviews of findings along with corrective actions if required	meeting in August		been moved and are no longer aparant. This is being looked into by directorates	by HoH&S as this may provide a more effective management tool and prompt for those who have equipment subject to testing
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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	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	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	GREEN Directorate H&S meetings held as follows: CI: 19/7/16 BSD: - future plans for H&S arrangements discussed at BSD SMT meeting 9/8/16 ECD: 13/7/16 I&I: 12/8/16	AMBER Not all directorates have held meetings this quarter however H&S is discussed at BSD SLT	AMBER As per previous comments	AMBER Improved situation anticipated that this action will be up-to-date after latest round of directorate meetings

the effectiveness of their risk control measures		sickness data monitoring for trends			UPD: 2/8/16			
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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	GREEN As comments above re directorate meetings and changes further investigations discussed for example review of accident and near miss stats	GREEN As per August comments	GREEN	GREEN
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	Reports to Directorate Heads, Force Health and Safety Committee and other appropriate persons, as deemed necessary, are available	GREEN Dip sampling and assurance programme under development	GREEN Annual certificate of assurance completion is currently being undertaken	GREEN Annual certificate of assurance completed based upon self-assessment	GREEN Schedule for directorate inspections published, assurance checks of Building Manager monthly checks will be undertaken and specific

				upon request				inspections/audits to take place during the next quarter details will be fed back to relevant managers and Force H, S & W committee
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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	GREEN Over the past quarter directorates have held H&S meetings at which managers discuss their directorates H&S performance	GREEN As per August comments	GREEN	GREEN

		meetings						
The Force is able to demonstrate regular senior management review of H&S performance	Senior management at Chief Officer Group 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	GREEN SLT review of H&S takes place – the SLT approved the Force Annual H&S Performance report to Police Committee at their July meeting. All directorates held H&S meetings or discussed at length at relevant SMT	GREEN Health and Safety issues escalated to SLT as appropriate. Annual certificate of assurance will be reviewed by the SLT and signed off by The Commissioner	GREEN	GREEN