

Police Committee
Health Safety Performance Report 2013
Pol 07/14 Appendix 1

City of London Police Health & Safety Action Plan Nov 2011- Oct 2014

| Organisation Structures & Policies | Responsibility | Action by | Planned Review Date | Status as of August 2013 | Status as of January 2014 |
|--|--------------------|---------------------------|--|--|---|
| A.1. The CoLP shall maintain an OH&S Management system that confirms to statutory requirements and continually seeks to improve OH&S performance (Objective 1) | | | | | |
| A.1.1. THE CoLP shall maintain its established OH&S Management system through review of Force OH&S Policy and Arrangements, and performance. | Lead Officer | Force H & S Committee | Annually | Review planned as part of the arrangements for the introduction of assurance programme | The current Force H&S Action Plan is due to complete it's current cycle in October 2014. An action plan for October 2014 - December 2017 is a priority piece of work for this year. Draft version to be presented to Force H&S committee at the July meeting |
| A.1.2 The Directorate Heads shall review their Policy Statements and Arrangements on a regular basis. | Directorate Head | Force H & S Committee | Annually | Not all Directorates have their own Policy Statements. Plans to ensure all Directorates have these in place. | All Directorates have a H&S policy statement published on their Directorate H&S web pages. |
| A.1.3 The Force and Directorates to monitor that the existing programme of OH&S and operating procedures and arrangements is implemented, and that said documents are amended, deleted or created new as required and in line with current Equality legislation. | ACPO DoCS | Force H & S Committee | Annually - completion by 31/12/2014 | updated - ongoing process | During the course of last year several changes have been made to the structure of the Occupational, Health, Safety and Welfare Team. This has resulted in the creation of 2 separate departments; Occupational Health Shared Service (which includes the work previously undertaken by the Welfare Team) and Health and Safety. This has resulted in the creation of a dedicated Head of Health and Safety post. These changes will allow greater focus to each area of work. |
| Organisation OH&S Planning (Hazard identification, risk assessment and control) | Responsibility | Action by | Planned Review Date | Status as of August 2013 | Status as of January 2014 |
| A.2. To maintain a procedure to ensure that any third parties using or working on our premises, or providing a service or facility to us, are observing and operating to standards that we specify or approve (Objective 2) | | | | | |
| A.2.1 Department Policies and risk assessments on visitors, contractors, volunteers and work experience as part of the Policy template | Departmental Heads | Departmental Heads | Ongoing based upon need, process to be auditable | Arrangements in place by FM | Arrangements in place by FM. It should be noted that secondees, agency workers and consultants should be treated like employees with regard to arrangements for their day-to-day health and safety whilst carrying out work for, or on CoLP premises |
| A.2.2 All third parties using or working on our premises, or providing a service or facility to us, are observing and operating to standards that we specify or approve. | Departmental Heads | Departmental Heads | Ongoing based upon need, process to be auditable | Monitored by FM and Corporation | Monitored by FM and Corporation. See note above re secondees, agency workers and consultants |
| A.2.3. An information card to be produced for visitors etc at each of CoLP buildings to inform on H&S (Fire, alarms, fist aid, security, equality access) | ACPO DoCS | General Services Director | 1st November 2013 | In progress | Completed |

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| Organisation OH&S Planning (Hazard identification, risk assessment and control) | Responsibility | Action by | Planned Review Date | Status as of August 2013 | Status as of January 2014 |
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| B.1. The CoLP shall maintain documented procedures for the ongoing identification of hazards, the assessment of risks and the implementation of necessary control measures (Objective 3) | | | | | |
| B.1.1. Procedures shall be in place for routine and non routine activities | Departmental Heads | Departmental Heads | Quarterly | Forms part of the annual Risk Assessment review | Forms part of the Directorate annual Risk Assessment review. In 2014 assurance schedule and dip-sampling will include the procedures for routine and non routine activities |
| B.1.2. Procedures to be in place for assessing the risks from activities of all those having access to the workplace including subcontractors and visitors | Departmental Heads | Departmental Heads | Quarterly | Undertaken by FM and Corporation | Undertaken by FM and Corporation for Facilities and maintenance contractors. All CoLP H&S policies include the work of agency workers, secondees and consultants |
| B.1.3. The CoLP will determine that the processes in place for hazard identification, risk assessment and control measures are suitable and sufficient | ACPO DoCS | Force Health & Safety Committee | Annually | Confirmed by annual review and training available | Confirmed by annual review and training available |
| B.1.4. Review required of risk assessment (RA) forms and training. Guidance document required and development of generic risk assessments. | ACPO DoCS | HoHSW | Annually - completion by 31/12/2013 | Risk Assessment (RA) form amended and training confirmed as adequate | Risk Assessment (RA) form amended - training available on-line on the NCALT system and more specialised courses are available through the Corporation |
| B.2. The CoLP shall establish and maintain a documented procedure to ensure that the results of the assessments and the controls in place shall inform routine and operational procedures (Objective 4) | | | | | |
| B.2.1 To ensure that hazard identification, risk assessment and risk controls form part of regular operational and general performance (taking into account the needs of operational policing and the requirements of "Striking the Balance") | Departmental Heads | Departmental Heads | Quarterly | Confirmed. Dynamic risk assessment is common practice and training available | Confirmed. Dynamic risk assessment is common practice and training available |
| B.3. The CoLP to ensure that those undertaking the roles and responsibilities for organisational OH&S planning are competent to do so | | | | | |
| B.3.1. Directorate Heads to identify managers with responsibility for H&S at all levels to ensure that they are aware of and understand the principles of risk assessment and that every Police Officer has attended a dynamic risk assessment training session. | ACPO DoCS | Departmental Heads | Annually | Risk assessment and Dynamic risk assessment training available. | Further investigation has identified a current need for Risk Assessment training (particularly for some support staff). All Police Officers undertake Dynamic Risk Assessment training and receive refresher training on a 3 yearly basis. Front line support staff also receive dynamic risk assessment training. Refresher training is in process of being arranged with support from L&D |

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| B.3.2 Department Heads to identify those who undertake risk assessments and ensure they have had appropriate training and competency for the task | Departmental Heads | Departmental Heads / Learning & Development | Annually | Ongoing and improving. Training available and is a standing agenda item at committee meetings | Managers are required to identify if members of their teams require health and safety training in line with role requirements, including risk assessment training. The PDR process is used to record the need for training and to monitor that the training is undertaken. |
| B.4 All Managers and supervisors to ensure that the risk assessments for activities under their responsibility are fit for purpose, reviewed regularly and amended if required | | | | | |
| B.4.1 Managers to check for: Relevance, Being up to date, legislative compliance, Practicality, Communication to those that need to know, Ownership and Date for Management to review. | Departmental heads | Supervisors | Not time specific - this is a process | Completed with support from Head of OHSW | Completed with support from Head of OHSW |
| B.5. All Directorates to undertake an annual systematic review of risk assessments within their area of activity through the Top X Risks Programme. | | | | | |
| B.5.1 All Directorates/ Departments to report annually on the top risks for their areas to inform the Top X Risk Report for the CoLP | ACPO DoCS & HoOHSW | Force Health & Safety Committee | Annually | In process due by November 2013 | Complete - Top X submitted and at future H&S Committee meetings the Top X action plan will be reviewed. H&S risks will be monitored and if necessary raised to Top X |
| B.6 The CoLP shall establish and maintain H&S Objectives at Force level consistent with OH&S Policy and the commitment to continual improvement | | | | | |
| B.6.1. The CoLP shall ensure that the Health & Safety Risk Register (Top X) identifies current risks and the appropriateness of controls are reviewed at the H&S Committees | ACPO DoCS | Department Health & Safety Committee | Quarterly | In process due November 2013 | Completed - Top X submitted to Town Clerk in November. An action plan has been prepared for quarterly review by the Force Health and Safety Committee. Other risks will be continually monitored and if necessary raised to the Force Top X |
| B.7. To maintain a procedure for identifying and accessing the legal and other OH&S requirements that are applicable to the CoLP. | | | | | |
| B.7.1 Relevant legislation and other requirements to be identified, made accessible and evaluated | HoOHSW | Strat. Planning/ Policy / Information and advise | Annual process | Reviewed and informed at quarterly meetings | Reviewed and informed at quarterly meetings |

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| Organisation OH&S Planning (Hazard identification, risk assessment and control) | Responsibility | Action by | Planned Review Date | Status as of August 2013 | Status as of January 2014 |
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| B.7.2. Information to be disseminated to CoLP staff and officers through appropriate platforms – e.g. Broadcast, intranet, SharePoint, City I Process to be reviewed six monthly. (Site available on internet for Legislation) | HoOHSW | Corporate Communications & Information manager | Annual process | Actioned as applicable | Mechanisms exist for the dissemination of information. These include Directorate H&S pages and Broadcasts |
| Implementation & Operation | Responsibility | Action by | Planned Review Date | Status as of August 2013 | Status as of January 2014 |
| C.1. To monitor and review that the organisational structure confirms the roles and responsibilities for OH & Safety management, enabling all officers and staff to identify their respective accountabilities and responsibilities with regard to OH & Safety Management Systems. (HSG 65/ ISO 18001) | | | | | |
| C.1.1. Review CoLP H&S Policy and Arrangements where responsibilities are outlined on an annual basis. Ensure consultation with representative bodies. | ACPO DoCS & HoOHSW | Force Health & Safety Committee | Annually | updated continuous process - annual review | The Annual Certificate of Assurance was completed at the end of 2013. This review has led to the creation of an action plan and the implementation of the actions identified will be monitored by the Force Health and Safety Committee. The Force Health and Safety Committee includes TU and Federation representatives |
| C.2. To establish CoLP procedures to ensure the competence of officers and staff to carry out their designated functions through information, instruction, training and guidance (Objective 5) | | | | | |
| C.2.1. To use the information from job profiles, role responsibilities, hazard identification, procedures and operating instruction and policies to determine training needs and review at regular intervals | ACPO Support & Directorate Heads | L&D/managers/College of Policing | 31/03/14 | In process in line with new organisational structure - new system to be introduced that is more specifically related to individuals and the roles / jobs they undertake | Service wide changes to Police activities and policies are driven by the College of Policing. The Force and managers will then assess training requirements, with changes being reviewed by the Force Training Improvement Board (TIB). The PDR process provides the mechanism to record and monitor H&S training needs specific to the roles and responsibilities of an individual. |
| C.2.2. To identify systematically the required OH&S competencies for CoLP tasks and complete prescribed training request process | ACPO DoCS | managers | Ongoing - review during PDR process 31/03/2014 | To be confirmed. | Compliance for completion of mandatory training is monitored locally and specifically via Directorate Heads and Forcewide by PMG |

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| Implementation & Operation | Responsibility | Action by | Planned Review Date | Status as of August 2013 | Status as of January 2014 |
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| C.2.3 To provide any OH&S training (internally or externally) identified as being necessary and keep records. | ACPO DoCS & Directorate Heads | Learning & Development Manager | As & when Required | Improvements in record keeping - ongoing. | Once training needs are identified a process exists to request the training (via Form 145) and this request is logged centrally and on individuals' personal profiles. Completed training courses are recorded on central Training Administration System (TAS) database |
| C.2.4 To have a system in place to assess the required OH&S knowledge is acquired and maintained to ensure competency and review as part of per process | ACPO DoCS & Directorate Heads | Learning & Development Manager & Departmental Managers | Annually | Confirmed | confirmed - system in place |
| C.2.5 To ensure that the scope and provision of H&S training meets our statutory duties, is provided in a timely manner, appropriate to CoLP, reviewed and updated on an annual basis. | ACPO DoCS | Learning & Development Manager | | Confirmed | The Force has an annual training plan which takes account of the training requirements of the College of Policing. In addition to this a system is in place to address any new H&S training needs (for both staff and Police Officers) that become apparent. This is via the Training Improvement Board |
| C.3. To ensure that relevant OH&S information is communicated to and from officers and staff | | | | | |
| C.3.1. To ensure processes are in place to allow officers and staff to be consulted where there are any changes that affect workplace OH&S | ACPO DoCS | Departmental Heads | Ongoing | Systems available through team and committee meetings | Trade Union and Police Federation representatives are invited to both Force and Directorate Health and Safety meetings. DoCS holds regular liaison meetings with Trade Union and Federation Representatives where health and safety concerns can be raised if necessary |
| C.3.2. To ensure that officers and staff are encouraged in good OH&S Practice and support of the Force OH&S Policies and Procedures. That padres are completed in a timely fashion and that mandatory OH&S training is completed | ACPO DoCS | Departmental Heads | Ongoing | Confirmed through PDRs | All employees (including volunteers and contractors) are advised of Health and Safety requirements and procedures at induction. Mandatory training uptake is monitored by PMG |
| C.3.3. To ensure that the CoLP has suitable arrangements in place for the consultation on OH&S matters with staff representatives | ACPO DoCS | Force Health & Safety Committee | Quarterly Meetings which staff reps are invited | Confirmed | As per details in C.3.1 employees representatives are invited to Force and Directorate Health and Safety meetings |
| C.4. To Continue to provide competent OH&S advice and guidance | | | | | |
| C.4.1 HoOHSW to continue to develop the OH and safety sites as a repository for H&S guidance and information. | Head of HR | HoOHSW | Ongoing | Ongoing | Ongoing - Additional web publishing course requested to streamline process for updating webpages. |

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| C.4.2. All Directorates to maintain and update their OH&S information on their dedicated websites | Directorate Heads | Departmental Heads | Ongoing | The majority of Directorates have a dedicated H&S page on their intranet sites. Work ongoing with the remaining Directorates to establish their own H&S pages. | All Directorates now have a dedicated health and safety page on the intranet. These pages are populated with Directorate H&S information |
| C.5. The CoLP will establish and maintain procedures for controlling all OH&S documents to enable sharing, reviewing, revision and archiving | | | | | |
| C.5.1. To identify and set up a common location for the collation of corporate accident reports and risk assessments and other OH&S results in an online site. (OH&S module in HR Self Service) | ACPO DoCS | Head of HR | 31st March 2014 | Ongoing - the need for an electronic reporting system has been identified. | On-going. Once further details regarding DMS/Self-serve upgrades to be both hardware and software have been agreed details regarding updates to current processes will be made available. In addition to DMS/Self Serve the potential for using the Corporation recording system is being also being explored. Several issues need to be resolved before the Corporation system could be used. |
| C.5.2. To set up folders on S/G drive until SharePoint fully available. To migrate available data to SharePoint when all have access. | Directorate Heads | Departmental heads | 31st January 2014 - SPOCS to publish risk assessments and inspections | In progress. | The development of SharePoint is not as advanced as originally anticipated. As a result work is being undertaken by the Directorate H&S SPOCs to publish risk assessments and inspections on their intranet pages (or have links to Directorate folders on the S Drive. Some documents may contain sensitive information and publishing them on the intranet would not be appropriate. A more permanent solution is being look into. |

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| C.6 As part of OH&S management, CoLP to publish and maintain written plans and procedures to identify the potential for, and response to incidents and emergency situations affecting business continuity and emergency planning. | | | | | |
| C.6.1 All Departments to have produced business continuity plans for their areas and to have tested their effectiveness. Details of plans to be monitored through CoLP Business Continuity Forum. | Peter Clarke | Business Continuity | Annually | Confirmed for 2013 | Business Continuity Plans are monitored through the Business Continuity Group. HoHS will attend BCG meetings to seek assurance that H&S is included in BCP processes. |
| C.6.2 All First Aid contents to be selected as appropriate for the response required. To be in line with MPS training specifications | ACPO DoCS | Relevant Managers | 31st March 2014 | Confirmed | Initial and refresher first aid training is available via L&D. Contents of First Aid boxes are monitored by First Aiders. The contents are checked as part of building inspections. |
| C.6.3 All Facilities Managers to complete annual assessments of Fire Risks of CoLP buildings and ensure appropriate levels of Fire Marshals and emergency equipment are available. | ACPO DoCS | General Services Director | Annually | Confirmed and monitored | Each building has a Fire Risk Assessment action plan. General Services manage the implementation of actions |
| Performance Measurement & Monitoring | Responsibility | Action by | Planned Review Date | Status as of August 2013 | Status as of January 2014 |
| D.1. To monitor and measure OH&S performance in all activities, in particular conforming to the requirements of the Force priorities and the Force Risk Register (Objective 6) | | | | | |
| D.1.1 All Departments to complete a formal inspection of their areas at least once a year (more frequently if hazards are greater or legislation requires), results to be posted on central CoLP database KPI: All to be completed by June each year | ACPO DoCS | Directorate / Departmental Heads | Annually | Ongoing - confirmation required | Directorates complete local inspections of their areas. In future these will be put onto a central register |
| D.1.2 All Managers and Supervisors to ensure that Form 50's are completed accurately, in good time and investigated properly KPI: 90% of forms submitted to be accurately completed and investigated | ACPO DoCS | Directorate / Departmental Heads | As and when required | New process in place for 2013 - further work needed. A paper based system is currently in use to report accidents and incidents. Work required to introduce an electronic accident/incident and near miss reporting system | All form 50s that are received by HoHS are reviewed - any queries or gaps in information are sent back to the line manager. This is monitored quarterly at PMG as part of the Corporate Services Directorate Plan. |
| D.1.3 To collate all accidents, injury and near miss reports for reporting back to CoLP and Directorate H&S committees. To enable specific analysis, corrective and preventative actions to be complete review formally at Force H&S committee | ACPO DoCS | Departmental Heads | As and when required but for presentation to Force and Departmental H & S Committees | In place - work needed to introduce an electronic reporting system. This will provide quicker access to data and provide efficient analytical systems | Statistical reporting to both Force and Directorate Health and Safety Committees takes place on a quarterly basis |

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| Performance Measurement & Monitoring | Responsibility | Action by | Planned Review Date | Status as of August 2013 | Status as of January 2014 |
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| D.1.4 To maintain and keep up to date the information on the Directorate H&S intranet sites:- Directorate specific OH&S information, Policy and Statement of Arrangements, Action Plans, risk assessments, inspection dates and meeting minutes etc <i>KPI: All Directorates to have a web author assigned to this activity by April 2012</i> | Directorate Heads | Safety Co- Coordinators and FM | Quarterly | The majority of Directorates have their own H&S intranet pages. Work has begun to ensure the remaining Directorates have a dedicated H&S intranet page. | All Directorates now have dedicated health and safety pages containing Directorate H&S information including policy statement. |
| D.1.5 To establish, maintain and record processes for the testing and calibration of equipment (inventory of equipment, spreadsheet of testing/calibration etc) <i>KPI: 75% completed in year 1 and 100% by close of year 2.</i> | ACPO DoCS | Departmental Heads | Quarterly | No longer applicable - equipment held by Corporation H&S | Statutory testing of equipment such as building lifts is managed by the Corporation. However, the Force is currently checking that all work equipment is checked and maintained by competent persons in line with legal requirements |
| Performance Measurement & Monitoring | Responsibility | Action by | Planned Review Date | Status as of August 2013 | Status as of January 2014 |
| D.2 The CoLP to identify key performance indicators for its OH&S Performance | | | | | |
| D.2.1 OH&S policy and objectives are being achieved, <i>KPI: All directorates have 100% returns for inspections - and are made available on Directorate intranet Health and Safety pages. Lessons are learnt from OHS management systems failures, Information for continual improvement of OH&S function is being produced and used</i> <i>KPI: indication of improvement year on year through annual Assurance and Top X Risk.</i> | ACPO DoCS | Force Health & Safety Committee | Quarterly | Forms part of the Directorate action plans - key elements (Annual Certificate of Assurance and Top X) not completed in 2012 - work has begun on the 2013 submissions. | Submission of Top X and Annual Certificate of Assurance returns completed. A formal, quarterly review of both resultant Top X and Annual Certificate of Assurance Action Plans have been introduced as items for quarterly review by the Health and Safety Committee |