



**METROPOLITAN
POLICE**

Working together for a safer London

PROPERTY SERVICES

**Directorate of Resources (DoR)
Health and Safety
Letter of Assurance**

April 2010

**Letter of Assurance
Directorate of Resources (DoR)**

Business Group Assurance Process Letter

I have discharged my health and safety responsibilities as the Business Group Director (BGD) of DoR in accordance with the MPA/MPS Corporate Health and Safety Policy.

PART ONE - DoR Departments

I have received assurance from each of my department heads that they have fulfilled their responsibilities for health and safety in accordance with the MPA/MPS Corporate Health and Safety Policy including:

- **Health & Safety policy**

My departments have local health and safety policies that reflect local safety arrangements; these have been signed by the HoD and have been communicated to all staff;

These policies have been reviewed in the last twelve months and amended as necessary.

- **Organisation, Communication and Consultation**

Duties and responsibilities for health and safety have been allocated to appropriate staff within my Business Group in accordance with the local and corporate health and safety policies;

All staff are receiving training commensurate with their role and responsibilities;

All staff has completed mandatory/statutory health and safety training or are scheduled to attend; HOD's maintain an employee training record for all existing staff to ensure that essential and mandatory health and safety related training is attended;

Federation, trades unions and staff representative associations are appropriately consulted on health, safety and welfare issues that have a direct or indirect impact on staff they represent;

Health and safety is co-ordinated through quarterly department health and safety committees, which are chaired by the HoD. Membership of these committees includes all those with specific responsibilities in the local health and safety policy, Federation, trades unions and staff representative associations, as appropriate;

Minutes of quarterly health and safety committees are communicated to all relevant staff.

- **Planning**

The departments have a health and safety plan for the current financial year, setting measurable targets for improvements in health and safety performance;

Each department has prepared and will continue to review risk assessments for all tasks and activities undertaken in accordance with the MPS H&S Manual Volume 1 Chapter 5 and the Property Services H&S Manual.

These assessments, where appropriate, take account of risk not only to MPS staff but others including those that may be affected by the department activity including contractors, volunteers and the public. These assessments also include suitable controls that have been implemented to reduce the risk to acceptable levels.

The RA4 risk assessment form has been signed by the HoD.

These risk assessments are reviewed on an ongoing basis, with all assessments being updated in the last twelve months and amended as necessary.

The MPA external Health and Safety Auditor has indicated that it will be beneficial to review and where necessary develop Procurement Procedures to ensure that Health and Safety compliance is an integral part of the procurement process. In order to achieve the aforementioned review a steering group, consisting of members from Procurement, Property Services Compliance Team and SHRMT will prepare a report for the Director of Procurement Services identifying associated recommendations for consideration/implementation.

It is considered essential that the future provision of a compliant health and safety MPS estate must take into account the age and wear and tear of buildings and premises. It is considered essential for a programme of annual building compliance/health and safety audits to be established, with reports and information issued to relevant departments within Property Services/DoR. The aforementioned action will assist in providing best value by minimizing costs in relation to property damage, repair and refurbishment as well as avoiding potential business continuity and health and safety issues due to deterioration and premises becoming unsuitable for occupation.

In the event of a situation arising where capital funds are not readily available to resolve a significant health and safety issue or continue to maintain a building in a fit for purpose condition, this issue will be immediately referred to the MPA. Interim action may be taken as necessary to close or vacate areas of a building to ensure the safety of personnel, in such an event the MPA will be advised.

A review is to be undertaken by Property Services to ensure that Health and Safety Statutory Compliance audits of the MPA/MPS buildings and estate are effectively undertaken. Various monitoring activities currently undertaken by RCOS in respect of fire/food/water audits/health and safety inspections, Atkins in respect of FM contact compliance and HR5 SHRMT (MPS Chase Audits) will be evaluated and amended to streamline and coordinate the audit process.

The audits will also take into account the age, condition, maintenance arrangements and fitness for purpose of buildings across the MPS Estate with information being disseminated to relevant departments within Property Services. The audits will assist in providing best value by minimising costs in relation to property damage, repair and refurbishment as well as avoiding potential business continuity and health and safety issues arising due to premises becoming unsuitable for occupation.

- **Departments providing pan MPS services**

(Including but not restricted to Pan London statutory fire compliance, property management, procurement, finance, provision of plant and equipment etc). - HOD's have provided assurance that these activities are appropriately managed (including suitable performance monitoring) and, where appropriate, suitably risk assessed. Associated Policies and Procedures are regularly reviewed and where necessary are amended/updated to ensure compliance with statutory requirements.

- **Measuring Performance**

Workplace inspections are regularly carried out commensurate with the activities being undertaken. Significant findings are actioned and reported to the department's health and safety committees, Corporate SHRMT and Property Services Compliance Team. A record will be kept of any findings and actions arising.

All property related accidents, incidents, near misses and reports of ill-health are recorded, reported to RCOS and, where appropriate, adequately investigated and action taken to prevent a reoccurrence;

Where required accidents, incidents and ill health are reported to the Health & Safety Executive;

Each department carries out trend analysis of reported accidents. These are reported to and reviewed by the department health and safety committees.

- **Audit and Review**

All departments review their H&S performance against the performance targets, set out in the department annual health and safety plan; All departments are to undertake an annual self-assurance audit in respect of employee mandatory health and safety training, risk assessments and workplace inspections. The aforementioned process is subject to Dip sample audits undertaken by the Property Services Compliance Team. Confirmation and results of the annual Dip sample audit are forwarded to the Director of Resources.

The Department was audited by the MPA Internal audit team in September 2008 and an external audit in June 2009. The Recommended audit actions for the Internal Audit have been completed. The External Audit recommendations are being evaluated and actioned as necessary by an appointed Steering Group reporting to the Strategic Health and Safety Committee.

PART TWO

- **Business Group Assurance**

Suitable arrangements are in place to communicate, direct and coordinate DoR Business Group health and safety matters and disseminate these to all DoR Departments. Minutes of each of the Health and safety Committees within the DoR Business Group are disseminated to all staff via the Resources Intranet site and agreed circulation.

Duties and responsibilities for health and safety at a Business Group level have been allocated to appropriate staff;

Federation, trades unions and staff associations are appropriately consulted on health, safety and welfare issues at Business Group level that have a direct or indirect impact on staff;

The Business Group carries out trend analysis of reported accidents and near misses. These are reported to and reviewed by the DoR and Property Services H&S Committees and other health and safety forums as appropriate;

The Business Group reviews department health and safety performance and supports recommendations for action.

PART THREE - HEALTH AND SAFETY – SHORTFALL AREAS OF SAFETY CONCERN

The following health and safety shortfalls/areas of concern have been identified together with associated action plans drawn up to address these issues. The DoR Health and safety Committee will review and ensure compliance with the actions identified:-

Serial Number	Shortfall Concern	Action Required	Lead Staff	Target Date For Completion	Date Completed
DoR 1	Employee Training	HOD's to update an employee training matrix for all existing staff to ensure that essential and mandatory health and safety related training is attended – i.e. Risk Assessment, Leadership course/Fire Responsible Person/COSHH/Manual Handling etc, training to be attended by relevant/nominated personnel. HOD's to provide regular updates to the Health and Safety Committees	HOD's	Complete Training Matrix -June 2010	Ongoing
DoR 2	Building Compliance Audits	A review is to be undertaken to ensure that Health and Safety Statutory Compliance audits of the MPA/MPS	Phil Smith G Russell	July 2010	

		buildings and estate are effectively undertaken. Various activities currently undertaken by RCOS/FM in respect of fire/food/water audits/health and safety inspections, Atkins in respect of FM contact compliance and also HR5 SHRMT (MPS Chase Audits) will be evaluated. Where appropriate additional requirements and amendments will be made to prepare a streamlined building compliance audit process.	Supported by Nick Kettle		
DoR 3	Review of MPS Health and Safety Procurement	During July 09 the MPA external Health and Safety Auditor indicated that it will be beneficial to review and where necessary develop Procurement Procedures to ensure that Health and Safety compliance is an integral part of the procurement process. A steering group, consisting of members from Procurement, Property Services Compliance Team and SHRMT will prepare a report for the Director of Procurement identifying associated recommendations for consideration/implementation.	Mike Burt Peter Brown Supported by Nick Kettle	September 2010	
DoR 4	Communication of Department Health and Safety Minutes	The minutes of the various MPS quarterly health and safety committee are communicated to all DoR staff via notice boards and the MPS intranet site. The minutes are displayed and circulated within DoR and Property Services relating to the Strategic, DoR, Property Services, ESB, Hendon and NSY Health and Safety Committees. Action Completed	Peter Brown	30 th September 2009	30 th September 2009
DoR 5	Preparation of Risk Assessments	Each DoR and Property Services department to undertake a review of risk assessments for all tasks and activities undertaken and update/amend existing assessments as necessary, in accordance with the MPS H&S Manual Volume 1 Chapter 5.	HOD's	June 2010	
DoR 6	MPA Internal Audit Compliance	The implementation of the recommendations of the audit are being monitored by the Strategic Health and Safety Committee. MPA action plan/recommendations	Peter Brown	30 th November 2009	30 th November 2009

		have been progressed via each HOD and monitored by the DoR and Property Services Health and safety Committees. A quarterly update of progress has been reported to the Strategic Health and safety committee. Action Completed			
DoR 7	All DOR Departments	DOR Departments to undertake an annual self-assurance audit in respect of employee mandatory health and safety training, risk assessments and workplace inspections. The aforementioned process is subject to DIP sample audits undertaken by the Property Services Compliance Team. Confirmation and results of the Dip sample audit are forwarded to the Director or Resources.	HOD's	October 2010	

I have discharged my health and safety responsibilities as the Business Group Director (BGD) of DoR in accordance with the MPA/MPS Corporate Health and Safety Policy.

Signed: ...Anne McMeel..... Date.....

Anne McMeel
Director of Resources