



**METROPOLITAN
POLICE**

Working together for a safer London

**Directorate of Information (DoI)
Health and Safety
Letter of Assurance**

April 2010

Business Group Assurance Process Letter

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

PART ONE

DoI Business Units

- The DoI Health & Safety Policy covers all groups. However, because of the specialist nature of the work undertaken, by the Technology Group, they have separate arrangements in place and, where appropriate, these are highlighted in the policy.
- Reports from the Technology Group Strategic Health & Safety Committee are provided, to me, on a regular basis and DoI Work Activity and Buildings quarterly health and safety returns are reported, for all areas of DoI, in the monthly DoI Governance & Assurance Report and in the quarterly DoI Health & Safety Status Report.

[Signed H&S Policy \(intranet\)](#)¹

[DoI Buildings & Work Activity Reports \(S drive\)](#)²

[Monthly DoI Governance & Assurance Reports \(intranet\)](#)³

[Quarterly DoI Health & Safety Status Report \(intranet\)](#)⁴

Health & Safety Policy

- The DoI has a health and safety policy that reflects local safety arrangements; this has been signed by myself and communicated to all staff via the DoI Staff intranet site, with further copies posted on Health and Safety Notice Boards.

[Signed H&S Policy \(intranet\)](#)¹

- This policy has 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 directorate, in accordance with the local and corporate health and safety policies.
- All staff have received training commensurate with their role and responsibilities or are scheduled to attend as appropriate.
- All staff have completed mandatory/statutory health and safety training or are scheduled to attend as appropriate.

[Training information in DoI Governance & Assurance Report \(source: monthly HR reports\)](#)³

- 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 the quarterly DoI Strategic Health & Safety Committee and the quarterly Technology Group Strategic Health & Safety Committee meetings. Other DoI Business Units either have Local or Building Health & Safety Committees and an agenda item for the SMT meetings. Any health and safety issues arising are reported by the appropriate Group Director to the DoI Strategic Health & Safety Committee or, in the case of urgent matters, reported directly to the Information Board.
- Membership of these committees includes all those with specific responsibilities detailed in the local health and safety policy, Federation, trades unions and staff representative associations, as appropriate.
- Minutes of quarterly health and safety committee meetings are communicated to all relevant staff.
- The Quality Assurance team produces a quarterly DoI Health & Safety Status Report which is circulated to the Information Board and published on the intranet.

[DoI Strategic H&S Committee information: terms of reference, agenda, minutes, representation \(intranet\)](#)⁵
[TG Strategic H&S Committee information: agenda & minutes \(S drive\)](#)⁶
[Quarterly DoI Health & Safety Status Report \(intranet\)](#)⁴

Planning

- The Directorate has a Health & Safety Plan for the current financial year, setting measurable targets for improvements in health and safety performance.
[DoI Health & Safety Plans \(S drive\)](#)⁷
- The DoI has completed all risk assessments for all tasks and activities undertaken in accordance with the MPS H&S Manual Volume 1 Chapter 5.
[DoI Risk Assessments \(S drive\)](#)⁸
- These assessments, where appropriate, take account of risk to 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.
- All RA4 risk assessment forms have been signed by the relevant Group Director.
[Signed RA4 forms \(S drive\)](#)⁹
- These risk assessments are reviewed on an ongoing basis, with all assessments being updated in the last twelve months and amended as necessary.

Measuring Performance

- Building and Work Activity assessments are carried out quarterly and are reviewed by each DoI Business Group Director. Significant findings are reported to the DoI Strategic Health and Safety Committee and to Corporate SHRMT. The outcome of these assessments is reported monthly in the DoI Governance & Assurance Report and the quarterly DoI Health & Safety Status Report to IB SMT.

- All property related accidents, incidents, near misses and reports of ill-health are recorded, reported to DoI Strategic Health & Safety Committee 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.
- The DoI carries out trend analysis of reported accidents. These are presented to the DoI Strategic Health & Safety Committee, within the DoI Health & Safety Status Report, for review.

[Accidents, incidents and near misses reported in the quarterly DoI Health & Safety Status Report \(source: HR report\)](#)
[Quarterly DoI Health & Safety Status Report \(intranet\)](#)⁴

Audit and Review

- All business groups review their health and safety performance against the performance targets, set out in the department annual Health and Safety Plan and, progress against this plan, is reported to the DoI Strategic Health & Safety Committee.

[H&S Progress against the plan \(S drive\)](#)¹⁰

PART TWO – Technology Group Business Group Assurance

- Suitable arrangements are in place to communicate, direct and coordinate health and safety within DoI Technology Group.
- Letter of Assurance from Technology Group.
- 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.
- Trend analysis, of reported accidents and near misses, is carried out for each Business Group. This is reported to and reviewed by the DoI Strategic H&S Committee 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 - shortfalls/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.

Serial No	Shortfall/Concern	Action Required	Lead Staff	Target Date For Completion	Date Completed
1	Effectiveness of the quarterly Buildings & Work Activity Reporting Process	Review of Quarterly Reporting Process	D Horn	Oct 2010	
2	The capture of H & S data post implementation of THR	Ensure provision of appropriate data is available from THR	N Toko	Post implementation of THR	
3	Formalisation of H & S aspects in the procurement element of Project Lifecycle	Review and updating of Project lifecycle	PMO / S&HRMT	Oct 2010	

Review of MPS Health and Safety Procurement

- I have discharged my health and safety responsibilities as the Director of Information in accordance with the MPA/MPS Corporate Health and Safety Policy.

[Compliance with Form 1049: Section 1.H](#)

Signed: ...Ailsa Beaton..... Date.....

Ailsa Beaton
Director of Information