Specialist Operations Directorate (SO) Health and Safety Letter of Assurance
SPECIAL OPERATIONS DIRECTORATE
BUSINESS GROUP ASSURANCE PROCESS LETTER

I have discharged my health and safety responsibilities as the Assistant Commissioner (AC) for the Specialist Operations Directorate in accordance with the MPA/MPS Corporate Health and Safety Policy.

PART ONE - OCU Assurance

I have received the following assurance from my OCU Commanders relating to discharging their responsibilities for health and safety in accordance with the MPA/MPS Corporate Health and Safety Policy including:

Health & Safety policy

- All my OCUs have local health and safety policies that reflect local safety arrangements; they have been signed by the OCU Commanders and have been appropriately communicated to staff;
- These policies have been reviewed in the last twelve months;

Organising

- Duties and responsibilities for health and safety have been allocated locally to appropriate staff by my OCU Commanders in accordance with the local and corporate health and safety policies;
- The majority of staff have received training commensurate with their role and responsibilities and for those who have not there are local plans in place to ensure training is undertaken as soon as possible;
- All staff are required to successfully complete mandatory training and, as appropriate, statutory health and safety training. Plans are formulated each year to meet the annual training requirements for my Business Group. The vast majority of staff have received relevant mandatory health and safety training commensurate with their role and for those who have not there are local plans in place to ensure training is undertaken as soon as possible. Performance in respect of the training attendance is monitored at both local OCU and Business Group level;
- 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 OCU quarterly health and safety committees, which are chaired by my OCU Commanders. 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 staff;
APPENDIX 3

Planning

- The vast majority of my OCUs have health and safety plans, setting measurable targets for improvements in health and safety performance;

- Many Specialist Operations command units provide pan MPS services and have, where appropriate, completed risk assessments for tasks and activities (including operational activity) undertaken in accordance with the MPS H&S Manual Volume 1 Chapter 5. These assessments, where appropriate, take account of risk to not only to MPS staff but others including those that may be affected by the OCU/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 OCU RA4s (with the exception of S020) risk assessment forms have been signed my OCU Commanders;

- All risk assessments have either been reviewed in the last twelve months or are currently subject to a planned review programme.

Measuring Performance

- Workplace inspections are, in general, regularly carried out and where appropriate significant findings are reported to the OCU health and safety committee;

- All accidents, incidents, near misses and reports of ill-health are recorded, reported and, where appropriate, investigated;

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

- The OCU carry out trend analysis of reported accidents. These are reported to and reviewed by the OCU health and safety committee.

Audit and Review

- Where OCUs annual health and safety plans are present, appropriate H&S performance monitoring against targets is undertaken;

- Where an OCU has been audited by the SHRMT, Property Services Compliance Team, HMIC or MPA Internal audit recommended actions have either been completed or scheduled action plans are in place to achieve compliance.

PART TWO – Business Group Assurance

- In addition to the OCU health and safety meeting I hold 6 monthly Special Operations Directorate Health and Safety meeting which is attended by my OCU Commanders and others with designated responsibilities for health and safety matters. Minutes of Business Group safety related discussions/meetings are disseminated, as appropriate, to all staff;
• 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 Health and Safety meeting will carry out trend analysis of reported accidents and near misses. This analysis will be reported to and reviewed by the Business Group 6 monthly Health and Safety meeting and other health and safety forum as appropriate;

• The Business Group Health and Safety meeting will monitor and review OCU and department health and safety performance.

PART THREE - Health and safety - shortfalls/areas of safety concern/ongoing proactive work

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Shortfall/Concern</th>
<th>Action Required</th>
<th>Lead Staff</th>
<th>Target Date For Completion</th>
<th>Date Completed</th>
</tr>
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<tbody>
<tr>
<td>01</td>
<td>Mandatory H&amp;S Training</td>
<td>OCUs are to review their H&amp;S training plans &amp; annual costed training plans to ensure staff have completed relevant role related and mandatory H&amp;S training</td>
<td>OCU Commanders</td>
<td>Standing item for review of performance at SO Health and Safety Committee</td>
<td>Complete (Subject to annual review by the Business Group H&amp;S Committee)</td>
</tr>
<tr>
<td>02</td>
<td>Chair of OCU Health and Safety Committees</td>
<td>OCU Commanders will chair all local H&amp;S Committee meetings</td>
<td>OCU Commanders</td>
<td>Standing item for review of performance at SO Health and Safety Committee</td>
<td>Complete (Subject to annual review by the Business Group H&amp;S Committee)</td>
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<tr>
<td>03</td>
<td>SO Health and Safety Committee</td>
<td>SO to establish a Business Group H&amp;S</td>
<td>SO Management Group (SOMG)</td>
<td>1. SO MG agree Committee Terms of Reference.</td>
<td>1. Terms of Reference endorsed at SO MG inaugural Business</td>
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<tr>
<td>#</td>
<td>Description</td>
<td>Responsible</td>
<td>Responsible Action</td>
<td>Completed Status</td>
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<tr>
<td>04</td>
<td><strong>Business Group Health and Safety Plan</strong></td>
<td>SO MG H&amp;S Committee</td>
<td>SO MG to develop a H&amp;S Plan</td>
<td>Complete (Subject to annual review by the Business Group H&amp;S Committee)</td>
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<td>05</td>
<td><strong>OCU Workplace Inspections</strong></td>
<td>OCU commanders</td>
<td>OCU commanders will ensure that workplace inspections are appropriately undertaken</td>
<td>Ongoing but to report initially at October SO Health &amp; Safety meeting Complete (Subject to annual review by the Business Group H&amp;S Committee)</td>
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<tr>
<td>06</td>
<td><strong>OCU Health and Safety Plans</strong></td>
<td>OCU Commanders</td>
<td>OCU Commanders report at SOMG</td>
<td>Ongoing but to report initially at October SO Health &amp; Safety meeting Complete (Subject to annual review by the Business Group H&amp;S Committee)</td>
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<tr>
<td>07</td>
<td><strong>Risk Assessments</strong></td>
<td>OCU Commanders</td>
<td>OCU Commanders report for review of performance at SO Health and Safety Committee</td>
<td>Ongoing but to report initially at October SO Health &amp; Safety meeting Complete (Subject to annual review by the Business Group H&amp;S Committee)</td>
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**Committees**

2. SO MG to arrange six monthly healthy and safety meetings.


2. SO health and safety meetings dates set for 19 April 2010 and 4 October 2010 Complete (Subject to annual review by the Business Group H&S Committee)
In addition SO20 are conducting reviews as part of an ongoing planned review process. To date these risk assessments have not been reviewed by SHRMT.

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<th>Committee</th>
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<td>Complete - less SO20 (Subject to annual review by the Business Group H&amp;S Committee)</td>
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| 08 | **Safety Management System in SOHQ, SO20 and SO23** | Develop and review safety Management system for new OCUs SOHQ, SO20 and SO23 | OCU Commander SOHQ, SO20 and SO23 | Report performance at SO H&S Business Group Committee in April and October 2010 |

Signed: John Yates

J Yates  
Assistant Commissioner  
Specialist Operations