



**METROPOLITAN
POLICE**

Working together for a safer London

**Specialist Operations Directorate (SO)
Health and Safety
Letter of Assurance**

April 2011

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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;

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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 by 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 Specialist 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;

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- 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

Serial No	Shortfall/Concern	Action Required	Lead Staff	Target Date For Completion	Date Completed
01	<p style="text-align: center;"><u>Mandatory H&S Training</u></p> <p>The majority of staff have received training and mandatory health & safety training commensurate with their role and responsibilities. For those who have not there are local plans in place to ensure training is undertaken as soon as possible.</p>	OCUs are to review their H&S training plans & annual costed training plans to ensure staff have completed relevant role related and mandatory H&S training	OCU Commanders	Standing item for review of performance at SO Health and Safety Committee	<p>Standing item for review of performance at SO Health and Safety Committee</p> <p style="text-align: center;">Complete (Subject to annual review by the Business Group H&S Committee)</p>
02	<p style="text-align: center;"><u>Chair of OCU Health and Safety Committees</u></p> <p>The majority of OCU Commanders or on, occasions their nominated deputies; chair their H&S Committees.</p>	OCU Commanders will chair all local H&S Committee meetings	OCU Commanders	Standing item for review of performance at SO Health and Safety Committee	<p style="text-align: center;">Complete (Subject to annual review by the Business Group H&S Committee)</p>
03	<p style="text-align: center;"><u>SO Health and Safety Committee</u></p> <p>SO to establish a Business Group H&S</p>	SO to establish a Business Group H&S Committees	SO Management Group (SOMG)	1. SO MG agree Committee Terms of Reference.	1. Terms of Reference endorsed at SO MG inaugural Business

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	Committees			2. SO MG to arrange six monthly healthy and safety meetings.	<p>Group H & S Meeting on 25 January 2010.</p> <p>2. SO health and safety meetings dates set for 19 April 2010 and 4 October 2010</p> <p>Complete (Subject to annual review by the Business Group H&S Committee)</p>
04	<u>Business Group Health and Safety Plan</u>	SO MG H&S Committee to develop a H&S Plan	SO MG	SO Health and Safety meeting to agree health and safety plan	Complete (Subject to annual review by the Business Group H&S Committee)
05	<u>OCU Workplace Inspections</u> Workplace inspections are, in general, regularly carried out and where appropriate significant findings are reported to the OCU health and safety committee	OCU commanders will ensure that workplace inspections are appropriately undertaken	OCU Commanders report at SOMG	Ongoing but to report initially at October SO Health & Safety meeting	Complete (Subject to annual review by the Business Group H&S Committee)
06	<u>OCU Health and Safety Plans</u> The majority of SO OCUs have health and safety plans, setting measurable targets for improvements in health and safety performance.	OCUs to report performance to the SO MG Health & Safety Committee	OCU Commanders	Standing item for review of performance at SO Health and Safety Committee	<p>Standing item for review of performance at SO Health and Safety Committee</p> <p>Complete (Subject to annual review by the Business Group H&S Committee)</p>
07	<u>Risk Assessments</u> All OCUs review risk assessments annually.	OCUs to report performance to the SO Health & Safety Committee	All OCU Commanders	Standing item for review of performance at SO Health and Safety	Standing item for review of performance at SO Health and Safety

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	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.			Committee	Committee Complete - less SO20 (Subject to annual review by the Business Group H&S Committee)
08	<u>Safety Management System in SOHQ, SO20 and SO23</u> Develop and review safety Management system for new OCUs 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	Complete
09	<u>Working Time Directive</u> Review of health and safety implications of Working time Directive for specialist protection duties	Review of health and safety implications of Working Time Directive for specialist protection duties	<ul style="list-style-type: none"> • OCU Commanders SO1 and SO14 • Safety and Health Risk Management Team 	Report performance at SO H&S Business Group Committee in April and October 2010	Work ongoing. Following consultation with the Health and Safety Executive (HSE) a review of the implications in relation to the Working Time Directive is complete Further to this initial review additional work in relation to work fatigue and work recovery is now ongoing with relevant stakeholders including the HSE.

Signed: John Yates

J Yates
Assistant Commissioner
Specialist Operations