



**METROPOLITAN  
POLICE**

Working together for a safer London

**Directorate of Public Affairs (DPA)  
Health and Safety  
Letter of Assurance**

*April 2011*

## **APPENDIX 8**

### **STATEMENT OF ASSURANCE - Directorate of Public Affairs**

I have undertaken the MPA/MPS assurance process and this letter outlines my position in respect of the Directorate of Public Affairs (DPA).

The Directorate of Public Affairs has a good record for the health and safety of its staff and those we work with. We are committed to maintain, if not improve, our performance and have identified two areas requiring further work which will build on this. These are highlighted in this letter and our action plan

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

### **PART ONE - Directorate Assurance**

#### **Health and Safety Policy**

My directorate has a local health and safety policy that reflects local safety arrangements; it has been signed by myself as the Director and has been communicated to all staff;

This policy was reviewed in June 2010 and will be further reviewed in June 2011.

#### **Organising**

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 and continue to receive training commensurate with their role and responsibilities;

All staff are in the process of completing mandatory and, as appropriate, statutory health and safety training;

Trade Unions are appropriately consulted on health, safety and welfare issues that have a direct or indirect impact on staff they represent in my directorate;

Health and safety is co-ordinated through my quarterly directorate health and safety committee, which is chaired by myself (or my deputy in my absence). Membership of this committee includes all those with specific responsibilities in the local health and safety policy, and staff representative trade unions, as appropriate; the Health and Safety representative for the directorate is always informed to the meetings and is a regular attendee;

Minutes of quarterly health and safety committees have been communicated to all staff.

#### **Planning /Arrangements**

The directorate has a health and safety plan for the current financial year, setting

## APPENDIX 8

targets for improvement in health and safety performances. (NB: areas for improvement – see final paragraph)

The directorate has completed risk assessments for all 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 the risk to not only MPS staff but others including those who may be affected by the directorate's 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 myself as the Director;

These risk assessments have been reviewed in the last twelve months.

### Measuring Performance

Workplace inspections are regularly carried out and significant findings are reported to the directorate health and safety committee (NB: This system is being reviewed to ensure that management action is correctly recorded and an audit trail exists – see final paragraph);

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

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

The directorate carries out trend analysis of reported accidents. This is reported to and reviewed by the directorate health and safety committee.

### Audit and Review

The directorate reviews its own H&S performance.

## PART TWO

### Health and Safety - areas of concern

Whilst undertaking this assurance process, the following areas need to be looked at and improved:

Serial Number	Shortfall/Concern	Action Required	Target Date For Completion	Date Completed
01	Because of turnover, not all staff have received appropriate training regarding risk assessments.	Provide appropriate training	A staff training session has been scheduled for Friday 28 January	January 2011
02	The current risk assessment policy needs to be	An initial report has been	A Working Group is in place to take this work forward	

**APPENDIX 8**

	reviewed to ensure it meets the current needs of the directorate.	discussed by SMT and SIOs.		
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**Signed**

Dick Fedorcio  
Director of Public Affairs