

## Compliance with ACPO Benchmarking Standards

1. Health and Safety Policy in place  
The corporate H&S policy is currently with Management Board and the MPA for final signature after which it will be published. A corporate policy, with local OCU policies derived there from, has been in place or a number of years
2. Responsible owner identified at corporate level  
Director HR, Martin Tiplady, is the Management Board lead for H&S, with DAC Steve Roberts chairing the Strategic H&S Committee. An MPA lead for H&S has not yet been identified.
3. Structure for H&S management in place  
MPS works to HSG (65), as per HSE guidance
4. Risk assessment database is available which is up to date, audited and with identified owners  
Risk assessments for tasks and activities are held locally on OCUs, corporately on the shared S: drive of the AWARE system, and also in signed hard copy in the SHRMT office. All risk assessments that come into SHRMT are quality assured and are checked to ensure that the 'owner' of the risk assessment (i.e. the OCU Commander) has signed the RA4 form accepting ownership.
5. H&S responsibilities are understood by all  
All H&S roles and responsibilities are detailed in the local H&S Policies, which are overseen by safety advisors to ensure they are workable in practice. In addition, members of the local OCU H&S Committees are delegated targeted actions as part of the local annual H&S action plan, progress on which is monitored by safety advisors at each quarterly local committee.
6. Policies comply with legislation and are written in clear English.  
The H&S Policy is written by SHRMT in consultation with other units with H&S responsibilities such as PSD and TSD. The policy is subject to exhaustive further consultation and an equality impact assessment to ensure that it does not disenfranchise any member of the MPS.
7. Policies are readily accessible to the whole workforce  
Local policies are communicated at local level, e.g. on H&S notice boards or via the Intranet. This is monitored by SHRMT safety advisors.
8. Risk assessments are appropriate and accessible to the whole workforce  
Risk assessments, in the main, are carried out corporately within the business groups according to which unit has expertise in the area being looked at, e.g. all patrolling corporate risk assessments are carried out by TP, working at height risk assessments are done by

CO11, etc. These corporate risk assessments are then used as templates to inform the local risk assessment process where corporate risk assessments are modified to suit local hazards and risks faced by officers and staff. All risk assessments are stored on the shared S: drive on AWARE so they are readily accessible by all staff.

9. Appropriate channels for sharing information on incidents between key stakeholders and healthcare professionals.

Strategic H&S Committee provides this function, as well as Safety Advisor attendance at local H&S committees. In addition, SHRMT has a wide network of external professionals, in other police forces and in the wider H&S arena with whom we share information and current thinking.

10. Consultation process for reviews/revisions

As mentioned above, there is wide consultation on review of the H&S policy. All other consultation on changes in working practices or procedures is done through the Strategic H&S Committee where representatives from all business lines, the Federation and Unions, and other H&S professionals are in attendance.

11. Training programmes regularly reviewed and updated.

MPS has recently conducted a thorough review of H&S training and has put in place a training matrix, which covers all ranks/grades, and specialisms such as COSHH and DSE risk assessments. This overhaul of H&S training has been well received and feedback from the courses is used to inform reviews of case studies, scenarios, etc. used within the training packages.

12. Set targets and monitoring in place.

Targets are set corporately for SHRMT (e.g. number of H&S audits to be carried out annually) and also locally, where OCUs are obliged to produce an annual H&S plan with targeted measurable actions for completion by members of the H&S Committee.

13. Review policies and targets at least once a year.

The corporate and local H&S policies, the corporate and local risk assessments and annual targets on local action plans are all reviewed on an annual basis. Some risk assessments are identified for review during the 12 month period in light of serious accidents or near misses.

14. Audit to ensure training for new staff/officers, transferees and those with new responsibilities.

New police staff are given 'The White Room' training at corporate induction, Police officers, Specials and PCSOs are given dynamic risk assessment training during their first week. Mandatory training is carried out for all officers transferring in and has to be recorded on MetHR – monitored by SHRMT advisors. Further mandatory training is available as a member of staff moves up the promotion scale up to Safety Leadership for Band B and above/Chief Inspector and above.

15. Health and safety planning in light of local policing plans, force objective setting and performance indicators.  
Currently there is no provision for incorporating H&S targets into the local policing plan, but this is dealt with via the annual H&S action plan done at local level. These become local performance indicators, which are monitored by SHRMT
16. Regular meetings of stakeholder forum and monitoring performance against targets.  
Strategic H&S Committee meets every quarter, as do local H&S committees where performance monitoring takes place.
17. Incidents are reported, recorded and monitored and appropriate action taken.  
MetAIR is used to record all accidents to members of staff and the public. Trend analysis and monitoring is carried out at local level to feed into the local H&S committee and thus inform the local annual H&S plan. Trend analysis is also carried out within SHRMT on a corporate level to inform Management Board and MPS Corporate Governance Committee. SHRMT use corporate trend data to devise campaigns and facilitate information sharing on good and bad practice.
18. Data from incident/accident reports is considered as part of a risk management strategy.  
See above.
19. Short/long term management of problems arising from incidents i.e. revised risk assessments  
SHRMT advisors have access to information on accidents that occur within their portfolio. They check that a thorough investigation has taken place along with any necessary post-incident review of procedures and risk assessments, etc. This also applies to the Near Miss reporting system. Owing to the limited resources within SHRMT and the number of accidents that are reported, it is generally only the major injuries that are followed up in this way, with dip sampling of near miss investigations where a corporate failing may have been identified.