



**METROPOLITAN  
POLICE**

**Working together for a safer London**

**Central Operations (CO)  
Health and Safety  
Letter of Assurance**

***April 2011***

## APPENDIX 2

### **CENTRAL OPERATIONS BUSINESS GROUP ASSURANCE PROCESS LETTER**

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

#### **PART ONE - OCU Assurance**

I have received assurance from my OCU Commanders that they have discharged their responsibilities for health and safety in accordance with the MPA/MPS Corporate Health and Safety Policy.

#### **Health & Safety policy**

- All my OCUs have local health and safety policies that reflect local safety arrangements; they have been signed by the OCU Commander and have been appropriately communicated to all 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. The vast majority of staff have received relevant 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 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 quarterly OCU health and safety committees, which are chaired by the OCU Commander or, on occasions, their nominated deputies. 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 have been communicated to all staff.

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### Planning

- The OCUs have health and safety plans for the current financial year, setting measurable targets for improvements in health and safety performance;
- The Central Operations OCUs 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 not only to MPS staff but others including those that may be affected by the OCU activity including contractors, volunteers and the public. These assessments also include suitable controls that have been implemented to reduce the risk to acceptable levels;
- An RA4 risk assessment form has been signed by each of my OCU Commanders;
- 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 OCU health and safety committee;
- 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 the Health & Safety Executive;
- All OCUs carry out trend analyses of reported accidents. These are reported to, and reviewed by, the OCU health and safety committee.

### Audit and Review

- The OCUs review their H&S performance against the performance targets, set out in the OCU annual health and safety plan;
- The Territorial Support Group OCU have been audited by SHRMT and all recommended audit actions have either been completed or scheduled action plans are in place to achieve compliance.

### PART TWO – Business Group Assurance

- Suitable arrangements are in place to communicate, direct and co-ordinate Business Group health and safety matters, principally by means of my 6 monthly Central Operations Business Group Health and Safety Meeting. Minutes of all Business Group safety related discussions/meetings are disseminated to all staff;
- Duties and responsibilities for health and safety at a Business Group level have been allocated to appropriate staff;

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- 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 carries out trend analyses of reported accidents and near misses. These are reported to, and reviewed by, the Business Group SMT and other health and safety forum as appropriate;
- The Business Group reviews OCU and department health and safety performance.

### **PART THREE - Health and safety - shortfalls/areas of safety concern**

#### **Olympics**

- The Olympics Security Directorate remain under the Home Office with officers on secondment however this secondment process will take into account the Health and Safety obligations and requirements of the MPS insofar as they apply to staff seconded to central Service. The remaining small team sitting within CO12 receive support from CO1 regarding Health, Safety and Welfare.

<b>Shortfalls/Concerns Arising from 2009/10 Assurance Process</b>					
<b>Serial Number</b>	<b>Shortfall/Concern</b>	<b>Action Required</b>	<b>Lead Staff</b>	<b>Target Date For Completion</b>	<b>Date Complete</b>
<b>01/10</b>	Recommendations from CHASE audits have been included in the H&S plan for those OCUs who have been audited.	All actions have been complete or in the process of being complete.	OCU Commanders  CO15 CO19	Regular review as part of local H&S Committee and audit monitoring processes.	CO15 Jan 11  CO19 Nov 10
<b>02/10</b>	Insufficient in-house trainers to deliver OST/ELS courses	To be considered at Business Group level.	OCU Commander	Regular review at Business Group Health and Safety Committee [May and November 2010]	Ongoing & being addressed long term under MPS Service Improvement Plan <b>See also 02/11</b>
<b>03/10</b>	Review H&S input into OCU staff induction training to include, as appropriate, base site visits for fire exit awareness and specific base risks]. OCU Welcome Packs to include H&S fire strategies including fire pickets at each base.	To be considered at Business Group level.	OCU Commander	Regular review at Business Group Health and Safety Committee [May and November 2010]	Ongoing but subject to transitional arrangements post implementation of People Services. <b>See also 03/11</b>

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<b>04/10</b>	Increase awareness of the importance of submitting near miss reports [eg at OCU training days]	To be considered at Business Group level.	OCU Commander	Regular review at Business Group Health and Safety Committee [May and November 2010]	All OCUs had set up mailboxes for Near Misses by Sept 2010
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<b>Shortfalls/Concerns Arising from 2010/11 Assurance Process</b>					
<b>Serial Number</b>	<b>Shortfall/Concern</b>	<b>Action Required</b>	<b>Lead Staff</b>	<b>Target Date for Completion</b>	<b>Date Complete</b>
<b>01/11</b>	Arrangements for carrying out workplace inspections, and subsequent submission to OCU H&S Committees, need to be more robust for OCUs based at multiple sites.	To be considered at Business Group Level	OCU Commanders	Regular review locally and at Business Group Health and Safety Committee [May and November 2011]	
<b>02/11</b>	Systems for nominating officers and staff for training courses, and subsequent monitoring of attendance/success, need to be robust during transition to RLCs etc.	To be considered locally and at Business Group Level	OCU Commanders	Regular review locally and at Business Group Health and Safety Committee [May and November 2011]	
<b>03/11</b>	Review local arrangements for OCU staff induction, including H&S input in OCU Welcome Packs, post implementation of People Services.	To be considered locally and at Business Group Level	BG & OCU Commanders	Regular review locally and at Business Group Health and Safety Committee [May and November 2011]	

**Lynne Owens**  
**Assistant Commissioner**  
**Central Operations**

**19th April 2011**