



**METROPOLITAN
POLICE**

Working together for a safer London

**Specialist Crime Directorate (SCD)
Health and Safety
Letter of Assurance**

April 2011

APPENDIX 4

Specialist Crime Directorate Health and Safety Assurance process 2010/11

I have discharged my health and safety responsibilities as the Assistant Commissioner for Specialist Crime Directorate in accordance with the MPA/MPS Corporate Health and Safety Policy including:

PART ONE - OCU Assurance

Health & Safety policy

- My OCUs/Branches have local health and safety policies that reflect local safety arrangements; they have been signed by the OCU commander/Head of Branch and have been communicated to all staff.

Organising

- Duties and responsibilities for health and safety have been allocated to appropriate staff within my Business Group 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. Performance in respect of the training attendance is monitored at both local (OCU/Branch) 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/Branch health and safety committees, which are chaired by the OCU Commander/Head of Branch or on occasions their nominated deputy. Membership of these committees includes all those with specific responsibilities in the local health and safety policy, including Federation, trades unions and staff representative associations, as appropriate.
- Minutes of quarterly health and safety committees have been communicated to all staff.

Planning

- Each OCU/Branch has a health and safety plan for the 2011/12 financial year, setting measurable targets for improvements in health and safety performance.

APPENDIX 4

- Many Specialist Crime units provide pan MPS services and have, where appropriate, completed activity based health and safety risk assessments for all operational tasks and activities in accordance with the MPS H&S Manual Volume 1 Chapter 5. These assessments, where appropriate, take account of the risk not only to MPS staff but others, including those that may be affected by the 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 each OCU Commander or Head of Branch.
- 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/Branch 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.
- OCUs/Branches carry out trend analysis of reported accidents. These are reported to and reviewed by the health and safety committee.

Audit and Review

- The OCUs/Branches review their H &S performance against the performance targets, set out in the OCU annual health and safety plan.
- Where an OCU/Branch has been audited by the Safety and Risk Management Team, 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/Branch health and safety meeting, I chair a 6-monthly SCD Strategic Health and Safety meeting which is attended by OCU commanders and Heads of Branch and others with designated responsibility for health and safety matters. The Senior Safety Advisor from HR also attends.
- These meetings are scheduled with a separate agenda prior to SCD SMT meetings in May and November each year. Health and Safety will be a standing item on all monthly SCD SMT meetings.
- Any issues which cannot be resolved at local level are escalated to the SCD Strategic Health and Safety Committee which I chair or to the Director of Business Support if they need attention outside of the scheduled meetings.

APPENDIX 4

- Health and Safety compliance is further monitored in Specialist Crime through DAC Risk Management Governance visits which are carried out every 6 months.
- Duties and responsibilities for health and safety at 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 carries out trend analysis of reported accidents and near misses. This is reported to and reviewed at the 6-monthly SCD Strategic Health & Safety meeting which I chair.
- Suitable arrangements are in place to communicate, direct and co-ordinate health and safety matters and to disseminate these to all OCU/Branches.
- Copies of all local H&S meeting minutes are sent to SCD Business Support where a further check is made to pick up any pan SCD issues.
- SCD is represented at the corporate MPS Strategic Health and Safety Committee forum by the Director of Business Support.

PART THREE - Health and safety - areas of concern

Any areas for concern are supported by an appropriate action plan and are monitored through the Health and Safety committee with a view to early resolution.

| Serial Number | Shortfall/Concern | Action Required | Lead Staff | Target Date For Completion | Date Completed |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------|----------------|
| SCD/1/2010 | To identify areas for improvement in the construction, review and use of risk assessments to ensure greater consistency across SCD. | A workshop is in the planning stages for delivery before the end of April 2010 for SCD staff involved in writing risk assessments. The content is based on the areas for improvement identified by the review carried out in January 2010. | Senior Resource Manager | April 2010 | June 2010 |
| SCD/1/2011 | No specific issues have been identified through this current assurance process | Assistance is being given to SCD staff in writing risk assessments and a | Senior Resource Manager | May 2011 | |

APPENDIX 4

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| | by the SSA or SCD. However, continuous improvement in relation to the construction and use of risk assessments across SCD units remains a priority. | good practice document will be circulated at the next SCD H&S Meeting in May 2011 for discussion. | | | |
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**Cressida Dick
Assistant Commissioner
Specialist Crime**