



Working together for a safer London

**Directorate of Information (DoI)
Health and Safety
Letter of Assurance**

April 2011

APPENDIX 5

Directorate of Information Assurance Process Letter

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

PART ONE

DoI Business Units

The DoI Health & Safety Policy covers all groups. However, because of the specialist nature of the work undertaken, by the DoI Operational Support Teams, they have separate arrangements in place and, where appropriate, these are highlighted in the policy.

Reports from the Operational Support Health & Safety Committee are provided to me on a regular basis and DoI Work Activity and Buildings quarterly health and safety returns are reported, for all areas of DoI, in the monthly DoI Governance & Assurance Report and in the quarterly DoI Health & Safety Status Report.

Health & Safety Policy

- The DoI has a health and safety policy that reflects local safety arrangements; this has been signed by myself and communicated to all staff via the DoI Staff intranet site and at building Health and Safety meetings.
- This policy has been reviewed in the last twelve months and amended as necessary.

Organisation, Communication and Consultation

- 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 training commensurate with their role and responsibilities or are scheduled to attend as appropriate;
- All staff have completed mandatory/statutory health and safety training or are scheduled to attend as appropriate;
- 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 DoI Strategic Health & Safety Committee and the quarterly Operational Support Health & Safety Committee meetings. Other DoI Business Units have Local or Building Health & Safety Committees and an agenda item for the SMT meetings. Any health and safety issues arising are reported by the appropriate Group Director to the DoI Strategic Health & Safety Committee or, in the case of urgent matters, reported directly to the Information Board;
- Membership of these committees includes all those with specific responsibilities detailed in the local health and safety policy, Federation, trades unions and staff representative associations, as appropriate;

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- Minutes of quarterly health and safety committee meetings are communicated to all relevant staff;
- The Quality Assurance team produces a quarterly DoI Health & Safety Status Report which is circulated to the Information Board and published on the intranet.

Planning

- The Directorate has a Health & Safety Plan for the current financial year, setting measurable targets for improvements in health and safety performance;
- The DoI continues to maintain existing risk assessments and carry out work activity assessments to identify any high / significant areas of health and safety risk 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 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 RA4 risk assessment forms have been signed by the relevant Group Director;
- These risk assessments are reviewed on an ongoing basis, with all assessments being updated in the last twelve months and amended as necessary.

Measuring Performance

- Building and Work Activity assessments are carried out quarterly and are reviewed by each DoI Business Group Director. Significant findings are reported to the DoI Strategic Health and Safety Committee and to Corporate SHRMT. The outcome of these assessments is reported monthly in the DoI Governance & Assurance Report and the quarterly DoI Health & Safety Status Report to IB SMT;
- All property related accidents, incidents, near misses and reports of ill-health are recorded, reported to DoI Strategic Health & Safety Committee and, where appropriate, adequately investigated and action taken to prevent a reoccurrence;
- Where required, accidents, incidents and ill health are reported to the Health & Safety Executive;
- The DoI carries out trend analysis of reported accidents. These are presented to the DoI Strategic Health & Safety Committee, within the DoI Health & Safety Status Report, for review.

Audit and Review

- Quality Assurance conducted a pan-DoI Health & Safety audit which was completed in December 2010. Two corrective actions were raised and the actions have been implemented;
- All business groups review their health and safety performance against the performance targets, set out in the department annual Health and Safety Plan and, progress against this plan, is reported to the DoI Strategic Health & Safety Committee.

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PART TWO – Operational Support Assurance

- An Operational Support H&S committee is in place to manage, control and monitor the higher risk activities associated with operational activities. In addition suitable arrangements are in place to communicate, direct and coordinate/support health and safety within the Dol teams that provide the MPS with Operational support;
- A Letter of Assurance from Operational Support Committee Chair is also in place;
- Duties and responsibilities for health and safety have been allocated to appropriate staff in the Dol business groups that support operational activity;
- Federation, trades unions and staff associations are appropriately consulted on health, safety and welfare issues that have a direct or indirect impact on staff;
- Trend analysis, of reported accidents and near misses, is carried out This is reported to and reviewed by local H&S meetings, Operational Support H&S Committee and the Dol Strategic H&S Committee and other health and safety forums as appropriate;
- The Business Groups review their department health and safety performance and support any recommendations for action.

PART THREE - Health and Safety - shortfalls/areas of safety concern

The following health and safety shortfalls/areas of concern have been identified together with associated action plans drawn up to address these issues.

Serial No	Shortfall/Concern	Action Required	Lead Staff	Target Date For Completion	Date Completed
1	H&S Management of Buildings	To undertake a review of the H&S management across Dol, sole-occupancy buildings, in consultation with Staff Associations and other key stakeholders and amend as required.	D Horn	31 July 2011	
2	Quarterly Reporting Process	To carry out a review of the quarterly reporting process.	D Horn	31 December 2011	
3	Risk Assessments	To carry out a review of the risk assessment management process to ensure organisational changes, to the Dol, accurately reflects ownership of H&S risks.	D Horn	30 September 2011	

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Review of MPS Health and Safety Procurement

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

Review of MPS Health and Safety in Projects

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

Signed:

Date.....

Ailsa Beaton
Director of Information