



**METROPOLITAN
POLICE**

Working together for a safer London

**Directorate of Professional Standards
(DPS)
Health and Safety
Letter of Assurance**

April 2011

APPENDIX 9

STATEMENT OF ASSURANCE - Directorate of Professional Standards

In relation to the MPA/MPS assurance process that I have been required to undertake, please find the following assertions in respect of The Directorate of Professional Standards.

Please note in relation to the areas that require further work. These have been highlighted in the attached action sheet.

PART ONE - Directorate Assurance

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

Health and Safety Policy

- My OCU has a local health and safety policy that reflects local safety arrangements; it has been signed by myself as the OCU Commander and has been communicated to all staff;
- This policy has been reviewed in the last twelve months (October 2010).

Organising

- Duties and responsibilities for health and safety have been allocated to appropriate staff within my OCU in accordance with the local and corporate health and safety policies;
- All staff have received training commensurate with their role and responsibilities;
- All staff have completed mandatory and, as appropriate, statutory health and safety training. All Police Officers complete OST and ELS. The only exceptions to this are those officers who are restricted or their recuperative plan advises no OST or ELS. There is in place a process to train these staff as and when their medical circumstances allow;
- 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 my quarterly OCU health and safety committee, which is chaired by myself (or my deputy in my absence) as the OCU Commander. Membership of this committee includes all those with specific responsibilities in the local health and safety policy, federation, and staff representative associations, as appropriate;
- The Health and Safety Representative for the unit is always informed of the meetings and is invited to attend;
- Minutes of quarterly health and safety committees have been communicated to all staff.

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Planning /Arrangements

- The OCU has a health and safety plan for the current financial year, setting measurable targets for improvement in health and safety performances. (NB: areas for improvement— see final paragraph);
- The OCU has completed risk assessments for all tasks and activities (including operational activity) undertaken in accordance with the MPS H&S Manual Volume 1Chapter 5. These assessments, where appropriate, take account of the risk to not only to MPS staff but others including those who 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;
- The RA4 risk assessment form has been signed by myself as the OCU Commander;
- 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. (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 OCU carry out trend analysis of reported accidents. This is reported to and reviewed by the OCU health and safety committee.

Audit and Review

- The OCU reviews its own H&S performance. This will be set against the performance targets, set out in the OCU annual health and safety plan. (NB: Note area for improvement.

PART TWO - Health and safety - shortfalls/areas of concern

Serial Number	Shortfall/Concern	Action Required	Lead Staff	Target Date For Completion	Date Completed
DPS001	Quarterly Health & Safety meetings are not being chaired by OCU Cmdr	OCU Cmdr to chair meetings	OCU Cmdr	January 2011	January 2011
DPS002	Old risk assessments to	To review RAs	DS Ingrid Cruikshank	December 2010	January 2011

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	be reviewed to bring in line with corporate template				
DPS003	Set performance targets and include in OCU annual Health & Safety Plan	To be reviewed and implemented	Marina Zarvou	March 2011	

Det Chief Supt Richard Heselden

24th January 2011
OCU Commander