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Health and Safety Policy

For

**National Police Chiefs' Council
National Police Coordination Centre**

**Central Office
10 Victoria Street
April 2022**

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Statement of Intent

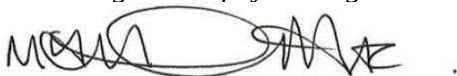
As the Chair of the National Police Chiefs' Council (NPCC) I am committed to ensuring the Health and Safety of employees, contractors, partner agencies, extended police family and anyone potentially affected by our activities.

To achieve this, I will comply with the requirements of the Health and Safety at Work Act 1974, the Police (Health and Safety) Act 1997 and all other relevant statutory provisions including codes of practice.

Together we will provide as far as is reasonably practicable, a safe working environment, promote a positive safety culture and allocate appropriate resources to assist with the implementation of our health and safety policies.

I seek the support of employees, contractors, partner agencies, extended police family to improving the standards of health and safety and to this end, this policy promotes open communication and actively encourages suggestions that could lead to improvements in health and safety at work. I am committed to ensuring that there are effective procedures for consultation on health and safety with all officers, staff and their safety representatives.

Managers at all levels of the organisation will be responsible and accountable for visible and proactive leadership in implementing this policy. Everyone has a critical role to play through actively complying with systems introduced to keep them safe. The responsibility for health and safety is a joint one involving all employees, contractors, partner agencies and the extended police family. Progress in achieving our goals will be measured by proactive and reactive monitoring and safety management audits.

A handwritten signature in black ink, appearing to read 'Martin Hewitt', with a large, stylized flourish at the end.

Martin Hewitt

Dated: 01/04/2022

**Martin Hewitt
Chair NPCC/NPoCC
National Police Chiefs' Council**

Timescale:

This policy applies with immediate effect.

Application:

This policy applies to all police officers and police staff within NPCC and NPoCC. This includes secondees, temporary attachments as well contractors, partner agencies and extended police family.

All individuals must be aware of, and are required to comply with, the relevant health and safety arrangements as outlined in this policy. It should be noted that as a result of NPCC and NPoCC being hosted by the Metropolitan Police Service (MPS) the MPS Management Board and MOPAC/MPS Audit Panel has a role in monitoring the effective implementation of this policy. NPCC and NPoCC have the ability to escalate all corporate health and safety issues to the MPS Health and Safety Board, if necessary. This arrangement does not however supersede or override the audit and monitoring arrangements with NPCC or NPoCC via their Audit and Assurance Board arrangements. (Further information on MPS arrangements can be found on the MPS Intranet in the MPS health and safety policy.)

1. Organisation - NPCC and NPoCC Local Health and Safety Responsibilities

NPCC and NPoCC Chair and SLT

NPCC and NPoCC Chair is responsible for developing, implementing and maintaining the organisation and arrangements contained in this local health and safety policy. They will:

- show clear leadership in promoting a positive health and safety culture in which all employees share. NPCC and NPoCC is committed to this objective;
- comply with all relevant legislative and statutory requirements;
- allocate SLT members specific responsibilities and safety roles, as appropriate, taking account of NPCC and NPoCC activity;
- implement the MPS health and safety management system, based on this policy and MPS guidance;
- ensure risk assessments are completed and control measures (including safe systems of work) are implemented and communicated to staff;
- ensure risk assessments are reviewed annually with amendments communicated to appropriate managers responsible for implementing changes;
- ensure contractors include operational requirements in their risk assessments;
- appoint an SLT lead and SPOC for health and safety;
- where required, undertake the role of Senior Building Lead (SBL), or appoint a person to undertake the role of SBL for each building / site within their area of responsibility;
- appoint a Premises Fire Lead (PFL) for fire safety for each building / site within their area of responsibility;
- ensure staff and visitors occupy and undertake their duties in buildings in accordance with all policies and procedures;
- develop and maintain premises specific Emergency Plans and carry out / initiate, monitor and review emergency plan drills;
- Provide an annual statement of health and safety assurance.

The local health and safety committee meeting will be Chaired by AC Martin Hewitt (NPCC and NPoCC Lead officer) to which will be invited representatives from all teams, support services, trade unions, police federation, safety representatives and other relevant stakeholders. It should be held quarterly, and minutes will be taken then passed to all relevant staff. Whilst overall accountability rests with the NPCC and

NPoCC Lead officer, relevant SLT members are responsible the policies implementation, to include:

- effective integration of local health and safety management system;
- set local objectives, improvement targets and performance monitoring;
- manage health and safety issues devolved by the Management Board or Business Group Member;
- promote good working practices, including work / life balance;
- ensure all staff are receiving suitable and appropriate training to ensure that they can perform their activity competently and safely;
- liaise where appropriate, with MPS, or relevant stakeholders, to develop integrated health and safety systems between all stakeholders;
- promote and facilitate consultation with representatives from the Chief Officer Staff Association, Superintendents Association, Police Federation, Staff Associations and Trade Unions;
- proactively monitor compliance with safe systems of work, through audits and inspections;
- ensure emergency plans are in place, monitored and tested;
- ensure staff and visitors occupy and undertake their duties in buildings in accordance with MPS policies and procedures;
- attend local Health and Safety Committee meetings

Specific SLT Responsibilities

NPCC and NPoCC Chair will allocate SLT members specific responsibilities and safety roles, as appropriate, taking account of the OCU or OCU activity. NPCC and NPoCC SLT responsibilities are listed in Appendix 1.

SLT Health and Safety Lead

The SLT Health and Safety Lead must report to NPCC and NPoCC Chair and ensure effective management of Health and Safety; throughout the OCU.

They will:

- Provide assurance to the NPCC and NPoCC Chair that effective and resilient arrangements are in place to manage health and safety.
- Appoint a SPOC to support SLT.
- Develop a strategy to effectively manage health and safety.
- Undertake reviews of health and safety management systems to ensure compliance with MPS policy and requirements.
- Ensure quarterly committee meetings are scheduled, invites reflect NPCC and NPoCC and if unable to attend; a deputy is sent.
- Provide SLT point of contact to external OCUs and Agencies, for communicating regarding health and safety matters.
- Ensure all positive and developmental performance is identified and positive action quickly taken.
- Ensure all OCU employees are advised of health and safety duties or roles.

Training

The Appointed SLT Training Lead should ensure:

- performance needs analysis are undertaken where appropriate, to define knowledge levels and training requirements for NPCC and NPoCC;
- training is provided to all employees;
- staff are up to date with mandatory health and safety training

SPOC

The SPOC will act as point of contact for all Health and Safety matters.

The SPOC must report to SLT Health and Safety Lead, with responsibility to:

- Act as liaison between SLT Health and Safety Lead and specialist safety teams (SHRMT and Property Services Compliance Team) and LSS SDM.
- Ensure SLT HS Lead is informed about any poor performance or concerns.
- Ensure agreed Health and Safety strategy is incorporated into OCU HS plan and is discussed at the quarterly meetings.
- Ensure Health and Safety Policy and Plan are up to date, reviewed regularly and any changes are communicated to all OCU employees.
- Weekly submission of incidents via eSafety.
- Liaise with NPCC and NPoCC managers to ensure investigation into all incidents, with measures taken to avoid re-occurrence.

- Provide local reports and analysis of incidents, reported on eSafety, to SLT and at the Quarterly meetings
- Ensure workplace inspections are conducted in accordance with MPS timescales, and any agreed remedial action completed.
- Ensure all NPCC and NPoCC activities are subject to risk assessment; in accordance with MPS policy.
- Undertake quality assurance of all health and safety documentation; to ensure it meets MPS requirements..
- Ensure effective communication by maintaining a health and safety shared (S) drive folder.
- Assist Health and Safety Lead to prepare annual health and safety letter of assurance for the NPCC and NPoCC sign-off.

Premises Fire Lead (PFL) - Fire Safety (Statutory requirement)

As 10 Victoria Street is a non-MPS building the PFL and their Deputy has been appointed by GPA to ensure The Regulatory Reform (Fire Safety) Order 2005 is complied with. PFL will confirm fire safety arrangements within premises meet relevant risk assessment/s.

All Managers and Employees

All managers are responsible for visible and proactive leadership in implementing this policy. This includes ensuring investigation of accidents and near misses. They must ensure all staff are made aware of Fire Risk Assessment (FRA), Fire Evacuation Plan and employee personal responsibilities.

Employees' Responsibility

All employees shall:

- comply with health and safety policies and procedures;
- report to a line manager any health and safety concern which could lead to accident and/or injury;
- take reasonable care for their own health and safety;
- consider the safety of other persons who may be affected by their acts or omissions;
- work in accordance with policy and training, where necessary, requesting further guidance;
- refrain from intentionally misusing or interfering with anything that has been provided for health and safety purposes;
- report any hazardous defects in plant and equipment or shortcomings in the existing safety arrangements to a responsible person - without delay;

- attend mandatory health and safety training within given timescales – unless mitigating circumstances apply;
- Only use equipment permitted to.

Safety and Health Risk Management Team (SHRMT)

The designated SHRMT Health and Safety Advisor will support the local health and safety management system by providing specialist advice and guidance. This will include:

- act as HSE point of contact
- ensure investigations are conducted in accordance with SHRMT policy;
- monitor effectiveness of local Health and Safety Committee;
- validate annual health & safety letters of assurance;
- quality assurance and, where required, audit of:
 - local health and safety governance performance;
 - eSafety reports;
 - risk assessments as required;
 - accident and near miss reporting and investigation;
 - eSafety audit as defined by SHRMT, MPS Safety, Health and Wellbeing Boards.
- audit and provision of advice on the safety maturity framework;
- provision of professional expert advice, guidance regarding high risk operations and exercises;
- validate and assess mitigation for civil claims through DLS.

2.0 NPCC and NPoCC local Health and Safety Committee

The committee will include SLT members, local trade union and police federation appointed safety representatives for both police officers and staff, SHRMT safety advisor and, where appropriate, a member of the PFI team and other specialist advisors. A list of NPCC and NPoCC specialist advisors is attached at Appendix 3. The committee will be chaired by the NPCC and NPoCC Chair.

Terms of Reference for committee is attached at Appendix 4. This committee are responsible for:

- recommend local health and safety policy, plans and performance objectives to the SLT;
- monitor performance objectives, inspection and audit results;
- consult with staff, including the Chief Police Officers' Staff Association (as appropriate), Superintendents' Association (as appropriate), Police Federation, police staff associations, and trade unions on the local development and performance of health and safety in NPCC and NPoCC;
- communicate relevant health and safety updates to all employees;
- discuss local health and safety concerns;

- undertake trend analysis of reported accidents and near misses;
- review and monitor SBL/health and safety issues and fire safety related issues;
- manage updates to local intranet site - including appointed persons;
- escalate health and safety issues to MPS Health and Safety Board via Business Group Representative/s.

The local health and safety committee will:

- convene quarterly;
- be minuted and actions recorded;
- allocate actions with set target dates;
- pass updates to all staff and relevant stakeholders.

NPCC central office is based at one site. Any issue which cannot be resolved locally will be raised by the representative attending the NPCC and NPoCC quarterly committee meetings.

Staff Consultation / Safety Representatives

Formal consultation with employees will be held in accordance with the Safety Representatives and Safety Committees Regulations 1977 and, as necessary, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

The Chief Police Officers Staff Association (where appropriate) and Superintendents' Association (where appropriate), Police Federation, police staff associations and Trade Unions represent the interests of its members in all matters of health, safety and aligned welfare.

The recognised MPS trade unions are entitled to appoint safety representatives to consult with management in matters relating to health, safety and aligned welfare. The trade unions have agreed to extend their role to non-union members with regards to health and safety. Police Federation representatives will be treated for this purpose as if they were appointed trade union representatives.

Safety representatives will

- access eSafety reports and be provided with accident and incident records (including relevant statistical data);
- consult with Senior Managers concerning risk assessments, new systems of work, or any plans regarding health, safety and welfare implications, prior to implementation.

Appointed staff representation for NPCC and NPoCC are listed at Appendix 5.

3.0 Local Health and Safety Arrangements

NPCC and NPoCC Chair will develop and implement local health and safety arrangements to support their policy and provide, as far as is reasonably practicable, a safe work environment.

Health and Safety Guidance

The MPS Safety and Health Risk Management Team (SHRMT) Health and Safety Guidance Manual, and Property Services Health and Safety Intranet sites are to be used to support the implementation of this policy by all employees.

The manuals provide guidance on:

- the implementation of MPS health and safety management systems;
- compliance with specific legislative and statutory requirements;
- ensure compliance with relevant health and safety legislation;
- guidance in relation to building and estate safety matters.

Risk Assessment

NPCC and NPoCC will complete risk assessments for all tasks and activities (including operational activity) undertaken in accordance with MPS Health and Safety Manual, Volume 1, Chapter 5. These assessments, where appropriate, will take account of risk not only to MPS and seconded staff, but others, including those that may be affected by NPCC and NPoCC activities, including contractors, volunteers and the public.

These assessments must also include suitable controls implemented to reduce risk/s to acceptable levels. The RA4 risk assessment form is to be signed by NPCC and NPoCC Chair. A list of these activity-based risk assessments and trained risk assessors working within NPCC and NPoCC is provided in Appendix 6.

All local and corporate risk assessments are to be reviewed at regular intervals, at least annually, or when any significant change to operational process is made. Any amendment should be communicated to appropriate managers responsible for implementing changes.

Where hazards cannot be eliminated or adequately controlled, employees will be made aware of control measures. This may include the provision of training or issuing personal protective equipment, as required.

Control of Contractors

Commercial Services should ensure all contractors undergo appropriate health and safety selection processes, demonstrate adequate

competency and arrangements are in place to monitor, manage and if required sanction poor performance.

Contractors working within NPCC and NPoCC will be supervised to ensure the activity / work complies with minimum statutory provision for health and safety, and does not create significant hazards, which affect employees or others.

All relevant stakeholders working with contractor activity, or responsible for their supervision will:

- ensure compliance with current legislation;
- exchange safety information (including risk assessments), advising NPCC and NPoCC contacts as required;
- ensure all contractors are aware of action to be taken in event of emergency
- ensure contractor is provided with MPS safety rules for contractors.

Control of Visitors

The NPCC and NPoCC Chair will ensure visitors will:

- pass a controlled entry point; to prevent building security being compromised;
- be advised of all necessary emergency procedures;
- ensure procedures are in place to record each visit.

Fire Arrangements and Emergency Procedures

NPCC and NPoCC Chair will produce, implement and maintain procedures for dealing with:

- fire;
- medical emergency;
- bomb alert/terrorist attack;
- environmental hazards or other major incidents.

The Regulatory Reform (Fire Safety Order) 2005 came into force on 1st October 2006 and requires the completion of a fire risk assessment. This fire risk assessment will be conducted by Property Services and it will:

- assess the risk of fire in a building;
- suggest measures to control each risk.

The Premises Fire Lead (PFL) must implement the outstanding control measures and ensure a fire evacuation plan is in place, as per the Appointed Persons Policy.

The emphasis of the above is to ensure proactive management of prevention by the encouragement of good housekeeping and the removal of ignition sources and/or combustible materials.

NPCC and NPoCC Chair must ensure they appoint and train a suitable number of fire wardens, in liaison with the buildings PFL: to cover workplaces they are responsible for. Local fire wardens are listed at Appendix 8.

All employees and non-MPS personnel must comply with the emergency and fire evacuation plan. Local fire evacuation plans and emergency procedures are found at Appendix 7.

First Aid

NPCC and NPoCC must employ suitable arrangements for First Aid, in accordance with the First Aid SOP. Local first aiders are listed at Appendix 9.

All Buildings/Sites

The NPCC and NPoCC Chair is to develop and implement local site and building arrangements; to facilitate the collaboration and co-ordination of site and building safety arrangements for the sites they have responsibility for, including:

- safety of communal areas including pedestrian and road safety;
- emergency plans;
- control of visitors;
- control of contractor access.

4.0 Monitoring Performance, Review and Audit

NPCC and NPoCC Chair will actively monitor the performance of Health and Safety policies and arrangements. This will be achieved by tasking regular monitoring and review of accident and near miss reports.

Proactive and Reactive Monitoring

NPCC and NPoCC Chair will undertake proactive and reactive monitoring through local workplace inspections. Results of inspections will be reviewed locally by SLT and at the Health and Safety Committee.

Senior Building Lead (SBL) Inspections

The SBL is responsible for inspections of communal areas within the workplace. These inspections will:

- be undertaken for communal areas such as reception, stairwells, lifts (goods and passenger) car parks, external grounds etc;
- use the SBL template or suitable alternative agreed by SHRMT;
- be reviewed by the NPCC and NPoCC SLT at the quarterly Health and Safety Committee meeting.
- ensure local line management inspections are undertaken in line with the policy.

Planned local line management inspections:

Local line managers are responsible for inspections of their specific workplaces. Inspections should:

- be undertaken by a nominated line manager;
- follow SHRMT template or suitable alternative, agreed by SHRMT
- be completed at quarterly intervals prior to committee meeting;
- be reviewed at the quarterly NPCC and NPoCC Health and Safety Committee.

Frequency of planned line management inspections

High risk areas (Monthly)

NPCC and NPoCC Chair have identified the following areas considered as high-risk.

- *No High Risk Areas Applicable*

These areas will as a minimum, be subject to monthly work-place inspections.

Other areas (minimum requirement quarterly)

All other areas within NPCC and NPoCC Central Office will be inspected at least every quarter.

Actions arising from inspections

It will be the responsibility of the workplace line manager, or the SBL, if in a communal area, to ensure actions identified as a result of an inspection are reported as required, and works are completed. Consider the safety of ongoing activity and cease if required.

Where action is required it must be undertaken as soon as is reasonably practicable. All reports will be actioned via the Real Estate Integrated Help Desk. Where Real Estate Integrated Help Desk is unable to resolve an incident, it should be raised with Property Services Compliance Team (PSCT). Any significant or unresolved issue should be escalated to the Health and Safety Committee, and reported to the sites local SLT.

Where monitoring shows either corporate review or action is necessary, it will be brought to the attention of MPS Health and Safety Committee via the SHRMT or relevant Business Groups own arrangements.

Review

NPCC and NPoCC must ensure a defined system is in place to review all workplace inspections, accidents and near misses. The results of reviews will be discussed at the quarterly committee and SMT meetings.

Reviews must include:

- monitoring of all accidents, dangerous occurrences and near miss investigations;
- identifying trends developing as a result of incidents;
- monitoring effectiveness of new control measures.

Where monitoring shows corporate review or action is necessary, it should be brought to the attention of The MPS Health and Safety Board via the SHRMT and relevant Business Groups own arrangements.

Audit, Review and Improvement Process

NPCC and NPoCC will review its Health and Safety management systems annually. Results will be discussed at the Health and Safety committee meetings, with any recommendations forming part of the NPCC and NPoCC Health and Safety Plan. It will also inform the local response to the annual Health and Safety Assurance process.

NPCC and NPoCC will review their own performance against targets set out in NPCC and NPoCC Safety Plans regularly, to ensure corporate and local health and safety objectives are achieved.

Where the OCU has been audited by the SHRMT, Property Services Standards and Audit Team, HMIC or MOPAC internal audit or the NPCC Audit and Assurance Board any recommendations will be completed or scheduled for completion in the local Health and Safety Plan - to achieve compliance.

NPCC and NPoCC SLT Health and Safety Responsibilities

Responsibility	Name	Location/Contact No
Chair NPCC NPoCC	Martin Hewitt	1 st floor 10 Victoria Street
SLT H&S Lead	Angela Connolly	1 st floor 10 Victoria Street
Health and Safety SPOCs	Richard Hampson	1 st floor 10 Victoria Street
	Paul Leigh	2 nd floor 10 Victoria Street
SLT Training Representative	Mark Farey	1 st floor 10 Victoria Street

NPOCC and NPoCC Appointed Persons

Building	Role	Name/ Location/Contact No
10 Victoria Street Non - OCU owned accommodation	Senior Building Lead (SBL)	Managed by BIS (Department of Business, Innovation and Skills)
	Premises Fire Lead (PFL)	Cathryn.Monteith@gpa.gov.uk Head of Fire Safety
	Building Security Officer (BSO)	Tracey.Harrison@gpa.gov.uk Gary.McHendry@gpa.gov.uk

NPCC and NPoCC Safety Specialist Advisors

Responsibility	Name	Location/Contact No
Health & Safety Advisor	Stephen Yeldham Safety and Health Risk Management Team Southwark Police station	07775813314 (Pager 0762390489)

**Terms of Reference for NPCC and NPoCC
Health & Safety Committee**

The committee should ensure NPCC and NPoCC Health and Safety policy is implemented and a safety culture is developed to motivate and sustain continuous improvement.

Focus

- monitor and review compliance with MPS Health & Safety policy, legislation and associated guidance;
- recommend local Health & Safety policy, plans and performance objectives to relevant SLT;
- monitor performance objectives, inspection and audit results;
- consult with staff, including Staff Associations and Police Federation on the local development and performance of Health & Safety within NPCC and NPoCC
- communicate corporate and local Health & Safety issues to all employees;
- discuss local Health & Safety concerns;
- undertake trend analysis of reported accidents and near misses and make recommendations to improve the management of risk;
- review and monitor SBL Health & Safety issues and fire safety related issues;
- identify H&S training needs;
- review and update local Health & Safety intranet site; including appointed persons;
- escalate all corporate health and safety issues to the MPS Health and Safety Board if necessary as well as to NPCC and NPOC Audit and Assurance Boards.

Membership (as appropriate)

- NPCC and NPoCC Chair
- NPCC and NPoCC SLT;
- Representatives from all units based within NPCC and NPoCC accommodation;
- Representatives from PSD and Safety & Health Risk Management Teams;
- Representatives from Trade Unions and Police Federation;
- Fire Officer.

Operating arrangements

- SHRMT will provide professional input to the committee;
- meetings to be held quarterly;
- agenda to be circulated in advance of the meeting;
- minutes of meeting, including allocated actions with target completion dates, to be circulated to all staff, Met-TUS, Safety & Health Risk Management Team, Fire Officer;
- Local folder, H&S intranet site and S: drive folders will be updated after each meeting.

NPCC and NPoCC Staff Associations/Trade Union Representatives

Staff Association/Trade Union	Name	Location/Contact No
Police Federation	Sam Chughtai	Sameena.K.Chughtai@met.police.uk 07539 274008
Trade Union	Kevin Denman	Kevin.J.Denham@met.police.uk 07949 787669

Risk Assessments/Assessors

Name	Location/Contact No
Angela Connolly	1 st Floor Victoria Street 07557 564892 angela.connolly@npcc.police.uk
Paul Leigh	2nd Floor 10 Victoria Street 07984 198178 paul.leigh@npocc.police.uk

Activity Based Safety Risk Assessment Register

Reference No.	Activity
NPCC/NPoCC 01	General Office Duties
NPCC/NPoCC 02	General Office Duties

10 Victoria Street Local Fire and Emergency Procedures



Government
Property
Agency

Business Continuity Communications Plan

10-18 Victoria Street, Westminster, London, SW1H 0NB

Data Confidentiality

This document contains personal and business details that are maintained for the purposes of business continuity incident management only. It is not to be circulated beyond its target audience which comprises tenant representatives, the FM provider and the GPA.

Surplus or outdated copies of this document should be destroyed securely.

Document Control & Organisation

Date	Author	Version	Change Reference
28/11/2019	SBrown	0	Draft
12/12/2019	SBrown	1	V1

Approvals

Title	Name	Signature	Date
National Service Manager	Mike Feakins		28/11/2019

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Purpose of Plan

This plan relates to all floors within 10 Victoria Street, London, SW1H 0NB, these floors are occupied by a number of government agencies and is managed by the Government Property Agency.

10 Victoria Street is a multi-tenanted site whose building management is provided through the TFM Contracts – ISS. In the event of a building wide incident it is GPA's responsibility to alert tenants and manage the incident.

This plan provides the tenants with a streamlined list of contacts to notify in the event that GPA are unaware of the incident:

- TFM Helpdesk
- ISS Regional Manager
- Government Property Agency Regional Relationship Manager

The default position will be that the GPA Operations team will manage further communication to all tenants for the initial alert and in an ongoing basis as the situation develops.

Incident Declaration

In the event of a building wide incident GPA's will alert tenants and manage the incident.

Scenarios

A business continuity event can may result from:

- Loss of a building wide system: E.g. Power or water
- Major water leak
- Civil disturbance
- Fire

Alerting Tenants

In the event of an incident each tenant will be contacted by the RRM, using the contacts details provided. Once the tenant contact has been alerted they are responsible for cascading information to the rest of their teams and activating any contingency arrangements they may have in place. The preferred method of communication will be by text message.

Incident Recovery

In most scenarios the landlord will be managing the situation. However, if the situation demands a GPA led recovery team, for example to search for alternative accommodation, then the GPA will take a lead and assemble the required resources. The TFM provider will provide such support as falls within their remit.

Call Tree & Useful Telephone Numbers

GPA & ISS contacts:			
ISS TFM Helpdesk			ISSServiceTeam@uk.issworld.com 020 3196 7763
GPA	Area Workplace Service Manager	Susan Brown	Susan.Brown@gpa.gov.uk 07825 174675
ISS	ISS Customer Services Manager	Tracy Cowcher	Tracy.Cowcher@uk.issworld.com 07966 563378
ISS	ISS Deputy Commission Manager	Daniel Donaghy	Daniel.Donaghy@uk.issworld.com 07966 563378

Either the GPA RRM or the ISS DCM will contact senior building users who in turn activate call trees contained within their Organisation's BCP for this site.

Tenants:		
Department:	Name:	Contact number:
GPA	Sarah Stolworthy	07747 768224
Cabinet Office	Chris Duke	07769160291
RDU	Teri-Jane Hawkins	07775 544786
RPC	Katie Rowling	020 7215 8130
NDA	Sharon Ahern	Mobile number required
NCTPHQ	Neil Fisher	07557 347384
NPCC	Charmaine Laurencin	07936 282 288

NPoCC	Daren Standen	07824537985
NPoCC	Graham McLaughlin	07471 029872
HMRC	Tracy Cottis	07769 930 983
HMRC	Ellen Springal	07919 544 202
HMRC	Julie El Sayed Zaky	07802 607896
GNSS	Contact required	Mobile number required
IPO	Les Yuill	0207 034 2818
UKSA	Bill Barnett	07741 688 945
UKSA	Sally Richards	07741 697425
NCTPHQ	Ian Alyn-Jones	07717 547591
NCTPHQ	Steve Kearney	07525 410949
NCTPHQ	Shaz Qadeer	07769 648452
GIAA	Noel Mitchell	07717 547591
Meteorological Office	Christopher Radford	Mobile number required
Go Science	Joseph Reed	020 7215 8734
Go Science	Jane Jackson	0207 215 1071

Event Update E-Mail Group

The following e-mail group contains all known stakeholders who wish to be included in event updates.

Daniel.Donaghy@uk.issworld.com; Susan.Brown@gpa.gov.uk;
Chris.Duke@gpa.gov.uk; sarah.stolworthy@gpa.gov.uk; teri-
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General Updates for All Tenants

BEIS operates a Disaster Recovery and Business Continuity Information Helpline: 0800 528 0733. This will be updated by the BEIS DR & BCP team and will be accessible to all tenants.

Appendix 8

NPCC and NPoCC Local Fire Wardens

10 Victoria Street Fire Wardens (Non- MPS Building)	
1st Floor NPCC	2nd Floor NPoCC
Richard HAMPSON	TBC - Training being arranged
Cathy WILLIS	
Helen LINEY (PCPI)	

Appendix 9

NPCC and NPoCC qualified First Aiders and the location of defibrillators and First Aid equipment

Building	Name	Location/Contact No
10 Victoria Street	All Police Officers are ELS Trained	Defibrillator based on ground floor next to reception desk First Aid Kits located in each kitchenette