

# Health and Safety Executive Consolidation Report

## Report of the Chief Fire Officer

For further information about this report please contact Chief Fire Officer John Redmond on 01743 260203 or Andy Perry, Head of Operational Risk Management, on 01743 2602182.

### 1 Purpose of Report

This report informs the Committee of a proposed request to the Service Management Team (SMT) to agree the closedown of the findings from the Health and Safety Executive Consolidation Report (HSECR) and subsequent Service Action Plan.

### 2 Recommendations

The Committee is requested to:

- a) Note the contents of the report; and
- b) Note the Contents of the SMT Report requesting closedown of the HSECR Action Plan.

### 3 Background

To enable the Service to monitor and audit the progress of the Health and Safety Executive Consolidation Report (HSECR), following 8 inspections completed by HSE in 2009/10, reports were produced to an agreed schedule, for the SMT and Standards and Human Resources Committee meetings. An outcome of the last SMT meeting was to provide the Audit and Performance Committee with the current position on the HSECR Action Plan.

### 4 Financial Implications

There are no financial implications relating to the closedown report.

## **5 Legal Comment**

There are no legal implications arising from this report.

## **6 Initial Impact Assessment**

This report contains merely statements of fact / historical data. An Initial Impact Assessment is not, therefore, required.

## **7 Equality Impact Assessment**

There are no equality or diversity implications arising from this report. An Equality Impact Assessment is not, therefore, required.

## **8 Appendix**

SMT Paper - Health and Safety Executive Consolidation Report - Closedown Request April 2015

## **9 Background Papers**

There are no background papers associated with this report.

Service Management Team  
21 April 2015

# Health and Safety Executive Consolidation Report - Closedown Request April 2015

## Report of the Chief Fire Officer

For further information about this report please contact Andy Perry, Head of Operational Risk Management on 01743 2602182.

### 1 Purpose of Report

This report requests the Service Management Team (SMT) to agree the closedown of the findings from the Health and Safety Executive Consolidation Report (HSECR) and subsequent Service Action Plan.

### 2 Recommendations

The Service Management Team is requested to:

- a) Consider the transfer of the outstanding elements of the Action Plans to the STB HR Work Package; and
- b) Agree the closedown of the findings from the Health and Safety Executive Consolidation Report (HSECR) and subsequent Service Action Plan.

### 3 Background

The publication of the Health and Safety Executive Consolidation Report (HSECR), following 8 inspections completed by HSE in 2009/10, provided an opportunity for the Service to review its service delivery, against the recommendations and reasonable expectations made in the report, to ensure the health and safety of its personnel and identify areas where further improvement could be made, including a more systematic and sustainable approach to operational assurance in the future.

The review covered four main subject areas:

- a) Breathing Apparatus and Compartment Fire Behaviour Training;
- b) Core Skills Training;
- c) Incident Command Training; and
- d) Provision of Risk Critical Information.

The Service carried out an internal review to provide an initial overview of how the Service compared against the recommendations and reasonable expectations of the HSECR.

This was followed by more comprehensive investigation to ensure the Service was meeting the recommendations and requirements and included recommendations / actions, proposals and risk ratings, where any improvements were identified.

## **4 Findings**

Shropshire Fire and Rescue Service has a strong culture of health and safety and reviewed its procedures in the four main subject areas identified in the HSECR.

The review identified evidence that the Service had a significant amount of very effective policies, procedures and processes for ensuring the health and safety of its personnel. However, there were some areas where the Service could improve.

Due to the complexity of several key requirements / actions there was the need to implement individual projects to meet the recommendations and reasonable expectations of the HSECR.

The outstanding elements of the Action Plan (detailed below) are related to the ability to accurately record, monitor manage, and audit the training and development of personnel. This is currently achieved through a number of database systems, which do not integrate or enable a single point of corporate management. This is now scheduled to be delivered and monitored through the Service Transformation Board (STB) – HR Work Packages.

## **5 Recommendations**

As identified, the main areas outstanding are relating to the previous and current ICT systems available for recording and monitoring of the training and development of operational personnel. These will be addressed through the STB HR Work Package with the implementation of a new Service Management Information System.

Therefore SMT is requested to consider and agree the recommendations, set out at section 2 of this report.

## **6 Financial Implications**

There are no financial implications relating to the closedown report.

## **7 Legal Comment**

There are no legal implications arising from this report.

## **8 Initial Impact Assessment**

This report contains merely statements of fact / historical data. An Initial Impact Assessment is not, therefore, required.

## **9 Equality Impact Assessment**

There are no equality or diversity implications arising from this report. An Equality Impact Assessment is not, therefore, required.

## **10 Appendix**

Progress Report

## **11 Background Papers**

There are no background papers associated with this report.

Progress Report					
		Partially Complete	3 Yearly rolling programme		Not started
PID	Requirement / Expectation		Proposal	Progress	
B <a href="#">HSE Proposal 2 &amp; 3</a>	Assess the quality and effectiveness of station-based training; Assure themselves that BA and CFB instructors and those who carry out station based training maintain their competence in the use of BA and in training and assessment.		Observation of On Station Trainers by Quality Assurance team.	3 Yearly rolling programme Assessment and recording information is not currently on one database.	
C <a href="#">HSE Proposal 5</a>	Managers who carry out command roles at incidents have received suitable and sufficient training, including refresher training, to ensure that they are able to monitor compliance with BA procedures at incidents.		Incorporate specialised areas of BA command roles into the shadowing of core skill module and Command Group training sessions.	New course criteria for Breathing Apparatus introduced into 2015 training syllabus.	
D <a href="#">HSE Proposal 6, 12, 14 &amp; 15</a>	<p>Quality assure the delivery and effectiveness of core skills training across all duty systems and roles.</p> <p>Those delivering the training have the appropriate skills and competence to do so.</p> <p>Arrangements exist to evaluate training and development to ensure that it is effective and skills are maintained. The success of training arrangements in meeting their objectives should be evaluated.</p> <p>Line managers continuously assess how well their staff are maintaining their skills by monitoring performance in real situations through both observation during incidents and an effective debriefing process. On-station training sessions, led by supervisors and/or fully competent trainers/instructors may be part of this assessment and maintenance of skills process.</p>		The introduction of a formal monitoring and quality assurance of On-Station training and development delivery.	3 Yearly rolling programme Assessment and recording information is not currently on one database.	

	Partially Complete	3 Yearly rolling programme		Not started
PID	Requirement / Expectation		Proposal	Progress
I <a href="#">HSE Proposal 11</a>	A systematic process for designing and delivering training to meet all identified needs (i.e. individual, group or corporate) is in place.		The introduction of Officer EIDR's has started the process of monitoring systems to identify any training and development needs of Officers. Incorporate a training frequency for core skill requirements in Officers EIDR's.	Identify training frequencies for Officers
				Incorporate frequency into Officers EIDR. An Officer training frequency is scheduled when a revised EIDR is introduced.
				Inform Officers of frequencies Recording information is not currently on one database.
J <a href="#">HSE Proposal 13</a>	Minimum training standards and frequency of training activity have been identified and clearly communicated to all relevant staff.		Development team and Group Support Teams to provide information and training to On-Station Trainers and carryout an annual audit.	An Officer training frequency is scheduled when a revised EIDR is introduced.  Recording information is not currently on one database.
K <a href="#">HSE Proposal 16, 17, 19, 21</a>	<p>Services should ensure that they deliver effective training (acquisition and development) and assessment for all those who carry out incident command including those on temporary promotion or 'acting up'.</p> <p>Before undertaking operational command incident commanders have been formally assessed and found to be competent to operate in the role they are expected to undertake.</p> <p>The Service has arrangements in place to ensure suitable and sufficient training for incident commanders in identifying and assessing risks at operational incidents.</p> <p>The service has a system that maintains these skills over time through a periodic assessment process including: the use of realistic training scenarios, computer bases simulations,</p>		Level 1 refresher training and assessments.	The Training and assessments are carried out both by internal and external providers  Assessment and recording information is not currently on one database.

	Partially Complete	3 Yearly rolling programme		Not started
PID	Requirement / Expectation		Proposal	Progress
L <a href="#">HSE Proposal 18, 20</a>	<p>Systems are in place to assess commanders and potential commanders at every level from Crew Manager to Brigade Manager. There is a supporting maintenance programme to ensure ongoing competency and a mechanism to feedback into incident command related policies and processes if shortcomings are identified.</p> <p>The service has arrangements in place to ensure suitable and sufficient training for incident commanders in identifying and assessing risks at operational incidents. These include the appropriate measures that need to be taken to control and mitigate risk as well as the appropriate arrangements to respond to and manage unexpected events. There is clear evidence of training, development and maintenance of competency for staff who may be required to operate at Bronze, Silver and Gold Command levels including those 'acting – up and/or 'in-development'.</p>		<p>Introduce process for the assessment of Brigade Managers. Gold Command training being developed. The introduction of Officer EIDR's has started the process of ensuring maintenance of competence.</p> <p>Introduce process for the assessment of Brigade Managers. Gold Command training</p>	<p>The Training and assessments are carried out both by internal and external providers</p> <p>Assessment and recording information is not currently on one database.</p>
O <a href="#">HSE Proposal 25</a>	<p>Personnel engaged in risk analysis (e.g. fire inspectors) and/or the developments of operational plans are competent, or, if in development, provided with adequate levels of supervision.</p>		<p>Development Team to ensure a development programme is in place for Business Fire Safety and non-operational personnel attending fires.</p>	<p>The recording of the development programmes will be introduced with a new EIDR.</p>