



# Health, Safety and Welfare Policy

---

This document is uncontrolled when printed. All users are responsible for checking to confirm that this is the current version before use.

---

## *PREVENTING PROTECTING RESPONDING*

---

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare Policy
Status:	Under review - consultation	Issue Date:	30/11/2016	

---



## Contents

<b>1</b>	<b>Introduction</b> .....	4
1.1	Policy introduction .....	4
1.2	Objective .....	4
<b>2</b>	<b>Policy Statement</b> .....	4
2.1	Statement of Health, Safety & Welfare Policy .....	4
<b>3</b>	<b>Organisation</b> .....	6
3.1	Introduction.....	6
3.2	Combined Fire Authority .....	6
3.3	Chief Fire Officer / Chief Executive.....	6
3.4	Service Management Board (SMB).....	6
3.5	Directors .....	7
3.6	Service Management Team (SMT).....	7
3.7	Group Managers, Station Managers, Functional Managers and Department Managers .....	8
3.8	Incident Commanders, Watch / Crew Managers and other supervisors.....	8
3.9	Health, Safety & Welfare (HSW) Unit .....	9
3.10	Area Manager for Operational Training / Head of People Development.....	9
3.11	Human Resources (HR) department .....	10
3.12	Head of Asset Management .....	11
3.13	Property Services Manager .....	11
3.14	Head of Fleet Administration / Fleet Engineer .....	12
3.15	Information, Communication and Technology (ICT) Manager .....	13
3.16	Supplies and Services Manager .....	13
3.17	Group Manager Control and Communicatrions (GMC) .....	14
3.18	Safety Representatives and Representatives of Employee Safety.....	14
3.19	Technical Advisory Group .....	15
3.20	All staff.....	15
<b>4</b>	<b>Arrangements</b> .....	16
4.1	Management of health and safety .....	16

### PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



4.2	Plan .....	16
4.3	Do .....	16
4.3.1	Control .....	16
4.3.2	Co-operation .....	17
4.3.3	Communication .....	17
4.3.4	Competence .....	18
4.3.5	Risk assessment and control measures .....	18
4.4	Check .....	19
4.5	Act .....	20
4.6	Arrangements for managing specific risks .....	20
<b>5</b>	<b>Further Information</b> .....	<b>21</b>
5.1	References .....	21
5.2	Advice and guidance .....	21
5.3	Review of the policy .....	21

**PREVENTING PROTECTING RESPONDING**

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



# 1 Introduction

## 1.1 Policy introduction

A formal written health and safety policy is required under section.2 (3) of the Health and Safety at Work etc Act 1974. This policy sets out the arrangements we have in place to support the direction, objectives and targets set out in our Corporate Health and Safety Strategy, the Integrated Risk Management Plan and the Health, Safety and Welfare Framework for the Operational Environment.

The policy is separated into 3 sections, which are:-

- **Policy Statement** - our statement of intent: what we want to achieve
- **Organisation** - health and safety responsibilities
- **Arrangements** - what we will do in practice to fulfil our intentions

All employees are required to familiarise themselves with, and work to, this policy.

## 1.2 Objective

We are committed to managing risk and preventing injury and ill health to both staff and others affected by our activities.

We aim to achieve continual improvement in our occupational health and safety performance.

### *PREVENTING PROTECTING RESPONDING*

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



## 2 Policy Statement

### 2.1 Statement of Health, Safety & Welfare Policy

Avon Fire & Rescue Service is committed to preventing injury and ill health to both staff and those affected by our activities. Through strong leadership, we will strive to achieve continual improvement in our health and safety performance and ensure that health and safety is managed as an integral part of our business.

We will observe the Health and Safety at Work etc. Act 1974 and all the relevant regulations made under it. In order to meet our obligations under this legislation, we will:

- ensure responsibilities for health and safety are clearly assigned and documented;
- assess the risks arising from our work activities and give high priority to controlling them;
- provide adequate training to ensure our employees are competent to carry out their roles;
- provide sufficient information, instruction and supervision;
- develop, implement and monitor safe systems of work;
- ensure that equipment is suitable for purpose and is well maintained;
- ensure the safe handling and use of hazardous substances;
- ensure that our premises are maintained to a high standard;
- keep up to date with best practice in relation to health and safety and comply with all relevant legislation and authoritative guidance;
- consult with, and involve, staff in matters affecting their health and safety through our health and safety committees and representatives;
- learn lessons from the experiences of other Fire and Rescue Services; and
- maintain effective arrangements for monitoring, auditing and reviewing our health and safety performance.

We require the full and active cooperation of all our employees in order that the principles outlined in this policy statement are achieved.

**Kevin Pearson**  
 Chief Fire Officer/Chief Executive

**Cllr. Peter Abrahams**  
 Chairman, Avon Fire Authority

**PREVENTING PROTECTING RESPONDING**

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



## 3 Organisation

### 3.1 Introduction

Overall accountability for ensuring health, safety and welfare in the Service lies with the Combined Fire Authority (CFA). However, the day-to-day execution of this may be delegated to other staff within the organisation. The following sections outline the roles and responsibilities assigned across Avon Fire & Rescue Service (AF&RS).

### 3.2 Combined Fire Authority (CFA)

The CFA has responsibility for seeking adequate assurance that AF&RS is suitably compliant with health and safety legislation. The CFA should ensure sufficient funds are made available to enable the Service to discharge its statutory legislation.

The CFA needs to retain a high level of understanding of health and safety performance, issues and matters within the Service and to demonstrate a clear commitment to health and safety across the whole organisation.

### 3.3 Chief Fire Officer / Chief Executive

The Chief Fire Officer / Chief Executive (CFO/CE) carries ultimate responsibility for acting on behalf of the CFA to secure compliance with health and safety legislation and has overall accountability for the effectiveness and implementation of this policy.

### 3.4 Service Management Board (SMB)

The SMB are collectively responsible for agreeing the strategic direction of health, safety and welfare within the organisation and for ensuring that it is a key consideration when making high level decisions which may affect the health and safety of the employees and the public.

The SMB should seek advice and guidance, where appropriate, from other staff and, in particular, from the Health, Safety and Welfare (HSW) Manager and Unit members.

The SMB will include health and safety as a regular item on the agenda of their meetings and should record any significant decisions. The SMB will regularly monitor health and safety performance across the organisation to ensure that arrangements are effective.

## PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



The SMB will ensure the availability of adequate financial resources and assets to enable the Service to meet its statutory obligations and achieve best practice whenever possible.

### 3.5 Directors

Individual members of the SMB are responsible for health, safety and welfare within their own Directorate and should ensure that departments and / or stations are complying with legislation, relevant standards, national guidance and regional / local policies / procedures specifically:-

- the Deputy Chief Officer / Deputy Chief Executive will lead on health, safety and welfare at SMB and will champion the achievement of excellence at Board level;
- the Deputy Chief Officer / Deputy Chief Executive will approve the appointment of the competent person and will ensure this person is capable of providing sound and professional advice and guidance on AF&RS's obligations in health and safety law;
- the Deputy Chief Officer / Deputy Chief Executive will ensure that any organisational change is properly managed and assessed so as not to cause undue health and safety risks;
- the Deputy Chief Officer / Deputy Chief Executive will monitor sickness absences;
- the Director of Finance, Assurance and Asset Management will ensure the allocation of adequate financial resources to meet the Service's statutory obligations;
- the Director of Finance, Assurance and Asset Management will ensure suitable and effective systems are in place as regards the selection, purchasing, use, maintenance and disposal of equipment, goods and services; and
- the Assistant Chief Fire Officer(s) will ensure that our risk reduction and operational activities are properly risk assessed and controlled and that staff are competent in their roles.

### 3.6 Service Management Team (SMT)

The SMT will support the SMB in ensuring that health and safety becomes an integral part of our organisational culture, values and performance.

The SMT should ensure that their decisions and actions fully endorse our health, safety and welfare standards having regard to direction from the SMB and the HSW Manager, where appropriate.

Members of SMT are individually responsible for ensuring that their Area or Business Unit complies with legislation, relevant standards, national guidance, regional and local policies and procedures. This will include implementing effective risk assessment and control

## PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



measures, applying good practice, reviewing and monitoring performance, promoting active participation in health and safety matters at all levels and, above all, leading by example.

Members of SMT will ensure that risks are dealt with sensibly, responsibly and proportionately and should monitor and address accidents, incidents and health and safety performance within their own domains.

### **3.7 Group Managers, Station Managers, Functional Managers and Department Managers**

Group, Station and Department managers will ensure the implementation of AF&RS policies and procedures relating to health, safety and welfare as well as compliance with relevant standards, national guidance and best practice within their domain.

Specifically, managers must oversee local compliance in respect of risk assessment, accident and incident reporting, workplace inspections, training and the progression of other arrangements required under this and other policies. This will include effective consultation with local Safety Representatives and dealing appropriately with health, safety and welfare issues raised in connection with their domains.

Where required by the HSW Manager, they must undertake or oversee the investigation of accidents and incidents in accordance with HSW Standard Operating Procedure (SOP) 5 Accident and Incident Reporting, Recording and Investigation (Wellworker).

Station / Department managers are responsible for managing workplace inspections as detailed in HSW SOP 6.

### **3.8 Incident Commanders, Watch / Crew Managers and other supervisors**

Incident commanders, Watch or Crew Managers / supervisors must ensure that risk assessments are completed and available for activities carried out under their direction. They should liaise with staff, and in particular Safety Representatives and seek advice as appropriate on matters of health, safety and welfare. They must ensure that their staff have received appropriate training and instruction and are competent in their roles. Should hazards, dangerous practices and training requirements emerge that cannot be dealt with locally, these must be raised with a more senior manager.

They must also keep working conditions under continuous review, attempting to anticipate emerging hazards and instigate control measures. Watch Managers may be required to

#### **PREVENTING PROTECTING RESPONDING**

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



complete workplace inspections. In the event of any accident, Road Traffic Collision (RTC), near miss, incidence of violence or case of occupational illness (operational or non-operational) managers must ensure a notification is completed on Wellworker in line with HSW SOP 5.

Where an immediate threat to life or other unacceptable situation develops, Incident Commanders must review the dynamic and / or analytical risk assessment(s) and adopt an appropriately safe way of working to ensure that the threat is suitably negated. Incident Commanders shall carry out analytical and dynamic risk assessments on the incident ground as situations dictate.

### 3.9 Health, Safety & Welfare (HSW) Unit

The Manager of the HSW Unit is our competent person as defined in Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and will provide impartial, professional and technical advice and guidance to principal management and all levels of employees. The manager will identify critical risks and advise on suitable measures in achieving legislative compliance and best practice.

Members of the HSW Unit will provide active support to line managers through face-to-face contact, visits, verbal and written communications. Unit members will also:

- produce suitable and relevant policies, procedures, guidance and materials in accordance with our legal obligations;
- carry out or assist with risk assessments, manual handling assessments and Control of Substances Hazardous to Health (COSHH) assessments, validate assessments and manage the risk assessment system;
- manage systems relating to risk, COSHH and manual handling assessments;
- carry out, assist with or co-ordinate with workplace inspections as necessary;
- develop, facilitate and deliver health and safety related training as appropriate;
- co-ordinate the publication of health, safety and welfare information and instructions across AF&RS;
- carry out, assist with and co-ordinate investigations into accidents and incidents, including managing the Wellworker recording system;
- ensure that any personal information held by the Unit is processed in line with Data Protection legislation;
- provide suitable performance reports at appropriate levels including the SMB and Fire Authority;
- attend the HSW Strategic Committee meeting; and
- attend meetings or other forums as required.

## PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



### 3.10 Area Manager for Learning, Development and Operational Training

Both these roles will be responsible for:

- ensuring that a training needs analysis is completed for AF&RS staff through consultation with relevant managers;
- ensuring that training interventions are available and training made accessible to all staff so that they may carry out their duties safely;
- working in partnership with other relevant Service specialists to develop and deliver training programmes for those who have responsibilities and duties in respect of health, safety and welfare matters;
- managing the training budget, working with Heads of Departments across the Service to prioritise critical training and training required by law;
- delivering training to the Service, based on trainer capacity and availability of staff through crewing levels;
- managing the provision of training at the Severn Park Training Centre, ensuring that it is delivered to the appropriate standard and in a safe manner;
- ensuring the continued competence of all appointed Service Instructors and Trainers;
- ensuring suitable and sufficient risk assessments are carried out for training events;
- ensuring the maintenance of up-to-date and comprehensive records of all training undertaken by Service staff; and
- managing requests for training and development of Service staff made for continuing professional development.

### 3.11 Human Resources (HR) department

The HR department will be responsible for:

- maintenance of the Service's staff personal record files in accordance with statutory requirements;
- maintaining up-to-date job descriptions and role maps with references to the health, safety and welfare roles and responsibilities associated with each post within AF&RS;
- advising the SMB on the implementation of suitable measures to ensure compliance with all health, safety and welfare statutory requirements related to contracts and conditions of employment;
- managing the provision of an occupational health advisory and support service appropriate to the needs of the Service and its staff;
- providing medical and welfare support in cases of work-related injury and illness, where appropriate;

## PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



- supporting the management and monitoring of absences from work due to work-related ill health or injury; and
- where appropriate permission is given, allowing the HSW Unit access to medical records for staff injured or ill through work-related activities.

### 3.12 Technical Centre Manager(s)

The Head of Asset Management will be responsible for:

- ensuring the implementation and monitoring of an asset management system so that individual pieces of work equipment and their associated records can be identified and located;
- ensuring new work equipment does not introduce unnecessary risk;
- ensuring that all equipment meets the relevant British (BS), European (EN) or other standards or regulatory requirements;
- completing and issuing risk assessments and Appliance and Equipment Notes for all work equipment supplied by them, or under their control;
- ensuring the availability of adequate financial resources and assets to enable the Service to meet statutory obligations;
- ensuring that operational training, policies and maintenance regimes are updated on the introduction of new equipment;
- ensuring that equipment is marked with appropriate health and safety information such as weight, handling instructions, dangerous parts and warning notices where reasonably practicable;
- advising the Area Manager for Operational Training on staff needs for relevant training for the safe use of work equipment;
- ensuring that equipment training delivered by Technical Services staff to others is adequately recorded;
- ensuring the proactive implementation and monitoring of a system of inspection for work equipment under their control in line with the requirements of relevant legislation and / or industry standards;
- proactively implementing and monitoring a schedule of routine preventive maintenance for all work equipment under their control in line with the requirements of legislation and / or other relevant guidance;
- ensuring the adequate arrangement and co-ordination of the repair, replacement, removal or disposal of work equipment, where deterioration or incident has caused its condition to present a risk to safety, health and welfare;
- managing the provision of driver training and refresher courses, testing and in-house licensing for Service staff as appropriate to Service needs; and

## PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



- ensuring the provision of relevant information to the HSW Manager / Unit as requested.

### 3.13 Property Services Manager

The Property Services Manager will be responsible for:

- ensuring the specification and provision of premises and utilities that are safe and without risks to the health of Service staff and others;
- planning, implementing and monitoring the routine preventative maintenance and inspection of Service premises and utilities; including the examination and testing of pressure systems, heating, extraction or ventilation systems, fixed electrical installations, portable electrical appliances and any other facilities or equipment under the department's domain;
- advise the SMB if there is insufficient financial resources and/or assets to enable the Service to meet statutory obligations that fall within Property Service's remit;
- maintaining records of all examinations, tests and written schemes in accordance with legal requirements;
- arranging and co-ordinating repairs, replacement and disposal in respect of faults and damage occurring to premises and utilities which may present a risk to health, safety and welfare;
- responding in a timely manner to correctly reported Premise Defects;
- prioritising work in relation to the significance of the risk presented;
- ensuring that monitoring techniques such as water and air sampling are in place, where required by the Control of Substances Hazardous to Health (COSHH) Regulations 2002 or other legal requirements;
- ensuring that AF&RS complies with the Control of Asbestos Regulations 2006;
- monitoring the number and costs of repairs, replacement and disposals;
- providing the HSW Unit or other investigating officers with information associated with work-related accidents and incidents; and
- managing the safety of contractors and staff whilst contractors are working on Service premises / utilities and ensure that risk assessments / method statements are obtained as necessary before work commences.

### 3.14 Head of Fleet Administration / Fleet Engineer

The Head of Fleet Administration / Fleet Engineer will be responsible for:

- ensuring the specification of operational, ancillary and lease vehicles (and related equipment) meet the relevant standards and regulatory requirements;

## PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



- ensuring that risk assessments are carried out and recorded for all operational and ancillary vehicles and associated equipment under their control;
- ensuring that staff are given appropriate training in the safe use of all operational and ancillary vehicles and associated equipment under the Fleet Manager's control.
- ensuring that staff are provided with safety information on the vehicles and associated equipment;
- having in place arrangements for both routine and emergency servicing, maintenance, monitoring, testing and recovery of Service vehicles and associated equipment;
- ensuring the provision of general information on vehicle safety for those using their own vehicles for work purposes;
- ensuring that staff driving licences are checked and monitored;
- managing policies and procedures relating to driving risks; and
- maintaining suitable facilities and safe working arrangements for the effective servicing and maintenance of Service vehicles / equipment.

### 3.15 Information, Communication and Technology (ICT) Manager

The ICT Manager will be responsible for:

- ensuring the specification and provision of display screen equipment, programs and peripherals meets all applicable statutory requirements, BS and EN standards;
- ensuring all portable appliances falling within their domain are tested appropriately;
- ensuring that server rooms and equipment are maintained in a safe condition; and
- providing support to users who experience health and safety issues in relation to the use of equipment falling with the ICT department's domain.

### 3.16 Supplies and Services Manager

The Supplies and Services Manager will be responsible for:

- ensuring the specification of all items purchased via the Supplies and Services department meet the appropriate standards and legislative requirements and are fit for purpose;
- in conjunction with the Technical Services Manager and others authorised to purchase items, ensuring that all personal protective clothing and uniforms meet all applicable BS, EN or other industry standards;
- maintaining an up-to-date library of material safety data sheets for all hazardous substances purchased on behalf of the Service and providing copies to the HSW Unit;

## PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



- arranging the deep cleaning of station kitchens and maintaining records;
- ensuring that a suitable level of housekeeping is maintained within Service premises;
- managing the safety of contractors and staff whilst contractors are working on Service premises and / or utilities and ensure that risk assessments and method statements are obtained where necessary before work is commenced; and
- maintaining suitable arrangements for the collection, storage and disposal of general, recyclable and hazardous waste as per environmental and waste disposal legislation and our internal policies.

### 3.17 Group Manager Control and Communicatrions (GMC)

The GMC will be responsible for:

- enabling the effective communication of information to, from and between staff engaged in operational activities;
- provision of suitable communication equipment such as pagers, land lines, radios, WAN and interfacing equipment;
- recording and disseminating information relating to risks communicated by staff or members of the public reporting an emergency;
- where possible, providing support to training events insofar as Fire Control is involved with these activities;
- establishing and managing policies and procedures relating to the safe use of mobile phones and radios and ensure compliance with legislative requirements or relevant standards; and
- establishing and managing policies and procedures relating to the installation and management of radio and microwave transmission and receiving equipment that is situated on Service premises or is under the control of Service staff.

### 3.18 Safety Representatives and Representatives of Employee Safety

All representatives should:

- keep themselves informed of matters relating to health and safety;
- try to identify hazards particular to their workplace and implement control measures to eliminate or minimise the risks;
- carry out joint workplace inspections with staff as per HSW SOP 6 Workplace Inspections;
- encourage cooperation between the employer and the employees in achieving effective health and safety management;

## PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



- bring to the employer's notice, normally in writing, any unsafe or unhealthy conditions / practices or unsatisfactory arrangements which they cannot resolve locally; and
- utilise all in-house avenues available to address health and safety concerns before making representations to the enforcement authorities.

### 3.19 Technical Advisory Group

With respect to health, safety and welfare, this group will:

- ensure that specifications meet all applicable BS, EN or other standards or legal requirements as necessary to comply with current health and safety legislation and best practice;
- consult with all relevant Service and external authorities, representative bodies and sources of information as necessary to ensure the most appropriate choice of equipment;
- commission evaluations as necessary to prove the suitability of any selected equipment;
- assist in ensuring adequate training, instruction, information and supervision is provided to users on the introduction of any new or modified equipment;
- assist in monitoring and reviewing the provision and use of equipment and Personal Protective Equipment (PPE) in order to maintain acceptable standards; and
- provide information on the above to the HSW Unit or the Strategic HSW Committee, where appropriate or requested.

### 3.20 All staff

All staff, regardless of their role, should adopt a positive attitude to health and safety. In particular, they must:

- take reasonable care for the health and safety of themselves and others;
- ensure that they consult the relevant risk assessments in respect of their activities;
- follow safe working practices in accordance with established procedures, training, instruction and information on health and safety;
- not entertain or participate in horseplay or unauthorised activities such as misuse of equipment;
- report all work-related accidents, incidents and near misses on Wellworker and to a line manager;
- cooperate with or assist in accident / incident investigations as required;
- complete / assist with risk assessments as required; and

## PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



- routinely check the vehicles, equipment and tools with which they work, reporting defects and ensuring items are properly used.

## 4 Arrangements

### 4.1 Management of health and safety

AF&RS follows the Health and Safety Executive's management model HSG 65, as described in the publication "Successful Health and Safety Management". The component parts of HSG 65 are:

- Plan
- Do
- Check
- Act

### 4.2 Plan

To supplement and support this document, AF&RS has a suite of policies and SOPs which relate to health and safety matters. These are published by the HSW Unit, Risk Planning, People Development, Technical Services and HR. All our policies and SOPs can be found on the staff intranet site.

Planning is essential for the effective implementation of health, safety and welfare policies and procedures. Department and station plans should set priorities, performance standards and realistic timescales for action, whilst allocating the necessary resources to achieve objectives.

A health, safety and welfare business plan that addresses Service-wide issues and the implementation of new health, safety and welfare legislation, guidance and good practice is created annually by the HSW Manager.

## PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



## 4.3 Do

### 4.3.1 Control

Health and safety responsibilities are clearly allocated throughout the organisation with a team of specialists employed to offer advice, guidance and support.

Day-to-day control will be ensured by competent supervision. Line managers ensure that the appropriate level of supervision is used on all occasions and in particular where there are children, young people, trainees, vulnerable adults or inexperienced people involved.

### 4.3.2 Co-operation

AF&RS encourages the 'ownership of health and safety' and positively encourages employee participation by ensuring that employees of all levels across the organisation and their representatives are fully consulted with via a structured and documented consultation process. HSW SOP 3 Employee Consultation addresses this issue in more detail.

### 4.3.3 Communication

Clear and suitable communication is a key component of a successful health and safety management system.

AF&RS recognises this fact and, accordingly, utilises a number of communication mediums, a selection of which are listed below:

- Personal contact with the HSW Unit
- HSW intranet site
- Documented policies and procedures
- Email and notice boards
- Accident investigations and Wellworker
- FiReAlerts!, Service Delivery / HSW memos, bulletin
- HSW Committee meetings
- Forums and focus groups
- Risk assessments- generic, specific, analytical- and risk cards
- Risk Intelligence, HR, Technical Services SOPs
- DVDs
- Inductions and training / briefing sessions
- Health and Safety Manual, libraries and information cards
- Appliance and equipment notes and manuals

## *PREVENTING PROTECTING RESPONDING*

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



The method of communication utilised will vary according to the content and urgency of the message to be conveyed, target audience, desired outcome, perceived risk and complexity of the issue.

Communication mediums used by the HSW Unit at AF&RS are further detailed in the communication protocol which is held on the staff intranet.

#### 4.3.4 Competence

Health and Safety training is delivered by AF&RS's Operational Training Department, the People Development Manager, the HSW Unit, Severn Park Fire and Rescue Training Centre, the Fire Service College, internal qualified instructors as well as other external specialists. In liaison with all Department Heads, a training needs analysis is carried out every year to prioritise and assess organisational needs.

The Service will ensure that all employees and any person under our care are provided with the level of health and safety training appropriate to their role and accountabilities. Some training will be focused specifically on health, safety and welfare management, whilst other training will be associated directly with work activities but with health, safety and welfare aspects included.

Job specific training will depend on the role of the person, the equipment to be used, the tasks they will undertake and the procedures they will be expected to apply. All employees will be given health and safety induction training when they start work.

AF&RS has access to specific health, safety and welfare training events, including:

- Institution of Occupational Safety and Health (IOSH) Managing Safely- for all managers/supervisors
- National Examination Board Occupational Safety and Health (NEBOSH) National General Certificate- for selected middle and senior managers
- Trades Union Congress- Training for Safety Representatives
- IOSH Safety for Senior Executives

Training attendance will be monitored by both the Area Manager for Operational Training and the Area Manager for Operational Response. Competence will be assessed through operational assurance procedures.

More specific detail of how this is managed can be found in our Operational Training Policy and Operational Monitoring Policy.

### PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



#### 4.3.5 Risk assessment and control measures

Risk assessments are completed for both operational and non-operational activities and address risks to employees, contractors and members of the public with the level of detail being proportionate to the risk. They also take account of risks to property and the environment where possible. Any significant risks are recorded and all risk assessments are validated by our HSW Unit before being communicated via the intranet.

The implementation of control measures will follow the general principles of prevention hierarchy specified in the Management of Health and Safety at Work Regulations 1999:

- avoid risks;
- evaluating the risks which cannot be avoided;
- combating the risks at source;
- adapting the work to the individual;
- adapting to technical progress;
- replacing the dangerous by the non-dangerous or the less dangerous;
- developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- giving collective protective measures priority over individual protective measures; and
- giving appropriate instructions to employees.

All risk assessments are reviewed annually, or before if circumstances require it, to ensure that they remain current.

#### 4.4 Check

Methods for measuring performance vary from judgements derived from direct observation to more formal schemes for the analysis of statistical data and reports on progress against defined performance indicators.

AF&RS will monitor the effectiveness of this policy by:

- checking that employees with responsibilities under this policy have actually carried them out to the required standard;
- observing day-to-day whether people are working in accordance with any rules or safe methods set out in the arrangements;
- carrying out regular workplace inspections;
- checking whether records are being kept in line with the arrangements in this policy;

### *PREVENTING PROTECTING RESPONDING*

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



- implementing operational monitoring which provides a structured overview and scrutiny process for significant live operational incidents;
- implementing Maintenance of Skills Training (MOST) which prescribes the monitoring and measuring of operational performance standards;
- checking training records; and
- setting targets and objectives in our Health and Safety Strategy to improve performance.

The responsibility for day-to-day monitoring and measuring lies with line management. The HSW Unit will specifically report to the Strategic HSW Committee regarding performance within health, safety and welfare and the analysis of weak points and trends as appropriate. The Group and Local Committees are specifically charged with monitoring local health and safety issues and performance.

We will also monitor and analyse accident, incident and ill health information in order to learn from our experience, enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

#### 4.5 Act

Formal audits that seek to measure performance overall against organisational standards will be undertaken periodically. The objective of an audit will be to establish whether our overall health and safety management system is efficient and effective. Further detail is contained in HSW SOP 19 Occupational Health and Safety Audits.

SOP H7 Quality Assurance Operational Response also provides a structured audit and review process for the range of work and activities carried out within Operational Response.

The day-to-day reviewing of performance, on the other hand, is a routine responsibility of line management. Local and Group HSW Committees can be used to carry out regular health and safety performance reviews.

An annual review of health and safety performance is carried out by the HSW Unit to ensure compliance with organisational policies, procedures and standards. The results of this will be reported to the SMB.

#### 4.6 Arrangements for managing specific risks

AF&RS has separate and detailed arrangements in place to address specific risks that are associated with the activities of the Fire Service.

### PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy



These arrangements exist largely in the form of SOPs which represent comprehensive procedures for the management of risk across a number of particular areas. Staff should refer to the HSW Portfolio, the operational SOPs and other procedures held on the intranet.

**PREVENTING PROTECTING RESPONDING**

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare Policy
Status:	Under review - consultation	Issue Date:	30/11/2016	

Uncontrolled when printed – check to confirm current version



## 5 Further Information

### 5.1 References

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Successful Health and Safety Management HSG 65, Health and Safety Executive 2003

Health and Safety Policy Statement, Health and Safety Executive, 2005

### 5.2 Advice and guidance

Advice and guidance can be sought from the HSW Unit, contact details are:

Lee Troake - HSW Manager - extension 384 or 07776 165231

Kevin Denford – Health and Safety Practitioner - extension 385 or 07973 159833

### 5.3 Review of the policy

This policy will be reviewed by the HSW Unit annually or before, if circumstances require it.

## PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare Policy
Status:	Under review - consultation	Issue Date:	30/11/2016	



### Document Control Information:

<b>Policy title:</b>	Health, Safety and Welfare Policy
<b>Policy owner: (role)</b>	Health, Safety and Welfare Manager
<b>Authoriser: (role)</b>	Director of Corporate Services
<b>Issue status:</b>	Under review - consultation
<b>Protective marking:</b>	-
<b>Issue date:</b>	30/11/2016
<b>Next review due:</b>	01/11/2017
<b>Audience:</b>	For internal publication only
<b>Version Number:</b>	6

### Document History:

Review Date	Version No	Summary of Changes	Equality Impact Assessed (Y/N)
June 2012	1.0	Transferred onto new policy template	
July 2012	2.3	Policy title amended – redistribution to HSW portfolio holders not necessary as no changes made to content	
24/10/2012	2.4	<ul style="list-style-type: none"> <li>Policy transferred to latest policy template (to conform to new accessibility requirements)</li> <li>Policy Authoriser amended to reflect new organisational structure and revised responsibilities</li> </ul> (Redistribution to HSW portfolio holders not necessary as no changes made to content).	
2/8/2013	3.0	Policy reviewed and sent for consultation. Minor amendments to section 3, 4 and 5 to simply text and update roles and responsibilities.	

### PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy

Uncontrolled when printed – check to confirm current version



07/11/2014	4.0	Policy reviewed to be in alignment with new version of HSG65.	
24/09/2015	5.0	To update signature of new Chairman	
1/11/2016	6.0	Minor amendments to role / directorate titles. One additional bullet point to 3.9 re:DPA	

### Distribution History:

Date	Version No	Distributed to: (role(s) or group)
May 2012	1.0	All HSW portfolio holders
24/10/2012	2.4	All staff (via intranet)
December 2013	3.0	All HSW portfolio holders
23/07/2014	3.0	All staff via new intranet pages
7/11/2014	4.0	All staff via new intranet pages
24/09/2015	5.0	All staff via new intranet pages
23/01/2017	6.0	All staff via new intranet pages

### PREVENTING PROTECTING RESPONDING

Version:	6	Next review:	01/11/2017	Health, Safety and Welfare
Status:	Under review - consultation	Issue Date:	30/11/2016	Policy

Uncontrolled when printed – check to confirm current version