



HUMBERSIDE FIRE AND RESCUE SERVICE

HEALTH, SAFETY & ENVIRONMENT

WORKPLACE – SAFE WORKING ENVIRONMENT

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1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) recognise the need to provide a safe working environment for all its employees. HFRS will comply with the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that Workplace Arrangements are provided so far as is reasonably practicable.

These measures relate to workplace arrangements at HFRS premises and does not include off-site temporary places of work such as the incident ground, off-site training locations etc. For further information on these types of workplaces refer to Realistic Training and Use of off Station Venues Arrangements Policy and Operational Welfare Policy.

2. EQUALITY AND INCLUSION

HFRS aims to continuously improve the standards of service we provide to the community we serve. We recognise the importance of and are committed to promoting equality and inclusion in the provision of our services and to our employees. We are committed to encouraging equality and diversity amongst our workforce and to eliminating unlawful discrimination. We aim for our workforce to be truly representative of the community we serve and for each of our employees to feel respected and to be able to give their best.

3. RISK ASSESSMENT

The Service shall ensure that competent persons are employed to carry out suitable and sufficient risk assessments.

4. REDUCING RISK

Appropriate actions will be taken when dealing with the following:

- Maintenance of workplace, and of equipment, devices and systems
- Ventilation
- Temperature in indoor workplaces
- Lighting
- Cleanliness and waste materials
- Room dimensions and space
- Workstations and seating
- Condition of floors and traffic routes
- Falls or falling objects
- Windows and transparent or translucent doors, gates and walls

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- Windows, skylights and ventilators
- Ability to clean windows, etc. Safely
- Organisation, etc. of traffic routes
- Doors and gates
- Escalators and moving walkways
- Sanitary conveniences
- Washing facilities
- Drinking water
- Accommodation for clothing
- Facilities for changing clothing
- Facilities for rest and to eat meals

5. HEALTH, SAFETY AND ENVIRONMENTAL PLANS (HSEP)

Health, Safety and Environmental Plans have been introduced in order to promote the local implementation of Service policy on workplace health and safety. The plans are designed to encourage the widest possible ownership of health, safety, environmental and welfare issues and play an important role in the control of risk in the workplace.

Each premises has a Health, Safety and Environmental Plan. A nominated 'Plan Manager' manages the plan and is supervised by the 'Plan Supervisor'. Both the plan manager and supervisor should hold the "Managing Safely" qualification (or higher) and have the competence to ensure the plan is correctly implemented and any corrective action required taken.

The plans also give responsibility to Watch Managers (or other nominated person on particular premises). This is to inspect the premises periodically in order to ensure that all workplace controls and facilities are in place. Any defects should be identified, and a specific risk assessment carried out and recorded on the Health and Safety electronic recording system. The risk assessment form HS14 should be used for this purpose. Appropriate remedial action will be carried out as soon as possible and usually involve submitting a building defect and taking the item out of use. This information must be communicated to all personnel on the premises and a copy of the HS14 is to be kept in the 'contractors and visitors book' until it is no longer required.

6. EMPLOYEE'S DUTIES

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 places the following duties on all employees:

- Using the equipment, safe systems of work and procedures provided by the Service in accordance with training and instruction given.
- Informing their line manager without delay of any situation which may present a serious and imminent danger.

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- Notifying their line manager of any shortcoming in the health and safety arrangements.

7. PERMITS TO WORK

A permit to work (form HS04 or HS04a for Service HQ) is to be used for works taking place on HFRS premises where there is a high degree of foreseeable risk. Permits will be issued **before the activity commences**.

Examples which may be relevant are:

- Work in confined spaces
- Hot works
- Electrical works

A permit to work shall only be issued by authorised named persons and this person should also cancel the permit once the area has been returned to a safe state. Any other person taking over responsibility of the permit routinely or in an emergency must ensure they are fully familiarised with the works and permit issued and assume responsibility from the moment they take it over.

The permit will include:

- Details of who issued the permit
- The date and time the permit is valid for
- Details of the work to be undertaken
- Persons involved (named individuals)
- Emergency procedures
- Completion/cancellation date and time
- Signatures of the permit holder and permit issuer on opening the permit
- Signatures of the permit holder and permit issuer on closing the permit to confirm the area has been left safe

A risk assessment of the activity will identify specific control measures and emergency procedures; these will feed into a safe system of work relevant to the task.

Those authorised to issue permits will be given training by the Health and Safety Section.

Where a permit is issued at Service HQ, a tally system will be utilised to ensure all persons directly involved in the works are accounted for whilst the permit is active.

8. FIRE ARRANGEMENTS

Fire risk assessments are covered in The Fire Safety Arrangements Policy. Individual fire risk assessments are held in the HSEP relevant to the location the assessment covers.

An emergency plan for each Service location is one of a number of control measures which should be implemented to reduce the risk from fire. For example, see Service Headquarters Fire & Emergency Evacuation Plan

Personal Emergency Evacuation Plans (PEEPs)

Personal Emergency Evacuation Plans identify appropriate evacuation procedures for disabled or sensory-impaired individuals who may need assistance to escape from fire. These plans may also be necessary for persons during a temporary illness / ailment if a standard evacuation cannot be affected.

Plans will be developed as and when the need is identified using form HS_44 Personal Emergency Evacuation Plan (PEEP) ([Appendix A](#)) and the appropriate staff will be trained in the correct procedures in this eventuality.

The PEEP can also be utilised for the individual when other occasions require an evacuation to take place.

Assembly points must be clearly identified when developing an evacuation plan and should be dynamically risk assessed on all occasions that an evacuation takes place.

9. FOOD SAFETY ARRANGEMENTS

Humberside Fire and Rescue Service acknowledges responsibility to comply with the Food Safety and Hygiene (England) Regulations 2013 and to ensure that appropriate facilities are provided for eating food as per Health, Safety and Welfare Regulations 1992.

Watch Based Personnel Responsibilities

Stations are equipped with facilities to refrigerate, cook and re-heat food and are responsible for maintaining their cleanliness and for reporting any defects in their operation to Service Support Administrators.

When preparing food, strict hygiene must be observed, and work areas should be left clean to avoid the risk of cross-contamination.

Chefs / Cooks Responsibilities

Although not standard practice to have chefs / cooks on station, they may be provided during recruit courses or other occasions requiring on-site meal provision. These individuals must hold a current food hygiene qualification and are responsible for

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completing and maintaining a Safe Food Better Business pack developed by the Food Standards Agency (FSA) and for recording equipment temperatures (HS_13 form).

The Safer Foods Better Business packs can be provided by request to the Health, Safety and Environment Section.

Those line managing Chefs / Cooks must ensure these packs are being actively completed.

Persons arranging buffets should ensure that the provider meets at least satisfactory hygiene standards. Visit www.food.gov.uk to carry out a food hygiene rating search on a business.



10. REVIEW

Risk assessments will be reviewed annually and on other occasions that include:

- A change in legislation
- A change in control measures
- A significant change in the work carried out or the environment it is carried out in
- New technology
- Any other reasons to suspect that the original assessment is no longer valid or could be improved upon.

**If you require further guidance on this document, please contact the
Health, Safety & Environment Section**

APPENDIX A



HS44: Personal Emergency Evacuation Plan (PEEP)

Guidance can be sought from the [HM Government guidance – “Fire Safety Risk Assessment, Means of Escape for Disabled People”](#) to assist in completing this form.

Further guidance can be sought from the Technical Fire Safety Section.

Name of Individual:	
Job Title:	
Section/Location:	
Requirement:	
This plan has been put in place to cover the circumstances of....	
Awareness of requirement to evacuate:	
The requirement to evacuate the building will be notified by....	
Evacuation Plan:	
1) Primary Plan	

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2) Reserve Plan	
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Where assistance is required, consider who will take over the role should the designated individual be absent etc.

Designated Assistance:	
The following individual(s) will provide assistance for the above:	
Name:	
Name:	
Name:	

Consider who else needs to be informed with regards to evacuation e.g. Reception etc.

Communication to relevant others:		
Details of others to be informed of this plan:		
Signed (Individual)		Date:
Signed (Manager)		Date:
Reception staff made aware (if based at SHQ)		Date:
Review date: This PEEP will be formally reviewed on....		

This form should be held in Section 7 of the HSEP folder until no longer applicable, at which point it should be archived.