



HUMBERSIDE FIRE AND RESCUE SERVICE

HEALTH, SAFETY & ENVIRONMENT

COMMUNICATION AND CO-OPERATION

Owner	Director of Service Improvement
Responsible Person	Head of Health & Safety
Date Written	October 2016
Date of last review	August 2018
Date of next review	August 2021

CONTENTS

1. [Introduction](#)
2. [Equality & Inclusion Statement](#)
3. [Service Meetings](#)
4. [Service Health and Safety Meetings](#)
5. [Safety Representatives](#)
6. [Lines of Communication](#)
7. [Competencies](#)
8. [Information Gathering and Analysis](#)
9. [Training Records](#)
10. [Risks Introduced from External Organisations](#)
11. [Communication to External Organisations](#)
12. [Categories of Information](#)
13. [Confidential Reporting of Health and Safety Matters](#)

1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) have arrangements in place to facilitate communication and promote co-operation between employers and employees in instigating, developing and carrying out measures to ensure the health and safety at work of all employees. Open dialogue is encouraged, and personnel are provided with a forum to discuss health, safety and welfare issues.

2. EQUALITY AND INCLUSION STATEMENT

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

3. SERVICE MEETINGS CONSIDERING HEALTH AND SAFETY MATTERS

The following meetings and committees consider health, safety and welfare issues as required:

- Strategic Leadership Section (SLT)
- Tactical Leadership Section (TLT)
- Health and Safety Consultative Committee (HSCC)
- Regional National Fire Chief Council (NFCC) Occupational Health and Health & Safety Practitioner Committee
- Emergency Response Management Section
- Watch Management Section

4. SERVICE HEALTH AND SAFETY MEETINGS

The following meetings consider specific health, safety and welfare issues.

Health and Safety Consultative Committee (HSCC)

HFRS recognises that consultation with employees is essential and that the Safety Representatives and Safety Committees Regulations 1977 apply to its work. The appointment of Safety Representatives is encouraged (see section 4).

The role of HFRS Health and Safety Consultative Committee is to promote co-operation between HFRS management and employees and to develop and encourage a positive safety culture. Constitution of the committee:

- Director of Service Support
- HFRS Health and Safety Advisors

- Fire Brigade Union (FBU) Representatives
- Fire Officers Association (FOA) Representatives
- Retained Firefighters Union (RFU)
- Any other recognised relevant representative body

The objectives of this consultative committee will include examining accident trends and formulating recommendations for corrective actions; consideration of reports provided by enforcing authorities; monitoring the effectiveness of the safety content of employee training; monitoring changes in legislation likely to impact on HFRS; monitoring allocation of resources to health and safety; and monitoring health and safety communication and publicity in the workplace.

One week prior to the meeting taking place, the members of the committee will be issued copies of the agenda and items to be discussed during the meeting along with any supporting documentation.

The committee will meet quarterly.

Regional National Fire Chiefs Council (NFCC) Occupational Health and Health & Safety Practitioner Committee

The Regional NFCC Occupational Health and Health & Safety Practitioner Committee consists of representatives from Humberside, North, South and West Yorkshire.

Constitution of the committee:

- Chaired by appointed Head of Section for respective Service (rotated annually) Health & Safety Practitioners (from the four areas).
- Occupational Health Advisors (from the four areas).

The objectives this committee will be to deal with health, safety and welfare matters which arise at the various workplaces within the four regions.

One week prior to the meeting taking place, the members of the committee will be issued copies of the agenda and items to be discussed during the meeting along with any supporting documentation.

The committee will meet quarterly following the National NFCC Occupational Health and Health & Safety Practitioner Committee and in advance of the HSCC to enable agenda items with Service wide implications to be taken forward to this committee.

5. SAFETY REPRESENTATIVES

In accordance with the Safety Representatives and Safety Committee Regulations 1977 an employee may be appointed as a safety representative by their trade union to represent a group of employees. Safety representatives (SRs) must be chosen from employees who have been employed by the Service for at least two years.

HEALTH, SAFETY & ENVIRONMENT COMMUNICATION AND CO-OPERATION

In accordance with the Safety Representatives and Safety Committee Regulations 1977, appointment of SRs will be done only when HFRS has received written notification from the trade union.

The SR can then carry out the functions as set out below.

- To investigate hazards and dangerous occurrences in the workplace and examine the causes of accidents.
- To investigate complaints by any employee they represent relating to health and safety matters.
- To make representations to HFRS on matters affecting health, safety and welfare at work.
- To undertake health and safety inspections.
- Represent employees in consultations with the Inspectors.
- Receive information from Health and Safety Executive Inspectors.
- To attend safety committee meeting.
- To examine safety audit reports.
- To assist in the development of safety rules and safe systems of work.

HFRS will co-operate with the SR and will provide facilities and assistance in order to allow appointed SRs to carry out their functions.

6. LINES OF COMMUNICATION

Health, safety and welfare matters will be first brought to the attention of the Line Manager by any employee. This may be done through an appointed safety representative. If the problem cannot be satisfactorily resolved at this level then the matter should be brought to the attention of the Group Manager/Head of Section.

Issues not satisfactorily resolved will be brought to the attention of the Health, Safety and Environment Section. These may be discussed at the relevant committee or meeting(s).

The Health and Safety Consultative Meetings will be recorded, and copies will be distributed to the Chief Fire Officer/Chief Executive and Directors/Section Heads who will ensure all personnel are informed of the activities of the Committees.

The Health, Safety and Environment Manager will ensure that all relevant information is disseminated back down through the lines of communication to personnel with the results of any health, safety and welfare matters which have been resolved.

The Health, Safety and Environment Section will gather suitable and relevant materials and information from recognised external sources (HSE Newsletter, Tips & Advice: Health & Safety; Professional publications – SHP/HSW; and Barbour) which will be communicated to personnel by the most effective means necessary.

HEALTH, SAFETY & ENVIRONMENT COMMUNICATION AND CO-OPERATION

The Health, Safety and Environment Section will distribute any information deemed as relevant to the Service to bring it to the attention of the relevant personnel (this may include the use of poster campaigns; the internal publication, Siren, will also be utilised to disseminate health and safety information to the Service as a whole).

Responsible persons will ensure that revision of any health and safety document is brought to the attention of personnel who are affected by its revision (annual review of a risk assessment; legislative changes; measures applicable to individuals or groups; significant findings of risk assessments, etc.).

Personnel will be provided with comprehensive and relevant information on preventative and protective measures applicable to them and procedures for evacuation of premises in the event of serious or imminent danger; this will be carried out by their line manager/supervisor.

Managers with supervisory duties have responsibilities as “Health and Safety Implementers” as an integral part of their role. They must conduct regular Section meetings and briefings to conduct training on relevant new issues/systems, remind the persons affected of critical risks and subsequent precautions.

Suggestions and ideas as to potential improvements to health and safety through the procurement of new equipment or developing of revised procedures should be made to Line Managers.

Decisions as to their feasibility will ultimately be made by the Tactical Leadership Section who meet fortnightly.

7. COMPETENCIES

Members of the committees are deemed suitably competent to fulfil their roles and responsibilities placed upon them as a member of the committee due to the nature of their postings and role specific training undertaken as part of their post.

8. INFORMATION GATHERING AND ANALYSIS

The Health, Safety and Environment Section will ensure that a register of current and relevant legislation is created and maintained on an annual basis or when any changes in legislation which are applicable to HFRS occur.

The Health, Safety and Environment Section will analyse relevant information entering HFRS and disseminate it accordingly and appropriately throughout the Service.

9. TRAINING RECORDS

Records of health and safety training courses attended are to be kept by the Health, Safety and Environment Section as well as inclusion on an individual’s Course Management System on their PDRPRO account. Toolbox talks are also recorded using internal Service forms (LD03) available on the intranet.

10. RISKS INTRODUCED FROM EXTERNAL ORGANISATIONS

In the event of external organisations carrying out works on any HFRS premises, the Health, Safety and Environmental Plans (HSEPs) Manager/Supervisor will obtain information from such organisations regarding risks being introduced as a result of the work being undertaken. It will then be the responsibility of the Manager/Supervisor to inform personnel of the risks which could foresee ably affect them.

Comprehensive risk assessments and method statements must be submitted to the Joint Estates Service prior to allocation of the work to the contractor.

11. COMMUNICATION TO EXTERNAL ORGANISATIONS

The Health, Safety and Environment Section will ensure that effective communication between HFRS and external organisations is established and maintained when an undertaking by HFRS could potentially cause a foreseeable risk to the health and safety of others and the environment ('neighbours'; members of the public etc.).

12. CATEGORIES OF INFORMATION

This section details the requirements by responsible groups or persons to disseminate information to outside organisations.

Product Safety:

When HFRS supplies and any equipment to the community to which they serve, those who are tasked with the installation of such equipment will inform the recipient of the technical safety of the equipment.

Safety of Services:

The services HFRS undertakes are risk assessed by responsible persons, from which safe systems of work are formulated.

Any significant risks arising from the services provided by HFRS will be communicated to relevant external organisations should the situation arise. This will be carried out by nominated responsible personnel from within HFRS.

Risks to the Local Community:

Any undertaking by HFRS which would foreseeably affect the health and safety of the local community will be assessed and subsequent findings will be communicated to the community via the most appropriate and effective channel of communication.

Health and Safety Education Material:

HFRS deliver fire safety material to the community to which they serve which includes the business community.

13. CONFIDENTIAL REPORTING OF HEALTH AND SAFETY MATTERS

In situations where the procedure described above is not appropriate, any employee of the Service may report the circumstances, in confidence, by the most appropriate means, to the Director of Service Support, who will initiate an investigation.

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