



HUMBERSIDE FIRE AND RESCUE SERVICE

HEALTH, SAFETY & ENVIRONMENT

CONTROL OF HEALTH, SAFETY & ENVIRONMENT

Owner	Director of Service Delivery
Responsible Person	Head of Health & Safety
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1. INTRODUCTION

It is the policy of Humberside Fire and Rescue Service (HFRS) that all documents that form part of its formal Managing for Health and Safety (MfHaS) shall be developed, verified, issued and managed in accordance with quality assurance principles.

The purpose of this procedure is to ensure control of those documents that comprise the MfHaS. It shall ensure that the documentation developed provides sufficient guidance on the performance of essential activities within the Service is up to date.

Documents developed and controlled by this procedure will provide adequate guidance for all personnel and enable the management to review performance against clear standards, as well as providing a platform for future development.

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. RESPONSIBILITIES

The Deputy Chief Fire Officer (DCFO) has delegated responsibility to the Health, Safety and Environment Manager and Safety Advisors within the Health, Safety and Environment section to secure the control of MfHaS documentation by:

- Drafting MfHaS documents for approval.
- Reviewing and amending HSMS documents.
- Establishing and maintaining a list of all MfHaS documents on the Services' Intranet for the purposes of inspection by internal/external auditors and /or inspectors.
- Withdrawal from circulation of obsolete MfHaS documents.
- Maintain an archive of obsolete MfHaS documents.

4. HSMS DOCUMENT CONTROL

All health, safety and environment policy documents are formatted and produced in line with the Service Policy, "Production of Service Policy", in that they are drafted by a responsible person within the Health, Safety Environment section and forwarded to Service Support section for production into a standard format.

All MfHaS documents include the following detail:

- Identification by a unique reference number
- Identification of the responsible officer
- Name of the author
- Approved by
- Approval/issue date
- Document revision history
- Who the policy & guidance applies to

Information contained within MfHaS Policy documents should be completed under the following headings:

- Introduction
- Legislative requirements (if relevant)
- Policy statement
- Aims/Objectives
- Guidance/procedures/further information

5. RETENTION AND DISPOSAL OF MfHaS DOCUMENTS

The DCFO has delegated the authority to the Director Manager to withdraw and dispose of obsolete MfHaS documents.

All MfHaS documents are stored and retained electronically on the Services' Intranet, and all are write protected, only personnel within the Service Support Administrators have administrative rights to amend MfHaS documents.

All MfHaS records that have a legal requirement to be retained will be stored on the Services' Intranet and administered by the Service Support.

6. PROCEDURE FOR SUPERVISION

Introduction

HFRS recognise the importance of the supervision of personnel in ensuring its Health and Safety Policy is effectively implemented.

Adequate supervision compliments the provision of information, instruction and training in the Service's risk control system.

All Managers have a duty to direct the performance of personnel not only at operational incidents but also during everyday activities and supervision forms a major part of their role.

The Service recognises the importance of supervision of personnel at operational incidents where the 'safe person' concept must be implemented.

The Services risk assessment programme will use supervision of personnel as a risk control measure. Dynamic risk assessment will include supervision of personnel as a risk control measure.

Competency

The Service is committed to ensuring that all Supervisory, Middle and Strategic Managers receive appropriate Health and Safety management training. Successful candidates who have come through the promotion process at the above levels of management are provided with the following courses as part of their development:

- **Supervisory Manager** – attends a 5 day IOSH Managing Safely course (internal) and triennial refreshers.
- **Middle Manager** – nominated for a NEBOSH General Certificate if deemed appropriate by the Health and Safety Manager and the Training section (external).
- **Strategic Manager** – Attends an IOSH Leading Safely (external).
- **All other employees** – attend a 1 day IOSH Working Safely course (internal).

Appropriate Levels of Supervision

The appropriate level of supervision depends on the hazards involved, findings of the risk assessments and on the competence and abilities of personnel. Personnel new to a job, undergoing training, tasks with special risks or new situations etc., may require more supervision than others.

Some supervision of fully competent individuals will always be required to ensure that standards are being consistently met and the health and safety of all personnel is maintained.

Supervision Methods

Supervisors, by example and discipline, are uniquely placed to influence how well the Service achieves its health and safety objectives and what standards of performance need to be maintained.

They can plan, direct, help, train, coach and guide staff to develop individual competence. They can also monitor performance by formal (assessment) and informal means (spot checks). During high-risk operations, consideration should be given to nominating safety officers to supervise specific areas and ensure that operations are performed in a safe manner.

Supervisors and employees should exercise judgement and discretion, for example when making decisions on when to seek help or guidance or when to halt work because they consider it too dangerous to continue.

Although authority to act can be delegated to supervisors and employees, the ultimate responsibility for complying with employer's legal duties cannot be delegated.

7. PROCEDURE FOR MEASURING PERFORMANCE – ACTIVE MONITORING

Introduction

It is a HFRS requirement that all inspections/examinations/calibrations of equipment required by legislation are carried out by competent persons at the prescribed intervals or at intervals determined by risk assessments carried out to meet specific legal requirements.

These arrangements have been derived to ensure that the Service is proactive in its management of risk, and ensure the health, safety and welfare of personnel by identifying and reducing the risks that they face on HFRS premises.

This procedure covers the active monitoring of the following as required by legislation:

- Premises
- Fire alarm systems
- Lifting equipment
- LEV and extraction systems
- Air conditioning systems
- Calibration of measuring equipment (PAT testing, Noise meter)

Application and Responsibilities

Health, Safety and Environmental Plan Supervisors are responsible for:

- Monitoring the undertaking annual inspections
- Ensure site plan is kept up to date
- Ensure responsible persons carry out specific checks
- Carry out a monthly review of outstanding premises risk assessments
- Alert staff to outstanding issues subject to a risk assessment
- Ensure relevant health and safety matters that require redress are appropriately actioned.

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Health, Safety and Environmental Plan Managers are responsible for:

- Actively promote a positive health and safety culture throughout their area of responsibility.
- Ensure Service Policy is properly implemented, and delegated duties are correctly performed.
- Ensure that regular health and safety inspections are carried out and that environmental issues are actively managed and controlled.
- Approve the health and safety annual inspection programme and monitor the outcome of inspections.
- Ensure that matters requiring remedial action are adequately resourced and dealt with effectively and efficiently.

Note: *The Representative Body (RB) has the option to conduct workplace health, safety and welfare assessments at all locations that their members are employed quarterly. These inspections should be co-ordinated with the HSEP Plan Supervisor.*

Emergency Services Fleet Management (ESFM) Ltd; is responsible for establishing and maintaining a register of all operational equipment that is subject to Statutory Competent Person Examination.

This Register will contain:

- A list of all relevant equipment.
- All relevant test and examination certificates.
- A record of any modification and subsequent examination to verify that legal requirements have been maintained.

The Joint Estates Service Manager is responsible for ensuring that all utilities on Service premises are tested in accordance with statutory regulations.

- Electrical installations – 20% of all premises will be inspected and tested every year.
- Air conditioning systems and water systems will be tested for legionella every year.
- LEV systems will be inspected and tested every 14 months.
- All the above inspections/tests will be contracted out to specialist competent persons.

The Health and Safety Manager is responsible for ensuring devices such as, the Sound Level Meter and PAT testing equipment is calibrated.

8. PROCEDURE FOR MEASURING PERFORMANCE – REACTIVE MONITORING

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HFRS is committed to the principle that any accidents causing injury, ill health or damage, and near misses with the potential to do so, must be reported and investigated by competent persons to determine the immediate, underlying and root causes and recommendations to be implemented to prevent reoccurrence.

HFRS has procedures in place to ensure that all accidents causing injury, ill health or damage, and near misses that have the potential to do so, are reported and investigated.

This arrangement details the responsibilities of managers where accidents and near misses happen, which may or may not result in injury, ill health or damage to any person, premises or equipment.

Accident Reporting

Each employee has a duty to report any accident causing injury, ill health or damage and near misses that have the potential to do so, no matter how trivial they may seem verbally to their line manager.

The Health and Safety Electronic Reporting system for reporting any incident, near miss, vehicle collision and attack on Fire Service personnel is located on the desktop of all Service computers.

In the event of an employee having an accident or witnessing a near miss, it is the individual's responsibility to enter the incident on the Service Health and Safety Electronic Reporting system, unless they are incapable, in which case their line manager will complete the entry on their behalf.

Once the initial report has been completed by or on behalf of the person recording the event, the next stage in the process is to address the automated email to the line manager; this maybe to the same person completing the initial report. Upon receipt of this notification email the line manager will conduct the initial investigation.

Accident Investigation

In the event of an incident or near miss, duty managers are responsible for ensuring the well-being of the injured person. First aid is the initial management of the injury until expert medical attention is available. Emergency Response Group Managers and Heads of Sections must ensure that suitable physical and human resources are available to administer first aid to employees if they are injured at work.

Other considerations include:

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- Preserve the scene of the incident as soon as possible, an effective investigation depends on getting all possible evidence together.
- Record as much information as possible about the scene, particularly important if some evidence has to be moved to gain access to the casualty. The position of key objects, materials and people involved need to be recorded by sketches, photographs or video.
- The injured person (if capable) must report the incident or near miss on the Health and Safety Electronic Reporting system, in the event of the injured person not being able to report the accident this will be done by his/her line manager.
- Investigating managers will analyse the findings to identify what happened and why. Careful, systematic analysis will identify the immediate, underlying and root causes of the accident and identify which risk control measures have failed.
- Emergency Response Group Managers and Heads of Sections are responsible for regularly reviewing the progress of remedial actions and recommendations ensuring they are implemented to prevent re-occurrence.

Levels of Investigation

HFRS employ three levels of investigation depending on the likelihood of the event happening again and its worst potential consequences.

Low level investigation – a supervisor or line manager will conduct the initial investigation into the circumstances of the event and determine the immediate, underlying and root causes. Emergency Response Managers will investigate the suitability of the cause analysis and make further recommendations to prevent re-occurrence if necessary. Emergency Response Group Managers and / or Heads of Sections will oversee the implementation of any remedial actions and recommendations made.

Medium level investigation – a more detailed investigation conducted by Health & Safety Practitioners and Representative Bodies involving any RIDDOR event.

High level investigation – team-based approach including all of the above, led by a senior manager with the authority to influence change.

Responsibilities for Accident Investigating

For investigating responsibilities please refer to Service Policy Accident Investigation and Reporting Arrangements section 7 and 8.

Statistical Analysis

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The Health, Safety and Environment Section is responsible for producing a quarterly report containing statistical graphical information relating to personal injury, near miss, equipment damage incidents.

9. PROCEDURES FOR AUDITING THE MANAGING FOR HEALTH AND SAFETY (MFHAS)

Introduction

HFRS is committed to ensuring that the Managing for Health and Safety (MfHaS)) is continually measured against a benchmark standard to objectively measure its completeness and effectiveness.

Health and Safety auditing examines the effectiveness of Health and Safety management control systems, and pinpoints areas of weakness. Regular examination of the quality and effectiveness of Managing for Health and Safety (MfHaS) is essential, as the HSE's investigations into major accidents will highlight management failings as being the root cause.

Purpose of Audit

HFRS must comply with a significant amount of legislation including the Health and Safety at Work etc. Act 1974 and the Regulations made under that Act.

To ensure compliance the senior management fully endorse regularly audits of its management system to provide an assessment of the validity and reliability of its systems for ensuring the health and safety of all employees.

Auditing is essential to objectively measure completeness and effectiveness of the safety management system against a benchmark standard.

Auditing will:

- Check legal compliance
- Check compliance with MfHaS
- Check compliance with procedures
- Assess safety culture
- Identify training needs
- Allow comparisons
- Guide improvements

Responsibilities

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All audits must be carried out by competent persons. The Health, Safety Environment manager will ensure that any persons transferring into the section on a permanent basis gain approved quality safety auditor status as part of their development.

The lead auditor will have successfully completed the appropriate auditor's course which will allow them to successfully undertake the role of lead auditor. The lead auditor will have the authority to make decisions regarding the programme and conduct of the audit.

Key responsibilities lead auditor:

- Planning the audit programme.
- Communicating the audit requirements.
- Complying with those requirements.
- Conducting the audit effectively.
- Documenting observations.
- Confidentiality and independence.
- Prepare and submit a report.

Responsibilities of those being audited:

- Senior management will inform relevant staff about the objectives, scope and requirements of the audit.
- Ensure co-operation.
- Provide facilities and evidence.
- Review audit findings.
- Develop and implement a strategic action plan.

Scope of the Audit

Audits are selective in that they cannot examine every single decision, every copy of every document and every working activity of every day. Therefore, any audit is, to varying degrees, a sampling exercise.

Audits may be categorised as horizontal and vertical.

A horizontal audit will examine all the written procedures and practices but will not probe each one in depth.

A vertical audit will select several procedures and analyse conformance by reference to all associated documentation, records and with reference to other members of staff.

An effective audit is designed to assess the following key elements against the guidance published in HSG65 'Successful Health and Safety Management' and selected universal legal requirements that match the Service's risk profile. That is:

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- Policy Its intent, scope and adequacy.
- Organising
 - The allocation of health and safety responsibilities to managers.
 - The adequacy of the arrangements to ensure organisational policy is developed and implemented in a controlled manner.
 - The adequacy of arrangements to secure involvement by all employees.
 - The communication of policy and relevant information;
 - The arrangements to secure the competence of all employees.
- Planning and Policy Implementation
 - The involvement of senior management in setting the direction of the safety programme;
 - The allocation of resources;
 - The extent of compliance with good practice and legal standards.
- Measuring Systems Their adequacy of application.
- Reviewing Systems The ability of the organisation to learn from experience and improve performance.

10. PROCEDURES FOR REVIEWING HEALTH AND SAFETY PERFORMANCE

Introduction

HFRS recognises that learning from all relevant experience and applying lessons learned are important elements in effective health and safety management. This will be achieved through regular reviews of performance based on data both from monitoring activities and from auditing the whole MfHaS.

It is essential for the Service to learn from their experiences and take the opportunity to decide how to improve performance.

Internal audits complement other monitoring activities by looking to see if the Policy, Organisation and Arrangements are achieving the right results.

Monitoring Systems

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There is a need for a range of both proactive and reactive measures to determine whether objectives have been met. A balanced approach to monitoring seeks to learn from all available sources. Hence, two forms of monitoring are required:

- **Proactive monitoring**, before the event, involves identification through regular, planned observations of workplace conditions, systems and actions of people, to ensure that standards being implemented, and management controls are working.
- **Reactive monitoring**, after the event, involves learning from mistakes, whether they result in injuries illness, property damage or near misses.

Responsibilities

The DCFO is responsible for ensuring an annual Health and Safety performance review is undertaken. The review will take place at the end of each financial year, with an annual report being published by the Health, Safety and Environment Section.

The annual report will be presented to the Strategic Leadership Team (SLT) and Members of the Fire Authority by the Secretary to the Fire Authority.

Sources of information

The Service uses information from both active and reactive monitoring to identify situations that create risks and put measures in place to prevent recurrence. Auditing also provides information on the operation and maintenance of the MfHaS.

Fireground auditing and monitoring from supervisory managers provides information on successes, failures and deficiencies in plans, standards and procedures.

Accident data is provided for the National Fire Chiefs Council (NFCC) Health and Safety Group and used to benchmark and to share best practice. An annual return is compiled to provide information on the Services operations, including accident and ill health statistics, days lost because of accidents etc.

All remedial actions identified by those involved in reviewing performance are entered onto a Level 5 Improvement Plan. The head of Human Resources is responsible for implementing the remedial actions and managing the improvement plan, ensuring that deadlines are met.

If you require further guidance on this document, please contact

Health, Safety & Environment Section

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