



HUMBERSIDE FIRE AND RESCUE SERVICE

HEALTH, SAFETY & ENVIRONMENT

ORGANISING FOR HEALTH AND SAFETY

Owner	Director for Service Improvement
Responsible Person	Head of Health and Safety
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1. INTRODUCTION

The activities necessary to promote a positive health and safety culture are split into:

- Methods of **Control** within the Service.
- Means of securing **Co-operation** between individuals, safety representatives and groups.
- Methods of **Communication** throughout the Service.
- **Competence** of individuals.

Control is the foundation of a positive health and safety culture however, the four components are interrelated and independent so that they provide the organisational framework needed to manage health and safety effectively.

Establishing and maintaining control is central to all management function. It begins with managers taking full responsibility for controlling factors that could lead to ill health, injury or loss. The arrangements start with the Chief Fire Officer having responsibility for co-ordinating and monitoring policy implementation. Health and safety responsibilities are allocated line managers, with specialists appointed to act as advisors. Safety representatives also make an important contribution. The emphasis is on a collective effort to develop and maintain systems of control before an event, not to blame individuals for failure afterwards.

- Key functions for successful health and safety management can be classified into three broad areas:
- Formulating and developing policy. This includes identifying key objectives and reviewing of progress against them.
- Planning, measuring, reviewing and auditing health and safety activities to meet legal requirements and minimise risks.
- Ensuring effective implementation of plans and reporting on performance.

2. EQUALITY AND INCLUSION

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. AIMS/OBJECTIVES

To promote a positive health and safety culture by ensuring we have the following components:

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- Methods of control within the Service.
- Means of securing co-operation between individuals, safety representatives and groups.
- Methods of communication throughout the Service.
- Competence of individuals.

4. FRAMEWORK OF RESPONSIBILITIES FOR HEALTH AND SAFETY

Policy Makers – Strategic Leadership Team (SLT) ~ IOSH Leading Safely

Key responsibilities include:

- Devising health and safety policy.
- Establishing strategies to implement policy and integrating these into general business activities of the Service.
- Specifying a structure for planning, measuring, reviewing and auditing health and safety policy.
- Specifying a structure for implementing policy and supporting plans.
- Agreeing plans for improvement and reviewing progress to develop both health and safety management system and the policy.
- Authorising new or revised procedures.

Health and Safety Planners – Middle Managers

Key responsibilities include:

- Producing detailed plans to achieve corporate health and safety objectives.
- Establishing management arrangements, risk control systems and workplace precautions together with associated procedures.
- Obtaining and co-ordinating specialist advice necessary for effective planning and implementation of policy.
- Keeping up to date with changes in health and safety legislation, standards and best practice relevant to the Service.
- Ensuring health and safety objectives are an integral part of Directorate and Section Plans.
- Ensuring the participation of employees in the planning process.

Health and Safety Implementers – Watch Managers, Crew Managers, and Support staff managers (Certificate and triennial refresher)

Key responsibilities include:

- Implementation of health and safety procedures.
- Providing the necessary physical and human resources and information for those carrying out the work.
- Providing periodic feedback to senior management on performance including success and failure.
- Providing timely feedback to senior management on deficiencies in plans, standards, procedures and systems.
- Ensuring effective communication and participation at all levels in health and safety activities.

Health and Safety Advisers – Health and Safety Practitioners (NEBOSH Certificate and desirable to be working towards NEBOSH Diploma)

Key responsibilities include:

- Formulate and develop health and safety policies.
- Promote a positive health and safety culture.
- Planning for health and safety including the setting of realistic short and long-term objectives, deciding priorities and establishing adequate systems and performance standards.
- Day to day implementation and monitoring of policy and plans including accident and incident reporting, investigation and analysis.
- Review performance and audit the whole health and safety management system.
- Maintain adequate information systems on topics including civil and criminal law, health and safety management and technical advances.
- Be involved in establishing organisational arrangements, systems and risk control standards relating to hardware and human performance by advising line management on matters such as legal and technical standards.
- Establish and maintain procedures for reporting, investigating, recording and analysing accidents and incidents.
- Establish and maintain procedures, including monitoring and other means such as review and auditing.
- Support the provision of authoritative and independent advice.
- Have a direct reporting line to directors on matters of policy and the authority to stop work if it contravenes agreed standards.

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- Establish professional relationships with a wide range of bodies and individuals including: local authority officers, HSE, the police etc.

5. EMPLOYEES DUTIES

- Take reasonable care for the health and safety of themselves and other persons who may foreseeably be affected by their acts or omissions at work.
- Co-operating with their employer, or any other person, to enable them to perform and comply with any duties or requirements imposed upon them.
- Taking care not to intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health, safety and welfare in pursuance of a statutory requirement.
- Using machinery, equipment, substances, transport equipment or other means of production or safety device in conformity with training and instruction provided by the employer.
- Notifying their employer of any work situation having potential for serious and imminent danger to health and safety.
- Notifying their employer of any shortcomings in protective measures.

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