



HUMBERSIDE FIRE AND RESCUE SERVICE

# Service Improvement

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## Risk and Intelligence Function Policy

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<b>Responsible Person</b>	<b>Head of Risk and Intelligence</b>
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**What we must  
do well**



**How we support our  
communities**



**We value and support  
the people we employ**



**We efficiently manage  
the Service**

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## 1. INTRODUCTION

The Risk and Intelligence Function is responsible for:

- Managing prevention, protection, and operational risk data within the Community Fire Risk Management Information System (CFRMIS).
- Performing data analysis related to prevention, protection, and response activities and the Community Risk Management Plan (CRMP).
- Managing call centre contact with key external stakeholders, including the public and partner agencies.
- Processing safeguarding concerns.
- Fostering innovation and development in data.

To transform Humberside Fire and Rescue Service (HFRS) into a data-driven organisation, data should be recognised as a valuable corporate strategic asset across all services. This requires the development of this data management policy and a tactical delivery plan, encompassing data collection, cleansing, reconciliation, and utilisation throughout HFRS.

By effectively implementing these measures, HFRS can leverage data analytics to gain meaningful insights, enhancing decision-making capabilities and operational efficiencies. A data-driven approach will establish a solid evidence base for service delivery, leading to improved outcomes and better community services.

A well-defined data management policy ensures consistent and repeatable approaches in all data initiatives. Uniformity and consistency are key to ensuring systems and solutions across HFRS follow commonly understood processes for using and creating data.

In managing data-related projects, HFRS will prioritise adherence to best practices in data ethics, aligning with the Government Data Ethics Framework. This includes embracing principles of transparency, accountability, and fairness. Projects will be evaluated against several criteria, including defining public benefit and user needs, involving diverse expertise, complying with relevant laws and regulations, assessing data quality and limitations, and considering wider policy implications. Data projects will be assessed using [HFRS Equality Impact Analysis guidelines](#) and by completing a [UK Statistics Authority Self-Assessment Form](#).

By following these principles and evaluation criteria, HFRS can ensure responsible and ethical data management practices while deriving maximum value from data-driven initiatives.

The Risk and Intelligence team will support other teams with the ethical use of data and evaluation.

### **Core Code of Ethics**

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

## **National Guidance**

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

## **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 or 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. AIM AND OBJECTIVES**

The purpose of this policy is to emphasise Humberside Fire & Rescue Service's (HFRS) responsibility in managing and safeguarding the data it holds and in ensuring it is available to those who require it. Transparency and proper data handling will be prioritised, ensuring that employees across all services understand how to collect, maintain, manage, and use data efficiently. HFRS aims to build trust with communities, partners, and businesses, fostering collaboration. Ethical use of data is also a key priority.

The Risk and Intelligence (R&I) Function will ensure the Service derives the maximum value from data by focusing on the following areas.

## **4. ASSOCIATED DOCUMENTS**

- [Equality Impact Assessment](#)
- [Data Protection Policy](#)
- [Records Management and Data Quality Policy](#)
- [Associated Operational Risk Policy Delivery Guidance](#)
  - [Cross Border Risk Policy Delivery Guidance](#)
  - [Critical National Infrastructure Policy Delivery Guidance](#)
  - [Operational Pre-plans Policy Delivery Guidance](#)
  - [Operational Risk Management Policy Delivery Guidance](#)
  - [Site Specific Risk Information Policy Delivery Guidance](#)
  - [Temporary Events Policy Delivery Guidance](#)
- [DPIA CFRMIS](#)
- [DPIA Mosaic](#)
- Legal References
  - [Fire & Rescue Services Act 2004](#)
  - [Data Protection Act 2018](#)
  - [Civil Contingency Act 2004](#)
  - [Control of Major Accident Hazards \(COMAH\) Regulations 2015](#)
  - [Freedom of Information Act 2000](#)
  - [Equality Act 2010](#)
  - [Human Rights Act 1998](#)
  - [Public Sector Equality Duty](#)
- National Guidance Reference

- [Government Data Ethics Framework](#)
- [NFCC Community Risk](#)
- [Fire Standards Board - Data Management](#)
- [Fire Standards Board - Community Risk Management Planning](#)
- [NFCC Data Management Framework](#)

## 5. DATA MANAGEMENT

- Supporting Prevention and Protection teams with CFRMIS data administration.
- Supporting Service Delivery with operational risk data administration (Site Specific Risk Information (SSRI), Mobile Data Terminal (MDT) Data and other operational risk information).
- Processing safeguarding referrals in a timely and efficient way.
- Quality-assuring, correcting, and validating all data held within CFRMIS.
- Providing user guidance and training support for accurate and reliable data use.
- Processing data returns to external stakeholders.
- Ensuring Information Governance compliance is upheld.
- Ensuring compliance with the Public Sector Equality Duty (PSED).
- Ensuring compliance with equality and diversity guidelines.

## 6. OPERATIONAL RISK DATA MANAGEMENT

### Operational Risk Management

The Service has a duty to collect and record risk information for local and bordering authorities and ensure that it is communicated to operational personnel and partners in the most efficient manner.

The link to the specific guidance relating to Operational Risk Management is listed in [Section 4](#) of this document.

### Domestic Operational Risk Data

Domestic risk information is captured where the risks are beyond what would be expected at these premises and follows a specific review process depending on where the data originates. [Appendix A](#) shows the type of Domestic Risks captured and relevant validation periods. Data will be captured in CFRMIS using an Operational Data Team form (ODT) and sent automatically to the MDTs.

### Site Specific Risk Information

HFRS has a responsibility under The Fire and Rescue Service Act 2004 and National Operational Guidance (NOG) to reduce risk from fire and other emergencies to the communities we serve, and the environment in which we operate.

HFRS must plan to obtain the information necessary to deliver our legislative responsibilities This includes the requirement for site-specific assessment.

Developing SSRI will also help to inform the wider topic of operational risk planning and management. The link to the specific guidance about the SSRI process is listed in [Section 4](#) of this document.

### **Operational Pre-Planning**

The Civil Contingency Act 2004, Section 2(1)(d) states that HFRS has a duty to:

*“Maintain plans for the purpose of ensuring that if an emergency occurs or is likely to occur, the person or body is able to continue to perform his or its functions so far as is necessary or desirable for the purpose of:*

- *Preventing the emergency.*
- *Reducing controlling or mitigating its effects.*
- *Taking other action in connection with it.”*

HFRS will ensure that operational pre-plans are in place, are suitable for use and are accurate with clear version control.

The link to the specific guidance about the Operational Pre-planning process is listed in [Section 4](#) of this document.

### **Control of Major Accident Hazards (COMAH)**

The Control of Major Accident Hazards (COMAH) Regulations 2015 aim to prevent and mitigate the effects on people and the environment of major accidents involving dangerous substances. COMAH sites come in two distinct categories, upper and lower tier. Lower-tier sites are required to document a major accident prevention policy.

An upper-tier COMAH site is required to produce a full safety report demonstrating that all necessary measures have been taken to minimise risks posed by the site on the environment and the local population. In addition, upper-tier sites have an external emergency plan prepared by the local authority.

The link to the specific guidance relating to the COMAH process is listed in [Section 4](#) of this document.

### **Critical National Infrastructure (CNI)**

Critical national infrastructure (CNI) refers to the essential assets, systems, and networks that are vital for the functioning of a country and the well-being of its citizens. These infrastructures are considered critical due to their importance to national security, public safety, economic stability, and overall societal functioning.

The link to the specific guidance relating to the CNI process is listed in [Section 4](#) of this document.

### **Cross Border Risk**

The Fire and Rescue National Framework places a requirement on all Fire and Rescue Authorities to have in place effective arrangements for gathering risk information and making it readily available to operational crews. Regional Fire and Rescue Services must make arrangements to share risk information.

The link to the specific guidance relating to the cross-border risk-sharing process is listed in [Section 4](#) of this document.

## **Operational Events**

Through the Event Safety Advisory Groups (ESAG) the Service is notified of larger scale events that are held in the local authority areas. HFRS are represented at these groups by local Station Managers (with Emergency Preparedness kept informed) who make an assessment as to whether further emergency planning is required to support coordinated response.

The link to the specific guidance relating to operational events is listed in [Section 4](#) of this document.

## **7. ANALYTICS**

The Risk and Intelligence Function is responsible for the following activity:

- Creating annually refreshed risk profiles.
- Carrying out intelligence assessments to manage problems effectively.
- Evaluating activities and risk profiles for effectiveness.
- Horizon scanning to prepare for new or emerging threats.
- Supporting the CRMP with appropriate data analysis.
- Supporting other sections with data analysis and provision.
- Processing data returns to external stakeholders.
- Ensuring the use of data is appropriate and ethical.

## **8. EXTERNAL STAKEHOLDER ENGAGEMENT**

The Risk and Intelligence Function is responsible for the management of some contact with external stakeholders:

- Being the first point of contact for the public and processing their requirements appropriately and efficiently.
- Being the first point of contact for partners and other agencies and by processing their requirements appropriately and efficiently.
- Sharing data with other agencies to improve outcomes for communities.

## **9. INNOVATION**

The Risk and Intelligence Function is responsible for exploring new ways to use data and systems to improve outcomes for communities and workforce efficiency.

**For support with any workstream linked to any of the areas listed above,  
please contact the Risk and Intelligence Team.**

**APPENDIX A: DOMESTIC OPERATIONAL RISK DATA**

<b>Type of Vulnerability</b>	<b>Rationale</b>	<b>Data Viewable (Systems)</b>	<b>Validated by</b>	<b>Timeframe</b>
Acetylene	Firefighter safety. Will only be recorded in premises where we wouldn't expect it to be present in normal circumstances. Specific NOG processes to deal with these types of incidents.	CFRMIS, MDT, Intelimap	SSRI revisit or by Risk and Intelligence where appropriate	As dictated by the SSRI risk or 3 yearly
Ammonium Nitrate	Firefighter safety. Will only be recorded in premises where we wouldn't expect it to be present in normal circumstances. Specific NOG processes to deal with these types of incidents.	CFRMIS, MDT, Intelimap	SSRI revisit or by Risk and Intelligence where appropriate	As dictated by the SSRI risk or 3 yearly
Asbestos	Firefighter safety. Will only be recorded for significant asbestos risk. Crews should assume it is present in older buildings. Data provided by Local Authorities and by crews. Specific NOG processes to deal with these types of incidents.	CFRMIS, MDT, Intelimap	Risk and Intelligence Administration	12 monthly



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Bariatric Person	To raise prevention activity.	CFRMIS	Prevention Advisors	Remove after first prevention activity. Prevention advisors to create a follow up job later if required
Convicted Arsonist	Information recorded to raise prevention activity.	CFRMIS	Will not be validated. Record will be deleted after the prevention activity has taken place. Prevention Advisor to raise a follow up job if required.	Will not be validated
Dynamic Air Flow Mattress	Information provided by NRS Healthcare on a new and removed basis. For firefighter safety and to raise prevention activity.	CFRMIS, MDT, Intelimap	Risk and Intelligence Administration	Full validation of database every 12 months by Company
Fire Loading Hoarding	Firefighter risk in entry and egress. To raise prevention activity.	CFRMIS, MDT, Intelimap	Prevention Advisors	12 monthly
Firework storing, production or sales	Firefighter safety. Data provided by Local Authorities and by crews.	CFRMIS, MDT, Intelimap	SSRI revisit or by Risk and Intelligence where appropriate	As dictated by the SSRI risk or 12 monthly
Immobile	Information provided to crews for risk assessment during a live incident and for prevention activity.	CFRMIS, MDT, Intelimap	Prevention Advisors	12 monthly
Key safe	To allow crews to gain entry quickly during a live incident.	CFRMIS, MDT	No requirement to validate as Crews will do this when they attend. (Unless Occupier changes)	NA

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Liquid Petroleum Gas	Firefighter safety. Will only be recorded in premises where we wouldn't expect it to be present in normal circumstances. Specific NOG processes to deal with these types of incidents.	CFRMIS, MDT, Intelimap	Risk and Intelligence Administration, SSRI revisit and Protection inspection	12 monthly
Other	The opportunity to record anything else that is determined a significant risk by the Risk and Intelligence team is recorded here that isn't captured anywhere else.	CFRMIS, MDT, Intelimap	Risk and Intelligence Administration, SSRI revisit and Protection inspection	12 monthly
Oxygen User (Baywater)	Information provided by Baywater on a new and removed basis. For firefighter safety and to raise prevention activity.	CFRMIS, MDT, Intelimap	Risk and Intelligence Administration	Full Validation of base data every 12 months
Oxygen User (Non Baywater)	Information provided by Crews or Prevention Advisors. For firefighter safety and to raise prevention activity.	CFRMIS, MDT, Intelimap	Risk and Intelligence Administration	12 monthly
Oxygen User (Piped)	Information provided by Crews or Prevention Advisors. For firefighter safety and to raise prevention activity.	CFRMIS, MDT, Intelimap	Risk and Intelligence Administration	12 monthly

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Person at Risk of Arson	Information recorded to raise prevention activity.	CFRMIS	Will not be validated. Record will be deleted after the prevention activity has taken place. Prevention advisor to raise a follow up job if required.	Will not be validated
Poor Building Conditions	For staff safety	CFRMIS, MDT, Intelimap	Prevention Advisors, Protection Inspectors or Crews	12 monthly
Risk to Staff – Dangerous Animals	For staff safety. Will only be recorded for significantly dangerous animals that we would not expect e.g. not domestic pets. Risk will be reviewed and approved by Risk and Intelligence Administration before population on the MDT.	CFRMIS, MDT, Intelimap	Risk and Intelligence Administration	3 yearly
Risk to staff - Dangerous Environment	For staff safety. Anything that doesn't fit into another category. e.g. booby traps and dangerous structure.	CFRMIS, MDT, Intelimap	Risk and Intelligence Administration	12 monthly
Risk to Staff – No males	For staff safety	CFRMIS, Intelimap	Will not be validated. Record will be timestamped and will raise a prompt to assess the current risk. Record will be permanently removed if there has been no update within 5 years.	Will not be validated

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Risk to staff – No females	For staff safety	CFRMIS, Intelimap	Will not be validated. Record will be timestamped and will raise a prompt to assess the current risk. Record will be permanently removed if there has been no update within 5 years.	Will not be validated
Risk to staff – No lone working	For staff safety	CFRMIS, Intelimap	Will not be validated. Record will be timestamped and will raise a prompt to assess the current risk. Record will be permanently removed if there has been no update within 5 years.	Will not be validated
Risks to Staff – Discarded sharps	For staff safety	CFRMIS, MDT, Intelimap	Prevention Advisors	12 monthly
Risks to Staff – Weapons Present (Only with aggression)	For staff safety. Where a Subject has weapons AND is aggressive.	CFRMIS, MDT, Intelimap	Will not be validated. Record will be timestamped and will raise a prompt to assess the current risk. Record will be permanently removed if there has been no update within 5 years.	Will not be validated
Suspected Arsonist	Information recorded to raise prevention activity.	CFRMIS	Will not be validated. Record will be deleted after the prevention activity has taken place. Prevention advisor to raise a follow up job if required.	Will not be validated