

The Blue Light Time to Change pledge action plan

Your name: Denis Melia	Your email: dmelia@bucksfire.gov.uk	Your service name: Buckinghamshire and Milton Keynes Fire Authority
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About the pledge

To drive long term change, we are working with Police, Fire and Rescue, Search and Rescue and Ambulance services in their capacity as employers to tackle mental health stigma in their workplace. We invite services to make the pledge and detail the tangible action they will take in the form below.

By pledging, you will be aligning your service with a major national movement for change. Importantly, it shows that this aspirational commitment to be active in tackling mental health stigma and discrimination in your workplace has support from the top, helping to inspire the culture of your organisation.

Please save this action plan document to file and upload here <http://www.time-to-change.org.uk/bluelightpledge> when ready to submit.

We ask that you submit your plan a minimum of four weeks before the preferred date of your pledge signing to allow us time to feedback on your plan and send you a Blue Light Time to Change pledge board to sign.

When you upload your plan online you will need the following information:

- a completed action plan (table below)
- the date and time of your signing
- know the person who will be signing on behalf of your organisation
- where the signing will be taking place

Your pledge action plan

The pledge you are taking is not a measure of attainment or success; instead, it's an aspiration. It's a statement of your organisation's intent to work towards improvement and therefore we want to know what you are aiming to do to support these aspirations.

Why do we want an action plan?

Whilst neither a quality mark nor endorsement, for a pledge to have real value, it should lead to some practical action. Your action plan will not be shared with anyone outside of the Blue Light Programme or Time to Change, but we need to see that you are serious about being active in tackling mental health stigma to ensure the Blue Light Time to Change organisational pledge maintains its value.

Meeting the action plan criteria

We have developed a set of essential criteria to help guide you in the development of your action plan. This criteria has been developed from our learning, working with 325 organisations across sectors who signed up to the Time to Change organisational pledge between 2011/14. Our [pledge toolkit](#) has been designed to support you in completing your plan and gives examples of how each essential criteria may be met. Please ensure you download and have this to hand when you are discussing and completing your form.

However, please don't be limited by our criteria. We encourage you to get creative and create a plan that is manageable within your capacity and resources, but that is ambitious and sustainable. Please feel free to add additional activity above and beyond our essential criteria. We strongly encourage you to think about how you will sustain the momentum and weave activity into long term strategies relevant to wellbeing.

Essential criteria

Criteria	Your activity (how will you meet each criteria). Please refer to the Blue Light Time to Change pledge toolkit for examples.	Timescale	Internal lead (include contact details)	Performance Indicator
1) Top level senior buy in	Director of People and Organisational Development is sponsoring our Participation in the Blue Light Pledge. The pledge has the full backing of the Chief Fire Officer and lead Fire Authority members.	Current and ongoing. Signing of the pledge will be carried out by Chair of Fire Authority, Lead Fire Authority member for People and/or Health.	Station Commander Denis Melia. dmelia@bucksifre.gov.uk Tel: 01296 744646 Mob: 07776 390238	Buckinghamshire and Milton Keynes Fire Authority is hosting a MIND Blue Light course for its own employees and those of other Blue light services. Additionally, 2 staff members are attending the course at other venues and 5 are doing the on-line version.
2) Internal communications campaign	Blue Light course advertised via intranet and by poster/flyer at all 21 locations throughout the service. Blue Light Pledge will be publicised on our intranet and internet	Current and ongoing.	Station Commander Denis Melia. dmelia@bucksifre.gov.uk	Use of Intranet analytics will indicate awareness levels of staff. All managers will be communicated with and instructed to ensure that their staff are aware of the Blue Light Pledge, its meaning and all of the facilities

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	website closer to the signing date.		Tel: 01296 744646	that the Services staff have at their disposal to aid them in the prevention and treatment of mental health issues.
3) Review policy and processes that impact on mental health and wellbeing.	Stress Policy up to date. Trade unions consulted on content and invited to comment.	Ongoing, all policies reviewed on a no longer than 3 yearly basis.	Mr Terry Ridgely terryr@bucksfire.gov.uk	All policies are contained within the Service's Electronic Document Management System which date stamps the documents last issue or review date.
4) Create space for people with lived experience of mental health problems to share their stories.	Area being created on the Service's Intranet.	Will be functioning by pledge signing date.	Station Commander Denis Melia. dmelia@bucksfire.gov.uk Tel: 01296 744646	Ongoing – will be in place by signing date.
5) Commit to activity on key dates in the mental health calendar e.g. World Mental Health Day, National Time to Talk Day.	Going forward this will be done and will be used to keep the issue of mental health awareness as a constant but benign presence in the daily life of the Service.	These will be advertised in advance and on the day/week/month of the campaign or event.	Station Commander Denis Melia. dmelia@bucksfire.gov.uk Tel: 01296 744646	Ongoing – to commence in second half of September 2015.

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<p>6) Commit to sending one manager to the Blue Light Programme free half day face to face training for line managers/shift leaders.</p>	<p>Indicate your commitment by emailing bluelight@mind.org.uk requesting more information. You do not need to confirm who will attend the training at this stage. Completed 9 September 2015.</p>	<p>Awaiting dates</p>	<p>Station Commander Denis Melia. dmelia@bucksifre.gov.uk Tel: 01296 744646</p>	<p>Awaiting dates from MIND.</p>
<p>Other actions</p> <p>Please refer back to the Blue Light Time to Change pledge toolkit for examples of other activities you could include in your plan</p>				
<p>7) Policy</p>	<p>Organisational Stress Policy.</p>	<p>Written policy, freely available to all staff via intranet. Trade Unions consulted on content.</p>	<p>Mr Terry Ridgely terryr@bucksfire.gov.uk</p>	
<p>8) Welfare Officer</p>	<p>Employment of a paid member of staff as Welfare Officer. The role is primarily concerned with stress auditing and liaising with employees who are absent from work for a</p>	<p>Permanent – ongoing.</p>	<p>Mr Terry Ridgely terryr@bucksfire.gov.uk</p>	<p>Year on year, sickness absence through stress or mental health issues continues to decline.</p>

	<p>prolonged period due to any reason of physical or mental health. The purpose of this liaison is to mitigate the effects of the initial absence and to ensure that the fact of being absent from work does not in itself become a source of poor mental health. This role is extremely valuable in ensuring that our staff are directed to all appropriate sources of assistance available to aid them getting back to work. This includes direction to our occupational health 'Assist' mental health service, private physiotherapy funded by the Service and a point of contact for the Firefighters Charity which offers a number of support functions for Fire and Rescue Staff, ex-Fire and Rescue Staff and their families.</p>			
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<p>9) Employee Assistance Programme</p>	<p>Employee Assistance Programme. This is a function of the Authority's Occupational Health provider and is a 24/365 assistance service for all Authority staff. Staff can access the service via a confidential telephone number or by email and receive advice on any personal or work-related issue. The Authority does not get to know who has accessed the service. Staff known to be involved in discipline, performance management or any other formal processes or events considered to be potentially stressful are directed to the service on multiple occasions throughout the course of the process.</p>	<p>Current and ongoing. Should the Authority's occupational health provider change, this provision will be transferred to a new provider at the same time which may or may not be the provider of the remainder of our occupational health services.</p>	<p>Kerry McCafferty kmccafferty@buckfire.gov.uk</p>	<p>Quarterly return showings numbers (not identities) of people using the service.</p>
<p>10) Mind Workshops</p>	<p>HR Project Manager to attend 2 x MIND workshops in London on 17 September 2015.</p>	<p>September 2015</p>	<p>Station Commander Denis Melia.</p>	<p>By attendance register following event.</p>

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			dmelia@bucksifre.gov.uk Tel: 01296 744646	
11) Critical Incident Stress Debriefing	Critical Incident Stress Debriefing (CISD). Following operational incident where fatalities or other potential sources of acute or post-traumatic stress have been present, Incident Commanders and Monitoring Officers MUST include an offer of Critical Incident Stress Debriefing for all Fire and Rescue Staff attending the incident and other staff who may be working remotely but who may still be affected by the incident, i.e. a Control Operator talking to a trapped occupant in a building on fire. The CISD process is facilitated by a group of operational and non-	Current - ongoing	Mr Terry Ridgely terryr@bucksfire.gov.uk	Records maintained of occasions when CISD is requested.

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	<p>operational FRS staff who have been trained in CISD.</p> <p>The first offer of assistance is included as part of the operational 'Hot Debrief' process that usually takes place at the scene and subsequent reminders are given at suitable intervals i.e. back at the fire station, the next day on duty, the following week. Monitoring Officers who do not form part of the crew and who may be responsible for ensuring the awareness of CISD facility to the crews involved, are themselves offered the service by a more senior officer who is aware of their involvement in the incident. Senior officer present also ensures that staff attending the incident from</p>			
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	neighbouring FRSs are directed to suitable provision within their own service.			
12) Mind Blue Light Courses	<p>MIND Blue Light Course</p> <p>Buckinghamshire Fire and Rescue Service will be hosting a MIND Blue Light course in house during September and October 2015. This will be attended by our own staff members and staff from other blue light services. In addition we have 5 members of staff doing the on-line version and 2 attending the course with another service.</p>	September/ October 2015	<p>Station Commander Denis Melia.</p> <p>dmelia@bucksifre.gov.uk</p> <p>Tel: 01296 744646</p> <p>Mob: 07776 390 238</p> <p>or</p> <p>Rachel Lailey</p> <p>rlailey@bucksfire.gov.uk</p>	Course successfully completed by a number of staff.

Who will be signing the pledge on behalf of your organisation?	Preferred date of your pledge signing.	Pledge signing occasion (for example, name of the event where you will sign e.g. all staff meeting).	Address to which you require your pledge board to be sent once your action plan has been approved.
<ol style="list-style-type: none"> 1. Chair of Buckinghamshire and Milton Keynes Fire Authority. 2. Chief Fire Officer, Buckinghamshire Fire and Rescue Service. 	16 December 2015	Combined Fire Authority Meeting	Station Commander Denis Melia, HR Department, Buckinghamshire and Milton Keynes Fire Authority Headquarters, Stocklake, Aylesbury, HP20 1BD

Your pledge board

Please indicate whether you require

A board with space for one signatory from your service	
A board with space for up to three signatories from your service	✓

Communications

We would love to tweet about your signing on the day.
If you are happy for us to do so please tick below and provide your twitter handle.

Please tweet about our signing on the day	✓
Twitter handle: T.B.C (We have several)	

Next steps

Have you...

- ✓ ...completed your action plan table above?
- ✓ ...arranged a date for your signing that is at least 4 weeks away? If you do not have a signing date don't worry. Just submit your plan online and let us know as soon as you have confirmed a date. And please ensure you still give us 4 weeks' notice so that we may send your pledge board in good time.
- ✓ ...confirmed the name/s of who is signing the pledge on behalf of your organisation?
- ✓ ...arranged a location for the signing?

If the answer to all of the above is yes, please submit this information via the Time to Change website at <http://www.time-to-change.org.uk/bluelightpledge>