



Introduction

All employees, trade union and staff representatives have been consulted on this policy.

This policy provides the overall framework, within which a suite of health and safety procedures have been developed to provide further clarification of how the commitments within the policy will be met in order to comply with legislation.

As a Service we are aiming to diversify our workforce and that we consider these differences in a positive light, when undertaking risk assessments and activity.

Health and safety does not negate the need for equality in the workplace. The Health and Safety Executive (HSE) recognises the importance of equality, diversity, and inclusion (EDI) in creating a safe and healthy work environment.

The nature of emergency response, with its inherent unpredictability, means that providing a 'safe place', 'safe process' and 'safe person' can be challenging and complex. This does not excuse the Fire Authority (the Authority) from its legal and moral obligations in relation to health and safety. It does require that the Authority recognises and responds to the challenge it is presented with by the unique nature of the firefighter's role, which places a greater burden on the Authority in providing a safe working environment.

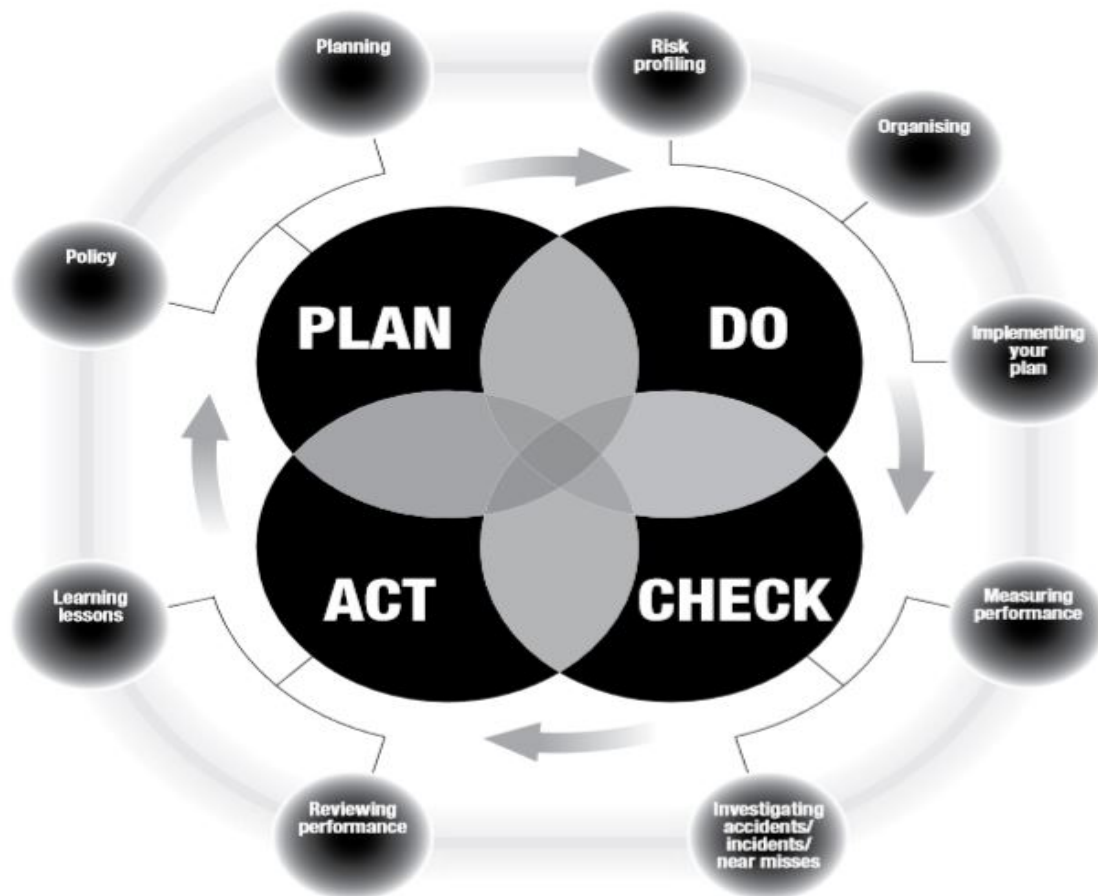
In order to cope with the demands placed upon it, the Authority must have adequate systems in place to:

- Develop and implement policy and procedures;
- Clearly define its organisational arrangements;
- Identify the roles and responsibilities of all in relation to health and safety;
- Plan and adequately resource requirements;
- Measure and review its health and safety performance.

To achieve this, a robust safety management system is in place.

The Safety Management System (SMS) adopted by the Authority is based upon HSG65 "Managing for Health and Safety". This standard sets out a simple and straightforward approach to managing safety and can be applied to any business. It is also endorsed and used by the Health and Safety Executive (HSE).

HSG65, (HSE) guidance document on the successful management of health and safety uses the "Plan, Do, Check, Act" cycle. This cycle is reproduced below and the structure of the Authority's own approach will follow the four broad sections that sit under "Plan, Do, Check, Act" as detailed in the diagram.



Element 1 – Plan: The policy statement of intent for health and safety is endorsed by the Chief Fire Officer and the Chairman of the Fire Authority. It contains a clear commitment from the most senior management levels, throughout, to all aspects of health and safety. Not only is it written to meet the legal requirements under health and safety but to demonstrate to all staff, in whatever function they perform, that members of the Authority and Service managers are committed to achieving the safest working environment possible.

An individual station/site policy statement is contained in Appendix 1 and is to be signed by the local site manager and displayed on the Health, Safety and Wellbeing noticeboard in all Authority sites.

Further details on individual aspects of health and safety are contained within the suite of health and safety procedures held in the Authority's electronic document management system. These Service documents are the primary source of information that staff must refer to and comply with when dealing with the day-to-day demands of the Authority whilst maintaining the health and safety of personnel and those affected by their activities.



An effective system for health and safety management requires the Authority to plan to control risks, react to changing demands and sustain positive health and safety attitudes and behaviours. Planning is essential for the implementation of health and safety policies. Adequate planning assists in the identification of specific needs and enables those issues to be addressed whilst taking into consideration the overall needs of the Authority and those affected by its activities. Planning will also define those requirements placed upon the Authority by other authorities and legislation.

Element 2 – Do: This section of the safety management system details the structure and arrangements in place, which ensure that the procedures contained within the Policy Statement are delivered. The overall responsibility for overseeing the implementation of policy and procedures is a function of senior management but particular responsibilities are assigned to specific posts and groups within the Authority. To ensure that a positive and open safety culture prevails, it is imperative that all staff understand their specific responsibilities and are empowered and trained to act appropriately and work safely. Effective communications, the establishment of appropriate levels of assessment, competence and participation will be encouraged to achieve integration at all levels.

Application of the plan enables the policy defined by the safety management system to be implemented in a controlled and reasoned manner with adequate consideration of resource implications and possible effects on the whole range of activities undertaken by the Authority.

A risk assessment-based approach to all activities is an integral part of the safety management system and will assist in prioritising those areas that present the greatest risk to staff. Included in this approach are operational activities, assessment of competence and training needs, new or revised procedures and the selection and procurement of vehicles, equipment and products.

Where risks are identified, every attempt will be made to effectively eliminate them or to reduce them to the lowest levels that are reasonably practicable. This may be achieved through the introduction of physical controls, new or revised systems of work, information, instruction, training and supervision or, as a last resort, through the use of personal protective equipment (PPE).

Element 3 - Check: The measurement of a range of performance indicators established by both the Authority and external auditors will enable a positive approach to be taken to health and safety. This in turn should assist in the reduction of events that have either resulted in, or have the potential to cause injury, ill health or loss (near misses). Targets for continuous improvement in these areas will be set and monitored using benchmarking against comparable organisations.

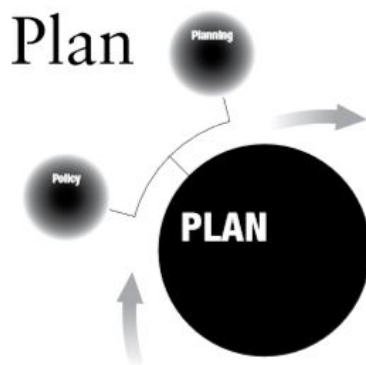
By actively analysing safety event and near miss reports, monitoring the number of hours worked by staff, monitoring absence through work related injury or ill health, hazard reporting and conducting workplace inspections, the Authority will



be able to identify trends and any weakness in the current arrangements and then act to drive improvement. This approach will be embedded and underpinned, by the action taken, in developing and implementing corporate planning and performance management within the Authority.

Element 4 Act: To enable the Authority to ensure that its policies, procedures and management of health and safety are effective it must audit and review its performance. Included in this review must be the examination of the safety management system itself and the practical implementation of the same, to determine its effectiveness. All aspects of the system from reporting procedures to the working effectiveness of the Health, Safety and Wellbeing Committee are audited and action taken to address any deficiencies.

The performance of the Authority will also be assessed by comparison with other fire and rescue services, other organisations and any national fire or industry standards. It is essential that processes are supported by active learning from both internal and external information sources, to ensure that the Authority continues to apply global best practice standards.



The overriding purpose of the safety management system is to actively prevent injuries and accidents, rather than just passively react to them. For this system to be effective, the Authority must invest effort in properly planning, implementing and maintaining the safety management system.

Reacting to safety events rather than proactively working to prevent them leads to the reliance on reported data and serious events or reported diseases before introducing appropriate control measures. It also leads to reliance on safety event reports and investigations that focus too sharply on the front-end cause of an accident/near miss and take insufficient account of underlying causes and procedural failings.

Health and Safety is central to all Authority activities and as such it is vital that health and safety objectives are set and met. The broad objectives of health and safety planning are listed as follows. Stations and other departments should be able to use these broad principles to assist in their local arrangements and plans for health and safety.

The key objectives are:



- To reduce the number and severity of work-related injuries and ill health including mental ill health;
- To reduce working days lost due to sickness absence and the associated costs and liabilities;
- To ensure the Authority maintains its current compliance with legislative requirements in relation to health and safety matters;
- To ensure full reporting and investigation of all safety events, near misses, hazards and work related ill health;
- To improve the quality of all procedural reporting systems, policies, procedures and information systems relating to health and safety.
- To maintain, through adequate information, instruction, training and supervision, an appropriate level of knowledge and understanding on health and safety matters;
- To continue to monitor, audit & review current systems and procedures in relation to health and safety.

In addition, the Public Safety Plan and Corporate Plan set out the strategic objectives for the Authority from which the health and safety department individual objectives are set. These objectives will be:

- Specific
- Measurable
- Achievable
- Relevant
- Timely

Integrating health and safety into local planning: Station and departmental plans must specifically address those health and safety issues identified through the local audit and inspection process, or which have been raised centrally, because of learning from experiences elsewhere.

The health and safety team will work with managers to provide advice and support where required to assist them in achieving their aims, resolving their health and safety issues and to ensure a safe working environment for all.

The Head of Protection and Assurance is responsible for updating the Strategic Management Board and the Health and Safety Manager is responsible for updating the lead Fire Authority Member for Health and Safety by means of regular Health and Safety reports.

The principle of identifying important health and safety issues within departments and stations will include an analysis of risk and priority given to those areas that present the most significant risk of injury.

Information on health and safety: The Authority's instructions defining safe systems of work and safe working practices can be found in the Electronic Document Management System (EDMS) and via the Intranet in Service Documents.

The National Operational Guidance (NOG) provides authoritative guidance on safety issues and will be the default position of the Authority, unless a positive



decision has been made by the Strategic Management Board to adopt an alternative procedure. Should this be the case a clear communication of the distinct Authority position will be recorded as an Authority document and circulated to all relevant staff.

The Authority have fully adopted the National Operational Guidance which comprises a suite of operational guidance documents, training packages, assessment and assurance tools and risk assessments. Compatibility mobilising arrangements are also in place, which will ensure greater collaboration, improved interoperability, and, where appropriate, the adoption of common approaches to emergency response procedures.

In relation to National Resilience assets, national published guidance will be the default position of the Authority, subject to the completion of those risk assessments which fall within the legal duties of employers to carry out themselves.

The health and safety team subscribe to an online information service, which provides a comprehensive library of safety related information. Employees are encouraged to request such information via the health and safety team.

Managers must ensure that all staff have direct access to the relevant publications in relation to their own duties. Adequate arrangements will be in place for all staff to be made aware of any new documentation or changes to policy, or procedures and records of these must be kept.

Managers should ensure that they have direct access to current copies of all relevant Authority documents dealing with health and safety matters. All Authority sites are provided with a specific health, safety and wellbeing notice board, which is to be kept up to date, with a nominated person identified for this function.

Health and safety must always be included as a standard item on Station/Departmental management meetings including those meetings organised principally for ancillary matters, such as Social Clubs, with issues acted upon where appropriate.

Health and safety communications

The Authority has established and maintains a number of routes of effective communication on the subject of health and safety and provides specialist advice to all employees of the Authority.

In particular, the active involvement by staff members in development work, establishment of safe systems of work and hazard identification are to be encouraged using internal lines of communication.

Information can come from a number of sources; internally from the outcomes of risk assessment, incident debriefs and safety event investigations and



externally from other Fire Services, the Health and Safety Executive and from other external health and safety information providers.

Where urgent Health and Safety information requires circulation faster than Service Documents notes can be revised, or where particular emphasis must be placed on an existing policy or procedure, a "That's Safe" notice, or a "That's Training" notice will be issued.

Where immediate notification is essential, an Urgent Safety Information Notice will be sent by Fire Control. Less urgent but none the less important information may be communicated by a "Health and Safety Bulletin" issued by the Health and Safety Department.

Minor events that have occurred or minor areas to address are published alongside monthly statistics in the "Keeping Safe" briefs by the Health and Safety Department.

Regular Station / Department discussions on health and safety issues are to be encouraged whether as part of station management meetings, health and safety 'tours' or as a result of a workplace inspection.

Further specialist advice is available to all staff via the health and safety team.

Training and supervision

It is the Authority's legal responsibility to ensure that suitable instruction, information, training and supervision is provided to all members of staff to ensure that they carry out their duties without risk to themselves or to others through their activities. Newly appointed employees must be given appropriate training on induction and existing employees must complete the appropriate training as identified which will include annual refreshers.

All new employees must be provided with the appropriate level of supervision until such time as they are deemed competent and able to work unsupervised. When employees change role, the new line manager must ensure that any new or additional health and safety training is identified and provided. They must also ensure that the appropriate level of supervision is provided until such time as the employee is deemed competent and able to work unsupervised. Records of all health and safety training must be kept.

Each manager has a duty to identify the training needs within their department or workplace and an informal risk assessment process will be used to establish training requirements. It is also essential that those supervisors responsible for identifying those needs have adequate training to enable them to carry out this function.

The overall responsibility for identifying and analysing the Authority's needs in terms of resourcing and funding for training rests with the Organisational Development department.



Appropriate recording of all training given, and assessments carried out within departments and stations is an essential element of any training development programme and all supervisors are to ensure that adequate records are kept.

Supervisors will ensure that employees are made aware of the hazards and risks relevant to their role and workplace both on induction, during probationary periods, where development needs are highlighted and when any changes to premises, plant, processes and people occur.

Health and safety training

All members of staff, in addition to the basic training required to carry out their duties, are required to have training on health and safety. This training will take place during work hours and will be related to policies and procedures for health and safety and the employee's responsibilities within current legislation. Training will be carried out by a competent person with experience relevant to the training taking place.

On commencement in role, the Line Manager will provide further training, using a variety of methods, on specific workplace risks and how they are controlled.

This training will be undertaken as part of the staff induction process and for certain health and safety matters, at regular intervals throughout their employment. Should circumstances emerge that impede this process, the training is to be completed at the earliest opportunity, and in all cases, records of the training or any inhibiting factors are to be maintained. In the case of existing staff moving between departments, or sites, or through promotion, specific relevant hazards together with any additional training requirements and / or policies or procedures will be drawn to their attention.

Additionally, the Authority will provide specific health and safety training to individuals commensurate with the role undertaken:

- | | |
|----------------------------------|-----------------------------------|
| • Health and Safety Manager | NEBOSH Diploma |
| • Health and Safety Advisor | NEBOSH General Certificate |
| • Health and Safety Assistant | IOSH Managing Safely |
| • Chair/Vice Chair/Lead Member | IOSH Safety for Senior Executives |
| • Strategic Management Board | IOSH Safety for Senior Executives |
| • Station/Site managers | NEBOSH General Certificate |
| • Watch/Crew/Team manager | IOSH Managing Safely |
| • Firefighters (Safe to Command) | IOSH Managing Safely |

Individuals and groups will have specific training relevant to their role as identified through a training needs analysis or as required under legislation.



Employees delivering health and safety training or development activities must be a minimum IOSH Managing Safely qualified. In addition, best practice is that persons delivering training should hold the appropriate teaching certification.

Where, through movement of staff, it is anticipated that a newly appointed Health & Safety Team Manager will not already hold a NEBOSH Diploma, the Authority will make arrangements for provision of technical support from Diploma qualified advisors from external specialist providers and other Fire & Rescue Authorities. Such arrangements should be formalised through a Memorandum of Understanding or formal contract and should be tested for efficacy.

Authority arrangements for occupational health

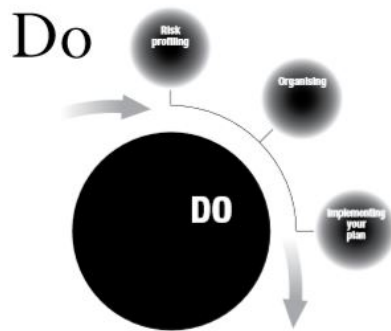
The Authority recognises that operational personnel, through their normal course of duties are exposed to occupational hazards. Every attempt is made to eliminate or reduce that exposure through a variety of measures. This also applies to non-operational personnel who may be exposed to different occupational hazards.

To ensure the health, safety and wellbeing of employees, the Authority has a contract with an Occupational Health provider. Full details of the arrangements are available through Human Resources. A brief outline of the arrangements are as follows:

- Wholetime and On-call recruitment medicals;
- Periodic medicals and fitness assessments in line with national recommendations;
- Specialist medicals and health advice for all employees;
- Psychological ill health;
- Referrals following extended periods of sickness absence for all staff;
- Sickness absence monitoring and trend analysis;
- Medical assessments for staff on alternative duties or returning to full duties;
- Ill health retirement medicals;
- Specialist advice on exposure to hazardous substances and any other matter related to an employee's health within the working environment.

In addition to these services Human Resources has access to a wide range of support facilities that are available to all staff members; these include arrangements for rehabilitation, physiotherapy and psychological support for matters such as traumatic incidents, workplace and personal stress. These services are accessible via the Occupational Health provider. Confidentiality is to be maintained at all times.

The contact within the Authority will be the Human Resources Employee Relations Team.



The fundamental principle applied within the Authority is that management of health and safety is a core responsibility of all staff. It is not the exclusive preserve of a specialist team and is never somebody else's problem.

To ensure the success and effectiveness of the safety management system, all levels of staff need to understand their responsibilities relating to such. All managers and employees need to be aware that they have:

- Responsibilities for the health and safety of themselves, those they manage and others who may be affected by their actions;
- Responsibilities for the health and safety of people who may be affected by their activities, e.g. other emergency services, members of the public, contractors and visitors to their site;
- An active part to play in the Authority's safety management system.

Roles and Responsibilities

Safety reporting lines will normally follow the established management structure. However, there are certain post holders within the Authority who have specific responsibilities to other managers and to the Health, Safety and Wellbeing Committee.

Chief Fire Officer and Elected Members: Have ultimate responsibility for health and safety within the Authority. This rests with the Chief Fire Officer and the elected members of Buckinghamshire and Milton Keynes Fire Authority.

Fire Authority oversight: The Fire Authority has appointed a lead member for Health and Safety who will report to the Fire Authority on matters relating to health and safety. The Head of Protection and Assurance is the responsible person for health and safety policy authorisation, structure and implementation and reports on matters relating to health and safety to the Strategic Management Board, as necessary.

Health and safety team: The health and safety team have the following responsibilities, however this list is not definitive:



- Provide/source specialist technical advice relating to health and safety;
- Supports Head of Protection and Assurance for health and safety policy/procedure development;
- Support Officers undertaking investigations into safety events as appropriate;
- Audit and review the management of health and safety within the Authority
- Communicate health and safety information to the Authority, SMB and to all staff;
- Interpret existing, new and forthcoming legislation and the possible impact on the Authority and report the outcomes of their findings as appropriate.

Health and Safety Manager: Reports to Head of Protection and Assurance for health and safety and is responsible for the systematic review and assessment of the Safety Management System together with policy/procedure creation and review, strategic planning for health and safety and the management of the health and safety function. They are responsible for setting and driving the strategic direction for health and safety.

Additionally they are responsible for:

Corporate Management

- To contribute to the development of the Community Risk Management Plan (CRMP);
- To advise the Strategic Management Board and elected members of Buckinghamshire and Milton Keynes Fire Authority, as appropriate, on the development of policy and procedures, and to promote and implement actions to achieve the Authority's strategic corporate objectives;
- To conduct, support, manage and contribute to internal and external audits, Authority development, reviews and the management of risk;
- To manage the health and safety department and act as the Authority's competent person for health and safety;
- To participate in the Authority's performance management processes.

Authority Delivery

- To advise the Head of Protection and Assurance on Authority compliance with statutory and national guidance and best practice requirements regarding health and safety;
- To support and monitor the Health & Safety Advisor in the activities of the department, ensuring any deadlines are met and the correct policies, procedures, plans and documentation are in place, as directed by line management;
- To develop and lead a positive and effective health and safety culture with staff and representative bodies including active membership of the Health, Safety and Wellbeing Committee, and ensuring all communication is delivered through appropriate means;



- To liaise with external agencies and all areas within the Authority on health and safety matters;
- To monitor the effectiveness of health and safety policies, procedures and practices throughout the Authority;
- To ensure appropriate risk management and assessment processes are in place within the Authority and to monitor compliance
- To stop work taking place that contravenes legislation and implemented organisational policy and procedures;
- To provide professional advice and guidance as required to managers and staff;
- To promote and monitor the development of safe systems of work procedures and identify best practice and contribute to national and regional work regarding health and safety, as required;
- To advise on the identification of health and safety qualifications commensurate with roles within the Authority, contribute to the health and safety training requirements and support their delivery, enabling managers and staff to fulfil their health and safety responsibilities, as required and support their delivery via the Organisational Development Team;
- To research and advise the Authority on technical matters relating to health and safety;
- To monitor, audit and report on safety event, injury, near miss and hazard reports and make recommendations, to prevent reoccurrence, as required;
- To participate in and report on internal and external health and safety inspections / audits, as a qualified auditor, working in conjunction with the South East region and any other Fire and Rescue Authorities, as required.

To be the nominated person with responsibility for health and safety for the:

- Efficient operation of the health and safety team;
- Implementing the requirements of the policy document;
- Providing a health and safety plan detailing objectives and priorities for the financial year, within the corporate planning schedule, which is approved by the Head of Protection and Assurance and the Strategic Management Board;
- The health and safety plan includes the health and safety objectives for the financial year which are approved by the Strategic Management Board;
- Delivering the health and safety plan, and providing quarterly update reports on completion of the business plan to the Health, Safety and Wellbeing committee and Strategic Management Board
- Oversight of the health and safety budget

Health and Safety Advisor

Reports to the Health and Safety Manager and is the technical expert on health and safety matters within the Authority. Their duties and responsibilities are:

- To advise on and carry out a systematic risk assessment process;
- To carry out health and safety inspections as required;
- To contribute to the preparation and updating of relevant Authority policies, procedures and associated Authority documents;



- To liaise with external agencies and all areas within the Authority on health and safety matters;
- To monitor the effectiveness of health and safety policies, procedures and practices throughout the Authority;
- To research and advise the Authority on technical matters relating to health and safety;
- To monitor and audit safety event reports and make appropriate recommendations;
- To carry out internal and external health and safety audits when required
- To deputise for the Health & Safety Manager in their absence, within the parameters set by Authority policy.

External advice: Professional independent advice is secured by contract through a third party. This advice will be followed when planning work, monitoring processes and where necessary halting work if it is found to be putting employees and those affected by the work of the organisation at risk.

Health, Safety and Wellbeing Committee: The purpose of the committee is to provide a forum for consultation and active involvement between the management of the Authority and the recognised representatives of the workforce. The committee reports to the Strategic Management Board, on Health and Safety policy, performance and other related matters. The detailed role and structure of the committee is set out in the guidance note.

Line Managers: Supervisory Managers will be responsible for the implementation of health and safety policies and procedures pertaining to all Authority activities and to ensure that all work equipment is tested, maintained, serviced and used correctly, by competent personnel.

Group Commanders and Department Heads: Group Commanders and Department Heads will hold responsibility for the monitoring of health & safety within their departments. The Health & Safety team will use them as their first point of contact with line management, unless there is an over-riding and time-critical safety imperative which necessitates direct contact with other staff within departments.

Station Commanders and Site Managers: The Station Commander's or Site Manager's function, through active supervision and inspection, is to ensure the health, safety and wellbeing of all employees, contractors and visitors to the site or location that the manager is directly responsible for by:

- Implementing the safety management system;
- Ensuring the provision of adequate resources;
- Ensuring adequate control measures and local arrangements are in place to manage the health, safety and wellbeing of all employees, contractors and visitors;
- Identifying employee training and development needs and highlighting them via the appropriate communication route to the Organisational Development team;
- Ensuring that workplace risk assessments are in place and are regularly reviewed in consultation with health and safety representatives, changes



to working practices, new equipment or material alterations to premises, to ensure the safety of staff;

- Ensuring that workplace inspections are carried out to identify existing provisions for safety remain in place and to take steps to deal with any deficiencies and outstanding matters;
- Identifying potential weaknesses in procedures, systems and equipment and taking immediate steps to rectify where required;
- Monitoring all working practices, equipment and accommodation standards and ensuring that they comply with all current statutory and Authority instructions in respect of health and safety performance;
- Ensuring all safety events and near misses are reported as soon as possible after the event or, in the case of personal injury, within 24 hours and investigated. Where appropriate, local managers and department heads must implement initial control measures and make recommendations to prevent reoccurrence;
- The regular use of auditing, as detailed in Annual Safety Audit and Inspection Procedure will assist in complying with the above list.

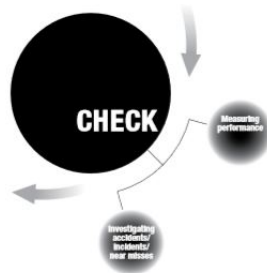
All employees:

The legal duties of all employees are as follows:

- They have the responsibility for their own safety and the safety of others;
- They must co-operate with their managers, comply with policies and procedures and implement any control measures, which have been provided to ensure a safe working environment e.g. safe systems of work and Personal Protective Equipment (PPE);
- Use any equipment or substance in accordance with training or instruction given;
- They must avoid any act or omission, which may endanger themselves or others, and report, immediately, any hazards or unsafe conditions which they become aware of;
- They must wherever possible remove, protect or inform others of any hazards that have been identified. They must report this to the local manager as soon as possible and advise of any action taken to prevent or reduce the hazard.



Check



HS(G)65 defines measuring performance both actively, by monitoring compliance with standards and legislation, and reactively, by investigating the causes of non-compliance. For the Authority, that means active assessment of risk and implementing appropriate control measures, and reactive investigation of and satisfactory resolution of identified safety problems.

Risk assessment

The Authority recognises that in order to meet the requirements of health and safety legislation it must adopt a consistent approach to both hazard identification and the introduction of control measures to deal with those hazards.

The system that has been adopted is easily transposed to all areas and utilises a simple scoring system (1-5) based on a calculation of severity and likelihood. The multiplication of the figures gives a numerical value to the incident or hazard and assists in determining its seriousness in relation to other similar events. This value then enables the Authority to react accordingly.

The system requires that immediate, underlying and root causes are identified by the appropriate level of investigation i.e. Minor, Moderate or Major.

Safety event, near miss, hazard reporting and investigation

Without comprehensive reporting of safety related issues, the Authority lacks the fundamental information gathering tool by which lessons can be learned, shared, and used to prevent reoccurrences. The Authority's reporting processes are designed to fulfil two requirements:

- **Proactive:** through recognition and rectification of things that have the potential to cause a safety event. Near misses, hazard reports, change management proposals, and station inspections are examples of such work.
- **Reactive:** through recognition, investigation and corrective action when an event has occurred. Safety event investigations, incident debriefs and the circulation of information, such as significant safety events that have occurred in other Fire Authorities, are disseminated as appropriate. 'That's Safe' notices, Health and Safety bulletins and the 'Keeping Safe' brief are examples of reactive work in health and safety.

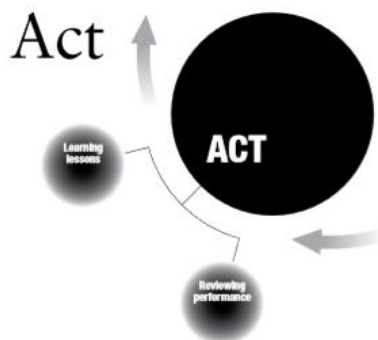
All safety events, injuries, illnesses, dangerous occurrences, near misses and hazards which arise out of work activities will be reported and investigated in



accordance with Authority documents and where appropriate the statutory requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The detailed arrangements are contained in both the Safety Event Reporting procedure and Hazard Reporting procedure, and also detailed on the inside cover of the Accident reporting book. The Authority has adopted procedures that apply to all staff and will assist in ensuring that:

- All safety events, near misses and hazards are reported;
- All safety events, near misses and hazards are fully investigated;
- Employees are referred to Occupational Health following personal injury safety events and/or hazards;
- Human Resources are notified of any workplace injury as soon as practically possible after the event;
- The level of investigation is proportional to the potential harm that may be or has been caused to persons, vehicles or items of equipment;
- The investigation seeks to identify organisational and systematic failings as well as the primary cause;
- The results of the investigation highlights organisational and systematic failings as well as the primary cause;
- The results of the investigations are analysed and acted upon to prevent reoccurrence.



As part of the overall management of health and safety within the Authority, effective arrangements are required both to inspect premises and audit management arrangements to ensure, so far as reasonably practicable, the health and safety of employees, and those who may visit Authority premises.

Policies and procedures will be reviewed when changes to legislation occur and periodically to ensure compliance with legislation and to ensure the continued relevance of service documents. During the review process, any information highlighted through hazard reports and safety events relating to service documents will be included to ensure policies remain suitable and sufficient.



The procedure for the annual health and safety audit and inspections details the process by which annual audits will take place within all Authority premises. The procedures contained within this document are to ensure comprehensive health and safety audits are undertaken.

In addition to these arrangements, suitably qualified staff from fire authorities in the National Fire Chief's Council South East Regional Health and Safety group, or from other independent external auditors may conduct external audits.

Auditing and inspection arrangements

The Authority will carry out an internal audit using the Fire and Rescue Service specific audit tool. An employee of the Authority who has been trained and qualified as an auditor will conduct the audit.

The audit will be carried out every three years, with the findings being presented to the Area Commander Protection, Operational Learning and Assurance. who will use it to form the basis of a report to the Strategic Management Board and to inform the health and safety business plan.

Station/departments

Every station and department within the Authority shall carry out a self-audit and inspection using the form FB1.9 located: N:\Common\Health & Safety\Station Audits

The manager of the site, who will be qualified to NEBOSH General Certificate standard, will carry out the inspection (Note: should the Site Manager not hold the General Certificate, they must obtain assistance from a colleague that does) with the support of a member from the Health and Safety Team and Facilities Team. An employee or staff representative must be invited to attend.

All audits will be carried out over the course of each financial year and any matters arising will be prioritised using the following action levels:

- Dealt with immediately using local resources (I);
- Dealt with in the medium term (6 months) using local resources (M);
- Included as key tasks within the local plan for the forthcoming year (L).

The audit action plan is the principal tool for tracking actions arising from the annual inspection. Progress updates on health and safety issues identified as key tasks will be recorded at the first Health, Safety and Wellbeing Committee meeting quarterly. Progress against these key tasks will be monitored by the Line Manager or Group Commander.

The working environment should also be regular assessed to ensure that it is accessible to all staff, such as those with physical disabilities. The Equality Act 2010, requires employers to make reasonable adjustments for staff and potential staff, to ensure equal access to employment opportunities, for those visible and not so visible needs.



Conditions should be provided that are welcoming and equal to everyone, safe and free from any unwanted conduct or behaviours.

Records of the audit will be kept on station and an electronic copy sent to the Health and Safety department.

The Health and Safety department will collate the results and present a report to the Health, Safety and Wellbeing Committee.

The health and safety department will review the audit process annually to ensure it remains fit for purpose.

At the time of the review, individual items may be added to the FB1.9 in light of the results of generic risk assessments, changes in legislation or hazard, safety event and debrief reports.

Appendix 1

This is to be displayed in all Authority sites on the Health, Safety and Wellbeing noticeboard next to the Health and Safety law Poster.

Buckinghamshire and Milton Keynes Fire Authority

Health and Safety Policy Statement

(Insert station/site here)



Buckinghamshire and Milton Keynes Fire Authority are committed to securing, as far as is reasonably practicable, the Health, Safety and Wellbeing of employees and other persons likely to be affected by its activities.

Effective management of Health and Safety is a fundamental contributor to the Authority's performance:

- It will reduce injuries and ill health
- Protect the environment
- Reduce unnecessary losses and liabilities; and,
- Contribute positively to a safe working environment

This commitment operates from the principle that legislative requirements form the minimum standard of policy application and action within the Authority. This policy statement applies universally to all activities undertaken by the Authority



and makes no distinction between emergency and non-emergency work, and whether an individual employee's role includes emergency response duties.

Safety is a fundamental requirement of every activity we undertake.

The Authority recognises that its employees are its most valuable asset. Effective health and safety performance can only be achieved through the engagement, involvement, support and commitment of its management and staff, all of which are essential components to drive continuous improvement.

In addition to the arrangements of routine activities, the unique nature of Fire Authority work requires that hazards associated with all of its activities, are systematically identified, adequately assessed and effectively controlled.

Statement of principles:

In order to adequately control risk, the Authority is committed to a Safety Management System that embodies the concepts of the "safe place, safe process and safe person" principles. The wellbeing of employees and those affected by their work is achieved through:

- The rigorous recruitment and selection of personnel;
- A system of training, promotion and retention, based on the demonstration and maintenance of competence;
- The provision of information relating to hazards, their associated risks and appropriate control measures;
- Simple and effective processes, procedures and systems;
- Competent supervision, applying discipline and clear command and control of all operational activities, training scenarios, emergency incidents and routine work activities;
- The reasonable provision and commitment of the financial and physical resources required to support the legislative and policy commitments detailed within this document;
- The purchase, testing, inspection, maintenance and instruction in the use of suitable equipment;
- The provision, testing, inspection, maintenance and use of the most suitable personal protective clothing and equipment;
- The application of a communication structure, which facilitates the transfer of information relative to the Safety Management System and its function;
- Consultation with all of its employees via the Health, Safety and Wellbeing Committee and representative bodies;
- The inclusion of health and safety objectives as a core element of overall corporate planning objectives;
- The ability to call upon external experts for advice and guidance;
- The provision of training for investigating all safety events and 'near misses' to ensure appropriate action is taken to avoid recurrence.



It is the policy of the Authority that the organisational structure and arrangements contained in this document are strictly adhered to and this Policy Statement will be reviewed on an annual basis.

Station Commander/Site manager commitment:

Signed: (sign here and print as below)

Signed:

Louise Harrison

Chief Fire Officer / Chief Executive, Buckinghamshire Fire & Rescue Service

Signed:

Councillor Simon Rouse

Chairman, Buckinghamshire & Milton Keynes Fire Authority

Date: 06/12/2023

Appendix 2 –Safety Management System Organogram: