



**Joint Safety Committee Meeting – Tuesday 15 April 2014.**

Meeting Details	
<b>Date of Meeting</b>	Tuesday 15 April 2014
<b>Venue</b>	Conference Room A
<b>Start Time of Meeting</b>	1400 hrs.
<b>End Time of Meeting</b>	1500 hrs.

Attendees	
1) Chris Blackburn (CB) [ <b>Chair</b> ]	Organisational Safety Assurance
2) Wendy Endacott (WE)	Human Resources
3) Lynn Foxwell (LF)	Fire Control
4) Sue Baker (SB)	Estates Management Dept – SHQ
5) Lisa Wills (LW)	Insurance & Risk
6) Nik Brock (NB)	UNISON
7) Robert Salway (RS)	RFU
8) Jennie Boulton (JB) [ <b>Minutes</b> ]	Health & Safety Admin

Agenda Item	Minutes	Action by
<b>1</b>	<b>Welcome and Apologies</b>	
	<p>Chris Blackburn welcomed everyone to the meeting and extended a warm welcome to Robert Salway, RFU Representative who attended the JSC for the first time. For Rob's benefit, attendees introduced themselves individually. Apologies were given.</p> <p>Apologies received from:</p> <ul style="list-style-type: none"> <li>a) Andy Newland            Training &amp; Development</li> <li>b) Chris Elliott             Health &amp; Safety Manager</li> <li>c) Sue Nugent                Insurance &amp; Risk Manager</li> <li>d) Marilyn Bourne          Area Admin Manager - Torquay</li> <li>e) Nick Manning             Somerset Command</li> <li>f) Graham Brown           Stn Commander – Shepton Mallet</li> <li>g) Dave Chappell            FBU – Declined to attend the meeting</li> </ul>	
<b>2</b>	<b>Minutes of Previous Meeting – Accuracy</b>	
	It was agreed that the minutes are an accurate record of the meeting held on 11 February 2013.	

<b>3</b>	<b>Minutes/Matters Arising from Previous Meeting held on 11 Feb 13</b>	
3.1	<p><b>Item 3.1 Fitness Testing Core Competency</b></p> <p>From 01/11/2012 fitness testing will be undertaken as part of the three yearly medical. Steve West advised attendees that fitness testing is to be discussed, later this month, by the Service Leadership Team and any actions from the meeting will be fed back to the JSC.</p> <p>Wayne Bowcock informed the meeting that this is ongoing as the National Guidance is not due out until March/April next year. This will now be parked and brought forward to when the National Guidance is available. To be brought forward as an Agenda item in the August JSC Meeting to discuss.</p>	<p><b>WB – To be brought forward as an Agenda Item in August 2014 meeting following National Guidance</b></p>
3.2	<p><b>Item 3.2 Inspection of Non-Operational Equipment - CB</b></p> <p>Further to the Audit Recommendations made in the Audit &amp; Review Teams report into the inspection/examination of <b>Non</b> Operational Equipment.</p> <p>Chris Blackburn updated the meeting. Still waiting for the organisation to make a decision (which is expected to be in August) on the best ICT system to be used to record the Operational Equipment for testing and maintenance. Once a decision has been made the Non Ops Equipment will be incorporated into this same ICT system. Information on the equipment at Stations is currently being collated.</p> <p>Rachael Palmer has received template documents from Sue Walters - inventories for all Central Command Stations are to follow.</p> <p><b>Ongoing</b> – to be followed up when best system has been identified.</p>	<p><b>Sue Walters to send electronic inventories of all Central Command Stations to Rachael Palmer</b></p>
3.3	<p><b>Item 3.3 Surfers Ear - WE</b></p> <p>An issue was highlighted regarding ‘Surfers Ear’ a condition where prolonged exposure to cold water can affect hearing.</p> <p>Wendy Endacott has now received an update from Paul Godwin who confirmed that following a trial, a suitable form of head and ear protection has been identified, providing thermal insulation for the head and ears. Due to a budget underspend Paul has been able to purchase sufficient quantities of the thermal neoprene skull cap for all SRT operatives which will be issued on a personal issue basis and the piece of PPE will be added to the stores list. No Further Action</p>	
3.4	<p><b>Item 3.4 LRP Cameras in Cabs – Commissioning Initiative Process - SN</b></p> <p>Following previous meetings, Sue Nugent confirmed that the ‘change request’ for the LRP’s to have cameras in the cabs project has been accepted. SLT will have to approve the application by way of the new commissioning initiative process. SLT decision should be known by January 2014.</p> <p>Lisa Wills updated the meeting confirming that Sue Nugent had taken the idea forward and it had been rejected. Sue has asked for the reason why the proposal has been rejected. She has also been</p>	<p><b>Sue Nugent to update on the reason why rejected</b></p>

	speaking to Keith Boxall who is the LRP project manager and he has been given approval for a data logger, which is expensive and only records data, whereas the consortium members in Leicestershire and Bedfordshire have a combined Data Logger and Camera System which costs the same as the proposed Data Logger only.	<b>and also update in respect of the Data Logger/Video Camera</b>
<b>3.5</b>	<p><b>Item 3.6 Stress Training Awareness for Managers – from Kim McNeil</b> Due to the recent reduction of L&amp;D Dept. staff there is no capacity for them to carry out the admin and planning for the mop-up sessions for managers who missed their allotted training.</p> <p>Chris Blackburn updated the meeting. Neither Kate McKay nor Kim McNeil have the capacity to arrange the mop-up sessions. Chris Blackburn suggested that Andy Newland is approached to ask SLT to allocate resources for organising the training that is felt is essential (See item 4.6 of these minutes). STC have agreed to send out joining instructions. Dates, Venues and Tea/Coffee etc would need to be arranged and Lisa Wills suggested that Johnathan Clack may be available to help with this.</p>	<b>LW to email KM to offer Johnathan’s services and find out, by whom, he would be reimbursed.</b>
<b>3.6</b>	<p><b>Item 5.2 - Occupational Health – Referrals - WE</b> Chris Blackburn highlighted an issue, raised by a Group Support Team, regarding individuals who, due to times and locations of RDS Medicals, are unable to get time off to attend them.</p> <p>Chris Blackburn emailed the Group Support in North and received a reply confirming, that they appreciate that a contract is already in place with our Occupational Health provider but when it comes up for renewal, could we consider the locations of the medicals/fitness testing because of the distances that have to be travelled by personnel in North Division. This request has been accepted by HR. No Further Action.</p>	
<b>3.7</b>	<p><b>Item 5.7 - RA10 Forms – Follow up Meetings - Kim McNeil</b> Due to follow up paperwork being held by Managers and not being sent to Kim McNeil, Sue Nugent is to meet with Kim McNeil and Chris Elliott to review the RA10 Form.</p> <p>Chris Blackburn updated the meeting. Chris Elliott has now met with Kim McNeil and Sue Nugent to discuss the RA10 form review. They looked at the design of form and additional information, which would improve/enhance it. Ongoing – Chris Elliott to update at next meeting</p>	<b>Ongoing – CE to update at next meeting</b>
<b>3.8</b>	<p><b>Item 6.4 - Safety Event Statistics –Increase in Reversing Incidents - CE</b> Reversing Incidents increased in Nov &amp; Dec on previous years (4 in 2013, 1 in 2012)</p> <p>Chris Blackburn updated the meeting. Chris Elliott has liaised with Driver Training to establish if they receive vehicle incident notifications, especially reversing ones. Also what they do with this data once received? They receive the monthly vehicle reports which they read, Chris Pratt meets with Sue Nugent and Chris Elliott to discuss specific drivers that have been highlighted via numerous</p>	

	<p>vehicle related incidents as well as discussing ways to reduce the number of vehicle incidents. Driver training do not adjust their teaching in light of areas identified through the monthly vehicle incidents as reversing and use of marshals is already covered and emphasised. Chris Elliott to continue liaising with Driver Training on this issue. No Further Action.</p>	
3.9	<p><b>Item 7 – Illuminated Fire Signs – Draft Paper to be reviewed by JSC - CE</b></p> <p>GC Keith Pascoe and Matt Johnson attended the meeting to discuss and give a Group perspective on the issue that has been identified by the OSA Department, whereby Firefighters are displaying illuminated signs marked with the word ‘Fire’ in the windscreen of their personal vehicles whilst responding to station.</p> <p>Chris Elliott highlighted the problems/issues relating to the displaying of the illuminated signs and detailed discussions took place as to how this problem can be remedied. After much discussion it was decided that the issue should be raised at EB level and Matt Johnson, Chris Elliott and Sue Nugent are to draft an options paper, which is to be reviewed by JSC before putting before the EB.’</p> <p>CE to contact Matt Johnson for an update for the next JSC Meeting</p>	<p><b>South Devon Group to lead with Matt Johnson, assisted by Chris Elliott and Sue Nugent to draft a paper, to be reviewed by JSC before putting to the EB</b></p> <p><b>CE to contact Matt Johnson for an update for the next JSC Meeting</b></p>
<b>4</b>	<b>Health of the Organisation - Stats 2013/2014 - WE</b>	
4.1	<p>Wendy Endacott gave an overview of the Health of the Organisation Stats at the end of the year 2013/2014 which covered items including Mental Health, Staff Sickness, Staff Turnover, Discipline and Grievance Cases and Welfare Issues.</p> <p>Nik Brock asked if the Discipline and Grievance Stats could be broken down into the four staff groups. Wendy agreed to do this.</p> <p>Wendy commented on the well-established relationship we have with our Counselling Providers, who give an excellent service, and explained that DCC (who we go through to get Devon Services) are now moving to the less expensive ‘Employment Assistance Programme’ (EAP), who provide Counselling and Website Support, and have asked if the Service would like to be part of the change to EAP. Wendy is currently working to keep costs down with current providers.</p>	
	<p>Wendy Endacott gave a verbal update on current HR/Welfare issues. As follows</p>	
4.2	<p><b>Drug and Alcohol Misuse Policy</b></p> <p>Policy has been through consultation process. Issue re ‘for cause’ testing to be sorted before we can implement.</p>	
4.3	<p><b>Occupational Health</b></p> <p>Referrals for January to March continue to be high due to upper limb injury (20.7%) lower limb (24.1%) and Mental Health (13.8%). There</p>	

	continues to be an issue in DNA/Cancellations. OH are introducing a text messaging reminder system in an attempt to improve this.	
<b>4.4</b>	<b>Stress Related Sickness</b> Since the last meeting and those currently off, there are 6 cases of non-work related stress and 11 cases of work related giving a total of 17 cases.	
<b>4.5</b>	<b>National OH Group</b> There has not been a meeting since the last JSC – next meeting 28 <sup>th</sup> May.	
<b>4.6</b>	<b>Stress Training Awareness for Managers – from Kim McNeil</b> Kate and I have fed back direct to Chris for the meeting on the mop up sessions (no resources available – see item 3.5). EB and SLT’s training dates are still awaited and I will chase up once again.	
<b>4.7</b>	<b>RA10 Forms – Kim McNeil</b> It is hoped that this will be added to the Absence Management software currently being rolled out. Kim intends to talk direct with Andrew Rosewarne who is involved in the software development.	
<b>4.8</b>	<b>Welfare Days – Kim McNeil</b> Kim is now based at Redwoods, SHQ, so easier for SHQ staff. Currently continuing with her day at Exmouth on a Thursday, until a suitable office has been found at Taunton fire station. Will then continue the Welfare Days at Taunton for a 3 month period. Taunton was chosen as the next venue following a request, and she has a Welfare Info Talk arranged at the request of one of the Watches, next month. Recently undertaken a further Welfare Day at Plympton that was felt to be worthwhile. A similar day is being planned for Barnstaple.	
<b>5</b>	<b>Health &amp; Safety Update – CE</b>	
	Chris Blackburn (in Chris Elliott’s absence) gave an overview of Safety Prompts, Bulletins and updated attendees on other general issues. As follows:	
<b>5.3</b>	<p><b>Safety Prompts issued since last meeting</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <p><b>Safety Bulletins/Alerts issued since last meeting</b></p> <ul style="list-style-type: none"> <li>• Electronic Safety Event Reporting &amp; Investigation System eS9 (Feb and March 14)</li> <li>• Placed a message on the May Pay Statement to highlight the cost incurred through vehicle incidents that are a result of reversing or slow speed manoeuvring. Costs for Jan and Feb 2014 are approximately £12441.85. A campaign to target this area and reduce the present trend is being planned.</li> </ul> <p><b>Policies</b> The department have reviewed and re-issued two H&amp;S Policies since the last meeting including:</p> <ul style="list-style-type: none"> <li>• HS22 Safety Event Reporting and Investigation (Linked to release of eS9 IRIS)</li> <li>• HS03 Safety Reps and Safety Committee</li> </ul>	

	<p>H&amp;S Policies in full consultation at the present time include:</p> <ul style="list-style-type: none"> <li>• HS46 Infectious Diseases. Received feedback and collating to make adjustments.</li> <li>• HS01 Health and Safety at Work Policy</li> </ul> <p>H&amp;S Policies in office review at the present time include</p> <ul style="list-style-type: none"> <li>• HS05 Pole Drops</li> <li>• HS45 H&amp;S Training Policy (Trg Imp Plans require review also)</li> <li>• HS30 Working in Adverse Temperatures</li> </ul>	
5.4	<p><b>General Issues</b>  <b>ES9 Electronic System</b>  eS9 electronic variant (DATIX) system IRIS development is live. Training was rolled out to about 470 staff, which was mostly well received. There were a few individuals who displayed a negative stance to moving to an electronic system. Scanners were raised at nearly every training session, stations don't have them yet. The IRIS system allows statements to be scanned and attached to safety events. Dashboards have been developed for Senior Managers, the permissions for CM and WM does not allow the use of these dashboards at present. An area we are hoping to address as we develop further.</p>	
5.5	<p>Issues of interest that are emerging or continuing and which the OSA Department are involved with alongside other stakeholders include.</p> <ul style="list-style-type: none"> <li>• <b>Completion of 10.5 ladder stowage remedial actions</b> – Fleet are now moving forward on this issue, they have the straps and are putting measures in place to start fitting them to the affected appliances.</li> <li>• <b>Godiva LPP Volute Casing Failure</b> – monitoring the action plans</li> <li>• <b>Your Shout</b> – Submission date of 22 April which will contain the submission originally intended for December 13 submission. Now have dates for the Autumn and Winter editions, which will help to plan relevant topics to be included.</li> <li>• The Health &amp; Safety Policy has been updated and is out for full consultation before being published. The CFO has signed the updated Policy Statement as at March 2014, this is included in the revised policy.</li> <li>• COSHH  Changes to COSHH process in service has been put on hold due to SLT questions on the issue. Key deadline for us to have a system in place by June 2015 when changes to the COSHH Regs are in force in their entirety. Looking into the possibility of utilising the CHEMDATA system already used for Operational Chemical incidents. This has a COSHH risk assessment module which we are not at present utilising. Two other options are to build an in house solution or go externally for an already developed system.</li> </ul>	
5.6	<p><b>Safety Event Statistics</b></p>	

	<ul style="list-style-type: none"> <li>• Increase in reversing incidents – looking at measures to address this. Though routine driving and proceeding to incidents are our highest vehicle incident activity area – negotiating narrow roads seem to be main contributing factor: introduction of the LRP may show a reduction in these types of incident.</li> <li>• General increase in vehicle incidents during support period at the Somerset Levels, H&amp;S monitoring this to ensure it was a blip through increased levels of vehicle movements and staff operating in unfamiliar territory. 65% of incidents in Feb were vehicle related (26 of 40 incidents).</li> </ul>	
<b>6</b>	<b>Any Other Business</b>	
	Sue Baker asked if Estates could be consulted regarding the wording of the 'Hot Weather Bulletin' before it is sent out. Jim Reed to forward copy to Estates before sending out.	<b>Jim Reed to forward copy to Estates before sending out.</b>
<b>7</b>	<b>Date of Next Meeting</b>	
	Date of next meeting: Tuesday 17 June 2014 at 14:00-15:30 in Conference Room A	