



**Joint Safety Committee Meeting – Tuesday 17 June 2014.**

Meeting Details	
<b>Date of Meeting</b>	Tuesday 17 June 2014
<b>Venue</b>	Conference Room A
<b>Start Time of Meeting</b>	1400 hrs.
<b>End Time of Meeting</b>	1520 hrs.

Attendees	
1) Chris Blackburn (CB) [Chair]	Organisational Safety Assurance
2) Chris Elliott (CE)	Health & Safety Manager
3) Wendy Endacott (WE)	Human Resources
4) Lisa Wills (LW)	Insurance & Risk
5) Nik Brock (NB)	UNISON
6) Graham Brown (GB)	Stn Commander – Shepton Mallet
7) Robert Salway (RS)	RFU
8) Jennie Boulton (JB) [Minutes]	Health & Safety Admin

Agenda Item	Minutes	Action by
<b>1</b>	<b>Welcome and Apologies</b>	
	Chris Blackburn welcomed everyone to the meeting and apologies were given. Apologies received from: <ul style="list-style-type: none"> <li>a) Andy Newland            Training &amp; Development</li> <li>b) Sue Nugent                Insurance &amp; Risk Manager</li> <li>c) Marilyn Bourne           Area Admin Manager – Torquay</li> <li>d) Ainsley Bird               Watch Manager - Bridgwater</li> <li>e) Nick Manning             Somerset Command</li> <li>f) Sue Baker                  Estate Management Dept - SHQ</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 15 April 2014.	
<b>3</b>	<b>Minutes/Matters Arising from Previous Meeting held on 15 April 14</b>	
<b>3.1</b>	<b>Item 3.1 Fitness Testing Core Competency</b> 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	<b>WB – To be brought forward as an Agenda Item in</b>

	<p>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>17/06/2014 - See interim update from Wendy Endacott - Item 5.3</p>	<p><b>August 2014 meeting following National Guidance</b></p>
<p><b>3.2</b></p>	<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 Operational Equipment</b>.</p> <p>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>17/06/2014 – Rachael Palmer has a meeting planned with Chris Silverthorne where they will discuss what has been done to date by the Working Group with a view to moving forward and using one system for the inspection/examination of operational and non-operational equipment.</p>	<p><b>Ongoing – to be followed up when best system has been identified.</b></p> <p><b>Sue Walters to send electronic inventories of all Central Command Stations to Rachael Palmer</b></p>
<p><b>3.3</b></p>	<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 – SLT have approved the application but the decision of EB is still unclear. As such Sue Nugent has spoken to Alex Hanson and R&amp;R (Jon Chalk and Darren Cripps) are working on a project for using cameras at incidents and are looking at alternatives e.g. helmet cameras. Jon has completed a paper and Sue has completed the ‘Cameras in Cabs’ paper and they will be combined, and put through the IF process, with Firefighter Safety and Situational Awareness being the two benefits of this.</p> <p>Progress of IF Process to be reviewed at next meeting.</p>	<p><b>Progress of IF Process to be reviewed at next meeting - SN</b></p>
<p><b>3.4</b></p>	<p><b>Item 3.5 Stress Training Awareness for Managers – from Kim McNeil</b></p> <p>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>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 minutes from meeting on 15 April 14). 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 and will contact Kim McNeil to offer Johnathan's services and find out, by whom, he would be reimbursed.</p> <p>Lisa Wills contacted Kim McNeil and Kim is to liaise with Jonathan direct. Wendy to speak with Kim for follow up at the next meeting.</p>	<p><b>WE to speak with Kim for follow up at the next meeting</b></p>
3.5	<p><b>Item 3.7 - RA10 Forms – Follow up Meetings - Kim McNeil</b></p> <p>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 Elliott met with Kim McNeil and Sue Nugent to discuss RA10 Review. Looked at design of form and additional information which would improve/enhance it. Kim McNeil is out of office so have been unable to ascertain how the development of the revised form is coming along.</p>	<p><b>Ongoing – CE to update at next meeting</b></p>
3.6	<p><b>Item 3.9 – Illuminated Fire Signs – Draft Paper to be reviewed by JSC – CE</b></p> <p>GC Keith Pascoe and Matt Johnson attended the JSC Meeting on 11 Feb 14 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>Chris Blackburn has spoken to Matt Johnson and a report has not yet been produced because, as a group, they are currently looking at alternative arrangements for Newton Abbot Fire Station. As a committee JSC agreed to support an options paper to go to EB but until Matt brings the paper to the JSC Committee this cannot be progressed. It was agreed to keep this item on the Agenda for two more meetings, after which Matt will be contacted again to see if he will be producing a report.</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>CB to contact Matt Johnson before December meeting to see if he will be submitting a report</b></p>
3.7	<p><b>Item 6 – Hot Weather Bulletin – Estates to be contacted before sending out – SB</b></p> <p>Estates were consulted and the Hot Weather Bulletin has now been issued. No Further Action</p>	
4	<p><b>Well @ Work Group / 2008 Staff Survey Activities - SN</b></p>	
	<p>A query has been raised by Debbie Williams as to whether the action</p>	

	<p>plan arising from the Staff Survey in 2008 has been completed as the Well @ Work Group, who would have implemented this, has now been disbanded.</p> <p>Wendy Endacott to speak with Stephen Pope. Chris Blackburn suggested that Stephen liaise directly with Debbie Williams regarding this but if there are any issues that can be dealt with by JSC for him to contact either Chris Blackburn or Andy Newland.</p> <p>Nik Brock showed concern that the action plans may not have been carried out. Chris Blackburn to contact Ralph Howle for information on the Staff Surveys.</p>	<p><b>WE to speak with Stephen Pope for an update on these actions.</b></p> <p><b>CB to contact Ralph Howle for further information on Staff Surveys</b></p>
<b>5</b>	<b>Health of the Organisation - Verbal Update WE</b>	
	Wendy Endacott gave a verbal update on current HR/Welfare issues. As follows:	
<b>5.1</b>	<p><b>Occupational Health</b></p> <p>No update from OH as they are due to have the next quarterly meeting early in July so there will be an update at the next meeting.</p>	
<b>5.2</b>	<p><b>Stress Related Sickness</b></p> <p>Since the last meeting and those currently off, there are 7 cases of non-work related stress and 8 cases of work related giving a total of 15 cases. This is broken down into staff groups – WT – 2, Control – 2, On Call – 8 and Support - 3. Geographically – Somerset – 5, Central – 2, Western – 1 and HQ departments – 7. Reasons for work related are – Incident – 2, Discipline &amp; Grievance – 3, Performance Management – 1, Workloads - 1 and Work relationships – 1.</p> <p>Nik Brock asked if these figures could be broken down into Work Related and Non-Work Related cases. Wendy to provide these at the next meeting.</p>	<p><b>WE to provide Stress related sickness broken down into Work and Non-Work Related cases.</b></p>
<b>5.3</b>	<p><b>National OH Group</b></p> <p>Meeting held on 28<sup>th</sup> May. <b>Compartment Fire behaviour Instructor Health Management (CFBT)</b> – research undertaken by South East Region and LFB with recommendations on hydration, Diet, Active cooling, Frequency of exposure, Regular Health &amp; Wellbeing checks/monitoring and Toxicity. It has been recommended that further research is commissioned by CFOA. Wendy Endacott has arranged a meeting with Tam Alford, H&amp;S and OH to discuss the findings of the research already done. <b>Firefighter Fitness</b> – Draft report completed and to be released at CFOA conference on 11<sup>th</sup> June. Firefit will now be working on a supporting document to be made available to all Fire &amp; Rescue Service which will recommend a fitness standard for operational firefighters. The publication will advise how personnel can maintain their fitness and will also include recommended action if an individual falls below the recommended fitness standard. It is expected that this document will be</p>	

	<p>completed towards the end of the summer, with publication planned to follow the FireFit Conference on 8<sup>th</sup> and 9<sup>th</sup> October. <b>Performance Data</b> – on sickness and ill health. 29 FRS contribute towards this report which details main causes of sickness for WT, RDS, Support and Control and working days lost, Ill Health Retirements , % of sickness due to Accidents at work and short and long term sickness for the 4 groups. The sickness figure for DSFRS for 2013/14 as reported to the Authority was 7.06 days per year per person (this figure does not include On Call staff). Since combination DSFRS sickness level per person has steadily decreased from 13.01 days in 2007/08, 10.18 days in 2008/09, 8.02 days in 2009/10, slight increase to 8.76 days in 2010/11, 8.17 days in 2011/12 and 7.79 days in 2012/13.</p> <p>WE to provide CFOA National Fire &amp; Rescue Service – Occupational Health Performance Report to be sent out to JSC members with the minutes.</p>	
<b>5.4</b>	<p><b>HR Department objectives</b> The HR Department has the following objectives for 2014/15 which are of interest to this group – 1. Develop a training package in Mental Health Awareness for line managers. 2. Research the benefits of an Employment Assistance Programme.</p>	
<b>5.5</b>	<p><b>Stress Training Awareness for Managers – from Kim McNeil</b> Lisa Wills has emailed Kim to offer Johnathan Clack’s services – unsure if this has been progressed as Kim is on annual leave.</p>	
<b>5.6</b>	<p><b>RA10 Forms – from 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.</p>	
<b>5.7</b>	<p><b>Welfare Days – from Kim McNeil</b> Kim is now based at Redwoods, SHQ, so easier for SHQ staff. Kim is currently spending Thursdays at Taunton fire station.</p>	
<b>6</b>	<b>Health &amp; Safety Update – CE</b>	
	Chris Elliott gave an overview of Safety Prompts, Bulletins and updated attendees on other general issues. As follows:	
<b>6.1</b>	<p><b>Safety Prompts issued since last meeting</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Law Poster – Leaflet</li> <li>• Summer Prompt</li> </ul> <p><b>Safety Bulletins/Alerts issued since last meeting</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <p><b>Policies</b> The department have reviewed and re-issued four H&amp;S Policies since the last meeting including:</p> <ul style="list-style-type: none"> <li>• HS30 Working in Adverse Temperatures</li> <li>• HS46 Infectious Diseases. Received feedback and collating to make adjustments.</li> <li>• HS01 Health &amp; Safety at Work Policy</li> </ul>	

	<ul style="list-style-type: none"> <li>• HS03 Safety Representatives &amp; 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>• Nil</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> </ul>	
<b>6.2</b>	<p><b>General Issues</b></p> <p><b>ES9 Electronic System</b> variant (DATIX) system IRIS is, in general, working well, there have been and still are some issues which the H&amp;S Dept are working with Datix to resolve. It has been live for 2.5 months and it was expected to identify some issues once it went live and the system was utilised fully.</p>	
<b>6.3</b>	<p><b>FBU Request</b> - The FBU have requested full access to the IRIS system, this has been refused due to data protection issues. Consent would have to be obtained from all persons involved in a safety event prior to any rep body being granted access. As such, to allow full access to the system would involve retrospectively obtaining consent from all these people in the 2 years of records held on the system.</p>	
<b>6.4</b>	<p><b>Premises Audits</b> - The next cycle of premises audits will be communicated and initiated shortly. There will be 2 types of audit, full and targeted. The full audit will be aimed at stations / premises that were awarded a bronze grading during the last audit cycle, all others will receive a targeted audit. The targeted audit has been developed through identifying areas where it was noted the scores were low across most audits, these areas will be targeted in these audits. Should a member of the JSC wish to be involved in one of these audits email Chris Elliott with a month that suits and the Health &amp; Safety Department will liaise to facilitate your inclusion.</p>	
<b>6.5</b>	<p><b>RoSPA Audit</b> – Chris Elliott has been auditing the DSFRS H&amp;S Management Systems, with a focus in 10 Risk Control Performance Indicators. These are:</p> <ol style="list-style-type: none"> <li>1. Occupational Health Management. 100%</li> <li>2. Personal Protective Equipment 96%</li> <li>3. Asbestos 82%</li> <li>4. Noise 86%</li> <li>5. Working at Height 97%</li> <li>6. Lifting Operations and Lifting equipment 85%</li> <li>7. Confined spaces 88%</li> <li>8. Use of Breathing Apparatus 93%</li> <li>9. The Management of Stress 96%</li> <li>10. Management of Occupational Road Risk</li> </ol> <p>The scores at present are within the upper levels which are pleasing, though CE is now auditing 2 areas where the score is expected to drop. This could have an effect on our overall score and subsequent rating. Once CE has undertaken the full audit a report will be compiled and circulated as required.</p>	
<b>6.6</b>	<p><b>Fleet Projects</b> – LRP - ongoing</p>	
<b>6.7</b>	<p><b>Your Shout</b> - Deadline for next submission is 21 July. Articles have been</p>	

	submitted for the June issue, H&S quiz, Heat stress poster and the Ops Assurance Stop Start Campaign poster. Jim Reed also wrote an article on Cognitive Interviewing for investigators, but it is unsure if this made the June edition.	
6.8	<b>Health &amp; Safety Policy Statement</b> - Was signed by the CFO in March, the delay in releasing it has been due to the policy being in consultation and then external factors with the print order. This is now in hand and they should be ready for distribution shortly.	
6.9	<b>H&amp;S Message</b> - The Area Commanders have requested a H&S message is produced for them to discuss and set processes to address on a monthly basis. These are provided for their briefing at the start of each month and have, to date, included vehicle related incidents and the need to proactively address this area, and Manual Handling aimed at emphasising correct techniques and pre planning. Each message looks at the subject from both the H&S angle as well as the Operational Assurance aspect. To date these messages have been well received.	
6.10	Issues of interest that are emerging or continuing and which the OSA Department are involved with alongside other stakeholders include.  <b>Completion of 10.5 Ladder Stowage Remedial Actions</b> – Fleet are now moving forward on this issue, they have the straps and are fitting them to the affected appliances.  <b>Godiva LPP Volute Casing Failure</b> – monitoring the action plans.	
6.11	<b>Safety Event Statistics Jan – June 2014</b> Key Points: Vehicle related incidents amount to 61.5% of DSFRS safety events this year, Personal injury 24.6%. There is still work to be done with regards the vehicle incidents, though CE is hopeful that the roll out of the LRP’s may reduce the number of safety events received as a result of manoeuvring through narrow / restricted lanes and roads.  Chris Elliott demonstrated the Datix Dashboards, on screen, to the meeting and asked members to let him know by email if there are any particular statistics they would like him to produce to show at the next meeting.	
7	<b>Any Other Business</b>	
7.1	Chris Blackburn informed the meeting that Andy Newland had been asked at a Project Boards meeting to add, ‘ <i>Profile – Project Boards Update</i> ’, as a standing agenda item for future JSC Meetings as they would like their progress to be shared with the JSC.	
7.2	Sue Baker, who is currently a ‘Representative of (Non-Union Affiliated) Employees’ to JSC, is leaving the Service. Chris Blackburn suggested that an ‘Expression of Interest’ be issued as a way of selecting a replacement for Sue.	<b>CB to issue Expression of Interest</b>
8	<b>Date of Next Meeting</b>	
	Date of next meeting: Tuesday 19 August 2014 at 14:00-15:30 in Conference Room A	