



**Joint Safety Committee Meeting – Tuesday 19 August 2014.**

Meeting Details	
<b>Date of Meeting</b>	Tuesday 19 August 2014
<b>Venue</b>	Conference Room A
<b>Start Time of Meeting</b>	1400 hrs.
<b>End Time of Meeting</b>	1540 hrs.

Attendees	
1) Chris Blackburn (CB) [Chair]	Organisational Safety Assurance
2) Sue Nugent (SN)	Insurance & Risk Manager
3) Wendy Endacott (WE)	Human Resources
4) Graham Brown (GB)	Stn Commander – Shepton Mallet
5) Marilyn Bourne (MB)	Area Admin Manager - Torquay
6) Lynn Foxwell (LF)	Fire Control
7) Kevin Hardwill (KH)	Fire Control
8) Mark Palmer (MP)	RFU
9) Jennie Boulton (JB) [Minutes]	Health & Safety Admin

Agenda Item	Minutes	Action by
<b>1</b>	<b>Welcome and Apologies</b>	
	<p>Chris Blackburn welcomed everyone to the meeting with a special welcome to Mark Palmer and Kevin Hardwill who were attending the JSC for the first time. Kevin Hardwill will be replacing Lynn Foxwell as the Fire Control H&amp;S Lead at future JSC Meetings. For the benefit of Mark and Kevin individual introductions were made. 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) Ainsley Bird                        Watch Manager – Bridgwater</li> <li>d) Nik Brock                            UNISON</li> <li>e) Robert Salway                      RFU</li> <li>f) Dave Chappell                      FBU – Declined to attend the meeting</li> <li>g) Martin Carnell                      FOA</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 17 June 2014.	

3	Minutes/Matters Arising from Previous Meeting held on 17 June 14	
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>Wendy Endacott informed the meeting that an interim report was released in June 2014. CFOA are now developing a guidance document for all FRS's which will contain further advice and information regarding fitness and health. It is intended that this guidance will be published in October 2014.</p>	<p><b>WE to update on the guidance, if it has been published, at next meeting</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 Operational Equipment</b>.</p> <p>19/08/2014 – Rachael Palmer has now had a meeting with Chris Silverthorne who agrees that non-operational equipment should be subject to testing and maintenance as is the operational equipment. A system is being developed as part of the Control project and it is envisaged that non-ops equipment will be incorporated into this system at some point. There are a number of systems currently available within the Service all of which are capable of being utilised for the recording of this type of information but we have not, as yet, been informed as to which system will be used to hold this information. In the interim stations should continue to monitor the inspection and maintenance of non-operational equipment as part of their Station H &amp; S Inspections, this will also be covered by the H &amp; S Team when carrying out station audits.</p> <p><a href="#">Workplace Inspections and Assessments HS15</a> details when H &amp; S inspections should be carried out.</p> <p><a href="#">Provision and Use of Work Equipment HS11</a> details the inspection &amp; maintenance requirements for work equipment</p> <p>Questions arose regarding the correct process to use when carrying out Station Inspections.</p>	<p><b>Ongoing – to be followed up when best system identified.</b></p> <p><b>CB to look at Health &amp; Safety Policy, update at the next meeting and send out a Prompt if necessary.</b></p>
3.3	<p><b>Item 3.3 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>Cameras in Cabs – (vehicle cameras) has been shortlisted and is still under review, there will be a further update later in 2014. SN has met with Jon Chalk and Darren Cripps in relation to using cameras for other purposes.</p>	<p><b>SN to update at December meeting</b></p>

<p><b>3.4</b></p>	<p><b>Item 3.4 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>Wendy Endacott confirmed that they are due to start scoping the work to ascertain costings. Once this has been confirmed, and the additional costs for travelling and overtime calculated, SLT will be asked for their approval to fund. Approval for a Temp' to commence work is still awaited. EB/some members of SLT, still need to attend the Stress Course. A higher level and more relevant course has been designed for the senior members to attend. Dates still awaited. <b>No Further Action.</b></p>	
<p><b>3.5</b></p>	<p><b>Item 3.5 - 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>The RA10 form is being reviewed by Chris Elliott, Kim McNeil and Sue Nugent and will be presented at the next JSC Agenda.</p>	<p><b>To be presented as an Agenda Item at the next meeting</b></p>
<p><b>3.6</b></p>	<p><b>Item 3.6 – Illuminated Fire Signs – Draft Paper to be reviewed by JSC – CE</b>  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>17/06/2014 - 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>19/08/2014 Mark Palmer informed the meeting that he has had several enquires as to why these signs can no longer be used and asked who he could speak to regarding this. Chris Blackburn updated Mark with the current situation and suggested that a separate meeting be arranged between Chris Elliott, Mark Palmer, Chris Blackburn and Sue Nugent.</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> <p><b>Marilyn Bourne to speak with Matt Johnson for an update. SN to ensure MP is</b></p>

		invited to the next meeting on this subject
3.7	<p><b>Item 4.0 - Well @ Work Group / 2008 Staff Survey Activities – SN</b></p> <p>A query has been raised by Debbie Williams as to whether the action 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. 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>SN asked if there had been any progress on this as she is still being contacted to see if the action plan has been completed. CB confirmed that Stephen Pope has sent out an update on this but that maybe Debbie Williams has not received it.</p> <p>CB spoke to Rupert Barker in Ralph Howle’s absence and the Staff Surveys that were carried out by their department were quite large and issued once a year. These have now been passed to Michelle’s team, Community and Workplace Equalities, and it is their idea to carry out smaller but more frequent Staff Survey’s.</p>	<p><b>WE to ask Stephen Pope if Debbie was copied into the update email.</b></p> <p><b>CB to contact Michelle for an update on future Staff Surveys.</b></p>
3.8	<p><b>Item 5.2 – Stress Related Sickness</b></p> <p>Wendy distributed Stress related sickness figures broken down into Work Related and Non-Work Related cases to JSC members by email before the meeting, these were subsequently discussed at the meeting. <b>No Further Action</b></p>	
3.9	<p><b>Item 7.2 – Replacement ‘Representative of (Non-Union Affiliated) Employees’ to JSC</b></p> <p>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.</p> <p>Chris Blackburn has drafted an - Expression of interest request for a Joint Safety Committee (JSC) membership (non-union affiliated) which has been published as an ‘Alert’ to all employees.</p>	<b>CB to update on any responses received at next meeting</b>
<b>4</b>	<b>Control of Asbestos Regulations 2012 (CAR 12) – Certificate of Exemption - CB</b>	
	<p>The Control of Asbestos Regulations, amended in 2012, states that anyone who potentially works with Asbestos, which includes FRS’s and the Police, needs to be registered with the HSE and give notice that they are going to work with Asbestos. This is not possible for an Emergency Service so, through CFA, the H&amp;S Dept applied for an exemption on certain regulations within the CAR12. These exemptions mean that we do not have to be registered or give notice that we will be working with Asbestos. All FRS’s, except one, have applied for this and have been given the exemption from the HSE. Chris Blackburn then updated the meeting on the current Asbestos Medical requirement situation which Wendy Endacott is currently working on with the CFA Occupational Health Group.</p>	

<b>5</b>	<b>Profile – Project Board Update - AN</b>	
	Andy Newland was unavailable to attend this meeting so could not give an update on this subject. Chris Blackburn suggested that Jan Webster and Jody Freeman be contacted and invited to give a ten minute update at the next meeting.	<b>JB to send invite to Jan Webster and Jody Freeman.</b>
<b>6</b>	<b>Health of the Organisation - Verbal Update WE</b>	
	Wendy Endacott gave a verbal update on current HR/Welfare issues. As follows:	
<b>6.1</b>	<b>Occupational Health</b> The Activity Report from Wellbeing@Work for the period 1 <sup>st</sup> April to 30 <sup>th</sup> June 2014 shows 32 cases referred, of this 4 cases (12.5%) were for mental health reasons. The highest category was Musculoskeletal – Upper Limb 6 cases (19%) and then Musculoskeletal – Back and Cardiovascular both with 4 cases (12.5%). DNA and late cancellations had increased since the previous quarters from 7.5% to 10% for 3 yearly medicals. The Service have received from OH the reasons given and HR are putting into place a number of initiatives to reduce these.	<b>WE to update the meeting on success of initiatives being used</b>
<b>6.2</b>	<b>Sickness Management Process on Portal</b> An updated version of the system will be available in September. Amongst other improvements managers will be able to assign tasks to others and also amend dates.	
<b>6.3</b>	<b>Stress Related Sickness</b> Since the last meeting and those currently off, there are 8 cases of non-work related stress and 11 cases of work related giving a total of 19 cases. Breaking the cases down into staff groups – WT – 6, Control – 3, On Call – 8 and Support - 2. Geographically – Somerset – 7, Central – 3, Western – 3 and HQ departments – 6. The reasons for the 11 work related cases are – Incident – 4, Discipline & Grievance – 3, Performance Management – 1, Workloads - 1 Work relationships – 1 and 1 case not known	
<b>6.4</b>	<b>National OH Group</b> Next_Meeting to be held on Monday 1 <sup>st</sup> September. Following the last meeting WE has met with representatives from the Academy to discuss the recommendations from the research undertaking into Compartment Fire Behaviour Instructor Health Management on hydration, Diet, Active cooling, Frequency of exposure, Regular Health & Wellbeing checks/monitoring and Toxicity.	
<b>6.5</b>	<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.	
<b>6.6</b>	<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.	
<b>6.7</b>	<b>Stress Awareness Training - RA10 review reminders – from Kim McNeil</b>	

	<p>It has been confirmed that RA10 'review meeting reminders' will be sent automatically from the Absence Mgmt software. A date is unknown currently when this will happen.</p> <p>Having met in March with Sue Nugent and Chris Elliott to discuss revising the format and wording of the current RA10, Kim is still awaiting the draft version from Media Resources. She has chased this up twice in the interim and hopes to receive this in the near future for sharing/discussing with Sue and Chris.</p>	
<b>6.8</b>	<p><b>Welfare Days – from Kim McNeil</b></p> <p>Kim is now based at Redwoods, SHQ, so easier for SHQ staff. Kim is currently spending Thursdays at Taunton fire station. Staff have expressed their appreciation of Kim being based away from the main SHQ buildings, with the added bonus of car parking being available for them when they visit. This prevents unwell staff from meeting other colleagues in the main car park, which in some instances, is difficult for them.</p> <p>It has also proved useful for staff who are on the verge of returning to work after an absence, in that they can visit SHQ for the first time without having to go into the main buildings. This can otherwise be a distressing and daunting time.</p> <p>Admin' and operational personnel at Torquay fire station have requested that Kim's next 3 month Thursday Welfare Days, are spent there. It is pleasing to Kim to now be invited to hold her Days at certain sites, rather than it just being at her discretion.</p>	
<b>6.9</b>	<p><b>Welfare Case Reporting on PIMS</b></p> <p>Kim is currently working with Rob Newton to have statistical welfare details (covering the number and types of cases she's dealing with), on the sickness pages of PIMS. It is hoped this will be a useful addition for managers to view, as well as highlight any trends seen.</p> <p>Current trends seem to be with staff (and their close relatives) receiving a cancer diagnosis, as well as family relationship issues (which includes partnership breakdowns and/or children access issues).</p> <p>Please see welfare statistics already circulated.</p>	
<b>7</b>	<b>Health &amp; Safety Update – CE</b>	
	<p>Chris Blackburn, in Chris Elliott's absence gave an overview of Safety Prompts, Bulletins and updated attendees on other general issues. As follows:</p>	
<b>7.1</b>	<p><b>Safety Prompts issued since last meeting</b></p> <ul style="list-style-type: none"> <li>• Parking Service Vehicles</li> <li>• Cromwell F600 fire helmet modifications</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></p> <p>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>• Nil</li> <li>•</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>7.2</b>	<p><b>General Issues</b></p> <p>The eS9 electronic variant (DATIX) system IRIS still has work ongoing; there have been change requests which the H&amp;S Dept are waiting for the company to implement. Once content all the requested changes have been made those forms will be activated into the live system.</p> <p>Concurrent to the DATIX work Chris Elliott has been working towards meeting the Information Assurance Standards set for the system, this has included creating change control processes, access control processes and implementing a number of security reports (Failed Log-in report weekly and Monthly user report). These security reports have been established in an effort to identify unauthorised access, be that from an external hacker or staff member who has no legitimate requirement to be accessing the system or records within it.</p>	
<b>7.3</b>	<p>Andy Newland has scheduled a meeting to discuss progress with the IRIS system due to some concerns being raised at SLT. It is acknowledged that there have been some form issues which have required change requests, though this is to be expected as the system beds in and the standards we have set are as high as they are. From a H&amp;S perspective the system is delivering, and pending minor form adjustments we are content. As already mentioned work is continuing to ensure the information assurance requirements set against the system are met.</p>	
<b>7.4</b>	<p><b>Premises Audits</b> - The premises audit cycle for the next 3-4 years has commenced with 4 stations already audited. Of note during these initial audits is a change in one of the stations which may reflect a drop in their rating. The auditor stated this could be due to the station transferring from whole-time crewing to retained, thus reducing the available time spent in maintaining previous levels. Those stations audited that have changed their crewing in this way in an effort to identify any similarities will be monitored.</p>	
<b>7.5</b>	<p>The H&amp;S Manager met with the FBU H&amp;S Representative Dave Chappell in July to discuss H&amp;S issues which the FBU have an interest in. Key topics included:</p> <ol style="list-style-type: none"> <li>1. The type of fire fighter glove - They are keen to see trials which would identify a suitable glove issued across the 2 counties.</li> <li>2. FBU investigation into a fire fighter that was injured in March – burn injury during training at Airport.</li> <li>3. The ground conditions at the Airport training facility around the Fire Behaviour containers &amp; hot villa complex – loose uneven surface which they have requested is improved.</li> <li>4. Potential for fatigue of the BAI's at the Airport due to the volume of training undertaken there, also a concern was guest instructors coming off shift straight into BAI work at the Airport.</li> </ol>	
<b>7.6</b>	<p><b>Fleet Projects</b> – LRP - ongoing</p>	
<b>7.7</b>	<p><b>Your Shout</b> – Articles have been submitted for the September issue, H&amp;S</p>	

	quiz, Safety Matters PPE poster and the Ops Assurance Charging Lead poster. Jim Reed also wrote an article on Cognitive Interviewing for investigators. A new inclusion will be the H&S stats for the period between each Your Shout, the intent is to increase the communication of H&S. This communication of the stats will increase awareness and it's hoped will prompt individuals to be more H&S conscious in their day to day business.	
<b>7.8</b>	<b>RoSPA Article</b> – Jim Reed & Chris Blackburn were interviewed by RoSPA on the measures the OSA Dept took that brought them to being awarded the RoSPA Diamond & Gold awards. The highest level of H&S management awards RoSPA can issue. An article has now been developed and will be published in one of the RoSPA publications shortly. It is very much a good news story for DSFRS and our H&S processes which RoSPA are keen to highlight to their members.	
<b>7.9</b>	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.  <b>Scott Propak BA Mask Visor</b> – Monitoring the action plans following the level 3 investigation. All the required actions sit with the Fire Behaviour School	
<b>7.10</b>	<b>Safety Event Statistics Jan – June 2014</b> Key Points: Vehicle related incidents amount to 61% of our safety events this year, vehicle collisions fell in April, May and Jun but spiked again in July. Personal injury remains at 24% since our last meeting. Somerset Command have actively sought to reduce their vehicle related incidents which has been reflected in the reduction in vehicle incidents during April, May and June.	
<b>8</b>	<b>Any Other Business</b>	
<b>8.1</b>	Graham Brown asked for clarity regarding the NUS (Non-Uniformed Support Team) being used to support resilience arrangements i.e. how they are identified and what tasks they can undertake. Sue Nugent gave an overview and said there is to be a debrief in a couple of weeks and any questions/information can be emailed to her.	<b>SN to provide further guidance at next meeting.</b>
<b>8.2</b>	Marilyn Bourne asked if Stores could keep a stock of the more commonly used 'signs' that are used on Stations as, in some cases, these have had to be procured from B&Q where they are more costly.	<b>MB to send list of signs to CB</b>
<b>9</b>	<b>Date of Next Meeting</b>	
	Date of next meeting: Tuesday 21 October 2014 at 14:00-15:30 in Conference Room A	