



Joint Safety Committee Meeting – Tuesday 26 May 2015

Meeting Details	
Date of Meeting	Tuesday 26 May 2015
Venue	Conference Room A
Start Time of Meeting	1500 hrs.
End Time of Meeting	1615 hrs.

Attendees	
1) Andy Newland (AN) [Chair]	Training & Development
2) Tony Heywood (TH)	Organisational Safety Assurance
3) Nik Brock (NB)	UNISON
4) Garry Alford (GA)	FOA
5) Steve West (SW)	AM Western Command
6) Ian Coombes (IC)	Fleet Development
7) Tony Hodge (TH)	Driver Training
8) Lisa Wills (LW)	Insurance & Risk
9) Dave Williams (DW)	RFU
10) Jennie Boulton (JB) [Minutes]	Health & Safety Admin

Agenda Item	Minutes	Action by
1	Welcome and Apologies	
	<p>Andy Newland welcomed everyone to the meeting and informed members that he will be retiring and that Alex Hanson will be taking over as Interim Training & Development Manager.</p> <p>Apologies were given for:</p> <ul style="list-style-type: none"> a) Chris Elliott Health & Safety Manager b) Wendy Endacott Human Resources c) Kim McNeil Human Resources (Welfare) d) Robert Salway RFU e) Sue Nugent Insurance & Risk Manager f) Miranda Marklew Fire Control g) Lynn Foxwell Fire Control h) Marilyn Bourne Area Admin Manager - Torquay i) Ainsley Bird Watch Manager – Bridgwater j) Chris Pratt Area Trainer – Central Command k) Dave Chappell FBU – Declined to attend the meeting 	
2	Minutes of Previous Meeting – Accuracy	

	It was agreed that the minutes are an accurate record of the meeting held on 24 March 2015.	
3	Minutes/Matters Arising from Previous Meeting held on 24 March 2015	
3.1	<p>Item 3.1 Inspection of Non-Operational Equipment – CB Further to the Audit Recommendations made in the Audit & Review Teams report into the inspection/examination of Non Operational Equipment.</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 & S Inspections, this will also be covered by the H & S Team when carrying out station audits.</p> <p>Workplace Inspections and Assessments HS15 details when H & S inspections should be carried out. Provision and Use of Work Equipment HS11 details the inspection and maintenance requirements for work equipment</p> <p>24/03/2015 – Rachael has a meeting planned with Keith Williams, Harvey Grant and also Chris Elliott will be attending to speak about the way forward and which system will be used.</p>	Ongoing – to be followed up when best system identified.
3.2	<p>Item 3.2 LRP Cameras in Cabs – Commissioning Initiative Process – SN 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>26/05/2015 – LW told the meeting that SLT had requested further information on the original proposal. This has been completed by Sue Nugent and the Proposal will now go back to SLT before being put before Programme Board. No Further Action.</p>	
3.3	<p>Item 3.3 –Illuminated Fire Signs –Draft Paper to be reviewed by JSC –CE 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>27/01/2015 – Chris Elliott confirmed that this problem has been resolved locally; Manning of the Station has been adjusted to account for the difficulties experienced in responding to Station during peak periods of congestion. Chris has requested the prompt circulated by SM Jon</p>	

	<p>Webber relating to the use of illuminated signs is reissued.</p> <p>24/03/2015 - TH to speak with Sue Nugent to ensure there are no further issues</p> <p>26/05/2015 – No Further Action</p>	
3.4	<p>Item 3.5 – NUS (Non-Uniformed Support Team) – SN</p> <p>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.</p> <p>26/05/2015 - AN - In the recent past the NUS Team have been supporting Business Continuity but, due to other Contingency arrangements which already exist SLT have taken a view as to whether this group is still needed. SW told the team that the NUS Team has currently been parked pending a Proposal that John Gilhooly is making through the IF Process. No Further Action.</p>	
3.5	<p>Item 3.6- COSHH Management System</p> <p>24/03/2015 – NB asked if there is process in place to check that COSHH Assessments provided by external contractors are fit for purpose as some of the Assessments in a Health & Safety Manual handed to him by the Area Manager of an external contractor did not appear to be up to scratch. Chris Elliott confirmed that this had been covered during the procurement process for the new contract but agreed to take a look at the manual.</p> <p>26/05/2015 – Chris Elliott still waiting to receive the Contractors H&S Manual from NB</p>	<p>NB to show CE the External Contractors H&S Manual</p>
3.6	<p>Item 3.9 – At meeting on 27/01/15 GA raised a point regarding Standby by Flexi Duty Officers at Stations, where people are working extended hours and are exceeding their 48 hour maximum on a regular basis. Standby locations not suitable as location to rest. After detailed discussions it was agreed that AN will raise this with SLT and as a back-up it should be entered onto the Risk Register in IRIS (Datix).</p> <p>26/05/2015 – Detailed discussions took place around this issue AN has corresponded with the Area Commanders and whilst it is a facility that is used on a limited basis, currently in the Somerset Area Command, legal advice has been sought around the information provided by FOA previously. AN has been in contact with Steve Yates and said that this is an issue to take forward from this committee and that some clarity around the position is to be sought.</p> <p>Update 02/06/2015 - This issue has been added to Somerset command risk register by Sue Nugent and will be escalated to SLT mid June 2015.</p>	<p>SW to circulate his findings as a starting point.</p> <p>GA to circulate documentation regarding this</p>
	Tony Hodge joined the meeting	
3.7	<p>Item 3.10 - SN – The Service now have a facility 24/7 for anyone who has a serious injury or death in Service (member of public or member of staff) and would like advice on how to best incorporate this into the 'Death in Service Policy' and the 'Safety Reporting Policy' and also how</p>	<p>CE and SN to discuss how this should be approached</p>

	<p>to inform Control.</p> <p>24/03/2015 – Ongoing – Chris Elliott to liaise with Sue Nugent for exact detail to be added and to involve Kim McNeil as Policy Author.</p> <p>26/05/2015 – This was discussed and LW updated the meeting with the legal support available and has already sent an email to Jim Reed when he was here.</p>	TH to take up with Chris Elliott
3.8	<p>Item 3.11 - NB highlighted the low levels of attendance at JSC meetings particularly by Commands.</p> <p>26/05/2015 – AN welcomed Steve West, Area Commander, Western Command to the meeting today. No Further Action</p>	
3.9	<p>Item 5 - Scott BA Set '30 Minute Duration Limit' - GA</p> <p>GA raised the issue of times when BA wearers would not be able to operate due to the '30 minute wear duration limit' on Scott BA Sets and showed concern that the Risk Assessment has not been reviewed to look at the effects of this. Chris Elliott confirmed that the investigation is almost complete and discussed some of the recommendations.</p> <p>24/05/2015 - AN confirmed that the investigation into the BA gauge freezing has been completed and that an exercise will be taking place to replace the Scott BA sets in Somerset Command so that we have a single set solution for the whole Service. Discussions took place around the use and decontamination of sets used at Hinkley Point and GA is to speak with Paul Cross as to how to move forward with this.</p> <p>Update 29/05/15 – Garry Alford and Paul Cross have now discussed this issue and a suitable solution has been decided upon. No Further Action.</p>	
3.10	<p>Item 8 - Procurement of Decontamination Contractor</p> <p>NB has been carrying out a project to procure a decontamination contractor, and requires a set of specifications for the level of decontamination needed to ensure adequate decontamination to be fit for purpose. Detailed discussions took place and suggestions were made with regard to contacting other FRS to see what they have in place and what company's they are using. Chris Elliott to ask the question on the CFOA H&S Forum.</p> <p>26/05/2015 - NB reiterated that to be able to procure a decontamination contractor he needs to know the level of decontamination required by the Service. Chris Elliott has raised this issue with the CFOA H&S Forum and copied the replies to NB. TH to raise at the next National Health & Safety Committee Meeting.</p>	TH to raise at the next National Health & Safety Committee
4	Health of the Organisation (Verbal Report) - WE	
	<p>Kim McNeil, who was attending the meeting today in place of Wendy Endacott, was unable to attend. AN asked attendees to read the documents (May 2015 Stress Related Stats, Welfare Stats 2014/15 and Health of the Organisation Report 2014/15) that were circulated prior to the meeting and feedback electronically to TH who will co-ordinate and contact HR with any issues raised.</p>	
5	Health & Safety Update – CE	
	Tony Heywood, In Chris Elliott's absence, gave an overview of Safety	

	Prompts, Bulletins and updated attendees on other general issues. As follows:	
5.1	<p>Safety Prompts issued since last meeting</p> <ul style="list-style-type: none"> • Silage Clamp Hazard – Nitrogen Dioxide (NO₂) • Scott Pro Pack – Freezing Gauges <p>Safety Bulletins/Alerts issued since last meeting</p> <ul style="list-style-type: none"> • Nil <p>Policies</p> <p>The department have reviewed and re-issued four H&S Policies since the last meeting including:</p> <ul style="list-style-type: none"> • Smoking and the Use of e-Cigarettes at Work HS42 <p>H&S Policies in full consultation at the present time include:</p> <ul style="list-style-type: none"> • Nil <p>H&S Policies in office review at the present time include</p> <ul style="list-style-type: none"> • HS05 Pole Drops • HS45 H&S Training Policy (Trg Imp Plans require review also) 	
	General Issues	
5.2	<p>Cromwell F900 Fire Helmet – Cause for Concern</p> <p>H&S Team are still working towards a solution to the Cromwell F900 issue. The present position is: H&S are waiting for the manufacturer to deliver a ‘train the trainer’ package to a number of staff, who will then cascade this training further to those with F900’s.</p> <p>A decision has been taken not to take the F900 off the run and to go through a process to ensure all F900’s are correctly sized and fitted to individuals. Once H&S have this in place they can begin with reissuing helmets to those that have ordered new ones and for new recruits as required. To put a figure on the issue there are about 180 F900’s in service and H&S have only received 5 complaints, as such it is hoped that by addressing the sizing and fitment of the helmets it will alleviate further issues with the helmet.</p> <p>This is a temporary resolution so concurrently the Service will embark on a tendering and procurement process for a new fire helmet; there are a couple of projects which sit above this procurement.</p> <p>SW highlighted that further groups should be consulted before a final decision is made. NB asked what should be done as there is only a finite amount of pool stock. Discussions took place and AN and TH are to discuss at their meeting tomorrow and will aim to put together a recommendation for SLT to agree and try to get a fix in place, even if it is only an interim arrangement, within the next 7 – 14 days.</p>	<p>AN/TH to discuss tomorrow and aim to put together a recommendation for SLT</p>
5.3	<p>FBU – Inspection into a Reportable Incident</p> <p>The Service and FBU are waiting for HSE advice with regards the present disagreement on the provision of information contained within a safety event investigation that is linked to a legal process. The FBU wish to have the information released to them and the Service solicitor has advised that the information should not be released. Safety Representatives and Safety Committees Regs 1977 (as amended) provide instruction and</p>	

	<p>guidance on what should be provided as well as when you have a reason to deny access. This detail can be interpreted slightly differently which has led to the disagreement, the HSE as the enforcing authority will be able to provide the definitive answer and resolve the situation which will allow us to move forward. Chris Elliott is content either way and just wants to ensure the organisation takes the correct line, whichever way the HSE advice swings there will be learning points to harness and processes that will need to be clearly articulated to ensure we do not find ourselves in a similar situation in future.</p>	
5.4	<p>IRIS (Datix) Linked to the upgrade of IRIS H&S are also looking to enhance the initial notification email which is received by Line Managers, Investigators, associated senior managers and Rep Bodies. The intent is to pull specific detail from the forms completed by Fire Control into the notification email, this approach ensures the detail is included and is not reliant on the description typed in by the operator. The type of detail to be included will be safety event category (Personal Injury, Vehicle Collision etc.), vehicle type, injury type, department/station, watch/team. What it will not include at present is the name, due to DPA requirements this cannot be include as this is deemed personal data, as soon as a name is included with injury details it becomes sensitive personal data and must be protected.</p> <p>SW confirmed that, as Managers, there is certain information they require immediately ie. Injury to member of their staff. Unless an individual has agreed, this information cannot be sent to Rep Bodies. SW suggested that notification to Rep Bodies is sent as a second notification if possible.</p>	<p>TH to speak with CE to identify if this can be done</p>
5.5	<p>COSHH System Work is still ongoing with the COSHH system, Brian Buckland is working through the 500 or so archive COSHH assessments and where required moving them into the new version via the Sevron COSHH system. It is a time consuming process so H&S will not roll the system out to stations until they have built the COSHH assessments and pre-loaded them into the station folders on the system. Brian has trained personnel at Crownhill Workshops with the intent they start to create and manage their own COSHH assessments, this he will roll out further to Chelston, Torquay and Estates.</p>	
5.6	<p>Community Safety – RA2’s – Jim Reed Jim Reed has been brought in by Community Safety to help them raise their standards of RA2’s for the activities they complete. Jim is able to quickly review and develop RA2’s which for them is much more efficient than them trying to complete the review concurrent with their routine works.</p>	
5.7	<p>Operational Assurance - Watch Manager Posts The Operational Assurance arm of the OSA Department has recently interviewed for 1 permanent WM post & 1 temporary WM post, Chris Elliott is pleased to inform all that the posts were secured by Andy Worsley (Permanent) & Chris Coxon (Temporary). This provides security to the team and allows them to continue the level of Ops Assurance work which is presently being conducted.</p>	

	Issues of interest that are emerging or continuing and which the OSA Department are involved with alongside other stakeholders include.	
5.8	BA Gauge freezing investigation - All but finalised - waiting on HSL report, though their findings have been received verbally. Recommendations have been developed and now need to be placed into the Actions module in IRIS for communication and further action.	
5.9	Your Shout The next Your Shout deadline is 13 July 15, H&S Team will include a quiz, OpA poster or detail and H&S poster. If you have any suggestions for H&S related articles or inclusions please let Chris Elliott know early as he needs the time to pull it all together	
5.10	Safety Event Statistics Jan – Dec 2014 TH circulated, in Chris Elliott's absence, a copy of various Safety Event Statistics to members and commented on the key points as follows In general the statistics indicate a fall in safety events across most categories since the last JSC, pleasingly this includes vehicle collisions. When viewed as a pie chart against all categories vehicle incidents looks to be high, 38% Vehicle collisions and 19% Vehicle damage. However Chris Elliott is presently doing further research into this area and has already identified for last year that the vehicle stats when viewed from a different perspective paint a different picture. Last year vehicle collisions amounted to 45% of all safety events, however when measured against the number of times a vehicle was ordered / booked mobile (either operationally, for training or routine) the percentage is hugely different. There were 29,281 vehicle movements that are monitored via control last year, during this same period there were 161 vehicle collisions. This amounts to 0.5% of vehicle movements resulting in a collision! The question is have we reached our tolerable level and plateaued?	
6	Any other Business	
	None Recorded	
7	Date of Next Meeting	
	Date of next meeting: Tuesday 21 July at 14:00-15:30 in Conference Room A	