



Joint Safety Committee Meeting – Tuesday 31 May 2016

Meeting Details	
Date of Meeting	Tuesday 31 May 2016
Venue	Conference Room A
Start Time of Meeting	1400 hrs.
End Time of Meeting	1530 hrs.

Attendees	
1) Nick Manning (NM) [Chair]	AM Central Command
2) Chris Blackburn (CB) (Arrived 15.10hrs)	Organisational Safety Assurance
3) Wendy Endacott (WE)	Human Resources
4) Sue Nugent (SN)	Insurance & Risk
5) Keith Boxall (KB)	Operational Assets
6) Paul Mitchell (PM)	First Aid, Traffic & Fire Safety - STC
7) Dave Williams (DW)	RFU
8) Rob Salway (RS)	RFU
9) Nik Brock (NB)	UNISON
10) Marilyn Bourne (MB)	Area Admin Manager, Torquay
11) Jennie Boulton (JB) [Minutes]	Health & Safety Admin

Agenda Item	Minutes	Action by
1	Welcome and Apologies	
	Nick Manning welcomed everyone to the meeting. Apologies were given for the following a) Chris Elliott Health & Safety b) Garry Alford FOA c) Lynn Foxwell Fire Control d) Bill Harvison Audit Insurance & Risk e) 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 22 March 2016	
3	Minutes/Matters Arising from Previous Meeting held on 22 March 2016	
3.1	Item 3.1 – Inspection of Non-Operational Equipment - CB	To be brought forward to July Meeting
3.2	Item 3.2 - Procurement of Decontamination Contractor	

	<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.</p> <p>15/12/2015 - TH updated the meeting with the findings from his research on this issue. There are currently no standards for the cleaning of PPE although there is ongoing work being carried out Nationally and Internationally regarding the cleaning of equipment. Discussions took place around where the responsibility for this lies, whether stations should have their own washing machines etc. The Service already have a contract with Bristol Uniforms for the cleaning of equipment and it was suggested that a reminder to use this service is circulated. TH to speak with SDIMS about the best method to communicate this.</p> <p>31/05/2016 – CB ‘Operational Prompt’ issued on 27/04/2016 – No Further Action</p>	
<p>3.3</p>	<p>Item 3.5 - Hepatitis B – Several OH practitioners are saying that it is not necessary for co-responders and USAR to be immunised for Hepatitis B as there is good treatment for ‘after exposure’ which is equal if not better than inoculation.</p> <p>WE – The Service currently offers immunisation to co-responders and USAR but in light of this information the Risk Assessment may need to be reviewed</p> <p>31/05/2016 – CE – The Occ Health (IMASS Group) provided useful feedback on this issue which indicated immunisation is the preferred option, rather than a post exposure treatment, they also provided details of the Hep B prevalence rate for the South West. Taking the information received into account it is recommended that the Service maintain its present stance with immunisation of ‘at risk’ staff – therefore no change to present practice. No Further Action.</p>	
<p>3.4</p>	<p>Item 3.7 - Safety Event Statistics – RIDDOR Reporting – Dangerous Occurrences</p> <p>There have been 3 “Dangerous Occurrences” reported under RIDDOR this financial year compared to one last year. All of the reported “Dangerous Occurrences” have been BA related. The most recent one the HSE have requested a copy of the investigation report.</p> <p>The reasons there have been an increase in these BA related Dangerous Occurrences was discussed and discussions also took place around the maintenance and servicing and testing of BA. SN suggested that she add this to her report and escalate it</p>	

	<p>to EB.</p> <p>31/05/2016 – SN confirmed that ‘BA Management’ has been considered by SLT and has now been approved by EB to add to the Corporate Risk Register.</p> <p>PM updated the meeting on the result of his investigation into the specifics within the Academy around these occurrences and is to communicate this to Chris Elliott/Chris Blackburn.</p>	<p>Lesley James to arrange meeting with NM, Steve West and Alex Hanson etc to move things forward</p>
3.5	<p>Item 4.2 - Stress Related Sickness Statistics 2016 – Initial Report Jan-March</p> <p>Attendees looked at the Stress Related Sickness stats which were circulated prior to the meeting. NM commented on the ‘on call’ spike in the stats and the cause and effect was discussed. CE referred to the high level of stress related sickness in 2016 for ‘support staff’</p> <p>31/05/2016 – NM confirmed that he had met with WE but they are unable to further analyse the Stress Related Sickness Stats as the Data Team are currently dealing with the switch over to the new Control and are unable, at present, to provide the required data. Ongoing</p>	<p>Ongoing NM/WE to be picked up when the data is available</p>
3.6	<p>Item 5.1 - Replacement of Helmet Visors</p> <p>Cause for concern raised with regards helmet visors. It was noted the instructions provided with a new helmet (F600) indicated a life of 10 years for the helmet but the visor was 3 years. This raised a concern that the Service had visors out of date in service. This has been chased with the manufacturer and with procurement; thus far the information provided to H&S has indicated that the 3 years is an advisory. The visors can and do last longer if well maintained. The “Expected 3 years” is not a mandatory maximum life of the visor. This issue highlighted aspects of the PPE log book which now require attention before the Service issues the new fire helmet selected to replace the current model. The log book doesn’t record inspections of the visor and only records the helmet, we have asked [Response & Resilience] that this is rectified before the new helmets enter service.</p> <p>Detailed discussions took place around the criteria for replacement of the visors.</p> <p>31/05/2016 – CE’s update confirmed that he is trying to obtain pictures of damaged visors which will be used in the communication. Ongoing</p>	<p>CE to communicate to Operational Staff the conditions that would require an F600 helmet to be replaced.</p>
3.7	<p>Item 5.2 - Closure of Overdue eS9’s</p> <p>The H&S team have been reviewing overdue eS9s on the IRIS system, thus far focused on those dating back to 2014 & 2015. As part of the review we have looked at each overdue eS9 to ascertain the benefit from chasing it up. Where there is little or no benefit the eS9 has been closed, where there is a personal</p>	

	<p>injury they have been left open to ensure all evidence available is captured. The decision to close an eS9 is only done so in agreement of the entire H&S team, the decision to undertake this work has not been taken lightly.</p> <p>Discussions took place around this issue. NM stated that, as this affects the Service's top 3 priorities, a SLA between H&S and Response should be raised then if the situation doesn't improve this will become a Performance Management issue to be dealt with at Management level.</p> <p>31/05/2016 – CE's update confirmed that a review of the eS9 system is being undertaken as part of a wider issue. Options are being looked at by Harvey Durrant who intends to develop an initial business case.</p> <p>SN – Highlighted concern that we report our reducing Safety Events but our risk profile remains the same, which gives conflicting messages i.e. Slow speed Manoeuvring/ Reversing incidents remain the same. Detailed discussions took place around this issue. SN told the meeting that Leicestershire FRS had significantly reduced their loss profiles and WE confirmed that their sickness levels were always the best.....It was agreed that SN, outside of this meeting, would try to arrange a visit to Leicestershire FRS. Consequences to drivers for vehicle damage was also discussed as was the use of banks persons.</p>	<p>KB to provide estimate showing costs to the service due to Slow Speed/Reversing incidents</p> <p>DW to speak with Triston Ashby, RFU</p>
4	Health of the Organisation – WE (See Appendix 1)	
	A copy of the current HR/Welfare issues, Health of the Organisation 2015/16 and Stress Related Sickness Jan – May 2016, provided by Wendy Endacott, were circulated to attendees prior to the meeting. Discussions took place around the following item.	
4.1	Annual Health of the Organisation Report 2015/16 - WE WE gave a review of the Annual Health of the Organisation Report 2015/16. There has been an increase in welfare cases for Support Staff and this was discussed in detail.	<p>WE to set up meeting to discuss further</p> <p>NM to pick up with Steve Widnell</p>
5	Health & Safety Update – CE (See Appendix 2)	
	A copy of the current Health & Safety update and Safety Event Statistics, provided by Chris Elliott, was circulated to attendees prior to the meeting. Nick Manning reviewed the update in Chris Elliott's absence.	
	Chris Blackburn joined the meeting (15.10 hrs)	
6	Membership of JSC – Discussion - CB	
	CB has noticed an increase in the JSC Membership and asked attendees for their comments on whether they feel the current membership of JSC is about the right number. CB then	

	reviewed a paper he had written in 2013 (The future shape of the JSC) which suggested who membership of the Committee should include. After discussion it was agreed that the current membership was acceptable and that if an Item is coming forward on an Agenda for a specific department that they should be invited.	NM to write to Garry Alford and FOA to confirm their arrangements
7	Any Other Business	
7.1	Safety Event Reporting – Risk Profile SN – Highlighted concern that we report our reducing Safety Events but our risk profile remains the same, which gives conflicting messages i.e. Slow speed Manoeuvring/ Reversing incidents remain the same. Detailed discussions took place around this issue. SN told the meeting that Leicestershire FRS had significantly reduced their loss profiles and WE confirmed that their sickness levels were always the best.....It was agreed that SN, outside of this meeting, would try to arrange a visit to Leicestershire FRS. Consequences to drivers for vehicle damage was also discussed as was the use of banks persons.	KB to provide estimate showing costs to the service due to Slow Speed/Reversing incidents DW to speak with Triston Ashby, RFU
7.2	Reduction in Near Miss Incidents Reported SN - Highlighted her concern about the reduction in 'Near Miss' incidents reported in the Organisation. The reason for this was discussed.	CB to ask Chris Elliott to highlight this in the 'Your Shout' magazine
7.3	FRIC Board Meeting – Agenda Item for next meeting SN – Is to attend a FRIC Board Meeting and asked for this to be added as an item to the Agenda for the next JSC Meeting so that she can give a short presentation on stats/claims.	
7.4	Driver Risk Profiling SN - Currently carrying out Driver risk profiling and has sent invites out to meet with the 'Unions' to have a chat about what they think. If anyone would like to do a driver risk profile on themselves Sue will send them a link.	
7.5	Wearing of Lightweight Fire Kit for Fire Calls DW – One of our members asked why some pumps are turning up with firefighters wearing Lightweight Fire Kit when they are going to Fire calls rather than RTC's <i>09/06/2016 – Update from Tony Heywood, provided by Dave Williams - A policy statement was put together at the time and I will endeavour to locate it and forward it on. The lightweight kit trial identified that the Orange kit will not be worn in a compartment fire. A DRA at other fire related incidents could allow the Orange kit to be worn, if it was suitable and the benefits of the lighter garment could be realised. OIC's wore the kit by default as they were not expected to enter a fire compartment. The trial was extremely successful but the service did not move on it initially and have now decided to hold, whilst the Service Development Team were looking at PPE in the wider context.</i>	DW to raise through local risk manager NM to speak with Steve West

7.6	Harcome House - changes NB asked about the changes that are to take place at Harcombe house due to funding issues and the effect it will have on the support facilities in this area.	NM to follow up with Steve Widnell
8	Date of Next Meeting	
	Date of next meeting: Tuesday 26 July 2016	