HSE Report Action Plan

No.	Recommendation	Action	Responsible Person(s)	Status	Completion date
1	The Health and Safety Policy Document should be updated to reflect current arrangements with particular reference to audit and review.	• Develop new internal audit Policy and Procedures • Re-issue H and S policy to reflect changes to include new CFA Chair; documents detailed above and new risk assessment policy and procedure	Risk Reduction Manager	• Internal audit and risk assessment policy and procedures to be taken to November SMT • Revised H and S Policy to be re-issued following November SMT	**Dec 09**
2	The Service should ensure that non operational activities which impact on the delivery of Core skills training in particular to RDS staff are kept to a minimum	• Section heads to seek approval from Operations Manager prior to delivering training/awareness on RDS stations on drill nights	Operations Manager	• Section heads notified of procedure	**Complete**
3	The Service should independently audit the Core Skills training delivered by Crew and Watch managers to assure it that a consistent quality of training in Core Skills is being delivered across the Service.	Quality Assurance policy has been issued and L&D and District Trainers to implement their individual Section responsibilities.	Learning and Development Manager/Operations Manager	L&D and Operations and the Risk Reduction Manager monitoring the implementation of Work place Assessment protocols	**June 2010**
4	The Service should actively monitor the use of the BA entry procedures to ensure that its own procedures for rapid deployment are followed	• Recording log of all ‘rapid deployment’ incidents to be established by Risk Reduction • All instances of ‘rapid deployment’ to be investigated by Risk Audit Manager with a report presented to Operational Improvement Team	Risk Audit Manager	• Notification of ‘rapid deployment’ from incident ground to Command and Control; and notification form Command and Control to Risk Reduction established. • Recording log to be complete by next Operational Improvement Team meeting	**Dec 09**
5	The Service should ensure that all Crew Managers receive	With the establishment of an ICS suite in	L&D Manager	This has been a priority	**WT Managers**

	the new Incident Command assessment/training package to help ensure consistency across the Service	April this year this gave the service a greatly improved facility to enhance ICS training for Managers. The L&D risk assessment for prioritising the delivery of training indicated that Supervisory managers would receive the most benefit. Managers from all roles have also received ICS development		for the L&D team and up to date 75% of all Supervisory managers have been trained in the new ICS suite.	**complete by Dec 2009** **RDS Managers completed by end of April 2010**
6	The Driving Improvement Document should be reviewed to give clear detailed timescales and include procedures included for evaluation of the measures introduced.	This work is ongoing and Corporate planning will be producing guidance over the next few months	Corporate Planning and performance manager		**April 2010**
7	Consideration should be given as to how the risk information held on the Command and Control database is to be maintained and managed on an ongoing basis, in order to ensure that the information held is relevant and current		Risk and Resilience Manger	The following information is taken from the Risk and Resilience Monitoring, Audit and Review Policy • SSRI's are subject to review based on their risk categorisation • Very High 6 months to 1 year • High 1 to 2 years • Medium 2 to 3 years • Low 5 years • Risk information manager sends out SSRI to relevant station who in turn return the completed reviewed form to the Risk Information Manager (RIM) • The RIM sends the SSRI7 form to L&D to ensure fire fighter competency • The RIM checks and collates all	**COMPLETE**

				information and cross checks with Community Fire Safety and MIS system for further information • RIM applies Risk matrix and amends as necessary • Risk Information Officer (RIO) amends documents and produces new risk document accordingly • RIO applies new 7.2d review frequency • Section Head counter signs for risk rating changes • RIO exports information to MDT • SOPs are reviewed on an annual basis with a SOP review team chaired by the Director of Operations. SOPs are sent to “subject matter experts” operational crews and external organisations as relevant for review. The SOP1 review forms that accompany the SOPs are then collated and taken	

				to the SOP review group for agreement Incident & exercise debriefs, OSHENS monitoring, changes in national legislation eg GRA's etc, Risk Assessments via the H&S practitioner all feed into the review process • Incident plans are reviewed an annual basis via the operational personnel and the third party organisation to whom the Incident plan relates	
8	CDDFRS should ensure that crew managers and others who may be expected to access Risk Information at Incidents are able to do so in an efficient and timely manner and that the information provided is suitable for their needs.		Risk and Resilience Manger	• An Aide Memoir / training manual is to be produced and circulated to all Stations • Should further instruction be required then individuals will be required to submit PDP's and District Trainers will roll out further training	**DEC 09**
9	Where the Service relies on line managers affirming that staff are competent, these competencies should be independently audited to help ensure a consistent standard throughout the Service.	Teams within Operations Risk and L&D are working to produce a monitoring policy that meets this need. A monitoring Policy is in existence and needs amending. This policy is currently being discussed at SMT and will be delivered into the Service this year	Operations and Learning and Development manager	There is currently a monitoring policy in existence and as stated is being revised and improved. The new Policy is under discussion at SMT. Once approved an implementation and	**April 2010**

				training programme will be delivered into the Service	