

# **SERVICE HEALTH & SAFETY MANAGEMENT BUSINESS PLAN 2008 – 2009**

## **Department Description**

The Health and Safety Department is situated on the first floor of the new Headquarters building at Lime Grove Avenue, Carmarthen. Reporting to the Director of Service Policy and Planning, the Department is responsible for providing workplace health, safety and welfare advice across all Service delivery areas within our organisation. In addition, the department also undertakes the Strategic Risk Management elements of the Service which includes dealing with the Employer and Public liability claims made against the Service as well as managing the Authority's Insurance Portfolio. The Department will also establish a Corporate Risk Register during 2008/09 to facilitate the organisations objectives in addressing its strategic risk management objectives.

## **Resources**

The Health & Safety department consists of a non-uniformed Service Risk Manager, a Health & Safety Co-ordinator (Firefighter) and dedicated Administrative Assistance. The Technical Resources of the department include an array of electronic media, on-line access to up-to-date Health and Safety information and a library of guidance notes, approved codes of practice, etc.

## Objectives.

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### Customer.

Trusted and respected  
by the people we serve.

Seen as more  
than an Emergency

Helping to save lives  
and protect communities.  
Service

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### Finance & Resources.

Managing activity  
within budget.

Efficiency  
Savings

Allocating  
Resources to  
priorities.

Supporting activity  
through alternative  
Funding & resources.

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### Business Process.

Managing  
People.

Risk  
Reduction  
Planning.

Partnership  
Work.

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### Learning & Growth.

Effective and Empowered People

**DEPARTMENT  
BUSINESS PLAN FOR YEAR APRIL 2008 – MARCH 2009**

Ref	Corporate Objectives Links	Target Date	Interim Target	Objective	Action	Officer Responsible	Progress to Date
							1 <sup>st</sup> April 07 to 30 <sup>th</sup> September 2007
HS01	Reducing costs year on year  Managing people  Effective people	Mar 09	6 month	Ensure the Service complies with its statutory duties under the HASAWA 1974	Undertake audits of health and safety management systems across all aspects of the Service and report on any deficiencies identified supported by remedial action advice.	Service Risk Manager	Health and Safety Audits have continued and remedial action reports generated and forwarded to County Commanders and Department Heads.
HS02	Risk Reduction Planning  Reducing Costs Year on year	Mar 09	6 month	Ensure the Service complies with its regulatory duties under the HASAWA 1974	Monitor health and safety performance across all areas of the organisation and	Service Risk Manager	Performance monitoring is on going in accordance with HS(G)65.
HS03	Reducing costs year on year  Managing people  Effective people	Mar 09	6 month	Prioritise the Authorities Strategic Risk Management objectives by establishing a Business Risk Register and supporting framework for the Service.	Instigate a desktop review of Business Risks with key Service personnel. Use outcomes to formulate a Business Risk Register.	Service Risk Manager	Desk top interviews to be carried out by specialist consultants within Travelers and will take place in June 2008.

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BUSINESS PLAN FOR YEAR APRIL 2008 – MARCH 2009**

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							1 <sup>st</sup> April 07 to 30 <sup>th</sup> September 2007
HS04	<p>Reducing costs year on year</p> <p>Managing people</p> <p>Effective people</p> <p>Seen as more than an Emergency Service</p> <p>Helping to save lives and protect communities</p>	Mar 09	6 month	Maintain the Service's Insurance Litigation portfolio	<p>Ensure that all information appertaining to claims made against the Fire Authority are dealt with consistently and within the timescales outlined in the Wolf report. Provide the Service Directors with regular progress updates on new and on-going claims.</p> <p>Feed outcomes of claims into the Policy, Planning and Strategic Risk Management elements of the Service as part of its approach to continuous improvement strategy for managing workplace safety.</p>	Service Risk Manager	<p>The review and processing of liability claims made against the Fire Authority continue in accordance with the departments strategy.</p> <p>Updates are provided to the DSPP as stated.</p>

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							1 <sup>st</sup> April 07 to 30 <sup>th</sup> September 2007
<b>HS05</b>	<p>Reducing costs year on year</p> <p>Managing people</p> <p>Effective people</p> <p>Seen as more than an Emergency Service</p> <p>Helping to save lives and protect communities</p>	Mar 09	3 month	Create a general Security policy and supporting framework for the Service	Establish a new Service General Security Policy document with associated reporting forms to record losses.	Service Risk Manager	1 <sup>st</sup> draft policy in place and under review.
<b>HS06</b>	<p>Reducing costs year on year</p> <p>Managing people</p> <p>Effective people</p> <p>Seen as more than an Emergency Service</p> <p>Helping to save lives and protect communities</p>	Nov 08	6 month	Achieve BSI 18001 Accreditation for the Service's H&S Management System	Initiate an assessment by BSI of the Service's Health and Safety documentation.	Service Risk Manager	Pre-assessment exercise by BSI scheduled to take place in June 2008.

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							1 <sup>st</sup> April 07 to 30 <sup>th</sup> September 2007
HS07	<p>Reducing costs year on year</p> <p>Managing people</p> <p>Effective people</p> <p>Seen as more than an Emergency Service</p> <p>Helping to save lives and protect communities</p>	Oct 08	6 month	Transfer 7 years of Accident Reports complete with associated investigation reports to Alchemy system.	<p>Arrange all Injury records from year 2000 into chronicle order and issue unique identification number to each record. Establish cost estimates for scanning all 1700 page sides.</p> <p>Electronic record to be placed on Alchemy system and all hard copy reports placed in individual PR files of the named persons.</p>	Service Risk Manager	All files now reviewed, issued a unique reference number and filed in chronicle order ready for collection and scanning by an external service provider w/c 2 <sup>nd</sup> June 2008 and will be returned in July 2008.
HS08	<p>Reducing costs year on year</p> <p>Managing people</p> <p>Effective people</p> <p>Seen as more than an Emergency Service</p> <p>Helping to save lives and protect communities</p>	Mar 09	6 month	Implement an Environmental Management System for the Service	Conduct an Environmental Scoping exercise and present to Policy Board on outcomes and strategy for the future.	Service Risk Manager	Exercise due to be completed during 2 <sup>nd</sup> week of June 2008. Initial report to DCFO to follow immediately after then report to Policy Board in July 2008.

ESTIMATED TOTAL COSTS	ESTIMATED TOTAL SAVINGS

