

CORPORATE RISK DEPARTMENT BUSINESS PLAN 2009 - 2010

Department Description

The Corporate Risk department is situated within the Service Headquarters site at Lime Grove Avenue, Carmarthen. Reporting to the Chief Fire Officer / Head of Paid Service the Department is responsible for health, safety and welfare advice, Business Risk Management, Combined Liability & Fleet Insurance and Environmental Management & Sustainability.

The Department will be establishing a Business Risk Register during 2008/09 to facilitate the organisations aims in addressing its Business risk management objectives.

Resources

The department currently consists of a Corporate Risk Manager, a Health & Safety Co-ordinator and a Health & Safety Assistant. The Technical Resources of the department include an array of electronic media, on-line access of up-to-date Health and Safety, Insurance, Business risk and legal information as well as a library of guidance notes, approved codes of practice, etc.

Objectives.

Customer.

Trusted and respected
by the people we serve.

Seen as more
than an Emergency

Helping to save lives
and protect communities.
Service

Finance & Resources.

Managing activity
within budget.

Efficiency
Savings

Allocating
Resources to
priorities.

Supporting activity
through alternative
Funding & resources.

Business Process.

Managing
People.

Risk
Reduction
Planning.

Partnership
Work.

Learning & Growth.

Effective and Empowered People

CORPORATE RISK DEPARTMENT

BUSINESS PLAN FOR YEAR APRIL 2009 – MARCH 2010

Ref	Corporate Objectives Links	Target Date	Interim Target	Objective	Action	Officer Responsible	Costs/Savings	Budget/Funding Source
HS01	Reducing costs year on year Managing people Effective people	Sept 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.	Corporate Risk Manager	N/A	Chief Fire Officer / Head of Paid Services
HS02	Risk Reduction Planning Reducing Costs Year on year	Sept 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	Corporate Risk Manager	N/A	Chief Fire Officer / Head of Paid Services
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.	Corporate Risk Manager	N/A	Chief Fire Officer / Head of Paid Services Director of Resources & Procurement Director for Operational Risk

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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>	Corporate Risk Manager	N/A	Chief Fire Officer / Head of Paid Services
HS05	<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 in line with the requirements set out by Service Liability Insurers.	Corporate Risk Manager	N/A	<p>Chief Fire Officer / Head of Paid Services</p> <p>Director of Resources & Procurement</p>

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HS06	<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 09	6 month	Achieve BSI 18001 Accreditation for the Service's H&S Management System	<p>Initiate an assessment by BSI of the Service's Health and Safety management system</p>	Corporate Risk Manager	<p>Pre-assessment exercise by BSI scheduled to take place in June 2009.</p> <p>High profile indicator of Services continued Corporate responsibility for effective health and safety management cannot be quantified in monetary terms.</p>	<p>Chief Fire Officer / Head of Paid Services</p> <p>Funding planned from Insurance premiums savings budget.</p>
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>	Mar 09	6 month	<p>Transfer 7 years of:</p> <ul style="list-style-type: none"> • Near Miss Reports • Unsafe/Unhealthy Condition reports • Workplace Inspection reports <p>to electronic media then filed on the Alchemy system.</p>	<p>Arrange all reports from year 2000 into chronicle order and issue unique identification number to each record. Establish cost estimates for scanning all page sides.</p> <p>Electronic record to be placed on Alchemy system.</p>	Corporate Risk Manager	<p>Long term sustainability of data as well as immediate recovery of report when required.</p> <p>This will also free up valuable storage space within the department's available storage facility.</p>	<p>Chief Fire Officer / Head of Paid Services</p> <p>Funding planned from within departmental budget for 08/09.</p>

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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>	June 2013	6 month	<p>Implement an Environmental Management System for the Service</p> <p>Level 5 Green Dragon</p>	<ul style="list-style-type: none"> Develop a 5 year improvement framework for the Service; Establish an audit system for capturing environmental management data so that targets and objectives can be established. Achieve meaningful reductions in Energy level usage across the Service. Establish a Sustainable Environment Working Group with specific referenced attendees to take the Service's 5 year plan forwards. Achieve Green Dragon Level 3 Award by mid 2009. 	Corporate Risk Manager	Initial investment of up to 20k identified for the first year with a view to achieving a minimum of 5% reduction in Energy costs in the first year post installation.	<p>Chief Fire Officer / Head of Paid Services</p> <p>Director of Resources & Procurement</p>

ESTIMATED TOTAL COSTS	ESTIMATED TOTAL SAVINGS