

MINUTES OF THE HEALTH AND SAFETY WORKING GROUP MEETING

Date	12 May 2009	
Time	10:00 hrs	
Location	Annex, Steele Close, Eastleigh	
Attendees		
	Chair	Nick Burchell
	Mins	Heather Wilkins
		Dave Graham
		Rikki Noble
		Steven Evans
		Paul Wormull
		Richard Hewitt
		Tony Brown
		Paul McMillan
		Jess Andrews
		Richard Caws

Apologies	Paul Riddell
	Malcolm Pinchin
	Binzy Reynolds
	Jerry Leonard
	Paul McMillan
	Graham Starke
Absentees	John Hinton
	Paul Watton

Date of next meeting	25 June 2009
Venue	Lecture Room, Annex, Steele Close, Eastleigh
Time	10:00 hrs

Distribution: All named attendees, File

1 **MATERS ARISING:**

- 1.1 **Female Facilities on Station:** Carried over to next meeting in Graham's absence. Nick to speak to Graham to obtain an update on progress at Basingstoke Fire Station.

ACTION: Graham Starke

- 1.2 **Pedestrian Gate – Station 54:** Nothing further heard since Graham reported that the plans had been submitted. Graham Starke to update at the next meeting.

ACTION: Graham Starke

- 1.3 **Wessex Building:** Nothing further heard about what is happening regarding the pathways around the Wessex Block.

Tony Brown said that he had recently fallen on the uneven ground. Nick said that people must report these Safety Events, we need to build up a portfolio of such events, if we have no evidence, then we can do nothing about it.

Discussion also took place regarding the live burns, what is being burnt, etc. Nick said that the complete picture of burns and smoke is being looked at within OHS&W, and there are various options, it may be necessary to do another Smoke Analysis.

Tony pointed out that there was still a problem with isolating the switch and that they were still having to open the cabinet to do this, it was agreed at a previous meeting that a switch would be put on the outside of the cabinet as a matter of urgency. Nick to contact Graham Starke.

ACTION: Nick Burchell/Graham Starke

- 1.4 **Quarterly Inspection Update:** The Inspections have all been sent out for the current reporting period and are due to be returned by 1 July 2009. There was no Theme attached to this set of Inspections.

Nick said that we seem to be lacking any Site Plans of Stations, he will speak to Graham Starke about getting these - this could be a Theme Question for the next Inspection.

Concern was raised about Service Headquarters regarding storage areas, etc. Nick said that this will be addressed during the coming year.

ACTION: Nick Burchell/Graham Starke

1.5 PT Equipment on Stations: Jess Andrews updated the meeting as to where we are regarding servicing of PT Equipment on Stations. The servicing of equipment has changed from Universal to Fit Tech and other Brigades within the Region are also using this company. The first lot of equipment to be serviced was SHQ Gym and an excellent job was done.

The plan is for all whole time stations to be audited and serviced by the end of May 2009. Fit Tech will inform the Station Manager which items are fit for purpose or what needs to be removed from stations.

Servicing of equipment on RDG Stations will be slightly more difficult due to the problem with accessing the station, lone working, alarms, etc. It was pointed out that Graham Starke should know all the access codes to stations, Jess to contact Graham.

Any equipment that comes onto the station needs to be recorded by Jess before it is used.

It was pointed out that all equipment that has been serviced/repaired should have a sticker stating this, something similar to the PAT Testing Sticker would be good. Jess to look into this.

Jess is looking at fitness along with other Brigades. Fitness equipment is being looked at urgently and then other things will come into play, the cost implications are immense.

The question was raised regarding Fire Bikes – Jess knows nothing about this yet. Discussion took place regarding footwear and the supply of correct equipment – until more is know regarding the Fire Bikes we should leave this alone.

ACTION: Jess Andrews

1.7 Noise: Nick and Paul Wormull recently attended a Noise Seminar in London which they found very useful.

The Ear Plug Trial has gone very well, just waiting for final feedback but from those who have trialled them the feed back has been good – it has been decided to go ahead and order the ear plugs. The ear plugs should be put in when putting helmet on.

A DVD, adopted from Kent will be produced for HFRS that will show the correct procedure for putting ear plugs in.

Steve Evans said the ownness of wearing ear plugs should be put onto the individual to conserve their hearing.

Discussion took place on how to launch these ear plugs and to ensure that people wear them.

Rikki Noble has requested some to trial – Paul Wormull to provide.

It was suggested that all FDS Officers have a supply and they could launch through FDS Training.

ACTION: Paul Wormull

- 1.8 Manual Handling/Risk Assessments:** Jess Andrews is currently finalising the Service Order for Manual Handling which will also include scheduling of Refresher Training. Carried over to Next Meeting
ACTION: Jess Andrews
- 1.9 Oxygen Therapy:** As no one from Community Response were available to attend the meeting, there was nothing further reported on this. Heather to arrange a meeting between Nick and Jerry to push this forward.
ACTION: Heather Wilkins
- 1.10 Dyslexia:** Tony Brown is still waiting for the second part of his course. He pointed out that if someone presents with Dyslexia the it will be address within the Service. Closed from this meeting.
- 1.11 Asset Management:** Nothing further to report on this, but Nick to have meeting with Jerry to establish where we are.
ACTION: Nick Burchell/Jerry Leonard
- 1.12 First Aid Audit:** Heather to arrange a meeting between Nick and Dave Graham to discuss First Aid.
ACTION: Nick Burchell/Dave Graham/Heather Wilkins
- 1.13 Beacon Stations and Crew Cab Safety:** Due to absence of Malcolm Pinchin this to be followed up at next meeting..
ACTION: Malcolm Pinchin
- 1.14 Decanting on Stations:** Concern was raised at the meeting that nothing seems to have moved forward regarding Decanting on Stations. Nick to have a meeting to discuss this with Jerry Leonard – Steve Evans has asked for be included on this meeting. This item to also be added to the Agenda of the next CFOA meeting to see what is being done Regionally.
ACTION: Nick Burchell/Jerry Leonard/Steve Evans/Heather Wilkins
- 1.16 Water Rescue Sickness:** Water Rescue Course is going back to Woodmill and there is also a possibility that it may also be run at Fairthorne Manor at Botley. Nick to contact Bob Dunn to arrange a visit – Nick told the meeting that the HSE are very interested in the Water Rescue Course and it will be on the Agenda for the Audit.
ACTION: Nick Burchell
- 1.21 SHQ Site Safety:** Due to Graham being unavailable at this meeting, an update to be given by him at the next meeting.
ACTION: Graham Starke

- 1.22 Near Miss Forms:** This is still an ongoing problem where people do not recognise the need to report a Safety Event no matter how small the occurrence. Steve raised concerns that people completing the Riddor should be someone from another group rather than from the same one.

Nick said that he will be arranging an Accident Investigation Training Course which will be held over two days and once this training has taken place the person/s trained will be the ones to carry out the investigation.

Nick pointed out that the whole area of investigation is being looked into and is very important, this will be moved forward after the HSE Audit.

ACTION: Nick Burchell

- 1.24 Unions New Risk Assessments:** Tony Brown and Steven Evans have a Union Risk Assessment Pack, this is an excellent resource and is compatible to what we are already doing. Nick Burchell and Dave Graham would like to have a copy of the Pack and Steve Evans will arrange this.

ACTION: Steve Evans

- 1.25 Rope Pack Training @ St.Mary's Fire Station:** A meeting was held between Dave Graham and Tony Brown and a card (aide memoir) has been done giving details of the correct way for revoving. Item now closed from this meeting.

- 1.27 HSE Audit:** The HSE Audit will be taking place from 19 to 21 May 2009. The programme has gone out and they will be looking mainly at specific areas including Training, Risk Assessments, Workplace Inspections, etc. The draft report will be delivered on 8 June 2009 and the final report will be received three months after the final inspection takes place. Nick will give an update at the next meeting.

ACTION: Nick Burchell

- 1.28 Safety Representatives:** Richard Caws is trying to get a list of Safety Reps across the whole of the Fire Service, he is nearly there with stations but SHQ is proving more difficult. SHQ needs to have one person who is wholly in charge and the suggestion put forward was Wendy Lambert, this is a possibility but nothing further was discussed. Richard will report back at next meeting on progress.

ACTION: Richard Caws

- 1.28 Performance Indicators:** Work is being done on Performance Indicators and this will include:

Workplace Inspections
Safety Events
Workplace Risk Assessments

These will all be available to view on the Shared Drive. – Work for this is currently in hand.

ACTION: Nick Burchell

- 2.3 COSSH Register:** Paul Wormull to contact Paul Watton to see how close

he is to finishing the Coshh Register.

ACTION: Paul Watton

- 2.4 Cleaners:** There appears to be a problem with the Cleaning of HFRS as a whole. The issue is currently being dealt with here in the Annex. Steve asked why we do not have cleaners on stations at weekends – Nick to discuss the whole issue of cleaning with Graham.

ACTION: Nick Burchell/Graham Starke

- 2.5 Deep Clean of Kitchens:** Steve Evans raised concern about the deep cleaning of Kitchens, it doesn't seem to be happening. Graham Starke says that there have been issues, this has fallen behind and he is dealing with it along with various other issues concerning cleaning in general. Graham will update the next meeting on progress. Carry over to next meeting as Graham not present at this meeting.

ACTION: Graham Starke

- 2.6** Mark Budden raised concerns about what should be on Stations and their Risk Assessments, apparently Tim Mansbridge is about to give a list of what there should be on station and things that are being issued will need to have Risk Assessments done – these will be done initially by Workshops but they will need a list to work from. Carry over to next meeting.

- 2.7 WII:** Mark Budden raised concern that a WII had been purchased for the Drop in Centre at Portsmouth. Heather said that she had received a Risk Assessment for this and Nick said that he would look into it. Carry over to next meeting.

ACTION: Nick Burchell/Heather Wilkins

New Business:

- i) Helmet Fitting:** There appears to be a problem that the OET's workload is too great for checking that Helmets are fitting properly. The question was asked whether it would be possible to have a designated person trained on each watch to carry out the helmet checks. Dave Graham to take this to the Uniform Committee.

Action: Dave Graham

- ii) Phoenix Lounge:** The Phoenix Lounge was closed recently due to a flood from the Ladies Toilet. Dave Graham asked whether this was a dirty water leak or clean water leak. What water testing was done? Graham Starke to give update at next meeting.

ACTION: Graham Starke

- iii) Dust Masks:** There is new packaging for Dust Masks. The masks now come in packs of four. Obviously once the pack has been opened there is a potential for contamination of the others. Dave Graham to speak to Jerry Leonard regarding this.

ACTION: Dave Graham/Jerry Leonard

iv) **Eye Protection:** Paul McMillan raised the question regarding Eye Protection in the form of sunglasses, we are not providing any eye protection from the sun. Paul said the ones that are used by USAR would be good to use for firefighters. Nick to raise this as an urgent matter.

ACTION: Nick Burchell

v) **Knee Pads:** Nick to speak to Paul Drake to see if there is any pads or options available to offer knee protection to firefighters during BA Training.

ACTION: Nick Burchell