

LFEPA Health and Safety Policy

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Responsible work team: **Health and Safety Team**

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Health and Safety Policy and Statement of Intent

London Fire and Emergency Planning Authority (LFEPA), referred to as the 'Authority' in the remainder of the statement, recognises its legal responsibilities under the Health and Safety at Work etc. Act 1974 and other associated legislation.

Health and safety is an integral component in delivering a quality service to the public by ensuring that we manage risk in order to protect the health, safety and welfare at work of all our employees and any other persons who may be affected by our operations.

In confirming this commitment the aims of the Authority's Health and Safety Policy are to:

- Provide visible leadership by senior management through demonstration of the behaviour and culture that the Authority requires of all employees and those who work with us.
- Ensure compliance with relevant legislation, Authority Policy, Procedures and Mayoral Strategies.
- Clearly define the responsibilities and duties of all employees.
- Engage the co-operation of employees at all levels through open communication and consultation and the promotion of health and safety awareness.
- Ensure safe systems of work are in place to minimise risk of injury and ill health, so far as is reasonably practicable.
- Provide and maintain safe working conditions, plant and equipment.
- Ensure safe handling, use, transportation and storage of substances.
- Provide training and resources to ensure that all employees have and demonstrate the required skills, knowledge and understanding to carry out their work safely.
- Ensure continuous improvement of the health and safety management system.

We will promote communication and consultation with our staff and Safety Representatives to ensure participation in the continued development of a positive health and safety culture.

Implementation of this policy is a management responsibility and the Authority regards this as fundamental to its main objectives of operating in a safe and efficient manner. The Authority will allocate appropriate resources for the management of health and safety.

Every employee has a duty to ensure that these aims are achieved by co-operating with the Authority, acting responsibly and with due regard for their own health and safety and that of others, who might be affected by their activities. Managers on behalf of the Authority will work collaboratively with contractors and partners to ensure that their undertakings are/will be compatible with the aims of this policy.

This policy will be reviewed annually by the Corporate Management Board and/or following significant changes in working practices, re-organisation, risk or legislation.



Dany Cotton QFSM
Commissioner for Fire and Emergency Planning

Date: 11 September 2017

1 Introduction

- 1.1 Health and Safety is an integral part of London Fire Brigade's operations and management, which will be pursued in the same way and with the same vigour as other management objectives. This policy provides the overarching policy statement for managing health, safety and welfare in the Authority and describes the primary health and safety responsibilities of staff in relation to health and safety management.

2 References

- 2.1 The Health and Safety at Work etc. Act 1974.
- 2.2 The Management of Health and Safety at Work Regulations 1999.
- 2.3 Managing for health and safety ([HSG65](#)).
- 2.4 All other associated regulations, approved codes of practice, policies, procedures and work instructions.
- 2.5 Fire and Rescue Authorities Health, safety and welfare framework for the operational environment ([DCLG](#)).

3 Terms and definitions

- H&S: Health and Safety (including all Health and Safety Advisers).
- CMB: Corporate Management Board.
- Hazard: A potential source of harm.
- Risk: The likelihood that the harm from a particular hazard is realised.
- Risk assessment: The qualitative or quantitative evaluation of the chance that a hazard will cause harm, who may be harmed and identification of control measures to reduce the likelihood and/or severity of the harm.
- PPE: Personal Protective Equipment.
- SAI: Senior Accident Investigation.
- Policies: Includes all Management Policies, Procedures and Work Instructions.

4 Organisation and responsibilities

This section sets out individual responsibilities for the management and integration of health, safety and welfare within designated roles.

The Corporate Management Board (CMB)

- 4.1 The Commissioner has overall responsibility for health, safety and welfare and signs the Health and Safety Policy Statement. Members of the CMB take decisions relating to Health and Safety Policy. CMB are informed by regular Health and Safety reports, including specific reports relating to health and safety concerns as is necessary.
- 4.2 Members of the Authority also provide direction with regard to health and safety and receive regular reports relating to key health and safety performance indicators. The Resources Committee has express responsibility to agree and review the performance of health and safety policies. Members also receive specific reports relating to health and safety concerns as is necessary, e.g., the outcomes of enforcement action.
- 4.3 The Director of Safety and Assurance takes the lead for health and safety for CMB. The Director will delegate duties to Assistant Commissioners and Heads of Service as necessary, who become

individually responsible for the day to day management of health, safety and welfare in their own areas of operation and activities.

The Commissioner and Directors are responsible for:

- 4.4 Providing senior leadership and strategic direction to the management of health and safety in LFB. They must decide the organisation and arrangements appropriate to the needs of the business, authorise policies and procedures and allocate resources and arrangements for monitoring and reviewing health and safety performance. They are responsible for health and safety within their respective areas of operation and activities.
- 4.5 Ensuring that the Authority complies with health and safety law.
- 4.6 Allocating sufficient resources to meet the requirements of the Health and Safety Policy in their areas of operation and activities.
- 4.7 Approving suitable and sufficient policies and ensuring the provision of safe working conditions, procedures, codes of practice, rules and systems of work, which have regard for the health, safety and welfare of employees and others who might be affected by the Authority's activities.
- 4.8 Ensuring all policies, procedures and decisions for ensuring and promoting health and safety are fully implemented and recorded as planned.
- 4.9 Ensuring arrangements exist to enable employees to understand both the Authority's and their responsibilities for health and safety and that these responsibilities are met.
- 4.10 Ensuring that employees at all levels are properly trained in respect to relevant regulations, policies, procedures, codes of practice, rules and systems of work that ensure their, and their staff's health and safety at work.
- 4.11 Monitoring the effectiveness of performance with respect to the Health and Safety Policy and to report to CMB through the usual management reporting arrangements.
- 4.12 Periodically reviewing safety performance by means of management audit.

Assistant Commissioners and Heads of Service (reporting to the Commissioner and Directors) in areas under their control are responsible for:

- 4.13 The day to day management of health and safety in their own areas of operation and activities including the identification and management of risks to health and safety.
- 4.14 Allocating and supervising sufficient resources to meet the requirements of the Health and Safety Policy.
- 4.15 Ensuring that arrangements exist to enable employees to understand both the Authority's and their responsibilities for health and safety and demonstrate that these responsibilities are met.
- 4.16 Ensuring that there are effective arrangements for the identification and assessment of risks to the health and safety of employees and any other persons affected by the Authority's work activities and, where possible, the elimination or reduction of those risks.
- 4.17 Providing safe plant, equipment, working conditions and safe systems of work.
- 4.18 Ensuring that Authority policies and procedures are drafted and issued in consultation with other departments likely to be affected by the policy or procedure and with Trade Union Safety Representatives.

- 4.19 Ensuring that employees at all levels are competently trained in respect to relevant regulations, policies, rules, codes of practice, procedures, and systems of work arising from risk assessments and that compliance is achieved.
- 4.20 Ensuring that competent supervision is available where required.
- 4.21 Ensuring the provision and maintenance of appropriate Personal Protective Equipment (PPE) and training in its correct use
- 4.22 Ensuring the provision and maintenance of appropriate Respiratory Protective Equipment (RPE) and training in its correct use
- 4.23 Selecting and working with competent contractors and partners, controlling contractors/partners and visitors and acquainting them with the hazards associated with the Authority's premises/work activities and the relevant health and safety rules,
- 4.24 Ensuring LFB premises are managed effectively so that they provide a healthy and safe place of work. This includes security, the adequacy of fire precautionary measures, emergency procedures and contingency arrangements in the event of an emergency, e.g. fire risk assessment, evacuation procedures and provision of first aid
- 4.25 Maintaining the monitoring system to provide information on safety performance, including health, safety and environmental audits as necessary, .
- 4.26 Periodically reviewing health and safety performance to ensure that the health and safety policy is properly implemented, e.g. quarterly update and monitoring reporting.
- 4.27 Ensuring and demonstrating that remedial action is taken promptly following a health and safety inspection/audit or safety report
- 4.28 Ensuring that legally compliant accident/incident records are maintained
- 4.29 Ensuring self-monitoring of performance on health and safety matters both to achieve compliance following inspections, audits and with health and safety action plans, in order to promote a culture of continuous improvement.

All managers other than first line supervisors directly responsible for health and safety within their location/operational activity or area of responsibility are responsible for:

- 4.30 Ensuring that persons within the manager's area of defined responsibility are aware of the Health and Safety Policy and organisation and understand their responsibilities for health, safety and welfare matters.
- 4.31 Assessing the risks to the health and safety of their employees and any other person(s) affected by the Authority's work activities in accordance with its policies and procedures and, where possible, the elimination or reduction of those risks.
- 4.32 Providing safe conditions, procedures, safe systems of work and all necessary equipment (including RPE and PPE) identified by these procedures.
- 4.33 Procuring safe plant and equipment that complies with relevant health and safety standards and ensuring plant and equipment is maintained for safe use.
- 4.34 To ensure hazardous substances in their location(s) are assessed and suitable risk control measures are implemented.

- 4.35 Ensuring that all persons for whom they are responsible are competently trained to achieve and maintain competency, with records kept, in their work including the use of any equipment, health and safety provisions, rules, procedures and systems of work.
- 4.36 Ensuring competent supervision is provided and maintained where required.
- 4.37 Ensuring that the necessary information is obtained, assessed and provided to persons to ensure safe use/handling/transportation of any equipment, substance or material and that all persons are aware of any hazards or risks to health associated with their work before exposure to risk in accordance with the Authority's policies and procedures.
- 4.38 Implementing policies, systems of work and statutory requirements.
- 4.39 Controlling contractors/partners/visitors and acquainting them with the hazards associated with the Authority's premises/work activities and the relevant health and safety rules within their area of responsibility.
- 4.40 Consulting Safety Representatives on health, safety and welfare aspects of work where Trade Union Safety Representatives are appointed.
- 4.41 Monitoring health and safety performance in their area of control and keeping records in accordance with Authority policy.
- 4.42 Taking immediate action to remedy significant risks to health and safety including unsafe practices, procedures or situations.
- 4.43 Maintaining and completing all appropriate statutory and Authority registers, notification forms and accident report forms – including electronic records.
- 4.44 Investigating safety events and determining any remedial and preventative actions, other than those that fall within the Senior Accident Investigation (SAI) process.
- 4.45 Ensuring the preventive actions identified by accident investigations (and/or other health and safety action plans) are discharged promptly in the agreed time frames.
- 4.46 Ensuring that an adequate First Aid provision is maintained in areas under their control.
- 4.47 Providing and maintaining adequate fire prevention and fire fighting facilities and arranging the necessary fire drills and ensuring suitable and sufficient records are made.
- 4.48 Taking prompt remedial action following any report either from Enforcing Authorities, Health and Safety or Operational Review Team and reporting progress to them within prescribed timescales.

First line supervisors are responsible for:

- 4.49 Ensuring and recording that persons within their area of responsibility are aware of the Health and Safety Policy together with management arrangements and that they understand their responsibilities for health, safety and welfare matters.
- 4.50 Ensuring that policies are implemented and followed.
- 4.51 Ensuring that the appropriate equipment to safeguard health and safety is available and properly used, that PPE and equipment is issued as necessary, and to ensure employees are properly instructed in its proper use and storage.
- 4.52 Reporting to their line manager/supervisor any safety event, unsafe practice, procedure or situation.
- 4.53 Ensuring employees receive suitable information, instruction and supervision for storage, handling and disposal of hazardous substances.

All employees are required to:

- 4.54 Act responsibly and to do everything they can to safely prevent injury to themselves and other persons, without putting themselves at unnecessary risk.
- 4.55 At all times comply with all rules, appropriate policies and instructions regarding health and safety.
- 4.56 Correctly use safety equipment, protective devices and PPE in accordance with policy, procedure and manufacturers recommendations.
- 4.57 To store, handle and dispose of hazardous substances in accordance with the Control of Substances Hazardous to Health (CoSHH) risk assessments.
- 4.58 Take any immediate action and Inform their immediate manager/supervisor of all safety events, damage or potentially dangerous situations, whether persons are injured or not.
- 4.59 Assist in the investigation of any safety events as required.
- 4.60 Do not use and report to their immediate manager any unsafe or defective plant, tools, equipment, PPE, practices, methods or other hazards.
- 4.61 Participate in improving health and safety by making suggestions on these matters to the manager, supervisor, the Health and Safety team or a Trade Union Safety Representative.
- 4.62 Every employee has a duty to ensure that Policy aims are achieved by co-operating with the Authority, acting responsibly and with due regard for their own health and safety and that of others, who might be effected by their activities.
- 4.63 All staff have a responsibility to identify opportunities for improvement in health, safety and welfare as well as the hazards/risks in performing their day to day role. Employees should take appropriate action to take advantage of the opportunities or limit the likelihood and impact of risks; this includes making their managers aware of the opportunities or hazards/risks identified.

General responsibilities of Contractors working in LFB premises

- 4.64 Contractors are required to meet their statutory obligations under health and safety law, in order to minimise the risks to the health and safety of Authority employees, contractors and third parties.

Officers with Specific Responsibilities

- 4.65 In addition to the responsibilities described above, the following also applies to the particular specialism or function.

The Authority's Head of Health and Safety is responsible for:

- 4.66 Reviewing and recommending strategic changes where necessary to the Health and Safety Policy, organisation, responsibilities, control, monitoring and review arrangements for the Authority.
- 4.67 In liaison with the Information Management Team prepare the quarterly and other routine Health and Safety performance management reports.
- 4.68 Keeping managers informed at all levels on the interpretation of health and safety legislation, Codes of Practice, Mayoral Strategies, Authority Regulations and procedures and assisting with their implementation and compliance.

- 4.69 Assisting management in establishing safety standards and achieving them through the preparation, implementation and issue of written strategies/procedures and by reviewing action plans.
- 4.70 Working with operational managers in developing guidance and provision of support to encourage self-monitoring of performance on health and safety matters both to achieve compliance and to promote a sustainable culture of continuous improvement.
- 4.71 In conjunction with managers identify the health and safety training needs of staff by role and assist in the development of training programmes to ensure all personnel possess the necessary skills and knowledge to competently carry out their tasks with proper regard for health and safety.
- 4.72 Ensuring, in cooperation with Property and Operations, that all Authority locations are regularly inspected and audited for health and safety by operational staff and/or competent auditors.
- 4.73 Ensure health and safety standards, and the effectiveness of the Health and Safety Policy, are monitored and management is advised accordingly to achieve continuous improvements.
- 4.74 Reviewing, monitoring and publishing accident and safety event statistics to assist in management decision making.
- 4.75 Liaising with the Occupational Health (OH) facility; the OH function can advise on and monitor the Authority's Occupational Health Policy, maintain health records and provide occupational health advice to management.
- 4.76 Providing the necessary functional support and development to the Health and Safety team to allow it to discharge its responsibilities.
- 4.77 Monitoring the health and safety competence and staff development of Health and Safety staff and the SAI team and where necessary provide training and information to both achieve and maintain competency.
- 4.78 Obtain specialist advice and/or engage specialist advisers where LFB staff do not possess this knowledge.

Health and Safety Advisers are responsible for:

- 4.79 Providing managers with professional competent advice to help them meet their responsibilities.
- 4.80 Conducting periodic inspections of workplaces, plant and equipment to monitor compliance with the Authority Health and Safety Policy and reporting their findings to line management and the Head of Health and Safety.
- 4.81 Identifying unsafe plant and working practices, systems and procedures and make recommendations for remedying any defects found.
- 4.82 Investigating the circumstances of safety events, making recommendations for remedying and preventing further accidents and reporting to line management and the Head of Health and Safety.
- 4.83 Contributing to the preparation and implementation of written policies and procedures.
- 4.84 Advising management on the health and safety aspects of any new plant, equipment or substance in conjunction with the Authority's Procurement department.
- 4.85 Promoting the active monitoring of health and safety performance and reporting on its effectiveness to line management and the Head of Health and Safety.

- 4.86 Assisting in the identification of health and safety training needs and making recommendations to management and the Head of Health and Safety.

5 Staff Consultation

- 5.1 Staff consultation for health, safety and welfare at work is principally achieved through the Brigade Joint Committee for Health, Safety and Welfare (BJCHSW) and its subcommittees.

Health and Safety Management System

- 5.2 This document forms part of the Authority's Health and Safety Management System that is intended to ensure the health, safety and welfare of its employees and any other person affected by its work activities.
- 5.3 The Authority Health and Safety Policy addresses the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations, defines the Authority's Policy and details the management structure and responsibilities.
- 5.4 The Authority fulfils its statutory duties to manage health and safety risk by complying with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other regulatory requirements.

Training and Development

- 5.5 The Authority requires all personnel to be trained to the required level of competence for their duties with regard to health and safety.
- 5.6 Competence shall be demonstrated by such methods as:
- Examination
 - Testing
 - Maintenance of skills
 - Externally accredited and recognised qualifications
 - Independent quality assurance assessments of the training provision
- 5.7 Training assessments are performed periodically by line management in order to clearly identify the training needs of staff under their area of responsibility.
- 5.8 Records of training/competence are maintained corporately.
- 5.9 The training of the Authority's firefighters relies upon maintaining [the Safe Person Concept](#), which requires them to possess the necessary knowledge, skills and understanding of potential hazards to facilitate professional judgement in order to control risks inherent in the unique circumstances of any emergency situation. This process does not require exhaustive prescriptive procedures. However, Authority employees must acknowledge any limitations in their abilities and where those limitations have a direct impact on their personal safety or that of others report it to their manager.

6 Measuring and reviewing performance

- 6.1 This section outlines the measuring and reviewing process the Authority will use to monitor health and safety performance. This will ensure that improvement can be evaluated and resources allocated so they provide the optimum impact.

- 6.2 Proactive monitoring will be achieved primarily through regular and planned formal inspections and audit. Thematic inspections focussing on particular issues raised from meetings or accident/incident monitoring will also be undertaken.
- 6.3 The Authority will ensure that equipment will be the subject of a planned maintenance and inspection regime in accordance with legislation and manufacturer's recommendations.
- 6.4 The Authority will ensure that there is a robust accident, incident and near miss reporting system in place to ensure accurate records are generated in accordance with legal requirements. LFEPA will ensure that all accident and incidents are properly investigated. The purpose of the investigation is to achieve continuous improvement through the identification of the root and contributory causes, making recommendations for improvements and ensuring remedial actions are taken.
- 6.5 The Authority will monitor work related sickness in order to identify significant contributory factors which warrants further investigation and action as necessary. As part of its occupational health provision, the Authority will refer staff to the Occupational Health Service to assess and offer appropriate support. In addition statutory health surveillance will be undertaken.

7 Reporting performance Key Performance Indicators(KPIs)

7.1 The Authority generates Key point Indicators (KPIs) in order to specifically measure health and safety performance. The current KPIs for Health and Safety are as follows:

- Injuries, deaths and dangerous occurrences reported under RIDDOR (LI23ii)
- Road traffic accidents involving brigade vehicles (LI23i)

The published document '[Our Performance 2013/14](#)' provides information about LFEPA's performance according to the six strategic aims as set out in the [Fifth London Safety Plan](#) (2013-2016).

7.2 Health and safety will be the subject of regular reviews in addition to an annual report to the CMB and Resources Committee from the Head of Health and Safety.

8 Audit and review

8.1 Audits will be carried out in order to verify compliance and or report on non compliance of activities against all Authority policies and procedural documentation. Audits will be carried out either by Authority auditors or through using independent external auditors.

9 Breach of policy

9.1 The Authority will take seriously any instances of non-adherence to the policy by its staff or management. Any instance of breach of policy will be investigated and, where appropriate action will be considered in accordance with Human Resources Department [information and guidance](#).

10 Access to Policy

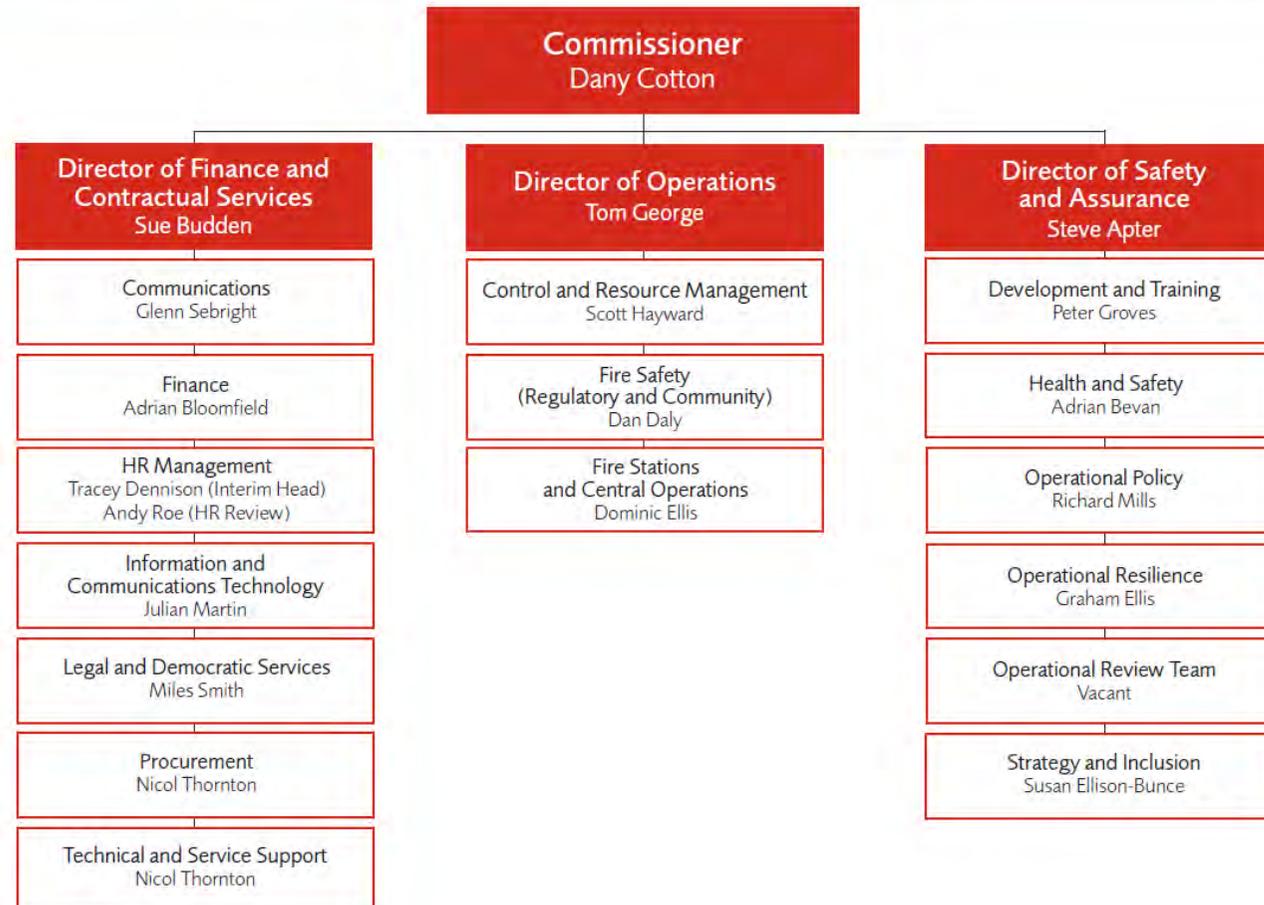
10.1 This policy is available on Hotwire. In addition a copy of the Statement of Intent will be prominently placed within all LFEPA premises ([Policy number 531](#) - procedure for the maintenance of health and safety notice boards on authority premises). New staff members will be made aware of the policy, especially their individual responsibilities ([Policy number 556](#) - induction policy). A copy of the policy is also placed within section 6 of the Premises Log Book ([Policy number 489](#) - premises log book) and may be provided to contractors and visitors on request.

10.2 For further information on health and safety please refer to the Health and Safety web page on Hotwire, link below:

http://hotwire-live/Operations/Health_and_safety/Pages/default.aspx

Appendix 1 - Organisation for the Management of Health and Safety

London Fire Brigade top management structure



Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	29/09/08	SDIA	25/08/11	HSWIA		RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 2	Inserted bullet point on leadership and culture and Included reciprocal arrangements for partners alongside contractors in policy statement.	07/12/2009
Throughout	Reviewed as current, content updated to reflect the changes to the department names. Changes to organisation chart to reflect restructure following a management review	22/12/2010
Throughout	Minor changes to content following policy review, particularly in relation to changes in organisational structure that have led to the creation of the Operational Assurance department, which now incorporates health and safety. Changes to organisation chart and to some roles to reflect restructure following a management review.	13/03/2013
Page 11	'Subjects list' table - template updated.	02/02/2015
Throughout	Policy reviewed as current. Role title, organisational chart and other details updated to reflect current procedures.	26/08/2016
Page 2 Page 12	Commissioner details, signature and date amended. Appendix 1 - Top Management structure chart updated.	11/09/2017

Subject list

You can find this policy under the following subjects.

Health and safety at work	Regulations

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification