



Health & Safety Policy

Policy	
Policy Number	No. 46
Policy Owner	Assistant Director of Governance and Assurance
Version	0.2
Category	Strategic
Last review date	July 2026
Next review date	July 2027
FBU consultation	23 July 2026
Unison consultation	TBC
CFA consultation/approval	18 September 2026
Final approval by	Assistant Chief Fire Officer Strategic Planning and Resources
Final approval date	TBC

This document has been assessed for:	
Compliance with legislation	
Equality Impact Assessment	
Freedom of Information issues	
Human Rights compliance	
Health and Safety	
Risk Management	

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Policy Statement

Statement of Intent

Cleveland Fire Authority (CFA) recognises its duties under the Health and Safety at Work etc. Act 1974 and the Regulations made under it, and accepts responsibilities for the health, safety, and welfare of its employees and of others who may be affected by its operations and activities.

The Chief Fire Officer, acting on behalf of the Fire Authority, is committed to the prevention of workplace risks that could result in accidents, dangerous occurrences, personal injury, or ill-health. In meeting this commitment, CFA will comply with all statutory requirements and so far, as is reasonably practicable, will ensure that suitable and sufficient safe systems of work are established and maintained, supported by the provision of adequate resources to implement the requirements of the Act.

The Authority, The Chief Fire Officer and the Executive Leadership Team consider it to be a binding commitment that health and safety will rank as a prominent, permanent, and integral feature of all Authority activities.

To give effect to this commitment, the Authority will:

- **Identify, assess, and control risks** arising from operational and non-operational activities, ensuring assessments are suitable and sufficient, significant findings are recorded, and control measures are implemented and reviewed.
- **Establish, implement, and maintain safe systems of work**, proportionate to the level of risk and reflective of the inherent hazards associated with Fire and Rescue Service operations.
- **Provide and maintain safe plant, equipment, premises, and working conditions**, including safe arrangements for the use, handling, transport, storage, and maintenance of articles, substances, and personal protective equipment.
- **Ensure employees are competent and supported** through appropriate information, instruction, training, supervision, and access to suitable resources.
- **Maintain safe access to and egress from workplaces** and actively manage the working environment to support employee health, safety, and welfare.
- **Investigate accidents, incidents, near misses, and adverse safety events**, establish root causes, and ensure effective remedial and preventative actions are implemented.

- **Consult and engage with employees and recognised safety representatives**, promoting cooperation and shared responsibility for achieving high standards of health and safety.
- **Provide access to an Occupational Health Scheme**, delivered by competent professionals, to support employee wellbeing, health surveillance, and fitness for role.
- **Monitor, audit, and review health and safety arrangements** to provide assurance, ensure legal compliance, and drive continual improvement in line with experience and legislative change.

The Authority will demonstrate **visible leadership and accountability for health and safety at all levels** and, where reasonably practicable, will give **health and safety equal priority alongside operational and financial considerations**.

All employees are expected to cooperate fully with this Policy and take reasonable care for their own health and safety, and that of others who may be affected by their actions.

Signed Date.....

On behalf of Cleveland Fire Authority

1. Policy Objectives

The Authority aims to meet its legal obligations by ensuring its business is conducted in a safe and healthy working environment. It is also committed to promoting a positive health and safety culture through the suitable and sufficient identification, assessment, and management of risk.

In addition to meeting legislative duties, through a programme of education, training and committed safety management at all levels, the service will strive to continuously improve performance, reducing risk, eliminating, or reducing injury and loss events.

The objectives of this policy reflect the Authority's vision as detailed in the overarching Corporate Plan and the [Community Risk Management Plan](#) (CRMP).

Corporate Purpose: Protecting People, Places and Futures

Strategic Priority: Drive forward workplace safety through leadership, learning, and risk management. Creating an environment where safety is second nature, modelled by leaders, supported by systems, and embraced by all. Through ongoing training, cultural development, and recognition of safe behaviours, we will ensure that our workforce remains protected, informed, and confident in their roles.

The objectives of this Health and Safety Policy are to:

- Protect the health, safety, and wellbeing of all employees and others who may be affected by Cleveland Fire Brigade's (CFB) activities.
- Embed health and safety as an integral part of all organisational activities through proactive risk management, effective leadership, and continuous learning.
- Promote a consistent and collaborative approach to health and safety across all teams and departments, supported by clear policies, guidance, and effective communication.
- Strengthen leadership accountability and encourage shared responsibility for health and safety at all levels of the organisation.
- Foster an open and positive safety culture that encourages the reporting of hazards, incidents, and concerns, and supports learning and continuous improvement.
- Ensure staff are competent, informed, and supported through appropriate training, cultural development, and the recognition of safe behaviours.
- Support the safe, professional, and effective delivery of services to the communities we serve.
- Achievement of the Health & Safety policy objectives is essential in ensuring the achievement of wider corporate objectives that are detailed in our CRMP.

2. Organisation & Responsibilities

Every individual member of staff within the Service has a duty to take reasonable care of the health and safety of themselves and of others who may be affected by their acts or omissions at work. The aim of this policy document is to highlight their responsibilities under the Health & Safety at Work Act 1974 to staff at all levels.

2.1 Cleveland Fire Authority Members Responsibilities

Cleveland Fire Authority (CFA) is the governing body and holds the legal duty for Health and Safety, with day-to-day management and operational health and safety implementation delegated to the Chief Fire Officer (CFO). Individual members of CFA, and collectively as a group, are responsible for:

- Ensuring that the Service has a Health and Safety Policy which meets all relevant statutory requirements.
- Accepting responsibility for the provision of adequate funding to enable the Service to fulfil its statutory health and safety duties.
- Delegating professional responsibility to its Officers who will ensure that assessments are made in pursuit of safe systems of work, complemented by the provision of safe places of work for all staff and others who may be affected by the Authorities operations.

2.2 The Chief Fire Officer Responsibilities

Delegated from the Fire Authority, the CFO has overall responsibility for the implementation of the Authority's Health and Safety Policy including reference to the following key responsibilities:

- Holds overall responsibility for ensuring the Service meets its statutory organisational health and safety duties.
- Provides visible and effective leadership to establish, implement, and maintain a robust health and safety management system for operational and non-operational activities.
- Ensures risks are systematically identified, assessed, and controlled through appropriate policies, procedures, and safe systems of work.
- Ensures compliance with all relevant health and safety legislation, guidance, and recognised sector standards.
- Allocates sufficient resources to support health and safety arrangements, including training, supervision, occupational health provision, and welfare.
- Promotes a positive health and safety culture, embedding accountability and shared

responsibility at all levels of the organisation.

- Monitors and reviews health and safety performance to provide assurance, support continuous improvement, and protect the health, safety, and wellbeing of employees, members of the public, and others affected by the Service's activities.
- Appointment of a Director with responsibility for health and safety (Assistant Director of Governance and Assurance) and Competent Person(s) (Health & Safety Specialist Advisor) to provide professional advice and functional safety management.
- Advises the Authority on health and safety priorities, including the allocation of resources, preventative measures, and matters affecting the safety of staff and others.

With particular regard to contaminants, the Chief Fire Officer will:

- Ensure effective and proportionate arrangements are in place to identify, assess, and manage risks associated with exposure to contaminants arising from operational and non-operational activities.
- Provide strategic oversight to ensure appropriate preventative, protective, and control measures are implemented and embedded within policies, procedures, and safe systems of work.
- Ensure adequate resources are available for decontamination processes, personal protective equipment, health monitoring, training, and welfare support.
- Ensure organisational learning from incidents, research, and national guidance is incorporated into practice to protect the health, safety, and wellbeing of staff and others who may be affected.

2.3 Executive Leadership Team Responsibilities

- Executive Leadership Team (ELT) members formally and publicly accept both collective and individual responsibility for providing effective health and safety leadership within the Service.
- ELT members will ensure that health and safety considerations are embedded within strategic planning, decision-making, and the allocation of resources, and that decisions reflect the intentions set out in this Health and Safety Policy.
- The ELT recognises the importance of engaging and encouraging the active participation of staff and their recognised representatives in improving health, safety, and wellbeing across the organisation.
- ELT members will ensure they are appropriately informed of, and remain alert to,

significant health and safety risks, performance issues, and emerging risk management matters relevant to their areas of responsibility.

- Corporate oversight and assurance of organisational health and safety risk management is achieved through the appointment of the Assistant Director of Governance and Assurance.
- The ELT will use assurance, reporting, and scrutiny processes to monitor health and safety performance and will take timely action where shortcomings or systemic issues are identified.
- Management advice to the Service in relation to financial and litigation matters associated with health and safety will be provided by the Service Legal Advisor and Monitoring Officer, and the Head of Finance and Procurement.

With particular regard to contaminants, ELT will:

- Ensure appropriate governance, oversight, and assurance arrangements are in place to manage risks arising from exposure to contaminants.
- Satisfy themselves that effective policies, procedures, and safe systems of work relating to contaminant control are implemented across the Service.
- Ensure adequate resources are allocated to support prevention, decontamination, health monitoring, training, and welfare arrangements.
- Use assurance, reporting, and scrutiny processes to monitor the effectiveness of contaminant-related controls and take action where shortcomings are identified.
- Ensure learning from incidents, research, and national guidance relating to contaminants is considered and embedded into organisational practice to protect the health, safety, and wellbeing of staff and others.

2.4 Assistant Director Governance and Assurance

- Is accountable for the coordination and effective discharge of the ELT's health and safety responsibilities.
- Provides leadership and oversight to promote a positive and consistent health and safety culture across the organisation.

- Ensures the Service has arrangements in place to comply with all relevant health and safety legislation relating to the health, safety, and welfare of employees and others who may be affected by its activities.
- Leads the development, implementation, and periodic review of the Authority's Health and Safety Policy to ensure it remains current, effective, and aligned with organisational priorities and good practice.
- Ensures proportionate arrangements are in place for the inspection, monitoring, auditing, and review of health and safety performance, enabling risks and shortfalls to be identified and addressed.
- Oversees the investigation of health and safety concerns, complaints, incidents, near misses, and other loss events, ensuring appropriate corrective and preventative actions are implemented and monitored.
- Ensures effective engagement and consultation with recognised safety representatives, supporting cooperation between the Authority and employees in the development, review, and maintenance of health and safety arrangements.
- Provides assurance to the ELT on the effectiveness of the Service's health and safety management arrangements and supports continuous improvement.
- Act as the deputy Chair of the Health and Safety Strategic Committee, overseeing the Delivery Plan.

With particular regard to contaminants, the Assistant Director of Governance and Assurance will:

- Provide corporate oversight and assurance that effective arrangements are in place to manage risks arising from exposure to contaminants in line with legislative requirements and recognised good practice.
- Satisfy themselves, through assurance, audit, and reporting mechanisms, that contaminant-related controls (including prevention, decontamination, health monitoring, training, and welfare) are operating effectively.
- Ensure that learning from incidents, audits, research, and national guidance relating to contaminants is embedded into organisational policy and practice and provide assurance to the ELT on the effectiveness of these arrangements.

2.5 Health and Safety Specialist Advisor

- Develops, delivers, and monitors the Authority's Health and Safety Policies and Delivery Plan, supporting continuous improvement, legal compliance, and a positive health and safety culture.
- Provides competent professional health and safety advice to ensure staff are appropriately informed, trained, and safety-competent.
- Identifies and escalates promptly to the ELT any issues, constraints, or failures that may prevent full implementation of the Authority's health and safety arrangements.
- Carries out quality control of risk assessments to ensure completion, review, maintenance, and effective and proportionate control measures are implemented to manage identified risks.
- Supports managers in the development, documentation, and implementation of safe systems of work, ensuring appropriate guidance is issued and accessible to all staff on matters affecting their health, safety, and welfare.
- Provides advice, guidance, and support in the identification, development, delivery, and review of health and safety training to support competence and safe behaviours.
- Advises on health and safety requirements relating to the specification, provision, and use of equipment, personal protective equipment (PPE), and work clothing.
- Investigates health and safety complaints, concerns, incidents, injuries, near misses, and loss events, ensuring root causes are identified and corrective and preventative actions are implemented to prevent recurrence.
- Collates, analyses, and monitors accident, incident, and near-miss data, preparing reports to inform assurance, learning, and continuous improvement.
- Chairs the Health and Safety Sub-Committee, supporting corporate improvement activity and effective consultation with recognised representative bodies.
- Provides advice on any aspect of the Authority's activities that may impact upon health, safety, welfare, or the environment.
- Works with the Estates Department to ensure hazards at Authority premises are identified, prioritised, and resolved, and that contractor activities are effectively managed, monitored, and audited to ensure compliance with agreed safety arrangements.

- Supports the prioritisation of remedial actions and the development of action plans in consultation with stakeholders to address identified health and safety risks.
- Works collaboratively to ensure Business Continuity Plans are tested and reviewed in line with the Business Continuity Testing and Audit Procedure.
- Ensures that relevant Equality Impact Assessments (EQIA) are completed, reviewed, and kept up to date in relation to health and safety arrangements.

With particular regard to contaminants, the H&S Specialist Advisor will:

- Provide professional advice on the identification, assessment, and management of risks associated with exposure to contaminants arising from operational and non-operational activities.
- Support the development, implementation, and review of policies, procedures, and safe systems of work relating to decontamination, hygiene, and exposure control.
- Advise on appropriate control measures, including PPE, decontamination processes, health monitoring, training, and welfare arrangements.
- Monitor learning from incidents, research, and national guidance relating to contaminants, ensuring relevant findings are incorporated into organisational practice.
- Provide assurance to ELT on the effectiveness of contaminant-related risk management arrangements and escalate concerns where controls are inadequate.
- Chair the Health and Safety Sub-committee in discharging corporate improvements and consulting with representative bodies

2.6 Audit & Compliance Manager

- Lead the planning, delivery, and completion of the Authority's Organisational Health and Safety Assurance Audit programme to provide assurance of compliance with relevant legislation, policy, and recognised good practice.
- Identification of strengths, weaknesses, and opportunities to improve health and safety management arrangements, behaviours, and organisational culture through audit and review activity.
- Ensures any risk-critical issues identified through audits are escalated promptly and reported to the Health & Safety Committee and other appropriate governance forums.

- Reports audit findings to relevant business area leads and monitors the timely implementation and effectiveness of agreed actions through post-implementation reviews.
- Undertakes assurance, analysis, and review activities that inform the Service's health and safety management planning and contribute to continuous improvement.
- Conducts research and analysis to support the development and improvement of health and safety arrangements.
- Provides professional advice and guidance on matters relating to health and safety assurance, compliance, and improvement.

With particular regard to contaminants, the Audit & Compliance Manager will:

- Chair the Contaminants Committee, supporting corporate improvement activity and effective consultation with recognised representative bodies.
- Provide assurance, through audit and review activity, that arrangements to manage risks arising from exposure to contaminants are implemented in line with policy, legislation, and recognised good practice.
- Monitor and report on compliance with contaminant-related controls, including prevention, decontamination, hygiene arrangements, health monitoring, training, and welfare.
- Ensure that findings, trends, and learning from contaminant-related audits and reviews are reported through appropriate governance arrangements and inform organisational learning and continuous improvement.

2.7 Members of the Health and Safety department collective responsibilities

- Provide competent professional advice and guidance to managers and Directors to support the development and implementation of effective health and safety arrangements that comply with legislation, Authority policy, and recognised good practice.
- Maintain effective liaison and communication arrangements with line managers, employee representatives, and governance committees, including the coordination of meetings and the routine review, analysis, and reporting of incidents, adverse occurrences, and performance information to the ELT and relevant forums.
- Support continuous improvement by assisting with investigations, identifying and advising on proportionate corrective and preventative actions, and contributing professional input to complaints, claims, and litigation relating to health and safety matters.

With particular regard to contaminants, the department will:

- Provide professional advice to support the identification, assessment, and control of risks arising from exposure to contaminants, including the development and embedding of appropriate policies, procedures, and safe systems of work.
- Support assurance and improvement by reviewing performance and learning from incidents, research, and national guidance on contaminants, and escalating concerns or recommendations through appropriate governance and reporting arrangements.

2.8 Human Resources Manager responsibilities

- Ensure that employment policies, role profiles, job descriptions, and contractual arrangements appropriately reflect health, safety, and welfare responsibilities, and support compliance with statutory duties and Authority policy.
- Maintain accurate and confidential personnel records relating to health, safety, and welfare, including accident records and occupational health information, in accordance with legal requirements and data protection standards.
- Advise and support the ELT on workforce-related health, safety, and welfare matters, including the provision and effectiveness of occupational health services, and contribute to organisational assurance and continuous improvement.
- Support corporate governance by attending the Health and Safety Sub-Committee and providing professional advice and assistance as required to support informed decision-making.

With particular regard to contaminants, the HR Manager will:

- Support the provision and coordination of occupational health and wellbeing arrangements relevant to exposure to contaminants, including health surveillance, management referrals, and employee support mechanisms in line with legislation and regulatory requirements.
- Contribute to assurance and organisational learning by supporting the review of workforce data, trends, and occupational health outcomes related to contaminant exposure, and advising leaders on appropriate actions where concerns are identified.

2.9 Head of Learning and Development (L&D) responsibilities

- Ensure the development and delivery of the Authority's Learning and Development Annual Training Delivery Plan, incorporating proportionate health and safety training requirements to support statutory compliance, competence, and safe working practices.

- Ensure suitable arrangements are in place working with the H&S Specialist Advisor for the provision of training, including the commissioning and management of external training providers where delivery is not undertaken in-house, to meet identified organisational needs.
- Maintain oversight of training assurance arrangements, including the delivery of an effective audit programme and audit schedule to ensure the currency, quality, and compliance of training materials, procedural notes, and delivery standards.
- Work collaboratively with the Health and Safety function to support continuous improvement by ensuring training needs are informed by risk assessment outcomes, incident learning, assurance activity, and emerging organisational priorities.

With particular regard to contaminants, the Head of L&D will:

- Ensure learning and development arrangements incorporate training requirements arising from risks associated with exposure to contaminants, including awareness, control measures, hygiene practices, and the correct use of personal protective equipment.
- Work with the Health and Safety function to ensure training content and assurance activity reflect learning from incidents, research, and national guidance relating to contaminants, supporting workforce competence and continuous improvement.

2.10 Fleet and Equipment Manager Responsibilities

- Ensure the specification, provision, and lifecycle management of operational and other work equipment, including vehicles, tools, and appliances, for suitability of use, legally compliant, and supported by appropriate risk assessments and risk profiles.
- Ensure, in conjunction with the Stores Manager, all personal protective clothing (PPE) and equipment meets applicable British, European, or other relevant standards, and accurate records are maintained from procurement through to disposal.
- Establish and maintain arrangements for the planned inspection, servicing, maintenance, monitoring, and testing of vehicles and equipment, ensuring accurate records are available to support assurance, inspection, and audit requirements.
- Ensure timely repair, replacement, or withdrawal from use of vehicles and equipment where condition, defects, or performance may present a risk to health, safety, or welfare.
- Maintain safe facilities and systems of work for the servicing, recovery, and maintenance of Authority vehicles, including emergency repair and recovery arrangements, to protect technicians and others undertaking work on Authority and non-Authority premises.

- Specify and oversee, in conjunction with the Training Department, arrangements for driver training, testing, refresher training, and in-house licensing, and establish policies and procedures for the management of driving risks and driver competence.

With particular regard to contaminants, the Fleet and Equipment Manager will:

- Ensure the specification, selection, maintenance, and replacement of vehicles, equipment, and PPE support the effective control of contaminant exposure, including decontamination considerations and hygiene requirements.
- Support organisational assurance by ensuring records, maintenance regimes, and equipment controls relating to contaminants are effective, and by escalating risks, failures, or learning through appropriate governance arrangements.

2.11 Estates Manager Responsibilities

- Ensure the specification, provision, and ongoing management of Authority premises, utilities, plant, and building services so that they are safe, suitable for use, and without risks to the health, safety, or welfare of Authority personnel and others who may be affected.
- Establish and coordinate planned programmes for routine preventive maintenance, inspection, and statutory testing of premises and utilities, including heating and ventilation systems, lifting equipment, fixed electrical installations, and portable electrical appliances, in line with legislative requirements.
- Arrange and prioritise repair, replacement, or remedial actions in response to defects, faults, or damage to premises and utilities, proportionate to the level of risk presented.
- Maintain effective arrangements for the selection, approval, and management of contractors undertaking work on Authority premises, ensuring suitable and sufficient risk assessments, safe systems of work, insurance documentation, and effective co-operation and coordination between contractors and Authority personnel.
- Provide assurance through record-keeping, monitoring, and reporting, and attend the Health and Safety Sub-Committee as required to support corporate oversight and informed decision-making.

With particular regard to contaminants, the Estates Manager will:

- Ensure suitable policies, procedures, and management arrangements are adhered to for premises-related contaminants which may be present, including asbestos and legionella, in line with legislative requirements and recognised good practice.

- Ensure Authority buildings are designed, configured, and maintained to enable the safe segregation, handling, storage, movement, and processing of clean and contaminated personal protective equipment (PPE), supporting effective hygiene, decontamination, and infection prevention arrangements.
- Maintain oversight of inspection, monitoring, testing, and remedial programmes related to premises-based contaminants, and escalate risks, failures, or learning through appropriate governance and assurance arrangements.

2.12 Heads of Departments Responsibilities

- Ensure Authority health, safety, and welfare policies and procedures are implemented and embedded within their areas of responsibility, taking appropriate action to maintain effective local arrangements.
- Ensure departmental competence is maintained by undertaking an annual training needs analysis and working with the Health and Safety function and the Training Department to address identified gaps.
- Put in place suitable local arrangements for risk assessment, workplace inspection, incident reporting and investigation, and the maintenance of health and safety records, providing assurance that required controls and processes are operating effectively.
- Oversee and, where appropriate, lead the investigation of accidents, near misses, and adverse occurrences in line with Authority procedures, ensuring findings, learning, and corrective actions are implemented and monitored.
- Nominate appropriate representatives to act as departmental focal points for health, safety, and welfare, including formal representation at the Health and Safety Sub-Committee and effective coordination with line management colleagues.
- Maintain effective consultation and engagement with recognised Trade Union Safety Representatives and Representatives of Employee Safety, promoting cooperation, information sharing, and a positive health and safety culture within their departments.

With particular regard to contaminants, Heads of Department will:

- Ensure that risks arising from exposure to contaminants within their areas of responsibility are identified and managed through the consistent implementation of approved policies, procedures, and safe systems of work, in line with corporate direction and professional advice.
- Monitor the effectiveness of contaminant-related controls through local assurance, incident and near-miss learning, and routine management activity, escalating risks, control failures,

or resource constraints through line management and established governance arrangements.

2.13 District Managers Responsibilities

- Be accountable to their Line Manager for effective day-to-day management of health and safety within stations or areas of responsibility, ensuring Authority policies, procedures, and safe systems of work are implemented and adhered to.
- Work with the Health and Safety function and relevant managers to ensure risks specific to stations or areas are identified, assessed, and controlled through suitable and sufficient risk assessments and local arrangements.
- Ensure appropriate levels of supervision are in place for activities undertaken within their areas of authority and staff are competent, informed, and adequately supported.
- Ensure health and safety information, including risk assessments and procedure notes, is available, up to date, and communicated effectively, and compliance with required controls (including PPE arrangements) is routinely monitored.
- Ensure hazards, near misses, and incidents are promptly reported and investigated in line with Authority procedures, accident trends are monitored, and corrective and preventative actions are implemented and reviewed.
- Undertake and support workplace inspections, including joint inspections with recognised safety representatives, and ensure defects relating to premises, equipment, appliances, and the working environment are prioritised and addressed.
- Lead by example in promoting a positive health and safety culture, escalating significant risks, control failures, or resource constraints through line management and established governance arrangements.

With particular regard to contaminants, District Managers will:

- Ensure any risks arising from exposure to contaminants within stations or areas of responsibility are identified and managed through the consistent application of approved policies, procedures, and safe systems of work, in line with corporate direction and professional advice.
- Monitor the effectiveness of contaminant-related controls through routine supervision, local assurance activity, and learning from incidents and near misses, escalating risks, control failures, or resource constraints through line management and established governance arrangements.

2.14 Watch Manager /Team Leaders Responsibilities

- Be accountable to District / Department Managers for the effective day-to-day application of Authority health and safety policies, procedures, and safe systems of work within Watch or area of responsibility.
- Lead by example to promote a positive health and safety culture, ensuring safe systems of work and identified control measures (including PPE) are consistently applied and adhered to.
- Ensure staff are competent, informed, and appropriately trained for their roles, including maintaining competency in line with role maps and supporting learning and development requirements.
- Ensure appropriate levels of supervision are in place, proportionate to the risks associated with tasks and activities being undertaken.
- Line managers are responsible for assessing the suitability of any reasonable adjustments from a health and safety perspective, ensuring compliance with the Equality Act 2010 and the Health and Safety at Work etc. Act 1974 and confirming that adjustments do not introduce unacceptable risk within operational fire service environments.
- Ensure accidents, near misses, and causes for concern are promptly reported and investigated in line with Authority procedures, and appropriate immediate and longer-term remedial actions are implemented.
- Act promptly on reports of defects to equipment, premises, or vehicles, ensuring issues are escalated and remedial actions are taken where required.
- Ensure all staff, including temporary or detached personnel, understand their health and safety responsibilities, and risks associated with contractor activities are identified, communicated, and effectively managed prior to work commencing.
- Ensure relevant training risk assessments (including TG20 risk assessments for Watch training activities) are completed, reviewed, and maintained.

With particular regard to contaminants, Watch Managers / Team Leaders will:

- Ensure any risks arising from exposure to contaminants within their Watch or area of responsibility are identified and managed through the consistent application of approved policies, procedures, and safe systems of work, in line with corporate direction and professional advice.
- Monitor the effectiveness of contaminant-related controls through routine supervision, local

assurance activity, and learning from incidents and near misses, escalating risks, control failures, or resource constraints through line management and established governance arrangements.

2.15 Crew Manager / Supervisors Responsibilities

- Be accountable to line Manager's for the effective day-to-day supervision of crews and other teams, ensuring safe systems of work and other local safety arrangements are implemented and maintained.
- Set a personal example and ensure that agreed safe systems of work and identified control measures, including the correct use of personal protective equipment (PPE), are consistently applied and adhered to.
- Ensure appropriate levels of supervision are in place during operational and training activities, proportionate to the risks involved, and staff are competent, informed, and supported.
- Ensure accidents, near misses, and causes for concern are reported and managed in line with Authority procedures, and that appropriate immediate and corrective actions are taken where required.
- Manage the local system for reporting defects or damage to premises, equipment, or vehicles, ensuring that issues are addressed or escalated promptly so far as is reasonably practicable.
- Create, maintain, and review TG20 risk assessments relevant to Watch training activities, ensuring they remain suitable, sufficient, and communicated to those involved.

With particular regard to contaminants, Crew Managers / Supervisors will:

- Ensure any risks arising from exposure to contaminants within their area of responsibility are identified and managed through the consistent application of approved policies, procedures, and safe systems of work, in line with corporate direction and professional advice.
- Monitor the effectiveness of contaminant-related controls through routine supervision and learning from incidents and near misses, escalating risks, control failures, or resource constraints through Watch Managers and established governance arrangements.

2.16 Responsibilities of all Employees

All employees have a personal responsibility to contribute to a safe and healthy working environment, and will:

- Take reasonable care for their own health, safety, and welfare, and that of others who may be affected by their acts or omissions, in accordance with the Health and Safety at Work etc. Act 1974.
- Be familiar with and comply with the contents of this Health and Safety Policy and all related policies, procedures, instructions, and guidance issued by the Authority or the Health and Safety function.
- Use approved safe systems of work, procedures, equipment, and personal protective equipment provided, and follow the instruction and training received.
- Promptly report hazards, defects, unsafe conditions, accidents, incidents, near misses, and causes for concern relating to premises, equipment, vehicles, or activities through established reporting arrangements and to their line manager.
- Inform a manager of any problems, constraints, or circumstances that may prevent the effective implementation or maintenance of safe systems of work or Authority health and safety arrangements.
- Take reasonable steps, where it is safe and practicable to do so, to control or reduce immediate risks and prevent harm until further action can be taken.
- Ensure actions do not place colleagues, contractors, visitors, or members of the public at risk, including when working away from Authority premises.
- Co-operate fully with managers and supervisors to enable the Authority to meet its statutory health and safety duties.
- Look after welfare facilities and equipment provided for health, safety, and wellbeing, and not misuse or intentionally interfere with anything provided in the interests of health and safety.
- Carry out any delegated health and safety duties in a competent, responsible, and timely manner when required.

With particular regard to contaminants, all employees will:

- Follow approved procedures and safe systems of work for the prevention of contamination and the management of clean and contaminated environments, equipment, and PPE, in line with training, instruction, and professional guidance.
- Promptly report contamination incidents, failures in control measures, or concerns relating to hygiene, decontamination, or exposure risks through line management and established reporting arrangements.

3. Safety Representatives

- Recognised Employee Safety Representatives are entitled to inspect the workplace, or a part of it, at reasonable intervals, normally not exceeding three months, in accordance with the Safety Representatives and Safety Committees Regulations 1977.
- Arrangements for the inspection of workplaces are set out in the Authority's approved Health and Safety Procedure for Workplace Inspections (PN 14), including provision for joint inspections with managers where appropriate, as detailed in the MOU Joint Accident Investigation 2025.
- Employee Safety Representatives are entitled to investigate potential hazards, dangerous occurrences, and causes of accidents at work, and to make representations to the Authority on matters affecting the health, safety, and welfare of employees.
- The Authority recognises the value of Employee Safety Representatives operating in partnership with managers as an integral part of achieving and maintaining effective standards of health, safety, and welfare for all employees.
- The Authority will provide Employee Safety Representatives with such information as is necessary to enable them to carry out their functions effectively, so far as is reasonably practicable, and to enable informed participation in the promotion and improvement of health, safety, and welfare arrangements.
- Employee Safety Representatives shall be afforded reasonable paid time off during working hours to perform their statutory functions and to undertake approved training relevant to their role, in accordance with the Safety Representatives and Safety Committees Regulations 1977.
- The Authority will provide Employee Safety Representatives with reasonable facilities and assistance, including access to relevant workplaces, communication systems, noticeboards, meeting facilities, and health and safety documentation necessary to enable them to discharge their functions effectively.
- Employee Safety Representatives will be engaged regarding significant risk assessments, accident investigations, dangerous occurrences, occupational health concerns, and major procedural changes affecting employees.

With particular regard to contaminants, Safety Representatives will:

- Recognised Employee Safety Representatives may raise concerns and make representations relating to risks from contaminants, including controls, hygiene arrangements, decontamination processes, and the management of clean and contaminated environments and PPE.

- Employee Safety Representatives will support consultation, inspections, and investigations relating to contaminant-related risks and incidents, working in partnership with managers to promote effective control measures and employee wellbeing.

4. Health and Safety Governance

4.1 Health and Safety Strategic Committee responsibilities

The objectives of the Health and Safety Strategic Committee are set out in the Terms of Reference within the corporate governance framework. In broad terms, the Committee will:

- Facilitate the development, consultation, and approval of Health and Safety policies, procedures, and related strategies, ensuring they are reviewed regularly, comply with relevant legislation, and meet Authority requirements.
- Receive and consider submissions from Trade Union Safety Representatives, Health and Safety advisors, and the Health, Safety and Welfare Sub-Committee, providing strategic oversight and direction where required.
- Monitor the performance and effectiveness of the Health and Safety Sub-Committee and the wider health and safety management system through assurance, reporting, and scrutiny processes.
- Receive, consider, and act upon findings from local and national inspections, audits, National Operational Learning, and Joint Organisational Learning relevant to the health, safety, and welfare agenda, identifying themes, risks, and opportunities for improvement.
- Promote a positive and proactive health and safety culture within the Service and beyond, supporting visible leadership and organisational learning.
- Review the outcomes of Health and Safety audits carried out by the Audit and Compliance Manager and seek assurance that agreed actions are implemented and effective.
- Review the quarterly report on health and safety performance and assure in readiness for the ELT and CFA.
- Consider issues of a strategic nature arising from regional Health and Safety Committees and the National Fire Chiefs Council (NFCC), ensuring relevant learning and expectations are reflected in organisational arrangements.

With particular regard to contaminants, Health and Safety Strategic Committee will:

- Provide strategic oversight and assurance that effective governance arrangements are in place to manage risks arising from exposure to contaminants, in line with legislative requirements, corporate policy, and recognised good practice.
- Receive and consider assurance, audit findings, and learning from incidents, research, and national guidance relating to contaminants, and ensure that significant risks, trends, or control failures are escalated and addressed through appropriate strategic action.

4.2 Health and Safety Sub-Committee responsibilities

The Health and Safety Sub-Committee operates under the Authority's corporate governance framework, with detailed objectives set out in its Terms of Reference. In broad terms, the Sub-Committee will:

- Provide a formal forum for the discussion of health and safety matters, including emerging risks, issues, and concerns referred by managers, Safety Representatives, or the Health and Safety function.
- Review and analyse accident data, incident reports, near-miss trends, and other relevant performance information to inform learning and recommend proportionate corrective action where required.
- Consider findings and learning from health and safety audits, inspections, and assurance activity, including reports from enforcing authorities appointed under the Health and Safety at Work Act 1974.
- Receive and consider reports and representations submitted by recognised Safety Representatives, supporting consultation, engagement, and constructive challenge.
- Support the development, review, and improvement of safe systems of work and related arrangements, providing feedback and recommendations to relevant managers and governance forums.
- Monitor the effectiveness of health and safety training content and delivery, and the adequacy of health and safety communication and engagement across the Authority.
- Act as an effective link between operational areas, Safety Representatives, and senior governance structures, including escalation of significant risks, themes, or concerns where appropriate.

With particular regard to contaminants, Health and Safety Sub-Committee will:

- Review information, assurance, and learning relating to contaminant exposures, incidents, and control measures, including reports from audits, inspections, and Safety Representatives.
- Support organisational learning and improvement by highlighting trends, concerns, or control failures relating to contaminants and recommending proportionate actions through established governance and reporting arrangements.

5. Training, Competence and Development

5.1 Realistic training and development

The Service recognises the importance of realistic training in the development and maintenance of competent operational personnel and will ensure training arrangements take account of National Operational Guidance (NOG) and relevant best practice.

In order to prepare personnel for the hazards they may encounter while responding to incidents, it may be necessary to expose individuals to an appropriate and proportionate level of controlled risk during training activities. Such exposure will be permitted only where it is necessary to achieve clearly defined learning outcomes, the level of risk is not disproportionate to the benefits, and effective control measures can be implemented.

Realistic training and development activities will be planned, delivered, and supervised in a manner that ensures personnel are suitably prepared through prior training and development, that effective supervision and safeguards are in place, and appropriate briefing and debriefing arrangements support learning and continuous improvement.

All training activities will be subject to a suitable and sufficient training risk assessment, completed by a competent person. Training risk assessments will be reviewed prior to delivery and on completion of the training exercise to confirm that risks have been effectively managed and learning objectives achieved.

Training may take place on Service premises or at approved off-station venues.

With particular regard to contaminants, Training Department will:

- Where realistic training activities may give rise to exposure to contaminants, the Service will ensure such risks are identified and addressed through the training risk assessment process.
- Appropriate control measures, including hygiene arrangements, PPE, decontamination, briefing, and post-exercise controls, will be planned, implemented, and reviewed in line with

corporate policy, training instruction, and professional advice.

5.2 Qualification Requirements

- The Authority will ensure all personnel in managerial roles hold an appropriate health and safety qualification commensurate with their level of responsibility and the nature of the risks they manage.
- Heads of Department are responsible for identifying and reviewing health and safety competence requirements within their areas of responsibility and will provide an annual training needs analysis (TNA) to the Health and Safety function.
- The Health and Safety function will coordinate and support the provision of proportionate health and safety training, informed by the TNA, organisational risk profile, and statutory requirements, to ensure managers are suitably competent to discharge their health and safety responsibilities effectively.

With particular regard to contaminants, Training Department will:

- Training needs will reflect risks associated with exposure to contaminants, ensuring managers are competent to understand, apply, and maintain appropriate control measures in line with corporate policy and professional advice.

6. Planning and Implementing for Health, Safety and Welfare

Effective planning is fundamental to the successful implementation of the Authority's health, safety, and welfare arrangements.

The Authority will adopt a systematic, risk-based approach to planning that focuses on the prevention of harm, loss, and failure through compliance with policy, the identification and assessment of hazards, and the elimination or control of risks, so far as is reasonably practicable. This is achieved through the application of suitable and sufficient risk control systems designed to protect employees and others who may be affected by the Authority's activities.

This Policy is supported by the Authority's Health and Safety Delivery Plan, together with supporting procedures and guidance, which collectively set out how health and safety arrangements are to be planned, implemented, monitored, and reviewed.

There are no additional financial implications arising directly from this Policy. Any resources required to develop or maintain the Health and Safety Strategy and supporting arrangements will be identified, reviewed, and managed through the Authority's established financial planning and governance processes.

With particular regard to contaminants:

Planning and implementation arrangements will ensure that foreseeable risks from the generation, spread, and control of contaminants are identified, eliminated or reduced so far as is reasonably practicable through suitable risk assessment, control measures, and supporting procedures.

7. Measuring and Monitoring Performance

Measuring and monitoring performance is an essential component of the Authority's health and safety management system and provides assurance that arrangements are effective and operating as intended.

- Day-to-day monitoring and measuring of health and safety performance is the responsibility of line management within their respective areas of accountability.
- Active and reactive monitoring techniques are used routinely to assess how effectively risks are being controlled and to evaluate the development of a positive health, safety, and welfare culture.
- The Health and Safety function will collate and analyse performance information, including accident data, near-miss reports, incidents of violence towards staff, and causes for concern, to identify trends and emerging risks.
- Routine performance reporting via performance indicators will be provided to the ELT and the Health and Safety Strategic Committee to support oversight, challenge, and assurance.
- Where performance indicates shortcomings or adverse trends, proportionate remedial actions will be identified and implemented to support learning, improve systems and procedures, and inform training and development needs.
- Key health and safety performance indicators are established and continuously reviewed as part of the Authority's performance framework to support continuous improvement.

With particular regard to contaminants:

- Performance monitoring will include the review of incidents, near misses, assurance activity, and reported concerns related to contaminant exposure, to identify trends, monitor the effectiveness of controls, and inform learning and improvement.

8. Auditing and Reviewing

Auditing and review provide independent assurance on the effectiveness of the Authority's health and safety management arrangements and support continuous improvement.

- Formal audits will be undertaken on a planned basis to assess compliance with relevant legislation, Authority policy, and recognised good practice, and to determine whether the health and safety management system remains effective.
- The Audit and Compliance Manager will lead the organisational health and safety assurance programme, reporting findings, risks, and recommendations through established governance arrangements.
- Outcomes from organisational assurance activity, peer reviews, and external inspection or review will be considered to inform organisational learning and future development.
- The Health and Safety function will maintain a programme of review to ensure health and safety policies, procedures, and guidance remain current and effective.
- An annual health and safety performance and assurance report will be produced for consideration by the ELT and the Health and Safety Strategic Committee and Sub-Committee.
- Changes to policy or procedure will be communicated through appropriate internal communication channels to ensure awareness and compliance.
- This Policy will be formally reviewed on an annual basis in line with the Authority's policy framework to ensure continued relevance and effectiveness.

With particular regard to contaminants:

- Audit and review activity will provide assurance that arrangements for the identification, control, and management of contaminant risks are implemented in line with policy, legislation, and recognised good practice, and that learning is captured and acted upon.

9. Topic Specific Policies and Procedures

In recognition of the breadth of health, safety, and welfare legislation and the specific requirements arising from it:

- The Authority will develop and maintain topic-specific health and safety policies, procedures, and guidance where necessary to support legal compliance and effective risk control.
- These arrangements will primarily take the form of Health and Safety Procedure Notes issued under this Policy and may be developed by recognised functions, with professional guidance and oversight from the Health and Safety function.

- All new or significantly revised Health and Safety Procedure Notes will be subject to consultation with management and recognised employee representatives through the established health and safety committee structure prior to approval and implementation.