



**Hampshire
& Isle of Wight**

FIRE & RESCUE AUTHORITY

HIWFRA Full Authority

Purpose: Approval

Date: **9 April 2024**

Title: **Health and Safety Policy and Statement of Intent 2024/25**

Report of Chief Fire Officer

SUMMARY

1. This report seeks approval of the Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) to its new Health and Safety Policy, and the Health and Safety Statement of Intent for 2024/25.
2. There is a statutory duty under the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999 that an employer must suitably assess work-based activities and implement any appropriate controls to manage potential risks to the health and safety of employees and others who may be affected by our work. Arrangements include the effective planning, organisation, control, monitoring, and review of preventative and protective measures.
3. In compliance with legislation, HIWFRA must prepare, and as often as may be appropriate, revise a written statement of its general policy with respect to the health and safety at work of its employees and the organisation and arrangements in force to carry out that policy, and bring the statement and any revision of it to the notice of all of its employees.

RECOMMENDATION

4. That the proposed Health and Safety Policy be approved by the HIWFRA Full Authority.
5. That the Health and Safety Statement of Intent 2024/25 be approved by the HIWFRA Full Authority.
6. That the amendment to the Constitution as described at paragraph 15 be approved by the HIWFRA Full Authority.

BACKGROUND

7. This activity is in connection with the HIWFRA Safety Plan: Year 5 Improvements Report, approved at HIWFRA's meeting on 27 February 2024 which included the improvement activity to review the Authority's Policy framework and to complete identified gaps (see below (point 31) background paper for further details).

LEGISLATIVE REQUIREMENTS

8. The Health and Safety Executive (HSE) guidance explains that a health and safety policy should set out an organisation's general approach to health and safety. There are three sections that an employer must cover to illustrate how health and safety is managed; who does what, when and how:
 - Section one: Statement of Intent - sets out the organisation's aims and principles.
 - Section two: Roles and responsibilities – outlines who has specific responsibility for managing health and safety and what they are responsible for.
 - Section three: Arrangements – details how risks are managed in the workplace and often includes – risk assessments, safety procedures, training of workers, consultations such as safety committees, emergency and evacuation arrangements.
9. To satisfy the relevant legislation and HSE guidance, the proposed Authority Policy and Statement of Intent clearly captures the Authority's commitment to health and safety and ensures full compliance with section one of the legislation and HSE guidance. Sections two and three will be met through an amended Service policy which will list roles and responsibilities, as well as details of the Service's Health and Safety Management System.

STATEMENT OF INTENT

10. The Statement of Intent is the Authority's pledge to put health and safety at the heart of everything we do, giving an ongoing and determined commitment to supporting and improving health and safety at work. It confirms we will continue to provide and implement a process of continual improvement to ensure a safe and healthy working environment.
11. The Statement of Intent is an appendix to the Authority's Policy and will be reviewed annually. Following its approval, it will be signed by the HIWFRA Chairman and HIWFRA Chief Fire Officer (CFO) in accordance with best

practice guidance as a commitment to health and safety leadership at our highest level.

AUTHORITY'S HEALTH AND SAFETY POLICY

12. The Authority's Policy provides a commitment that the Statement of Intent will be reviewed annually, as explained above. The Authority's Policy will be published on the Service's website alongside the Statement of Intent as an appendix. Additionally, the Statement of Intent will be prominently displayed within every workplace.
13. While the Authority's Policy is designed to last a number of years before review, the Statement of Intent will be reviewed annually in accordance with best practice. This will allow for priorities to be identified and responded to as needed.
14. In accordance with the Constitution, the Authority's Policy clearly states that HIWFRA delegates to the Chief Fire Officer, the day-to-day responsibility of ensuring health and safety requirements are effectively managed and the principles contained within the Statement of Intent are maintained. The Service's health and safety performance is regularly monitored by the Executive Group who will continue to oversee progress.
15. Within the Constitution, the Full Authority meeting terms of reference currently includes:
 - To consider and approve the Health, Safety and Wellbeing Statement of Intent for signature by the Chief Fire Officer and Chairman of the Authority.

We propose a minor amendment to the Constitution, being the removal of wellbeing to remain consistent with the specific requirements of health and safety legislation.

SERVICE HEALTH AND SAFETY POLICY

16. The Authority's Health and Safety Policy refers to the Service's Health and Safety Policy which is the Chief Fire Officer's responsibility in accordance with the Constitution. As outlined above, the Service Policy will meet the requirement of sections two and three of the legislation and HSE guidance by defining roles and responsibilities of individuals across the service, and describing the health and safety management system, including its robust health and safety arrangements and structures in place to meet the requirements of the Authority's Policy and Statement of Intent.

SUPPORTING OUR SAFETY PLAN AND PRIORITIES

17. The Statement of Intent and its supporting policies and procedures ensure that all employees are aware of, and are committed to, health and safety. It is directly linked to the delivery of our priorities, specifically supporting our people, learning and improving, and it also fits with our core values.
 - (a) Our people: supports clear strategic intent to ensure we look after each other by creating great places to work and promoting the health and safety of our people.
 - (b) High performance: provides clarity that our teams are skilled and feel equipped to deliver a leading fire and rescue service today and into the future.
 - (c) Learning and improving: supports a learning culture of learning from ourselves and others.

CONSULTATION

18. The Service encourages a culture of co-operation in its management of health and safety. The Service promotes the use of the guidance within the TUC Safety Representatives and Safety Committees regulation and Code of Practice 1977 (commonly known as “the Brown Book”) where appropriate.
19. Trade unions (representative bodies) have always played a vital role in ensuring we operate to the highest safety standards. We continue to pro-actively consult with our trade union health and safety representatives whenever needed. Engaging representative bodies in decisions about health and safety provides opportunities to encourage a culture of good health and safety which is achieved through trust and consensus. This is also recognised by health and safety laws which create legal obligations on employers to work with recognised trade unions in the belief that this is the best way to develop a positive health and safety culture in the workplace.
20. The Authority’s Statement of Intent has been shared with representative bodies for comment.

COLLABORATION

21. As outlined above, the Service will be unable to meet the Statement of Intent in isolation and is dependent on the involvement of representative bodies and others. We will use our existing relationships to fulfil our requirements.

RESOURCE IMPLICATIONS

22. There are no specific financial implications from the contents of this paper, as health and safety policies and procedures are already operating within our Service. Funding for our health and safety function (as well as all supporting activity) is funded through our normal budget setting process.

IMPACT ASSESSMENTS

23. There are no specific impact assessment implications from the contents of this report. An impact assessment should be completed for every new policy, procedure and guidance (PPG) document. Where a new PPG has health and safety implications, these will be considered through a specific impact assessment.

LEGAL IMPLICATIONS

24. Approving this report will demonstrate compliance with health and safety legislation and HSE guidance.

BENEFITS

25. The Authority's Policy and Statement of Intent will drive a pro-active and positive health and safety culture across the organisation, thereby supporting our people and our wider communities.

EVALUATION

26. The Statement of Intent will continue to be reviewed every year and updated based on new learning or any health and safety legislative changes.

CONCLUSION

27. By approving the Authority's Policy and Statement of Intent, HIWFRA will comply with legislation and best practice guidance. In addition, the Service will be able to continue developing our culture of accountability and engagement with respect to all health and safety matters.

APPENDICES ATTACHED

28. Appendix A: Health and Safety Policy
29. Appendix 1: Health and Safety Statement of Intent 2024/25

BACKGROUND PAPERS

30. [HIWFRA Safety Plan: Year 5 Improvements](#)

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