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**Procedure**

**Regional Risk Assessment Production**

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| **Introduction** |
| This procedure details the process of producing regional Task Based Risk Assessments (TBRA) to support the implementation of National Operational Guidance. |

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| **1. Key Information** |

* 1. **Administration of Meetings**
* Each of the regional Services shall be represented at the Steering Group meetings. Wherever possible this will be by a Safety practitioner.
* The meetings will be held monthly at Castle Donnington Fire Station.
* The room will be booked by the Administrator from Notts FRS, and appointments sent out. An alternative location would be found if the room was unavailable.
* Meetings are booked for the year.
* The meeting Chair is appointed by CFOA Regional Health, Safety and Wellbeing Chair.
* The Chair will chair the meetings, ensuring notes are kept of relevant actions.
* The Chair will update the Regional Implementation Team when required, and provide support for anyone who requires it in relation to the system and processes.
	1. **Allocation of TBRAs**
* TBRAs are allocated to each Service from a list of completed scenarios on the NOGP website, and based on Service’s interests/specialisms. These are agreed at the meeting with each Service.
* Each service will undertake the allocated TBRAs. The timescale will be agreed at the meetings where the TBRAs are allocated.
	1. **Process for Risk Assessments**
* The template for TBRAs has been agreed.
* Part A is undertaken as a generic assessment that could be used by all Services. The first four columns are used: Task, Hazard, Persons affected, Existing generic controls. No risk rating is given at this point.
* The column ‘Service specific controls’ can be used by individual Services to add specific controls.
* Part B is used where a Service wishes to add specific information where greater details are required in order to ensure adequate control of the risks.
* In completing the TBRA each Service will cross reference information from the UKFRS website under ‘Scenarios’ and use their subject matter advisors.
* When completed in draft, the front of the template is completed with the name of the author, Service and date. The TBRA is then emailed to the next Service in alphabetical order to comment.
* After the Service has made its comments, the front of the template is ticked to indicate it has been checked. It is then emailed to the next Service on the list. And so forth, giving each Service a chance to comment on the TBRA within the timescale set at the meeting.
* The TBRA can also be uploaded to one-Drive but email is used to ensure each Service has access.
* Once each Service has checked and commented on each TBRA Part A it will be agreed at the next Steering Group meeting.
* Where there is disagreement in a TBRA Part A it will be discussed at the Steering Group meeting and a compromise reached between all Services present. It shall be written generically, with Services utilising the ‘Service specific controls’ and any further details added in Part B where further information is felt necessary.
	1. **Enabling Board**
* Once a TBRA has been agreed at the Steering Group meeting it will be sent to the RIT Team who will take it to the next Enabling Board for sign off as completed.
* The completed document will be published in a repository to be agreed by the Enabling Board.
	1. **Internal acceptance**
* Once the TBRA is agreed at the Enabling Board it can be agreed by each Service, following the Services’ own internal procedures and published within the Service for use.
* Each Service will add its own risk ratings.
* When publishing a TBRA each Service can decide whether to publish Part B from other Services or not.
	1. **Maintenance**
* Where an injury, near miss, or some other external driver prompts a review of a TBRA within a Service it shall be brought to the next CFOA Health, Safety and Wellbeing meeting for information.
* In the event of the occurrence being safety critical a Safety Flash shall be used to alert the regional Services. Where the situation isn’t safety critical a Service Action Note can be used to bring the situation to the attention of the other Services.
* Where, as a result of the occurrence, the generic parts of the TBRA need to be updated this will be discussed at the next CFOA meeting and changes agreed by all the Services present.
* The TBRA and the Document History will be updated to reflect the change. It shall be saved in the agreed repository and the final document emailed to each Service.
	1. **Review**
* The TBRAs are owned by the Region through the CFOA meetings.
* There shall be a standing agenda item at each quarterly meeting and a spreadsheet held on the repository to identify when the review is due. The administrator to the CFOA shall maintain this spreadsheet.

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| **2. Further Information** |

**2.1** **This tool is designed to provide a robust process for the completion of Task Based Risk Assessments (TBRA)**

* TBRAs should be developed for each of the NOG Scenarios and where the need for an additional TBRA has been identified and minuted at NOGP H&S meeting
* TBRAs should be developed at the highest/all-encompassing level wherever possible
* Ie Fires in Buildings, not Fires in Garages, Fires in Kitchens, Fires in Hotels etc
* Detail should not be sacrificed in the interest of reducing documentation
* TBRA - All Incident Actions is the “base” TBRA that considers risks generic to all incident and should facilitate the other TBRAs enabling them to be as specific to the target Scenario as possible
* The East Midlands TBRA form must be used
* Part A of the form is for generic activities and risks applicable to the whole region
* Part B of the form is for in-service specifics ie local procedures and risks
* The TBRA process on the following page must be followed to ensure assurance
* The service with the greatest knowledge of a particular subject may not be the best placed to develop the generic aspects (Part A) of that particular TBRA. Specialisms and specifics should not “bleed” into Part A. TBRA (Scenarios) should be allocated to each service on a case by case basis.

 **2.2 NOG Scenario List**

All Incident Actions

Environmental Protection

Residential Building Fire

Domestic Building Fire

Building Over 18m High

Wildfire

Building Under Construction or Demolition

Fire in a Waste Site

Fire On Board a Vessel

Aircraft Fire

Railway or Tram Fire

Road Vehicle Fire

Fire in an Electrical Installation

Industrial or Commercial Fire

Agricultural Fire

Rescue of Trapped Person

Rescue from Water

Rescue Involving Animals

Rescue from Collapsed Structure

Rescue from Height

Rescue from Depth

Railway or Tram Rescue

Road Traffic Collision

Aircraft Rescue

Explosive and Cylinders

Flammables

Health Hazards

Additional XXXXXXXXXXXXXX





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| **3. Associated Documents** |
| Document | Version | Published |
|  |  | Date |
|  |  | Date |

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| **4. Document History** |
| **This Version No.** | v0.1 – First draft |
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