**Task Based Risk Assessment**

**All Incident Actions**

This risk assessment will inform safe systems of work by objectively identifying appropriate, proportionate risk controls that will be considered when carrying out operational work activities. ‘Operational work activities’ include training courses, drills, exercises and operational incidents.

This risk assessment will be reviewed on the date given or if there is reason to suspect it is no longer valid or there have been significant change[s] to related matters.

|  |  |
| --- | --- |
| **Activity Brief** | All incident actions are generic tasks that will be applied at every incident regardless of the incident type. |

Use this matrix to complete the ‘risk level calculation’ in the table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Severity** | | | | | |
| **Likelihood** |  | 1 = Minor injury | 2 = Moderate injury | 3 = Significant injury | 4 = Major injury/loss | 5 = Catastrophic injury/fatality |
| 1 = Rare | L | L | L | M | M |
| 2 = Unlikely | L | M | M | H | H |
| 3 = Possible | L | M | H | H | VH |
| 4 = Probable | M | H | H | VH | VH |
| 5 = Highly Probable | M | H | VH | VH | VH |

|  |
| --- |
| **Actions to be taken:** |
| 1-3 Low (L) |  | Low priority for further control measures but monitor whether all reasonably practicable controls are in place |
| 4-6 Moderate (M) |  | Consider what further control measures may be available and implement any further control measures that are reasonably practicable |
| 8-12 High (H) |  | A higher priority for further control measures which must be considered unless they are not reasonably practicable |
| 15-25 Very High (VH) |  | High-risk activities that require considerable justification to be carried out and significant control measures need to be in place. Saveable life risk is likely to be involved. |

North Yorkshire West Yorkshire South Yorkshire Humberside

| **Part A – Generic Risk Assessment [Applies to the Region]** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazards** | **Persons affected** | **Existing generic risk controls** | **Service specific controls** | **Residual risk level calculation** | | | **Adequate Y/N** |
| **L** | **S** | **R** |
| Being alerted to an emergency call | * Noise from sounders resulting in Hearing Damage * Low Lighting Levels and Mental and Physical alertness * Slip Trips and Falls * Striking Fixed Objects * Use of Pole / Stairs * Levels of alertness waking from sleep * Traffic on-route to station | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Sounders set at correct noise levels, monitored, maintained and serviced. * Respond in an appropriate manner once in a suitable/physical awakened state. * Respond in an orderly manner, no running. * Good housekeeping and lighting in and around station/appliance bay/Home exterior areas. * Floor surfaces to be kept in good condition. * Only trained personnel to use Pole Drop. * Implementation of relevant procedures for inclement weather/winter conditions relating to keeping floor/pathways free from ice/snow and clean/dry. * Relevant inspection/monitoring maintenance of above. * Awareness of station/location layout. * Suitable footwear. * OIC to assess levels of alertness prior to mobilisation |  | 1 | 3 | L | Y |
| Mounting and dismounting the appliance. | * Mounting/dismounting the appliance steps and slipping or falling. * Stepping into traffic. | * Operational | * Suitable parking position (fend off). * Hand grips. * Suitable footwear. * Dismount backwards on safe side. * Suitable high visibility clothing * Check for traffic before dismounting * Non slip surface on vehicle steps * All personnel trained to dismount |  | 1 | 2 | L | Y |
| Leaving the appliance bay. | * Contact with bay door causing damage. * Contact with charging cable causing damage or hitting personnel. | * Operational | * Safety default sensors on automatic doors. * Charging cable to be removed and retracted prior to leaving the bay. * Banksman where applicable. |  | 1 | 1 | L | Y |
| Emerging from the station. | * Poor weather causing lack of visibility. * Pedestrians crossing in front of the appliance. * Emerging into traffic. | * Operational * Members of the Public | * Use of visual and audible warnings. * Hi viz markings on appliance. * Driver training. * Warning signs at the entrance to station. * Banksman where applicable |  | 2 | 3 | M | Y |
| Driving on emergency response. | * Inclement weather conditions. * Public stepping out into the road. * Driving through red lights. * Dressing on route. * Activities affecting the road, i.e. carnivals * Localised flooding. * Collision with other road users and road furniture | * Operational * Members of the Public | * Driver training to recognised standards * Drivers to stop at red lights and proceed cautiously. * Dressing prior to turning out. * Event plans. * Road closure notifications. * Use of visual and audible warnings. * Seat belts |  | 1 | 5 | M | Y |
| Driving off road. | * Vehicle collision. * Getting stuck causing a delay. | * Operational * Members of the Public | * Vehicle suitability. * Topographical knowledge. * Suitable training. |  | 1 | 5 | M | Y |
| Arriving at the incident. | * Public presence preventing appropriate parking. * Vehicles parked at incident location * Transition of road width and type e.g country lane to dual carriageway. | * Operational * Members of the Public | * Driver training. * Audible and visual warning system. * Cordon procedures. * Establish suitable rendezvous point. |  | 1 | 2 | L | Y |
| Approaching the incident. | * Smoke from incident obscuring the driver’s vision. * Casualties * Direction of airborne hazards | * Operational * Members of the Public | * Driver training. * DDOOR. * safe access route * SSRI |  | 2 | 3 | M | Y |
| Using the MDT/navigation device. | * Distraction of the driver attempting to use device. * Devices failing. | * Operational * Members of the Public | * Devices not to be operated by driver. * Local topography. * Maps. |  | 1 | 3 | L | Y |
| Information gathering | * Lone working – IC carrying out 360/scene survey on own. * Lack of Lighting, unable to see uneven ground, changes in floor level leading to Slips, trips, and falls | * Operational | * Radio communications * Torch carried * Incident command training; experience in role of officer in charge. * Dynamic Risk Assessment as a tool * PPE |  | 1 | 3 | L | Y |
| Assessment of resources required and implementation of initial actions | * Inadequate incident assessment. Inability to safely resolve the incident | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Competent Incident Commander makes judgement on resources and PPE requirements. * Communication with Fire Control for assistance where required. |  | 1 | 3 | L | Y |
| Managing the Incident Ground | * Inadequate risk information available at scene to create suitable situational awareness * Any additional hazards as indicated by Scenario specific TBRAS. | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Site Specific Risk Information is available on appliances * Crews are aware of local risks, and exercise * Incident Commanders are trained to question the responsible person and witnesses to understand incident factors * Incident Commander is aware of importance of confirming and communicating to Fire Control the involvement, numbers and severity of any casualties for the decision log and assessment of situation. * Briefing of all crews regarding current hazards, control measures and tactical mode. Derived from a DRA * Crews attend incident, with adequate levels of supervision. * IC uses debriefing of crews that have withdrawn from working area during incident to gain operational intelligence * Incident command structure and spans of control are manageable, using sectors * Analytical Risk Assessment instigated and deployment of safety officers when resources allow. * Active monitoring and maintenance of situational awareness and regular debriefing. * Incident communication system set up to support incident. * Messages relayed to Fire Control * Communications set up with other emergency services and specialist agencies * Officer carries out Incident Monitoring |  | 2 | 3 | M | Y |
| Managing the Incident Ground | * Inadequate resources available to deal with incident | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Resources requested by Incident Commander to Fire Control. Fire Control can mobilise from other FRS and advise on estimated time of arrival. * Incident Command Training leading to sufficient make up of resources. |  | 1 | 5 | M | Y |
| * Inadequate knowledge of specific subject areas | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Subject matter advisors or tactical advisors requested (HMEPA, Animal, and SWAH etc.) * Use of partner agencies for advice and assistance (e.g. RSPCA, Police, Environment Agency, JESIP Highways Agency etc.) * Risk and Hazard information available to crews. * Incident Command system used to identify and manage partner agencies. * All visitors are supervised, and tallies identify who is supervising them. * Chemdata or ERG |  | 1 | 5 | M | Y |
| * Hazards in the working environment | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Risk assessments in place to cover specific scenarios. * Training. * PPE. |  | 1 | 5 | M | Y |
| * Unsuitable lighting to illuminate hazards in the working environment | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Assessment is made of lighting needs and suitable lighting provided. |  | 1 | 2 | L | Y |
| * Injury from Building contents (Hoarding, over stocking, Unstable racking, or volatile contents) | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * SSRI. * Suitable briefing. * Risk assessment. * Incident Commanders are trained to question the responsible person and witnesses to understand incident factors. * Suitable PPE / RPE. * Crew debrief and brief. |  | 2 | 3 | M | Y |
| Managing the Incident Ground | * Moving vehicles on roads/rails or around the site | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Roads are closed where appropriate, use of Highways Agency and /or Police for protection and coning. * Coning, lights, signage and fend off in use. * Fire Control maintain close contact with Network Rail; railway procedures in use. * On sites, cordons in use, cones and lighting. * Hi-Viz surcoats in use when working on roads or where vehicles are present. * Be vigilant and co-operate with service procedures relating to vehicle movements |  | 2 | 3 | M | Y |
| * Handling heavy or bulky objects | * Operational * Non-Uniformed * Other Agencies | * Equipment is stowed in relation to weight and is labelled to identify heavier pieces and numbers required to lift it. * Training is carried out in manual handling techniques. * Assessment of the situation is undertaken (including using TILE) and additional resources can be requested to deal with manual handling tasks. * Specialist equipment is available for specific jobs. |  | 3 | 2 | M | Y |
| * Inclement weather conditions causing Fatigue | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Personnel are monitored for signs of fatigue, heat stress or hypothermia. * Welfare provision is put in place at appropriate times to provide rotation, shelter, shade or cooling, or warmth. Feeding and toilet facilities in place. * Correct PPE. * DRA based on activity and conditions. |  | 1 | 2 | L | Y |
| Managing the Incident Ground | * Noise in the environment | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Equipment is turned off when not in use. * Numbers exposed at a minimum. * Reduction of exposure time through rotation. * Hearing protection available and worn. * Equipment labelled to identify where noise is above first action level. |  | 1 | 2 | L | Y |
| * Vehicle access is compromised due to terrain or weather * Use of non-fire service vehicles. * Time to get to work is compromised | * Operational * Non-Uniformed * Other Agencies * Members of the Public | * Safe traffic routes are established * Specialist operator available to operate equipment * FRS personnel should not use non-FRS equipment * Make up for further crews/ agencies * Increased number of safety officers * Suitable briefing for equipment or vehicle operation * Specialist vehicles available with trained personnel * Safety officers |  | 1 | 5 | M | Y |
| * Escalation of an incident due to access and egress routes to and from the scene of operation are compromised due to terrain or weather | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * An assessment is made by the Incident Commander of suitable access and egress routes, which are maintained throughout the incident, are communicated to all crews, and identified where appropriate. * Use of equipment to clear routes, adequate lighting is made available. * Equipment points are established. |  | 2 | 3 | M | Y |
| Managing the Incident Ground | * Animals involved in the incident, or adjacent, may injure people | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Animals are contained using existing or improvised barriers. * Where animals require rescuing crews use their knowledge of animal handling or get specialist assistance or advice from owners, keepers, police, vets or animal welfare organisations. * Suitable PPE * See specific TBRA (rescues involving animals) |  | 2 | 3 | M | Y |
| * Chemical or biological hazards are present | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Substances are identified from site information/vehicle information or use of Hazardous Material Environmental Protection Officer (HMEPA) and dealt with according to advice or procedures. * Appropriate resources are requested and made available such as Environmental Protection Unit; appropriate PPE is available (Chemical Protection). * Hygiene requirements are complied with. * See specific TBRA |  | 1 | 5 | M | Y |
| * Body fluids are present | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Crews avoid contact with body fluids where possible. * Surgical gloves are worn, and broken skin covered with waterproof dressings. * Suitable PPE * Decontamination procedures are followed post exposure and appropriate recording forms completed. * DRA |  | 1 | 3 | L | Y |
| * Distressing or traumatic scenes are witnessed creating the potential for mental health issues | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Screens are erected to restrict the view of the public. * Minimum numbers of staff in use. * Welfare arrangements instigated after incident is completed. Joint debriefing is initiated. |  | 2 | 3 | M | Y |
| Managing the Incident Ground | * Violent and aggressive individuals are present at the incident leading to attacks or verbal abuse of fire fighters and other agencies. | * Operational * Non-Uniformed * Other Agencies * Member of the Public | * Defensive tactics are adopted where the assessment identifies the potential for harm. * Police support is requested via Fire Control. * Violence to staff recording | * Crews trained in conflict management (WY) * Follow violence to staff policy (NY) * Report on VRF1 (NY) | 3 | 2 | M | Y |
| Working with other agencies | * Lack of control of the incident ground due to multi-agency working * Lack of Knowledge on evacuation procedure on incident ground | * Operational * Other Agencies | * Joint Emergency Services Interoperability Procedures, Training and familiarity with different agencies tactics, Joint understanding of risk and priorities; communication, incident command structure. * Communication of tactical mode to all personnel. Multi-agency briefings. * Communication of evacuation signal to all. |  | 1 | 3 | L | Y |
| Handing over/taking over incident | * Miscommunication between incident commanders or other agencies during handovers leading to incident escalation * Failure to pass over Hazard information * Failure to risk assess after taking over an incident | * Operational * Other Agencies | * Incident command structure in place. * Structured briefing to all agency representatives during taking over command (METHANE Message). * Clear Communication of analytical risk assessment to all personnel and other agencies. * Operational Guidance * Incident handover form (IHOF) * Operational monitoring | * Sector cordon control board (WY) | 2 | 3 | M | Y |
| Operational Hot Debrief | * On scene Site hazards including moving traffic, unsafe structures, inclement weather | * Operational * Other Agencies | * If a debrief conducted on site – conduct outside the cordon and away from hazards such as moving traffic. * Consider holding Debrief at fire station. * IC responsible for leading and capturing the information. * System in place to capture organisational learning from incidents |  | 1 | 3 | L | Y |
| Operational Debrief | * Failure to learn from the incident | * Operational * Other Agencies | * Suitable and sufficient training of incident commanders in debrief skills. [ICL 1, 2, and 3]. * IC responsible for leading and capturing the information. * System in place for recording, communicating and actioning learning outcomes. * System in place to capture organisational learning from incidents. Share where appropriate. NOL, JOL |  | 1 | 2 | L | Y |
| Post incident Welfare | * Trauma from attending a traumatic event | * Operational | * Have appropriate support mechanisms in place * Training of OIC’s to recognise signs and symptoms of occupational stresses * Support through Occupational health and other organisations such as firefighter’s charity and representative bodies. * Appointing of officer to undertake welfare duties. * Suitable debrief |  | 2 | 3 | M | Y |
| * inadequate exposure monitoring and recording of hazardous agents | * Operational | * Post incident occupational health screening and monitoring * Access to emergency vaccination via A&E * Reporting and management process for suspected exposure to hazardous agents in place |  | 1 | 2 | L | Y |
| Communicate Shared situational awareness to JESIP partners | * Known and residual risks are not shared between agencies | * Operational * Other Agencies | * Handover procedure * Handover forms * JESIP protocol |  | 1 | 5 | M | Y |
| Return to operational readiness | * Contamination of appliance/station/personnel/ BA/equipment either at scene or on return to station. * Poor cleaning practices causing damage to equipment that can cause failures. * Poor record keeping * Disposal of contaminated items either at scene or on station. * Contamination becoming evident could cause environmental impact. * Incident not being left in a safe state. * Kit being left on scene which is contaminated. * Operational kit lost so not available for operational activities in the immediate future. * Equipment not stowed correctly could cause equipment being ejected during journey back to station. * Significant amounts of manual handling during the stowing of kit back on the appliance. * PPE could be contaminated and need replacing which may affect availability. * psychological trauma. | * Operational * Non-Uniformed * Other Agencies * Members of the Public | * Suitable cleaning of PPE including asbestos containing material testing and cleaning * Appropriate handing over prior to leaving the scene * Access to clean PPE * Procedures and control from line management * cleaning procedure and decontamination processes in place prior to leaving the operational ground * Advice and guidance from HMEPO or specialist advice about correct cleaning methods * Safe transportation from incident to station * Completion of all documentation * Suitable form/system in place to record potential exposure to hazardous substances * Operational guidance that is Incident specific * Occupational Health. * Service specific care facilities. | * NYFRS currently utilise PAM assist for care facilities. | 1 | 3 | L | Y |
| Safe return journey to station | * Personnel if tired/dehydrated or effected by the operational activity could suffer from tiredness or lack of concentration on the return journey causing vehicle accidents * Being redeployed to another incident when crews are not operationally ready * Insufficient time to clean and prepare the appliance and equipment for next use could cause accidents and injuries | * Operational * Non-Uniformed * Other Agencies * Members of the Public | * Cleaning procedure and decontamination processes in place on return to station * Correct facilities on site for cleaning equipment and personnel such as showers etc. * Booking unavailable until totally cleaned equipment/personnel * Early Rotation of crews to avoid fatigue * Suitable Rest periods |  | 1 | 3 | L | Y |

|  |  |  |
| --- | --- | --- |
| **Subject Matter Expert[s] consulted for part A:** | | **Date:** |
| **North Yorkshire** | xxxxxx (Health & Safety Manager) xxxxxx (Health & Safety Practitioner) xxxxxx (FBU Health & Safety Rep) | 16/02/2019 v1  15/05/2020 v2  24/08/2020 v3 |
| **West Yorkshire** | xxxxxx (GM Operational Support) xxxxxx (Health & Safety Practitioner) Craig Hill (TRO) | 15/05/2020 v2  24/08/2020 v3 |
| **South Yorkshire** |  |  |
| **Humberside** |  |  |

| **Part B – Specific Risk Assessment [Applies to an individual Service]** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazards** | **Persons affected by or exposed to the hazard[s]** | **Existing risk controls** | **Residual risk level calculation** | | | **Further Action** |
| **L** | **S** | **R** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Subject Matter Expert[s] consulted for part B:** | **Date:** |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Further Actions (in order of appearance):** | |  | | |  |
| **Owner** | **Action** | **Risk after further control measures** | | | **Date** |
| **L** | **S** | **R** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

| **Document History** | | | |
| --- | --- | --- | --- |
| **This Version:** | **Date:** | **Author of changes:** | **Summary of changes:** |
| 3.0 | 24/08/2020 | xxxxxx | Regional consultation: Additional hazards and control measures for: *Being alerted to an emergency call, Approaching the incident, Using MDT’s, use of non-fire service vehicles and return to operational readiness* |
| **Previous Versions:** | **Date:** | **Author of changes:** | **Summary of changes:** |
| 1.0  2.0 | 14/02/2019  15/05/2020 | Xxxxxx xxxxxx | First edition  4x4 Risk matrix amended to 5x5 |