

**AGENDA ITEM:**

<b>REPORT TO:</b>	<b>MERSEYSIDE FIRE &amp; RESCUE AUTHORITY</b>
<b>DATE:</b>	<b>27<sup>th</sup> SEPTEMBER 2011</b>
<b>REPORT NO.</b>	<b>CFO/114/11</b>
<b>REPORTING OFFICER:</b>	<b>CHIEF FIRE OFFICER</b>
<b>CONTACT OFFICER:</b>	<b>CHIEF FIRE OFFICER</b>
<b>OFFICERS CONSULTED:</b>	<b>GM HOWARD OPERATIONAL PREPAREDNESS</b>
<b>SUBJECT:</b>	<b>OPERATIONAL POLICY REVIEW</b>

<b>APPENDIX A</b>	<b>TITLE</b>	<b>OPERATIONAL PLANNING POLICY</b>
<b>APPENDIX B</b>	<b>TITLE</b>	<b>OPERATIONAL TRAINING POLICY</b>
<b>APPENDIX C</b>	<b>TITLE</b>	<b>OPERATIONAL ASSURANCE POLICY</b>
<b>ATTACHED – HARD COPY</b>		

**A GLOSSARY OF TERMS HAS BEEN INCLUDED AT THE END OF THIS REPORT FOR REFERENCE PURPOSES.**

Purpose of Report

1. To advise Members of the review of the Operational Planning, Operational Training and Operational Assurance Policies.

Recommendation

2. That Members;
  - a) approve the changes made to the Operational Planning, Operational Training and Operational Assurance Policies.

Introduction & Background

3. All Authority policies are subject to annual review. It is also appropriate to review policies in the event of any changes which may impact on the policy, such as changes in legislation or changes to the organisational structure.
4. Following the recent change of Principal Officers, a fundamental organisational restructure has been undertaken. At the same time, the Regional Standard Operational Procedures (SOP) Project has commenced the production of Regional SOPs to be adopted by the all of the Fire and Rescue Services in the North West Region. As a result, it has been necessary to review the Operational Planning, Operational Training and Operational Assurance Policies in order to reflect the resultant changes.

5. The review of the Operational Assurance Policy reflects assumed changes to the organisational structure, which is presented elsewhere on the agenda. The principles of operational assurance, as applied within the Service, will be the subject of a presentation to Members at a future development event.
6. The Regional SOP Project was commissioned through the CFOA North West Operations Policy Committee, following approval from the Regional Management Board (Now the North West Partnership Board).
7. Whilst the adoption of Regional SOPs will accord broadly with the principles contained within the existing Operational Planning Policy prior to review, it has been necessary to remove Section 6, Locally Identified Risks, from the suite of existing Merseyside SOPs. The rationale for this decision is twofold. Firstly, it has been recognised that the risk assessments and operational guidance contained within Section 6 SOPs has already been captured within the SOPs contained in Sections 1 to 5. Secondly, risk critical information appertaining to the locally identified risks (e.g. Mersey Tunnels) is now captured within site specific risk information files, gathered under Section 7 2 (d) of the Fire and Rescue Services Act 2004.
8. The review of the Operational Training Policy reflects the changes made to the Operational Planning Policy.
9. A copy of each Policy, complete with tracked changes, is appended to this report.

#### Equality & Diversity Implications

10. Equality Impact Assessments have been undertaken on each Policy.

#### Financial Implications & Value for Money

11. None contained within this report.

#### Health & Safety and Environmental Implications

12. Every SOP is underpinned by the national GRA. A related Learn Pro training package which confirms competence against pre determined learning outcomes has been developed for each SOP.
13. The principles contained within the three Policies under review accord directly with those contained within HSE publication HSG 65 Successful Health and Safety Management.

Contribution to Achieving Our Purpose:

“To Make Merseyside a Safer, Stronger, Healthier Community”

14. The regional SOP's and related training packages are designed to meet the safety critical training and development needs of all staff, consequently ensuring that all staff are equipped with the appropriate skills and knowledge to enable them to contribute to achieving our purpose.

**BACKGROUND PAPERS**

None

**\*Glossary of Terms**

GRA – Generic Risk Assessment

Due to the size and nature of the activities undertaken by the FRS GRA's are produced to ensure a consistent approach in meeting regulatory requirements.

SOP – Standard Operational Procedures

SOP contains any hazards, risks and control measures relating to the incident type and details the tactics and safe system of work to be employed at the incident.