

Health and Safety Committee Meeting
11am – 15 September 2025
Meeting Room 1 SHQ / Teams

Attendees: Calum Bell (CB), Graham Britten (GB, Chair), Daniel Cadwell (DC), Dave Howlett (DH), Marcus Hussey (MH), Jason Manders (JM), Faye Mansfield (FM), Katie Nellist (KN), Oliver Reddick (OR), Rob Spearing (RS), Councillor Robin Stuchbury (RSt) and Liam Parma (observing)

Meeting opened: 2pm **Meeting closed:** 3.37pm

Item	Details	Action
1.	Introductions and welcome - RSt introduced himself as the new Lead Member for Health and Safety and Corporate Risk. It was also noted that Charlie Turner (CT) would be replacing Jason Naylor (JN) at future meetings.	
2.	Apologies: Barrie Ackerlay (BA), Aaron Brinklow (AB) Dave Tubbs (DT), Paul Scanes (PS) and Charlie Turner (CT)	
3.	Minutes from last meeting: Minutes of last meeting approved (subject to one change page 7, 'competence' instead of 'confidence').	
4.	Matters Arising - Action Log Previous actions reviewed.	
5.	Property update RS advised the Committee that the fire door surveys had been completed on all sites. The results of the survey had gone to the Property Manager, to agree what actions would be taken going forward. CCTV surveys had been completed on all sites, and the report had also gone to the Property Manager for comment and direction on further actions. Asbestos monitoring surveys were carried out in July. There were twelve sites identified, with 85 locations on those sites containing asbestos material. There were no high or medium risks at this time. RS had been tasked to look at the Property Standards surveys looking at welfare spaces and washing and toilet facilities. It had been reported back to the Property Manager who would agree a way forward to make a uniform approach where possible. The Princes Risborough and Brill Drill Towers had been demolished, with work completed between 21 July and 15 August all progressed as planned.	
6.	Sickness Absence Data FM advised in Q2, there were seven safety events resulting in injury, five were categorised as minor and two were categorised as moderate. Four events occurred whilst training, one undertaking gym activities and two	

	<p>following an operational incident. The type of injury included stiffness, musculoskeletal (MSK), a burn and a wound. In addition to this, there were two operational employees who sustained workplace injuries within the last financial year, their absence due to MSK reasons, one had returned to work this month, so only one extra from the last financial year. As reported recently to the People Delivery Group, MSK was one of the leading reasons for sickness absence from work at present. The team were looking into some MSK focused training and resources to support employees.</p> <p>OR advised that each station had a Physical Training Supervisor (PTS), as fitness tests had to be completed every six months and signed off by the PTS. The PTS's had received training and could write a programme for the firefighters. The gym equipment was basic but suitable for what was needed.</p> <p>GB asked FM to provide a written report for future meetings.</p>	
7.	<p>Health and Safety Audits / Fire Risk Assessments</p> <p>DC advised that during April – June Health and Safety Audits and Fire Risk Assessments had been completed for Aylesbury, West Ashland and Haddenham. The main trends and key issues picked up were fire doors being wedged open, lack of food safety management systems and evidence of food and drink being consumed in red areas marked for contaminants on station.</p> <p>The station audit process had been amended to what the Station Commander could manage and be responsible for. The audits were now being scored and fed back to Station Commanders and Territorials to keep track if the station was red, amber or green.</p> <p>The classification of findings are split into major nonconformities, minor nonconformities and opportunities for improvement. The scoring system is 0-3 if there are 3 minor non-conformities with no majors - green. 4-7 minor non-conformities and no majors – amber, and a red would be either 1 or more major non-conformities or more than 7 non-conformities.</p> <p>CB advised if the Service was going out auditing commercial premises and making sure they complied with fire safety orders, the Service should be compliant. Failure to keep fire doors in a serviceable condition would come under The Regulatory Reform (Fire Safety) Order 2005.</p> <p>GB asked that due to it being quite a serious non-compliance, would the reinspection be programmed in sooner than would normally happen.</p> <p>DC advised that it was included in the Fire Warden check, and the Watch Commanders and Station Commander should be taking local responsibility to ensure it had taken place.</p>	FM

8.	<p>Contaminants – update</p> <p>AB was not at the meeting, so the report provided was taken as read.</p> <p>GB asked OR if he had been attending the Contaminants Working Group, which he had.</p> <p>DH also attended and advised that although previously reported, the cabs were beginning to smell like smoke. Vehicles coming in for service were needing to be aired. Equipment was coming through covered in contaminants. Training School were worse than others and it needed to be addressed. This would be picked up at the next Contaminants Working Group meeting on 25 September.</p>	
9.	<p>Health and Safety KPIs progress report</p> <p>Toolbox Talks – JM advised the target was to conduct Health and Safety toolbox talks to all teams within five years (1 April 2025 – 31 March 2030). In Q1 six watches had received the talk so far.</p> <p>Risk Assessments - the aim was to review these within 21 days of submission. This target was being met.</p> <p>Health and Safety Audits were progressing well and remained on track for completion by the end of the financial year.</p> <p>JM advised that the slides in the pack provided an overview of performance against the Service's health and safety KPI's, which covered a range of key areas including the number of investigations opened each month, many were now submitted within the prescribed time frame, and many exceeded it. Injury rates, the number of workplace injuries reported across the Service. The number of safety events reported under RIDDOR, incidents involving verbal or physical attacks on staff, near miss events and monthly hazard reports and vehicle related incidents.</p>	
10	<p>DSEAR</p> <p>CB advised that it was identified that there were some opportunities for improvement across a number of sites, and as such they were now reported through the Service Delivery Group as an agenda item and there was also a dedicated DSEAR Working Group chaired by the ACFO.</p> <p>CB asked that it should be removed as an agenda item at this meeting as it was managed elsewhere. It should be replaced with the 'South East Health and Safety and Peer Review Update'.</p> <p>CB advised that in the NFCC South East Region, there was an agreed programme of health and safety reviews. Peers from other fire and rescue services within the south east region, would audit this organisation. It would be audited under ISO45001 which was a national standard of health and safety auditing. The Service had chosen five areas of review. The audit</p>	KN

	would take place in April 2026. The five key areas would be control of contractors, asbestos register and management, occupational health, water and COSH. The final report would probably not be available until the summer.	
11.	Papers update – None.	
12.	<p>Proactive Safety:</p> <p>Hazard reports</p> <p>JM advised there had been four hazards reported for Q1. Gerrards Cross lacked correctly sized water rescue PPE, creating safety risks for smaller firefighters. This could have led to poor-fitting suits and increased risk of injury from trips, falls, or water ingress.</p> <p>Stagnant water in appliance tanks due to lack of routine flushing. Increased risk of Legionella bacteria growth.</p> <p>Fire doors must remain closed at all times, this action followed a recent Health and Safety audit. It prevents crews from hearing turnout or tannoy alerts from offices or duty rooms, risking delays in emergency response.</p> <p>Lastly, incorrect stowage of hard suction equipment caused it to become stuck, which could hinder operational readiness during incidents.</p>	
13.	<p>Reactive Safety</p> <p>DC took members through the Safety Event statistics for Q1. Vehicle Damage 2, Vehicle Collisions 12, Personal Injuries (Wholetime) 3, Personal Injuries (Apprentices) 0, Personal Injuries (On-call) 1, Personal Injuries (Support) 2, Personal Injuries (Members of the public) 0, Personal Injuries (Officer) 0, Property Damage 1, Actual Violence 0, Near Misses 5, Threatened Violence 1, Near Misses Q1 2024/25 6 last year and 5 this year.</p> <p>The Q1 Safety Events by Activity Type - Routine Activity 57%, Training - Operational 14%, Training – Other 5%, Operational – Driving 14%, Operational – Standby 5% and Other 5%.</p> <p>Looking at Q1 Driving Safety Event data breakdown, 10 minor and 2 moderate. 2 of the 12 were on blue light. Incidents by Slow Speed Manoeuvres, out of the 6, 4 were not using pilots.</p> <p>Vehicle safety events over the last four quarters, although low numbers, the trend was on the rise again.</p> <p>Personal injury safety events over the last four quarters was fairly similar, with a slight downward trend.</p> <p>Breaking down the vehicle data for this quarter, there were 11 minor, 2 moderate and 1 major. 2 were third part fault. 12 incidents were driving and 2 incidents were vehicle damage (opening a door into a parked vehicle</p>	

	<p>and a sign falling onto a firefighter's car). 6 of the 12 vehicles driving safety events were slow speed manoeuvres, on 4 occasions pilots were not used. 6 of the 12 underlying causes were highlighted as either inattention or misjudgement by the individual.</p> <p>Breaking down the personal data, there were 3 minor and 3 moderate. 2 injuries were as a result of training activities; 4 injuries were as a result of routine activities. 3 of the 6 injuries sustained were as a result of failings of safety management which included insufficient knowledge for task, inadequate employee safety information, briefs, communications and inadequate/ineffective policies or procedures.</p> <p>Near Misses – there were 2 minor, 2 moderate and 1 major with no common themes.</p> <p>Severity – 18 out of the 27 incidents were classed as minor, 7 were classed as moderate and 2 were classed as major.</p> <p>There were 3 RIDDOR incidents reported to the Health and Safety Executive, all were over 7 days.</p> <p>Safety Event Completion Rates, April 56%, May 77% and June 83%. 18 investigations were classed as green, 1 amber and 2 red.</p> <p>As at 5 September there were currently 2 L1 investigations overdue and 1 L2 investigation overdue.</p> <p>GB asked that in terms of the slow speed manoeuvres with no pilot, what did the trend look like for Q2.</p> <p>DC advised it was on the increase.</p> <p>DH advised that workshops were trying to mitigate this and on the next two vehicles a pilot guard system would be added. When reverse was activated, it activated a two-way radio. It also should be reported on the driver's log.</p> <p>GB asked that each time there was an investigation into a slow speed manoeuvre with no pilot, who was it reported to.</p> <p>DC advised if it was a minor event, the Station Commander would have sight of it. Moderate would go to the Group Commander. It was also reported at the joint Driving Centre meeting with OFRS.</p> <p>GB asked that using a pilot for slow speed manoeuvres should be filtered between appliances and cars.</p> <p>DC could not do it on the graph but could filter it out for the next meeting.</p>	DC
14.	<p>Safety Representatives – update</p> <p>OR asked about incident welfare as there was a recent incident where crews were on scene for upwards of 9 hours (the food side of the welfare</p>	

	<p>was excellent). When these incidents happen, where could they be reported, through a hazard report, incident feedback forms or another way.</p> <p>GB said it was regrettable that there were no operational people at the meeting.</p>	
15.	<p>Safety event costings:</p> <p>JM advised the vehicle related costs and property costs for Q1 - vehicle £8,780.99 and property £105. Totalling £8,885.99. One vehicle safety event accounted for £5,610 of this total, covering repairs and paintwork.</p> <p>Vehicle Insurance claims, third party at fault, full repair costs of £825 recovered. BFRS at fault, claim settled at £16,070.40 paid to third party by our insurers. BFRS at fault, ongoing claim, estimated third-party costs currently £7,353.22 (repairs, car hire etc).</p> <p>MH was concerned that the above information did not get relayed out anywhere. MH would like to get this out to the crews and training school to let them know how much it was costing the Service.</p> <p>MH felt that now the minutes were published, how much risk was there in publishing the data, would the Service get potentially fraudulent claims.</p> <p>GB agreed it should be put out to the relevant departments and did not have an issue with the information going into the public domain as the Service had robust procedures in terms of challenging claims.</p> <p>MH suggested that he brought back to this meeting, all the claims that had been closed in the period being reported on.</p> <p>GB asked how it should be reported to the relevant departments.</p> <p>MH to speak to operational colleagues.</p>	
16.	<p>Any other business:</p> <p>MH advised that as part of the safety event recording, there was an issue with not all the information being available for the Insurers. There were KPI's with the Insurance Company to get the forms to them within three days, but they were having to chase for information.</p>	
17.	<p>Date of next meeting: TBC</p>	