Nottinghamshire and City of Nottingham Fire and Rescue Authority
Finance & Resources Committee

ROAD RISK GROUP

Report of the Chief Fire Officer

Date: 07 July 2017

Purpose of Report:

To provide Members with an update of progress made by the Road Risk Group.

CONTACT OFFICER

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1. BACKGROUND

1.1 The use of vehicles on Authority business is one of the most significant risks on the Corporate Risk Register. This reflects the potential for injury, damage to reputation and increased cost and disruption to operational activity that motor vehicle accidents present.

1.2 For a number of years, this key corporate risk has been managed in part by the Road Risk Group, a sub-group of the Service Health, Safety and Welfare Committee.

1.3 The Road Risk Group has been working towards the completion of an action plan containing a number of risk mitigation measures. This report provides an update on the delivery of that action plan.

2. REPORT

2.1 The Road Risk Group action plan is attached at Appendix A. Members are asked to note the progress made against completing all the activities.

2.2 The risk of the use of vehicles on Authority business continues to represent a significant risk and, with the action plan nearing completion, attention will turn to a new phase of work involving human factors associated with driving.

3. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

There are no human resource implications arising from this report.

5. EQUALITIES IMPLICATIONS

An equality impact assessment has not been undertaken because this report serves to update Members on the progress of an existing action plan.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

8. RISK MANAGEMENT IMPLICATIONS

This report provides evidence of the risk control measures that have been implemented in respect of the risk of using vehicles on Authority business. It is evidence of Member involvement in gaining assurance as to the management of a significant risk.

9. COLLABORATION IMPLICATIONS

There are no collaboration implications arising as this report only provides an update to Members regarding progress made by the Service's Road Risk Group.

10. RECOMMENDATIONS

That Members note the contents of this report

11. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

John Buckley
CHIEF FIRE OFFICER

Road Risk Group Action Plan Update

Action: Review of "driving safety" in Written Safety Policy and associated procedures	
Owner: Health, Safety & Environmental Risk Management (HS&ERM)	**Target Date:** Jun 15 **Complete:** Feb 15
Comments: Confirmation received that management responsibilities are covered in the Safety Management Structure and Risk Assessment sections of the Written Safety Policy, and that mobile phone use is covered in driving safety.	

Action: Establish a 'vision' for driving activity	
Owner: Business Risk Manager	**Target Date:** Feb 15 **Complete:** Feb 15
Comments: Vision statement consulted on and agreed: '*NFRS are committed to eliminating avoidable vehicle collisions and to have a positive impact on our road safety behaviour. We will strive to continually achieve the highest standards of driving in all of our driving activities*'.	

Action: Establish management reporting process	
Owner: ACFO	**Target Date:** Feb 15 **Complete:** Feb 15
Comments: Business Risk Manager responsible for compiling management reports on behalf of ACFO. Updates on progress against Road Risk Group Action Plan provided for each Road Risk Group meeting and Finance and Resources Committee updated on an annual basis. The Service's Performance Management team are assisting with the analysis of accident statistics (see below) and further efforts will be made to integrate this in to the performance management framework.	

Action: Production, analysis and evaluation of event statistics	
Owner: Transport/Corporate Performance	**Target Date:** Mar 15 **Complete:** Mar 15
Comments: Transport Department and Corporate Performance are working together to bring motor event data and analysis to each Road Risk Group meeting. As noted above, work will continue to integrate this with the development of the Service's performance management framework.	

Action: Engage in eye-tracking hazard perception research project with Nottingham Trent University	
Owner: ACFO	**Target Date:** Mar 15 **Complete:** Mar 15
Comments: The Assistant Chief Fire Officer tasked the Business Risk Manager with providing day-to-day support to the Research Team. The project is drawing to a close, having run to schedule, and it is intended that any learning points will be considered as part of the review of the effectiveness of driver training (see later action point).	

Action: Engage in regional collaborations	
Owner: Business Risk Manager	**Target Date:** Jun 15 **Complete:** Jul 15
Comments: Peer review specification for occupational road risk management developed by Business Risk Manager and agreed by CFOA Regional Health, Safety and Wellbeing Group. Derbyshire Fire and Rescue volunteered as pilot Service. Feedback confirmed that the review was a valuable exercise and that it should be used as a self-assessment tool with the ability to seek verification and/or assistance with identified issues via the CFOA regional health and safety group. Exercise to be undertaken by the Service.	

Action: Event investigation	
Owner: HS&ERM	**Target Date:** Jun 15 **Complete:** May 17
Comments: A joint reporting form has been developed and is in testing. A specification for training in event investigation has been developed and is in the process of being approved.	

Action: Ensure effective use of in-vehicle data systems	
Owner: Transport	**Target Date:** Jun 15 **Complete: May 17**
Comments: The Service's approach to the use of CCTV has been updated in a revised policy to ensure that it is used appropriately in respect of motor vehicle accidents. A report is also being presented to Executive Delivery Team concerning the use of technology to aid the management of fleet assets.	

Action: Encourage CFOA representation on consultations relating to driving standards	
Owner: ACFO	**Target Date:** Jul 15 **Complete:** Jul 15
Comments: ACFO provides Road Risk Group with updates on any driving-related consultations CFOA are engaging with and is well placed through CFOA engagement to ensure that adequate attention is given to driving-related consultations and other developments.	

Action: Review of Risk Assessments for vehicles and driving activities	
Owner: HS&ERM	**Target Date:** Jul 15 **Complete:** Jul 15
Comments: Audit of selected sections risk assessments has been completed. A report on this activity was presented to Service Health Safety and Welfare Committee in October 2015.	

Action: Review effectiveness of driver training (including the integration of behavioural aspects of driving	
Owner: Learning & Development	**Target Date:** Aug 15 **Complete:** Dec 16
Comments: The sector is still awaiting the commencement of S19 of the Road Safety Act 2006 which covers high speed driver training. CFOA are developing a common approach to compliance with this legislation. Self-assessment of driver training against S19 standard has been completed jointly with Leicestershire FRS mindful of potential joint driving school, outcomes being reviewed and action plan will be formulated by 30th June 2016. A code of practice on high speed driver training has been published by the Joint Emergency Services High Speed Driver Training Advisory Group any actions arising from this will be incorporated in to the action plan. **10-01-17** Our driving courses are now being aligned to the new format as described above. Driver Checks are now 1 day revalidations under this new format and SM Poyser is delivering against the driving school modernisation action plan.	

Action: Introduce policy and procedure for grey fleet usage (consultation)	
Owner: Transport	**Target Date:** Aug 15 **Complete:** Aug 15
Comments: Draft policy and procedure for consultation was presented to the July meeting of the Road Risk Group for initial consultation and is to be debated at EDT as part of the Service's formal consultation process.	

Action: Ensure e-learning for driving-related skills and knowledge is available	
Owner: Learning & Development	**Target Date:** Sep 15 **Complete:** Jun 16
Comments: Material including Banksman training, Roadcraft and reversing are available on the intranet. E-learning team are working on a wider programme of e-learning provision. Recent driving 'Masterclasses' have been made available to all employees. The use of e-learning for driver training is a lower priority than other aspects of learning and development and this is therefore considered to be complete.	

Action: Ensure Driver Trainers are able to maintain competence in a structured manner	
Owner: Learning & Development	**Target Date:** Apr 17 **Complete:**
Comments: This is linked into our self-assessment prior to the changes being introduced by section 19 of the road traffic act 2006. Two associate driver trainers have been trained and will be subject to a 5-yearly refresher. The two existing driver trainers will be trained during the quieter winter period with completion expected by April 2017.	

Action: Devise and implement a system for the maintenance of driving standards	
Owner: Learning & Development	**Target Date:** Dec 16 **Complete:**
Comments: Approach similar to absence management process being considered once the new absence management process has been consulted upon. The AM Learning and Development is due to meet with the ACFO to discuss formal consultation on this proposal through EDT and SLT, with introduction planned for December 2016.	

Action: Develop and implement Driver and Driving Management supervisory training	
Owner: Learning & Development	**Target Date:** Apr 16 **Complete:** Nov 16
Comments: A list of 'top ten' poor driving practices has been provided by the driver trainers along with good driving practices that could be used to inform this training. Approach made to regional partners to share any existing training in this area. Other operational training courses will refer to driving (i.e. Initial Incident Command course – make sure arrive)	