



**NOTTINGHAMSHIRE**  
**Fire & Rescue Service**  
*Creating Safer Communities*

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

# **MANAGEMENT OF OCCUPATIONAL ROAD RISK**

Report of the Chief Fire Officer

**Date:** 11 October 2019

**Purpose of Report:**

To provide Members with an overview of the activities associated with the management of occupational road risk.

## **CONTACT OFFICER**

**Name :** Craig Parkin  
Deputy Chief Fire Officer

**Tel :** 0115 8388100

**Email :** [craig.parkin@notts-fire.gov.uk](mailto:craig.parkin@notts-fire.gov.uk)

**Media Enquiries  
Contact :** Therese Easom  
(0115) 967 0880 [therese.easom@notts-fire.gov.uk](mailto:therese.easom@notts-fire.gov.uk)

## **1. BACKGROUND**

- 1.1 The use of vehicles on Authority business remains one of the most significant risks on the Corporate Risk Register.
- 1.2 This key corporate risk continues to be monitored and managed in part by the Service Health, Safety and Welfare Committee. The Committee monitors progress against an action plan containing a number of risk mitigation measures.
- 1.3 This report provides Members with an overview of progress against the road risk action plan. The action plan has been updated with recommendations following the Fleet Risk Review 2019.

## **2. REPORT**

- 2.1 The management of Occupational Road Risk Action Plan can be found at Appendix A to this report. Members will note that the focus of the action plan relates to developing driver skills and behaviours with the aim of reducing the frequency of slow speed manoeuvring accidents. These actions are in addition to Nottinghamshire Fire and Rescue Service's routine driver training and other fleet management activities.
- 2.2 The 2019/20 road risk action plan has been updated to remove completed activities and new actions included with recommendations from the Fleet Risk Review Report 2019, which was completed by the Service vehicle insurers. The updated road risk action plan will organise activities and track progress. This will ensure the Service work towards the goal of reducing work related driving risks.
- 2.3 In addition to the work outlined as part of the road risk action plan, Nottingham Trent University has provided the Service with four driver training packages which are designed to be used to supplement existing driver training in hazard perception. These have been incorporated in the Service e-learning system.
- 2.4 Challenges with filling a vacancy within the Service's Driver Training Team have delayed the commencement of two actions (7-19 and 12-19) within the action plan. It is anticipated that recruitment to the vacant post will be completed by January 2020, this will provide the necessary resource to enable completion of these outstanding actions.

## **3. FINANCIAL IMPLICATIONS**

The effective management of occupational road risk is designed to reduce the frequency and severity of vehicle collisions and therefore reduce the financial consequences of both insured and uninsured losses.

#### **4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS**

NFRS's Learning and Development Team is supporting the delivery of both practical and e-learning training to blue-light drivers. The aim of the input is to influence driver behaviour through the use of hazard perception and gap judgement training input.

#### **5. EQUALITIES IMPLICATIONS**

An equality impact assessment has not been undertaken because this report consolidates existing work streams that may themselves be subject to an equality impact assessment.

#### **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**

- 8.1 The failure of the Authority to effectively manage the risks to which it is exposed poses a risk, particularly where there is a systemic failure that could leave the Authority and individual managers at risk of legal action.
- 8.2 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 from this report.

#### **10. RECOMMENDATIONS**

That Members note the actions which are being taken by the Service to reduce the risk associated with occupational road risk.

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

None.

John Buckley  
**CHIEF FIRE OFFICER**

## MANAGEMENT OF OCCUPATIONAL ROAD RISK ACTION PLAN

## APPENDIX A

REF NO	ISSUE	ACTION REQUIRED	OWNER	START DATE	END DATE	STATUS	COMMENTS
8-18	The service communications plan identifies a range of interventions required to achieve the behavioural and cultural change necessary to reduce avoidable damage of Service vehicles. Actions required as documented in the communications plan.	Produce an article for the newsletter about Driving School and how drivers are trained. To include key aspects of training crews are required to know.	Corporate Communications	01.07.18	31.09.18	Completed	Feature concerning risk associated with driving included as part of the operational assurance bulletin.
13-18	Audit tax, MOT and insurance compliance of vehicles that are driven for work and are not owned by NFRS	Request that employees driving their own cars for work purposes provide proof of vehicle tax, business use insurance (including blue light cover where appropriate) and a valid MOT Certificate for their vehicle.	Fleet Manager	01.01.19	01.09.19	Completed	Issue has been considered by EDT and has been integrated into the light vehicle policy.
14-18	Presentations/training produced by Nottingham Trent University ready to be used a part of driver training.	Training packages to be obtained and used in conjunction with DVSA training for all drivers.	Head of Risk Assurance and Operational Training	01.07.18	01.09.19	Completed	Digital Learning Resource Developer has created e learning packages which will be integrated into driver training courses from January 2020.

REF NO	ISSUE	ACTION REQUIRED	OWNER	START DATE	END DATE	STATUS	COMMENTS
1-19	Raise the profile of the driving policy with all business drivers.	To ensure that all line managers recognise their responsibility regarding ensuring compliance at all levels across NFRS. Include within policy about inclusion of operational debrief to include driving to and from operation. All aspects of driving are the responsibility of first line managers.	Head of Risk Assurance and Operational Training		01.12.19	Completed	Driving Safety section of Written Safety Policy and the Light Vehicle Policy have been reviewed. Both went through full consultation are published on the Service intranet.  Both policies include a Section on Line Manager responsibilities.
2-19	Ensure that all Business Drivers are required to agree that they understand policy and comply with it.		Head of Risk Assurance and Operational Training		01.12.19	Completed	
3-19	Create a communication strategy to ensure that all staff are aware of policy and that line managers are required to manage its application across all drivers.		Head of Risk Assurance and Operational Training		01.12.19	Completed	
4-19	All licenses are to be regularly checked and any violations noted with remedial activity and potential interventions examined for driver risk management. - Licences are checked on a quarterly basis- the results of the online check are not fed back to the individual managers	Ensure that licence checks results are fed back to managers with an expectation that this is managed to ensure safe use of vehicles.	Head of Engineering	14.05.19	01.03.20	Completed	Individuals concerned are informed on non-compliance. Persistent non-compliance is reported to HR. HR follow up with individuals and line managers.

REF NO	ISSUE	ACTION REQUIRED	OWNER	START DATE	END DATE	STATUS	COMMENTS
6-19	The performance of those who drive or who are drivers for NFRS is not reviewed on a regular basis or at a formal review period	Periodic review of driver performance.	Head of Risk Assurance and Operational Training	01.07.19	01.10.19	Complete	Operational drivers are checked/ refresher training completed every 5 years. Redkite PDS used to record maintenance of core operational competencies including driving. The system requires periodic evidence that driving skills are being maintained. The assurance and reporting processes associated with Redkite PDS are currently being reviewed.  The risk profile for the Service does not indicate that this is an issue for non-blue-light drivers
7-19	Training of observation for operational drivers for Officers in Charge of appliances	Develop and deliver training for Officers in Charge of appliances to be able to observe and manage operational drivers at all levels.	Head of Risk Assurance and Operational Training	01.07.19	01.12.19	Not Started	Awaiting recruitment to vacant post within Driver Training School to resource the creation and delivery of a training package for Officers in Charge of appliances.
12-19	Driver suitability including driver skills, awareness and other impairments	Ensure that drivers and all line managers are alive to the issues relating to driver fatigue and other forms of impairment	Head of Risk Assurance and Operational Training	01.07.19	01.12.19	Not started	Driving for Work Risk Assessment reviewed to include hazard of driver fatigue and impairment.  Awaiting recruitment to vacant post within Driver Training School to enable a review of training course content. This will ensure necessary content is delivered as part of acquisition and revalidation of driver skills.

<b>REF NO</b>	<b>ISSUE</b>	<b>ACTION REQUIRED</b>	<b>OWNER</b>	<b>START DATE</b>	<b>END DATE</b>	<b>STATUS</b>	<b>COMMENTS</b>
13-19	Driving is not covered within the operational debrief process including the travel to and from the incident	The driving task to be included within all operational debriefs. To include root cause which should then be fed back to the driver trainers to be able to focus on prevention of a reoccurrence.	Head of Risk Assurance and Operational Training	01.07.19	01.12.19	Complete	Information concerning this issue has been included a part of the September Organisational Assurance Bulletin.