INCIDENT
LEVEL RESPONSE

SAFETY
Advises on measures to minimise risks to response personnel

CIMS
Coordinated
Incident
Management
System

RESPONSIBILITIES INCLUDE

- Support the Controller to ensure that all those involved in the response are kept safe in accordance with the requirements of the Health and Safety at Work Act 2015

- Ensure the Controller and wider IMT are informed of the Safety aspects of the response

- Provision of Safety advice and recommendations to support SitReps, Action Plans and the response in general

- Provision of a process and guidance for identification and management of risks

- Monitoring and review of safety, health, and wellbeing information

- Monitoring and verification of Health and Safety practices across the response, assuring they are embedded in each function's activities and processes

- Oversight of fatigue management across the response

KEY RELATIONSHIPS

- Controller (and deputy)

- The IMT and other functions

- Safety functions at other ICPs and at local level (if applicable)

- Risk Advisors

KEY OUTPUTS

- Communication and event log

- A system to record of incidents and hazards pertaining to safety, including near misses and notifiable incidents

- Risk register

- Response-specific documentation and tools (if required)

- Health and Safety performance reporting

- Input into the Action Plan

- Safety Status Reports

CONSIDERATIONS

Safety considers the principles of risk management: risk management is integrated, executed using a structured, comprehensive, customised, inclusive, and dynamic approach based on the best information available on human and cultural factors, regularly reviewed, adapted, and improved.

- **Risk ownership:** Is it clear who is responsible for and leading actions to manage each risk?

- **Risk profile:** Is the overall risk profile for the response being communicated effectively?

- **Risk assessment**: Are dynamic safety risk assessments being conducted and maintained appropriately?

- Understanding and appreciation of the culture on the ground

- Embedding Cooperation, Coordination and Consultation (the 3 'C's') across the response

- Have staff in the response had appropriate Health and Safety inductions and training and received appropriate information, resources, and supervision to do their job?

- How will you ensure that operations can pause or stop if the environment is unsafe?

- Blind spots, e.g. safety of lone workers, cultural safety of responders

- Is there a Health and Safety common operating picture (COP)?

- The level of Health and Safety protection being given to volunteers (must be same as paid workers)

- The availability of Health and Safety contractors with appropriate technical Health and Safety competence

INITIAL TASKS

- Obtain briefing from the Controller to gain situational awareness / obtain Controller's intent

- Establish Safety function; appoint, brief, and task staff; ensure staff have had an induction (including a Health and Safety induction)

- Confirm initial risk assessment has been completed; assess the situation and define any problems

- Set up logs (as required) to record decisions and actions

- Determine immediate and ongoing measures required to ensure safety and check they are fit-for-purpose

- Establish critical relationships; confirm a Safety point of contact within other functions or agencies (if required)

- Establish monitoring and reporting arrangements for health, safety, and wellbeing across the response

- Monitor risk management to ensure controls for registered risks are still effective

- Contribute to the development of the Action Plan

- Establish if any Health and Safety Technical Advisors are required

ONGOING TASKS

- Assess, identify, and advise on risk as appropriate; notify the Controller of potential safety issues and risks

- Ensure all personnel, including volunteers, have had a Health and Safety induction and are aware of standards and expectations

- Monitor and review safety, health, and wellbeing information and provide insights to IMT and assurance to the Controller

- Provide reports, briefings (including handovers for incoming shifts) and situation updates (as required)

- Verify Health and Safety processes and registers are in place and being used consistently

- Contribute Safety advice and information to SitReps, Action Plans, and other response plans

- Review plans, registers, and staffing requirements as response activities change or new risks emerge

- Verify dynamic risk assessments have been undertaken

- Record Health and Safety decisions, actions, and other activities

- Manage reporting to local level (if applicable)

- Encourage and promote clear lines of Health and Safety communication across the response