



Essex County
Fire & Rescue Service

COVID 19 Recovery Programme

PRINCIPLES OF THE WORKPLACE

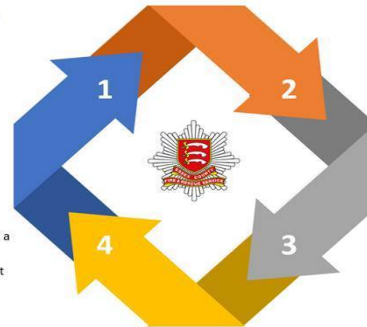
ESSEX COUNTY FIRE & RESCUE SERVICE

SAFE WORKING ENVIRONMENT

We will create a safe working environment that allows our people to flourish and work in the most effective and efficient way.

SUPPORTIVE CULTURE

We recognise that this continues to be a challenging time for all of our people and we want to ensure that we support your health and wellbeing in the workplace



HEALTHY WORKPLACE

It is important that we all practice the adoption of a healthy workplace with good infection prevention and control

WORKING SMARTER

Since lockdown began we have adopted a number of new ways of working. We want to harness and take forward these new ways to become the new normal.

Recovery Tasks

Departments

- Technical Services
- Control
- Operational Policy and NOG
- Operations
- L&D
- Education
- Fire Cadet & DoE
- Fire Break
- Safe Guarding
- RTC Reduction/Community Safety
- Technical Fire Safety
- ICT
- Performance & Data
- Fleet Services
- Purchasing
- Property Services
- Operational Assurance
- Home Safety – Bronze & Gold
- Safe and Well Visits – Gold
- HR
- OH&FIT
- Finance

Return to Work Place

Essex County Fire & Rescue Service

- Kelvedon Park
- BA Workshops
- Stores
- Service Delivery Centres
- North East Stations
- North West Stations
- South West Stations
- South East Stations

Governance

- Action Log
- Decision Log
- Reporting
- COVID Safe Risk Assessments
- Task Return to Work Impact Analysis

People Place Process	Activity	Lead	September Recovery Progress Update
PLACE	COVID Safe Work Place Risk Assessment PLACE	Health & Safety and Property	<ul style="list-style-type: none"> The Health & Safety Team have completed all site specific risk assessments at all sites. Sites are now deemed COVID Safe. Site specific risk assessments have been saved onto Recovery Programme Teams Site. Publication of the COVID Safe site specific risk assessments have been added to the intranet for colleagues to view. As per government guidelines, work is underway to produce a Risk Assessment Summary which will be published externally for all visitors. The quarterly COVID Safe Work Place Risk Assessment are underway at all sites.
PLACE	Property Tasks	All	<ul style="list-style-type: none"> COVID cleaning contractor implemented at all sites Head Quarters <ul style="list-style-type: none"> Remaining COVID safe measures at Service Headquarters implemented. These included; door signage, floor markings, meeting room capacity information and Perspex covering at reception and in the staff restaurant. Removal of non COVID safe equipment and personal items from all desks and muster area. Team locations agreed with department heads. COVID safe measures implemented within the staff restaurant. Staff Induction Pack drafted and issued to Recovery Leads & Health and Safety for review and comment ICT Kit Day – All ICT on site at KP on 28th September to install docking stations.
PEOPLE	Return to Work Assessment Toolkit	HR and Occupation Health	<ul style="list-style-type: none"> Returning to workplace toolkit complete by all line managers. Further to the launch of the Return to Work Assessment Toolkit HR have cross referenced the Civica records of those who are recorded as ‘Self-Isolating – High Risk’ with the RTW forms that have been submitted to the HR Support Mailbox to identify any gaps. The People Partners have been notified of these gaps and have been contacting the line managers of these individuals to provide support. Total of 278 forms submitted to the HR Support Mailbox for filing on PRFs. These forms have been completed not just for those who have been shielding or need to have their working from home arrangements reviewed as part of phase 1, these form appear to have also been completed for those who fall within phase 2. Return to Workplace meetings in August and September with Service Area Lead/Department Head to discuss returning to the workplace (KP/SDP’s) in order to understand desk capacity, staff numbers and working patterns. Individual discussions took place with specialised departments: ICT, OCAT, Health & Safety and Canteen
PEOPLE	Comms	Comms Team	<p><u>August/September Comms</u></p> <ul style="list-style-type: none"> Working Assessments Following COVID 19 Restrictions Quarantine guidance Managing COVID in our workplace Deep cleaning Guidance on colleagues showing symptoms on COVID Returning to workplace Weekly workplace livestream

Returning to workplaces: our next steps



Essex County
Fire & Rescue Service

WEEK 1

7 September

- ✓ Complete remaining COVID safe measures at Service Headquarters
- ✓ Meet with Department Heads to advise on required future team arrangements
- ✓ Check that all individual Return to Workplace assessments are completed

WEEK 2

14 September

- ✓ Headquarters to be declared as COVID safe
- ✓ Department Heads to design team rotas and arrangements to accommodate return to the workplace
- ✓ Workplace livestream and explanation video to showcase and explain new control measures

WEEK 3

21 September

- ✓ Return to workplace inductions to begin and take place over 2 week period
- ✓ Potential adjustments at sites, based on feedback
- ✓ Strategic Recovery group will begin to reduce frequency of meetings

WEEK 4

28 September

- ✓ Completion of Return to workplace inductions for all teams
- ✓ Workplace livestream for all colleagues, to answer outstanding queries and concerns
- ✓ Final review of all Recovery Action Plan and Road Maps

WEEK 5

5 October

- ✓ Service HQ and Service Delivery Points formerly re-open at reduced capacity
- ✓ Re-assessment at end of week to understand any immediate change/learning
- ✓ Formal completion of Recovery Strategy and handover for Winter Planning arrangements

March

April

May

Aug

July

June

Sep

Oct

Nov

Dec

The Road to Recovery....



Milestones

March

* Switched off . matters.

Implemented new process to consult on Building Regulations using electronic plans

Virtual Level 3 Certificate in Fire Safety

Protection Road Map 2020

* Directorate out of Business Continuity 12th June 2020

Virtual Level 4 Diploma in Fire Safety

June

Implementation of Desk Top Audit Process for premises in scope

Aug

*Risk Based Inspection Programme

Implemented a programme of inspections to gather information for MHCLG Building Risk Review Project

Re-Commencement of physical audits aligned to RBIP

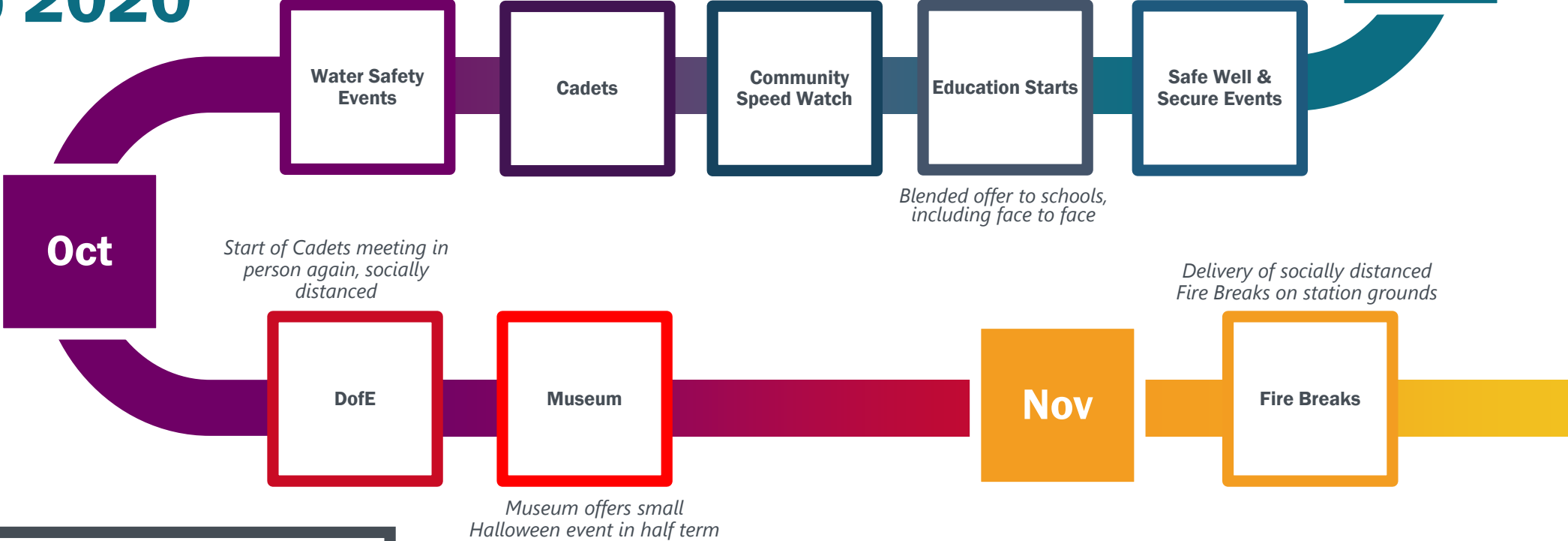
Implementation of CFRMIS

*Ministry of Housing Communities and Local Government

Prevention Milestones

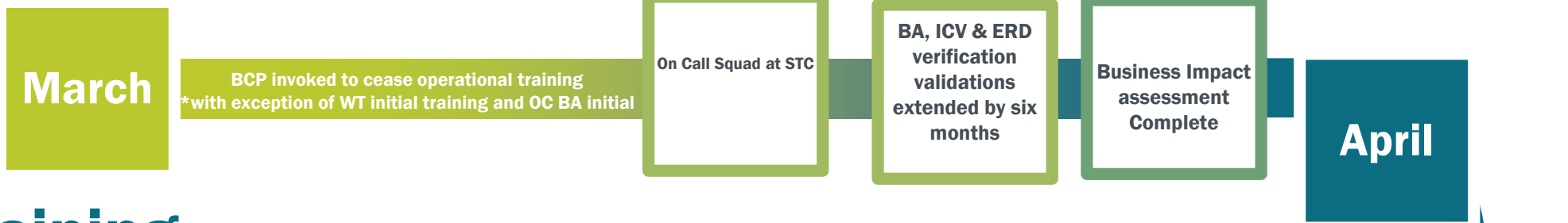


Prevention Road Map 2020

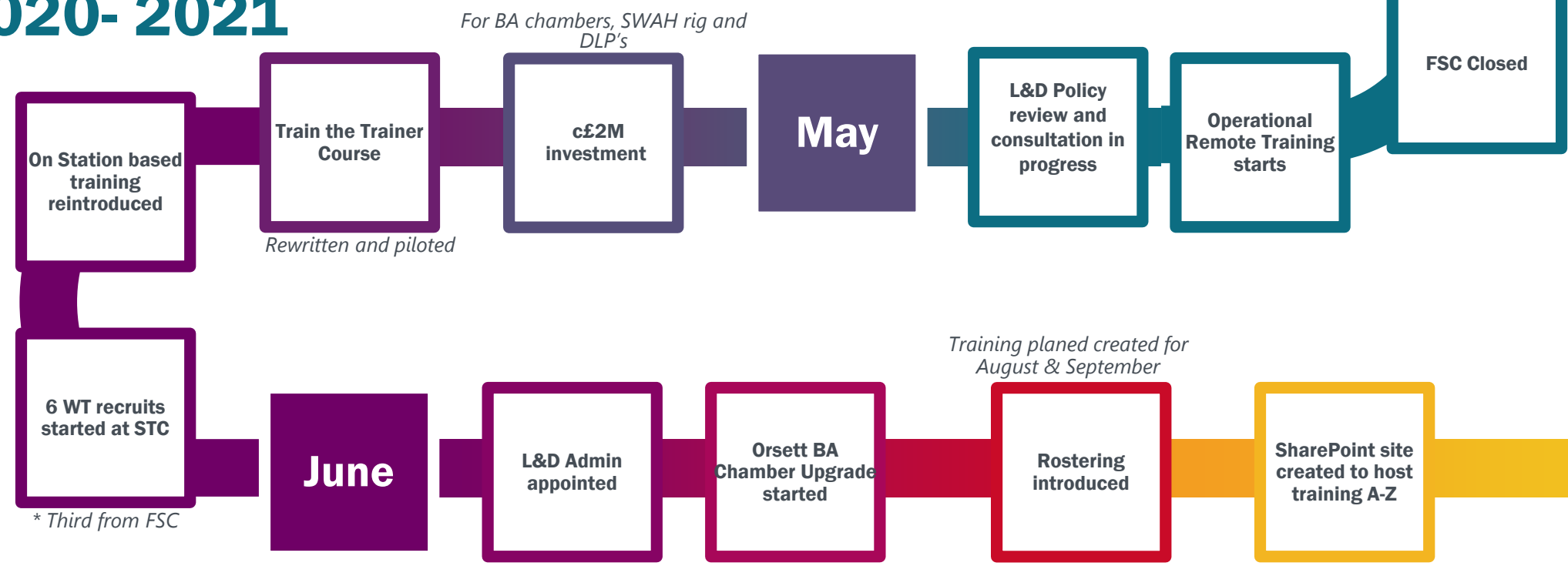


Above start dates will be confirmed following Risk Assessment, Rep Body Approval and Government Guidelines.

Operational Training Milestones



Operational Training Road Map 2020- 2021



Operational Training Milestones

July 2020

BA training back to pre-COVID levels

New Apprentice Manager appointed

Lea Valley white water centre reopened

Training Risk Assessments completed

CSAP Phase 2 recommenced

For delivery of training

August

Operational Training Road Map 2020-2021

Orsett BA Chamber Upgrade complete

L1 ICV'Ss all complete

Casualty Care courses to recommence

12 WT recruits start at STC

** Third from FSC*

September

Ops Training Exception Report approved

Six month extension

Strategic planning for hot fire facility

OC Squad at

December

L2 & L3 IC's all complete; reversion to 18 month validations

Next WT squad of 18 to start training

January 2021

BA refurbishment works to commence

March

All BA D&A's complete; reversion to 18 months validations

Above start dates will be confirmed following Risk Assessment, Rep Body Approval and Government Guidelines

*** June 2021 Operational Training Workstreams all complete**