

Risk Assessment for Spring Hill Fire Dept.

Important reminder

This risk assessment shows the kind of approach a medium size fire department of this nature might take.

Use it as a guide to think through some of the hazards in your organization and the steps you need to take to control the risks.

Please note that this risk assessment is for fire department administrative staff and also fire suppression staff.

Every organization is different – you need to think through the hazards and controls required for yourself your various types of occupancies.

Setting the scene

The management committee decided to do a risk assessment of our fire department to control the risks to people who work on emergency events as well as personnel working in the offices, visiting businesses in the field or anytime they could be injured while on the job.

The management committee did not have a legal requirement to record the findings of this risk assessment but we had a desire to do it for the protection of our employees. However, the management committee decided that there were sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they were brought to the attention of those working or holding an event in the hall.

The management committee did the risk assessment.

How was the risk assessment done?

The team followed the guidance in four steps to risk assessment to identify the hazards.

We looked at OSHA web pages for free health and safety advice and guidance for fire departments;

We walked around the station, parking lot and other areas with Fire Captains/ Commanders, and regular users of the station, noting things that might pose a risk; and spoke to other users of the station, and to people who had done jobs at the station, to learn from their experience and to get their views on health and safety concerns.

1. The Team then wrote down who could be harmed by the hazards and how to address the hazard and correct them.
2. The Team wrote down what controls were in place to manage these risks and then compared these to the guidance the OSHA website.
3. The Team put the findings of the risk assessment into practice, writing down who was responsible for doing the task and a noted time to complete the task. They decided to check off each action when it was completed and to record the date when it was done.
4. The Team discussed the findings with the management committee. The committee decided to put in place all the additional risk controls the Risk Assessment Committee had suggested. They also decided that the risk assessment would be shown to all workers doing jobs at the Station, and given to all personnel at the Station, and that it would be discussed with the representatives of all groups using the Fire Stations for the first time. A copy was also put up in the reception and kitchen areas. The management committee decided to review the risk assessment every year, or immediately if any changes occurred to the Station. walked around the station, car park and other areas with another member of the management committee, and a regular user of the stations, noting things that might pose a risk; and spoke to other users of the station, and to people who had done jobs at the stations, to learn from their experience and to get their views on health and safety.

Health and safety policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

The Spring Hill Fire Department
Chief Jim Swindle
City of Spring Hill, Tennessee
Chief Jim Swindle Shift Captains Boyd, Garza, Glenn

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and injuries of work-related duties and provide adequate control of health and welfare of personnel safety risks arising from work activities	Chief Swindle and Shift Captains	Maintaining safe conditions and watching out for each other.
To provide adequate training to ensure employees are competent to do their work	Chief Swindle, Captains, Training Officer	Proper on-going training.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Chief Swindle, Captains, Training Officer	Continued education, training and communication
To implement emergency procedures - evacuation in case of fire or other significant incident.	Chief Swindle, Captains, Lieutenants	Continued training in fire ground tactics
To maintain safe and healthy working conditions, provide and maintain equipment and apparatus, and ensure safe storage of equipment and fleet vehicles	Chief Swindle, Captains, Driver-Engineers	Morning Check off lists, constant maintenance of all fleet vehicles

Health and safety law poster is displayed:	At bulletin board
First-aid box and accident book are located:	First Aid/CPR equipment on all trucks and EMS units, MSDA on wall next to office complex

Principles of sensible risk management

With the help of research and the views of many organizations and individuals, we devised some simple principles of sensible risk management.

1. Sensible risk management **is** about:
 - Ensuring that workers and the public are properly protected
 - Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences
 - Enabling innovation and learning not stifling them
 - Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
 - Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility
2. Sensible risk management **is not** about:
 - Creating a totally risk free society
 - Generating useless paperwork mountains
 - Scaring people by exaggerating or publicizing trivial risks
 - Stopping important recreational and learning activities for individuals where the risks are managed
 - Reducing protection of people from risks that cause real harm and suffering.



Spring Hill Fire Department

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SPRING HILL FIRE DEPARTMENT