

Whitchurch Fire Station – Station Plan 2011/12

This headline plan outlines the core activities that the management and staff of Whitchurch fire station will complete during the year 2011/12.

- 1 All training sessions and work place assessments (WPA's) will be completed and the supporting administration paperwork recorded on the IT system. The station target is for a 100% completion of WPA's for all staff by 31 03 12.
- 2 The station management team will complete all service requirements in relation to the Health and Safety at Work Act. This will require the completion of initial and periodic review of risk assessments for all areas relevant to the station. These RA's will be stored on the service IT system with local copies kept on station files as required. The station target is for 100% completion of all Health and Safety requirements by 31 03 12.
- 3 The station management will ensure all Personnel Development review meetings occur within the service stipulated time frames, and that the driver audit details are compiled on time. The station target is for 100% completion of PDR's including Driver Audit by 30 06 11.
- 4 The station management will make every effort to reduce the stations impact on the environment by the careful management of fuel, water and other associated consumables.
- 5 The station management will seek support from their staff to support a local 'Home Fire Safety Visit' week initiative run during the late summer of 2011. This initiative will be supported by SHQ and Group resources.
- 6 The station management may if they wish choose to support Environmental Visual Audits in their area as an arson reduction initiative.
- 7 The station management may if they wish choose to support community requests for the attendance of station personnel and appliance at local events, ie. Summer fairs or school visits.
- 8 The station management may if they wish choose to support Road Safety Risk initiatives in their area as part of single or multi agency road accident reduction initiatives.