

STRATHCLYDE
FIRE & RESCUE



HAMILTON STATION PLAN 2006/2007



"Making our communities safe places to live, work and visit"

INTRODUCTION

The station plan for Hamilton is intended to meet the needs of the local community and of station based personnel; it also forms an integral part of the Area Plan of the newly formed South Lanarkshire Area. These integrated plans are intended to link to Strathclyde Fire & Rescues Integrated Risk Management Plan and its corporate vision of

“Making our communities safe places to live, work and visit”

This therefore places a duty upon all personnel to contribute to the corporate vision by requiring them to develop strategies and ensure all activities contribute to...

- 1. Minimising the effects of fire and other emergencies**
- 2. Reflecting the community’s need for Fire and Rescue Services**
- 3. The effective administration of Fire Safety Legislation**
- 4. The achievement of fairness and equality in the treatment all staff and service users**
- 5. The promotion of health, safety and welfare**
- 6. Communicating with stakeholders and staff to inform on Fire and Rescue Service activity and to seek opinion on the delivery of services**
- 7. Making best use of all resources**

This plan also takes cognisance of the statutory duties placed upon the Fire & Rescue Service by virtue of the Local Government (Scotland) Act 2003. Such duties relate to Community Planning, Community Well-being and Best Value, i.e. continuous improvement, customer/citizen focus, equality and public performance reporting.

As a participant in the community planning process, this station plan also recognises the requirement to compliment the Community Plan of the South Lanarkshire Community Planning Partnership which states; **The Community Plan “*Stronger Together*”** highlights the partnership’s vision, aims and objectives, within which programmes, project and the services of the public sector, community and voluntary groups can be shaped, delivered and improved.

AIM

This plan will seek to engage personnel with the local community by proactive activities and the implementation of risk reduction measures within targeted areas with the aim of reducing...

Domestic fires.

Serious non-fatal casualties from fire

Malicious secondary fires

Unwanted fire signals.

Malicious calls.

Incidence of wilful fire rising

Other incidents of Anti Social Behaviour

Road Traffic Collisions

Additionally this plan seeks to improve service delivery by effective performance management by effectively: -

Managing attendance

Identifying personnel development needs

Developing personnel to meet there and the organisations needs

Maintaining operational competencies

Implementation of risk reduction measures

Promote Best Value

Objectives

1. Reduce Accidental Dwelling fires in station areas:

- Reduce accidental dwelling fires in the station area
- Maintain current zero fatalities in accidental dwelling fires
- Reduce casualties in accidental dwelling fires
- Conduct Home Fire Safety Visits (HFSV) in response to referrals
- Post information leaflets in target areas
- Use the media to highlight the availability of this service
- Raising community awareness through community events in the station area
- Liaise with Community Safety Partnerships

2. Reduce the incidence of anti-social behaviour:

- Identify target areas within the station ground
- Implement a programme of education in schools
- Liaise with local media
- Liaise with police, Local Authority Partners and Youth Groups

3. Reduce the number of Road Traffic Collision's within the station area:

- Liaise with Police and Local Authority
- Liaise with Community Safety Partnership Road Safety

4. Reduce the number of unwanted fire signals:

- Highlight areas of concern, number of incidents – track, record data
- Establish contacts with businesses concerned
- Target high offenders
- Regular meetings with the management of high offending premises
- Any other activities in line with Strathclyde Fire & Rescue Policies

Useful Contacts: -

- Community Safety Partnerships / Forums: **See Southlan.org.uk**
- Strategic Youth Development Officer SFR HQ:
- South Lanarkshire Community Services:
- Social Services and interest groups i.e. Age Concern
- Police Community Safety Hamilton **01698 483300**
- Community Fire Safety Co-ordinators: **01698 338104**
- Community Firefighters: **01698 338154**
- Area Community Fire Safety Legislative Offices:

Living in “Hamilton” - Community Profile

STATION AREA:

Hamilton Fire Station is situated on Bothwell Rd, Hamilton adjacent to Strathclyde Fire and Rescue Headquarters. It has two rescue pumps and one Hydraulic platform. It also houses the fire Investigation unit Vehicle.

There is a total of 68 operational staff.

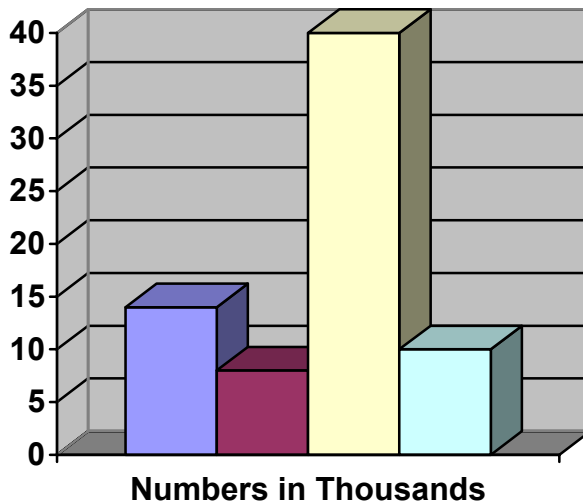
A Community Fire Safety Section consisting of three officers completes our compliment of Personnel

The Station Area covers 7,682 hectares and consists of Hamilton, Blantyre, Bothwell, part of Uddingston and the villages of Fernigar and Quarter.

Hamilton sits adjacent to the M74 motorway and the River Clyde. It has a vibrant town centre consisting of traditional high street shops and a large retail park.

It consists of private dwelling houses with peripheral Industrial Estates and has a large rural area to its south.

Community



Details of Age groups within area: -

Bothwell has a higher than average proportion of elderly residents- at 6.5% compared to the South Lanarkshire average of 5.5%
Hamiltons' proportion of elderly residents is in line with South Lanarkshire average, whereas Blantyre has a lower than average proportion at 4.7%.

ETHNICITY

Bothwell (2.9%) has the highest proportion of people from ethnic minorities, Hamilton has 1.4% and Blantyre has 0.5%. The average throughout South Lanarkshire is 1.1%

EMPLOYMENT:

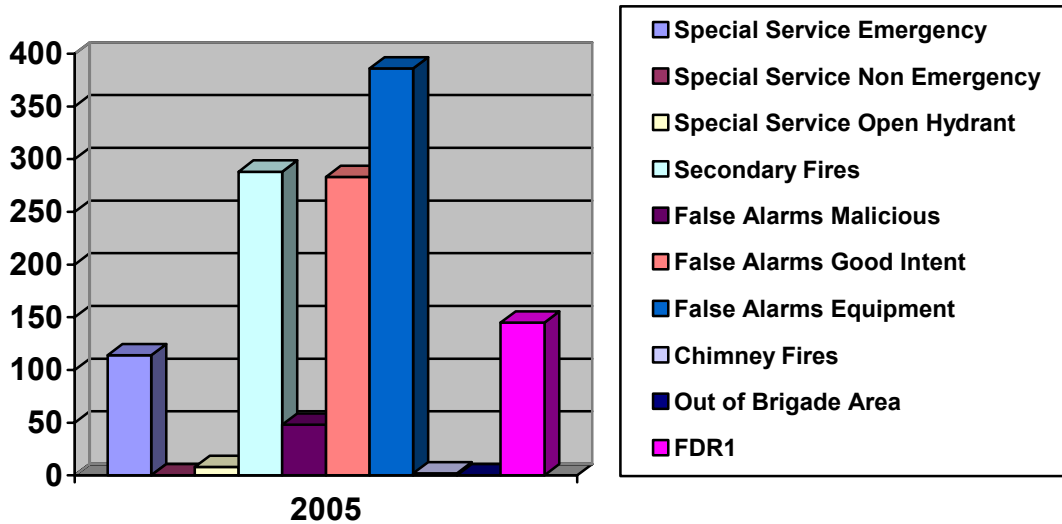
The largest employer in the area is South Lanarkshire Council, which has its main offices in Hamilton with numerous satellite offices throughout the area.

The largest risk is "Charles Tennant" which is a large chemical plant on the outskirts of Hamilton.

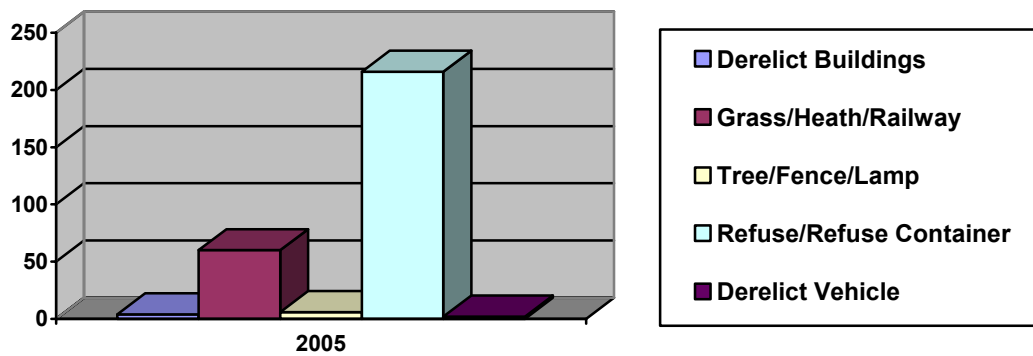
STATISTICS:

Hamilton Fire Station was called upon to attend incidents within the area on 1246 occasions in the calendar year 2005.

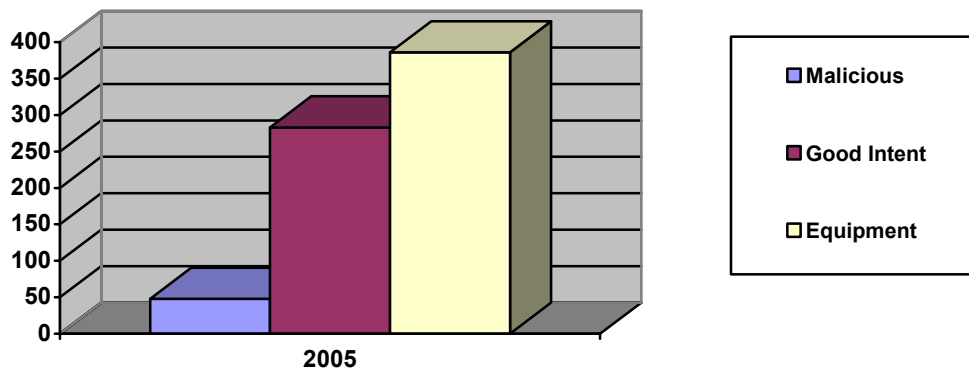
The variety of incidents is demonstrated in the table below



TOTAL INCIDENTS 2005



TOTAL SECONDARY FIRES 2005



TOTAL FALSE ALARMS 2005

FDR1 – reportable fires e.g. Fire in properties, Car fires etc.
 Special Services Emergency – Properties flooding, Road traffic collisions etc.

Other supporting documentation:

- Community Safety Partnership - Scottish Executive
- South Lanarkshire Community Plan.
- Age Concerns Development Plan 2001 -2005
- National Community Fire Safety Centre – Toolkit
- SFR Wizard Incident Chart



ACTION PLAN			
Action (Detailed Description)	What the Action is intended to achieve	Responsibility	Timescale
<p>Raise awareness of the availability of Home Fire Safety Visits in target areas</p> <p>Increase ownership of smoke alarms through Home Fire Safety Visits</p> <p>Conduct Home Fire Safety Visits in response to referrals</p> <p>Work in partnership with other agencies to reach target groups.</p>	<p>Reduce domestic fires by 2%</p> <p>Reduce current fire injury rates by 6%</p> <p>Increase smokes alarm ownership by 3%.</p> <p>Reduce the number of households currently considered to be at greatest risk of fire by 3.75%.</p>	<p>Station Manager</p> <p style="text-align: center;">+</p> <p>Watch Managers</p> <p style="text-align: center;">+</p> <p>Station Personnel</p>	<p>March 2007</p>

<p>Work with our partners to combat the issues of Anti Social Behaviour.</p> <p>Clarify trends; provide data to facilitate enforcement activities</p> <p>Liaise with partners to educate, inform through home and school visits</p>	<p>Reduce Anti Social Behaviour such as:</p> <p>Deliberate Fire Setting by; 3.75%</p> <p>Malicious calls by 3.75%</p> <p>Attacks on Crews – maintain current zero attack incident level.</p>	<p>Station Manager</p> <p style="text-align: center;">+</p> <p>Watch Manager's</p> <p style="text-align: center;">+</p> <p>Station Personnel</p>	<p>Start April 2006</p> <p>Review Monthly</p> <p>Annual Audit</p>
---	--	--	---



ACTION PLAN			
Action (Detailed Description)	What the Action is intended to achieve	Responsibility	Timescale
<p>Liaise with Police and local authorities</p> <p>Visit Secondary Schools within Area and educate through "cut it out" initiative</p>	<p>Reduce the number of Road Traffic Collision's on the roads in this station area classified as high risk</p> <p>Reach out and engage all 15 – 16 year olds in secondary schools.</p>	<p>Station Manager + Watch Managers + Crew Managers + Station Personnel</p>	<p>Review Monthly</p> <p>Annual Audit</p>
<p>Implement a Demand Reduction Strategy, review incident data to identify trends and specific addresses using IT and introduction of Automatic Fire Alarm forms</p> <p>Identify 6 of the businesses that are attended on most occasions</p> <p>Enter into discussion and agreement with management and staff of the identified businesses</p>	<p>Reduce the number of unwanted fire signals by 5%.</p>	<p>Station Manager</p> <p>Watch Manager/ Crew Managers</p>	<p>Start April 2006</p> <p>Review Monthly</p> <p>Annual Audit</p>



ACTION PLAN			
Action (Detailed Description)	What the Action is intended to achieve	Responsibility	Timescale
<p>Create media file and log for station personnel to reference for accurate and timely information</p> <p>Communicate more effectively with the media</p>	<p>Forge relationships with the media to promote the community safety message.</p>	<p>Station Manager</p> <p style="text-align: center;">+</p> <p>Watch Manager</p>	<p>Start April 2006</p> <p>Review weekly</p> <p>Annual Audit</p>
<p>Evaluate the capacity of our operational crews to engage in community safety activity</p> <p>Use our Strategic reserve more effectively</p>	<p>A greater presence of our operational staff in the community to deliver the safety message.</p>	<p>Station Manager</p> <p style="text-align: center;">+</p> <p>Watch Manager</p>	<p>Start April 2006</p> <p>Review Quarterly</p> <p>Annual Audit</p>



ACTION PLAN			
Action (Detailed Description)	What the Action is intended to achieve	Responsibility	Timescale
<p>Compile Community Risk register</p> <p>Agree Risk Register & priority with Area Manager</p> <p>Develop, monitor and report on a suite of local performance indicators</p> <p>Record the percentage of time appliances are crewed by four riders.</p>	<p>Ensure appropriate operations response to each risk</p> <p>To measure the standard of service delivery.</p> <p>To identify deficiencies in the crewing of vehicles.</p> <p>To highlight external influences on watch resource such as training and or other specific needs.</p>	<p>Group Manager</p> <p>Station Manager</p> <p>Watch Manager</p>	<p>Start April 2006</p> <p>Update when required,</p> <p>Review Monthly</p> <p>Annual Audit</p> <p>Start April 2006</p> <p>Review Monthly</p> <p>Annual Audit</p>
<p>Maintain and inspect all maintenance & test records action any repair or maintenance requests for equipment & property</p> <p>2</p>	<p>We will reduce accidents from current levels by 6%.</p>	<p>Station manager</p> <p>Watch manager</p> <p>All personnel</p>	<p>Monthly review</p> <p>Annual audit</p>



ACTION PLAN			
Action (Detailed Description)	What the Action is intended to achieve	Responsibility	Timescale
<p>Agree areas of priority in terms of spending for fiscal year</p> <p>Investigate areas of overspend Throughout the year and redress situation Monitor stock levels and efficiency measures to identify improvements</p> <p>Investigate use of petty cash account and integrity of system of reimbursement</p> <p>Ensure accurate recording of pre-arranged overtime Investigate all occurrences.</p>	<p>Monitor Devolved Budgets to achieve the aims and objectives of the organisation.</p> <p>Ensure the integrity of the system of reimbursement is maintained.</p> <p>Monitor and control incidences of pre-arranged overtime.</p>	<p>Station Manager</p> <p>Watch Managers</p> <p>Station Support Assistant</p>	<p>Start April 2006</p> <p>Review Monthly</p> <p>Audit Annually</p>



ACTION PLAN			
Action (Detailed Description)	What the Action is intended to achieve	Responsibility	Timescale
<p>Agree Personal Development Programme with all staff and identify development needs for all station personnel including support staff</p> <p>Identify national & local course's to assist personnel in the development process</p> <p>Develop and implement Area Training Event Road Traffic Collision Exercise</p> <p>Participate in other organised Area training Events</p> <p>Arrange and participate in structured debriefing of Area Exercises.</p> <p>Arrange training for risks in community risk register</p>	<p>Ensure Continuous Personal Development: by maintaining Integrated Personal Development System as per the Corporate plan ensuring staff has the correct knowledge skills and understanding for current role and development needs for next role.</p> <p>Test current procedures and monitor Personnel to ensure they maintain competencies in the skills required for each event.</p> <p>To highlight areas of strength and areas for development in personnel and highlight areas where procedures require attention.</p> <p>Ensure competency of operational personnel responding to each risk.</p>	<p>Station Manager</p> <p>Watch Managers</p>	<p>Start April 2006</p> <p>Review Quarterly</p> <p>Annual Audit</p>



ACTION PLAN			
Action (Detailed Description)	What the Action is intended to achieve	Responsibility	Timescale
Review Station Vehicle Requirements Complete annual property audit Maintain and review equipment needs Comply with standard testing of all equipment in line with the services procedures	Ensure the operational readiness of equipment Station premise and property inventory is maintained to a high standard	Station Manager Watch Manager Green Watch	Start April 2006 Monitor Monthly Quarterly Review Annual Audit

ACTION PLAN			
Action (Detailed Description)	What the Action is intended to achieve	Responsibility	Timescale
<p>Ensure staff numbers are adequate on each watch to maintain crewing levels</p> <p>Ensure adequate support and personnel supervision</p> <p>Fully implement the organisations Managing Attendance Policy</p> <p>Arrange welfare interviews</p> <p>Conduct contact meetings</p>	<p>Ensuring performance indicators and measures across all functions are sufficient to support station personnel more efficiently</p> <p>Reduce working days lost due to sickness by 5%.</p>	<p>Station Manager</p> <p>Watch Managers</p> <p>All Personnel</p>	<p>Start April 2006</p> <p>Review Monthly</p> <p>Report Quarterly</p>



ACTION PLAN			
Action (Detailed Description)	What the Action is intended to achieve	Responsibility	Timescale
Arrange & Chair annual H&S meeting Ensure performance management methodology is being implemented Carry out Best Value audit of station staffing/ Overtime	To improve our Front Line service to meet the needs of personnel and the wider community, aligned with the service plan	Station Manager Watch Manager's	Start April 2006 Review Monthly Annual Audit



**STATION PLAN
INITIATION PRO-FORMA**

Station Name _____ No _____ Area _____
 Initiative _____ Subject _____
 Date _____

<u>Reason for Initiative</u>		
<u>Number of Incidents</u> (Statistical data if applicable)	Data Period	
E.g.	From:	To:
MIS Wizard Data: -		
FSEC Risk Data: -		
Station Log Data: -		
Scottish Index of Multiple Deprivation (SIMD) Data: -		
Other Relevant Evidence: -		

<u>Plan for Implementing Initiative</u>				
		Target Period	Print Name	Completed Date
STAGE 1	(E.g. pre-planning)			
STAGE 2	(E.g. practical implementation)			
STAGE 3	(E.g. evaluation, Audit, Reporting)			

<u>Resources Required</u>	Availability Confirmed



**STATION PLAN
EVALUATION / MONITORING
FORMA**

PRO-

Station Name _____ No _____ Area _____

Initiative Name _____ Subject _____

Initiative Date From _____ To _____ Evaluation Date _____

Reason for Initiative

<u>Number of Incidents</u> (Statistical data at end of evaluation period)	Data Period	
E.g.	From:	To:
MIS Wizard Data: -		
FSEC Risk Data: -		
Station Log Data: -		
Scottish Index of Multiple Deprivation: -		
Other Relevant Evidence: -		

Outcomes of Initiative

Positive Outcomes:

Negative Outcomes:

<u>Plan Result</u>	(Tick appropriate box (es))	
Successful (complete) <input type="checkbox"/>		Successful & <input type="checkbox"/> ntinue
Successful & use aga <input type="checkbox"/>		Part successf <input type="checkbox"/>
Recommend to others <input type="checkbox"/>		Unsuccessful <input type="checkbox"/>

Station Evaluation	Print Name	Date
Area Evaluation	Print Name	Date
Service Evaluation	Print Name	Date

This form is part of the Plan Evaluation / Audit Procedure *

