# Facilities for stand

**Scoping Document**

# down time

## Review of new facilities for periods of stand down time.

**To: All employees working the wholetime 24hr shift system, staff networks and Trade Union Representatives.**

This document proposes a review of the facilities that are provided during stand down time on Wholetime Fire Stations where staff work the 24hr shift system.

This document provides information in relation to the proposal and the employee engagement period.

The ACFO for Infrastructure and Fleet will be the strategic sponsor for the review.

## Background

The Station Management Framework provides employees working on the 2-2-4 duty system with a period of six hours stand-down period during each night shift, subject to the exigencies of the Service and operational requirements. During this designated rest period, all staff remain available for emergency calls and works arising from such emergency calls.

Reclining chairs, located in an approved area are provided on every Fire Station to enable staff to rest during this period of stand-down.

However, anecdotal evidence and feedback from staff is that many improvise their own arrangements for resting on stations. This includes the use of reclining chairs in designated areas but also extends to improvised resting platforms such as camp beds, cushions and old mattresses that are not supplied by the Service. These items lack any form of risk assessment, designated storage area or safe working arrangement.

Resting during stand down time is also carried out away from the communal area of the station as staff, in a diversifying workforce, seek to improve their own separation and privacy during this time. Staff will also frequently use this private space for self-study and personal development.

It must be noted that the current Service policy only supports the provision and use of reclining chairs in pre-identified and designated areas only.

## Proposal

To improve the health, safety and welfare of staff, the Service will review the provision of folding resting platforms as an alternative arrangement to the reclining chairs. The Service will also review the provision of individual private study spaces, utilising our existing station facilities.

The proposal will commence with a three-month trial between July and October 2024, that will see the Service introduce resting platforms and individual study areas at Barrow Fire Station.

The review will focus on three key areas: feasibility studies of six Wholetime Fire Stations, a three-month operational trial at Barrow Fire Station and completion of an equality impact analysis and staff feedback.

It must be noted ahead of the trial that not all Fire Stations offer the room to support private study areas, and improvements in the estate to meet any further roll-out recommendations may incur additional capital costs. The aspiration is that any permanent roll out will be completed on the premise that efficiencies and/or productivity gains will offset any investment outlay in property.

This document will be used to underpin engagement with staff on the proposal and is designed to ensure a framework that allows both a consistent approach yet allows for understanding that an element of flexibility may be required depending on issues arising from the review.

## What do we need to measure during the trial?

During the trial, the following areas will be measured:

* + - Ongoing productivity of the trial station
    - Attendance times during hours of stand-down
    - Wellbeing of staff
    - Adverse impacts i.e. use of complaints policy or accidents / near miss reports
    - Overall compliance to Service procedures

## Feasibility study

Stations will need to be assessed to confirm if the facilities are available to support individual study and rest areas. Feasibility studies will take place at the following Fire Stations during the trial period (in order):

1. Barrow
2. Carlisle East
3. Workington
4. Carlisle West
5. Kendal
6. Whitehaven

## Formal Engagement

The review will involve a working party of key representatives who will monitor and record the outcomes of the review including:

• Head of Service Delivery

• Head of Infrastructure

• Health and Safety Manager

• Trade Union Representatives

• Head of People and Telent

• Fire Protection Representative

• Relevant Staff Networks

## How to engage

All engagement and supporting information will be made available on the Employee Information Website. A hard copy information pack will be provided to each Wholetime Fire Station.

Communication methods and information will be available in a range of formats where required to ensure equal access to the documentation for all employees.

If requested, consideration will be given to providing a 1-2-1 meeting for staff during the review period. The purpose of this review is to seek the views and ideas of staff in relation to the proposals and provide as much opportunity for personal circumstances to be listened to, collated, and considered.

Staff are encouraged to use the watch-based managers to capture and provide feedback through the BCU management structure or the Project Engagement Tool on Sharepoint.

To request a 1-2-1 or group meeting with Service leaders, please contact [Emily.grey@cumbriafire.gov.uk](mailto:Emily.grey@cumbriafire.gov.uk), Human Resources Advisor.

Members of the recognised Trade Unions may wish to give their feedback through their Trade Union representative.

The Employee Information Website will be kept up to date to contain a range of information to support employees through this review process. You are encouraged to view this website on a regular basis.

## Trade Unions

The Service is committed to work closely with Trade Union colleagues throughout this review. Trade Union representatives will be briefed at various stages of the process ahead of communications with affected employees.

Trade Union representatives will also be invited to attend all relevant engagement meetings.

## Review, Decision and Outcome

We will aim to notify relevant employees of the outcome of the review by November 2024.

The outcome of the review will not only confirm the findings from the trial, but the result of the 6 feasibility studies, any outcomes from staff engagement and any options for the future and associated timescales where required.

If financial expenditure is forecasted, the review will also present any options to deliver change based on productivity or efficiency saving from elsewhere in the Service.

## Timescales

The proposed timeline for the review is set out in the attached **Appendix 1**.

I hope that I have covered as much as I can as part of this document, however if there are any queries, please contact [ian.seel@cumbriafire.gov.uk](mailto:ian.seel@cumbriafire.gov.uk)

**Ian Seel**

**Assistant Chief Fire Officer**

**Appendix 1- Timetable**

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| **DATE/S** | **KEY ACTIVITY** | **Date planned** |
| ***Phase 1 - Information exchange/engagement*** | | |
| May & June | * Meeting with Trades Unions ahead of the start of engagement * Brief middle and supervisory managers * Commence EIA and engage with relevant stakeholders. * Agree the scope of the feasibility studies and complete the first study for Barrow Fire Station * Purchase any equipment and furniture for the trial. * Agree the Service procedure for resting platforms and study areas. * Working party meeting 1 | 22 May 2024  12 June 24  01 May 24  30 May 24 |
| July | * Brief staff at Barrow (each Watch visited to receive engagement) * Commence trial. * Individual meetings available upon request one-to-ones. * Working party meeting 2 |  |
| August & Sept | * Complete feasibility studies at all Wholetime Stations. * Midpoint meeting at Barrow with supervisory managers and TU’s * Working party meeting 3 |  |
| October | * Collation and review of feedback from staff and Trades Unions and reflection of proposals. |  |
| ***Phase 2 - Decision*** | | |
| October | * SLT Report and decision * Final update meeting with trade unions * Final decision released | 22 October 24  28 October 24  28 October 24 |
| ***Phase 3 - Implementation*** | | |
| November Onwards | TBC pending the review outcomes |  |