



Bedfordshire Fire and Rescue Service



Shefford Community Fire Station Action Plan 2020-21

Introduction

This Station Action Plan outlines how Shefford Community Fire Station will contribute towards protecting our local communities, responding to emergencies and preventing fires and other incidents. The risks our communities face are set out in the Bedfordshire Fire and Rescue Service Community Risk Management Plan (CRMP) which also details how we plan to ensure that your Fire and Rescue Service contributes, in a co-ordinated and meaningful way, towards keeping our communities safe. The document is available to view at www.bedsfire.com

“Bedfordshire Fire and Rescue service is committed to providing an equal Service to all within Bedfordshire, actions identified within this station plan contribute to this commitment and helps to ensure that the Service supports all communities”.

Bedfordshire Fire and Rescue Service have a simple key strategic service mission:

To provide outstanding fire and rescue services that help make Bedfordshire safer and we are committed to doing everything we can to achieve this within the resources we have available to us.

To deliver on this mission we will focus on the following Service aims:

- **PREVENTING** fires and other emergencies from happening;
- **PROTECTING** people and property when fires happen;
- **RESPONDING** to fires and other emergencies promptly & effectively;
- **EMPOWERING** our people as we work together to make Bedfordshire safer;
- **UTILISING** our assets & resources efficiently & effectively;
- **MAXIMISING** use of data analytics and digital solutions to drive improvements.

The rest of this Station Plan sets out how Shefford Community Fire Station fits into delivering these objectives plans during 2020/21.

Our Community

Shefford Community Fire Station

Shefford has a population of 9,325 and is made up of approximately 50% females and 50% males. The average age of people is 38, while the median age is also 38.

Communities who have settled in the area include those from Scotland, Wales, Northern Ireland, Ireland, South Africa, Philippines, India, United States, and Hong Kong.

98.2% of people living in the area speak English. The other top languages spoken are Tagalog/Filipino, Nepalese, Sinhala, Malayalam, Latvian, Spanish, Chinese, French, and Bulgarian.

Community Risk Profiling

Working with Experian, the UK's leading provider of consumer measurement and analytical services, Bedfordshire Fire and Rescue Service has utilised Customer Insight Profiling and has identified the following Groups with Shefford Station Ground as specifically being at higher than average risk of accidental dwelling fires.

Risk Group	At risk of:	Suggested Equality Activity
Group 6: Rural families and couples with moderate risk	Chimney fires	Promote through social media, leafleting and community events to ensure everyone can access fire safety information
Smoking Households	Smoking related fires	Actively promoting smoking fire safety in the home

Further evidence also shows that younger people and motorcyclists are more likely to be involved in a road traffic collision. Drivers who speed, drink drive, drive under the influence of drugs or use mobile devices whilst driving not only put themselves at greater risk, but also endanger the lives of other road users.

Our Risks

Shefford Station ground contains the following specific road risk within the station ground:

- A1 Great North Road;
- Narrow rural roads;
- A 507.

Customer Insight has identified that there is one Mosaic Group prevalent in the Station Ground that has high levels of car and motorcycle ownership and completes high levels of annual mileage.

This group is:

Group 6 - Rural families and couples.

In addition there are the following additional risks within the Station Ground:

- Henlow Industrial Estate;
- RAF Henlow.
- Shuttleworth House and Collection and Airfield;
- Military Sites (Henlow/Chicksands)

Fire Fighter Safety Development

In order to ensure the ongoing safety of our Fire Fighters our crews will undertake courses and training exercises throughout the year. Classroom sessions and practical drills will be supplemented with the Services E-learning service which ensures continuing competency across the Firefighters skills set.

The Service appraisal system will be used to identify training and development needs. Fire Fighter training will be monitored and reviewed through the Service's electronic personal development tracking tool. Development programmes will be undertaken by all personnel who are identified as requiring development in either their existing role or for the next role.

Response

Shefford Community Fire Station works under the On-call (RDS) Duty System and relies on members of the community who live or work nearby the station to provide cover as On-call Firefighters. Between them they crew one Rescue Pump, One Multi-role Vehicle for off road capabilities and 2 flood boats.

Cross-Border Exercising

Shefford Community Fire Station shares a border with Hertfordshire Fire and Rescue Service. A joint exercise will be programmed in conjunction with Hertfordshire to test arrangements for cross-border incidents. This will involve a simulation of a warehouse fire at which 3 appliances from Bedfordshire and 1 from Hertfordshire will attend to test on arrival tactics.

Due to COVID-19 restrictions, this has been delayed.

Details of these can be accessed online by following the link to our Service Exercise Spreadsheet. [Sharepoint > Section Areas > Emergency Response > Exercises](#)

Protection

Business premises and public buildings such as schools are highly important to our local community as they provide both local services and employment opportunities. The majority of businesses affected by a fire never fully recover as customers are lost to competitors.

In order to protect these buildings and ensure the safety of building users Bedfordshire Fire and Rescue Service delivers a risk based inspection programme under the Regulatory Reform (Fire Safety) Order 2005.

Shefford Community Fire Station will complete all allocated Fire Safety Inspections during 2020/21.

The Service will concentrate its Fire Safety resources on determining and reducing the levels of fire risk in the community by undertaking a series of fire safety audits

and inspections of premises. This will focus primarily on those premises, workplaces and activities giving rise to the most serious risk to life, regardless of their race, ethnicity, gender, disability, sexual orientation, religion and age.

Fire safety audits will grade premises into one of five categories: very high, high, medium, low and very low risk. This audit process determines the future audit frequency, ranging from 1 year for very high / high risk to 5 years for low risk.

Fire Safety Inspection Officers (FSIO) will focus their audits on very high and high risk premises whilst Fire Crews will audit medium and low risk premises.

Other types of Inspections carried out by Fire Crews:

- Follow-up inspections - these are carried out to check whether the required or requested works on premises have been completed.
- Specific inspections - these may be generated to check on a specific item or items e.g. overstocked stock rooms; the purpose of all these inspections is to ascertain that the fire safety arrangements are being maintained and adequate.
- Risk Activity inspections - these are carried out on a whole host of premises that are either:
 - Used extensively by large numbers of the public;
 - Staffing capacities are below optimum levels;
 - Where activities vary from the norm.

The purpose of the inspection is to ascertain that the fire safety arrangements are adequate, that sufficient numbers of staff are present and those staff on duty are aware of the fire safety measures within the premises and of the fire routines and evacuation procedures.

Risk activity inspections may be undertaken:

- On routinely programmed premises such as nursing homes and care homes
- 'One-off' events (including Scout, Guide camps and other types of sleeping and activity events involving children);
- Licensed premises whilst it is anticipated that occupancy levels are high e.g. night clubs, outdoor concerts;
- Christmas inspections of retail premises where it is anticipated that stock levels in shops are high.

Fact finding visits – Fire Crews may be asked to visit a specific location to establish the current occupants of premises e.g. a specific industrial estate. This provides the Service with up to date information on whether a new occupier requires auditing.

All inspections should be completed by the last day of the month in which they were allocated.

For further information on Business & Commercial Fire Safety please refer to our website www.bedsfire.gov.uk under Community/Business Safety, Business Fire Safety or follow the link:

www.bedsfire.gov.uk/Business-safety/Business-Safety-Main-Page.aspx

Prevention Activity

In order to reduce the risks identified above Fire Crews at Shefford Community Fire Station will undertake a range of Prevention Activities.

Activities	Period/Dates	Target Audience	Watch Allocated to:
Safe and Well Visits (SAW)	Ongoing	Entire community	Shefford Crews
Station Open Day	September 2020	Entire community	Shefford Crews/Fire Bike Team
Family Day Event - Chicksands	TBC – COVID-19	Service Families/Wider Community	Shefford Crews/Fire Bike Team
Year 2 Visits	On -going	Year 2 pupils	Shefford RDS
Christmas Safety events	Christmas period	Entire community	Shefford RDS

In addition, personnel at Shefford Community Fire Station will carry out 2 targeted prevention activity, in line with the National Fire Chiefs Council (NFCC), Fire Kills campaign calendar. Details of these can be accessed by following the link [Community Safety Event Planning](#). All relevant information on the planning and delivery of the event will be recorded on this spreadsheet. Following the event it will be subject to a review and evaluation to measure its success.

Campaign	Date	Target Audience	Watch Allocated to:
National Road Safety Week	22nd November 2020	Entire community, working to support data recorded for RTC incidents.	Shefford Crews/Bedfordshire Police/IAM
NFCC Home safety week	3 rd October 2020	Entire Community	Shefford RDS

Shefford Fire Station will continue to promote SAW visits within the community and assist with maintaining a low number of accidental dwelling fires in the home

RTC reduction will be promoted at our open day as we attended 8 RTC incidents between October 2019 and February 2020.

Home Safe and Well Visits

We will make people safer by educating them in their home by delivering a programme of Safe and Well visits. Acting on referrals from partner agencies, after incident response and identified areas at risk, Shefford Community Fire Station will deliver a minimum of **125** Safe & Well visits to vulnerable households in the community.

- Identifying and advising of the potential risks within the home;
- Advising householders what to do in order to reduce or prevent these risks;
- Putting together an escape plan in case a fire does break out and ensuring the householder has working smoke alarms. The Safe & Well visit can include installing a smoke alarm(s) where appropriate.

The Safe & Well visit may also include:

- Crime Prevention Advice;
- Falls Risk Assessment;
- Smoking Cessation;
- Alcohol Audit; and,
- Safeguarding referral

The elements that will be included in each individual Safe and Well visit will be determined by risks present in the household and the agreement of the occupier to engage in each element of the visit.

Shefford Fire Station commit to completing all Safe and Well Visits within one month of receiving the referral.

Safeguarding referrals can also be made by the crews following a visit as Bedfordshire Fire and Rescue Service will work and collaborate with partner agencies to implement and maintain robust arrangements for safeguarding the vulnerable within our community through effective protection plans which minimise risks of harm.

A Community Fire Safety Operational Risk Information exchange form may also be completed if significant risks to the operational crews are identified.

Schools

Children can be especially at risk in a fire situation. Bedfordshire Fire and Rescue Service run a county wide education programme for Year 2 students that educate them about fire safety in the home. Crews from Shefford Community Fire Station will support this programme by completing ten (10) Year 2 visits during the year.

Recruitment

Recruitment is major part of the work that all employees of Bedfordshire Fire and Rescue Service will promote. It is important to engage with the community at every chance and communicate how BFRS is the choice employer. Stations with an On-call section will plan and run specific engagement activities, ensuring they target the cover times that they require. During these activities we will advise the community on support staff roles such as Information Technology, Procurement and finance. Bedfordshire Fire and Rescue Service support apprenticeships and have actively been involved in the continued drive to utilise alternative educational programmes.

Shefford Community Fire Station is looking for men and women, from all backgrounds to become On-call (RDS) Firefighters. We will be specifically targeting those who can provide vital cover in the Shefford area during the weekdays.

On-call (RDS) Firefighters joining Shefford Community Fire Station will receive training and development opportunities to effectively respond to a wide variety of emergencies, including fires, road traffic collisions and flooding at any time, day or night.

Shefford Community Fire Station are undertaking the following recruitment activities in the coming year:

Campaign	Date	Target Audience	Watch Allocated to:
RDS Recruitment	All year	Adults aged between 18 and 55	Station Managers and HR
Open day / Recruitment stand	September 2020	Local community	Shefford Crews
Have a go days	TBC	Adults aged between 18 and 55 – with weekday availability	Shefford Crews

shefford.recruitment@bedsfire.com

Staff Competency and Development

Our staff will be provided with Safety Critical Training and support.

The Watch Manager will:

Ensure staff remain in date with certifications

Ensure an acceptable level of competency (92%) is maintained and recorded on PDR Pro

Arrange one 4 appliance exercise this year at a high risk premises on our Station ground, in addition to this we will be taking part in two separate 4 pump High Rise exercises on varying Station grounds.

Station Open Day

Shefford crews will be responsible for organising the Station Open Day during September 2020. The theme of the open day will be Road Safety targeting the local community.

www.facebook.com/SheffordCommunityFireStation

www.facebook.com/bedsfire

www.twitter.com/bedsfire

www.bedsfirealert.co.uk

Shefford Community Fire Station

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www.bedsfire.com

Follow us on Twitter: [@bedsfire](https://twitter.com/bedsfire)

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