

SFJ EFSM3

Determine solutions to hazards and risks identified through inspection and investigation



Overview

This standard is about your management of inspections and investigations to determine or confirm solutions and your role in making recommendations to eliminate or minimise risk to people, property and the environment.

There are four elements

1 Plan inspections and investigations

This involves you gathering relevant information, assessing risk and making the appropriate arrangements to conduct the activity

2 Implement inspections and investigations

This involves you confirming the purpose and status of the activity, complying with organisational requirements and responding positively to identified risk(s)

3 Respond to findings following inspections and investigations

This involves you communicating effectively with relevant people and carrying out any follow up activities within agreed timescales

4 Present evidence at proceedings

This involves you ensuring all the identified facts are available to relevant people and that your conduct during the proceedings complies with ethical, legal and service requirements.

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Performance criteria

Plan inspections and investigations

You must be able to:

- P1 determine the purpose, scope and timescale for the intended inspection or investigation
- P2 identify and evaluate sufficient, relevant information that may influence the planning of the inspection or investigation or its outcome
- P3 formulate a plan which optimises the use of available resources and minimises potential risk
- P4 refer matters beyond your level of authority and competence to the relevant people
- P5 agree arrangements for required activities with relevant people and confirm date, time and location of inspection or investigation activities
- P6 document your plan accurately, completely, legibly, in the agreed format and make this available to authorised people within the agreed timescale

Implement inspections and investigations

You must be able to:

- P7 confirm with relevant people the purpose of your activity, your legal status and the manner in which the inspection or investigation will be conducted
- P8 comply with relevant organisational and statutory requirements and avoids risks to self and others
- P9 take action to minimise identified risks and recommend corrective action
- P10 refer matters beyond your level of responsibility, competence or authority to the relevant person for advice or action
- P11 obtain sufficient information to determine confident conclusions and accurately record where evidence available is incomplete
- P12 communicate relevant findings to authorised people within the agreed timescale and using agreed format and communication method
- P13 maintain confidentiality and security of information through the implementation phase
- P14 document results accurately, completely, legibly, in the agreed format and make these available to authorised people within agreed timescales

Respond to findings following inspections and investigations

You must be able to:

- P15 determine the key findings of the relevant inspection or investigation and generate options for action
- P16 generate options which take full account of the level and potential implications of hazards and risks associated with the findings
- P17 refer matters beyond your level of competence, responsibility or authority to relevant people for action or decision
- P18 make recommendations for action, including prioritisation of proposed

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options and expected outcomes

- P19 report findings in the agreed format and make these available to authorised people within the agreed timescales

Present evidence at proceedings

You must be able to:

- P20 determine the purpose, scope and expectations of your attendance at proceedings
- P21 collate and prepare sufficient factual data and evidence to meet the requirements of your attendance
- P22 serve documents for the proceedings within the specified timescale
- P23 provide documentary submissions and oral responses which are accurate, objective, complete, concise, in logical order and differentiate between fact and opinion
- P24 present evidence which is relevant to the questions posed

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Knowledge and understanding

You need to know and understand:

- K1 how to access, interpret and provide relevant information and data
- K2 how to identify and analyse qualitative and quantitative information essential to your role and responsibilities
- K3 how to operate and manage within a legal and regulatory framework
- K4 the roles, responsibilities, level of authority and requirements of yourself and others within the context of proceedings
- K5 how to treat colleagues and members of the public with respect and consideration, taking account of and accepting diversity
- K6 the range, type and purpose of investigations and inspections within your level of authority and responsibility
- K7 principles and methods of planning inspections and investigations
- K8 existing systems, processes and procedures relating to investigations and inspections and their correct use
- K9 requirements for presentation of evidence at proceedings
- K10 your role and responsibilities at proceedings
- K11 the types and purpose of proceedings at which you may be required to present evidence
- K12 how to distinguish between fact and opinion when preparing evidence for presentation
- K13 relevant legislation and understanding of generic/specific risk assessment

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Additional Information

Glossary

Inspections and Investigations

Activities required by Fire and Rescue Service legislation and objectives which require visual inspection, review of evidence and formal recording/reporting

Authorised people

Team members, colleagues, higher level managers, sponsors, personnel specialists, members of the public who are authorised for access to information, reports

Proceedings

legal or internal procedures which require presentation of information collected in factual, evidential manner

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