

For Publication

Bedfordshire Fire and Rescue Authority  
Human Resources Policy and Challenge  
Group  
21 March 2017  
Item No. 8

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**REPORT AUTHOR:** HEALTH AND SAFETY ADVISER  
**SUBJECT:** 2016/17 CORPORATE HEALTH AND SAFETY  
OBJECTIVES PROGRESS UPDATE AND PROPOSED  
2017/18 CORPORATE HEALTH AND SAFETY  
OBJECTIVES

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Background Papers: None

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Implications (tick✓):

LEGAL			FINANCIAL	
HUMAN RESOURCES			EQUALITY IMPACT	
ENVIRONMENTAL			POLICY	
CORPORATE RISK	Known	✓	OTHER (please specify)	
	New		CORE BRIEF	

*Any implications affecting this report are noted at the end of the report*

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**PURPOSE:**

To update the Human Resources Policy and Challenge Group on:

- The progress to date in relation to the Annual Corporate Health and Safety Objectives set for 2016/17; and,
- To put forward proposals for the Annual Corporate Health and Safety objectives for 2017/18 in line with the Service's Health and Safety policy requirements.

**RECOMMENDATION:**

That Members acknowledge the progress made in relation to the Health and Safety objectives set and approved for 2016/17 and endorse the eight proposed Health and Safety Objectives for 2017/18.

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## 1. Introduction

- 1.1 The Service's Health and Safety at Work policy includes a commitment to the setting of annual Corporate Health and Safety Objectives. In June 2016 Members endorsed the Health and Safety Objectives for 2016/17 and progress in relation to these are detailed within the first section of this paper.
- 1.2 For 2017/18 the Service's Corporate Health and Safety Objectives have been selected in line with policy requirements. These Objectives have been approved by the Health and Safety Steering Committee and the Corporate Management Team and are detailed within the second section of this paper for Members to consider and endorse.

## 2. Progress Update of the Health and Safety Objectives for 2016/17

- 2.1 **Using the expertise within the Health and Safety Support Team to develop an in-house service wide Accident Investigation course for nominated managers and members of the Accident Investigation Team:** All course material for the delivery of an internal Accident Investigation course has been prepared. As well as the processes involved when conducting event investigations the course will provide an understanding of any legal implications, specific BFRS investigation procedures and how human factors and behaviour can lead to certain actions or omissions. The course will take place on 27 March 2017.
- 2.2 **To continue to review the Service's operational policies and procedures in line with the National Operational Guidance to provide standardisation of emergency response procedures:** The introduction of Tactical Operational Guidance produced by the National Collaborative Partnership into the Service has been a work stream spanning almost two years. In that time the working group have introduced approximately 31 Tactical Operational Guidance documents and 43 Additional Hazard Information Sheets. The objective is on target to be fully completed in August 2017. This is included as a Corporate Health and Safety Objective for 2017/18.
- 2.3 **To further develop the programme of health and safety refresher training for Managers and the publication of additional LearnPro training modules:** The Health and Safety Support Team continue to produce a range of PowerPoint presentations to assist Line Managers in the management of Health and Safety topics. Further work has been carried out in 2016/17 with presentations now produced for H&S induction training, safety tours by senior managers and the management of stress.

- 2.4 **To complete all actions arising from the RoSPA external audit following an assessment of the Service's health and safety management systems:** The RoSPA audit in January 2014 demonstrated a significant improvement in the Service's management of health and safety and recommended a range of improvements that included a review of the Service main health and safety policy and 11 subordinate policies. All actions are on target for completion by April 2017. The objective will be completed with the issue of V13 0101 (Health and safety policy) pending consultation.
- 2.5 **To carry out a Service wide Health and Safety climate survey, using the Health and Safety Laboratory safety climate tool and act on evidence-based proposals for improving organisational safety culture as a result:** This has been completed. The climate survey was live during January and February 2017 resulting in 160 responses from employees. A summary report will be available by April 2017.
- 2.6 **To further enhance firefighter safety during operational incidents and training by the replacement of the Service's Thermal Imaging Cameras' to include video capture capability:** This has been completed. The Service has now completed the specification, tendering and procurement of 26 TICs that have been allocated to every front line pump and Training Development Centre.
- 2.7 **To conduct a review of the safety critical learning materials supported by LearnPro to ensure these align to the requirements of individual operational roles, and are capable of being suitably evidenced within the established PDR Pro recording system:** This has been completed. All operational roles now have specific sets of modules for the assigned role type.
- 2.8 **To provide assurance to current internal quality management systems by the auditing of all driver training to ensure they meet or exceed local and national expectations and effectively support the individual and organisational requirements:** This has been completed. The Skills for Justice audit on emergency driver training highlighted several areas of strong performance, and made two recommendations, with a timescale for completion of December 2016. Further, a review of new qualified drivers in November 2016 shows satisfactory audit of their driving using CCTV.

3. Proposed Corporate Health and Safety Objectives 2017/18
- 3.1 **Communicate the findings from the Safety Climate Survey carried out using the Health and Safety Laboratory Safety Climate Tool and act on the evidence-based proposals for improving organisational safety culture.** The Service conducted the Safety Climate Survey using the Health and Safety Laboratory Safety Climate Tool during January and February 2017, to provide an insight into the Service's safety culture. The improvement proposals arising from the safety climate survey now need to be actioned and the findings communicated to stakeholders.
- 3.2 **Incorporate the use of a driver risk assessment into Emergency Fire Appliance driving courses and provide Service Driving Instructors with training on how to interpret and action the results arising from the risk assessments:** The number of vehicle collision reports have increased in 2016/17 mainly due to a number of slow speed manoeuvring collisions. Safety whilst driving at work continues to be a high priority and remains a key focus of the Service. As a member of the Fire and Rescue Risk Group (FARRG) insurance consortium the driver metrics EFAD driver risk assessment is available for use as well as training in its interpretation for Service Driving Instructors.
- 3.3 **Provide accredited Health and Safety Training for personnel with strategic responsibility within the Service to enable the review of policies and strategies and enhance the safety culture within the organisation:** Since the introduction of new sentencing guidelines for health and safety offences the top 20 cases in 2016 had fines totalling £34.58 million, which was higher than the total fine income from 660 prosecutions in 2015/16 (£38.3 million). Since the introduction of the Corporate Manslaughter and Corporate Homicide Act 2007 there have been 16 prosecutions of organisations up to July 2016.
- 3.4 **Introduce local health and safety leading performance indicators to provide immediate insight into whether desired outcomes are being achieved and to assist in sustaining continuous improvement:** The additional use of local "leading" indicators, which are a form of active monitoring focused on certain critical risk control systems to ensure their continued effectiveness, would enhance the measurement of our health and safety performance to ensure that key actions or activities are undertaken as intended.

- 3.5 **Establish regular Accident Investigation Team (AIT) member meetings to improve investigation protocols, identify additional training, common trends and share areas of good practice and provide Accident Investigation Team members with vehicle collision training to further enhance collision investigations and identify the human factors involved and how these impact the decisions and behaviour of drivers:** An internal AIT course is to be delivered 27 March 2017 for new members. The Health and Safety Advisor is also attending a vehicle collision investigators course in May 2017 with a view to cascading to AIT members. Regular ‘standardisation’ meetings would improve investigation outcome consistency and enable the team to learn from each others investigation experiences.
- 3.6 **Make the IOSH ‘No time to lose’ campaign pledge to demonstrate a commitment to introduce policies and practices to manage the risks associated with carcinogens at work:** The Regional Health and Safety Practitioners working group had highlighted the work being carried out by Kent FRS on the topic of firefighter exposure to contaminants and the possible links to cancers.
- 3.7 **To enhance firefighter safety during operational incidents and training by providing, through the Personal Protective Equipment Collaboration working group, replacement fire kit that offers maximum wearer protection and comfort and a fully managed service for its provision and maintenance:** Due to research and development it would be realistic to expect the next generation of firefighting kit to provide enhanced protection and comfort for firefighters.
- 3.8 **To continue to review the Service’s operational policies and procedures in line with the National Operational Guidance to provide standardisation of emergency response procedures with a completion deadline of August 2017:** See paragraph 2.2 above.

#### 4. Implications

##### 4.1 Corporate Risk – Known

- 4.2 The Corporate Health and Safety objectives confirm the Service’s commitment to Health and Safety through visible actions and measurable outcomes. In addition they demonstrate how health and safety is effectively integrated, managed and communicated across the Service and foster positive attitudes by setting robust objectives and outcomes for the Service.

- 4.3 The Corporate Health and Safety objectives aim to assist in strengthening accountability to Health and Safety and providing assurance that the Service is efficient, effective and aware of its Health and Safety responsibilities in the delivery of its services to the communities.

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