



# Bedfordshire Fire and Rescue Service



QSA Award Level 4



Health and Safety Annual Report 2016 - 2017

## 1. INTRODUCTION AND BACKGROUND

This Health and Safety Annual Report, provides a summary of the work undertaken by the Health and Safety Support Team (HSST) and Occupational Health Unit (OHU) during the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017 inclusive. The HSST provide competent assistance to the Fire and Rescue Authority in meeting its statutory health and safety obligations as well as professional independent advice and support to management and employees assisting them in meeting their specified responsibilities and obligations. The aim of this report is to provide an overview of the work undertaken in the management of health and safety within Bedfordshire Fire and Rescue Service (BFRS).

This report details the work carried out in the management of health and safety throughout the Service. As in previous reporting periods, the involvement of various key individuals has helped the Service to continually move forward. The Health and Safety Steering Committee (HSSC) acting as the senior management group to oversee and co-ordinate the key health and safety management processes has ensured the maintenance of health and safety direction and focus. The HSSC members and the HSST would like to thank all Service employees for their co-operation in helping to maintain a safe workplace and prevent injury during the wide range of activities undertaken.

During the reporting period the Service has seen a decrease in the number of workplace accidents from **84** in 2015/16 to **52** in 2016/17 and this has halted a minor upward trend in accident numbers since 2013/14. The amount of days lost as a result of accidents has also seen a decrease compared to 2015/16. It should be noted however that 82% of days lost in 2016/17 were as a result of one workplace injury in 2015/16 that had resulted in long term sickness.

Work carried out by the HSST has continued to be proactive with a risk-based balanced approach designed to provide safe solutions. It is as important as ever to ensure that the safety culture within the Service remains a positive one. Health and safety must continue to play a significant part of all our workplace activities whether operational, routine or during training. The Service was successful in the completion of a number of key health and safety objectives during 2016/17; this included:

- The development and delivery of an in-house Service wide Accident Investigation course for nominated managers and members of the Accident Investigation Team;
- The alignment of BFRS risk assessments and safe systems of work with new National Tactical Operational Guidance;
- Further development of the programme of health and safety refresher training for Managers and the publication of additional LearnPro training modules;
- Conducting a Service wide Health and Safety climate survey, using the Health and Safety Laboratory safety climate tool to improve organisational safety culture;

- Further improvement of firefighter safety during operational incidents and training by the replacement of the Service's Thermal Imaging Cameras' to include video capture capability;
- 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;
- Providing 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;
- Delivering a programme for the audit of health and safety management systems and the publication of reports on the findings; and,
- Delivering a programme for active monitoring and the publication of reports on the findings.

## **2. HEALTH AND SAFETY MANAGEMENT SYSTEM**

### **2.1 Commitment to Health and Safety**

The Chief Fire Officer and Bedfordshire Fire and Rescue Authority's aim is to continually improve the management of health and safety at work and health and safety performance which is fundamental to the success of the organisations overall service delivery. People are recognised as a key resource within the organisation and good health and safety management is vital to prevent injuries, ill health and unnecessary losses.

The Chief Fire Officer has appointed the Assistant Chief Officer to be the Principal Officer who has the primary corporate responsibility for Health and Safety, supported by the Corporate Management Team (CMT) who effectively plan, control and direct resources to secure health and safety, including the prioritisation and setting of objectives and programmes and provision of finance and resources. This demonstrates high level commitment to integrate health and safety into business activities and to monitor and measure health and safety management performance against health and safety objectives, plans, performance indicators and targets.

## 2.2 Health and Safety Support Team

For the majority of 2016/17 the HSST sat within the Service's *Safety and Strategic Projects* function, with Service Operational Commander Tony Rogers as the Functional Head. Towards the end of 2016/17 the HSST came under the Service's Projects, Safety and Business Support function with Group Manager Darren Cook as the Functional Head. The HSST role fulfils the legal requirement for the Service to obtain competent health and safety assistance and advice. The HSST is led by the Health and Safety Advisor (HSA), Alan Pixley, who holds a NEBOSH Diploma and is a Graduate Member of the Institution of Occupational Safety and Health (IOSH).

The Assistant Health and Safety Advisor post is currently held by Mr Peter Breitenbach who holds a NEBOSH General Certificate qualification.

The Assistant Health and Safety Support Officer (AHSSO) post is currently held by Watch Commander Mark Woodworth. Mark holds the IOSH Managing Safely qualification. The Administrative Assistant Health and Safety post remained vacant during 2016/17.

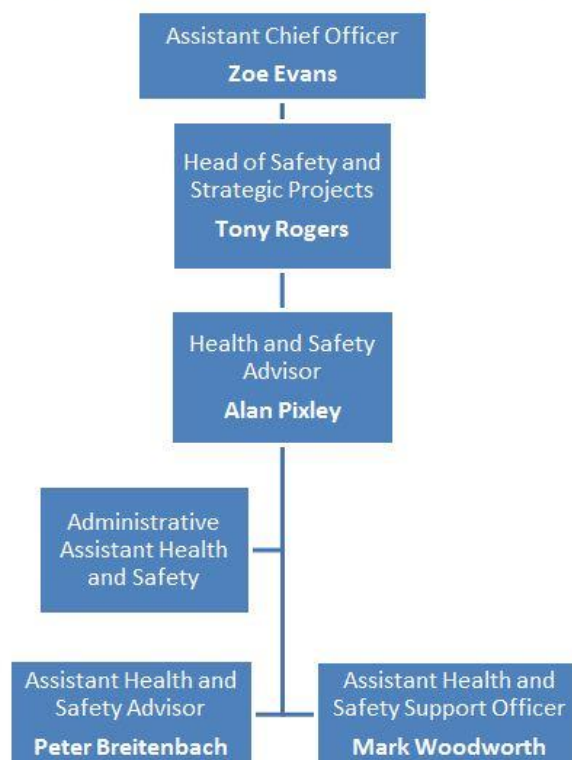
With regards to procurement, the HSST manages a small revenue budget which is used for the purchase of health and safety equipment, calibration of existing equipment and for the provision of driving licence checks via an external provider.

## 2.3 Health and Safety Policy

Health and Safety related policies are available within volume 13 of the promulgation volume index in the library on the Service intranet. The main *Health and Safety Policy V13 01/01* was issued in May 2013, and is currently under review. The policy includes a statement of intent and clearly defined responsibilities and arrangements for the management of health, safety and welfare. It is supported by a number of referenced existing subordinate policies providing more specific and detailed information and guidance regarding the topic to which it applies.

During the reporting period several health and safety policies were reviewed and re-issued including:

### HEALTH AND SAFETY SUPPORT TEAM



- *Work at Height and Rope Rescue* June 2016
- *Audit of Health and Safety Management Systems* July 2016
- *Health and Safety Induction Training* November 2016
- *Lone Working* November 2016
- *New and Expectant Mothers* November 2016
- *Personal Protective Equipment* November 2016
- *Workplace Health Safety and Welfare* November 2016
- *Manual Handling Operations* December 2016
- *Risk Assessment* January 2017
- *Reporting and Investigation of Vehicle Collisions* February 2017
- *First Aid* February 2017
- *Driving at Work* February 2017

### 3. RISK CONTROL SYSTEMS

#### 3.1 Risk Assessment

##### National Operational Guidance / Tactical Operational Guidance

The National Operational Guidance Implementation Group has continued to meet on a two monthly basis throughout 2016/17. The group oversees the adoption of Tactical Operational Guidance and the alignment of associated risk assessments and training materials. By adopting this documentation the Service can achieve the maximum inter-operability benefits using agreed common generic terminology as well as following agreed national Fire and Rescue Service guidance and best practice.

In 2016/17 the following risk assessments were reviewed and aligned with National Guidance:

- **OR 001** Rescue from ice and unstable ground
- **OR 008** Rescues form flooding and water related incidents
- **OR 009** Rescue of animals
- **OR 012** Rescue – Bariatric patients
- **OF 005** Firefighting farms
- **OH 015** Incidents involving manufacture of illegal substances
- **OT 002** Rail related incidents
- **OT 003** Air related incidents
- **OH 001** Electricity
- **OF 001** Building fires
- **OF 001A** Firefighting – High rise buildings
- **OF 001B** Firefighting - Chimneys
- **OF 001C** Firefighting – Public entertainment venues
- **OF 001D** Firefighting – Commercial and industrial buildings
- **OF 001E** Firefighting - Thatch fires
- **OF 001F** Firefighting – Shopping complexes
- **OF 001G** Firefighting – Secure accommodation

- **OF 004** Firefighting - Rural areas
- **OF 005** Firefighting - Farms
- **OF 007** Firefighting – Refuse
- **OF 011** Firefighting - Vehicles
- **OF 013** Operation on or near water
- **OH 002** Acetylene
- **OH 004** Biohazards
- **OH 006** Civil disturbances
- **OH 011** Trauma care
- **OH 012** LPG cylinders
- **OH 017** High pressure pipelines
- **OT 005** Working with helicopters

### Specific Activity (General) Risk Assessments

The Service holds and maintains a library of general risk assessments. These cover a broad range of local and Service-wide work activities that present significant risk to the Service. During the reporting period the Service published **25** new general risk assessments and reviewed **92** existing general risk assessments. As part of the risk assessment process, recommendations identified for the implementation of further workplace precautions were completed. These follow up actions were allocated to the relevant responsible person via the RIVO Safeguard system where the task is tracked to completion by the HSSC (for Service wide recommendations) or the HSST (for local recommendations).

### Specialist Risk Assessments

#### *Manual Handling Assessments*

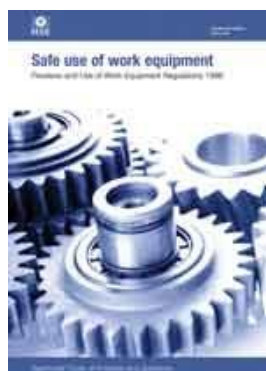
The Service holds and maintains a library of Manual Handling assessments. These cover all identified foreseeable manual handling operations carried out across the Service. Progress towards the completion and review of manual handling assessments is monitored by the HSSC who assigns the assessment completion or review to the relevant competent assessor with an appropriate deadline. During the reporting period the Service completed **2** new manual handling assessments and **17** existing assessments were reviewed.

#### *Fire Risk Assessments*

To comply with the Regulatory Reform (Fire Safety) Order 2005, all Service premises are required to be the subject of fire safety risk assessments. This ensures the implementation of appropriate fire precaution and protection measures and as a result the maintenance OF a fire emergency plan. Fire risk assessments were reviewed for Biggleswade, Leighton Buzzard, Potton, Sandy and Toddington fire stations during the reporting period. Follow up actions are allocated via RIVO Safeguard and tracked to completion overseen by the HSSC.



### *Provision and use of Work Equipment (PUWER) Assessments*



Before any item of work equipment is requisitioned, a PUWER assessment is completed to ensure that equipment is suitable, safe for use and in conformance with all appropriate design and construction requirements. The PUWER assessment will also consider the arrangements required to ensure that the equipment is maintained and inspected throughout its working life and identify any training needs to ensure it is used by personnel who have received adequate information, instruction and training. During the reporting period the Service completed **25** new PUWER assessments and reviewed **238** existing assessments.

### *Traffic Risk Assessments*

Managers responsible for individual Service premises or sites are responsible for completing a Site Traffic Risk Assessment and reviewing it every two years. In 2016/17 site traffic risk assessment reviews were carried out for Ampthill, Dunstable, Harrold, Leighton Buzzard, Luton, Toddington and Woburn fire stations and for Training Centre. These assessments were allocated by the HSST and completed by the manager of the site or premises via the RIVO system.

### *Display Screen Equipment (DSE) Assessments*

All designated users of DSE are identified and their workstations and related work activities are assessed. In 2016/17, **35** DSE self-assessments were carried out. Some of these self-assessments identified issues that required follow up by one of the Services trained DSE assessors. On a number of occasions remedial actions were completed including the provision of training, additional or alternative equipment and the adjustment of the DSE workstation.

## **3.2 Information and Training**

### Safety Critical Information

Information is considered safety critical if it is deemed that serious harm to employees or others could reasonably be foreseen as a result of one or more employees being unaware of the information. Service Policy dictates that this will result in the publication and distribution of a Safety Bulletin. In the reporting period there were **2** Safety Bulletins published for the following topics:

1. *Breathing Apparatus Cylinder Connection 'O' Ring:* During March/April 2016 there had been several reported BA defects where sets had failed the 'High Pressure Test' during routine tests or cylinder changes. During follow up technical examinations the 'O' ring seals located on the BA set male cylinder connections were found to be contaminated with debris and/or in a damaged condition. This had caused air loss due to an inadequate seal by the 'O' ring. BA users were instructed to confirm that the 'O' ring was in good condition and free from debris prior to the connection of a new cylinder. The precautions detailed in this safety bulletin were then made available in the BA Log Book "Instructions for use" following the publication of this Safety Bulletin.



2. *High Rise Fires:* BFRS attended a high rise incident where appropriate control measures had not been implemented in accordance with Tactical Operational Guidance (TOG) for 'Fire Residential Buildings High Rise'. This resulted in crews being deployed without water supplies being established and tested; and essential equipment not being utilised e.g. Thermal Imaging Camera. The Safety Bulletin detailed the requirement to implement the TOG for 'Fire Residential Buildings High Rise' and listed a number of controls to be adopted in conjunction with those detailed in the High Rise and BA Command and Control LearnPro modules. A series of High Rise exercises were and continue to be carried out to confirm and practice these procedures following publication of the Safety Bulletin.



Information not deemed to be safety critical is provided to relevant personnel by the most effective means. An example of this is the issue of Critical Update Messages using the LearnPro system. In the reporting period there were **17** Critical Update messages issued covering a number of topics.



### Accident Investigation Training



The Service maintains an Accident Investigation Team (AIT) comprising of nominated operational managers at the role of Station and Group Commander. Training provides investigators with an understanding of the Service reporting and investigation process and the knowledge and confidence to carry out event investigations and identify immediate and underlying causes of the event. In March 2017 the Health and Safety Support Team delivered an in-house Accident Investigation course for nominated managers and members of the AIT. This resulted in **7** additional personnel available to the AIT.

### RIVO Safeguard Training

The RIVO Safeguard system is a web-based health and safety management tool which assists the Service in its effective management and control of specific key health and safety related issues including accident / near miss / vehicle collision reporting and investigation. Access rights to the RIVO Safeguard system is given to Line Managers and is an essential tool to assist the health and safety management process. Training in the use of the RIVO Safeguard system has been reviewed and updated. During the reporting period the training was provided by the AHSSO to **1** member of Service control, **8** Operational and **4** non-operational Line Managers in the reporting period. In the same period refresher training was provided to **4** Operational Line Managers.



### Manual Handling Training



The Service provides all staff with information and training for manual handling to ensure, where possible, that injuries are avoided. It is the responsibility of the Occupational Health Unit (OHU) to deliver initial and refresher manual handling training across the Service. The Service Fitness Advisor delivered an initial manual handling course to new BFRS employees in February 2017, **8** personnel attended.

### IOSH Managing Safely Training

To ensure that Line Managers are able to meet their legal obligations and make a contribution in the management of health and safety, the IOSH Managing Safely course is provided to operational Crew Commanders and Line Manager Green Book equivalents. For newly promoted personnel and for Line Managers without the qualification an IOSH Managing Safely course was delivered by an external Company in October 2016 with **6** attendees.



### Non – Operational Fire Safety Training

To support the Service's fire safety strategy and emergency plan, fire safety training was provided to **8** non-operational employees in March 2017. The training included the role that employees will be expected to carry out if a fire or emergency occurs. Refresher training for **22** employees was also provided in March 2017.

### Basic Life Support Training

Between September and November 2016, **13** Basic Life Support courses were delivered at the Service Training Centre and attended by **108** personnel. The course was designed for non-operational and Green Book staff that had not completed a First Aider course. The theory and practical sessions covered basic life support skills including use of an Automatic External Defibrillator.

### Auditing and Reviewing Safety Management Systems Training

In November 2016 The AHSA and AHSSO attended an Auditing and Reviewing Safety Management Systems course run by RoSPA. The skills attained on the course will enable the HSST to undertake comprehensive internal health and safety audits to support the Service Audit of Health and Safety Management programme.

## **3.3 Operational Policies and Procedures**

Operational related policies are available within volume 19 of the promulgation volume index in the library on the Service intranet. Operational policies clearly define the responsibilities and arrangements to ensure operational effectiveness and safety. Operational policies are supported by a suite of Tactical Operational Guidance, Standard Incident and Standard operational procedure documents providing more specific and detailed procedural information and guidance regarding the topic to which it applies.

During the reporting period several Operational policies were introduced or reviewed and re-issued including;

- *Emergency Evacuation Procedures at Incidents* October 2016
- *Multi-Agency Working at Operational Incidents* October 2016
- *Premises Information Boxes* October 2016
- *Medical Emergency Co-Responding Pilot* June 2016
- *Assisting Ambulance Service to Gain Entry to Premises Pilot Scheme* June 2016
- *Provision of Fire Hydrants* January 2017
- *Private Hydrants* January 2017

### **3.4 Equipment**

The procurement of new appliances, support vehicles and other similar safety critical equipment usually involves the formation of an Equipment Working Group. During 2016/17 Health and Safety support and input was provided to the Specialist Rescue Unit Working Group predominantly involving the assessment of stowage of equipment and safe manual handling operations.

The HSST is responsible for overseeing the process of vehicle mounted CCTV impoundment and viewing in accordance with Service Order V06 05 01 – CCTV Systems. The HSST have also worked closely during 2016/17 with the Technical and Engineering Manager and Workshops to assist in the setting up of CCTV systems on new vehicles.

Health and Safety support and input was also provided to the Work at Height (WAH) Working Group throughout the year.

## **4. COMMUNICATION AND CONSULTATION**

### **4.1 Health and Safety Consultation Group**

The Health and Safety Consultation Group meet every two months and is chaired by the health and safety Functional Head. This group achieves two-way communication and co-operation on initiatives aimed at improving health and safety, agreeing common interests, objectives and approaches. Consultation takes place through health and safety representatives appointed by the representative bodies, and elected health and safety representatives who are not members of a trade union.

During the meetings a number of standing items are discussed / addressed that include:

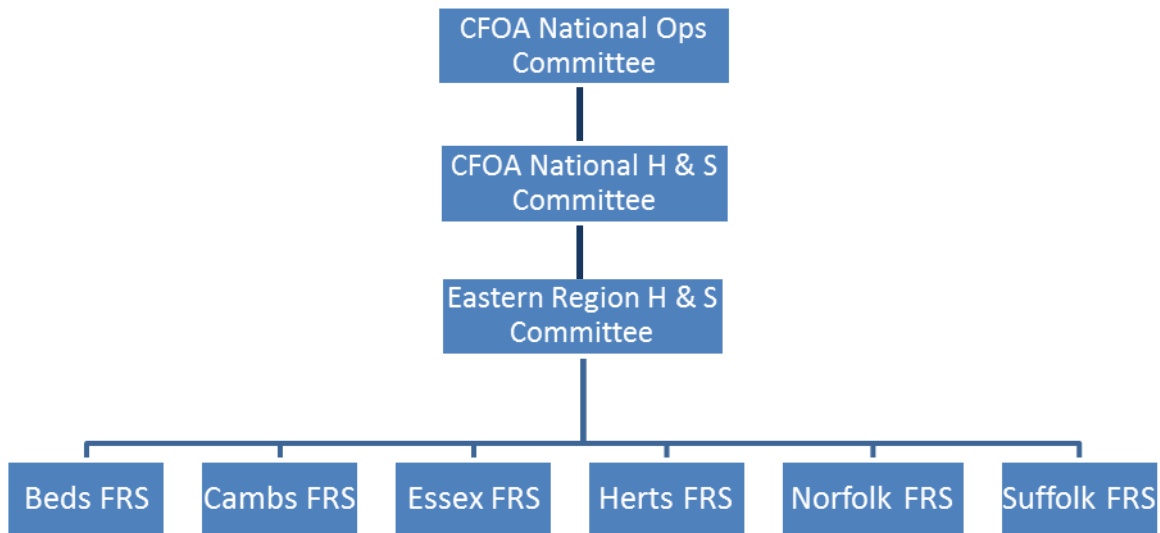
- A review of the completion of action points;
- Scrutiny of local and regional safety event statistics;
- Significant safety events;
- Health and safety performance indicators;
- Service policy updates;
- Feedback from the Health and Safety Steering Committee meetings;
- Health and safety corporate objectives update; and,

- Report updates for active monitoring and health and safety management system audits.

During the reporting period representatives also contributed during consultation following the review of Service Orders and systems of work and at various meetings and working groups. This included the Co-Responding working group, Working at Height working group and the Service Workwear and Clothing Committee meeting.

## 4.2 Regional Health and Safety Practitioners Group

Members of the HSST represent the Service at the Eastern Region Health and Safety Practitioners Group meetings which are held quarterly. The Group works within the structure detailed below and also seeks to identify beneficial links and contacts with other relevant groups as appropriate. An example of this is the link established with the Regional Occupational Health Practitioners Group. Administration for the regional group is undertaken by Hertfordshire Fire and Rescue Service.



The main objectives of the Group during 2015/16 were to:

- Carry out meaningful comparison of H&S performance across the region to support identification of areas of good or poor performance with a view to seeking improvement;
- Carry out peer review, where Services require, to support identification of gaps and sharing of good practice;
- Maintain links to other relevant groups, not necessarily limited to CFOA groups where mutually beneficial support may be sought;
- Support consistent regional training and identify potential for rationalisation and standardisation where appropriate; and,
- Support H&S improvements in all services by the sharing of good practice, developments and reports.

## 5. MONITORING

### 5.1 Performance Indicators

In line with its Terms of Reference, the Human Resources Policy and Challenge Group monitors health and safety performance against three key performance indicators. Health and safety performance in these three areas are measured against set targets and for the year 2015/16 were as follows:

Description	Target	Actual	Performance	Comments
H1- Number of serious accidents (over 28 days) per 1000 employees	5.38	0.00	Green	Better than target
H2 - Number of working days/shifts lost to accidents per 1000 employees (excluding Retained Duty System employees)	418.73	131.57	Green	Better than target
H3 - Number of 24 hour cover periods lost to accidents per 1000 Retained Duty System Full Time Equivalent employees	677.90	4091.61	Red	Missed target

In 2016/17 the actual performance for H1 and H2 were significantly inside the targets. Unfortunately, H3 was missed by a considerable margin. There were five workplace injuries to RDS personnel during Quarters 1, 2, 3 and 4 during 2016/17. The injuries reported within that period only resulted in 17 cover periods lost. However, the target was missed due to an injury sustained at an operational incident during 2015/16 that resulted in long term sickness since the event took place. If the cover periods lost due to this injury (313 days) were removed from this data the H3 Quarter 4 actual figure would have been significantly within target.

### 5.2 Active Monitoring

Active monitoring is a proactive method of measuring safety performance against set standards. Activities of significant risk are subject to one or more active monitoring systems that include audits, inspections (premises and plant/equipment), health surveillance and the monitoring of Firefighter competence through station based and central training and operational training exercises.

The HSST have been responsible for the administration of the formal active monitoring programme carried out by Monitoring Officers at operational incidents and by sector competent Watch Managers during routine and training activities. The programme topics are flexible and can be changed / introduced following changes in procedures, safety events etc.

The findings of operational active monitoring during the reporting period were presented to the Operational Debrief Working Group (ODWG) with non-operational active monitoring being presented to the HSSC. The ODWG and HSSC are responsible for reviewing the findings of the active monitoring and determining the need for and form of corrective action, including where necessary immediate corrective actions. The topics scheduled and where formal active monitoring took place during the reporting period were as follows:

<b>Monitoring Officers (Operational)</b>	<b>Watch Commanders (Routine and training)</b>
Breathing Apparatus	Breathing Apparatus
Building Fires	Personal Protective Equipment
Road Traffic Collision	Manual Handling
Animal Rescue	Physical training

As detailed in the health and safety active monitoring programme, some operational activities / incidents occur infrequently but have the potential to cause significant risk. For this reason Service Control will mobilise a Monitoring Officer to every incident type that meets this criteria. During 2016/17, as well as the scheduled topics detailed above, active monitoring was carried out a number of times for the following topics:

- Hazardous materials;
- Flammable liquids;
- Working on or near water;
- Working on ice or unstable ground;
- Railway incident;
- High rise (known fires);
- BA Stage II; and,
- Working at height.

### **5.3 Internal Audit**

#### Health and Safety Management Systems

The HSST are custodians of the Service's Health and Safety Management Systems Audit process. The audit is used as a positive process and recognises good and poor health and safety management performance against set standards. This enables the organisation to learn from experience and make continual improvements. The audits have consistently recognised positive achievements as well as identifying areas for improvement. The Audit of Health and Safety Management programme sets out a range of audit topics, agreed by the health and safety Functional Head that span a three year rolling period with HSST having responsibility for managing the audit process. The topics scheduled and formally audited during the reporting period are detailed below:



Audit Topic	Premises / Station / Section Audited
Health and Safety Induction Training	A random sample of 8 new starters (Green Book) was selected. Records were checked to confirm that important health and safety information detailed on the Health and Safety Induction Checklist form FSHS 35 had been communicated

Following audit the HSSC were presented with the audit findings and recommendations with the responsibility to consider what actions, if any, needed to be taken (including by whom and within what timescales) and assign them to the responsible individual/s.

### 6 monthly premises inspections

All Service premises are periodically inspected to confirm that the standards of the workplaces and facilities provided are being maintained. The inspection is carried out every six months or following significant change or modifications. The inspections are recorded on the Premises Health, Safety and Welfare Assessment form sent to premises responsible persons by the HSST via the RIVO Safeguard system. In 2016/17 there were **30** premises inspections carried out. These generated a number of follow up actions that were allocated to relevant personnel through RIVO Safeguard. All actions are tracked to completion, overseen by the HSSC.

## **6. ACCIDENTS AND VEHICLE COLLISIONS**

### Workplace Accidents

As detailed in Chart 1 below, in 2016/17 the number of recorded accidents had reduced from **84** in 2015/16 to **52**. The number of days lost to the Service due to workplace accidents in the same period also decreased from **501** to **388**. Data shows that 316 of the 388 days lost to workplace accidents were the result of one accident that occurred in the previous reporting period 2015/16. The remaining **72** days lost were the accumulated result of **12** workplace accidents.

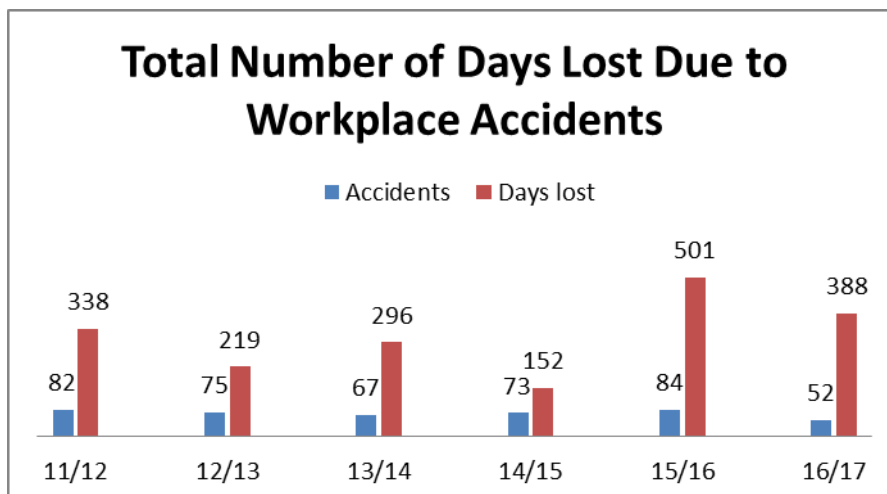


Chart 1.

Musculoskeletal, Manual Handling and Slips/Trips/Falls accounted for 58% of all accidents and 92% of all days lost in 2016/17. In comparison to 2015/16 the number of musculoskeletal injuries reduced from **17** to **6**, manual Handling Injuries increased from **10** to **21** in 2016/17 and Slips, Trips, and Falls decreased in the same period from **15** to **3**.

As detailed in Chart 2 below, although falling from **33** in 2015/16 to **25** the numbers of accidents in training during 2016/17 exceeded the number of accidents during routine activities and at operational incidents.

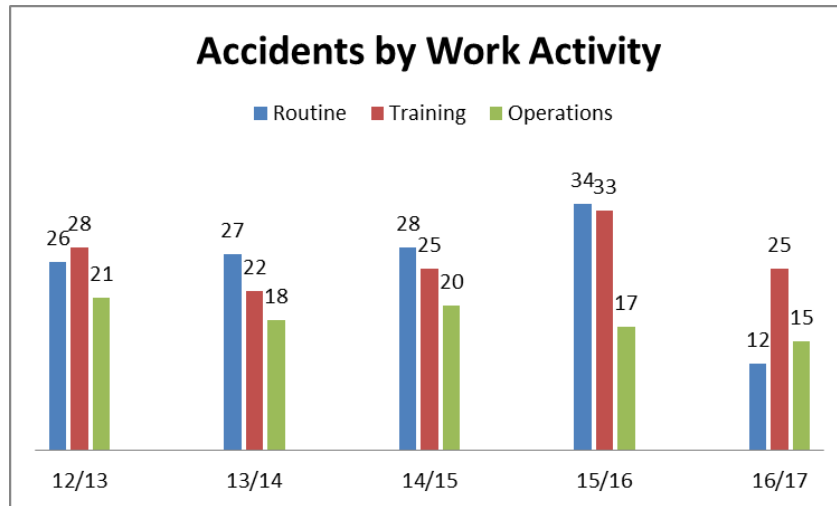


Chart 2.

### Vehicle Collisions

In total there were **40** vehicle collisions during 2016/17 compared to **28** in 2015/16. On **7** occasions collisions had taken place during low speed manoeuvring when a vehicle guide had been in place. Collision numbers over the last four year period are detailed in chart 3 below:

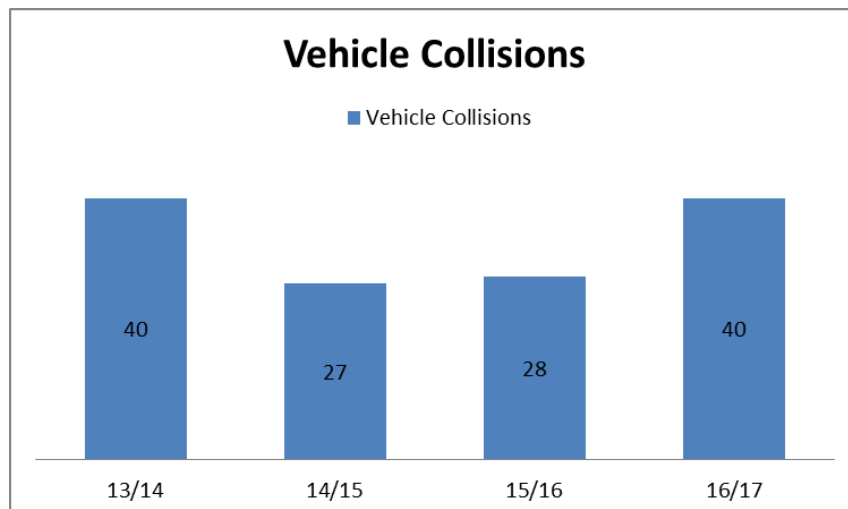


Chart 3.

The collisions involved **37** drivers with **3** drivers involved in two events. Chart 4 below shows the involved vehicle locations by station/premises. Data shows that Luton station has had the most vehicle collisions (**11**) followed by Kempston (**6**), Dunstable (**5**) and Stopsley (**4**).

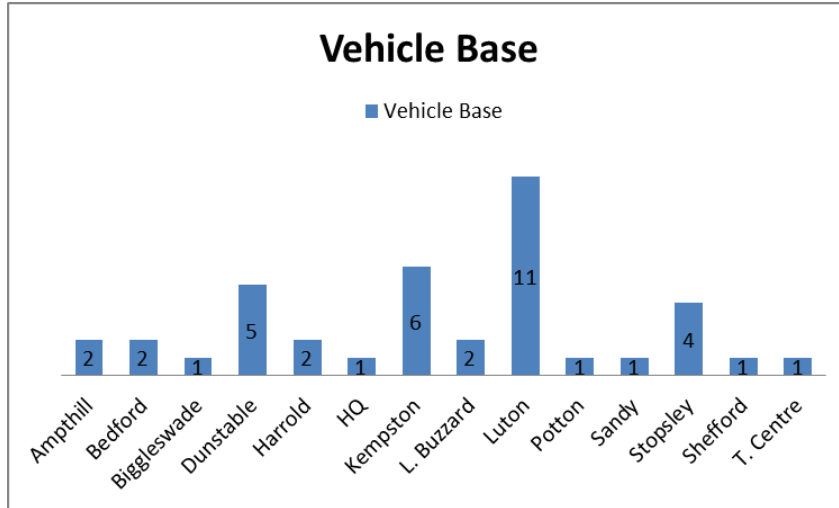


Chart 4.

It should be noted that there were no vehicle collisions involving vehicles based at the following locations:

- NAO
- SAO
- Toddington FS
- Woburn FS
- Workshops

There were **7** different classifications of vehicles involved in collisions during the reporting period. This is shown in Chart 5 below with rescue pumps being involved in a significant number (**32**) of the **40** vehicle collisions.

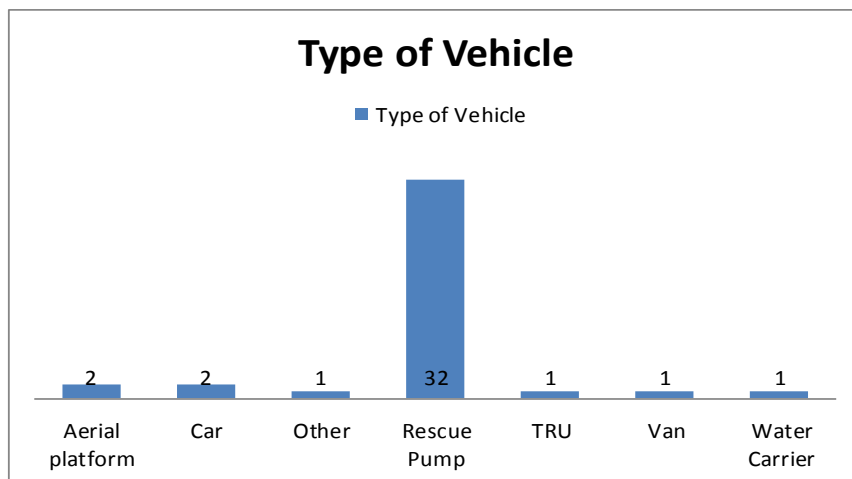


Chart 5.

### *Collision Type and Speed*

The table below categorises the type of collision and the speed of collision for each category.

Type of collision	Speed				Total
	stationary	0 -10	10 - 30	30 - 50	
Struck by another vehicle	3	0	1	0	4
Moving forward – struck another moving vehicle	0	2	2	0	4
Moving forward – struck another stationary vehicle	0	8	0	0	8
Moving forward – struck stationary object	0	13	2	0	15
Reversing – struck another stationary vehicle	0	5	0	0	5
Reversing – struck stationary object	0	2	0	0	2
Other	1	1	0	0	2
<b>Total</b>	4	31	5	0	<b>40</b>

All vehicle collisions are investigated by a member of the Accident Investigation Team which provides a more informed and consistent approach to vehicle collision investigations and their outcomes.

#### Management of Occupational Road Risk Working Group

The Management of Occupational Road Risk Working Group meet every three months. The group is made up of a number of management stakeholders across the Service and includes health and safety and FBU representation.

The group acts as the senior management group to oversee the effective management of work-related road safety. The main objectives are to reduce road risk thereby avoiding injuries to drivers and others and to achieve a partnership approach to the management of occupational road risk.

During the meetings a number of standing items are discussed / addressed that include:

- Driving at work policy;
- CCTV update;
- Operational driving active monitoring programme;
- Driver training;
- Vehicle and associated equipment; and,
- Vehicle collision and event data.

## 7. VEHICLE MOUNTED CCTV SYSTEMS

The footage obtained from Service vehicles with permanently fixed CCTV equipment has continued to be used both actively and reactively to support various workstreams and event follow up. In 2016/17 vehicle mounted CCTV footage has been viewed on **59** occasions.



It has been viewed to support the following work:

- **36** vehicle collision investigations;
- **3** complaints by members of the public;
- **3** external police investigations;
- **5** near miss investigations;
- **2** fire investigations;
- **2** operational debriefs
- **1** reactive monitoring;
- **4** fire fighter injury investigations; and,
- **3** internal investigations.

The Service driving Instructors have also viewed vehicle mounted CCTV footage to carry out sample monitoring of driving standards, with the primary focus on emergency response driving, as part of the Service arrangements to manage occupational road risk.

## **8. OCCUPATIONAL HEALTH AND WELLBEING**

### **8.1 Occupational Health Unit**

The Occupational Health Unit (OHU) based at Service Headquarters is part of the Service's Human Resources function and works closely with the Health and Safety Support Team providing impartial specialist medical advice to both the Service and employees of Bedfordshire Fire and Rescue Service. The OHU is responsible for undertaking statutory health assessments such as for new entrants to the Service and new Recruit Firefighters, medicals in compliance with DVLA requirements and 3 yearly health assessments which include medical assessment to comply with the The Control of Asbestos Regulations 2012.

Provision of referral to external agencies such as to the Firefighters Charity, physiotherapy or counselling helps to facilitate a return to fitness. The planning and implementation of formal programmes of rehabilitation or modification of duties, with Occupational Health supervision throughout, helps expedite return to role following sickness absence. The main priority of the OHU is to protect employees by ensuring that the workplace activities undertaken does not, in any way, damage or compromise their health. Occupational health is a specialty role, the purpose of which is to assist the organisation by:

- Supporting BFRS employees;
- Working with BFRS employees on long-term health issues;
- Monitoring the effects of work on health and wellbeing overall; and,
- Ensuring staff are fit and able to carry out the role that they are employed for.

The OHU is headed by a full time qualified Occupational Health Practitioner (OHP) – Deb Fensome, supported by a full time Service Fitness Adviser (SFA) – Ian Hammett, and Occupational Health Support Technician (OHST) Bev Copperwheat. The Service Medical Adviser (SMA) currently attends for full day clinics every third Wednesday to ensure support for all Watches and shifts.

The Service's Employee Assistance Programme (EAP) Workplace Wellness is facilitated by the Occupational Health Unit and continues to offer counselling; emotional support for both domestic and work related issues; Citizens Advice; legal and financial advice the contact details for which can be found on the Intranet or from the OHU.



## 8.2 Performance Indicators

In line with its terms of reference, the Human Resources Policy and Challenge Group monitor occupational health performance against two key performance indicators. Occupational Health performance in these two areas is measured against the set targets and for the year 2016/17 was as follows:

Description	Target	Actual	Performance	Comments
<b>OH1 - % of personnel in operational roles who have completed an annual fitness test assessment in the last 12 months (excluding career breaks, those on modified duty and long-term sick)</b>	<b>97%</b>	<b>97%</b>	<b>Green</b>	<b>Met target</b>
<b>OH2 - % of operational personnel achieving a pass category on their annual fitness test</b>	<b>95%</b>	<b>97%</b>	<b>Green</b>	<b>Better than target</b>

Every operational employee is required to successfully complete an annual fitness test with the SFA Ian Hammett and these are reflected in the KPIs. In year 2016/17 as previously, the pass rates for OH2 KPI indicated the best result to date since the introduction of the annual testing programme.

During 2016/17, a programme of Mental Health Wellbeing workshops were arranged and delivered throughout the Service. In total **36** were delivered ensuring that every Watch throughout the county was presented to – along with each RDS section and a number of Green Book employees.

## 9. HEALTH AND SAFETY OBJECTIVES

In line with best practice and guidance, the Health and Safety at Work Policy includes a commitment to the setting of annual corporate health and safety objectives. Following analysis the Health and Safety Support Team and Health and Safety Steering Committee the corporate health and safety objectives for 2017/18 have been approved by the Corporate Management Team and the Fire and Rescue Authority Human Resources Policy and Challenge Group. These now reflect the principle work streams for 2017/18 and a live action plan tracking completion of the objectives is available in the Health and Safety Section area on the Service intranet.

The Corporate Health and Safety objectives for 2017/18 are:

1. Communicate the findings from the Safety Climate Survey and act on the proposals for improving organisational safety culture.

2. Incorporate the use of a driver risk assessment into EFAD courses and provide Service Driving Instructors with training on how to interpret and action the results arising.
3. Provide accredited Health and Safety Training for personnel with strategic responsibility to enable the review of policies and strategies and enhance the safety culture.
4. Introduce local health and safety leading performance indicators to assist in sustaining continuous improvement.
5. Establish regular AIT meetings to improve investigation protocols, identify additional training, common trends and share areas of good practice. Provide vehicle collision including identifying human factors that impact the decisions and behaviour of drivers.
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.
7. To enhance firefighter safety by providing, through the PPE Collaboration group, fire kit that offers maximum wearer protection and comfort and a fully managed service.
8. To continue to review the Service's adoption of National Operational Guidance to provide standardisation of emergency response procedures.