

For Publication

Bedfordshire Fire and Rescue Authority
Human Resources Policy and Challenge
Group
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Item No. 11

REPORT AUTHOR: HEAD OF SAFETY AND STRATEGIC PROJECTS

SUBJECT: 2015/16 CORPORATE HEALTH AND SAFETY
OBJECTIVES PROGRESS UPDATE AND PROPOSED
2016/17 CORPORATE HEALTH AND SAFETY
OBJECTIVES

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Background Papers: None

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

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 2015/16; and,
- To put forward proposals for the Annual Corporate Health and Safety objectives for 2016/17 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 2015/16 and endorse the eight proposed Health and Safety Objectives for 2016/17.

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 2015 Members endorsed the Health and Safety Objectives for 2015/16 and progress in relation to these are detailed within the first section of this paper.
- 1.2 For 2016/17 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 2015/16

- 2.1 **Delivery of a Campaign for the Reduction of Musculoskeletal Injuries Caused During Operational, Training and Routine Activities:** Since April 2011 an average of 24% of all workplace accidents have been classified as a musculoskeletal injury. These injuries have accounted for 45% of all sick days lost following injury in the same reporting period.
- 2.2 During 2015/16 the Health and Safety Support Team, with assistance from the Service Fitness Adviser, delivered a campaign for reducing the number of injuries which included the delivery of initial and refresher manual handling training, focus on general fitness and well-being with articles provided in the Service information bulletin. The issue of 'Avoiding a musculoskeletal Injury' pamphlet and the production of a poster have been slightly delayed but both will be issued by the June 2016.
- 2.3 **Manage the introduction into the Service the Tactical Operational Guidance Produced by the National Collaborative Partnership:** The introduction of Tactical Operational Guidance produced by the National Collaborative Partnership into the Service will provide common working protocols increasing interoperability leading to enhanced safety in the operational environment. A working group is managing this process and has completed approximately 50% of the work and is included as a Corporate Health and Safety Objective for 2016/17.
- 2.4 **Conduct a Work at Height and Rope Rescue Audit at Station Level to Verify that Training is Delivered to the Required Standards by on-Station Trainers:** An audit of the full range of working at height capabilities is required to ensure that training aims and objectives are fully met and that on-going initial and refresher training is suitable and sufficient to for a range of working at height capabilities. Following further review this audit will now be conducted through the National Rope Rescue Working Group in 2016 with an internal audit currently in progress prior to the external audit taking place.

- 2.5 **Further Develop the Programme of Health and Safety Refresher Training for Managers With the Publication of Further Modules Using LearnPro and PowerPoint Presentations as Appropriate:** The Health and Safety Support Team continue 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 2015/16 with presentations now produced for Health and Safety Law, Managing Stress in the Workplace and Management of Contractors. These will also soon be available as part of the e-learning support for these areas.
- 2.6 **Implement a Programme of Medical Health Surveillance for Operational Personnel to be Carried Out Every Three Years by an Appointed Doctor:** A programme of statutory three yearly health screening incorporating review by an accredited HSE physician has been implemented with the full requirement now in place. The Occupational Health Practitioner and qualified Physician carry out asbestos screening as part of three yearly medicals for operational staff including examinations required by the Control of Asbestos at Work Regulations.
- 2.7 **Continue to implement the actions as agreed by the Corporate Management Team following the RoSPA external audit of the Services 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 were actioned throughout 2015/16. Work will continue through 2016/17 with inclusion as a Corporate Objective with all recommendations to be completed by April 2017.
- 2.8 **Review, Update and Deliver the Service's BA (Breathing Apparatus) Training in Accordance With CFRA (Chief Fire and Rescue Advisor) Operational Guidance for Breathing Apparatus:** Following analysis, the following courses were identified as requiring review; Initial BA, BA Refresher, Tactical Ventilation, and Compartment Fire Behaviour Training which have all been amended and now comply with the National Operational Guidance for BA. The BA Incident Command Refresher course remains under review with a completion date of June 2016.
3. Proposed Corporate Health and Safety Objectives 2016/17
- 3.1 **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:** Members of the Service's Accident Investigation Team (AIT) have recently undergone changes in personnel. These changes are due to recent officer promotions with new personnel now requiring training and continuation training for existing members. Previously there have been difficulties in sourcing suitable and timely accident investigation courses from external providers for AIT members. However following recent training the Health and Safety Support Team will over

the next 12 months cascade appropriate training to all current AIT members providing consistent delivery and standards.

- 3.2 **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:** See paragraph 2.3 above.
- 3.3 **To further develop the programme of health and safety refresher training for Managers and the publication of additional LearnPro training modules:** See paragraph 2.5 above.
- 3.4 **To complete all actions arising from the RoSPA external audit following an assessment of the Service's health and safety management systems:** See paragraph 2.7 above.
- 3.5 **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:** Building upon the RoSPA Audit, and the advances made over recent years within the Service regarding health and safety, the Service will utilise the *Health and Safety Laboratory Safety Climate Tool*, to provide further insight into the Service's safety culture. This has been successfully used by a number of other Fire and Rescue Services including Hampshire and Humberside to engage the workforce and strengthen health and safety leadership.
- 3.6 **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:** The Service uses technology which is safe, functional, and fit for purpose as part of increasing the safety of our Firefighters at operational incidents. The Thermal Imaging Cameras currently in use will shortly come to the end of their operational life and require replacement. However the newer models currently available have enhanced facilities that will improve functionality and assist in enhancing firefighter safety.
- 3.7 **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:** Following analysis of the eLearning modules, work is required to accurately align the completion of safety critical training materials with the requirements of individual operational roles ensuring that it is suitably evidenced and recorded.
- 3.8 **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:** The number of vehicle collision reports have

almost halved since 2011/12. Most of those reported are low speed manoeuvring collisions. However driving at work, in particular emergency response driving, continues to be a high risk activity and the further reduction of vehicle collisions remains a high priority.

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 aims 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.

**SERVICE OPERATIONAL COMMANDER TONY ROGERS
HEAD OF SAFETY AND STRATEGIC PROJECTS**