

For Publication

**Bedfordshire Fire and Rescue Authority
Human Resources Policy and Challenge
Group
29 March 2018
Item No. 9**

REPORT AUTHOR: ASSISTANT CHIEF OFFICER (HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT)

SUBJECT: 2017/18 CORPORATE HEALTH AND SAFETY OBJECTIVES PROGRESS UPDATE AND PROPOSED 2018/19 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 2017/18; and,
- To put forward proposals for the Annual Corporate Health and Safety objectives for 2018/19 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 2017/18 and endorse the eight proposed Health and Safety Objectives for 2018/19.

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 2017 Members endorsed the Health and Safety Objectives for 2017/18 and progress in relation to these are detailed within the first section of this paper.
- 1.2 For 2018/19 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 2017/18

- 2.1 **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 final summary report, with sector specific benchmarking is now complete. The report has been presented to CMT and the H&S consultation group and is now published, available in the health and safety section area on the Service intranet.
- 2.2 **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 –** Three personnel including the two Service Driving Instructors attended a driver metrics course in April 2017. The driver risk assessment is available through the Fire and Rescue Risk Group (FARRG) insurance consortium and has been trialled during an initial EFAD course. The conclusions of the trial are now to be discussed at the next Management of Occupational Road Risk Group meeting.
- 2.3 **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 –** An IOSH Leading Safely course took place at training centre on 30/10/2017 with 11 attendees.
- 2.4 **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 local leading performance Indicators to be reported commencing Qtr 1 2018/19 have been set. Adjustments have been made to existing procedures to collect the relevant data.

- 2.5 **Establish regular Accident Investigation Team 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** – Terms of reference have been published and the first AIT meeting was held on 15/09/2017. These meetings will continue to be held at 3 monthly intervals.
- 2.6 **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 campaign pledge has been documented and submitted to CMT and the HSCG. The campaign pledge has been made.
- 2.7 **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** - BFRS production slot has been identified to enable the production to be completed and the kit issued before the termination of the Ballyclare contract. This remains a H&S corporate objective for 2018/19.
- 2.8 **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** – This work has now been completed.
3. Proposed Corporate Health and Safety Objectives 2018/19
 - 3.1 **Carry out focus group meetings with staff to communicate and discuss the findings of the Safety Climate Survey** - The Service conducted the Safety Climate Survey using the Health and Safety Laboratory Safety Climate Tool during January and February 2017 and the report detailing the findings recently published. The improvement proposals and discussion points arising from the safety climate survey now need to be actioned and the findings communicated to stakeholders.
 - 3.2 **Implement an independent external audit of the safety management system (RoSPA QSA audit)** - An external audit of the safety management system (RoSPA QSA) took place in January 2014 where the Service achieved a level 4 award. It is recommended that the RoSPA QSA audit should be carried out every 4 years.

- 3.3 **Delivery of a campaign for the communication of safety event data and information** - Accident data shows that manual handling/musculo-skeletal and slip trip and fall accidents continue to be the most common cause of injury, with slips/trips/falls seeing a significant increase in 2017/18. Injuries during training activities have decreased in 2017/18 with routine activities accounting for the highest proportion of accidents. There has been a reduction in the number of accidents compared to the previous 3 years. Numbers of near miss reports remain relatively low in comparison to the number of accident reports. Communication of this data via a campaign poster will be designed to provide employees with clear up to date information and the cost of safety events to the Service.
- 3.4 **Produce a quarterly communication for the engagement of Service drivers to provide relevant information and statistics relating to driving incidents, and look to find ways to promote safe driving and good practice** - The numbers of vehicle collision reports have remained at a similar level in 2017/18 mainly due to a large proportion of slow speed manoeuvring collisions. 2017/18 has also seen a significant increase in vehicle collisions involving non-operational drivers. Safety whilst driving at work continues to be a high priority and remains part of the active monitoring programme. As a member of the FARRG insurance consortium a quarterly communication booklet for operational drivers will soon be available for issue.
- 3.5 **Communicate the IOSH “No time to lose” carcinogenic exposure campaign and carry out a compliance audit of the arrangements detailed in the campaign pledge made by the Service** - The Regional Health and Safety Practitioners working group had highlighted information and research on the topic of firefighter exposure to contaminants and the possible links to cancers. A number of regional partners were working towards making the IOSH “No time to lose” campaign pledge. BFRS have now made this pledge which details what it is we are doing and what we intend to do in the future to prevent ill health from exposure to contaminants.
- 3.6 **To continue the project 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** - In 2017/18 the Service, through the Personal Protective Equipment Collaboration working group, embarked on a project as a H&S corporate objective for replacement fire kit. This project will be completed in 2018/19.
- 3.7 **To produce and review Regional Product pack documents for use with the National Operational Guidance Programme** - In 2017/18 the Service National Operational Guidance Implementation Group completed the work to review and

adopt guidance documents and safe systems of work produced nationally. The new centrally coordinated National Operational Guidance Programme (NOGP) has developed a guidance framework. The structured guidance starts with the elements that affect all incidents; then the environments in which the Fire Service operates; and then our activities. The NOGP recently issued the Foundation for Breathing Apparatus.

3.8 Review, Update and Deliver the Service`s BA Training in Accordance With National Operational Guidance Programme Foundation for Breathing Apparatus - See paragraph 3.7 above.

4. Implications

Corporate Risk – Known

4.1 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.

4.2 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.

**AREA COMMANDER DARREN COOK
HEAD OF ORGANISATIONAL ASSURANCE**