



# Bedfordshire Fire and Rescue Service



QSA Award Level 4



## 1. INTRODUCTION AND BACKGROUND

This Health and Safety Annual Report, provides a summary of the work undertaken by Bedfordshire Fire and Rescue Service (BFRS) in the management of health, safety and welfare during the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 inclusive. A Health and Safety Support Team (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.

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 coordinate 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 slight increase in the number of workplace accidents from **52** in 2016/17 to **58** in 2017/18. It is pleasing to note however that the **104** days lost to the Service due to workplace accidents in 2017/18 is a significant reduction from the **388** in 2016/17 and continues a steep downward trend.

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 2017/18; this included:

- Communication of the findings from the Safety Climate Survey carried out using the Health and Safety Laboratory safety climate tool;
- The provision of training for Service Driving instructors in the use and interpretation of results of driver risk assessments;
- The provision of IOSH accredited health and safety training for personnel with strategic responsibility;
- The introduction of local health and safety leading performance indicators to assist in sustaining continuous improvement;
- The establishment of regular Accident Investigation Team member meetings to improve investigation protocols, identify additional training, common trends and share areas of good practice;
- Making 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;
- Working as a member of the Personal Protective Equipment Collaboration working group to provide replacement fire kit in 2018/19;

- Completing a review of the Service's operational policies and procedures in line with the National Operational Guidance to provide standardisation of emergency response procedures;
- 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 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 first half of 2017/18 the HSST sat within the Service's Projects, Safety and Business Support function with Group Manager Darren Cook as the Functional Head. From September 2017 the HSST came under the Head of Organisational Assurance function with Darren Cook as functional head as Area Commander. 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 Manager Mark Woodworth. Mark holds the IOSH Managing Safely qualification. The Administrative Assistant Health and Safety post was filled in June 2017 with Amanda Elston joining the team.

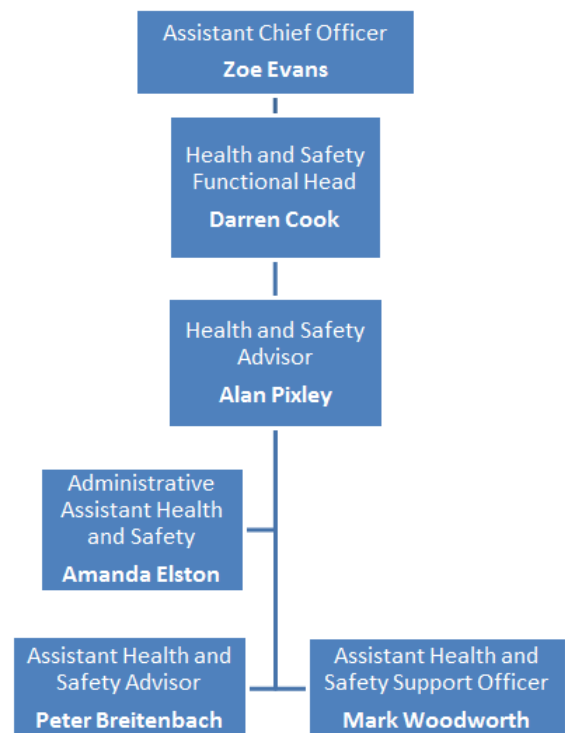
With regards to procurement, the HSST manages a small revenue budget which is used for the purchase of health and safety equipment, calibration of existing equipment and for the provision of driving licence checks through the DVLA using an external provider.

## 2.3 Health and Safety Policy

Health and Safety related Service Orders 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* has been fully reviewed and updated throughout 2017/18 and was issued for a six week consultation period in April 2018. 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.

In November 2017 the Service issued a new Service Order for the *Reporting and Investigation of Violence towards Fire and Rescue Personnel V13 01/25*.

### HEALTH AND SAFETY SUPPORT TEAM



### 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 2017/18. The group has overseen 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 2017/18 the following risk assessments were reviewed and aligned with National Guidance:

- **OF 007** Firefighting – Refuse fires
- **OF 013** Operations - On or near water
- **OR 002** Rescue from Lifts / Escalators
- **OR 008** Rescue from Flooding and Water Related Incidents
- **OR 015** Rescue from and Working in Confined Spaces
- **OR 015A** Rescue from Trench & Pits
- **OR 015D** Rescue from Collapsed Structures
- **OT 002** Transport – Rail related Incidents

##### Specific Activity (General) Risk Assessments

The Service holds and maintains a library of general risk assessments. These cover a broad range of work activities that present significant risk to the Service. During the reporting period the Service published **9** new general risk assessments and reviewed **79** existing general risk assessments. As part of the risk assessment process, a number of recommendations identified for the implementation of further workplace precautions were completed. These follow up actions were allocated to the relevant responsible person via the Service Health and Safety web portal 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*

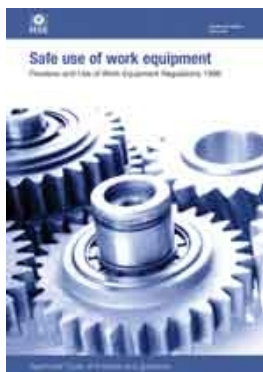
The Service holds and maintains a library of Manual Handling assessments. These cover all identified foreseeable manual handling operations carried out across the Service. Progress towards the completion and review of manual handling assessments is monitored by the HSSC who assigns the assessment completion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

reporting period the Service completed **2** new manual handling assessments and **51** 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 16 Service premises during the reporting period. Any follow up actions were 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 **50** new PUWER assessments and reviewed **139** 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 2017/18 site traffic risk assessment reviews were carried out for Bedford and Biggleswade fire stations. These assessments were allocated by the HSST and completed by the manager of the site or premises via the health and safety web based portal SpheraCloud (formally RivoSafeguard).

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

All designated users of DSE are identified and their workstations and related work activities are assessed. In 2017/18, **57** 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 (BA) General Check and Compressed Air Cylinder Connection:* In January 2018 a safety event occurred where a number of BA sets suffered air leaks during the same Section / Watch based training exercise being undertaken in the Fire House at Training Centre. On checking the sets it was found in all cases that the cylinder connection had not been tightened sufficiently and was loose. The follow up technical examination confirmed that the BA sets were free from defects and the loss of air had been due to the cylinder connection not being tightened fully. Although initially making a seal, over time the O ring had become extruded by the high pressure within the cylinder and the seal had failed resulting in the loss of air. The safety bulletin reinforced the requirement to check the fastening of the finger tight connection on the cylinder connector and to fully remove BA sets from appliance cabs when carrying out the general check.
2. *Series 19 Fire Hydrant:* In March 2018 the Service were notified of potential safety issues identified with a certain type of fire hydrant design. The hydrant concerned is the Aqua Gas (now AVK) Series 19 fire hydrant installed circa 1996-2006. Although it was manufactured to BS750 standard at the time, the outlet is secured onto the hydrant body by one cap head bolt from the side. If the securing bolt has become loose or has been tampered with then this could result in the outlet becoming detached from the hydrant body. The Service contacted water companies covering Bedfordshire who confirmed that the Series 19 may be fitted but could not identify where and how many. The safety bulletin therefore made Crews aware of the potential hazards and the safe system of work to be followed on discovery of this type of hydrant.



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 **10** Critical Update messages issued covering a number of topics with a health and safety theme.

### Accident Investigation Training



The Service maintains an Accident Investigation Team (AIT) comprising of nominated operational managers at the role of Station and Group Commander. As a corporate health and safety objective quarterly AIT meetings have been established. The purpose of the meetings is to improve investigation protocols, identify additional training, common trends and share areas of good practice. The meetings have been well attended and have improved the standard and consistency of safety event investigations.

### Health and Safety Web based Portal Training

The Service health and safety web based portal SpheraCloud, formally known as the RIVO Safeguard system, is a web-based health and safety interface 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 SpheraCloud system is given to Line Managers and is an essential tool to assist the health and safety management process. During the reporting period initial training on use of the SpheraCloud system was provided by the AHSSO to **12** Line Managers. In the same period refresher training was provided to **6** Line Managers.



### Manual Handling Training



The Service provides all staff with information and training for safe manual handling and wellbeing to reduce the risk of injuries. It is the responsibility of the Occupational Health Unit (OHU) to deliver initial and refresher manual handling training across the Service. During 2017/18 the Service Fitness Advisor delivered initial or refresher manual handling training to **343** BFRS employees either through centrally based training at the Service Training Centre or directly to operational Watches / Sections.



### IOSH Leading Safety Training

The value of strategic safety and health and its integration into business management systems is recognised by the Service. Safety training for senior managers had been identified as a training need and this requirement was set as a corporate health and safety objective in 2017/18. The course, open to Group Manager B and above and Green Book equivalent, was delivered by an external Company in October 2017 with **11** 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 December 2017. The training included the role that employees will be expected to carry out if a fire or emergency occurs. To further improve the provision of adequate and regular fire safety training, the Service purchased an online Fire Safety Awareness training module to be completed annually by all Green Book personnel.

### Non-Operational Personnel on the Incident Ground

In December 2017 **10** personnel attended training for non-operational staff that may be required to attend the incident ground. The course aim is to make non-operational staff aware of the safety procedures whilst working on the incident ground and includes input on command and control, incident ground organisation, mobilisation and post incident procedures.

### Vehicle Collision Investigation Training

In May 2017 the Health and safety Advisor attended a two day vehicle collision investigation course delivered at the RoSPA training centre in Birmingham. The course covered the skills needed for analysing information, drawing conclusions and providing recommendations and feedback for improvement to enable positive behavioural change. The learning obtained has supported the existing initiatives for the Management of Occupational Road Risk and enhanced specialist techniques to AIT members through cascading of information at the periodic AIT meetings.

### Representatives of Employee Safety Training

Bedfordshire Fire and Rescue Service are legally required to provide employees with relevant information, instruction and training and engage in consultation with them on matters affecting health and safety. The Service currently meets this requirement by consulting employees directly as individuals and / or through Trade Union appointed Safety Representatives. To further enhance the consultation process in October 2017 two non-operational employees from within the Service, who were not trade union members, attended a two day Safety Representative

course. Both employees now represent non trade union members and contribute positively during consultation meetings.

### **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 and Additional Hazard Information Sheet documents that provide more specific and detailed procedural information and guidance regarding the topic to which it applies.

During the reporting period the following Operational policies were reviewed and re-issued:

- *National Resilience Disrobe and Re-robe Kits*
- *Operational Preparedness Policy*
- *Interagency Liaison Officers/HMEPA/MAIAT/Hazardous Materials*

### **3.4 Equipment**

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 2017/18 with the Technical and Engineering Manager and Workshops to assist in the setting up of CCTV systems on new vehicles. Assistance has also been ongoing for trials, conducted for the selection of suitable dash cams for Officers cars, Service pool vehicles and vans. This work is continuing through the Management of Occupational Road Risk (MORR) working group.

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

During 2017/18 BFRS Technical Department and workshops have achieved a considerable amount of work, this has included:

- The refurbishment and upgrade of 3 Scania Rescue appliances.
- The Introduction of 7 x Scania / Angloco Rescue appliances fitted with the Godiva Prima P2\_2010 pump. The Godiva Prima is designed for midship or rear vehicle mounting. It is a two stage centrifugal design, featuring both low and high pressure impellers on one stainless steel shaft to provide simultaneous multi-pressure operation.
- An upgrade of hose reels from 19mm to 22mm with the addition of a 230 ltr per minute variable flow rate branch. This involved the re-engineering of the internal pump supply pipework which was completed in house.
- The issue of new toolboxes for all rescue appliances. This was the first review that had been carried out on the standard tool box in over 20 years.

over time the toolbox weight had increased (42kgs) and had become a manual handling issue.

- The introduction of two new energy efficient BA charging compressors at Luton and Bedford fire stations.
- The replacement of all aluminium stand pipes across the service due to an incident which had highlighted the 'rounding' and excessive wear of the thread. This had caused a standpipe to become detached from the hydrant.

## **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 representatives of employee safety who are not members of a trade union.

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

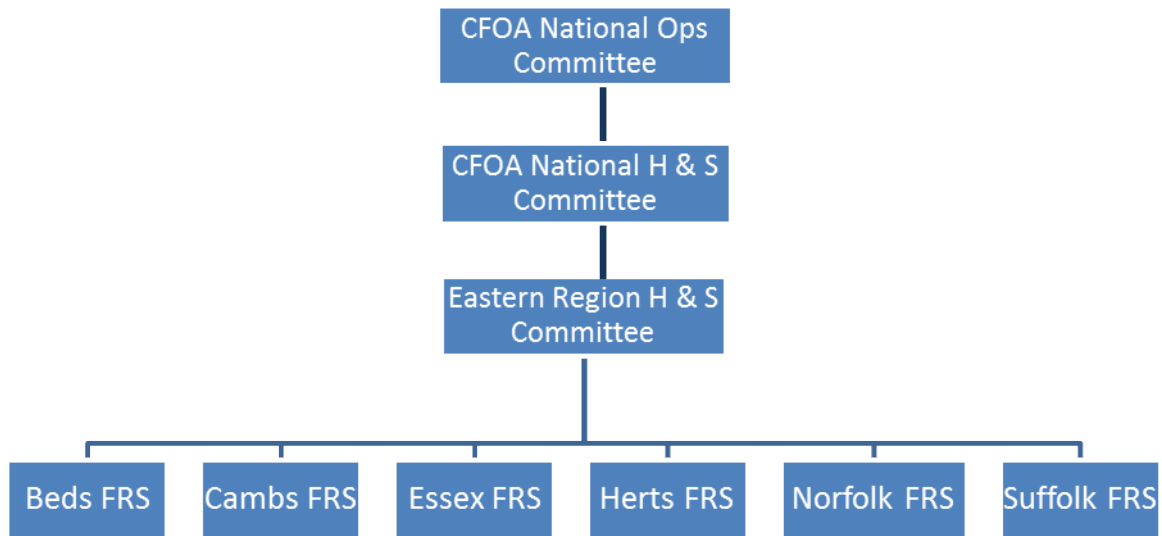
- A review of the completion of action points;
- Scrutiny of local and regional safety event statistics;
- Significant safety events;
- Health and safety performance indicators;
- Service policy updates;
- Feedback from the Health and Safety Steering Committee meetings;
- Health and safety corporate 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, risk assessments and systems of work and at various meetings and working groups. This included the Working at Height and Management of Occupational Road Risk working groups 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, which now includes London Fire Brigade, and 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 2017/18 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 Nation Fire Chiefs Council 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.

### 4.3 Health and Safety Campaigns



Along with a number of other fire and rescue services BFRS undertook the IOSH “No time to lose” campaign pledge to capture the key actions that we are already doing, or planning to do, to manage carcinogenic exposures within the workplace. Existing workplace precautions to prevent and reduce exposure currently include the provision and use of self-contained breathing apparatus, appropriate PPE, and the availability of adequate welfare and cleaning facilities, both on fire appliances and at Fire Stations. The Service will now continue to review what further precautions could be taken during training and operations to reduce risk further.

## 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 2017/18 were as follows:

Description	Target	Actual	Performance	Comments
H1- Number of serious accidents (over 28 days) per 1000 employees	3.78	1.96	Green	Better than target
H2 - Number of working days/shifts lost to accidents per 1000 employees (excluding Retained Duty System employees)	384.8	243.92	Green	Better than target
H3 - Number of 24 hour cover periods lost to accidents per 1000 Retained Duty System Full Time Equivalent employees	781.8	69.46	Green	Better than target

In 2017/18 the actual performance for H2 and H3 were significantly inside the targets. H1 also remained inside the target with the actual figure equating to only one serious accident of over 28 days lost duration.

### 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 in report format 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 reports and determining the need for and form of corrective action, including where necessary

immediate corrective actions. The topics 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 including High Rise and PPV	Marshalling Vehicles
Road Traffic Collision	Appliance Stowage
Bariatric incidents	Manual Handling

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 2017/18, as well as the scheduled topics detailed above, active monitoring was carried out a number of times for the following topics:

- High voltage electrical installations;
- High rise (known fires);
- Working at height;
- Working on or near water;
- Chemical incidents;
- Aircraft incidents;
- Railway incident; and
- Flammable liquids.

### **5.3 Internal Audit**

#### Health and Safety Management Systems

The HSST oversee 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
Manual Handling Operations	The audit objective was to establish the extent to which the Service meets the standards contained within Service Order V13 01 24 "Manual Handling Operations". 6 manual handling injury accidents were selected; 2 each from routine, training and operational activities.
Safety in Practical Operational Training	The audit objective was to establish the extent to which the Service meets the standards contained within V09 02 01 "Managing Health and Safety in Practical Operational Training". 6 off-station practical operational training activities up to June 2017 were selected for audit.

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 SpheraCloud system. In 2017/18 there were **31** premises inspections carried out. These generated a number of follow up actions that were allocated to relevant personnel through the SpheraCloud system. All actions are tracked to completion, overseen by the HSSC.

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

### Workplace Accidents

As detailed in Chart 1 below, in 2017/18 the number of recorded accidents had increased slightly from **52** in 2016/17 to **58**. The number of days lost to the Service due to workplace accidents in the same period significantly decreased from **388** to **104**. Data shows that 58 of the 104 days lost to workplace accidents were the result of one accident caused by a slip that resulted in a serious wrist injury.

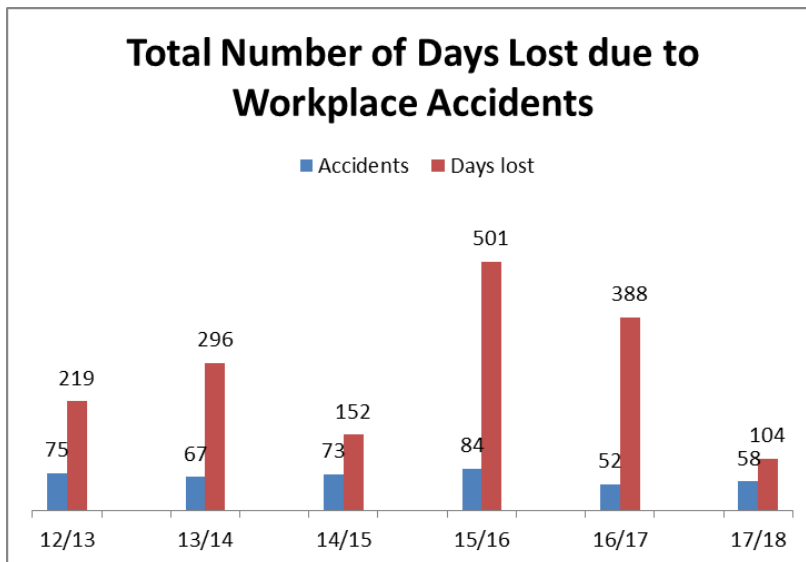


Chart 1.

Musculoskeletal, Manual Handling and Slips/Trips/Falls accounted for 53% of all accidents and 95% of all days lost in 2017/18. In comparison to 2016/17 the number of musculoskeletal injuries increased slightly from **8** to **10**, manual Handling Injuries decreased from **16** to **11** and Slips, Trips, and Falls increased in the same period from **3** to **10**.

As detailed in Chart 2 below, the numbers of accidents in training during 2017/18 decreased from **25** to **15**. There were **23** accidents in the routine environment that caused 71% of all lost time.

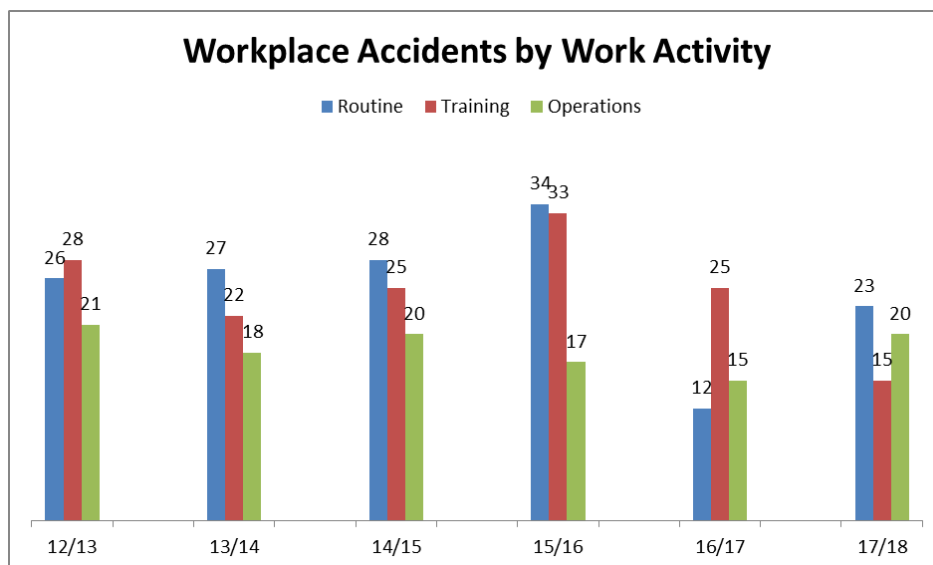


Chart 2.



## Vehicle Collisions

In total there were **38** vehicle collisions during 2017/18 compared to **40** in 2016/17. On **8** 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:

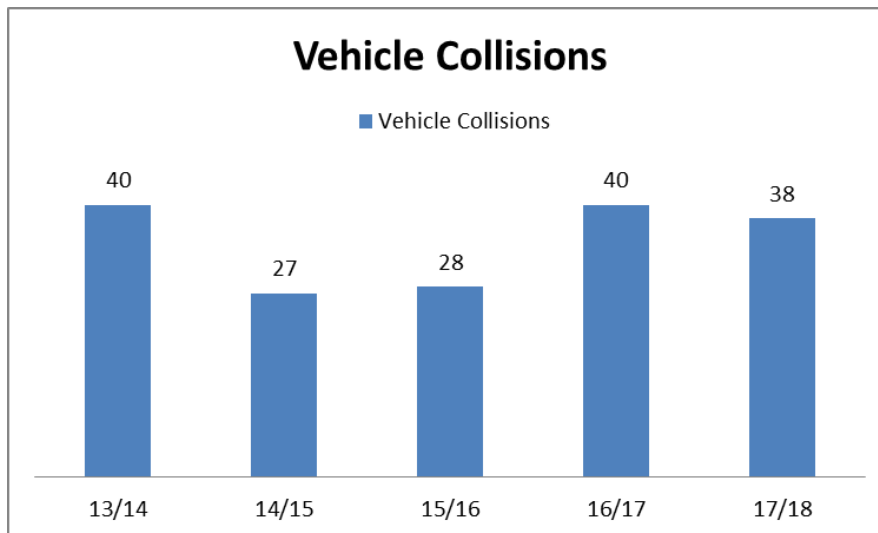


Chart 3.

The collisions involved **35** 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 (**8**) followed by Stopsley (**5**), and Headquarters (**4**).

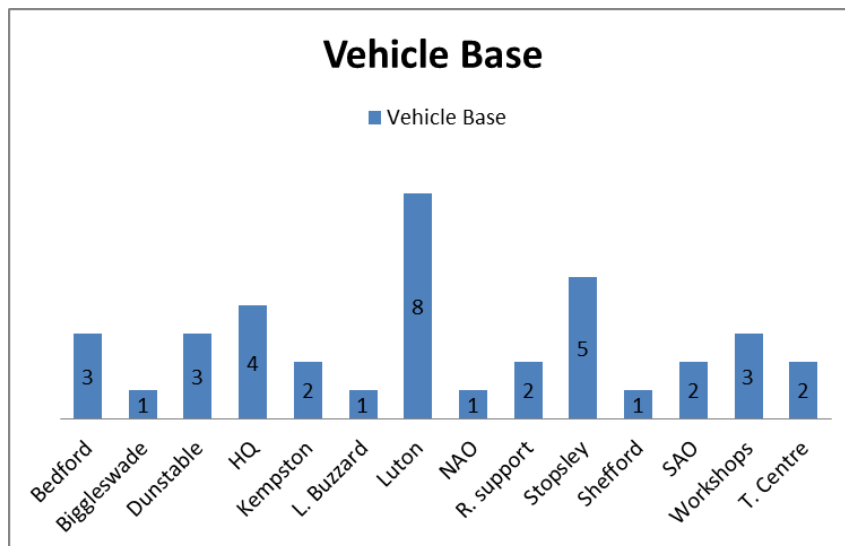


Chart 4.

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

- Ampthill FS
- Harrold FS
- Potton FS

- Sandy FS
- Toddington FS
- Woburn FS

There were 5 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 (**23**) of the **38** vehicle collisions. Van collisions increased from **1** in the previous reporting period to **11**.

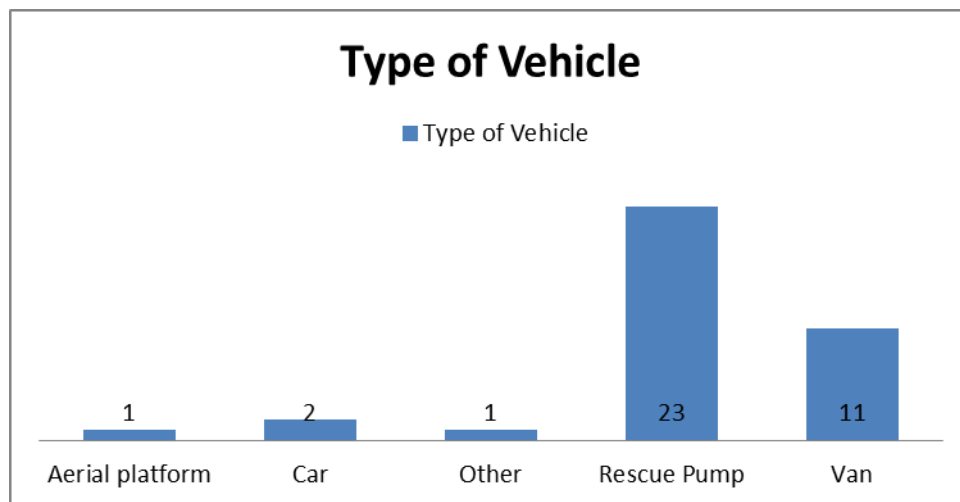


Chart 5.

### *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	1 -10	11 - 30	31 - 50	51 - 70	
Struck by another vehicle	6	2	3	0	0	11
Moving forward – struck another moving vehicle	0	0	0	1	0	1
Moving forward – struck another stationary vehicle	0	6	3	0	0	9
Moving forward – struck stationary object	0	6	0	1	0	7
Reversing – struck another stationary vehicle	0	1	0	0	0	1
Reversing – struck stationary object	0	4	0	0	0	4
Other	0	4	0	0	1	5
<b>Total</b>	6	23	8	2	1	<b>38</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:

- A review of the completion of action points;
- Vehicle collision data update;
- Operational driving active monitoring update;
- Driver training activity report;
- Use of vehicle CCTV usage update;
- Road traffic legislation update; and,
- New vehicles, technology and associated equipment.

## **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 2017/18 vehicle mounted CCTV footage has been viewed on **60** occasions.

It has been viewed to support the following work:

- **24** vehicle collision investigations;
- **2** complaints by members of the public;
- **17** external police investigations;
- **8** near miss investigations;
- **2** fire investigations;
- **2** fire fighter injury investigations; and,
- **5** internal investigations.

It should be noted that the Police requested CCTV footage from BFRS vehicles on 17 occasions in 2017/18. The majority of requests were following attendance by BFRS at serious road traffic collisions and often involved CCTV from a number of appliances. Although impacting on HSST time and resources the provision of relevant CCTV footage to assist in criminal investigations or otherwise, is seen as a positive contribution.

During the reporting period 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 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 do 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.

Moving forward into 2018/19 the OHU is headed by the Occupational Health and Fitness Manager (OHFM) – Ian Hammett and supported by a fully qualified specialist Occupational Health Practitioner (OHP) – Sally Canzio who attends the department 3 days per week, a full time Occupational Health Administrative Assistant (OHAA) Bev Copperwheat, and a full time Fitness Apprentice (FA) – Marco La Vita. 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 2017/18 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>0%</b>		<b>See notes</b>
<b>OH2 - % of operational personnel achieving a pass category on their annual fitness test</b>	<b>96%</b>	<b>0%</b>		<b>See notes</b>

Every operational employee is required to successfully complete an annual fitness test with the OHFM Ian Hammett and these are reflected in the KPIs.

During 2017/18 the annual fitness testing program was suspended to accommodate an extension to the consultation period with the FBU and other key stakeholders on the revisions to the Service Fitness Policy. This extension was granted in an attempt to seek agreement on the implementation of the new national guidance within the existing policy. This primarily revolved around the introduction of the new Drill Ground Assessment and how it should be used to underpin the existing fitness testing regime.

The Service were not prepared to conduct a fitness testing program that may have seen half the workforce tested against one set of guidelines and the other half tested against another. Therefore all testing was ceased until an agreement had been reached.

As such we have now commenced 2018/19's raft of fitness tests, with 86% being completed since April 2018, with a 99% pass rate. These statistics are reflective of the high pass rates that we have seen year on year since 2008.

During 2017/18 Occupational Health adopted the Trauma Risk Management model (TRiM) that uses a peer led support system designed to help employees following traumatic incidents. 10 TRiM practitioners including both green and grey book staff were trained and appointed to identify, and support those at risk, whilst also raising awareness of mental health problems and reducing the stigma associated with it.

During 2017/18 a full program of Manual Handling refresher training has been delivered service wide by Ian Hammett (OHFM). 15 sessions were delivered centrally

at Headquarters and further station based sessions were delivered to all watches and crews, including on call personnel and control staff. 90% of personnel have received the training with further mop up sessions planned.

## **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 objective selection by the HSST and HSSC the corporate health and safety objectives for 2018/19 were 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 2018/19 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 2018/19 are:

1. Carry out focus group meetings with staff to communicate and discuss the findings of the Safety Climate Survey.
2. Implement an independent external audit of the safety management system (RoSPA QSA audit).
3. Delivery of a campaign for the communication of safety event data and information.
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.
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.
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.
7. To produce and review Regional Product pack documents for use with the National Operational Guidance Programme.
8. Review, Update and Deliver the Service`s BA Training in Accordance With National Operational Guidance Programme Foundation for Breathing Apparatus.