

For Publication

Bedfordshire Fire and Rescue Authority
Human Resources Policy and Challenge Group
18 March 2019
Item No. 8

REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: 2018/19 CORPORATE HEALTH AND SAFETY OBJECTIVES PROGRESS UPDATE AND PROPOSED 2019/20 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 2018/19; and
- To put forward proposals for the Annual Corporate Health and Safety objectives for 2019/20 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 2018/19 and endorse the eight proposed Health and Safety Objectives for 2019/20.

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 March 2018 Members endorsed the Health and Safety Objectives for 2018/19 and progress in relation to these are detailed within the first section of this paper.
- 1.2 For 2019/20 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 2018/19

- 2.1 **Carry out focus group meetings with staff to communicate and discuss the findings of the Safety Climate Survey** – A presentation has been prepared and the meetings are ready to be scheduled. The focus group meeting topics have been widened to include post fire contamination. This remains a H&S corporate objective for 2019/20.

- 2.2 **Implement an independent external audit of the safety management system (RoSPA QSA audit)** – The audit has been arranged to take place between 25-29 March 2019. The audit will look at every aspect of the Service health and safety management system based on key elements of best practice. The audit quantitative process involves detailed scoring on each section and provides an overall Health and Safety Performance Rating and an award level between 1 – 5, with 5 being the best. The scope of the audit covers in detail the 7 broad areas of the health and safety management system; Policy, Organising, Planning, Implementation, Monitoring, Audit and Review. A further audit of 10 Risk Control Performance Indicators (RCPI's) consisting of specific health and safety topic areas (e.g. manual handling etc) will make up the full audit.
- 2.3 **Delivery of a campaign for the communication of safety event data and information** - The communication of this data has been achieved via a campaign poster which details important BFRS statistics between 2013 – 18. The poster details the three highest causes of injuries and near misses, the event numbers and the number of days lost to injury. The Health and Safety Executive “Vital Statistics 2018” poster is also displayed in prominent areas providing the overall picture in Great Britain and the financial cost of accidents / injury at work.
- 2.4 **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 FARRG insurance consortium, of which BFRS is a member, had undertook to produce a quarterly communication booklet for operational drivers. This has not yet been achieved and BFRS Health and Safety Support Team have produced an in-house communication “In the Hot Seat”. The first addition of this communication will be issued for spring 2019.
- 2.5 **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 communication of the IOSH “No time to lose” campaign has taken place through the Operational Delivery Team meetings and is also linked to objective 2.1 above. Scoping work has been carried out to identify workstreams to reduce firefighter and equipment contamination post fire. This will be managed by a contaminants working group which will be a H&S corporate objective for 2019/20.

- 2.6 **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 2018/19 the Service, through the Personal Protective Equipment Collaboration working group, continued to work on a project as a H&S corporate objective for replacement fire kit. The replacement fire kit under a fully managed system is programmed for issue in April 2019. This remains a H&S corporate objective for 2019/20.
- 2.7 **To produce and review Regional Product pack documents for use with the National Operational Guidance Programme** - The centrally coordinated National Operational Guidance Programme (NOGP) has developed a guidance framework. The Service is involved nationally and has started work in producing 22 product packs consisting of structured guidance across 6 areas:
- Operational policy & Procedure;
 - Operational information notes (OIN's);
 - Risk Assessment (task based);
 - Training packages;
 - Equipment manuals and risk assessments;
 - Safety flash and Service action note.

This remains a H&S corporate objective for 2019/20.

- 2.8 **Review, Update and Deliver the Service`s BA Training in Accordance With National Operational Guidance Programme Foundation for Breathing Apparatus** - The Service Training Centre is working closely with Response Support in producing the training specifications that will be required within the Regional Product Packs. Once this work has been completed an individual gap analysis will be completed evaluating the impact of these training specifications on the current training courses; a priority is being placed on "Foundation of Breathing Apparatus". This remains a H&S corporate objective for 2019/20.
3. Proposed Corporate Health and Safety Objectives 2019/20
- 3.1 **Carry out focus group meetings with staff to discuss the findings of the Safety Climate Survey and firefighter/ equipment decontamination** - The focus group meeting topics have been widened to include post fire contamination. The meetings will now also cover the the immediate actions firefighters can take to "stop contaminants" and detail the 10 principles to follow.

- 3.2 **Implement the actions as agreed by the Corporate Management Team following the RoSPA external audit of the Services safety management system** - An external audit of the safety management system (RoSPA QSA) will take place in March 2019. The audit will result in a number of recommendations and detail a range of improvements that will need to be actioned throughout 2019/20.
- 3.3 **Form a contaminants working group and identify short, medium and long term work streams to reduce the risk to BFRS employees from carcinogenic substances** - The group will be made up of major stakeholders including Technical, Health and Safety, Training, Operations and Representative Bodies. As well as identifying the work streams for improvement, the group will coordinate any assistance provided to national or local research undertaken on this subject.
- 3.4 **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 2019/20.
- 3.5 **To produce and review Regional Product pack documents for use with the National Operational Guidance Programme** - The centrally coordinated National Operational Guidance Programme (NOGP) has developed a guidance framework. The Service is involved nationally and has started work in producing 22 product packs as detailed in paragraph 2.7 above.
- 3.6 **Review, Update and Deliver the Service's BA Training in Accordance With National Operational Guidance Programme Foundation for Breathing Apparatus** - The Service Training Centre is to continue to work closely with Response Support in producing the training specifications that will be required within the Regional Product Packs and, following gap analysis, update training packages accordingly.
- 3.7 **As part of the wider BFRS Blue Light Mental Health and Wellbeing Plan, conduct a survey using the Health and Safety Executive Stress Indicator Tool** - To enable BFRS to take a proactive, preventative approach to managing work-related stress, HSE have developed Management Standards which is a systematic approach to implementing an organisational risk assessment for managing work-related stress. Complementing HSE's

Management Standards for Stress approach, the Stress Indicator Tool features a survey of thirty-five questions that ask about six key areas of work that, if not managed properly, are known to be potential causes of workplace stress.

- 3.8 **Make a commitment to the Highways England Driving for Better Business initiative** - Driving for Better Business is a programme to raise awareness of the importance of work-related road safety in the business community and public sector by using advocates drawn from these communities to promote the business benefits of managing it effectively. The campaign, delivered in partnership with the charitable partnership RoadSafe, aims to make sure that the road safety risks posed by an organisations employees and vehicle fleet are kept to a minimum, do not expose them to undue risk and, critically enhance road safety.

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.

**SOC GARY JEFFERY
HEAD OF RESPONSE**