



Bedfordshire
Fire and Rescue Service



Health and Safety Annual Report 2018 - 2019

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 April 2018 to 31 March 2019 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 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 and ill health 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 **58** in 2017/18 to **65** in 2018/19. Days lost to injuries have also increased to **205** from the **104** in 2017/18.

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 2018/19; this included:

- The engage and communicate with Service vehicle drivers, providing relevant information and statistics relating to driving incidents, whilst looking to find ways to promote safe driving and good practice;
- A successful independent audit of the Service safety management system (RoSPA QSA audit), receiving a Level 5 Diamond award;
- The delivery of campaigns for the communication of safety event data and information;
- Working as a member of the Personal Protective Equipment Collaboration working group and to provide professional health and safety advice during the replacement fire kit 2018/19 project;
- 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. This is 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, programmes and the provision of 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.

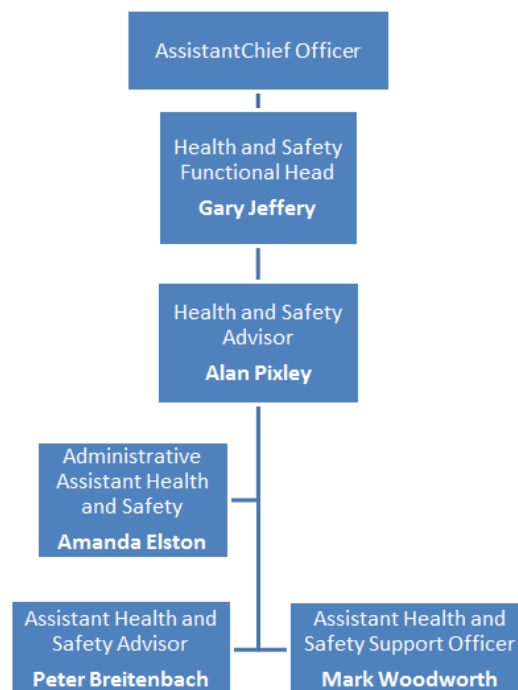
2.2 Health and Safety Support Team

The HSST came under the Head of Response function with Area Commander Gary Jeffery as 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 Manager Mark Woodworth. Mark holds the IOSH Managing Safely qualification. The Administrative Assistant Health and Safety post is held by Amanda Elston.

HEALTH AND SAFETY SUPPORT 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* acts as the overarching lead policy. V13 01/01 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 the following Service Health and Safety policies were reviewed and reissued:

- | | |
|--|----------|
| • <i>Active Monitoring</i> | May 2018 |
| • <i>Health and Safety Induction Training</i> | May 2018 |
| • <i>Control of Substances Hazardous to Health</i> | Dec 2018 |
| • <i>Lifting Operations and Lifting Equipment</i> | Jan 2019 |
| • <i>Reporting and investigation of Vehicle Collisions</i> | Mar 2019 |
| • <i>Display Screen Equipment</i> | Mar 2019 |
| • <i>Provision and use of Work Equipment</i> | Mar 2019 |

3. RISK CONTROL SYSTEMS

3.1 Risk Assessment

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 **4** new general risk assessments and reviewed **65** 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 **1** new manual handling assessment and **48** existing assessments were reviewed.

First Aid Assessments

To comply with the Health and Safety (First Aid) Regulations, an employer should make an assessment of first-aid needs appropriate to the circumstances (hazards and risks) of each workplace. This ensures appropriate first aid provision such as equipment, facilities and trained suitable persons for rendering first aid should someone be injured or become ill at work. First aid assessments were reviewed for 11 Service premises during the reporting period. Any follow up actions are tracked to completion and overseen by the HSST.

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 **31** new PUWER assessments and reviewed **60** 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 2018/19 site traffic risk assessment reviews were carried out for Shefford, Sandy and Harrold 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.

Display Screen Equipment (DSE) Assessments

All designated users of DSE are identified and their workstations and related work activities are assessed. In 2018/19, **55** 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. During 2018/19 no safety bulletins have been published.

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 **2** Critical Update Messages issued covering Marshalling Vehicles and Sharps Injury – hypodermic needle.

Accident Investigation Training



The Service maintains an Accident Investigation Team (AIT) with the team currently comprising of 7 Flexi Duty Officers and 8 Day Duty personnel. The AIT continues to meet every 3 months to improve investigation protocols, identify additional training, common trends and share areas of good practice. During 2018/19 **14** personnel attended accident investigation training. From these **8** became new members if the AIT.

Health and Safety Web based Portal Training

The Service health and safety web based portal SpheraCloud, 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. The system is also used to record pre-determined attendance and premises information amendment. 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 **10** Line Managers. In the same period refresher training was provided to **9** 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 2018/19 the Service Fitness Advisor delivered initial or refresher manual handling training to **117** BFRS employees either through centrally based training at the Service Training Centre or directly to operational Watches / Sections.

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 September 2018 with **11** attendees. One individual also attended the course at an external training venue.



Non – Operational Fire Safety Training

To support the Service's fire safety strategy and emergency plan, fire safety training was provided to **21** non-operational employees between July and December 2018. The training introduced the role that employees will be expected to carry out if a fire or emergency was to occur on one of the Service premises. **12** personnel were also trained in the use of the stairs evacuation chair. To further improve the provision of adequate and regular fire safety training, the online Fire Safety Awareness training module is completed annually by all Green Book personnel.

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.

3.4 Equipment

The HSST is responsible for overseeing the process of vehicle mounted CCTV viewing in accordance with Service Order V06 05 01 – CCTV Systems this is further detailed in Section 7 of this report. The HSST have also worked closely during 2018/19 through the Management of Occupational Road Risk (MORR) working group in the selection of suitable dash cams for Officers cars, Service pool vehicles and vans. The use of advanced technology further enhances safety systems including the management of lone working and safety event reporting and investigation.

During 2018/19 BFRS Technical Department has worked closely with the HSST to complete a number of work streams to provide equipment for the improvement of operational capability and safety, this has included:

- The purchase and refurbishment of a new SRT vehicle (Ex MOD).
- The Introduction of the remaining 10 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.
- The re-engineering of the IRU into a recruitment and selection vehicle.
- The purchase and introduction of 3 fully electric vehicles that will be used within the community of Bedfordshire.
- The replacement of old Nokia phones with 'I' phones across the Service fleet.
- New higher beam torches for all BA sets to improve firefighter safety whilst wearing BA at incidents.
- Post fire decontamination kits for all appliances as part of a wider contamination project.
- Privacy screens for all appliances. Requested by crews following deployment of screens that are already on SRU and RSU.
- The provision of dry suits for training centre delegates.
- New BA compressors at Bedford, Luton and Kempston. More efficient compressors, less repairs and down time and increases the Service resilience.
- New Inflatable rescue boat and outboard at Bedford for faster deployment.

4. COMMUNICATION AND CONSULTATION

4.1 Health and Safety Consultation Group

The Health and Safety Consultation Group (HSCG) 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:

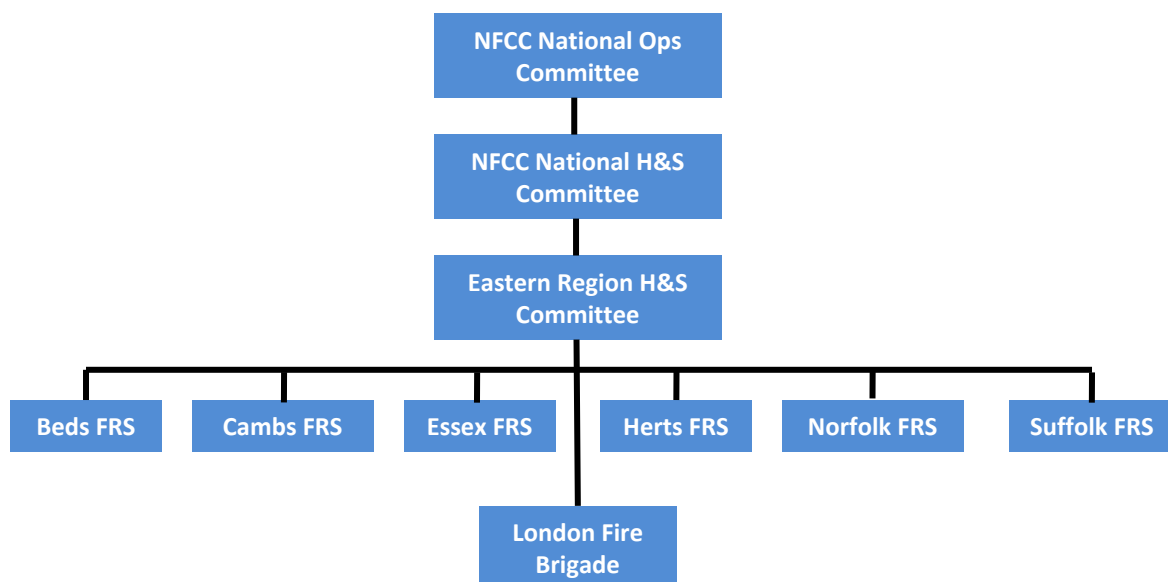
- A review of the completion of action points;
- Scrutiny of local and regional safety event statistics;
- Significant safety events;
- Health and safety performance indicators;
- Service policy updates;
- Feedback from the Health and Safety Steering Committee meetings;
- Health and safety corporate objectives update; and,
- Report updates for active monitoring and health and safety management system audits.

The importance of this close working relationship is paramount to achieving a positive safety culture throughout the organisation. The consultation that has taken place has been positive, not only through HSCG but on a regular basis, and has ensured effective employee involvement through honest and open two way communication. The Service recognises the contribution made by union officials and safety representatives towards improving workplace health and safety.

In June 2018, the Union appointed Safety Representative attended an Accident Investigation training course organised by the Service. This was provided to assist and enable the Safety Representative to participate in the joint investigation of safety events. 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.

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 Regional Group during 2018/19 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 National 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



In May 2018 the poster "Health and Safety at Work Our Statistics 2013 - 2018" was available in the H&S section area on sharepoint and displayed in Service premises around the county. The purpose of the poster was to communicate to employees the cost of safety events and in particular, the amount of working days lost following workplace injuries. To support this local information the HSE "Vital Statistics 2018" poster was also displayed. This poster detailed the enormous cost of work related injury and ill health to Great Britain, which works out financially at £15 billion!

Owing to the positive feedback received from across the entire Service, during the latter part of 2018/19 a similar poster was distributed identifying the numbers of vehicle collisions, and associated costs, which had occurred within the Service during 2017/18. These costs highlighted a comparison equating to the annual salaries of 2.5 firefighters.

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 2018/19 were as follows:

Description	Target	Actual	Performance	Comments
H1 - Number of serious accidents (over 28 days) per 1000 employees	3.78	5.66	Red	Missed target
H2 - Number of working days/shifts lost to accidents per 1000 employees (excluding Retained Duty System employees)	317.63	374.52	Red	Missed target
H3 - Number of 24 hour cover periods lost to accidents per 1000 Retained Duty System Full Time Equivalent employees	781.80	382.27	Green	Better than target

In 2018/19 performance targets for both H1 and H2 were missed. The H1 actual figure equated to three accident injuries that had resulted in 59, 39 and 36 days lost respectively. As all three were Whole-time Duty System, this impacted also on Performance Indicator H2. It must be noted that the occurrence of these specific accidents and their outcomes are random in nature. Although the use of this reactive data gives the opportunity to learn from events and prevent reoccurrence, its use as an indicator of safety management performance has its limitations.

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:

Monitoring Officers (Operational)	Watch Commanders (Routine and training)
Animal Rescue	Physical Training
Bariatric incidents	Appliance Stowage and Safety
Breathing Apparatus	Breathing Apparatus
Building Fires including High Rise and PPV	

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 Fire Control will mobilise a Monitoring Officer to every incident type that meets this criteria.

During 2018/19, 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;
- Confined space
- Aircraft incidents;
- Railway incident; and
- BA Stage II.

5.3 Internal and External Audit

Internal Audit of Health and Safety Management Systems

The HSST oversee the Service's Health and Safety Management Systems internal Audit process having three trained internal auditors. Audits are used as a positive process and recognise good and poor health and safety management performance against set standards. This will enable the organisation to learn from experience, make continual improvements and share best practice. The three year programme is currently under review and will set out a range of audit topics, agreed by the health and safety Functional Head with the HSST having responsibility for managing the audit process.

External Audit of Health and Safety Management Systems

A comprehensive RoSPA¹ QSA risk profile audit was carried out over 5 days commencing on the 25 March 2019. The audit considered aspects of the Service health and safety management system, which is based on the key elements of best practice, as described within the HSE publication HSG 65 "Successful health and safety management".

The audit quantitative process involved detailed scoring on each audit section and provided an overall Health and Safety Performance Rating (HSPR). The scope of the

¹ *RoSPA - The Royal Society for the Prevention of Accidents*

audit covered in detail 5 broad areas of the health and safety management system; Policy, Organising, Planning and Implementation, Measuring Performance and Audit and Review. The audit also expanded into other areas and included 10 Risk Control Performance Indicators (RCPIs), these were based on specific health and safety topics which had been selected by the Health and Safety Steering Committee and supported by CMT. The 10 RCPI's audited were:

- Manual Handling
- Occupational Health Management
- Lifting Operations and Equipment
- Personal Protective Equipment
- Provision and use of Work Equipment
- Workplace Safety and Welfare
- Working at Height
- Breathing Apparatus
- Display Screen Equipment
- Management of Occupational Road Risk

On completion of the audit a report of findings was provided detailing a HSPR of 96.4 and a level 5 award. Level 5 is the highest award available and is a significant improvement compared to the previous QSA audit carried out in January 2014, where the Service received a HSPR of 79, and a level 4 award. A comparison between the 2014 and 2019 audit result scores, by section, is detailed in the tables below.

Health and Safety Management System		
	2014	2019
POLICY		
General	100%	100%
Commitments	85%	100%
ORGANISING		
Organising for health and safety	96%	100%
Organisational procedures	75%	90%
PLANNING AND IMPLEMENTATION		
Planning process	89%	98%
Procedures implemented	99%	99%
MEASURING PERFORMANCE		
Active monitoring	90%	100%
Reactive monitoring	96%	98%
AUDIT AND PERFORMANCE REVIEW		
Audit	100%	100%
Review	93%	96%

Risk Control Performance Indicators		
	2014	2019
RCPIs - Overall	80%	96%
<i>Manual Handling</i>	96%	96%
<i>Occupational Health Management</i>	73%	88%
<i>Lifting Operations and Equipment</i>	98%	100%
<i>Personal Protective Equipment</i>	Not audited	100%
<i>Provision and use of Work Equipment</i>	96%	100%
<i>Workplace Safety and Welfare</i>	96%	96%
<i>Management of Occupational Road Risk</i>	98%	100%
<i>Breathing Apparatus</i>	Not audited	100%
<i>Display Screen Equipment</i>	Not audited	100%
<i>Working at Height</i>	100%	100%

It is pleasing to report that improvement has been achieved in all 8 areas where improvement was possible. This has been due to the successful completion of the 80 recommendations made within the 2014 audit report. The 2019 audit details where 5 of the 10 health and safety management system areas achieved a maximum score. The remaining scores were 96% or above with the exception of "Organisational Procedures" which scored 90%. This lower score reflected that there is a lack of formal system in place for the control of Service documentation. This has resulted in a recommendation to produce and approve a formal document (Policy) detailing the arrangements and responsibilities for drafting, developing, approving and reviewing Service documentation.

The overall score for RCPIs improved from 80% in 2014 to 96%, with 7 of the 10 topics achieving a maximum score. Of the remaining topics Manual Handling and Workplace Safety and Welfare scored 96%, and Occupational Health Management scored 88%. This has resulted in a recommendation to further enhance the Service Occupational Health – Scope and Structure policy.

The audit report made a total of 8 recommendations which involves work in the following areas:

- **Organisational procedures** – H&S performance benchmarking and development and control of the H&S management system;
- **Planning and implementation** – Further guidance to assist in identifying risk control measures;
- **Risk assessment** – Completion of COSHH assessment reviews;
- **Measuring performance** – Evaluation of cost and time for completing safety event investigations;
- **Audit and review** – Introduction of KPI's for the cost and time for completing safety event investigations;
- **Occupational health** – Having documented arrangements for pre-employment health screening and consideration of radon 222 gas in cellars and body implants;
- **Workplace (Health, Safety and Welfare)** – Additional check on the 6 monthly premises inspection.

An action plan for the completion of the audit recommendations has been produced and work has already started on its completion, CMT will maintain an overview of progress against these areas.

In summary, a HSPR of 96.4 and an award level 5 is a significant achievement and the audit identified many areas of strength as well as areas requiring minor improvement. This performance must now be maintained and the audit report recommendations will be actioned to further improve the Service health and safety management system. The completion of these recommendations form a corporate health and safety objective for 2019/20.

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 inspections are 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 2018/19 there were **22** 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 2018/19 the number of recorded accidents had increased marginally from **58** in 2017/18 to **65**. The number of days lost to the Service due to workplace accidents in the same period also increased from **104** to **205**. Data shows that 122 of the 205 days lost to workplace accidents were the result of three accidents. The remaining 83 days lost were the accumulated result of 12 workplace accidents.

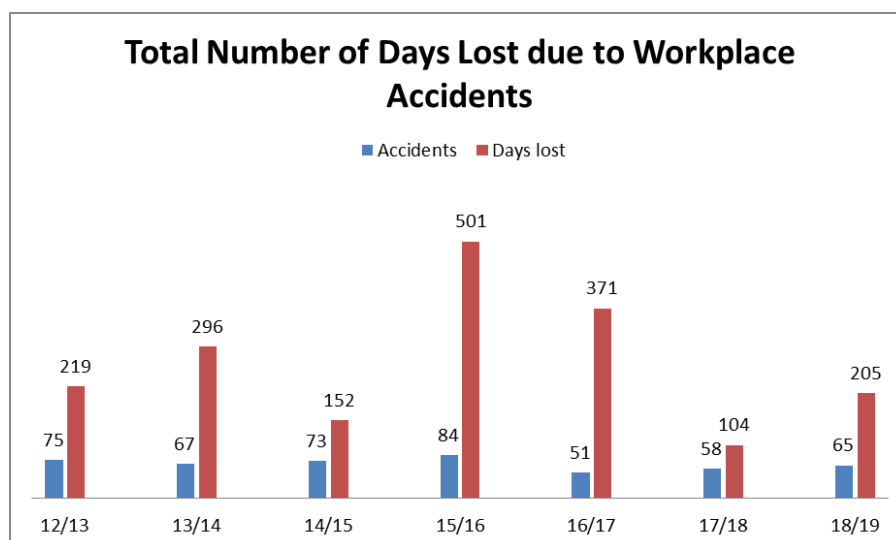


Chart 1.

Musculoskeletal, Manual Handling and Slips/Trips/Falls accounted for 52% of all accidents and 64% of all days lost in 2018/19. In comparison to 2017/18 the number of musculoskeletal injuries remained at **10**, manual Handling Injuries increased from **11** to **16** and Slips, Trips, and Falls decreased in the same period from **10** to **8**. These marginal increases do not display any obvious trends and continue to be monitored.

As detailed in Chart 2 below, the numbers of accidents in training during 2018/19 increased to **30** from **15**. The **30** accidents in the training environment resulted in 80% of all lost time this was mainly due to two injuries, one at the Fire Service College and one during physical training.

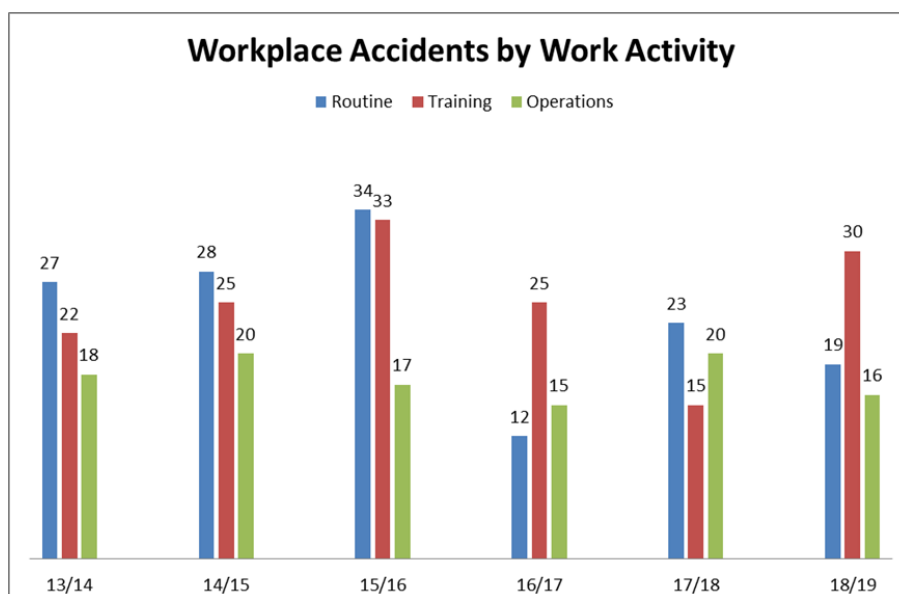


Chart 2.

Vehicle Collisions

In total there were **42** vehicle collisions during 2018/19 compared to **38** in 2017/18. On **32** occasions collisions had taken place during low speed manoeuvring and on **4** occasions a vehicle guide had been in place. Collision numbers over the last five year period are detailed in chart 3 below.

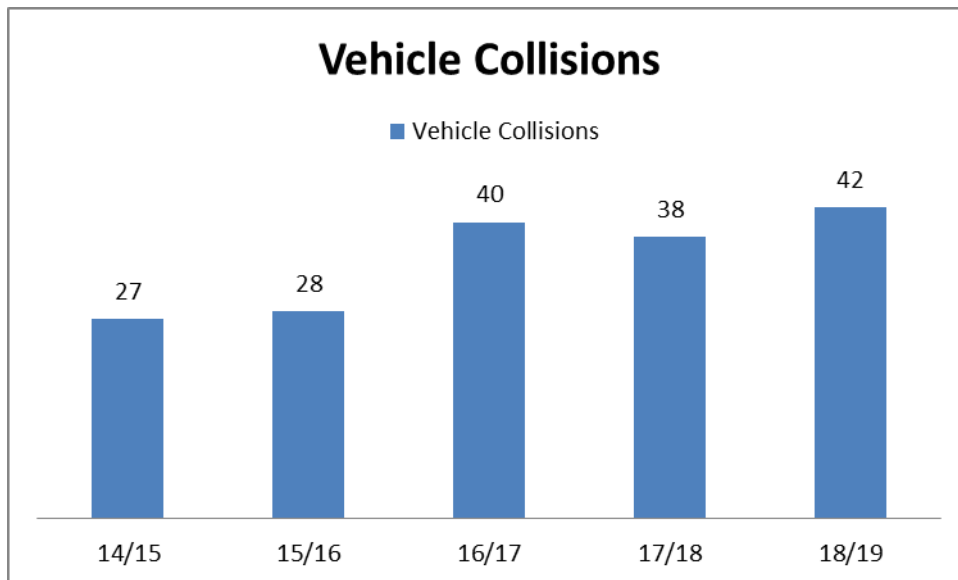


Chart 3.

The collisions involved **40** drivers with **2** 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 (**12**) followed by Dunstable (**4**).

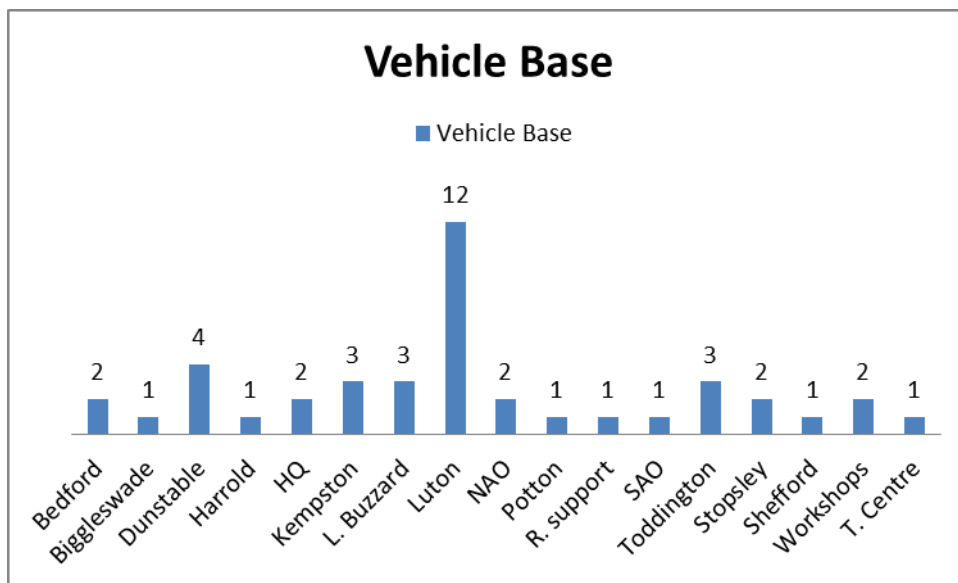


Chart 4.

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

- Ampthill FS
- Sandy FS
- Woburn FS

There were 6 different classifications of vehicles involved in collisions during the reporting period. This is shown in Chart 5 below with recue pumps being involved in a significant number (**30**) of the **42** vehicle collisions. Van collisions remained high with **9**.

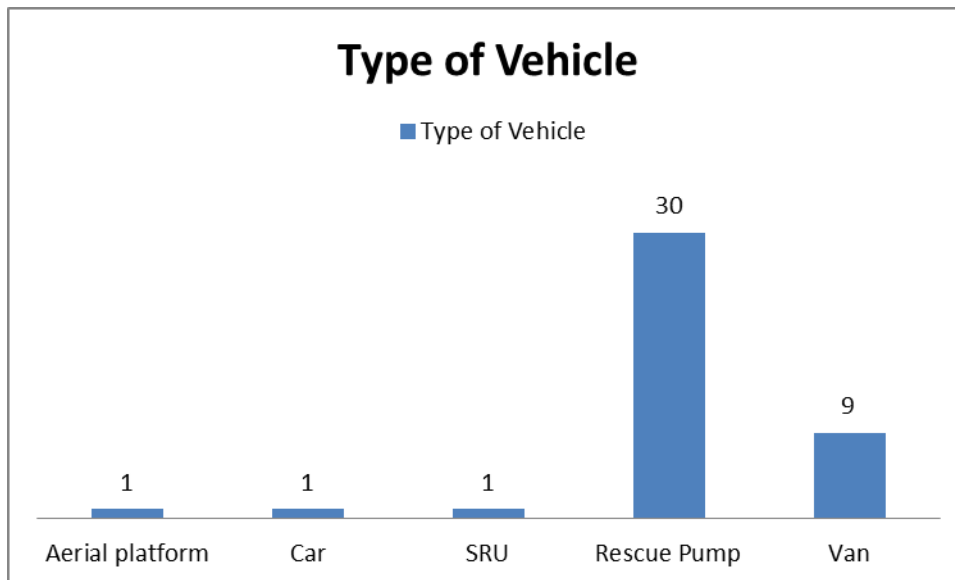


Chart 5.

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	0	0	0	8
Moving forward – struck another moving vehicle	0	2	1	0	0	3
Moving forward – struck another stationary vehicle	0	9	0	0	0	9
Moving forward – struck stationary object	0	10	2	1	0	13
Reversing – struck another stationary vehicle	0	3	0	0	0	3
Reversing – struck stationary object	0	4	0	0	0	4
Other	0	2	0	0	0	2
Total	6	32	3	1	0	42

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 (MORR) 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 work streams and event follow up. In 2018/19 vehicle mounted CCTV footage has been viewed on **66** occasions.

It has been viewed to support the following work:

- **33** vehicle collision investigations;
- **2** complaints by members of the public;
- **17** external police investigations;
- **8** near miss investigations;
- **3** fire investigations;
- **1** operational debrief;
- **1** attack on Fire Service personnel; and,
- **1** internal investigation.

It should be noted that the Police request for CCTV footage from BFRS vehicles on 17 occasions remains consistent with 2017/18. Again 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 HSST providing impartial specialist medical advice to both the Service and employees of BFRS. 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 2019/20 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) – Sheila Donoghue 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 Advisor (SMA) currently attends for one full day and one half day clinic each month 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 2018/19 was as follows:

Description	Target	Actual	Performance	Comments
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)	97%	98%	+1%	See notes
OH2 - % of operational personnel achieving a pass category on their annual fitness test	96%	99.5%	+3.5%	See notes

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

Following the suspension of testing during 2017/18, 2018/19's annual fitness testing program has seen a marked improvement in performance in both key areas. These statistics are reflective of the highest completion and pass rates that we have seen since testing began in 2008. This has been helped by the appointment of a FA which has allowed a greater flexibility in testing and facilitated a more effective approach to completing outstanding fitness tests

From 2019/20 onwards there will be an additional performance indicator for Occupational Health to be measured against:

Description	Target	Actual	Performance	Comments
OH3 - % Percentage of 3 yearly medicals due in year completed.	85%	N/A	N/A	See notes

Operational Personnel have a statutory requirement to attend a 3 yearly medical. Ensuring these medicals are held on time can be challenging with various shifts and working patterns to accommodate. The new performance indicator is important to ensure the department remains on target to meet this statutory requirement.

During 2018/2019 the Occupational Health Department co-ordinated the annual renewal training for our TRiM practitioners. The OHAA acts as the Trauma Risk Management model (TRiM) coordinator and facilitated the booking of 2 lead practitioners on the accredited training in November 2018 to ensure that BFRS maintained the TRiM licence.

The TRiM uses a peer led support system to help employees following traumatic incidents. 9 TRiM practitioners including both green and grey book staff were provided with CPD training hosted by our lead practitioners in February 2019.

During 2018/19 Mental Health First Aid training was delivered by Mindshift Consultancy to both Watch and Crew managers across the service. This training was delivered in conjunction with the launch of the BFRS Mental Health Action Plan, and the signing of the MIND Bluelight pledge. 7 courses were held with 105 personnel receiving the input. Further training is planned during 2019/20 to both green and

grey book staff to continue to raise awareness and reduce the stigma surrounding mental illness.

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 2019/20 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 2019/20 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 discuss the findings of the Safety Climate Survey and firefighter/ equipment decontamination.
2. Implement the actions as agreed by the Corporate Management Team following the RoSPA external audit of the Services safety management system.
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.
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.
5. To produce and review Regional Product pack documents for use with the National Operational Guidance Programme.
6. Review, Update and Deliver the Service`s BA Training in Accordance With National Operational Guidance Programme Foundation for Breathing Apparatus.
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.
8. Make a commitment to the Highways England Driving for Better Business initiative.

10. CONCLUSIONS

As detailed in the report, during 2018/19 considerable work has been undertaken in the management of health and safety throughout the Service. It has marked considerable success and the significant achievement of obtaining a level 5 award in the Quality Safety Audit carried out by the Royal Society for the Prevention of Accidents. This recognition demonstrates the commitment the Service has to the continued delivery of a positive health and safety culture across the entire workforce, ensuring the services we provide to the community of Bedfordshire are delivered with safety at the forefront of everyone's mind.

The marginal increases noted in the number of safety events will continue to be monitored. Although no recurring trends have been identified, further work will be undertaken through formal working groups to identify measures for the reduction of safety events, lost time and unnecessary losses.

The Service will continue to support collaborative health and safety work nationally, regionally and locally. It will engage with stakeholders and the workforce to ensure their safety and welfare is maintained during all activities.