

Hampshire Fire and Rescue Authority

Standards and Governance Committee

Item 11

30 November 2012

Health and Safety Annual Report 2011/2012

Report by the Chief Officer

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1 Summary

- 1.1 This report provides an overview of the progress that has been made to continuously improve and develop the health and safety arrangements in Hampshire Fire and Rescue Service. The report identifies current achievements with our health and safety activities and intended actions to ensure continuous improvement.

2 Recommendation

- 2.1 That the Committee approve the Health and Safety Annual Report for the year 2011/2012.

3 Introduction and background

- 3.1 HFRS is dedicated to providing effective health, safety, and welfare arrangements for all of its staff. This means having in place effective management arrangements that ensure the health safety and wellbeing of our staff, and minimise the losses (financial and reputational) to HFRS as a result of Safety Events.
- 3.2 To achieve this we must instil, adopt and update best practice that is relevant and proportionate to the risks we face and ensure that our policy, procedure and guidance is adhered to for all relevant activities. We aim to build upon an already positive culture in which managers and staff work together closely and constructively to continuously improve working conditions.
- 3.3 Our vision for improving health and safety is included as Appendix A.

4 Existing health and safety arrangements

4.1 Policy and procedure

4.1.1 The Health and Safety Strategy provides a strategic direction for the review and development of policies, procedures, guidance and all health and safety related activities.

4.1.2 Whilst shown as a linear process in the schematic at Appendix A, in real terms the Service is continually monitoring, and where appropriate, responding to changing internal and external factors that support on-going policy review and adaptation. This will include any changes in:

- legislation,
- process,
- equipment,
- the outcomes of fire and rescue service directives,
- and any outcomes from safety event investigations.

This responsive approach does not preclude the scheduled reviews that are programmed for health and safety policies.

4.1.3 The findings of audits and other national investigations are taken into consideration as part of the ongoing development of our safety management process. This conforms to the Health and Safety Executive's guidance' for health and safety management (HSG65). This robust system ensures that all policies are monitored and reviewed; maintaining continued effective and efficient application of our policies. CLG are currently developing a national health and safety framework that once implemented will support this process for fire services nationally.

4.2 Organisation

4.2.1 The responsibility for Health and Safety Management sits within the Service Delivery Directorate, providing an effective integration of Health and Safety culture and practice within the core of HFRS activities. HFRS policy places ownership for the implementation and maintenance of health and safety across all departments and with all employees.

4.2.2 As well as leading on Service Health and Safety policy, the Service's dedicated Health and Safety team provide support, guidance, and advice to managers and staff, (including representative bodies), and undertake monitoring, reviewing, and reporting on performance. There are four established posts with the team manager being a Chartered Health and Safety Practitioner. There has been some movement within the team that led to a temporary gap in resource due to a secondment to develop the Fire Watch Information Management System. This gap has now been filled by a temporary post for the next 12 months.

- 4.2.3 Governance of health and safety has been reviewed with the aim of strategically aligning health and safety within the Service, whilst ensuring improved communications and visibility at a senior level. This change will enable the Health and Safety Manager to operate at a more strategic level, with increased support from senior management. The building block for this review has been a change in the Health and Safety Committee structure and the appointment of Chairman of the Director of Service Delivery and inclusion of the Fire Authority's health and safety champion on the Committee. The new structure and terms of reference can be viewed in Appendix B.
- 4.2.4 It is recognised that the Health and Safety Committee is the driving force for emerging health and safety issues as raised by employees, representative bodies or as an outcome of inspections, audits, safety events, direction from national and regional groups and new legislation. It is comprised of management, employees and representative bodies, (also enabling it to act as the Health and Safety Consultation group for representative bodies) the new Committee reports directly to SMT and the Fire Authority.
- 4.2.5 All workplaces have an appointed Health and Safety representative who, along with the workplace managers, support a comprehensive programme of regular health and safety inspections. These are used to identify and eliminate any potential hazards arising.
- 4.2.6 The Safety Event reporting culture continues to develop positively, providing an essential tool to identify and reduce safety events. This will be included within the Fire Watch programme. The statistics collated from safety events are used to identify trends, measure performance and benchmark against regional and national statistics. Work is ongoing to improve the quality of safety event investigation and the training of managers to undertake and complete investigations
- 4.2.7 HFRS has the benefit of an Elected Member champion for health and safety, Councillor Robin McIntosh. This is recognised by the HSE as an example of good practice. Councillor Robin McIntosh has been invited and is a member of the Health and Safety Committee.

4.3 Planning

- 4.3.1 The Health and Safety Medium Term Plan is now owned and driven by the Health and Safety Committee and managed by the Health and Safety Department. The Plan is a standing item within the Health and Safety Committee, where it is reviewed and progress is monitored. The current Health and Safety Plan covers eight key areas of development, with findings from significant activity, such as investigations, safety audits, and changes in legislation, having a direct influence on its development. We are now into the third year of the current plan and on target in all areas.
- 4.3.2 Further detailed planning is undertaken within the Health and Safety Team and this is supported and adapted in response to:
- outcomes from the Health and Safety Committee,
 - findings from the workplace inspections,
 - risk assessment review,

- the outcomes identified by safety event statistics,
- findings from health and safety site support visits,
- directives from the HSE
- any national/regional health and safety initiatives.

4.3.3 The eight objectives of the current health and safety medium term plan are shown in Appendix C.

4.4 Audit/ feedback from external and internal audits

4.4.1 HFRS facilitates external audits on a two yearly basis either as part of regional collaboration, via Hampshire County Council or our insurers. Audit reports are presented to the Authority Standards and Governance committee for scrutiny and are supported by any necessary action plans.

Recent external audits include:

- HSE Inspection – May 2009
- Oxygen Insurance Brokers risk profile – May 2011

4.4.2 Internal auditing of health and safety is undertaken by the Health and Safety Department at station level, through a robust cyclic site safety support visit process, with results fed back to management and included in local management development plans.

4.4.3 HFRS annually apply to the Royal Society for the Prevention of Accidents (RoSPA) for recognition in their annual achievement awards. From our submission this year, the Service received a Gold Award. This is the seventh consecutive Gold Award achieved by the Service. We will continue to build upon this foundation, and look to achieve further success and recognition with RoSPA.

4.4.4 Oxygen Insurance Brokers provided HFRS with a risk profile report in May 2011. We achieved a score of 904 out of a maximum possible of 1122. Areas for improvement were identified as: control of contractors, and manual handling. Both areas continue to be developed within the current Health and Safety Plan.

4.5 Internal performance review and measurement

- 4.5.1 HFRS internally measure performance through collation and analysis of statistics. An overview of our performance can be seen in Appendix D
- 4.5.2 Our own Health and Safety Department undertake internal auditing of health and safety arrangements of fire stations. This is achieved through a cycle of robust site safety visits. Results are fed back to local managers so that any improvements required can be used to inform station based plans.
- 4.5.2 Local HFRS statistics show a small increase in the number of safety events recorded over the past 4 years. This is due to an improvement in reporting and recording. The majority of safety events that have occurred are of a minor nature and to the credit of all employees more near miss events are being reported and investigated. This process, now supported by an improved investigation process, demonstrates our development of pro active management to avert the occurrence of more serious safety events and the continued improvement of awareness and cultural development towards safety in the workplace.
- 4.5.3 All policies and supporting documents are now reviewed on a three yearly basis to ensure continued legal compliance and effective management of Health and Safety across the Service. New legislation, regulatory change, government directives or changes in process are incorporated into policy at the earliest opportunity. The Health and Safety Manager and line management monitor the health and safety environment and inform HFRS through the Health and Safety Committee and the Authority of any pertinent changes.
- 4.5.4 HFRS maintains a specific health and safety focused risk on the Strategic Risk Register. The risk register is reviewed quarterly and forms part of the standing Agenda for the Health and Safety Committee. The Service Management Team receive a six monthly update on key health and safety activities by the Health and Safety Manager thru the Health and Safety Committee.
- 4.5.5 The Organisational Improvement Steering Group (OISG) was established, following Shirley Towers to address emerging issues. This Group, chaired by the Area Manger Response Delivery continues to review operational procedure and improve health and safety within operational activities. It will remain in place until all issues have been addressed.
- 4.5.6 HFRS aims to be the best fire and rescue service in the country. As part of our performance indicators for fire stations we have introduced indicators for health and safety to encourage improved performance.

5 Current and planned development

5.1 Notable practice

5.1.1 HFRS has for the past three years been the regional lead on health and safety, holding the chair for the regional Health and Safety Practitioners' Group and ensuring that the Service is engaged at a national level. The chair has now passed to the Isle of Wight, but HFRS remain a key and active member of this group, retaining a duty as secretary to the Group. The regional Group provides the Service with opportunities to seek and identify notable practice and recognise where improvements can be made by engaging with common policy, adopting a thread of continual improvement in health and safety and sharing of good practice.

5.1.2 The Road Risk Management Group, now in its second year, is striving to achieve a reduction in vehicle related safety events, involving HFRS employees on service business through:

- compliance with road related legislation,
- improving monitoring of driver compliance (driver licence checks),
- review and analysis of vehicle safety events,
- the consolidation of applicable service orders and guidance to vehicle users.

The work of this group supports the safety of the public as well as our staff, and has identified improvements in the investigation and collation of vehicle accidents.

5.2 Future developments

5.2.1 **Safety event investigation.** A revised and detailed service order is now in place for the safety event investigation processes. To support this a bank of key investigators have been selected who receive bespoke training to complete Level 2 investigations (Safety Events that require reporting to the HSE and the more serious incidents). This will improve how we manage these events and proactively respond to any findings.

5.2.2 **Health and Safety training.** Health and Safety training across all departments of the Service continues to be reviewed to encompass both green and grey book personnel. A new NEBOSH three day course replacing existing IOSH courses is in place with an additional day to cover local risk assessment issues and basic safety event investigation. A new one day course is being developed to cover risk assessment training for all staff and will be linked to the development programme.

5.2.3 **Integrating activity with Occupational Health Shared Service Team.** Following the relocation of Occupational Health from HFRS SHQ Annex to Netley as part of the Fire/Police shared service provision, scheduled monthly meetings are maintained that ensures cohesion exists between the Departments on work related injury safety events and health surveillance.

5.3 Future monitoring of health and safety

- 5.3.1 HFRS will continue to apply to RoSPA for assessment and accreditation using the current Gold Award standard as its benchmark. The Service will also seek internal audit by Hampshire Council and / or by another fire and rescue service at least every two years to continue to benefit from scrutiny and challenge. Results of all audits will be reported to the Standards and Governance Committee.
- 5.3.2 The health and safety entry on the Strategic Risk Register will continue to give visibility to senior management and the Authority, enabling them to monitor and provide leadership in the area of health and safety, and this will be reviewed quarterly by the Health and Safety Committee. The six monthly health and safety report to the Service Management Team supports their ability to maintain the high profile of health and safety and senior management focus on key issues.
- 5.3.3 Governance of health and safety has been revised through a restructure of the Health and Safety Committee . This will provide HFRS with improved strategic direction and visibility of health and safety throughout, further embedding health and safety into the strategic structure of the organisation.
- 5.3.4 At delivery level, existing arrangements for monitoring and compliance will be maintained within governance and policy directives as set out by the Health and Safety Department. Processes will be supported by effective consultation, and engagement with all stakeholders, such as members, representative bodies, national and regional groups, the new Health and Safety Committee and network of health and safety representatives who are fully engaged in the process to ensure complete employee participation.

6 Contribution to corporate aims and objectives

- 6.1 Improved health and safety arrangements will support our aim of being the best fire and rescue service in the country.

7 Resource Implications

- 7.1 There are no additional human resources, information and communications technology, physical resources nor financial implications arising from this report.

8 Risk Analysis

- 8.1 It is morally and legally incumbent on HFRS to ensure the health, safety, and welfare of all of its staff, and to ensure that we comply with all of the applicable health and safety legislation and regulations. The creation and maintenance of an exemplary health and safety culture throughout the Service must be key in all activities and supported at all levels.

- 8.2 Responsibility for health and safety lies both with the Service and with the Authority, making it crucial that Members have a full understanding of our arrangements and are satisfied that they are suitable and sufficient.

9 Equality Impact Assessment

- 9.1 The proposals in this report are considered compatible with the provisions of the equality and human rights legislation.

10 Conclusions

- 10.1 The Authority has a duty to ensure that robust health and safety policies and procedures are in place in the Service and that these are underpinned by a supportive culture throughout the whole organisation.
- 10.2 It is important that both the Service and the Authority are confident that existing health and safety arrangements in the Service are sufficiently comprehensive and robust so as to withstand external scrutiny or challenge.
- 10.3 Responsibility for effective health and safety falls both to the Authority and the Service and therefore it is considered appropriate that an annual report and the ability to question the Service directly over health and safety issues form part of the process of satisfying Members over the efficiency and effectiveness of health and safety arrangements in the Service.
- 10.4 It is considered that the health and safety arrangements in place in Hampshire Fire and Rescue are efficient and effective but that we should continue to seek improvement as health and safety is a dynamic area, subject to frequent legislative and regulatory change. The continued success with the RoSPA award is seen as a good indicator of our general performance levels and HFRS will continue to build upon this.

Background information (Section 100D of Local Government Act 1972)

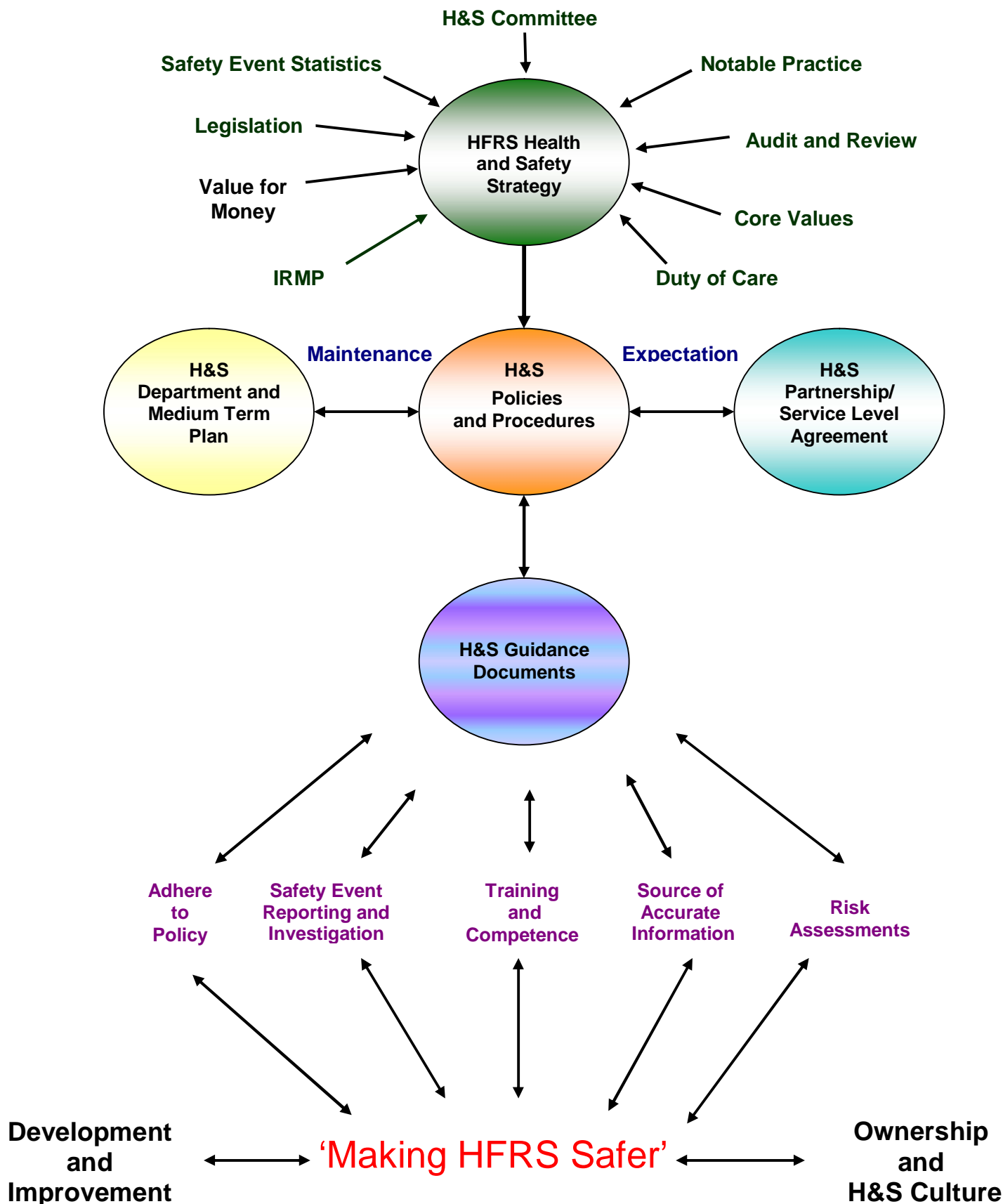
The following documents disclose the facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of the report:

- HSE Final Inspection Report 2009
- HFRS Health and Safety Statistics

Note: The list excludes: (1) published works; and (2) documents that disclose exempt or confidential information defined in the Act.



Health and Safety Schematic



1 Introduction

- 1.1 *The Hampshire Fire and Rescue Authority, (under the Health and Safety at Work etc, Act 1974 and the Management of Health and Safety at Work Regulations 1999), is required to ensure the provision of effective arrangements for the management of health, safety and welfare for Hampshire Fire and Rescue Service.*
- 1.2 *The Health and Safety Policy for HFRS will direct the management of the health and safety at work for all employees and those that may be affected by its activities.*
- 1.3 The Health and Safety Committee provides a strategic group to address health and safety across HFRS. The Committee will address health, safety, and welfare issues, and consider actions required findings from the health and safety working group, emerging issues, and review/agree/implement policies and monitor performance. The Committee will consult on the implementation of activities and the effectiveness of health and safety across the Service.
- 1.4 The committee will provide a forum for consultation for all employees through appropriate representative bodies.

2 Aims, Objectives and decision making powers of the committee

Aims:

The overall aim of the health and safety committee is to act as a policy steering and consultative group shaping the way forward for health and safety within HFRS, to instil the highest possible standard of H&S for employees and those affected by the services activities and ensure compliance with statutory obligations.

Objectives:

- To consult on the provision of Health and Safety and to identify any development that will support efficiencies and achieves value for money
- Review, approve and consult on existing and new Policies relating to Health and Safety
- Provide strategic guidance in the development of safety strategy and policy
- Consult on risk priorities and resource allocation
- Consult on any request for budget growth bid applications to advance the function
- Conduit to the Service Management and Principal Officer Groups
- Ensure that that Representative Bodies are properly informed of Policy decisions
- Discuss issues of health, safety and welfare raised by representatives in the workplace as appropriate
- Consider recommendations from audit
- Review safety events and statistics within HFRS and as appropriate discuss the impact of specific health and safety incidents that have occurred both in HFRS and in other Authorities
- Discuss and action as appropriate issues brought to the meeting from Regional and National groups.
- To ensure that Senior Managers are fully aware of Health and Safety provisions
- To ensure that Health and Safety management is consistent with our Equality and Diversity Strategy and Corporate Values
- To agree on the strategic way forward for health and safety across the organisation

Decision Making:

This committee will make recommendations to the SMT for decision making.

3 Current procedures/practices

- 3.1 The Health and Safety Committee will meet every 3 months.
- 3.2 Members to forward Agenda items with any supporting information to the Health and Safety minute secretary at least 1 week in advance of the meeting.

4 Supporting documentation/support/relationship to other procedures etc

- 4.1 The Health and Safety Committee fulfils the consultation requirements of the HSE guidance on the management of health and safety (HSG65 Successful Health and Safety Management).

The Health Safety and Welfare policy SO 8/1/1

Leading health and safety at work (INDG417)

The safety representatives and committees regulations 1977

HSE publication L87 Safety representatives and safety committees

Current service orders and applicable legislation

HFRS Health and Safety Policy

SO8 Series Service Orders

The Health and Safety at Work act 1974 and all subsidiary legislation

The Safety representatives and committees regulations 1977

All Health and Safety Approved Codes of Practice (ACOP's).

DCLG Guidance and directives on Health and Safety in the Fire Service

Regional Health and Safety Protocols

- 4.2 Procedure

- 4.2.1 *Actions requiring corporate decisions will be taken to SMT as required.*

- 4.2.2 *The committee will consider previous minutes and items presented as proposed new agenda items (consistent with the objectives above). Only urgent items will be considered as 'Any other business', non urgent items tabled late will be carried forward onto the agenda of the next scheduled meeting, this will allow members to give them proper consideration before discussion.*

- 4.2.3 Proposed agenda items should be supported by discussion documentation at the time of their submission. This should be as a minimum one week before the meeting.

5 Committee members

Director (chair)	Performance Review Manager
Fire Authority H&S Champion	Unison
Senior manager Response	Fire Brigade Union (FBU)
Senior manager Community Safety	Retained Firefighters Union (RFU)
Head of Facilities Management	GMB
Head of Training and Development	FBU Officers Branch
Health and Safety Manager	Fire Officers Association (FOA)
Response Policy Review Manager	Others as required

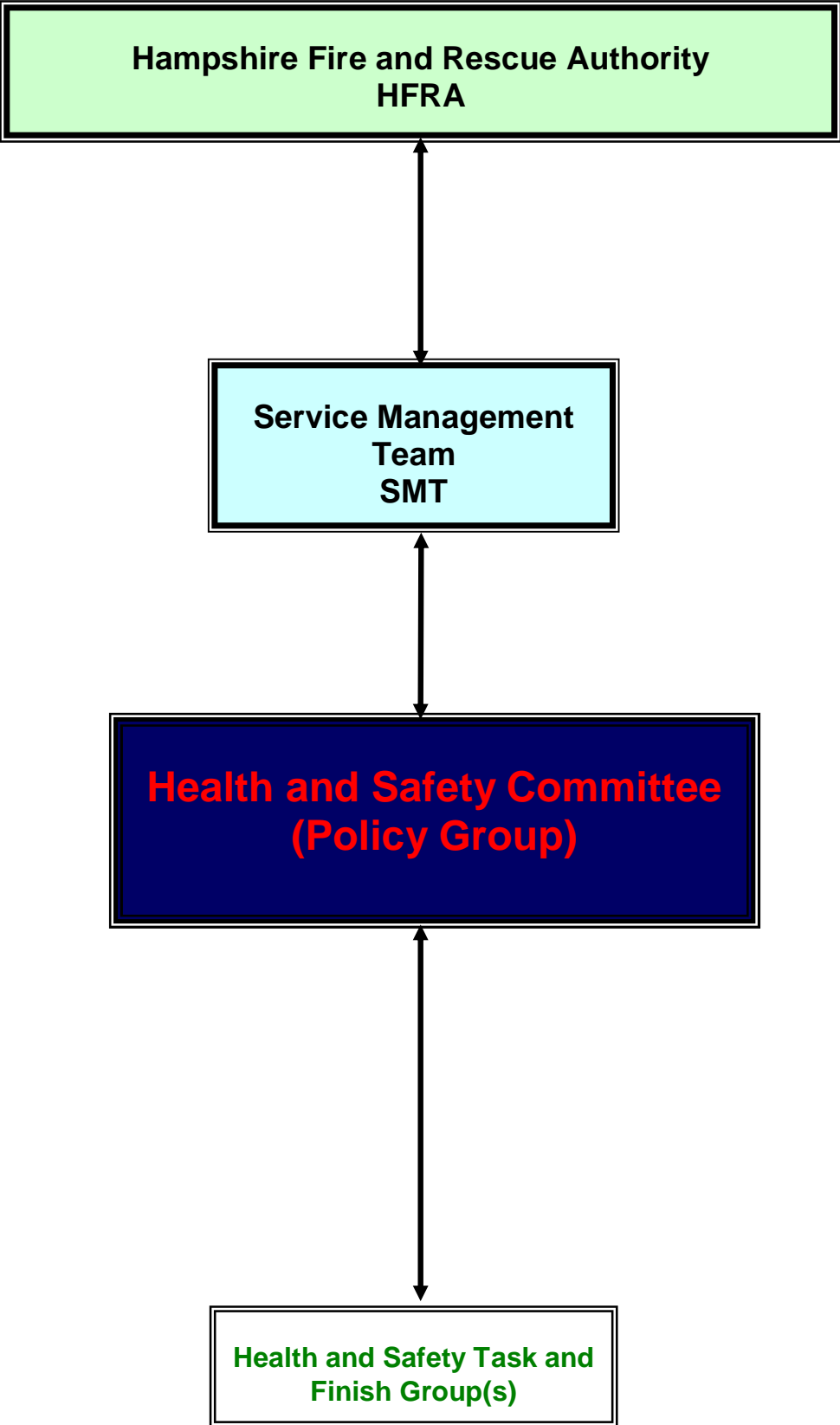
6 Support/note taking

- 6.1 Concise minutes and action points will be taken and circulated to all members of the meeting

7 Action/timescales

- 7.1 The Committee will meet quarterly

Health and Safety Governance Meetings Structure



Health and Safety Medium Term Plan Objectives 2010-13

A brief summary of the Health and Safety Medium Term Plan objectives is set out below. A full version of the plan can be found through the following link:

<http://www.hfrs.net/health-and-safety-plan.pdf>

Objective 1: Revitalising health and safety across HFRS

To further integrate health and safety into all aspects of HFRS business the Health and Safety Department is to undergo a structure review with the objective of providing an improved service to all managers and establish a higher level of expertise within the department.

Objective 2: How we will improve manager engagement

The new health and safety structure will better support managers by providing an identified key point of contact within the Health and Safety Department. H&S advisors will work with managers on addressing identified H&S issues and trends and provide earlier consultation for developing projects and work

Objective 3: Improve Workplace Safety Management

The persons directly responsible for health and safety within departments are the managers of and within that department, it is a responsibility of the Service to ensure those persons have undergone suitable and sufficient training to manage this mandatory function within their role.

Objective 4: Improved safety event recording

To improve safety event recording there is now a safety event tracker available on the shared drive under safety events. The tracker allows managers to monitor safety events across the Service and in particular safety events in areas under their control and will draw their attention to any trends or statistical changes, allowing them to investigate and make any necessary adjustments.

Objective 5: More effective safety event investigation

We are carrying out a complete review of our safety event investigation process and we will introduce a three tier safety event process supported by a service order. The new process will engage with Fleet Management to incorporate all vehicle safety events into the same process.

Objective 6: Reviewing health and safety training

Our intentions are to identify key mandatory stand alone training requirements and insert this against the role map of the post to which they refer. We will review the health and safety input already imbedded in existing courses with a view to identify how suitable and sufficient this input is against the required competencies. We will investigate the need for bespoke training in areas such as manual handling training and risk assessments for both grey and green book.

Objective 7: Revised Risk Assessment process

All Risk Assessments for HFRS, with the exception of operational Incident Risk Assessments, will be required to be submitted to the health and safety department for formal acceptance and to enable the department to place them in the appropriate folder on the shared drive. This process will allow all risk assessments to be vetted and approved.

Objective 8: Participation Strategy

To be successful we need to engage with all employees in our policy development and decision making. We aim to develop a culture where we can:

- motivate all employees,
- engage with all employees on ideas, ways of working, policy development, requirements at the workplace and simplifying procedure,
- listen to the vast and diverse ideas based on experience and back-grounds of our employees, and
- become more interactive.

Health and Safety Statistics

SUMMARY OF ALL HFRS SAFETY EVENTS FOR THE PERIOD 1 April 2004- 31 March 2012

For all HFRS Personnel Total number - 1850	2004-2005	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
1.Events where there was no injury sustained or a near miss	23	19	31	28	33	50	55
2.Number of reportable safety events (RIDDOR) included I total number of safety events	28	31	25	38	20	24	28
3.Occupational Illness	0	1	0	0	2	0	4
4.Work time lost Injuries	64	42	135	42	35	35	45
5.Days lost through injuries	611	452	309	412.5	295	305	616
6.Injuries where no work time as lost	95	32	81	79	56	72	62
Total number of injuries	159	74	216	121	93	107	107
Total number of all Safety Events	182	93	247	149	126	157	¹ 166

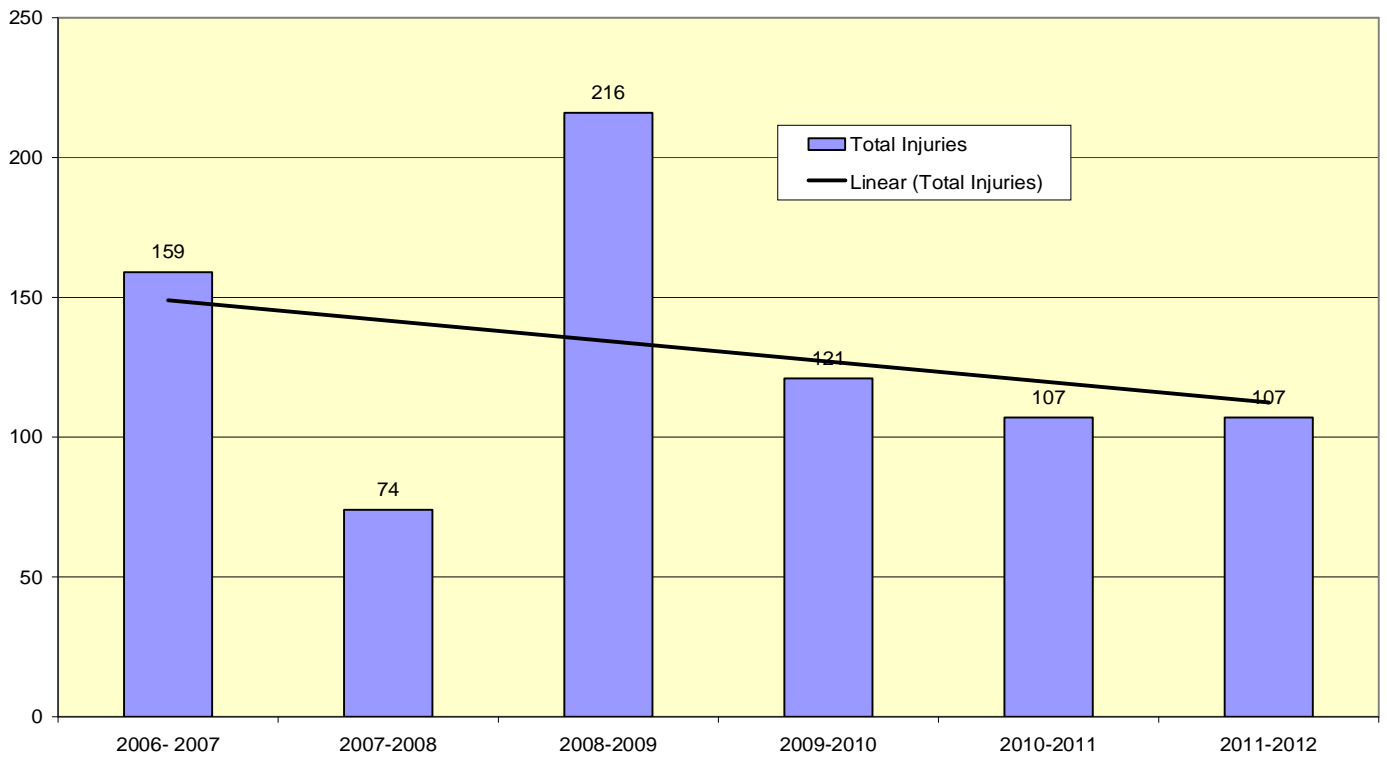
¹ Equals sum of 1,3,4 & 6

Summary of all Safety Events by quarter for the year ended 31 March 2012

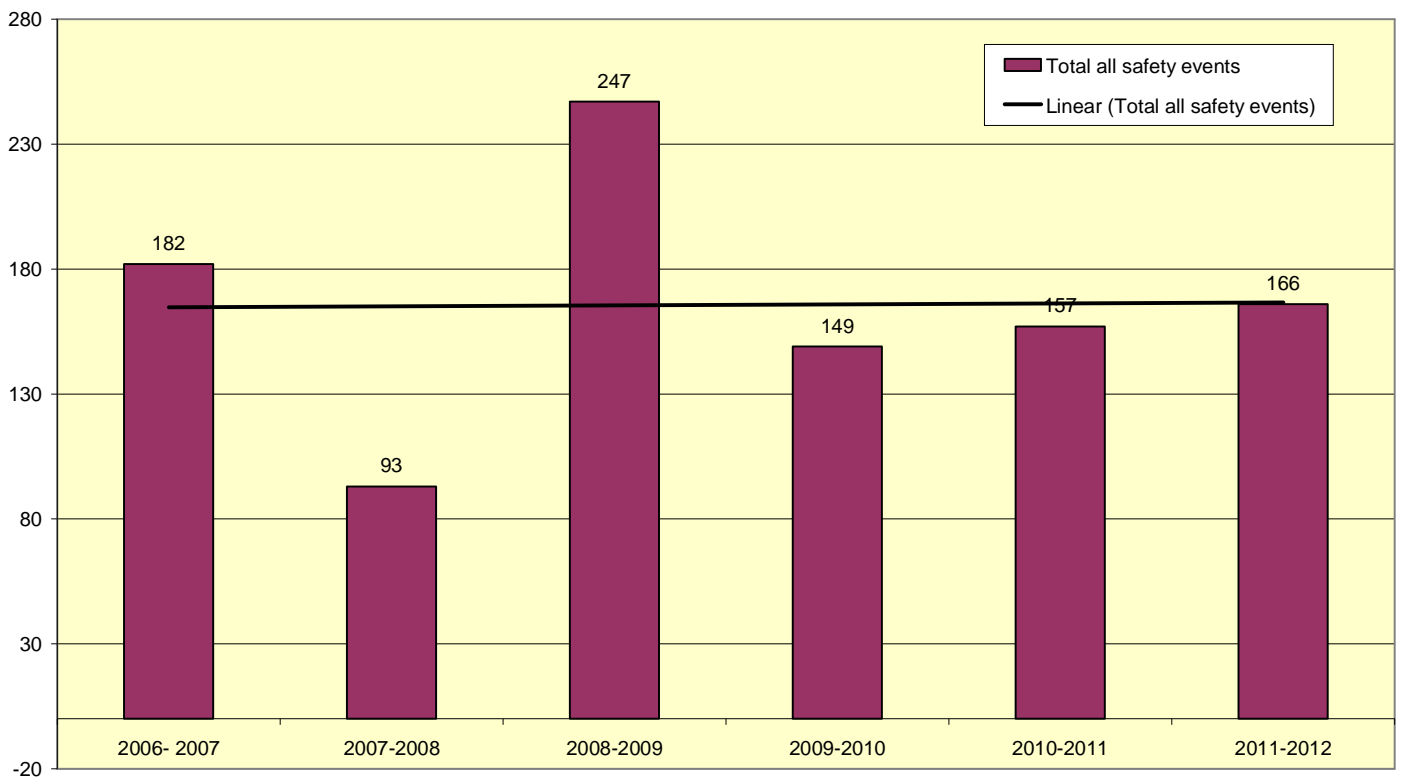
All HFRS Personnel Total 1850	Previous Year 2010 to 2011	1st Quarter 2011 (Apr-Jun)	2nd Quarter 2011 (Jul-Sep)	3rd Quarter 2011 (Oct-Dec)	4th Quarter 2012 (Jan-Mar)	Annual Total 2011/12
No injury/near miss & dangerous occurrences	50	15	14	13	13	55
Work time lost injuries	35	20	6	12	7	45
Days lost through injuries	305	322	182	59	53	616
No work time lost injuries	72	15	16	18	13	62
Occupational Illness	0	0	3	0	1	4
Number of reportable safety events (RIDDOR)	24	11	5	7	5	28
Total Injuries	107	35	22	30	21	107
Total all Safety Events	157	52	40	46	35	166

The increase in number of safety events is a reflection of improved reporting culture and procedures for capturing work related safety events.

Total Injuries



Total all Safety Events



Classification	
No injury/near miss & dangerous occurrences	Safety Events that did not result in any injury these include near misses, where nothing happened but could have, dangerous occurrence where damage to property occurred.
Work time lost injuries	Injuries that resulted in time away from work
No work time lost injuries	Injuries where staff returned to work
Occupational Illness	A safety event was the result of or resulted in an occupational health illness such as repetitive strain injury
Number of reportable safety events (RIDDOR)	Please see explanation below

Reporting of Injuries Disease and Dangerous Occurrences (RIDDOR)

Under RIDDOR, employers and other responsible people who have control over employees and work premises have certain responsibilities.

If any of the following events occur at work, employers, and other responsible people must report the incident to the relevant enforcing authority.

What has to be reported?

If incidents involving staff, patients, contractors and visitors fall within these criteria, they should be reported under RIDDOR.

- Deaths
- Major injuries (i.e. broken bones etc.)
- Accidents resulting in over three-day injuries
- Diseases
- Dangerous occurrences
- Gas incidents

Reportable major injuries are	
	fracture other than to fingers, thumbs or toes
	amputation
	dislocation of the shoulder, hip, knee or spine
	loss of sight (temporary or permanent)
	chemical or hot metal burn to the eye or any penetrating injury to the eye
	injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
	any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
	unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
	acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
	acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

It should be noted that the majority of RIDDORS reported for m HFRS come under the 3day absence category.

As of April 2012 the HSE has amended the period for recording absence as a RIDDOR from 3 days to 7 days, this will subsequently reduce the number of RIDDORS we report to the HSE.