

Hampshire Fire and Rescue Authority

Standards and Governance Committee

Item 8

11 December 2014

Health and Safety Annual Report 2013/2014

Report by the Chief Officer

Contact: Nick Burchell, Health and Safety Manager

e-mail: nick.burchell@hantsfire.gov.uk

1 Summary

This report provides an overview of the progress that has been made to continuously improve and develop the health and safety arrangements within Hampshire Fire and Rescue Service (HFRS). The report identifies current achievements with regard to health and safety activity and intended actions to ensure continuous improvement.

2 Recommendations

That the Committee note the Health and Safety Annual Report for the year 2013/2014.

That the Committee agree the content of the Health and Safety Statement of Intent.

3 Introduction and background

HFRS is dedicated to providing effective health, safety, and welfare arrangements for its entire staff. This means having in place effective management arrangements ensuring the health safety and wellbeing of its staff whilst minimising the losses (financial and reputational) to HFRS as a result of safety events.

The Service must encourage a robust health and safety culture through its core, embedding and continuously reviewing the management and delivery of its activities in the most professional and safety compliant manner that is relevant and proportionate to the risks it faces.

Our vision for continuous improvement of health and safety is based upon the model in Appendix A.

4 Health and Safety Statement of Intent

The Health and Safety at Work act requires an annual review of the Health and Safety Statement of Intent. The Health and Safety Statement of Intent should be signed by the Chair of the Fire Authority and the Chief Officer.

For governance purposes the Health and Safety Statement of Intent and the annual health and safety report are presented to the Standards and Governance committee for approval.

The Health and Safety Statement of Intent can be viewed in Appendix C. There were no changes made to the Statement in this year's review.

5 Existing health and safety arrangements

5.1 Changes

With the successful appointment of Dave Curry to succeed John Bonney as Chief Officer, Dave Curry has now stood down as Chair of the Health and Safety Committee. ACO Neil Odin has now taken on this important role.

As of the 21 November Nick Burchell Health and Safety Manager has left the service for a new role in Hampshire County Council. This post will be replaced with a temporary position pending decisions being made as a result of the Professional Services Review.

5.2 Policy and procedure

The Health and Safety Committee provides strategic direction for the review and development of policies, procedures and guidance for all health and safety related activities within the Service.

5.3 Organisation

The line management for Health and Safety has moved from the Service Delivery Directorate to Professional Services and is currently managed by Caroline Wayment, Head of Service. This move and the structure of the Health and Safety Department are included in the Professional Services review.

The Chair of the Health and Safety Committee remains with 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. The health and safety governance structure can be viewed within Appendix B.

As well as leading on the Service's health and safety policy, the Health and Safety Department provide support, guidance and advice to managers and staff, (including representative bodies), whilst monitoring, reviewing and reporting on performance across the Service.

It is the aim of the service to provide all workplaces with an appointed health and safety representative who, along with workplace managers, will support a comprehensive programme of regular health and safety inspections.

Statistics collated from safety events are collated by the Knowledge management department and analysed by the Health and Safety Department, ensuring that investigations are quality assured and lessons learnt are recognised to proactively reduce safety events. Any evolving issues of consequence are reported to senior management. A report is provided twice yearly for SMT.

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 is invited to attend the Health and Safety Committee as a standing committee member.

5.3 Planning

The Health and Safety Action Plan is agreed by the Health and Safety Committee. The plan sets out the corporate health and safety direction for HFRS and is used as a tool to review and monitor health and safety progress within the Service.

Further detailed planning is undertaken within the Health and Safety Department 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,
- legislation changes,
- national and regional health and safety initiatives, and
- outcomes from the health and safety activities group.

5.4 Audit/feedback from external and internal audits

Internal auditing of health and safety is undertaken by the Health and Safety Department at station level, with results fed back to management and included within local management development plans.

HFRS apply annually 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 ninth consecutive Gold Award achieved by the Service. We continue to build upon this foundation and look to achieve further success and recognition with RoSPA.

In March 2014 HFRS was audited by a team of health and safety professionals from the CFOA South East Region as part of a five year cyclic process. Part two of the audit requires the service to choose ten key objectives to be audited; this is an opportunity to identify challenging areas in need of development. This year HFRS scored 81% as compared to 80% five years ago. Although this does not sound like a significant improvement, consideration must be given to the challenging areas chosen for scrutiny. This

audit can be benchmarked against the nine services of the SE region where the scores range from 74% to 92%. As a result of the audit a number of recommendations were made, these have been developed into an action plan monitored by the Health and Safety Committee.

5.5 Internal performance review and measurement

HFRS internally measures performance through collation and analysis of statistics. An overview of our performance will be produced for the next meeting.

The number of reported safety events remains low. This year's figures show a levelling of the statistics. The type and number of safety events remains consistent with national fire service statistics. The investigation process and further roll out of bespoke safety event investigation training will embed a more pro active approach to health and safety management that should show a further reduction in safety events.

The Health and Safety Department monitor the health and safety environment and inform the Service and the HFRA of any changes to legislation or notable events, this is coordinated through the Health and Safety Committee.

The Corporate Risk Register contains risk 06g which is focused on health and safety. The risk is reviewed quarterly and forms part of the standing agenda for the Health and Safety Committee. The Service Management Team receives a six monthly update on key health and safety activities by the Health and Safety Manager through the Health and Safety Committee.

6 Current and planned development

6.1 Road Risk Management

The Road Risk Management Group has achieved a reduction in vehicle related safety events involving HFRS employees on Service business through:

- improving monitoring of driver compliance (driver licence checks),
- review and analysis of vehicle safety events,
- improved vehicle collision investigations and proactive management
- the provision of a drivers' manual now available in Moodle¹.

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.

6.2 Safety event investigation

Improved levels of scrutiny by the Health and Safety Department of all safety events are undertaken, with individual safety events assigned to a coordinator.

¹ Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment – an e-learning software platform, also known as a Virtual Learning Environment (VLE).

Safety event investigation training previously provided for level 2 investigators only, is now being made available for all managers.

6.3 Future monitoring of health and safety

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 to be audited by an external group such as the Hampshire Safety Officers Group or 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.

Governance of health and safety is controlled at a strategic level through the Health and Safety Committee. The Health and Safety Manager presents a six monthly health and safety report to the Health and Safety Committee and the Service Management Team, highlighting key trends and changes to the health and safety environment.

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 Health and Safety Committee and network of health and safety representatives who are fully engaged in the process to ensure complete employee participation.

6.4 Other activities

Following a national initiative relating to the control of asbestos, the HSE have issued an exemption certificate in respect of staff carrying out emergency functions under the Fire and Rescue Services Act.

HFRS have responded to a letter from the HSE relating to concerns raised by the FBU about lessons learned from major incidents. An invitation has been extended for a Principal Inspector from the HSE to attend one of our Health and Safety committee meetings.

7 Contribution to corporate aims and objectives

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

8 Resource implications

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

9 Risk Analysis

It is morally and legally incumbent on HFRS to ensure the health, safety, and welfare of its entire 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.

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.

10 Equality Impact Assessment

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

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:

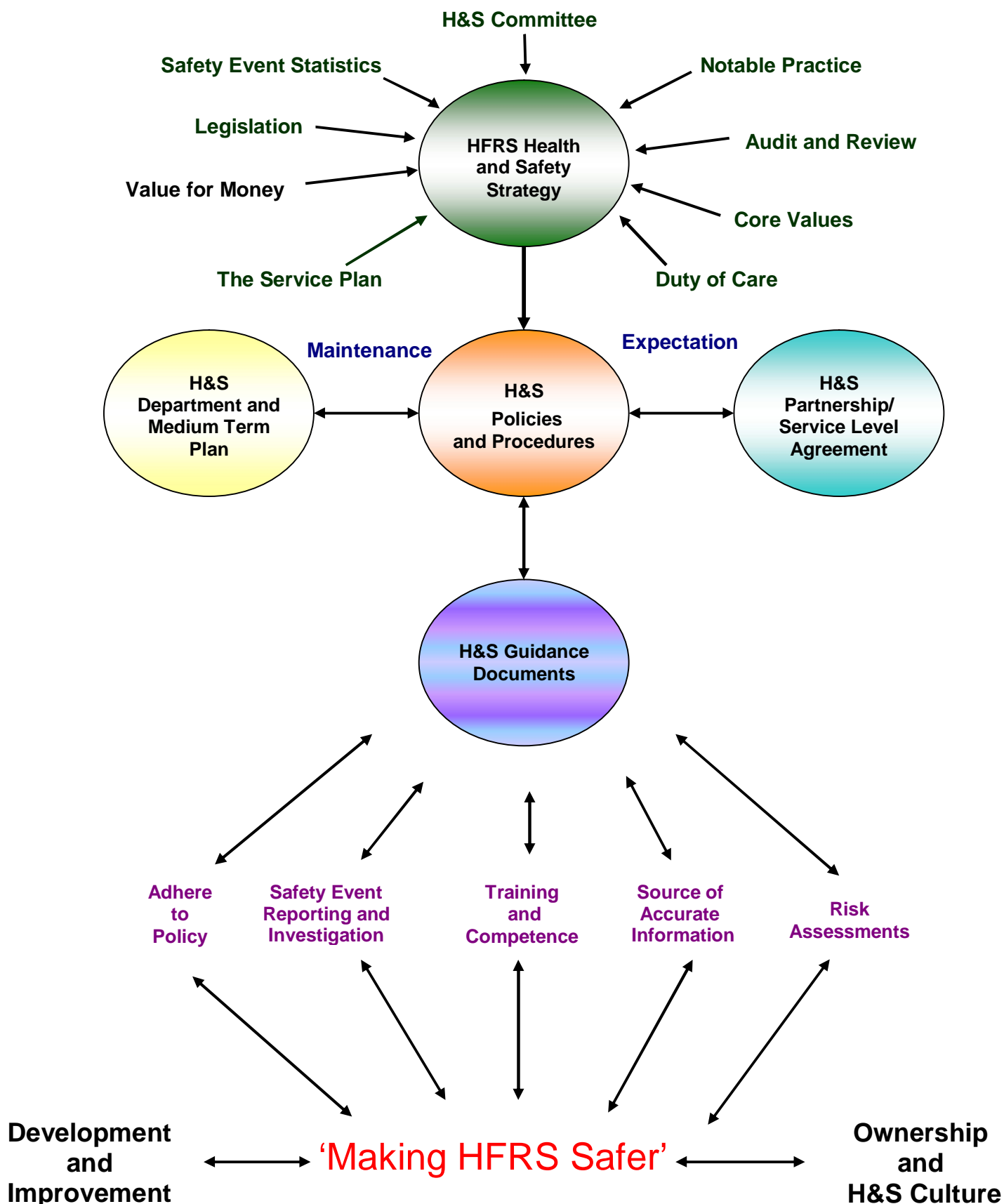
- HFRS Health and Safety Statistics
- National Fire Service Health and Safety Framework

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

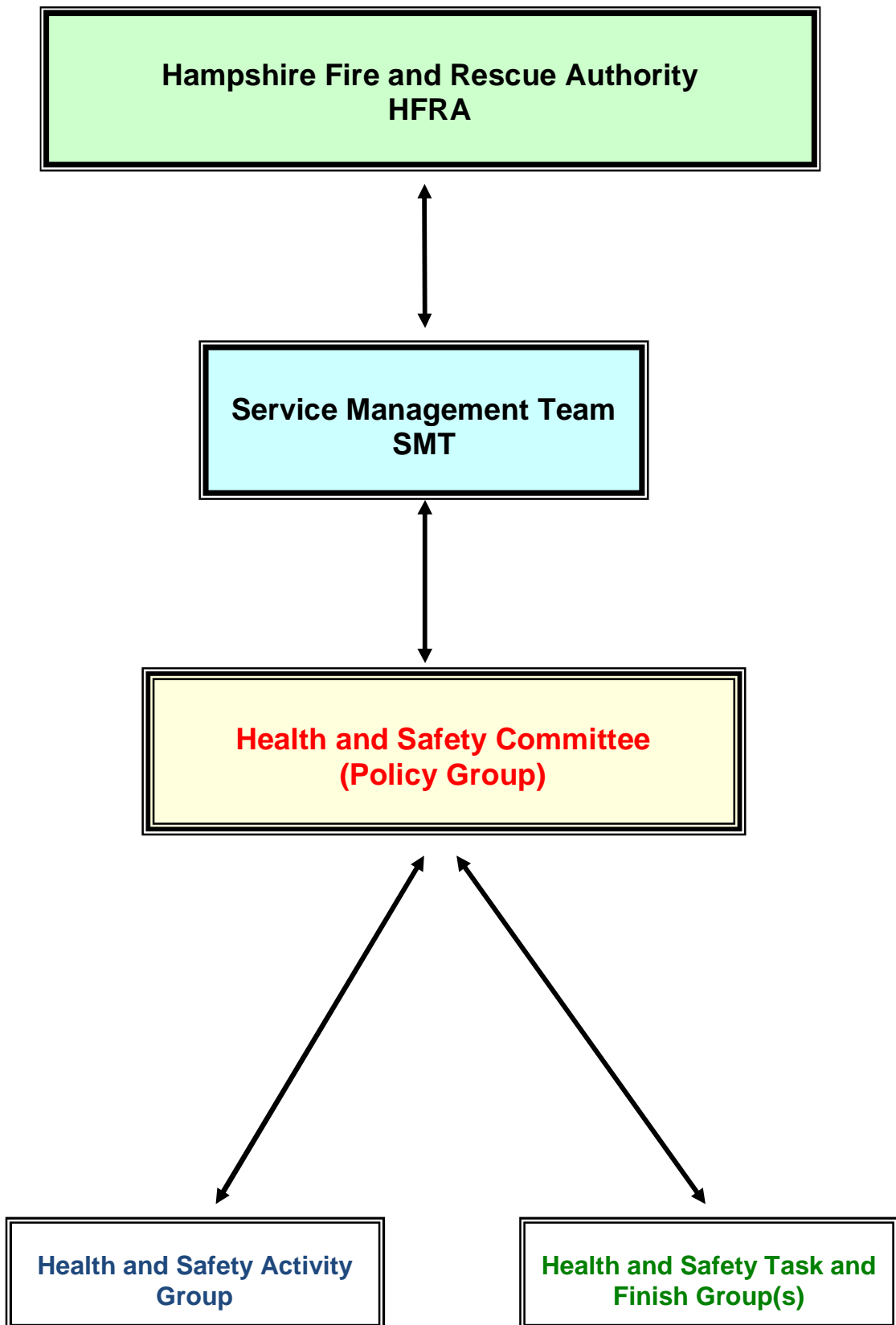
Appendix A: Health and Safety Schematic
Appendix B: Health and Safety Governance meetings structure
Appendix C: Health and Safety – Statement of Intent



Health and Safety Schematic



Health and Safety Governance Meetings Structure





HAMPSHIRE
**FIRE AND
 RESCUE**
 AUTHORITY

Health and Safety – Statement of Intent

The Hampshire Fire and Rescue Authority is committed to ensuring the effective management of health and safety throughout Hampshire Fire and Rescue Service (HFRS). Our aim is to achieve continual and progressive improvement in health and safety performance. We confirm that Hampshire Fire and Rescue Service will meet its obligations under the Health and Safety at Work etc. Act 1974 and its supporting Regulations, protecting employees, and ensuring so far as is reasonably practicable that others are not adversely affected by our activities. This commitment is substantiated by HFRS signing up to the HSE Pledge to promote health and safety.

HFRS aims to reduce the incidence of injury, ill-health and loss by the systematic identification, assessment and control of all risks. These will be recorded and made readily available to all employees

Legislation provides for a minimum standard, however where reasonably practicable the Authority will seek to achieve and maintain the highest standards of Health and Safety.

The Director of Service Delivery is responsible for health, safety and welfare in Hampshire Fire and Rescue Service.

Every manager will fully integrate health, safety and welfare into their management role and ensure that all employees are effectively trained in matters relating to health and safety.

All members of staff are required to take reasonable care of their own health and safety, and that of others who may be affected by their work.

The Service will consult with all of its employees, at all levels, through recognised committees on all matters relating to health and safety in accordance with the Safety Representatives and Safety Committees regulations 1996.

When setting budgets for the Service the Authority will consider the provision of adequate funding to be available for health and safety improvements and for the provision of expert advice. Successful management of health and safety will reduce ill-health, work related injuries and material losses, thereby lessening the Authority's liabilities and reducing operational costs.

HFRS will report on health and safety performance on an annual basis, to the Fire Authority Standards and Governance Committee.

Where a safety event does occur, HFRS will investigate and implement controls to eliminate the chance of any further events. The incidence and cost of work related safety events and ill health will, so far as is reasonably practicable, be assessed and published.

HFRS will ensure that there are effective systems in place to monitor health and safety performance through an internal and external audit programme, supported by competent, trained and experienced auditors.

The Service shall provide, through shared services with Hampshire Constabulary, an occupational health facility available to all staff.

The Hampshire Fire and Rescue Authority, Hampshire Fire and Rescue Service, its Chief Officer and his/her Senior Management Team are personally committed to the contents of this Statement of Intent. This statement will be reviewed on an annual basis.

Signed:

Signed:

For Hampshire Fire and Rescue Service

For Hampshire Fire and Rescue Authority