

**Hampshire Fire and Rescue Authority**

**Standards and Governance Committee**

**Item: 6**

**22 September 2015**

**Health and Safety Annual Report**

**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 within Hampshire Fire and Rescue Service (HFRS). The report identifies current Health and Safety activity and intended actions for improvement.

**2      Recommendation**

- 2.1      That the Committee approve the Health and Safety Annual Report for the year 2015.

**3      Introduction and background**

- 3.1      HFRS is dedicated to providing effective health, safety and welfare arrangements for its entire staff. This means having in place effective management arrangements to ensure the health, safety and welfare of its staff whilst minimising the losses (financial and reputational) to HFRS as a result of unwanted safety events.
- 3.2      To achieve this, the Service must continue to instil and update best practice that is relevant and proportionate to the risks it faces whilst ensuring that its policy, procedure and guidance is adhered to. The Service must build upon an already positive culture in which managers and staff work together closely and constructively to continuously improve working conditions.

**4      Health and Safety Statement of Intent**

- 4.1      The Health and Safety at Work Act 1974 requires an annual review of the Health and Safety Statement of Intent. The Health and Safety Statement of Intent is signed by the Chairman of the Fire Authority and the Chief Officer.
- 4.2      For governance purposes, the Health and Safety Statement of Intent and the annual Health and Safety report are presented annually to the Service Management Team and the Standards and Governance committee for approval.
- 4.3      The Health and Safety Statement of Intent can be viewed in Appendix A. There were slight changes made to the Statement in this year's review.

## 5 Existing health and safety arrangements

### 5.1 Policy and Procedure

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

The Health and Safety Committee structure and agenda changed to allow for current risk across the whole of the service to be in one meeting group. This demonstrates the Service's commitment to continual monitoring and constant improvement. The main drivers for change were so the Service could realise potential hazards before they arose by having an audience to cover Safety, Health, Environment, Fire, and Facilities (SHEFF).

- Identify risk using SHEFF across the service
- Legislation changes
- Equipment updates
- The outcomes of fire and rescue service directives
- Outcomes from safety event investigations

A recent review of safety within HFRS included:

- Control of Substances Hazardous to Health (COSHH)
- Health and Safety Policy
- Service orders
- Service forms
- Risk Assessments
- Induction
- Safety Training
- Eye Care
- Safety audits

### 5.2 Organisation

The responsibility for Health and Safety Management sits within the Professional Services 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 Professional Services Directorate and the Health and Safety structure can be viewed in 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.

All stations have an appointed Health and Safety representative who, along with workplace managers, support a programme of regular Health and Safety inspections.

Statistics collated from safety events are analysed in detail by the Health and Safety Department ensuring that investigations are quality assured and lessons are learnt, which are then communicated to reduce safety events. The development of safety event investigations is on going. Currently HFRS are looking at developing an electronic accident management system, also a mobile phone application to quickly report an unwanted event e.g. a near miss.

### 5.3 Planning

The Health and Safety Objectives and Improvements Plan is used by the Health and Safety Committee to review and monitor safety progress within the Service. A brief summary of our achievements and objectives can be found at Appendix C. An action plan is maintained for significant issues and follow up which may arise.

Further detailed planning is undertaken within the Health and Safety department; this is supported and adapted in response to:

- Outcomes from the National and Regional Safety meetings
- Outcomes from the HFRS Health and Safety Committee
- Findings from the workplace inspections
- Outcomes identified by safety event statistics
- Findings from Health and Safety station visits
- Directives from the HSE
- Legislation changes

### 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; results are fed back to management and included within local management development plans.

The South East Region is working toward an audit programme, which will be bespoke, to the Fire and Rescue Service. The question sets are now finished, the next step is sign off by the Chief Fire Officer's Association (CFOA) and to be accredited by UKAS.

In July, HFRS Health and Safety will have an internal audit conducted by the Southern Internal Audit Partnership (SIAP).

### 5.5 Internal Performance Review and Measurement

HFRS have internally reviewed their safety policies over the last eight months.

Overall safety events remain low in comparison to other SE region FRS.

The Health and Safety Department monitor Health and Safety and inform the Service of any changes to legislation or significant events, this is coordinated through the Health and Safety Committee.

The Corporate Risk Register contains risk 06g which is focused on health and Safety and is scored at green. The risk is reviewed quarterly. The Senior Management Team receives an 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 is striving to achieve a reduction in vehicle related safety events involving HFRS employees on service business through:

- Compliance with road related legislation
- Monitoring of driver compliance (driver licence checks)
- Improving how we review and analyse vehicle safety events
- 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. An objective for the near future is for vehicle incident investigations to appoint a safety advisor.

### **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 safety advisor. This will be further enhanced by an electronic system which can track and record. This gives the safety event a fully auditable trail.

Level 2 Safety event investigation training has been completed for selected officers in HFRS.

### **6.3 Future Monitoring of Health and Safety**

HFRS will continue to apply to RoSPA for third party audits until such time that the bespoke fire and rescue services audit template is agreed. The Service will also seek to be audited by national FRS groups 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 through the Health and Safety Committee. The Health and Safety Manager presents a Safety, Health, Environmental, Fire and Facilities (SHEFF) report to key stakeholders within the organisation. This highlights key trends, accidents, findings from audits and potential safety impacts from pending facilities work.

Existing arrangements for monitoring and compliance is maintained. Processes are 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 to ensure complete employee participation.

## **7 Contribution to corporate aims and objectives**

### **7.1 Improved Health and Safety arrangements will support our aim of being the best fire and rescue service in the country.**

## **8 Resource implications**

- 8.1 There are no additional human resources, information and communications technology, physical resources or financial implications arising from this report.

## **9 Risk analysis**

- 9.1 It is legally incumbent on HFRS to ensure the health, safety and welfare of its entire staff and to ensure that it complies with all of the applicable Health and Safety legislation and regulations. The maintenance of a positive Health and Safety culture throughout the Service must be key in all activities and supported at all levels.
- 9.2 Responsibility for Health and Safety lies both with the Service and with the Authority; it is crucial that Members have a full understanding of our arrangements and are satisfied that they are suitable and sufficient.

## **10 People Impact Assessment**

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

## **11 Background papers**

- 11.1 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:

None

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 – 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 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 significant 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 annual basis, to the Fire Authority Standards and Governance Committee.

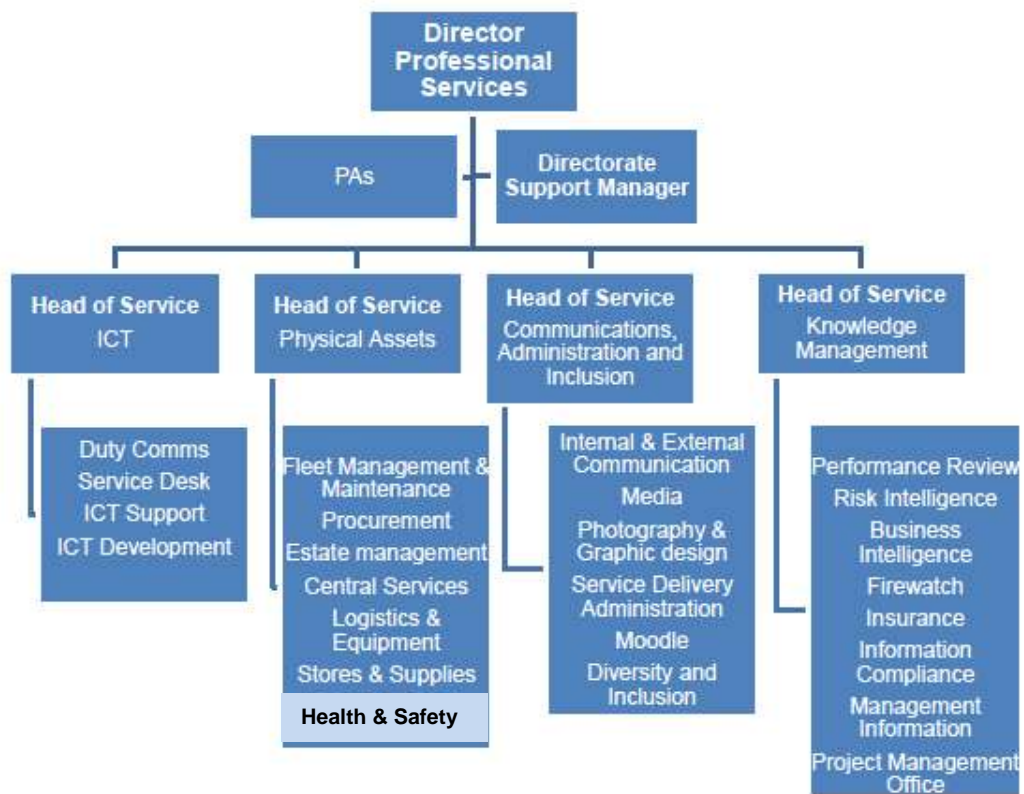
Where a safety event does occur, HFRS will investigate and implement controls to reduce the chance of any further events. The incidence and cost of work related Safety Events and ill health will, so far as is reasonably practicable, be assessed and published.

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 and Hampshire County Council, 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.

## Professional Services Directorate structure February 2015



## Health and Safety Meeting Structure

Hampshire Fire and Rescue Authority

Senior Management Team

Health and Safety Committee Members  
Chair - DCO

Regional Safety Group

Safety Manager

Occ Health

Environmental

Fire Rep

Estates

Response

Community Safety

Risk

FBU

RFU

FMC

Training

Children Young People

### Brief summary of Achievements/Objectives

#### Revitalising Health and Safety across HFRS

- Health and Safety arrangements have been redesigned with the change of the Health and Safety Committee and introducing a Safety, Health, Environment, Fire and Facilities agenda (SHEFF)
- The Health and Safety team have relocated from the SHQ room 25 to room 34 (temporarily) due to the estates transformation.
- The Health and Safety team now conduct safety audits across HFRS with a view to being a fresh set of eyes in the workplace, also to promote safety and to promote the safety team.

#### How we will improve engagement

- The Health and Safety team have improved contact arrangements between safety advisers and Group Managers. This enabled the identification of the support required and the prioritisation of premises issues.
- The Health and Safety team attend a number of forums, which provide an opportunity to update on performance issues and become sighted on evolving issues.
- Each safety event reported within the Service is assigned a coordinator from the Health and Safety team to act as a support mechanism and to allow for the sharing of best practice.

#### Improve Workplace Safety Management

- A four day safety training course for HFRS managers is still in place
- Fire safety management in SHQ has been reviewed which has resulted in the introduction of training for fire wardens, improved fire drill information, testing regime and an update of fire risk assessments.
- A complete review of the Control of Substances Hazardous to Health (COSHH) management has taken place, with the development of a central COSHH register and information hub.
- A bespoke audit set is being created across the South East region which will be third party approved.

### **Improved safety event recording**

- A safety events tracker ensures that all safety events are recorded, tracked and properly investigated.
- All safety events have been electronically stored.
- An accident management system to digitally record unwanted events is being looked into as is adapting FireWatch. This will speed up the reporting process, leave an auditable trail, documents will be controlled whilst being exhaustive on administration.
- Safety events are placed onto FireWatch locally and collated on a central database. A managed process is currently being looked at.
- A mobile application for recording 'near miss' events is due to be trialled shortly.

### **Effective safety event investigation**

- We now have a team of safety event investigation specialists for all level 2 investigations (Level 2: 14 days plus absence, significant financial loss, HSE reportable, Service-wide implications.)
- A training course is delivered for safety event investigations.

### **Revised Risk Assessment process**

- A more robust system is being implemented which will highlight risk in all departments; this will be the form of a risk assessment register.
- The Health and Safety team continue to monitor and review risk assessments and quality assure their content.