



Health and Safety

Annual Report

2015/2016



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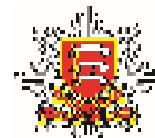
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Executive Summary

This report provides an overview of the Service health, safety and welfare performance achievements for the period 1st April 2015 to 31st March 2016.

The report will be provided to members of the Service Leadership Team (SLT), Essex Fire Authority (EFA), and the Health, Safety and Welfare and Strategy Group (HSWSG). It will also be available electronically via the Service intranet.

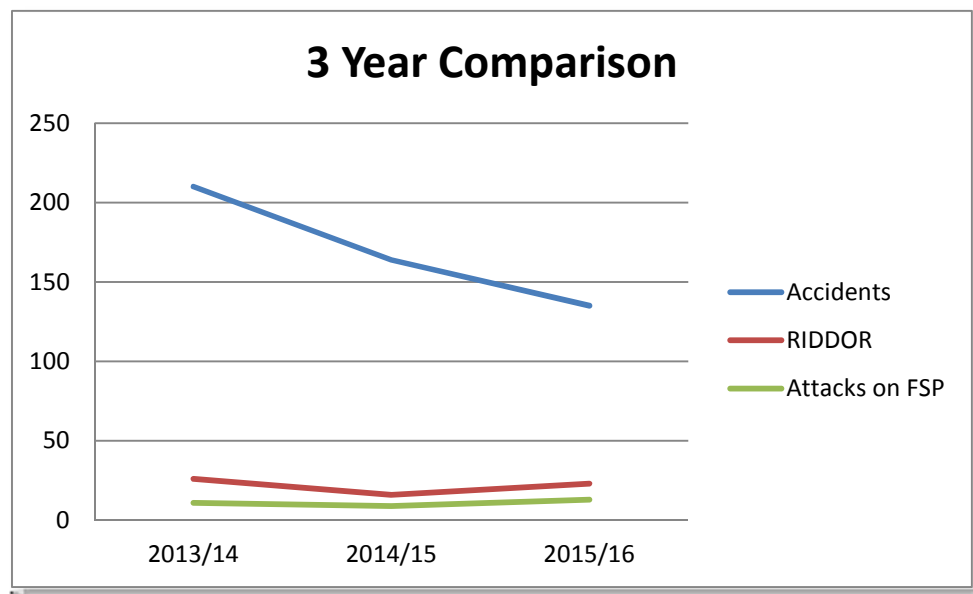
The Service seeks continuous improvement in all aspects of safety, from promotion of a positive safety culture, to identification and mitigation of risk and personal competence. The Service strives to make its employees and the county of Essex safer whilst delivering a wide range of essential services to the community.

Our performance is constantly monitored and measured against agreed standards to reveal where and when improvement is needed.

Active self-monitoring and reactive monitoring is carried out by the Health and Safety department to ensure that key risks are controlled and that performance standards and risk assessments are actually used and monitored.

The continual monitoring of safety events on the 'Occupational Safety and Health Environmental Notification System' (OSHENS) enable trends and issues to be identified and monitored with remedial actions taken swiftly and appropriately where required. There is feedback into the risk assessment system where past hazards and accidents are the driver for risk assessment reviews. The data obtained from this is used by risk assessment authors to influence risk assessments to provide both continuity and ensure that risks are mitigated to as low as is reasonably practicable.

Over the last 10 years the Health and Safety department has seen a steady decrease in all reported safety events (43% reduction). More specifically the graph shows the last 3 years data with a 36% reduction in accidents alone. 'Attacks on Fire Service Personnel' increased by 18% in 3 years, all of which were verbal abuse and none related to physical violence or injury.

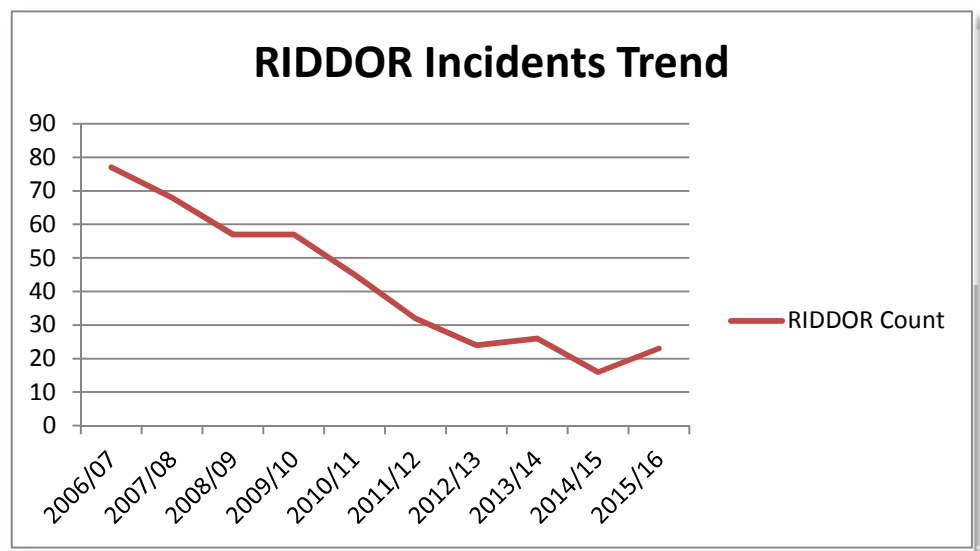




OUR GOALS

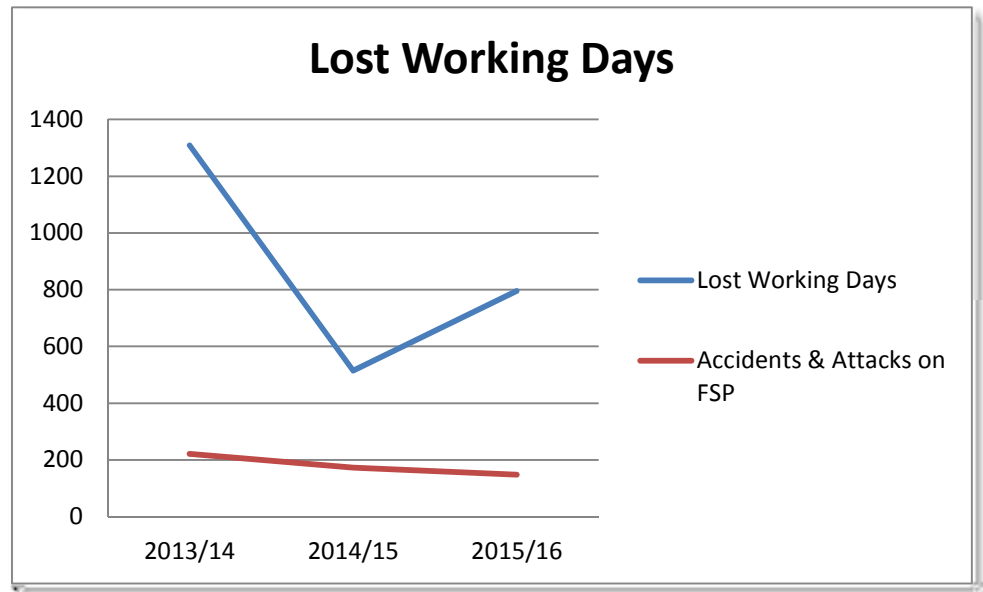
- Drive a system of open communication and a no-blame culture on safety that fosters strong employee and employer engagement.
- Protect people, assets and the communities in which we work.
- Provide and maintain safe plant, equipment and safe systems of work.
- Apply best practice always and recognise that compliance with standards and legislation is a minimum level only that must be continually improved upon.
- Endeavour to control workplace hazards by assessing risks and establishing suitable control measures.
- Monitor and improve upon safety statistics and communicate lessons learnt and good practice throughout the organisation.

RIDDOR reportable incidents decreased by 11% over the past 3 years. This was a slight increase in the last year due to a number of Dangerous Occurrences relating to potential BA set Malfunctions. The occurrences which were subsequently rectified followed the introduction of new BA sets and did not directly relate to an increase in accidents.





The total number of lost working days due to accidents and attacks on fire service personnel has decreased by 39% over the last 3 years. There was however a spike showing an increase of 281 lost days compared to last year. In context this is directly related to 2 unrelated manual handling accidents where the lost days totalled 325 days.



OUR COMMITMENTS

- Create a non-judgemental environment where our staff can be open and willing to share something that with hindsight they could have done better. This enables us to learn and reduce the likelihood of a similar occurrence or accident being repeated.
- Assign health and safety risks the same priority as other critical Service activities.
- Provide a healthy working environment and appropriate facilities for the welfare of all staff.
- Provide a strong safety management framework that sets and reviews safety objectives and targets.
- Motivate and drive commitment of all employees by providing health and safety awareness training.
- Use, handle, store and transport articles and substances safely.
- Provide an annual report on health and safety statistics and trends to enable us to continually seek to improve upon our performance.
- To ensure continual improvement, all ECFRS employees are reminded of their responsibility. Each individual has an obligation to take reasonable care of their own safety and the safety of others who may be affected by their activities.



Current Resourcing

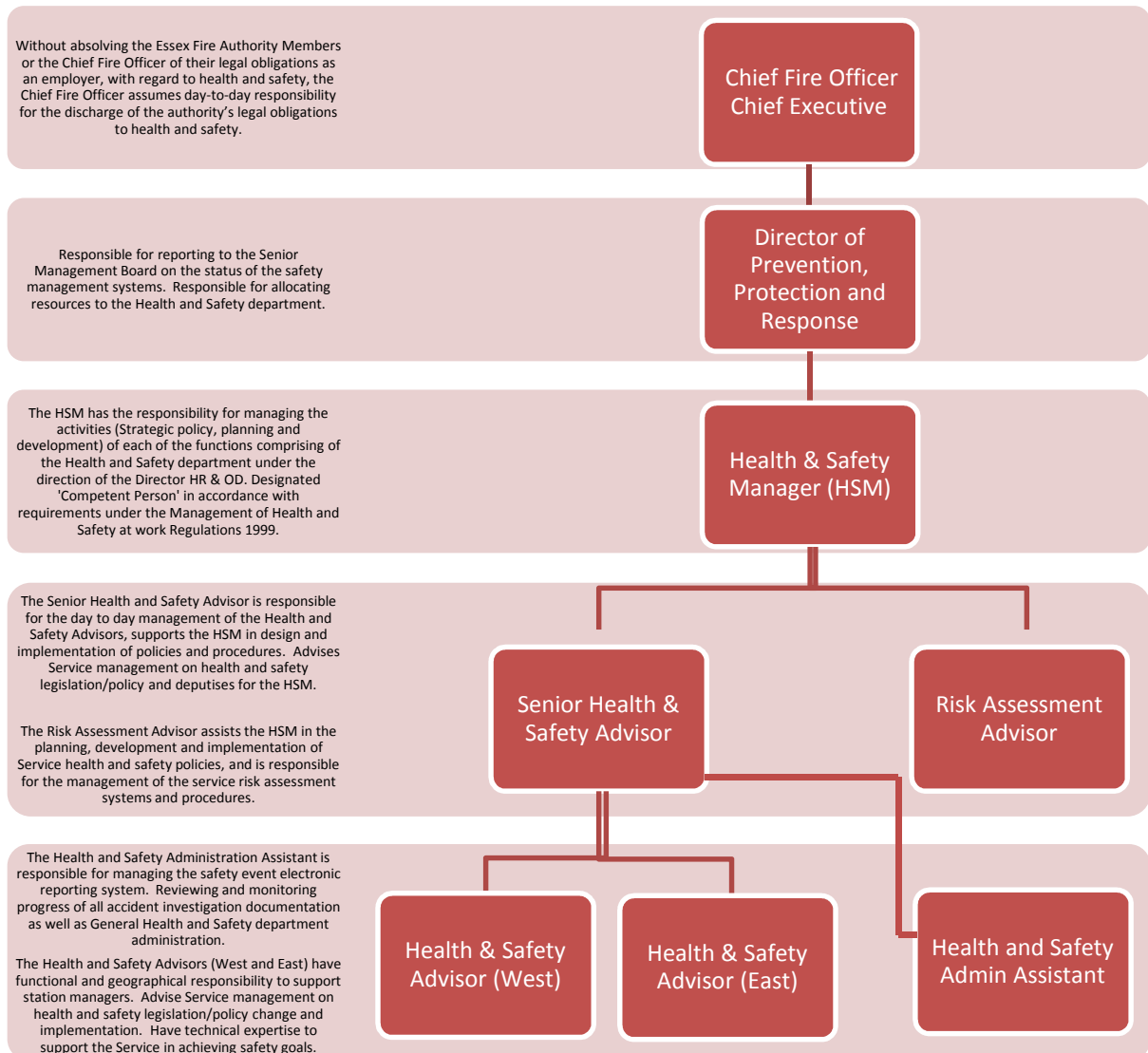
The EFA Health and Safety Lead Member was Cllr Peter Wrexham until July 2015 when Cllr Julian Ware-Lane was appointed to the position. Both their contributions to the Health, Safety and Welfare Strategy Group over the year are greatly appreciated.

The Health and Safety department is led by Danny Bruin the Health and Safety Manager who is a uniformed Divisional Officer and chartered member of the Institution of Occupational Safety and Health.

In 2014/15 one of the Health and Safety's department objectives was to increase staff retention, we achieved this by recruitment campaigns to attract suitable candidates and successful applicants who would then want to stay with the Service. Out of an 8 strong team only 1 member has left in the last 12 months, this is the highest retention rate in over 5 years.

During the 2016/17 period there will be a greater emphasis in expanding the core skills of the health and safety team, which will see increased diversity in respect of the internal training currently on offer in-house. Increased and dedicated training shall be undertaken to ensure the health and safety team can develop internal training courses whilst exploring opportunities to use their expertise and knowledge to external partners for income generation for the Service where possible.

From April 2016 the Health and Safety department will be changing directorate and will be directed by ACFO Dave Bill, the Director of Prevention, Protection and Response.



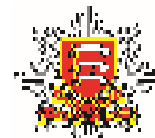


2015/16 Department Achievements

In 2015/16 the Health and Safety department completed a number of achievements summarised below:

- In April 2015 the Health and Safety department published the first Toolbox Talk. The aim of a toolbox talk is to highlight specific hazards within the workplace or within working practices. The objective is to raise employee awareness and inform them of the control measures put in place to prevent workplace accidents. In the period of April 2015 until the end of March 2016, nine toolbox talks have been issued with the following topics covered: 'Introduction to Health and Safety Toolbox talks', 'Slips, Trips and Falls', 'Hazards', 'Personal Protective Equipment', 'Accident Reporting', 'New and Expectant Mothers', 'Support following stressful traumatic incidents', 'Safety Critical equipment's left at incident grounds' and 'OSHENS Version 5 upgrade'.
- September 2015 the 'Managing Occupational Road Risk Service' policy was reviewed and went live on to the Service intranet. The purpose of the policy is to cover the supply and use of all Service vehicles and to ensure that the Service does all that is reasonably practicable to ensure that high standards of health, safety, welfare and training is achieved and maintained for all its employees who use vehicles for work.
- Following on from the 'Slips, Trips and Falls' report, we have an ongoing testing regime that have seen 16 slips tests completed across the county with the rest of the premises due to be completed by December 2016. Full reports have been completed for each premise and where there has been a requirement, recommendations have been sent to Property Services for action.
- A new health and safety poster campaign was launched in 2015 with the aim to publish 4 posters each financial year. In 2015/16 there were 4 posters issued, these were: 'Chemicals', 'Weill's Disease', 'Working in the Sun and 'Slips, Trips and Falls'.
- Those working in the Health and Safety department are now trained to carry out noise assessments, 11 assessments have been carried out on new and current Service equipment.





Case study: Model Risk Assessments and Model Training Risk Assessments

In 2015 the Health and Safety department issued the first 'Model Risk Assessments' (MRA's) and 'Model Training Risk Assessments' (MTRA's) with the aim of simplifying the risk assessment process.

These generic risk assessments have undergone a full consultation process. They are a comprehensive model for use when carrying out various activities.

MRA's are used for routine activities or events such as 'Open Days', 'Car Washes' and 'Community Events'.

The MTRA's are used for Watch based drills and training. The MTRA can also be used for larger exercises (multi-Station and multi-agency exercises including operational simulations).

No further consultation period is necessary for these activities as they have already undergone the consultation with Trade Union Safety Representatives.

MRA' and MTRA's contain enough risk information to carry out an activity. A 'Site Specific Risk Assessment' (SSRA) is undertaken prior to commencing an activity and is updated throughout the event as necessary. These are then sent back to the Health and Safety department for review and inclusion of any additional control measures into the main MRA or MTRA.

2. Attendance at Fire Stations of children and young people		
Description of Risk Activity:	Presence on the Fire Station of members of the public under sixteen years of age	
Reason 1: Unsupervised supervision of children and young people (including the disabled)		
Existing Control Measures:	MRA's are issued for the control of all forms of fire. There is a risk of fire in the station at all times.	Add New Risk Control Measure: [Yellow box]
Reason 2: Misinterpreted actions		
Existing Control Measures:	MRA's are issued for the control of all forms of fire. There is a risk of fire in the station at all times.	Add New Risk Control Measure: [Green box]
Reason 3: Misinterpretation of children and young people		
Existing Control Measures:	MRA's are issued for the control of all forms of fire. There is a risk of fire in the station at all times.	Add New Risk Control Measure: [Green box]
3. Children participating in fire safety exercises at Fire Stations (e.g. fire hazard spotting)		
Description of Risk Activity:	Certain events may be used to educate children regarding fire safety	
Reason 1: Trailing cables, excitement and fear		
Existing Control Measures:	MRA's are issued for the control of all forms of fire. There is a risk of fire in the station at all times.	Add New Risk Control Measure: [Green box]

The results are a more user friendly system which ensures suitable and sufficient risk assessments are available for routine activities and training events. They have received extremely positive feedback from all users throughout the service.

Looking forward, the Health and Safety department will continue to issue MRA's and MTRA's which will cover a broader range of activities during 2016/17.



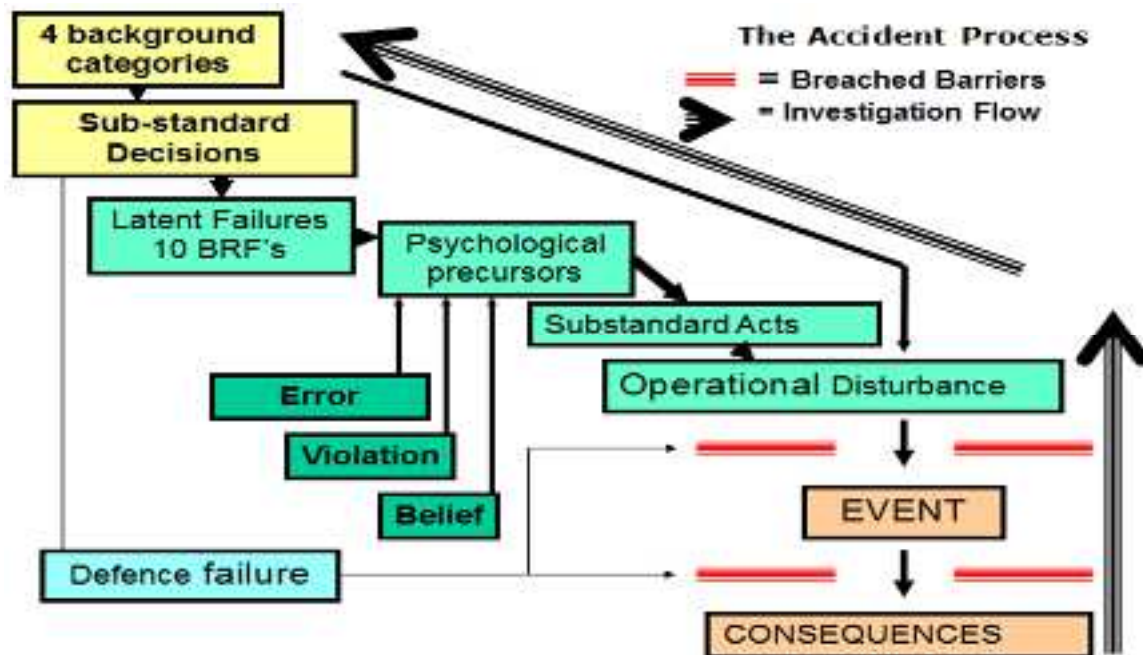
Case study: Delivery of Accident Investigation Training

In 2015/16 the Health and Safety department facilitated 5 'Industrial Accident Investigation and Evidence Gathering' courses held at Service Headquarters. These courses were aimed at those persons or teams who have responsibility for identifying the causes of an industrial accident. The delegates included safety professionals, trade union representatives and managers from across the organisation and other Fire and Rescue Services within the region.

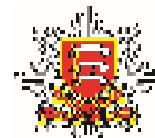
Delegates covered a number of aspects including:

- understanding corporate motivators
- understanding the accident causation model
- the role of BRF's (organisational failure areas) and DMF's (decision making factors)
- action at the scene
- issues surrounding the investigation of major events
- the influence of human factors (error, violation and belief)
- the role of criminal and civil law
- interviewing and statement construction
- statement – legal conventions
- analysing human factors
- analysing data and statements
- identifying underlying causation the role of executive management

The course was aimed at identifying failure that leads to four main areas of loss, these being personal injury, environmental impact, reputation damage and asset loss.



The result of providing this training is the Service now has the knowledge that any investigation will be carried out based on good evidence gathering and analytical processes using techniques acceptable to the highest legal standards.



2015/16 Health and Safety Department Objectives Review

Each year a health, safety and welfare strategy action plan is produced. This document identifies and sets out the strategic direction of the Health and Safety department over the coming year. The Health and Safety departmental objectives for the year 2015/16 were as follows:

- **To carry out all accident investigations within terms of reference timeframes on 100% of occasions.** All accident investigations are conducted in a timely manner so that accident boards and action plans can be implemented without undue delay. We have met this target in 2015/16 and have actioned and closed 8 significant accident investigations.
- **To review the current accident investigation process, identify and train accident investigators.** In 2015/16 we have run two accident investigation courses training 25 accident investigators from within the Service; this is in addition to training the regional health and safety professionals. There are two more future courses planned for 2016. A review of the current 'Accident Investigation' policy is underway and is to be published on completion of the 'Accident Investigation Training' course later in 2016.
- **Incorporate vehicle accident reporting and investigation within OSHENS.** Work has been carried out in conjunction with ICT and Fleet Workshops to implement vehicle accidents on to OSHENS. OSHENS is now set up and ready. It is expected that by the end of September 2016 Tranman and OSHENS will go live for reporting vehicle accidents.
- **Review of welfare facilities and disability access for 100% of Service premises.** A disability access review was carried out in January 2016 with an action plan submitted to Property Services for review and action. The review of welfare facilities has been reprogrammed for the 16/17 financial year.
- **To deliver manual handling training and 'Working Safely' course to 100% of all firefighters in line with the Health and Safety department training plan.**
During August and September 2015 manual handling training was delivered service wide to all operational Whole-time Firefighters. Working Safely training has also commenced.
- **To carry out a review of the CCTV policy and 'Privacy Impact Assessment' policy.** A review of the CCTV policy is underway including privacy impact assessments, it is expected that this will be completed by Mid-2016.





2016/17 Health and Safety Department Objectives

Each year a health, safety and welfare strategy action plan is produced. This document identifies and sets out the strategic direction of the Health and Safety department over the coming year.

The Health and Safety departmental objectives for the coming year are to:

- review the current Health and Safety policy document including the 'Policy Statement of Intent'
- review all OSHENS safety event guidance and identify and train OSHENS system users
- review the current 'Work Related Death' policy and benchmark against CFOA's policy
- review the current accident investigation process, identify and train accident investigators
- review welfare facilities and disability access for all Service premises
- implement gap analysis project work for Service and country wide incident investigations



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Doing more than we have ever done to make Essex safer