

Buckinghamshire &
Milton Keynes Fire
Authority



Health and Safety Annual Report
2013/14

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1 Forewords

The Service has a good focus on Health and Safety. There are appropriate processes that are being improved constantly. Staff are well qualified. A Health and Safety Strategic Review has recently been carried out.

**Local Government
Authority (LGA)
Operational Peer
Review team 2014**

2 Executive summary

2.1 A vital aspect of health and safety (H&S) performance in terms of monitoring and improvement is to periodically carry out a strategic review. This involves looking at the safety management system holistically from grass roots to the top level (SMB) to highlight the commitment both in actual and visible terms. The H&S Manager was tasked by the Head of Service Development to undertake such a review. Areas reviewed were the Operational Assurance Peer Review 2009 recommendation outcomes; Operational Assurance Peer Review 2014 requirements; Training Strategy identifying training requirements; strategic and departmental objectives; SMB Directors health check using the HSE guidance and a gap analysis of national guidance documents against current procedures.

2.2 BMKFRS has been innovative in providing solutions to training issues. One example is the cost prohibitive Display Screen Assessments historically carried out by the Occupational Health provider at £200 each, the H&S department selected and sourced training for a team of in-house assessors at a cost of £800 for 12 delegates. The benefits include cost savings and flexibility around appointments.

To eliminate duplication across stations and to eliminate the need for hard copies of Control of Substances Hazardous to Health (CoSHH) risk assessments, an electronic database has been set up where risk assessments are placed for all to view and use. The H&S department monitor this database and, when due for review, send the risk assessment to the "author" for action.

2.3 Collaborative working is very much alive within BMKFRS with the sharing of training with Oxfordshire for the DSE Assessor training; the Thames Valley Fire Control Service project with the creation of a collaborative safety event reporting form, exposure to hazardous substances at incidents form and streamlining and integration of procedures. The South East region H&S committee, which the H&S Manager sits on, is working with West Midlands region, Warwickshire and Hereford and Worcester Fire Services to create a fire service specific QSA audit.

2.4 Recently Occupational Health, whilst carrying out the three yearly medicals on operational personnel removed several members of staff from operational duties due to a potential hearing loss. Further hearing tests were required which took time to carry out. A series of Operational Functionality hearing tests were introduced and carried out. Cascade training was carried out across the Service and a procedure note written. This new process has many benefits such as reducing the amount of time personnel are not operational therefore maintaining the expected high levels of service to the

communities we serve, reducing time spent waiting for appointments, reducing associated costs etc.

2.5 In order to become aligned to other Services and in preparation for the release of the new Incident Command manual, the legacy process of the written Dynamic Risk Assessment (DRA) has been removed. The new procedure still requires the Incident Commander to carry out a DRA and inform Control of the tactical mode chosen and the rationale, i.e. "saveable property", in the first informative message. This is then recorded on the incident log created in Control so that a permanent record is made.

2.6 After attending a conference where several Services spoke of the improvements seen to their safety event statistics and reductions in their third party insurance claims for vehicle accidents following the installation of CCTV systems, the H&S Manager and Fleet Manager resurrected the CCTV project that had been trialled at a fire station in 2009. A capital bid has been submitted for funding for 360 degree CCTV on all fire appliances. Installation could be phased over a period of fiscal years to spread the cost. Benefits will be protection for the Authority against fraudulent third party claims reducing cost outlay and reputational damage. It will offer protection for the driver as it will provide a true factual account of the sequence of events; it will also help to refocus drivers' minds to follow procedure.

2.7 Following the long period of industrial action taken by Fire Brigade Union (FBU) members, it is very pleasing to note that over the 14 months and 46 periods of industrial action there has only been one safety event which was a vehicle accident of a minor nature. This is testament to the professionalism and commitment to safety of all personnel who worked during those periods. The aspiration is that this excellent record will continue if further periods of industrial action are announced in the future.

2.8 The statistical analysis for 2013/14 detailed in this year's report provides valuable comparisons with last year's DCLG returns and against those Services of a similar size and structure –our peer group. Readers of this report will be able to bench mark and compare our health and safety performance with the figures which demonstrate continuing improvements and highlights the achievements of the H&S) department in maintaining and raising safety standards, further embedding health and safety into core business activities, acting upon innovative initiatives and furthering the aim to be the "safest area in England in which to live, work and travel".

3 Summary

3.1 Health and Safety Strategic review

The Head of Service Development tasked the H&S Manager with conducting an organisational H&S strategic review and report on its findings to the Senior Management Board (SMB).

The purpose of this review was to highlight ways in which Buckinghamshire and Milton Keynes Fire Authority (BMKFA) can continue to improve upon its excellent H&S performance; ensuring it maintains a safe environment for its operational staff, support staff, Authority members, visitors and contractors and the communities it serves. This can be achieved through commitment to effective H&S throughout the organisation from SMB to the front line, including all other employees, by providing appropriate training commensurate with role; better communication using a variety of media directed to those who 'need to know' and improved inter -departmental working to achieve a synergetic holistic approach to H&S.

The **Operational Assessment Peer Review in 2009**, recognised that there was a strong H&S culture within the organisation and that training was provided for all operational managers; PPE, RPE and operational equipment was of a high standard; health and safety was linked in with operational debriefs and hazard reporting was evident. However, they also highlighted" areas for consideration" these were:

- Evaluate methods of communication to ensure staff receive H&S information
- Training for non-operational staff to be formalised
- IT based system to allow service overview, H&S trends etc.
- Performance information should be provided to the Senior Management Board (SMB).
- Corporate ownership of health and safety

Since the Operational Assessment Peer Review, significant progress has been made in the implementation of the above 'areas for consideration". For full details please see [Appendix 1](#)

BMKFA committed to an operational assurance peer review which took place in June of this year. This involved the gathering and substantiating of evidence in key assessment areas (KAAs). H&S was part of the peer review process with the key assessment area questions being:

- Does the FRA have clearly defined and effective arrangements to take account of its health, safety and welfare responsibilities?

- Do effective management structures and arrangements exist within the FRA to support development and implementation of health, safety and welfare activities?
- Does the FRA have a robust process for measuring, evaluating and improving performance of its health, safety and welfare activities?

A substantial amount of evidence was provided and a self -assessment took place to determine whether the service is “developing”, “established” or “advanced” in the three key assessment areas. In relation to H&S, BMKFA assessed itself as being mainly “established” with a couple of areas being “advanced” and some as “developing”. The “developing” areas were those that have been identified or brought in by the H&S team following the restructure so are/have taken time to implement and bed into the organisation.

The “areas for consideration” highlighted in the last peer review have all been actioned and implemented. Since February 2013 other improvements have been made such as the introduction of a ‘Death in the Workplace’ policy and procedure; Stress management procedure; improvements to the safety event reporting procedures including the electronic safety event recording database – iCASS and the establishment of an electronic COSHH risk assessment database.

The aim was to see an improvement in the H&S results of this peer review from the last, in 2009. Any “areas for consideration” identified in this peer review will be looked into and subsequent improvements made.

Whilst H&S was not chosen as a primary focus, it was looked at and both members of the department were interviewed. The comments of the LGA Operational Peer Review Team following this year’s Peer Review are as follows: **“The Service has a good focus on Health and Safety. There are appropriate processes that are being improved constantly. Staff are well qualified. A Health and Safety Strategic Review has recently been carried out.”**

There were no “areas for consideration” identified by the team and whilst this is reassuring, it does not mean that the Authority can become complacent. The H&S department will continue to look for new and innovative ways to improve H&S within the Authority, particularly in communications and encouraging the reporting of hazard and near miss events and reducing safety events across all areas.

At the beginning of the year the CFO set strategic objectives for the H&S Manager to achieve. These were:

- H&S department to produce a six monthly report to SMB providing feedback on safety events that have occurred at incidents and training events.

- Circulate to SMB, for awareness, a monthly summary of current H&S issues, updates and trends.
- H&S department to prepare and present to all watches and On-Call units, information on employees responsibilities under the Health and Safety at Work Act 1974.

The first two objectives have been implemented and are on-going and the "Employees responsibilities under the Health & Safety at Work Act" training is under way.

3.2 Health and Safety (H&S) Training

The training strategy completed at the beginning of the year identified the requirement for H&S training for various groups of staff, commensurate to their role. This included **NEBOSH General Certificate** for newly promoted Station Managers, particularly those that manage stations, to provide the qualification to effectively manage H&S on their stations and enable them to carry out annual station H&S inspections and conduct safety event investigations. The Protection department also requested places for their staff as they must be qualified at General Certificate level before they can sit the NEBOSH Fire exam.

Accident Investigation training for Supervisory (Watch and Crew Managers) and Middle Managers (Station Managers) was approved by the Senior Management Board and a suitable provider sourced. Dates for these courses are being agreed for commencement as early into the New Year as possible.

Control of Substances Hazardous to Health (CoSHH) and associated risk assessment is an area where improvements to performance can be made. It has been sometime since any training has been carried out. The personnel requiring the training is the Fleet technicians, cleaners and catering staff who will be provided with the knowledge and skills to recognise the hazardous effects of the substances they work with, interpret the Safety Data Sheets and be able to create a suitable and sufficient risk assessment for the activities they use it for.

A change of Occupational Health provider for the Authority in late 2013 necessitated the need for an in-house Display Screen Assessor (DSE) team to be identified and trained to carry out assessments for staff and their workstations. The new Occupational Health provider can provide this service but at considerable cost.

One of the objectives set for the H&S Manager was the creation of a training package for all employees around their responsibilities under the Health and Safety at Work Act 1974. This training package has been created and sent to all Watch and Crew Managers of both Whole-time and On-call stations, along with a set of training notes to ensure a standard consistency of delivery.

The content covers Section 7 of the Health and Safety at Work Act, Management of Health and Safety at Work Regulations 1999, Provision and Use of Work

Equipment Regulations (PUWER), Personal Protective Equipment (PPE), Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Manual Handling Operations Regulations 1992, Stress in the Workplace, CoSHH, Driving for Work and The Working Time Regulations 1998.

Once completed the training must be recorded in Individual Training and Assessment Record (ITARs) and an email of confirmation, that each person has received the training, is to be sent to Health and Safety. A note will then be placed on the training section of SAP. In due course this training package will be placed on Learn Pool.

In addition the H&S department will be delivering this training to all Support staff on 3 separate dates. SMB will also be given this training as a refresher.

DSE assessments are a requirement under the Health and Safety at Work Act 1974 for all new staff, on a change of circumstances such as location or equipment, following medical intervention and annually. In order to ensure continued compliance the H&S department worked with Human Resources to devise a process for carrying out these assessments. A procedure note was created which clearly defines the stages of assessment:

First stage is the self-assessment of the workstation using the DSE checklist and is completed by every individual in the following circumstances:

- Commencement of employment
- When an individual changes their work location
- When any equipment, software or environment changes
- Following a long period of absence
- During pregnancy
- On an annual basis for all employees classed as a "user" under the regulation.

Second stage follows completion of the checklist. The results of the self-assessment are reviewed by the line manager; if the individual has highlighted any areas of concern they will be contacted by an Authority DSE Assessor who will visit the individual to carry out a further assessment and make recommendations which will be implemented by the line manager. All costs associated with remedial action will be the responsibility of the line manager.

Third stage follows medical intervention. The Authority appointed Occupational Health provider will carry out a "return to work" assessment including a DSE assessment to ensure the individual is fit to return to work and that their requirements under DSE are still being met.

A team of 12 people, of which 10 were non-operational personnel from BMKFRS Support departments, along with 2 from Oxfordshire, attended certificated training conducted by RoSPA. These assessors are utilised at stage 2 and have been used since their training in March. The cost of the one day training course

was £800 for 12 delegates; the cost of an assessment conducted by the Occupational Health provider is £200, therefore it will only take 4 assessments to recoup the initial outlay. The outcome will be a considerable cost saving over time.

3.3 Management of Risk

Following the publication of the Government document "Health, Safety and Welfare Framework for the Operational Environment", the H&S department conducted a gap analysis to identify areas for consideration which could be implemented. The outcome of this analysis identified several areas which have been or are being actioned, these include revision and amendment of health and safety policies to include the new HSG65 methodology of "Plan, Do, Check, Act"; review of the Breathing Apparatus (BA) policies and procedures; determine the best format for "safe person" individual responsibilities following the removal of the "Dynamic Management of Risk at Operational Incidents" guidance; the arrangements in place for communicating significant findings from ARA to personnel via the Incident Command System training and assessment process.

In January, the DCLG issued the "Operational Guidance: Breathing Apparatus" document which replaced Technical Bulletin (TB) 1/1997. A comparison of this against the procedures currently in place was made and differences highlighted. Currently, no Service has implemented this document. The South East Collaborative Partnership has been working to convert the guidance into a set of useable standard operating procedures and associated guidance. Please see attached presentation.

[BA Guidance project](#)

As part of their 3 yearly medicals operational personnel undergo a hearing test. In recent months, Occupational Health has identified some individuals with a potential hearing loss which resulted in them being removed from operational duties. In these times of minimum crewing this has the potential to create a risk to the Authority as fewer personnel are available until such time as their hearing ability is confirmed. In an effort to mitigate this risk Human Resources and the H&S department worked together, along with Oxfordshire Fire and Rescue Service, to create a suite of Operational Functionality Hearing tests, trial and implement them.

Oxfordshire, as part of collaborative working, were willing to share their existing hearing functionality testing and conducted an operational hearing test on a BMKFRS member of staff with HR and H&S personnel present to observe. The outcome of this test proved that the individual was able to fulfil their operational duties in a safe manner and therefore was placed back on operational duties immediately.

Following this test, cascade training for Station Commanders took place to enable further tests to be carried out on other personnel which have all seen positive outcomes. A procedure note has been written and is out for consultation.

This procedure and testing does not negate the need for Occupational Health to carry out hearing tests or subsequent tests if the potential hearing loss is at the highest level and/ or an individual fails the Operational Functionality Hearing tests.

In addition to this, the H&S department is investigating the potential for devising Occupational Functionality Eyesight testing for those operational personnel or On- Call applicants who have monocular vision. Progress on this initiative will be detailed in future SMB Health and Safety monthly summaries.

Following changes to the Control of Asbestos Regulations 2012, Fire and Rescue Services have to apply for an exemption to work with asbestos where previously the exemption was automatic. This necessitated a formal application to the Health and Safety Executive (HSE) confirming that the Authority will comply with the requirements of the joint method statement compiled by the HSE and Chief Fire Officers Association (CFOA). Compliance involves a comparison with our current procedures against the method statement and the purchase of a Class H vacuum, with a HEPA filter, for dry decontamination purposes. The H&S department instructed all stakeholders within the Authority to check and amend procedures in order to comply including the Resource and Development department who are looking at a collaborative approach with Royal Berkshire and Oxfordshire for procurement with a view to purchase as soon as practically possible.

Synergistic working with other departments is progressing well, particularly the involvement with HR to produce new policies, procedures and guidance. Evidence of this can be found in the "Stress in the Workplace" guidance documents, Working Time Directive procedure note (currently out for consultation) and the Operational Functionality Hearing tests procedure note. This work is excellent progress and will assist in improving compliance with legislation and further improving the excellent safety culture the Authority has.

Work has also been carried out with Training School for the review and amendment of the Manual Handling policy which will now be a procedure note. The department has also been actively involved with the People and Organisational Development team in the development of Learn Pool health and safety training packages.

Property, Fleet, Procurement and the Thames Valley Fire Control project are all other departments that H&S regularly work with on such matters as premises hazards and defects; insurance claims and the procurement of goods and services; ensuring the safety event and exposure to hazardous substances at

incidents reporting is captured in a way that is satisfactory to all three Thames Valley Services.

The aspiration to promote and modernise the Service's approach to risk assessment has been achieved with the creation and implementation of an electronic risk assessment database and a CoSHH risk assessment database which is accessible to all. The benefits of these databases are as follows:

- The risk assessments are controlled by the H&S department
- Viewers only see the most up to date version as the others are archived
- The need for hard copies is removed
- Duplication is removed i.e. a copy on the N-drive and copies on the stations and other departments
- H&S, as part of monitoring can send the 'author' of the risk assessment a reminder electronically that a review is required

A CoSHH procedure note has been drafted and will be released for consultation in due course.

After attending an ALARM conference the H&S Manager and Fleet Manager resurrected the project to fit CCTV cameras in the fire appliances. This had previously been trialled at Aylesbury Fire Station in 2009, however, there was resistance to it from the FBU and the crews and it was subsequently dropped.

360 degree CCTV on appliances will record footage of journeys and the location of the appliances. It will also record the following:

- Speed of the appliance
- Whether sirens and horns were in use
- Whether headlights and indicators were in use
- When the driver commenced braking
- When the driver changed gear
- Time stamp should the appliance be involved in a collision

CCTV will provide protection for the Authority against fraudulent third party claims therefore reducing cost outlay; reputational damage; assist in vehicle safety event investigation; focus the minds of crews to follow procedure including the use of "guides" for slow speed manoeuvres; provide true evidence as to the sequence of events and protect the driver.

Should the capital bid be approved there will need to be stringent procedures put in place in order to comply with the Data Protection Act 1998. This will cover such concerns as access to the data and what it can be used for. Work on this will commence if the bid is approved.

An approach was made to both Royal Berkshire and Oxfordshire for a collaborative approach to procuring CCTV, however, Royal Berkshire are doing it

through the Fire Risk Insurers Consortium (of which we are not members) and Oxfordshire are not financially able to do this for some time.

3.4 Dynamic Risk Assessment (DRA)

With the new Incident Command Manual being released in December a decision was taken by the Head of Service Delivery to remove the process of the written DRA. Of 46 Fire Services, only this Authority and one other carried out this procedure which is considered to be a legacy process of minimum value and detracts from the Incident Commander being able to observe and identify all the significant hazards on the incident ground and create a DRA which informs their plan for dealing with the incident.

In accordance with the draft version of the new Incident Command Manual and in consultation with the Head of Incident Command, a guidance note was created informing and educating operational personnel of the withdrawal of the written DRA and instructing that a DRA is still to be carried out at all times by the Incident Commander and the tactical mode and rationale for this must be passed to Control for recording as part of the first informative message.

The written DRA was withdrawn on the 30th September and the new process is embedding into the Service well.

3.5 Working Time Directive

Work has been taking place on examining the Authority's compliance with the Working Time Regulations 1998 which require employers to record and monitor the number of hours employees work both for the Authority and other secondary or primary employment.

Under the Regulations, employees have the responsibility to notify the Authority of hours worked in any other employment, including voluntary, and ensure they record and aggregate the hours to enable them to monitor the total number of hours worked. The employer's responsibilities are to provide the appropriate recording mechanism for hours worked for the Authority, monitor them to ensure they are not exceeded and provide the required rest breaks.

The current hour recording mechanisms are not robust enough to do this accurately as it does not break the 'working day' down into hours, so a recording system is being devised as an interim measure until such time as Gartan accommodates all staff. The individual will record their hours, as current practice, the Line Manager will monitor them on a monthly basis and send a return to H&S who will audit them and conduct spot checks to ensure it is being carried out and in the specified manner.

In circumstances where the hours are regularly exceeded the Line Manager will discuss this with the individual concerned and agree an appropriate way forward.

Whilst the HSE are not able to enforce the Working Time Regulations as this is European legislation, they have indicated that, should a serious safety event occur and they are required to investigate, working hours will be a primary focus in the investigation.

3.6 Industrial Action

The on-going industrial action by FBU members has brought many challenges to the Authority including the H&S department. A generic industrial action risk assessment based around our ability to meet our statutory duty was created as the main document with many others deriving from it. These include risk assessments for our contingency crews and appliances when at alternative locations (holding points); driving appliances and riding below minimum crewing during periods of industrial action. These risk assessments are reviewed after each period of industrial action to ensure they remain suitable and sufficient.

Since the Industrial Action commenced in September 2013, it is very pleasing to note that there has only been one safety event. This was vehicle damage sustained to an appliance and an MOD vehicle at one of the holding points. The driver of the appliance was attempting a reversing manoeuvre in an unlit yard and despite the use of "guides" struck the tow bar of a military vehicle. Very little damage was sustained to either vehicle.

This one event in 46 periods of industrial action during a 14 month timeframe is testament to the professionalism and commitment to safety of all staff working during those periods.

Both the H&S Manager and Technician have been heavily involved in supporting the industrial action contingency arrangements by working in the Operations Support Room and the Control Room wherever possible.

3.7 Death due to Service Activities

Following an unfortunate event involving an Oxfordshire Fire and Rescue Service appliance and crew who were responding to an emergency incident, a member of the public was hit on the roadway and subsequently died, the H&S Manager was tasked with creating a procedure for dealing with incidents of this nature within this Authority.

Whilst a procedure is in place for dealing with death in the workplace it does not cover the circumstances detailed above.

A visit was arranged to London Fire Brigade to discuss their experiences of this nature and to look at their arrangements and procedures and as a result, this piece of work evolved into a larger project which included a review of our current procedure note. A decision was taken by the Head of Service Development to amalgamate both documents. A draft paper has been written for presentation to SMB in December.

Once in place, a table top exercise will be staged involving a "death" scenario for a selected group of participants from departments that would need to be involved, should it happen for real, such as operational personnel, HR, Finance, H&S, SMB, Communications, Members etc. Notification of the exercise will be promulgated in advance with the instruction for all staff to familiarise themselves with the procedure note which will ensure people are aware of its existence and contents. The group of participants will then be selected close to the date of the exercise and feedback from the event will be disseminated to all staff afterwards to inform learning.

3.8 Collaborative Working

Work continues on developing new and maintaining existing relationships with our neighbouring, regional and national FRS colleagues through a variety of means. This is essential to improve common working, inter-operability, best practice, bench- marking and value for money.

BMKFA is highly focussed on collaborative working evidenced through the following:

- Active engagement with CFOA; the H&S Manager attends the national H&S meetings and is a member of the CFOA H&S Practitioners Forum. She also attends the national conferences including one in October which centred on risk aversion within the Fire Service.
- Collaborative Partnership work including advising on national Risk Statements, Standard Operating Procedures, Additional Hazard Information Sheets and training packages.
- Thames Valley Fire Control Service – consultation between this Authority, Royal Berkshire and Oxfordshire in the creation of a combined safety event reporting and exposure to hazardous substances form.
- West Midlands, Warwickshire and Hereford and Worcester in the design of a Fire Service specific QSA Audit. This involved a review of the Policy, Planning and Organising sections and aligning them with the new HSG65 "Plan, Do, Check, Act" and the "Health, Safety and Welfare Framework for the Operational Environment" document. A review of the Implementation, Monitoring, Review and Audit section set questions, to retain, amend, delete and add questions worded in simple, clear and concise terms.
- Procurement opportunity with both Royal Berkshire and Oxfordshire for CCTV in fire appliances.
- Oxfordshire in the provision of DSE Assessor training initiated by BMKFRS and the provision of training and set questions for the Operational Functionality hearing tests by Oxfordshire; both at no cost.
- London for the guidance in dealing with major incidents such as death of either a member of staff or the public.

3.9 Health and Safety Department

The five appraisal objectives and the Behaviours and Values objective set for the H&S Manager by her line manager in order to achieve the strategic aims of the Corporate Plan for 2013/14 were achieved.

The H&S Technician achieved four of five but could not fully achieve the fifth due to external influences. However, she has achieved the NEBOSH General Certificate which is an objective set for completion in early 2015.

H&S department along with two other departments financed the procurement of Barbour –an environmental and health and safety internet based information system which provides a database of current and historical health and safety information. Since go live in December 2013, it has proved invaluable to the team in keeping abreast of legislation changes, British Standards and retrieving historical information such as old Technical Bulletins etc.

Strategic commitment to Health and Safety is still very integral to the Authority. This year has seen the introduction of monthly H&S summaries to SMB, providing information on the on-going work of the department, current issues facing the Authority and details of notable good practice. A six month “mini” report on the frequency and types of safety event occurring at operational incidents and training events was produced for SMB covering the period beginning of January to end of June with very pleasing results- from 3300 incidents there were 26 safety events which in percentage terms was less than 1%. Please see the full report here along with the latest H&S summary.

[Health and Safety Monthly Summary October 2014](#)

[Six monthly report - safety events at incidents and training events](#)

4 Forward Planning

4.1 Budgetary Impacts

This year has seen the introduction of regular reporting of the costs of vehicle safety events at the quarterly Health, Safety and Welfare Committee meetings, which is averaging out at £1300 a quarter. Whilst this is not excessive, a reduction in the number of vehicle and equipment safety events would reduce the costs of repair or replacement. Closer liaison with Travelers Insurers via Procurement allows the H&S department to monitor the number and amount of insurance claims including third party claims.

A further way of reducing vehicle safety events is the installation of CCTV in the fire appliances. A capital bid has been put forward for the purchase and

maintenance of a 360 degree system; whilst the initial outlay is considerable, guesstimated at £125,000, the fitting programme could be phased over a period of several fiscal years. If the capital bid is approved, the tendering process can begin which is why the cost is currently guesstimated.

The H&S budget is forecast to be in an underspend position at the end of this financial year. The current forecast is a potential underspend of £7500. This provides further evidence that the H&S department continues to offer value for money whilst maintaining efficiency and effectiveness particularly with the added distraction of industrial action.

4.2 Objectives for 2014/15

The Authority's vision is "that Buckinghamshire and Milton Keynes is the safest place in England in which to live, work and travel". To support this vision the Corporate Plan 2012/15 sets out five strategic aims. Whilst health and safety runs through all of them it is clearly stated in 'Response, People and Resources' in priorities 1, 2 and 3; 1 and 2; and 1 and 2 respectively. The Corporate Plan can be accessed via the link below.

[Corporate Plan 2012-15](#)

Objectives set for 2014/15 for the H&S Manager are as follows:

4.2.1 Conduct a review of all "driving for work" to include operational employees' primary and secondary employment to ascertain if there is a risk to the Authority from non - compliance with EU Regulation (EC) 561/2006 Rules on drivers hours and tachographs and the Working Time Regulations. Produce a report with recommendations for SMB.

4.2.2 Work with HR and others on the creation of both a procedure and a robust process for recording and monitoring the hours worked.

4.2.3 To source and provide level 1, 2 and 3 accident investigation training for completion this financial year. Have a budget approved and provide monitoring and quality assurance for the next 12 months and report accordingly.

4.2.4 Achieve financial approval for the purchase of a behavioural safety culture survey; conduct the survey to establish and bench mark the Authority's current position; analyse and feedback results. In early 2015 benchmark, monitor and test for improvement in culture. Finally, carry out the survey for a second time in 2017 and analyse the results.

4.2.5 Behaviours and Values objective – Achieve greater cohesion between the H&S department and others to ensure all relevant stakeholders are involved through the setting up of a H&S focus group where ways to improve H&S performance can be suggested and discussed.

Objectives set for 2014/15 for the H&S Technician are as follows:

4.2.6 Achieve a training qualification in order to deliver in-house H&S training e.g. Level 3 Award in Education and Training.

4.2.7 Create league tables using existing methodology and establish robust, efficient, effective and user friendly systems for recording safety events, hazard and near miss statistics including the removal of the "risk gauges" replacing them with a positive outcome based system that differentiates between events and near misses and recognises different types of station and is able to pro rata events.

4.2.8 In conjunction with HR conduct a review of Whole-time and On-Call personnel's primary and secondary employment to enable H&S Manager to achieve objective 4.2.1.

4.2.9 Carry out a data trend analysis of safety events for as far back as possible, create a recording database and provide results.

4.2.10 Behaviour and Values objective – Understand the Authority's strategic aims and priorities and understand how they impact on the work of the H&S department and apply them across your role.

5 Audits and Inspections

5.1 Operational Assurance Peer review

Please see section 3 3.1 for further information.

5.2 Internal Audits and Inspections

The annual H&S station/site audit form was amended prior to this year's audit programme in order to make it more "user friendly" for the "auditor" and for the H&S department when collating the results.

Upon receipt of the completed reports H&S enter the results onto an excel spread sheet which provides a visual overview of both positive factors and issues at stations and sites throughout the Authority. Potential H&S issues identified are sent to the relevant department for resolution with a request for feedback on progress at regular intervals and confirmation that the actions have been completed.

The Health, Safety and Welfare committee are briefed of the findings at the December meeting and updated subsequently until all issues are closed.

5.3 RoSPA QSA Audit

The South East region audit programme for 2014 was due to see BMKFRS lead on an audit at West Sussex early in the year, following which, an audit of BMKFRS was due to take place in the last quarter of the year, however, due to continuing industrial action it was necessary to defer both audits. The programme will be resurrected as soon as a resolution is reached between the two parties.

6 Appendices

6.1 Detailed below are two appendices which provide information and data on the following:

- Buckinghamshire & Milton Keynes Fire & Rescue Service safety event comparisons over a four year period from 2010- 2014
- Family peer group performance comparison table 2012/13 and 2013/14

Buckinghamshire & Milton Keynes Fire & Rescue Service safety event comparisons over a four year period from 2010- 2014 – see table below.

The statistics show that in 2010/11 Vehicle and Personal Injury safety events were at their highest level; 84 and 61 respectively. 2011/12 and 2012/13 saw a considerable decrease with Vehicle safety events at 52 and 38 respectively and Personal Injury at 48 and 43. However, 2013/14 saw an increase in the occurrence of safety events in all types with Vehicle at 60, Personal Injury at 45, Premises & equipment at 23.

Premises and equipment safety events rose in 2011/12; fell in 2012/13 and have risen considerably in 2013/14.

Near Miss reporting rose considerably in 2011/12, fell in 2012/13 and rose further still in 2013/14 which is very encouraging. Work will continue to raise awareness of the need to report hazards and near misses.

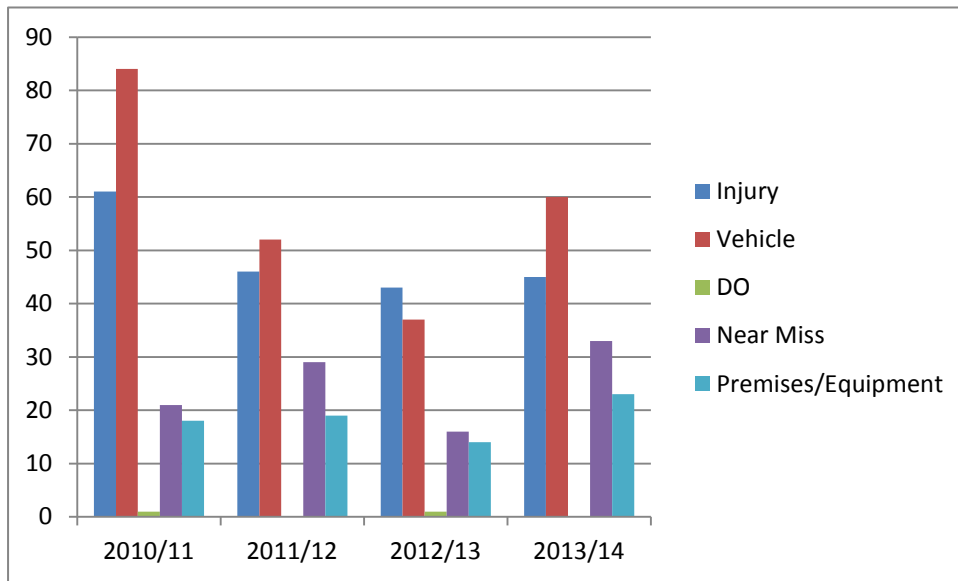
As there has been an increase in safety events during 2013/14 further analysis of these events is taking place to identify trends and causality. Once identification has been made, work will begin to find solutions to further reduce the possibility of reoccurrence.

Appendix 1

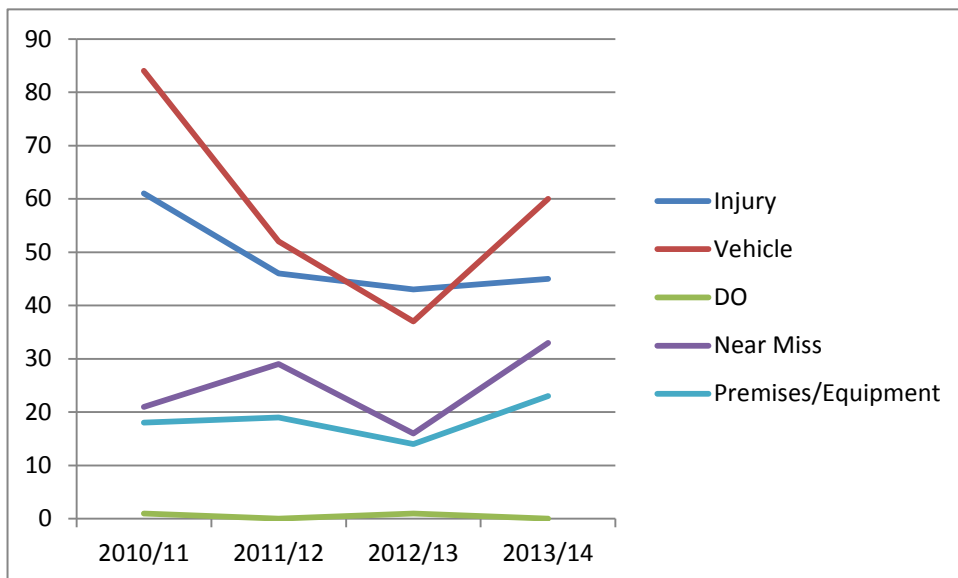
Buckinghamshire & Milton Keynes Fire & Rescue Service safety event comparisons over a four year period from 2010- 2014

Key - DO = Dangerous Occurrence

Bar Chart



Line Chart



Appendix 2

Family peer group performance comparison tables 2012/13 and 2013/14

The H&S department are required to report on BMKFRS end of year accident statistical returns to the Department of Communities and Local Government (DCLG) on 31st May 2014 for the period 1 April 2013 to 31 March 2014.

DCLG has requested returns for operational employee safety events only and therefore there will be a difference compared to the full report that will be presented in appendix 1, which will include all BMKFRS safety event figures.

Summary:

The Health and Safety Department provided returns for;

HS1- Injuries during operational incidents, split into Whole-time and On-Call categories and sub divided for accidents at fires, at Road Traffic Collisions and at other Special Service Calls.

HS2- Injuries during training and routine activities also split into Whole-time and On-Call categories and sub divided for accidents during operational training, fitness training and routine activities

VE1- Vehicle accidents displayed as a comparison against our peer group.

Findings:

HS1- personnel injured at operational incidents has seen an increase of two on last year. An 11% increase on last year's events.

Reason – It is difficult to clearly identify the reason. The events were of a minor nature of which one was caused by a third party. One possible reason could be behavioural safety as crews may not be actively focussing on their role due to efforts being concentrated on industrial action and the associated personal impacts.

HS2- Training and routine safety events have seen an increase of 2. These occurred in the routine activities category; an increase of 33%.

Reason: It is difficult to clearly identify the reason. The events were unavoidable with one being caused by a third party and the other was a manufacture defect on a piece of PPE.

In addition to the DCLG yearly statistical returns the health and safety report includes comparisons against the family peer group of 11 similar sized fire and rescue services for this year and those carried out in 2012/13.

Total Number of Persons Injured	2012/13	Total Number of Persons Injured	2013/14
Buckinghamshire	24	Buckinghamshire	26
West Sussex	42	Wiltshire	41
Wiltshire	44	West Sussex	49
Northamptonshire	45	Northamptonshire	53
Suffolk	56	Bedfordshire	55
Bedfordshire	63	Oxfordshire	61
Oxfordshire	64	Suffolk	62
Berkshire	67	Dorset	68
Norfolk	80	Berkshire	73
Dorset	83	Norfolk	102
Cambridgeshire	96	East Sussex	106
East Sussex	98	Cambridgeshire	134

Whilst remaining top with the least number of persons injured this year the number has increased by two compared to last year.

Total Number of injuries at fires	2012/13	Total Number of injuries at fires	2013/14
Buckinghamshire	4	Buckinghamshire	3
West Sussex	7	Wiltshire	5
Berkshire	11	West Sussex	9
Dorset	13	Dorset	11
Wiltshire	13	Bedfordshire	13
Northamptonshire	14	Northamptonshire	14
Suffolk	16	Berkshire	15
Bedfordshire	18	Suffolk	15
Norfolk	19	Norfolk	19
East Sussex	21	Oxfordshire	27
Oxfordshire	21	Cambridgeshire	29
Cambridgeshire	24	East Sussex	30

Again, BMKFRS hold first place in the total number of injuries at fires which has also seen a reduction by 1 compared to last year. This is very pleasing.

Total Number of injuries at Special Services	2012/13	Total Number of injuries at Special Services	2013/14
Buckinghamshire	2	Berkshire	2
Wiltshire	2	Cambridgeshire	2
Suffolk	3	West Sussex	3
Bedfordshire	4	Norfolk	4
Berkshire	4	East Sussex	4
Northamptonshire	4	Buckinghamshire	5
West Sussex	6	Dorset	8
Oxfordshire	8	Wiltshire	14
Norfolk	9	Northamptonshire	15
Cambridgeshire	13	Oxfordshire	15
Dorset	13	Bedfordshire	19
East Sussex	16	Suffolk	27

It is disappointing to note that BMKFRS has slipped from first to sixth place due to an increase of 3 events. The nature of these 3 events are a cut to a Firefighter's arm during an extrication at an RTC; a Co-responder was poked in the eye by a paramedic and whilst cutting a B post during an RTC a Firefighter was scratched on the lip and chin by a section of the post.

Total Number of injuries during routine activities	2012/13	Total Number of injuries during routine activities	2013/14
Oxfordshire	7	Dorset	5
Wiltshire	7	Suffolk	7
Buckinghamshire	8	Oxfordshire	8
Suffolk	13	Berkshire	10
Bedfordshire	14	Buckinghamshire	10
Northamptonshire	14	Wiltshire	10
Dorset	15	Northamptonshire	12
West Sussex	15	Bedfordshire	15
Norfolk	19	Norfolk	16
East Sussex	21	West Sussex	17
Cambridgeshire	23	East Sussex	19
Berkshire	27	Cambridgeshire	40

This year has seen an increase of 2 in the above category which have caused a slippage from third to fifth place. The nature of these 2 events are; whilst driving to a standby duty a Firefighter was hit by a third party causing injury to his wrist and another Firefighter, whilst wearing his fire fighting boots a manufacturer's nail came through the boot and punctured his right heel.

Total Number of injuries during Training	2012/13	Total Number of injuries during Training	2013/14
Buckinghamshire	10	Buckinghamshire	10
Northamptonshire	13	Northamptonshire	19
West Sussex	14	West Sussex	19
Wiltshire	22	Bedfordshire	22
Suffolk	24	Oxfordshire	24
Berkshire	25	Wiltshire	24
Bedfordshire	27	Dorset	33
Oxfordshire	28	Berkshire	34
Norfolk	33	Suffolk	36
Cambridgeshire	36	Norfolk	40
East Sussex	40	East Sussex	42
Dorset	42	Cambridgeshire	50

BMKFRS again hold first position with the same number of events as last year for the above category, a very pleasing result.

Total Number of Major injuries	2012/13	Total Number of Major injuries	2013/14
Buckinghamshire	0	Buckinghamshire	0
Suffolk	0	West Sussex	0
West Sussex	0	Bedfordshire	0
Wiltshire	0	Berkshire	0
Bedfordshire	1	Norfolk	0
Berkshire	1	Northamptonshire	1
East Sussex	1	Oxfordshire	1
Norfolk	1	Wiltshire	1
Northamptonshire	1	Cambridgeshire	1
Oxfordshire	1	Suffolk	2
Dorset	2	Dorset	3
Cambridgeshire	9	East Sussex	3

First position has been maintained this year in this category which is excellent news.

Total Number of over 7 day injuries	2012/13	Total Number of over 7 day injuries	2013/14
Cambridgeshire	0	Buckinghamshire	2
Suffolk	3	Dorset	7
West Sussex	5	East Sussex	7
Oxfordshire	6	Northamptonshire	7
Buckinghamshire	7	Bedfordshire	8
Wiltshire	7	Wiltshire	8
Bedfordshire	10	Berkshire	9
Dorset	11	West Sussex	9
Northamptonshire	11	Cambridgeshire	10
Berkshire	12	Suffolk	10
East Sussex	13	Oxfordshire	12
Norfolk	16	Norfolk	19

BMKFRS has improved in this category rising from fifth to first place for "RIDDOR reporting over 7 day injuries" with a reduction of 5 incidents, a very good result.

Vehicle Safety Events 2013/14	
Fire & Rescue Service	Total Number of safety events
Suffolk	15
Cambridgeshire	38
Bedfordshire	40
Berkshire	46
Buckinghamshire	46
Nottinghamshire	48
Northamptonshire	54
Wiltshire	55
West Sussex	61
Oxfordshire	63
East Sussex	83
Dorset	92
Norfolk	111

BMKFRS is joint fourth in this league table; work is to focus on reducing this type of event further to improve position in the next year.

Annual Incidence Rate			
Fire & Rescue Service	Total Number of employees	Total number of safety events	Incident Rate
Buckinghamshire	609	26	4269
Wiltshire	564	41	7296
West Sussex	671	49	7302
Northamptonshire	594	53	8922
Bedfordshire	587	55	9369
Dorset	721	68	9431
Suffolk	656	62	9451
Oxfordshire	600	61	10166
Berkshire	601	73	12146
Norfolk	832	102	12259
East Sussex	833	106	12725
Cambridgeshire	606	134	22112

The comparison tables show fire and rescue services of comparable size in numbers of employees to Buckinghamshire Fire & Rescue Service, however there are still variances of up to 100 employees. Again, BMKFRS lead with the least number of safety events, another excellent result.

To obtain a truer performance figure the Annual Incidence Rate is used and calculated by the number of reportable injuries in financial year divided by the average number employed during the year x 100,000, giving the number of injuries per 100,000 workers.