



HEREFORD & WORCESTER Fire Authority

Policy and Resources Committee

AGENDA

Thursday, 17 November 2016

10:30

**Conference Suites
Headquarters, 2 Kings Court, Charles Hastings Way,
Worcester, WR5 1JR**

ACTION ON DISCOVERING A FIRE

- 1 Break the glass at the nearest **FIRE ALARM POINT**.
(This will alert Control and other Personnel)
- 2 Tackle the fire with the appliances available – **IF SAFE TO DO SO**.
- 3 Proceed to the Assembly Point for a Roll Call –

CAR PARK OF THE OFFICE BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 4 Never re-enter the building – **GET OUT STAY OUT**.

ACTION ON HEARING THE ALARM

- 1 Proceed immediately to the Assembly Point

CAR PARK OF THE OFFICE BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 2 Close all doors en route. The senior person present will ensure all personnel have left the room.
- 3 Never re-enter the building – **GET OUT STAY OUT**.

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Toilets – please ask at reception.

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- the right to attend all Authority and Committee meetings unless the business to be transacted would disclose “confidential information” or “exempt information”;
- the right to film, record or report electronically on any meeting to which the public are admitted provided you do not do so in a manner that is disruptive to the meeting. **If you are present at a meeting of the Authority you will be deemed to have consented to being filmed or recorded by anyone exercising their rights under this paragraph;**
- the right to inspect agenda and public reports at least five days before the date of the meeting (available on our website: <http://www.hwfire.org.uk>);
- the right to inspect minutes of the Authority and Committees for up to six years following the meeting (available on our website: <http://www.hwfire.org.uk>); and
- the right to inspect background papers on which reports are based for a period of up to four years from the date of the meeting.

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WELCOME AND GUIDE TO TODAY’S MEETING. These notes are written to assist you to follow the meeting. Decisions at the meeting will be taken by the **Councillors** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire and Rescue Authority comprises 25 Councillors and appoints committees to undertake various functions on behalf of the Authority. There are 19 Worcestershire County Councillors on the Authority and 6 Herefordshire Council Councillors.

Agenda Papers - Attached is the Agenda which is a summary of the issues to be discussed and the related reports by Officers.

Chairman - The Chairman, who is responsible for the proper conduct of the meeting, sits at the head of the table.

Officers - Accompanying the Chairman is the Chief Fire Officer and other Officers of the Fire and Rescue Authority who will advise on legal and procedural matters and record the proceedings. These include the Clerk and the Treasurer to the Authority.

The Business - The Chairman will conduct the business of the meeting. The items listed on the agenda will be discussed.

Decisions - At the end of the discussion on each item the Chairman will put any amendments or motions to the meeting and then ask the Councillors to vote. The Officers do not have a vote.



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

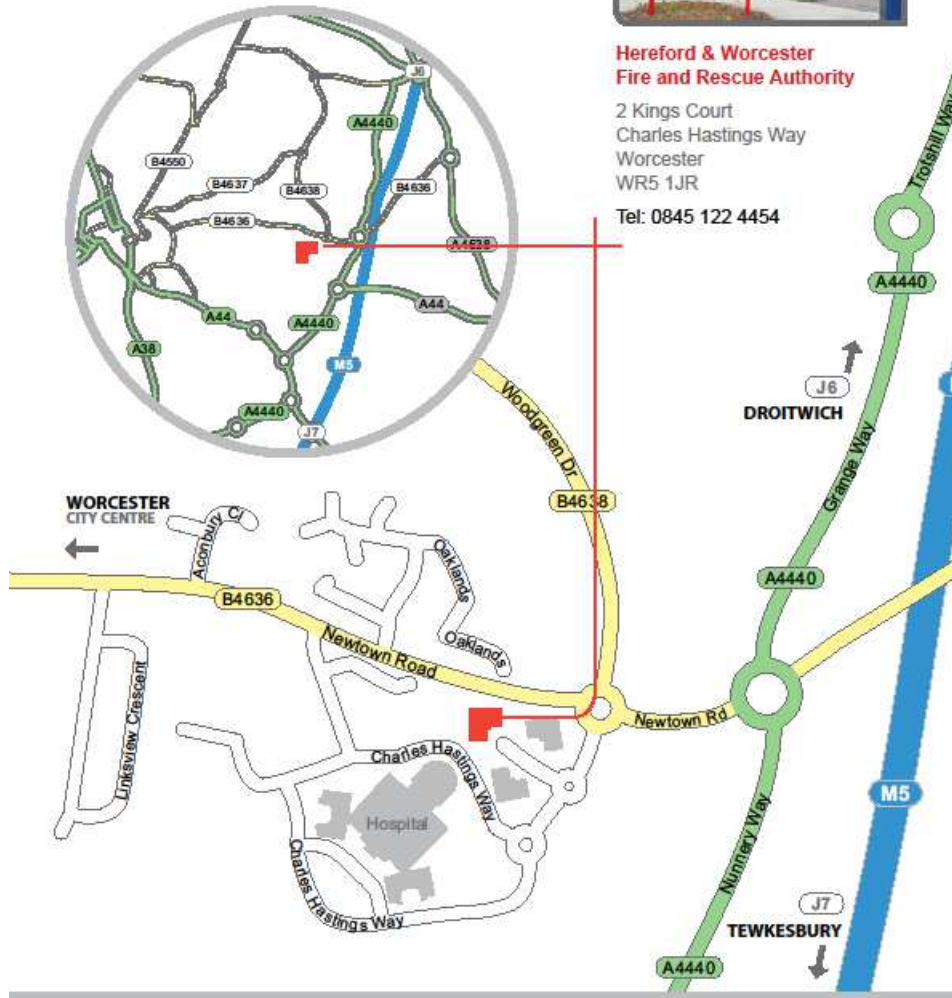
Service Headquarters



Hereford & Worcester Fire and Rescue Authority

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Charles Hastings Way
Worcester
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Hereford & Worcester Fire Authority

Policy and Resources Committee

Thursday, 17 November 2016, 10:30

Agenda

Councillors

Mr C B Taylor (Chairman), Mr R C Adams (Vice Chairman), Mr B A Baker, Mrs E Eyre BEM, Mr A Fry, Ms R E Jenkins, Mr J L V Kenyon, Mrs F M Oborski MBE, Mr R J Phillips, Mr D W Prodger MBE, Mr J W R Thomas, Mr P A Tuthill, Mr R M Udall

No.	Item	Pages
1	Apologies for Absence To receive any apologies for absence.	
2	Named Substitutes To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3	Declarations of Interest (if any) This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
4	Confirmation of Minutes To confirm the minutes of the meeting held on 21 September 2016.	7 - 14
5	2016/17 Budget Monitoring – 2nd Quarter To inform the Committee of the current position on budgets and expenditure for 2016/17.	15 - 21

6	2016-17 Performance Report: Quarter 1 and Quarter 2	22 - 56
	This report is a summary of the Service's Quarter 1 and Quarter 2 (Q1 and Q2) performance against a comprehensive set of Performance Indicators agreed by Senior Management Board (SMB).	
7	Health and Safety Committee Update	57 - 64
	To provide the Policy and Resources Committee with an update on activities and items of significance from the Service's Health and Safety Committee.	



Hereford & Worcester Fire Authority

Policy and Resources Committee

Wednesday, 21 September 2016, 10:30

Minutes

Members Present: Mr R C Adams, Mr B A Baker, Mr A Fry, Ms R E Jenkins, Mrs F M Oborski MBE, Mr R J Phillips, Mr D W Prodger MBE, Mr C B Taylor, Mr J W R Thomas, Mr P A Tuthill, Mr R M Udall

Substitutes: none

Absent: none

Apologies for Absence: Mrs E Eyre BEM, Mr J L V Kenyon

58 Confirmation of Minutes

RESOLVED that the minutes of the meeting of the Policy and Resources Committee held on 21 March 2016 be confirmed as a correct record and signed by the Chairman.

59 2016/17 Budget Monitoring - 1st Quarter

Members were informed of the current position on budgets and expenditure for 2016/17 and noted the forecast revenue underspend of £0.656m.

RESOLVED that the forecast revenue underspend of £0.656m (2.1%) be noted.

60 Revision to Medium Term Financial Plan

Members were informed of the efficiencies made by the Authority and asked to consider amendments to the Medium Term Financial Plan.

RESOLVED that the Fire Authority be recommended to approve amendments to the Medium Term Financial Plan, resulting in a revised budget gap of £1.657m by 2019/20.

61 Treasury Management Activities 2015/16

Members were asked to review the Treasury Management Activities for 2015/16 and noted that the monitoring of the Prudential Indicators had demonstrated that the Authority had complied with its Treasury Management targets.

RESOLVED that the Committee agree the Prudential Indicators were within the limits set by the Authority in February 2016 and that there are no matters that require further attention.

62 Quarterly Performance Report Q1

Members were provided with a summary of the Service's Quarter 1 performance against a comprehensive set of Performance Indicators agreed by the Senior Management Board.

There was particular discussion around various aspects relating to false alarm calls and was noted that the number of malicious fire calls was extremely low.

In relation to retained availability, Members requested that future reports include information about the number of calls each station has attended.

[Councillor Adams entered the meeting at 10.58am].

RESOLVED that Members note the following headlines drawn from Appendix 1 of the report relating to performance in Quarter 1, 2016-17:

i) a total of 1,678 incidents were attended in Q1, an increase of 7.3% (114 incidents) over the same Quarter of 2015-16, and 4.0% (67 incidents) higher than the average for the last five years. However, the overall 5 year trend remained relatively consistent;

ii) the majority of the increase in Q1 is accounted for by a rise in the numbers of Special Service and False Alarm incidents, while the

number of Fire incidents was down:

a. Special Services: an increase of 19.9% (65 incidents) is mainly accounted for by increases in the number of animal assistance (13 incidents), flooding (11) Road Traffic Collisions (9) and water rescues (6).

b. False Alarms: an increase of 11.2% (81 incidents) is mainly because of automatic activations at a number of sheltered housing, nursing homes and hospitals and 13 incidents following the installation of a new alarm system at a block of flats in Kidderminster;

c. Fires: a decrease of 6.2% (32 incidents) over the previous year is largely accounted for by a fall in the number of Secondary Fires (down by 46 incidents) with fewer outdoor fires in a wetter than usual late spring/early summer period;

iii) the number of Fires and Special Service incidents continues to show a five-year downward trend, and False Alarms show a slight upward trend. While the figures are relatively consistent over the last five years, trends will continue to be analysed and monitored;

iv) overall Staff Sickness levels are 1.31 days lost per head, which remains within tolerance levels for Quarter 1 and below the five-year average of 1.63 days;

v) the Service attended 60.9% of Building Fires within 10 minutes in Q1 compared with 62.3% in the same period in 2015-16. The average time for the first fire appliance attendance at all building fires remained below 10 minutes (09:48); and

vi) the overall availability of the first On-Call (Retained) fire appliance remains high at 94.4%, a slight decrease of 0.5% in Q1 compared to the same period in 2015-16.

63 Fleet Strategy 2016 - 2021

Members were asked to approve the revised Fleet Strategy 2016-2021. Members noted that the Fleet Strategy would be reviewed annually and the Committee would receive further updates at the January meeting

each year, aligned to the budget setting processes.

Councillor Phillips, as Chairman of the Task and Finish Group that considered fleet issues earlier in the year, noted that the strategy was in accordance with the Task and Finish Group's findings.

RESOLVED that the new Fleet Strategy 2016-2021 be approved.

64 Evesham Fire Station Update

Members were advised of unforeseen additional work required to deliver the new Evesham fire station due to there being more contaminated material to deal with and an increased cost of doing so. Members noted the total cost of the project to the Fire Authority was now estimated at approximately £694,000 but that this still compared favourably to the alternative cost of works that would otherwise have been necessary to the existing fire station.

RESOLVED that:

i) the additional costs of this scheme be noted and the budget allocation be adjusted accordingly; and

ii) that a further report be presented to the Committee when the final costs are known.

65 Proposed New Hereford Fire Station ('One Herefordshire Hub')

Members were updated on developments in relation to the proposed new fire station in Hereford and proposals for a joint use building with Police and Herefordshire Council, to be known as the 'One Herefordshire Hub'. Members expressed their concerns over the delay in a new fire station and the consequential need to undertake remedial work on the existing fire station.

RESOLVED that:

(1) the development of a multi-agency facility, to include a new Fire Station, on land at Edgar Street, Hereford in conjunction with the Police & Crime Commissioner for West Mercia and Herefordshire Council (and/or others) be approved, subject to:

(i) the cost to this Authority not exceeding the provision within the existing capital programme; and
(ii) the estimated running costs being no more expensive than a stand-alone fire station;

(2) officers be authorised to incur all necessary expenditure to progress the above development up to tender stage, on such terms as may be agreed by the Chief Fire Officer in consultation with the Treasurer, Head of Legal Services and Chairman of the Authority; and

(3) a further report be brought to this Committee for approval once discussions have taken place with regard to:

(i) the apportionment of all costs and fees between the relevant partners;
(ii) the future ownership structure; and
(iii) land swap of the existing Hereford Fire Station site (if appropriate)

(4) Remedial work to be undertaken on the existing fire station should the need arise.

66 Proposed Hereford Slipway - Feasibility

This item was included in the agenda following a request from Councillor Kenyon at the previous Fire Authority meeting in June.

Members were provided with context to determine the need to proceed with a feasibility study to explore the potential of an additional slipway in Hereford to launch water rescue boats. Following discussion, Members agreed that costs would not be viable unless the work was being undertaken in partnership with others, at a shared cost and as a joint facility.

RESOLVED that officers be authorised to contribute towards the costs of a feasibility study into the provision of a slipway at Hereford if satisfied that there are sufficient other interested parties willing to contribute for such a scheme to be potentially viable.

67 Employment Monitoring Data 2015-16

Members noted the progress against the Public Sector Equality Duty, prior to the publication of the Employment Monitoring Data 2015-16 on the Service website. Members remarked that the document was excellent, providing data in a very clear manner.

RESOLVED that the following areas be noted:

- i) Progress has been made in increasing the diversity profile of Retained Duty System (RDS) staff with an increase in representation from female and Black and Minority Ethnic (BME) RDS groups;**
- ii) Targeted recruitment campaigns to increase the representation of local communities within the workforce are ongoing;**
- iii) There has been progress in reducing formal disciplinary, harassment and bullying case work, and it should be noted that this has coincided with the Training Centre reporting an increased number of staff who have completed Equality and Diversity training.**

68 Update from the Health and Safety Committee

Members were provided with an update on the activities and items of significance from the Service's Health and Safety Committee.

RESOLVED that the following activities and items of significance from Quarter 4 2015-16 be noted:

- i) a total of 29 Health and Safety events were reported, a decrease in comparison to the previous quarter where 38 events were reported;**
- ii) the Health & Safety Committee is exploring a number of opportunities to share best practice and to collaboratively develop health and safety policies and procedures with other fire and rescue services; and**
- iii) the Health & Safety department is undertaking a review of the health and safety management systems with regards to the Service's fleet.**

69 Update from the Equality and Diversity Advisory Group

Members were provided with an update from the Equality and Diversity Advisory Group.

RESOLVED that the following areas be noted:

i) Positive progress against the Service's current equality objectives was reported to the Equality and Diversity Advisory Group Meeting on 27 June 2016;

ii) There is a proposed realignment of equality and diversity replacing the Advisory Group with an Organisational Development Board led by the Assistant Chief Fire Officer in order to better support embedding equality and diversity across the Service;

iii) Excellent progress has been made in equality and diversity training, and there are plans to introduce an e-learning package;

iv) A Service representative attended the recent Asian Fire Service Association (AFSA) Annual General Meeting and Development Day on 26 and 27 May 2016;

v) Service representatives attended the MIND Blue Light Regional Conference;

vi) A Service representative attended the Women in the Fire Service UK Annual Conference.

70 Update from the Joint Consultative Committee

Members were informed of the activities of the Joint Consultative Committee. It was noted in the meeting that there was an error in paragraph 6 (fourth bullet) which should have read that there will be full consultation with Representative Bodies and their members with regard to electronic payslips.

RESOLVED that the following items currently under discussion by

the Joint Consultative Committee be noted:

- (i) A review of the Joint Protocol for Industrial Relations SPI**
- (ii) Relocation of Service Headquarters (SHQ) to Hindlip**
- (iii) Wyre Forest Hub**
- (iv) Job Evaluation**
- (v) Introduction of electronic payslips**

The Meeting ended at: 11:49

Signed:.....

Date:.....

Chairman

Report of the Treasurer

5. 2016/17 Budget Monitoring – 2nd Quarter

Purpose of report

1. To inform the Committee of the current position on budgets and expenditure for 2016/17.
-

Recommendation

The Treasurer recommends that the Committee note:

- i. the forecast revenue underspend of £1.056m (3.3%); and*
- ii. the virement of £0.057m to operational equipment and £0.071m to a full property condition survey.*

Introduction and Background

2. This report relates to the Authority's financial position for the period April – September 2016 (Quarter 2 – 2016/17), and an outturn projection based on that position.
3. Separate financial reports are included to detail the position for both Revenue and Capital for this period.
4. Details are included about the Authority's Treasury Management position for the period.

Revenue

5. In February 2016 the Authority set a net revenue budget for 2016/17 of £31.992m, allocated to budget heads.
6. This was subsequently amended to reflect the proposed use of earmarked reserves and allocation of pay award provision.
7. Appendix 1 details the annual budget and gives details of the projected year end expenditure. A full breakdown of the budget variation is given in Appendix 1 but the table overleaf provides a summary of the position.

	Quarter 1 Variance £m	Quarter 2 Variance £m	Change £m	Note
RDS FF Pay Employee Costs		(0.092)	(0.092)	a
Pay & Inflation Provision	(0.356)	(0.446)	(0.090)	b
Capital Financing	(0.250)	(0.250)		c
	(0.606)	(0.788)	(0.182)	
Strategic Management		(0.015)	(0.015)	c
New Dimensions		(0.007)	(0.007)	c
Community Safety		(0.004)	(0.004)	c
Training Department		(0.037)	(0.037)	c
P & I		(0.008)	(0.008)	c
Ops Policy		(0.014)	(0.014)	c
Human Resources		(0.024)	(0.024)	c
Fleet		(0.022)	(0.022)	c
FRA Costs		(0.003)	(0.003)	c
ICT		(0.012)	(0.012)	c
Finance (FRS)	(0.050)	(0.053)	(0.003)	c
Legal Services		(0.004)	(0.004)	c
	(0.656)	(0.991)	(0.335)	
Excess Staff (Net)		(0.065)	(0.065)	d
	(0.656)	(1.056)	(0.400)	

8. Since the 1st quarter savings levels have increased from within the expenditure budgets as constraint continues to be exercised. The key variations changed at Quarter 2 over Quarter 1 are explained below:
- RDS underspending reflecting 2014/15 and 2015/16 outturn position, £0.092m;
 - Pay award savings from 1% pay award, now calculated rather than initial estimate used at Quarter 1, £0.090m. This base saving will reduce the future expenditure need and reduce further the recently revised Medium Term Financial Plan budget gap;
 - Net underspending in budget holder areas, £0.153m, just over 4% of the budget concerned; and
 - Net saving on remaining excess staff, £0.065m.
9. There is no variation in respect of Facilities Management costs as Place Partnership Limited are still unable to supply reliable forecast data.

Virement

10. In line with Financial Regulations the Chief Fire Officer and Treasurer propose the following virements of the budget holder underspendings:

- a) £0.071m to conduct a full condition and efficiency survey of all Authority property to inform the future Capital Programme;
- b) £0.033m to provide mobile IT devices for operational officers that currently do not have access to them; and
- c) £0.024m to provide additional specialist protective equipment for operational personnel.

Capital

11. The current capital budget (including approved rephasing from 2015/16) was approved by the Authority in June 2016 and is detailed in Appendix 2. It is in two parts:

• Capital Budget (approved schemes)	£7.610m
• Schemes awaiting approval	£12.024m
• Total Capital Strategy	£19.634m

12. The approved Capital budget is divided into 4 blocks:

- Vehicles
- Major Buildings
- Fire Control
- Minor Schemes (allocated by Senior Management Board)

13. The Schemes waiting Approval total includes provision for Hereford and Redditch Fire Station replacement and the North Herefordshire Strategic Training Facility. It is expected that, once approved, expenditure will occur over a number of future years.

14. Approval has recently been given by the Fire Authority at the meeting on 11 October 2016, for the construction of the Wyre Forest Emergency Services Hub, this will be incorporated into the capital budget in Quarter 3.

15. Of the Capital budget of £7.610m, £3.993m (52%) has been committed by way of expenditure and orders.

16. There will be amendments required to the capital programme due to the changes made to the vehicle programme now the Fleet Strategy has been approved.

Treasury Management

17. Since October 2008 the Authority has adopted a policy of avoiding new long term borrowing, where working capital balances permit. The Authority will only extend long term borrowing when cash-flow requirements dictate that it is necessary, and only to finance long term assets.

18. At the beginning of the financial year (2016/17), borrowing was at a level of £13.137m, this will be reduced in February 2017 by an additional £0.500m to £12.637m following planned repayments to the Public Works Loans Board.
19. In accordance with the Authority's Treasury Management Strategy, surplus funds are invested by Worcestershire County Council alongside their own funds. Investment is carried out in accordance with the WCC Treasury Management Strategy, which has been developed in accordance with the Prudential Code for Capital Finance and is used to manage risks from financial instruments.
20. Given the uncertainty in financial markets, the Treasurer continues to advise that investment should be focussed on security. As a consequence surplus funds continue to generate low returns which are factored into the budget.
21. At 30th September 2016 short term investment with Worcestershire County Council comprised:

Organisation Type Invested in	H&WFRA (Proportion) £'000
Other Local Authorities	7,738
Debt Management Account Facility	289
Money Market Funds (Instant Access)	3,658
Call	1,715
Total	13,400

* Instant Access

22. An investment income target of £0.040m has been set for 2016/17, however as investments with the County Council are now more diversified, whilst still ensuring risk levels are reduced, income levels are higher than expected. In the 3 months to 30th June 2016 the Authority received income from investments of £0.013m; this slightly increased level is reflected in the capital financing variation. Second Quarter data has not yet been received from the County Council.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	See paragraphs 5-17 and 23
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None
Consultation (identify any public or other consultation that has been carried out on this matter)	None
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	None – N/A

Supporting Information

Appendix 1 – 2016/17 Revenue Budget Monitoring

Appendix 2 – 2016/17 Capital Budget Monitoring

Contact Officer

Martin Reohorn, Treasurer to the Authority
(01905 368205)
Email: mreohorn@hwfire.org.uk

Hereford & Worcester Fire Authority:
Policy & Resources Committee
Revenue Budget 2016-17 : 2nd Quarter

		2016/17 Annual Budget at Qtr 1 £m	Managerial Changes £m	Pay Awards £m	2016/17 Annual Budget at Qtr 2 £m	Forecast Annual Expd £m	Forecast Annual Variance £m
1	WT FF Pay	11.994		0.099	12.093	12.093	
2	RDS FF Pay	3.413		0.026	3.439	3.347	(0.092)
3	Control Pay	0.722		0.006	0.728	0.728	
4	Support Pay	3.216		0.032	3.248	3.248	
5	Other Employee Costs	0.061			0.061	0.061	
6	Unfunded Pensions	0.975			0.975	0.975	
7		20.381	0.000	0.163	20.544	20.452	(0.092)
8	Strategic Management	0.094			0.094	0.079	(0.015)
9		0.094	0.000	0.000	0.094	0.079	(0.015)
10	New Dimensions	0.095			0.095	0.088	(0.007)
11	Technical Fire Safety	0.016			0.016	0.016	
12	Community Safety	0.171			0.171	0.167	(0.004)
13	Training Dept	0.575			0.575	0.538	(0.037)
14		0.857	0.000	0.000	0.857	0.809	(0.048)
15	P & I	0.080	0.028		0.108	0.100	(0.008)
16	Ops Policy	0.065			0.065	0.051	(0.014)
17	Human Resources	0.404			0.404	0.380	(0.024)
18	Ops Logistics	1.161			1.161	1.161	
19	Fleet	0.528			0.528	0.506	(0.022)
20	FRA Costs	0.064			0.064	0.061	(0.003)
21		2.302	0.028	0.000	2.330	2.259	(0.071)
22	ICT	1.594			1.594	1.582	(0.012)
23	Facilities Mngt	1.986	0.050		2.036	2.036	
24	Insurances	0.316			0.316	0.316	
25	Finance (FRS)	0.022			0.022	(0.031)	(0.053)
26	Finance SLA	0.098			0.098	0.098	
27	Capital Financing	3.189			3.189	2.939	(0.250)
28		7.205	0.050	0.000	7.255	6.940	(0.315)
29	Legal Services	0.028			0.028	0.024	(0.004)
30	PPL Costs	0.341			0.341	0.341	
		0.369	0.000	0.000	0.369	0.365	(0.004)
31	Core Budget	31.208	0.078	0.163	31.449	30.904	(0.545)
32	Pay Award Provision 16/17	0.444		(0.163)	0.281		(0.281)
33	Inflation Contingency 16/17	0.156			0.156		(0.156)
	Unallocated Budget	0.037	(0.028)		0.009		(0.009)
34		0.637	(0.028)	(0.163)	0.446	0.000	(0.446)
35	Excess Staff	1.171			1.171	1.236	0.065
36	Secondment Income	(0.241)			(0.241)	(0.371)	(0.130)
37		0.930	0.000	0.000	0.930	0.865	(0.065)
38	Gross Budget	32.775	0.050	0.000	32.825	31.769	(1.056)
39	Budget Reduction Reserve	(0.631)			(0.631)	(0.631)	
40	Other Earmarked Reserves	(0.152)	(0.050)		(0.202)	(0.202)	
41		(0.783)	(0.050)	0.000	(0.833)	(0.833)	0.000
42	Net Budget Requirement	31.992	0.000	0.000	31.992	30.936	(1.056)

Hereford & Worcester Fire Authority :
Policy & Resources Committee
Capital Budget 2016-17 : 2nd Quarter

Scheme	Total Budget	Prior Year Expenditure	Current Remaining Budget	Current Year Expd & Commitment	Remaining
Approved Schemes					
Vehicles					
149 - Command Support Unit replacement	350,000	-	350,000	-	350,000
152 - Pump Replacement 15/16	1,150,000	538,975	611,025	660,790	-49,765
199 - USAR Dog Van	29,000	26,865	2,135	-	2,135
204 - USAR ISV	81,000	63,218	17,782	9,030	8,752
207 - 16 - 17 Pumps	1,150,000	-	1,150,000	-	1,150,000
208 - 16 - 17 Response Vehicles	387,000	-	387,000	56,851	330,149
Total	3,147,000	629,058	2,517,942	726,671	1,791,271
Major Building					
179 - New Evesham Fire Station	3,730,000	535,901	3,194,099	2,757,654	436,444
200 - New Hereford Station Prelims	95,000	60,749	34,251	23,208	11,044
238 - Evesham Fire Station Fixtures	30,000	-	30,000	14,118	15,882
239 - Evesham Station IT Fit Out	60,000	-	60,000	12,836	47,164
Total	3,915,000	596,651	3,318,350	2,807,816	510,534
Fire Control					
103 - Fire Control Replacement	2,287,000	1,953,994	333,006	41,471	291,535
Total	2,287,000	1,953,994	333,006	41,471	291,535
Minor Schemes					
135 - Asbestos Works	144,765	14,765	130,000	-	130,000
170 - Computer Software 13-14	4,403	4,403	-	10,505	-10,505
178 - UPS Enhancement	127,432	102,432	25,000	2,506	22,494
193 - Station Masts	133,425	3,425	130,000	64,067	65,933
197 - Public Sector Network Physical Security Measures	200,000	26,662	173,338	142,386	30,952
201 - Day Crew Plus Hereford	275,000	60,643	214,357	1,697	212,660
202 - Day Crew Plus Worcester	275,000	197,894	77,106	76,831	275
205 - Redditch Welfare	100,750	27,750	73,000	59,834	13,166
209 - Bromyard Station Heating	10,000	-	10,000	-	10,000
210 - Droitwich Forecourt	70,000	-	70,000	-	70,000
211 - Eardisley Station Heating	10,000	-	10,000	-	10,000
212 - Hereford Staff Welfare	25,000	-	25,000	-	25,000
213 - Kingsland Station Heating	10,000	-	10,000	-	10,000
214 - Kington Station Heating	10,000	-	10,000	-	10,000
215 - Ledbury Station Heating	10,000	-	10,000	-	10,000
216 - Leintwardine Station Heating	10,000	-	10,000	-	10,000
217 - Pershore Boiler Room	30,000	-	30,000	-	30,000
218 - Pershore uPVC Facias	12,000	-	12,000	-	12,000
219 - Ross Station Heating	12,000	-	12,000	-	12,000
220 - Stourport Station Heating	10,000	-	10,000	-	10,000
221 - Upton Bay Floor	40,000	-	40,000	-	40,000
222 - Alerter Transmitters	175,000	-	175,000	-	175,000
223 - SAN Replacement	65,000	-	65,000	58,778	6,222
224 - Audit Software	35,000	-	35,000	-	35,000
225 - Hardware Replacement	69,200	-	69,200	-	69,200
237 - Intel Software	14,500	-	14,500	-	14,500
Total	1,878,474	437,973	1,440,501	416,603	1,023,899
Total	1,878,474	437,973	1,440,501	416,603	1,023,899
Capital Budget Approved Schemes	11,227,474	3,617,675	7,609,800	3,992,561	3,617,239
Schemes Awaiting Approval					
998 - Unallocated Minor Schemes	904,609	-	904,609	-	904,609
Major Building Schemes - awaiting Authority approval	11,119,644	-	11,119,644	-	11,119,644.00
Total	12,024,253	-	12,024,253	-	12,024,253
Capital Strategy	23,251,726	3,617,675	19,634,052	3,992,561	15,641,492

Report of the Head of Corporate Services

6. 2016-17 Performance Report: Quarter 1 and Quarter 2

Purpose of report

1. This report is a summary of the Service's Quarter 1 and Quarter 2 (Q1 and Q2) performance against a comprehensive set of Performance Indicators agreed by the Senior Management Board (SMB).
-

Recommendations

It is recommended that Members note the following headlines drawn from Appendix 1 relating to performance in Quarter 1 and Quarter 2, 2016-17:

- i) A total of 3,603 incidents were attended in Q1 and Q2, an increase of 7.5% (251 incidents) over the same period in 2015-16, and 5.3% (180 incidents) higher than the average for the last five years.*
- ii) The majority of the increase in Q1 and Q2 is accounted for by a rise in the numbers of Special Service and False Alarm incidents, while the number of Fire incidents was down:*
 - a. Special Services: there was an increase of 83 incidents over the six month period. This is predominantly accounted for by increases in the number of animal assistance incidents (22 incidents), and Other Special Services such as, lift rescues, spills and leaks (non-RTC), provision of advice and assisting other agencies (48 incidents).*
 - b. False Alarms: there was an increase of 187 incidents over the six month period in all types of False Alarm incidents. This is mainly because of an increase in automatic activations of inbuilt fire alarms systems (144 incidents), of which 94 of these incidents were to known life risk type premises.*
 - c. Fires: a decrease of 19 incidents for this period over the previous year is largely accounted for by a fall in the number of Secondary Fires (down by 42 incidents) with fewer outdoor fires in a wetter than usual late spring/early summer period.*
- iii) The number of Fires, Special Service and False Alarm incidents has stayed relatively consistent over the last 5 years.*

- iv) ***Overall Staff Sickness levels are 1.52 days lost per head, which remains within tolerance levels set (see para. 3 below) for Quarter 1 and 2 and below the five-year average of 1.63 days.***
- v) ***The Service attended 62.5% (320 incidents) of Building Fires within 10 minutes in Q1 and Q2 compared with 57.0% in the same period in 2015-16. The average time for the first fire appliance attendance at all building fires was slightly over the ten minute target at ten minutes and seventeen seconds.***
- vi) ***The overall availability of the first On-Call (Retained) fire appliance remains high at 91.1%, however this did decrease by 3.0% compared to the same period in 2015-16.***

Introduction

2. The Service gathers data on a range of Performance Indicators covering response and prevention activity, absence management and on-call (retained) availability. This is reported on a quarterly basis to the Policy and Resources Committee and SMB. The report includes commentary of any changes compared to the previous year and discussion of any exceptions to expected performance.

Tolerance Levels

3. Each Performance Indicator is tested against tolerance levels anticipated for the year, based on the average of the same Quarter over the three previous years. The tolerance levels provide a range between which performance is expected to fluctuate, and are generally 10% above and below the average levels for each specific indicator.
4. Five indicators were out of tolerance at the end of Quarter 2, 2016-17: Total incidents, Primary Fires, False Alarms, Non-uniform Staff Sickness and the percentage of Building Fires attended by the first fire appliance within 10 minutes of the time of call. These indicators are analysed in more detail in Appendix 1, together with an overview of operational activity and an analysis of Retained appliance availability.

Quarter 1 and Quarter 2 Performance

5. Quarter 1 and Quarter 2 saw a 7.5% increase in the total number of incidents attended by the Service compared to the same period last year, however the number of overall incidents attended in Q1 and Q2 has been relatively consistent over the last five years.
6. In terms of Fires, there were 29 more Primary Fires and 7 more Chimney Fires over the six month period in Q1 and Q2 compared to the same period last year. The number of Building Fires, which form the largest proportion of Primary Fires, was 320, an increase of 13 incidents over the same period in 2105/16. Within the figures, an increase in the number of

prison cell fires at one particular location was noted and Community Risk officers are working with prison service colleagues in an attempt to reduce the number of these incidents. There were no fatalities in Primary Fires during this period. The majority of the increase in Chimney Fires (24 of the 34 incidents) occurred during April, which was unseasonably cooler than normal. Secondary Fires, particularly Grassland, Woodland and Crop Fires, were down by 42 incidents in Q1 and Q2 largely because of a cooler and wetter late spring/early summer period.

7. The number of Special Service incidents (emergency incidents that are not fire related) in Q1 and Q2 increased by 83 incidents compared to the same period in 2015-16, taking Q1 and Q2 5.4% higher than the 5-year average. There were 5 more Road Traffic Collisions, the majority of these incident involved making the vehicle and/or scene safe. The Service attended 8 fatalities in RTC incidents during Quarter 1 and Quarter 2. Flooding incidents increased from 27 in Q1 and Q2 of 2015-16 to 34 in Q1 and Q2 of 2016-17. Animal assistance incidents also increased from 50 to 72.
8. There was an increase in the number of incidents that result in a False Alarm categorisation in Q1 and Q2, with 187 more incidents over the six month period compared to the same period in 2015-16. 55% of these incidents involved 'life risk' premises, such as residential properties, sheltered housing, hospitals, hotels, nursing homes, prisons etc. Calls to 'life risk' premises that result in a false alarm categorisation are mainly accounted for by faults on system or cooking related incidents between the hours of 8am-6pm (67.3%).
9. The number of days lost to sickness absence for all staff remains within tolerance levels (see para. 3 above) and continues to compare favorably with others, including Herefordshire Council and Worcestershire County Council on all staff sickness levels.
10. The percentage of Building Fires attended within 10 minutes by the first fire appliance was 62.5% during Q1 and Q2, an increase of 5.5% compared to the same period in 2015-16, but continues to remain below the 75% stretch target set in the Service's Attendance Standard. The average attendance time at all building fires is slightly above ten minutes (10 minutes and 17 seconds).
11. The availability of the first On-Call (Retained) fire appliance decreased slightly by 3.0% to 91.1% in Q1 and Q2 compared to Q1 of 2015-16. Within this, On-Call crews at Ross-on-Wye fire station maintained 100% availability in Q1 and Q2.

Conclusion/Summary

12. Further detail and analysis regarding the above headlines for performance in Quarter 1 and Quarter 2 of 2016-17 is included in Appendix 1.
13. The Senior Management Board will continue to receive reports based on the measures the Service is taking to stay within tolerance levels. Where improvements are required any necessary action will be reported to the Policy and Resources Committee.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	None at present
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The areas included link with the Fire Authority Annual Report and the strategic objectives of the Service.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None
Consultation (identify any public or other consultation that has been carried out on this matter)	None
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	No, the report concerns operational activity and other areas of general performance, but not from an equalities viewpoint.

Supporting Information

Appendix 1 – Fire Authority 2016-17 Performance Report: Quarter 1 and Quarter 2
Appendix 2 – HWFRS Community Risk Activity: Quarter 1 and Quarter 2

Contact Officer

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Appendix 1

Fire Authority 2016-17 Performance Report: Quarter 1 and 2

This report reviews the Service's overall performance against agreed performance indicators. It covers operational activity with a commentary on any notable events and activities, as well as absence management statistics and On-Call Firefighter availability.

In the following sections, each graph includes a black line indicating an average monthly total over the previous three years for that statistic, with red and green lines indicating 10% upper and lower tolerance thresholds. The report reviews any negative factors affecting performance outside the tolerance levels.

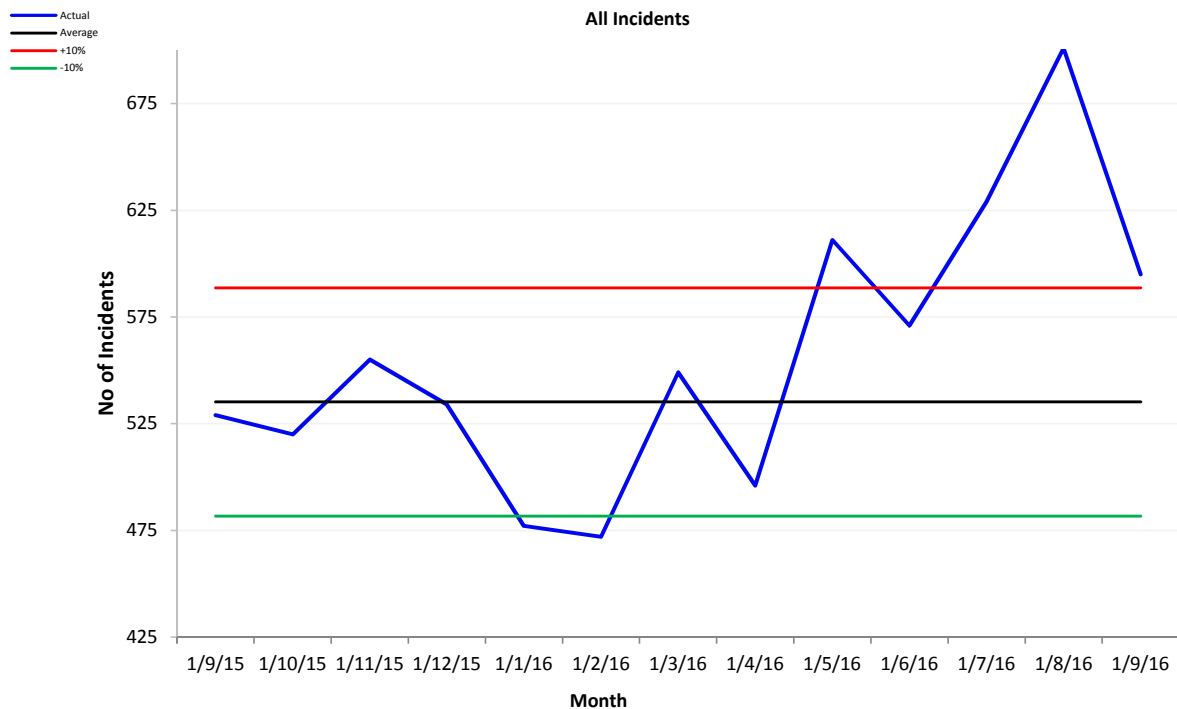
1. Operational Activity

Operational activity covers all emergency incidents attended by Fire and Rescue Crews, including Fires, Special Services* and False Alarms. Each of these is broken down further in the following tables.

* *Special Services are incidents other than fires and false alarms, and include road traffic collisions, flooding, person rescues, lift rescues, spills and leaks and animal rescues.*

1.1. Total Incidents Attended

The total number of incidents attended in Q1 & Q2 2016-17 was 3,603, which is an increase of 7.5% (251 incidents) compared with Q1 & Q2 in 2015-16. The majority of the increase is accounted for by a rise of 11.8% (187 incidents) in False Alarm incidents (predominately automatic fire alarms) followed by Special Service 11.9% (83 incidents). Fire incidents were down (19 incidents) a fall of 1.8%.

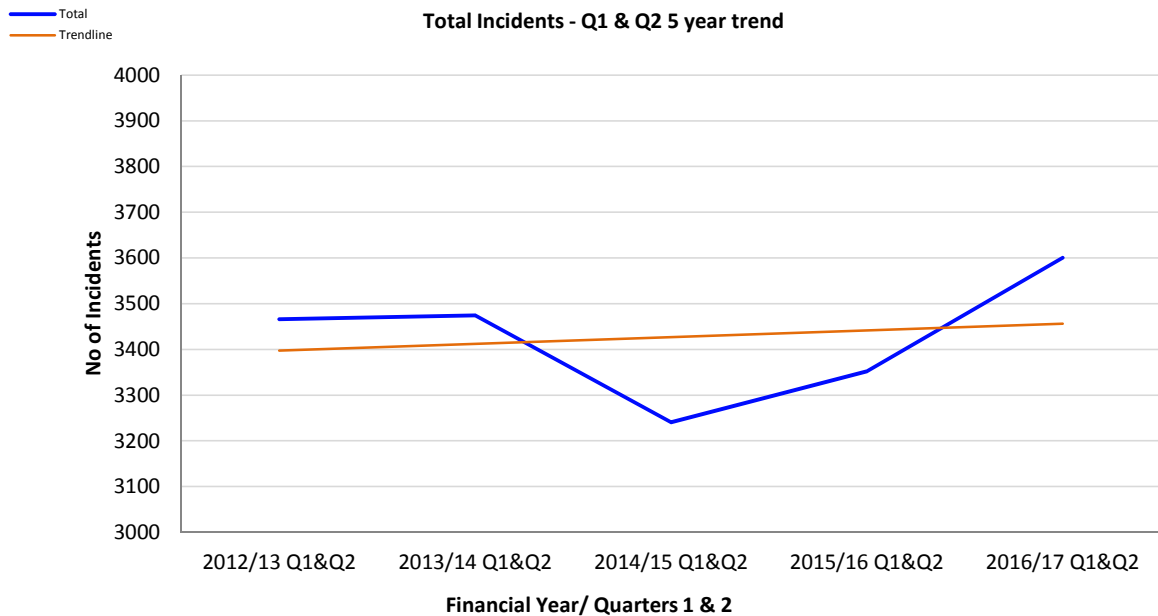


(Figure 1 – Total Incidents per month: Sep 2015 to Sep 2016)

Total Incidents	Q1&Q2 2015-16	Q1&Q2 2016-17	% change
All Fires	1076	1057	-1.8
Special Services	695	778	11.9
False Alarms	1581	1768	11.8
Total Incidents	3352	3603	7.5

(Table 1 – Total Incidents: Q1 & Q2 2015-16 and Q1 & Q2 2016-17)

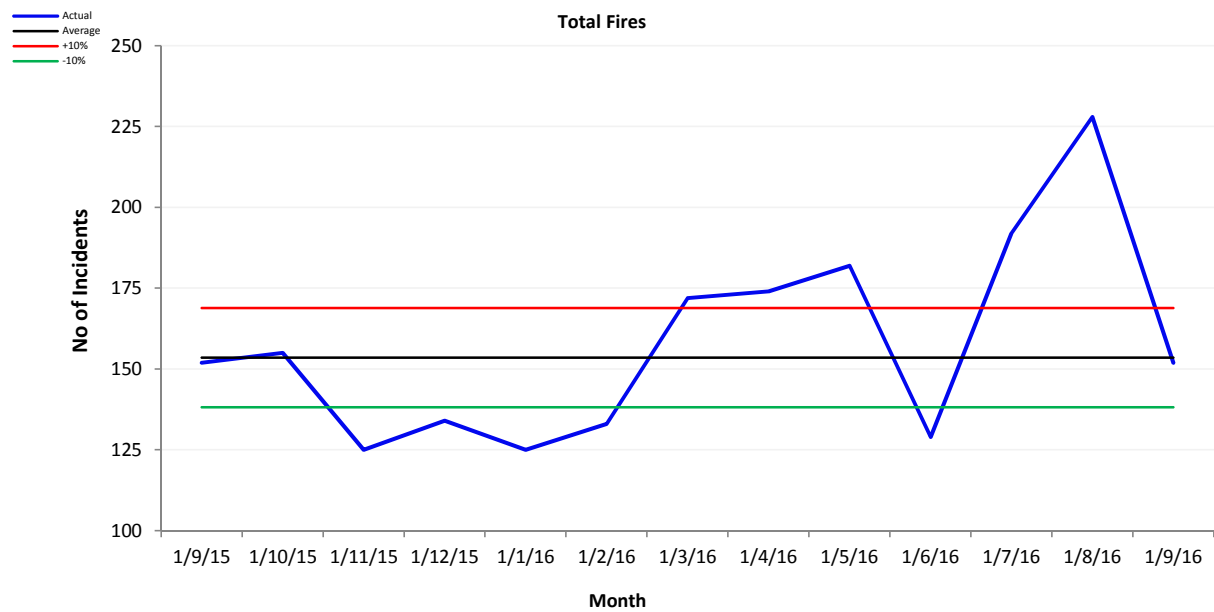
- Total Fire incidents, which include Primary, Secondary and Chimney Fires, were 1.8% lower (19 incidents) than over the same period in 2015-16. This is largely accounted for by an 8.2% decrease in the number of Secondary Fires, though the number of Primary Fires increased by 16 incidents and still represent the largest proportion (52.0%) of all fires attended.
- The number of Special Service incidents have increased by 11.9% (83 incidents) compared with the same period in 2015-16.
- The number of False Alarm incidents increased by 11.8% (187 incidents) compared with the same period in 2015-16.
- The number of incidents attended has remained relatively consistent at around 3,450 incidents in each Quarter 1 & 2 for the last 5 years.



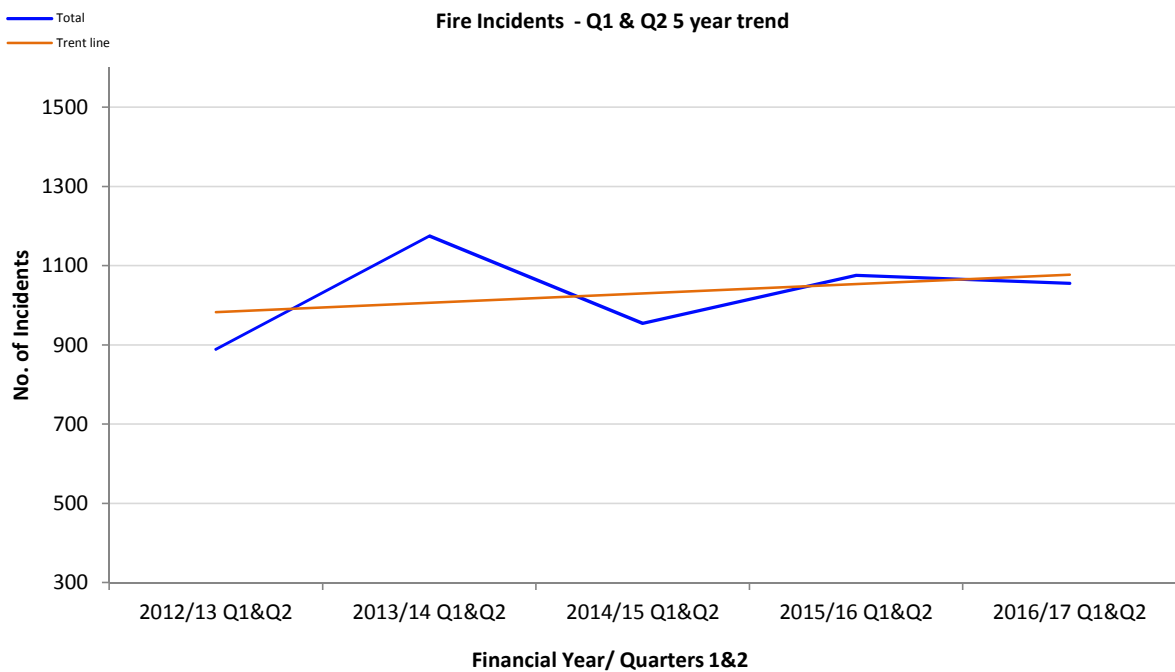
(Figure 2 – All Incidents: Q1 & Q2 2012-13 to Q1 & Q2 2016-17)

1.2 Total Number of Fires

The number of fires have reduced by 1.8% (19 incidents) in Quarter 1 & 2 2016-17 compared with the same period in 2015-16. Figure 3 shows the seasonal trends with fire incident numbers increasing in the warmer, summer months from May to August. Figure 4 shows that the total number of fires in Quarter 1 & 2 has remained relatively consistent at around 1000 over the last 5 years.



(Figure 3 – Total Fires per month: Sep 2015 to Sep 2016)



(Figure 4 – Fire Incidents: Q1 & Q2 2012-13 to Q1 & Q2 2016-17)

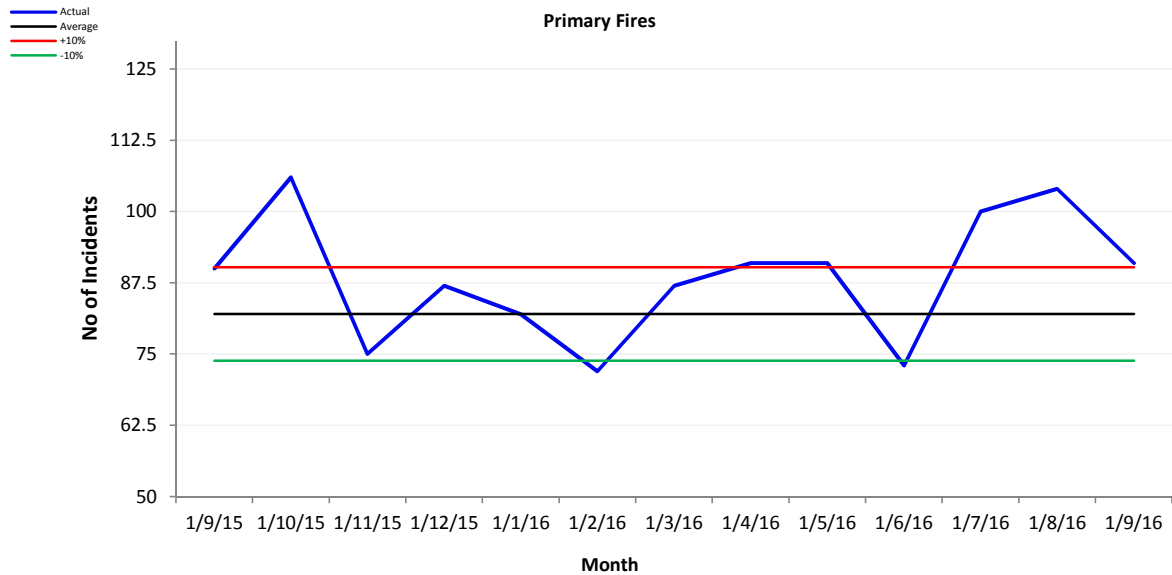
Total Fires	Q1&Q2 2015-16	Q1&Q2 2016-17	% change
Primary Fires	534	550	3.0
Secondary Fires	515	473	-8.2
Chimney Fires	27	34	25.9
Total Fires	1076	1057	-1.8

(Table 2 –Total Fires: Q1 & Q2 2015-16 and Q1 & Q2 2016-17)

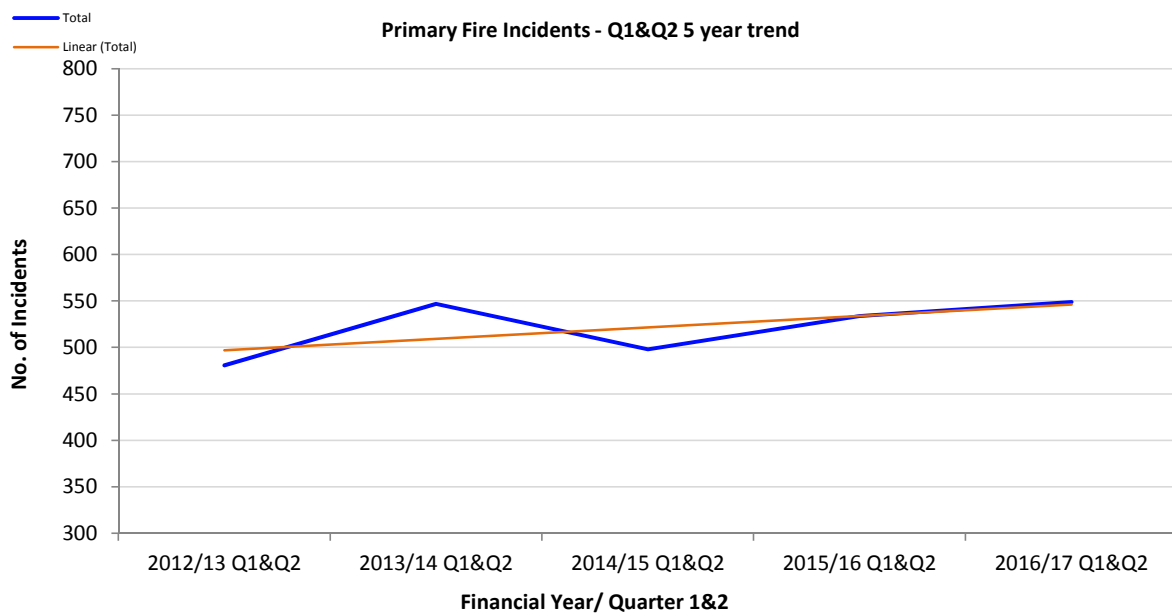
- There were 16 more Primary Fire incidents in Quarter 1 & 2 of 2016-17 than there were in the same period in 2015-16, representing an increase of 3.0%.
- The number of Secondary Fires decreased by 42 incidents (8.2%) compared with the same period in 2015-16.
- The number of Chimney Fires increased by 7 incidents (25.9%) compared with the same period in 2015-16. 27 of the 28 incidents occurred in April due to unseasonably cold weather.
- During Quarter 1 & 2, Community Risk activity included 1756 Home Fire Safety Checks (HFSCs) which target vulnerable households, 369 Business Fire Safety Checks (BFSCs) and 561 Signposting referrals to other support agencies.
- The Service delivered a Business Fire Safety initiative in Quarter 2 focusing on securing means of escape from residential properties above commercial premises.

1.3 Primary Fires

Primary Fires are broken down into three main categories: Building Fires, Vehicle & Transport Fires and certain Outdoor Fires. In Quarter 1 & 2 of 2016-17, there were 13 more Building Fires than in the same period of 2015-16. Outdoor Fires increased by 1 incident with Vehicle & Transport Fires increased by 2 when compared with the same period in 2015-16. Building Fires continue to represent the greatest proportion (52.0%) of all Primary Fires. Overall, the number of Primary Fires in Q1 & Q2 has remained relatively consistent at around 530 over the last 5 years (shown in Figure 6 below).



(Figure 5 – Primary Fires per month: Sep 2015 to Sep 2016)



(Figure 6 – Primary Fires: Q1 & Q2 2012-13 and Q1 & Q2 2016-17)

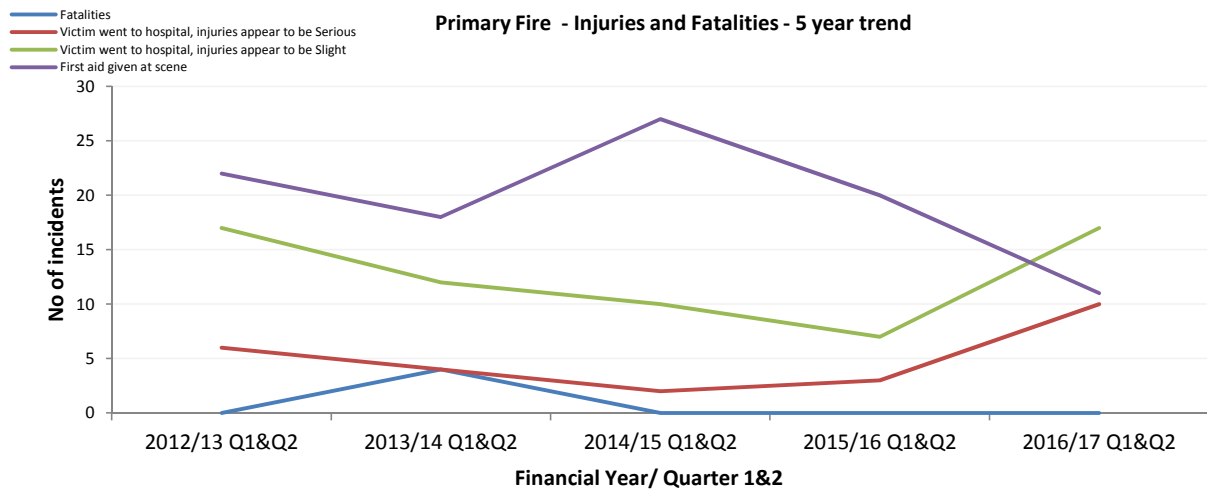
Primary Fires	Q1&Q2 2015-16	Q1&Q2 2016-17	% change
Building Fires	307	320	4.2
Vehicle & Transport Fires	160	162	1.3
Outdoor Fires	67	68	1.5
Total	534	550	3.0

(Table 3 – Primary Fires: Q1 &Q2 2015-16 and Q1&Q2 2016-17)

- The number of Building Fires increased by 4.2% compared with the same period in 2015-16.
- Technical Fire Safety continue to work with businesses and post-fire audits are completed following all fires in business premises.
- Vehicle & Transport Fires increased by 1.3% (2 incidents) compared with the same period in 2015-16. Car Fires continue to account for the greatest proportion (56.2%) in this category, with 91 incidents.
- Primary Outdoor Fires are at a similar level with (68 incidents) in 2016-17 compared with (67 incidents) in the same period in 2015-16. These are classified as Primary Fires if they are attended by five or more Fire Appliances or if they involve a casualty or fatality.

Primary Fires Casualty: severity	Q1&Q2 2015-16	Q1&Q2 2016-17	% change
Fatalities	0	0	0.0
Victim went to hospital, injuries appear to be serious	3	10	233.3
Victim went to hospital, injuries appear to be slight	24	17	-29.2
First aid given at scene	20	11	-45.0
Total	47	38	-19.1

(Table 4 – Primary Fires Casualties: Q1 & Q2 2015-16 and Q1 & Q2 2016-17)

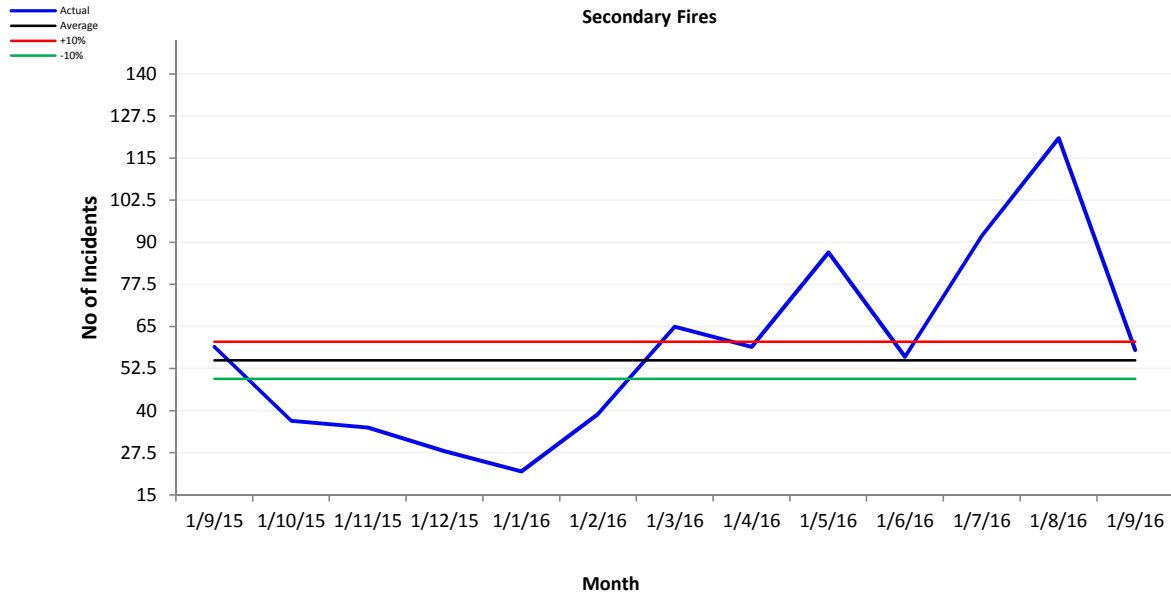


(Figure 7 – Primary Fires: Q1 & Q2 2012-13 and Q1 & Q2 2016-17)

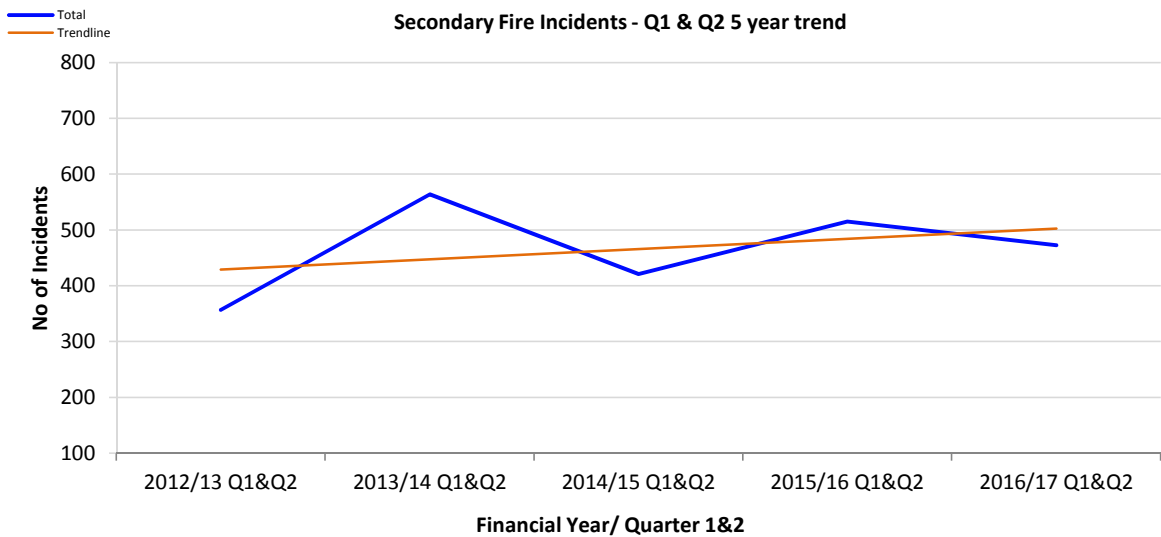
- There were no fatalities at Primary Fires during Q1 & Q2 2016-17, which is the same as the same period in 2015-16.
- Casualties who attended hospital with apparent 'serious' injuries increased from 3 to 10; however those who attended hospital with apparent 'slight' injuries decreased from 24 to 17.
- The greatest proportion of injuries reported were under the categories 'Victim went to hospital, injuries appear to be Slight' and 'First Aid given at scene' which have both reduced to 29.2% and 45.0% respectively when compared with the same period in 2015-16.
- For more information on Community Risk Activity - See Appendix 2

1.4 Secondary Fires

Secondary Fires include all other fires which are not Primary or Chimney Fires, do not involve casualties and are attended by no more than 4 Fire Appliances. There was an 8.2% decrease (42 incidents) in Secondary Fires in Quarter 1 & 2 of 2016-17 compared with the same period in 2015-16. This is mostly accounted for by a decrease in Outdoor Fires (mainly Grassland, Woodland and Crop Fires) due to the wetter than usual Quarter 1 & 2 of 2016, compared to 2015. Figure 8 shows that despite the increases in the summer months of 2016, the overall number of Secondary Fires in Q1 & Q2 has remained relatively consistent at around 450 over the last 5 years.



(Figure 8 – Secondary Fires per month: June 2015 - June 2016)



(Figure 9 – Secondary Fires: Q1 & Q2 2012-13 to Q1 & Q2 2016-17)

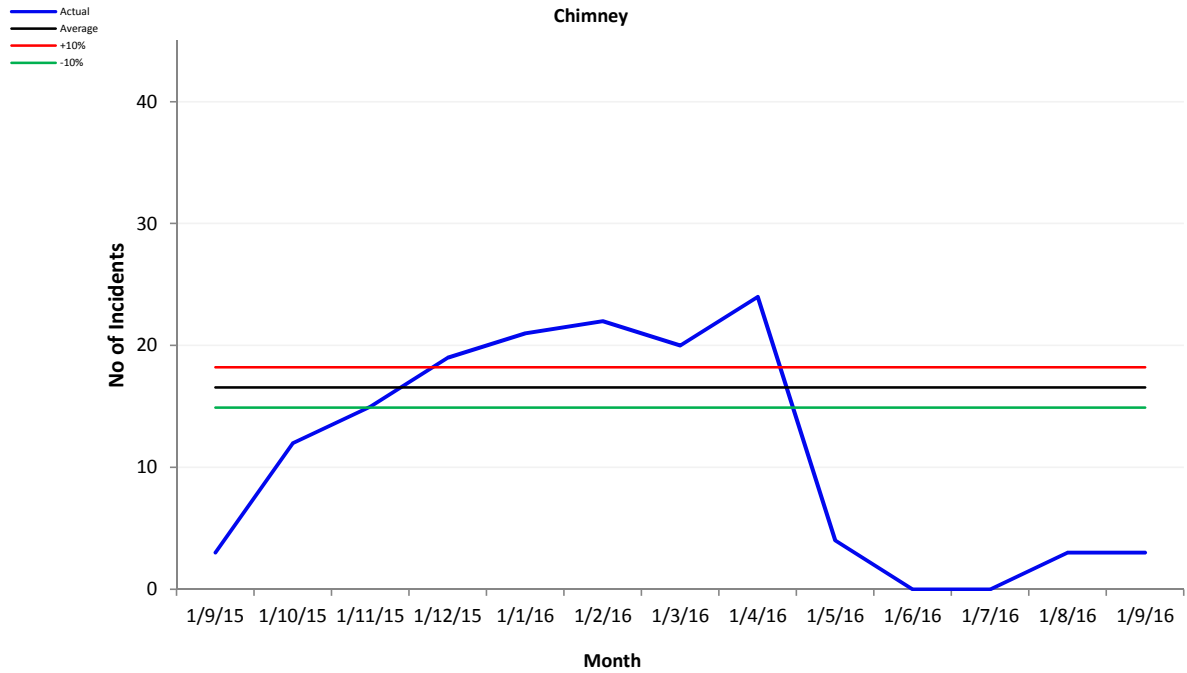
Secondary Fires	Q1&Q2 2015-16	Q1&Q2 2016-17	% change
Grassland, Woodland and Crop	226	190	-15.9
Other Outdoors (including land)	141	127	-9.9
Outdoor equipment & machinery	9	11	22.2
Outdoor Structures	116	106	-8.6
Building & Transport	23	39	69.6
Total	515	473	-8.2

(Table 5 – Secondary Fires: Q1 & Q2 2015-16 and Q1 & Q2 2016-17)

- Grassland, Woodland and Crop Fires represent the greatest proportion (40.2%) of all Secondary Fires.
- The Service carried out two safety campaigns during Quarters 1 & 2 - "Barbecue Safety" in May and "Setup Camp" in June.

1.5. Chimney Fires

The number of Chimney Fires has increased by 7 incidents, from 27 to 34 in Quarter 1 & 2 of 2016-17, compared to the same period of 2015-16. The largest increase occurred during April as the weather was unseasonably mild.



(Figure 10 - Chimney Fires per month: Sep 2015 to Sep 2016)

Chimney Fires	Q1&Q2 2015-16	Q1&Q2 2016-17	% change
April	13	24	84.6
May	6	4	-33.3
June	1	0	-100.0
July	2	0	-100.0
August	2	3	50.0
September	3	3	0.0
October			
November			
December			
January			
February			
March			
Total	27	34	25.9

(Table 6 – Chimney Fires: Q1 & Q2 2015-16 and Q1 & Q2 2016-17)

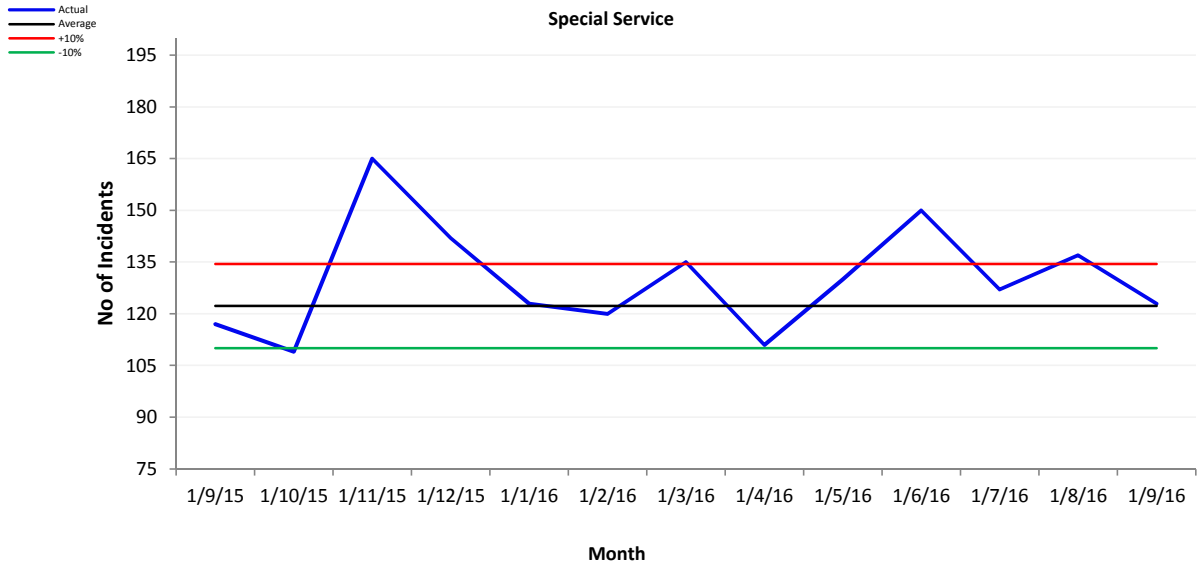
- The total number of Chimney Fires in Quarter 1 & 2 of 2016-17 was up by 7 incidents (26%) compared with the period in 2015-16. 24 of the 34 Chimney Fires occurred in April when the mean temperature was 2 degrees lower than the same period in the previous year.
- Information on Chimney safety is currently available on HWFRS's website <http://www.hwfire.org.uk/safety-and-advice/home-safety/> along with links to relevant external organisations. The website advice aligns to advice/guidance issued by accredited trade bodies and associations, national and/or local government departments and lead agencies.
- The most recent campaign, with regard to chimney fires, was National Chimney Fire Safety Week Campaign from 5-11 September 2016. This event was highlighted on our service website homepage 'headline' banner throughout September. Information given here aligned with National fire safety advice as issued by CFA and HM Government.
- The Service are investigating sources of ignition, analysing trends and comparing figures against national statistics through 'CFA Communities'. We continue to review safety advice provided by national trade bodies and associations, such as 'HETAS', given in relation to preventing fires and link this to our website safety pages as appropriate and further using it to inform our future advice to the public.
- The Service take a proactive approach to changes in weather patterns and promote awareness through social media, newspaper and radio.

2. Operational Activity - Other Non-Fire incidents

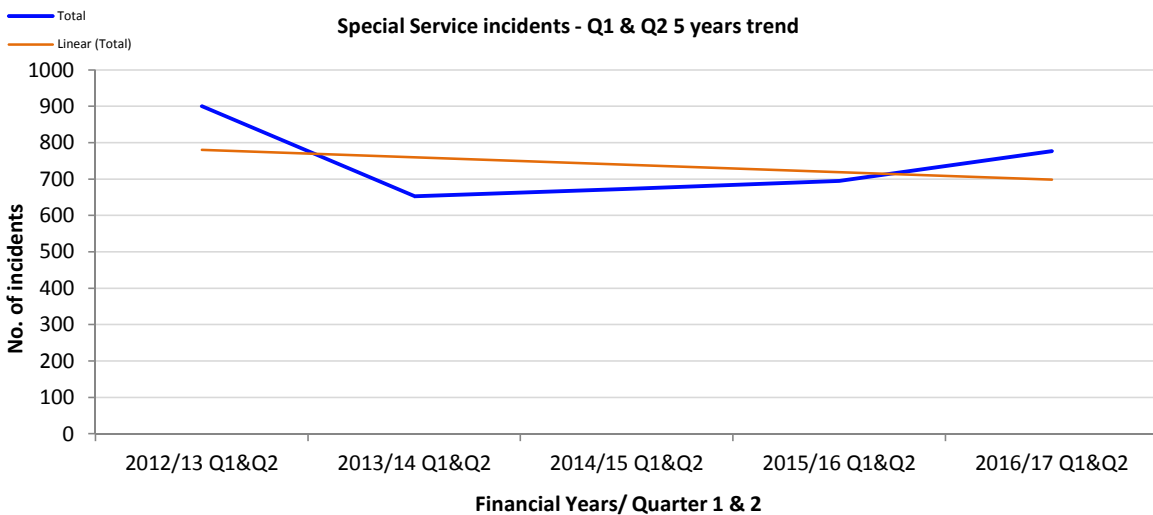
Emergency incidents attended which are not fire related, are generally termed as Special Services and False Alarms. Special Services include road traffic collisions (RTCs), extrications, lift rescues, lock-ins/outs, hazardous materials, chemical incidents, flooding incidents and other rescues.

2.1. Special Service Incidents

The number of Special Service incidents has risen by 11.9% (83 incidents) in Quarter 1 & 2 of 2016-17 compared to the same period in 2015-16. RTC incidents continue to form the greatest proportion of Special Service incidents, representing 39.8% of all Special Service incidents.



(Figure 11 – Special Service incidents per month: Sep 2015 to Sep 2016)



(Figure 12 – Special Service incidents: Q1 & Q2 2012-13 and Q1 & Q2 2016-17)

Special Services	Q1&Q2 2015-16	Q1&Q2 2016-17	% change
RTC Incidents	304	309	1.6
Flooding	27	34	25.9
Rescue/Evacuation from Water	15	16	6.7
Animal Assistance	50	72	44.0
Other Special Services	299	347	16.1
Total	695	778	11.9

(Table 7 – Special Services: Q1&Q2 2015-16 and Q1&Q2 2016-17)

- The number of RTC incidents shows a 1.6% increase (5 incidents) in Quarter 1 & 2 2016-17 compared with the same period in 2015-16.
- There was an increase in the number of Flooding and Rescue/Evacuation from Water incidents in Quarter 1 & 2 of 2016-17 (8 incidents).
- The Service ran two Water Safety Awareness Weeks in May and June 2016.
- Despite a spike in 2012-13, caused by 3 days of severe flooding, the number of Special Service incidents has remained relatively consistent over the last 5 year (as shown in Figure 12).
- Other Special Services incidents increased by 48 incidents. These are incidents such as removal of objects, lift rescues, spills and leaks (non-RTC), provision of advice and assisting other agencies.

2.2. RTC Incidents

Road Traffic Collision incident numbers reflect the total number of incidents attended by HWFRS occurring across the two counties of Herefordshire and Worcestershire.

The number of RTC incidents attended in Q1 & Q2 increased by 1.6% (5 incidents) compared to the same period in 2015-16. This can be attributed to an increase in making the scene safe (21 incidents). The majority of these incidents involved making vehicles safe (56.3% of all RTC incidents attended). Fire and Rescue crews attended 8 fatalities involving RTCs in Quarter 1 & 2, compared to 3 in the same period in 2015-16. The number of people seriously injured in RTCs decreased from 49 to 25 (as shown in Table 9 below).

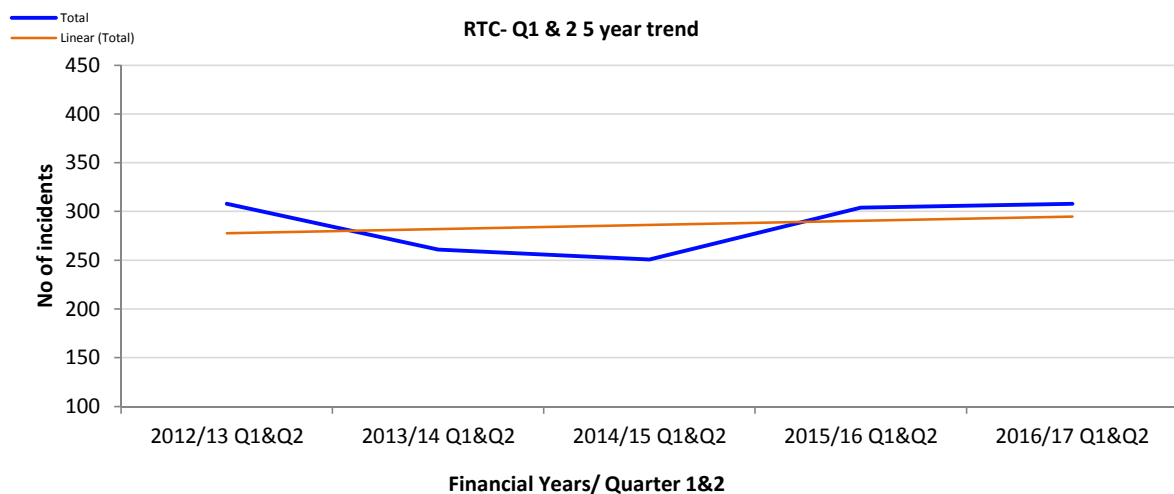
RTC Incidents	Q1&Q2 2015-16	Q1&Q2 2016-17	% change
Extrication of person/s	47	38	-19.1
Make scene safe	24	45	87.5
Make vehicle safe	173	174	0.6
Release of person/s	25	24	-4.0
Wash down road	1	2	100.0
Other	34	26	-23.5
Total	304	309	1.6

(Table 8 – RTC Incidents: Q1 & Q2 2015-16 and Q1 & Q2 2016-17)

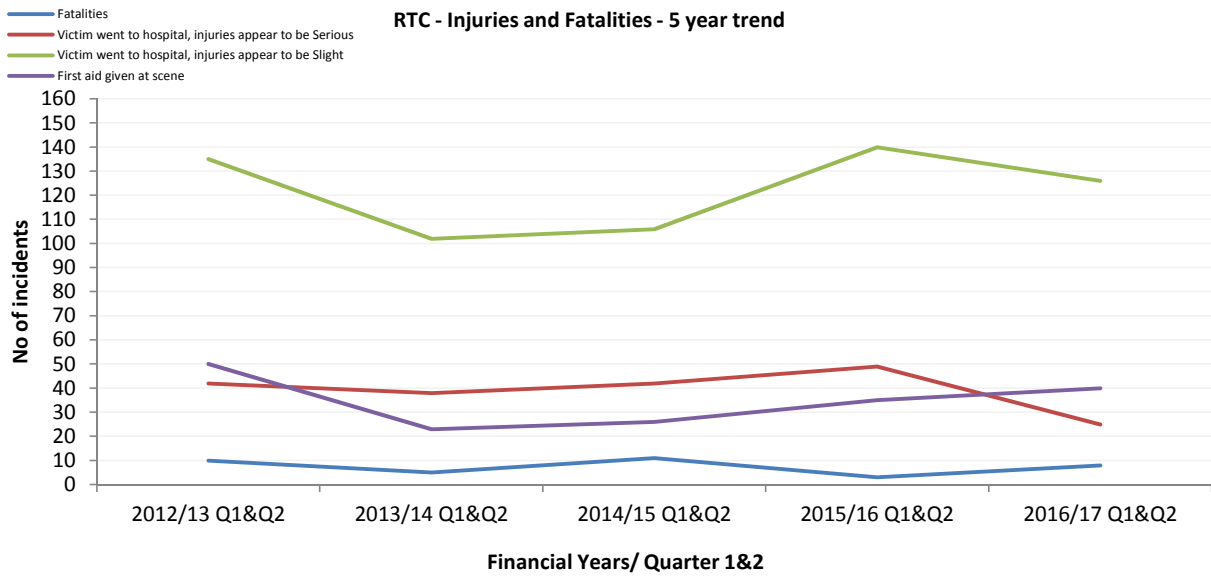
RTC Casualty severity	Q1&Q2 2015-16	Q1&Q2 2016-17	% change
Fatalities	3	8	166.7
Victim went to hospital, injuries appear to be Serious	49	25	-49.0
Victim went to hospital, injuries appear to be Slight	140	126	-10.0
First aid given at scene	40	17	-57.5
Total	232	176	-24.1

(Table 9 – RTC Casualty severity: Q1 & Q2 2015-16 and Q1 & Q2 2016-17)

- RTC incidents that involved a fatality have been analysed and there are no trends i.e. road or vehicle type, area, time etc. This information continues to be passed on to Community Safety for inclusion in their road safety initiatives such as Dying to Drive.



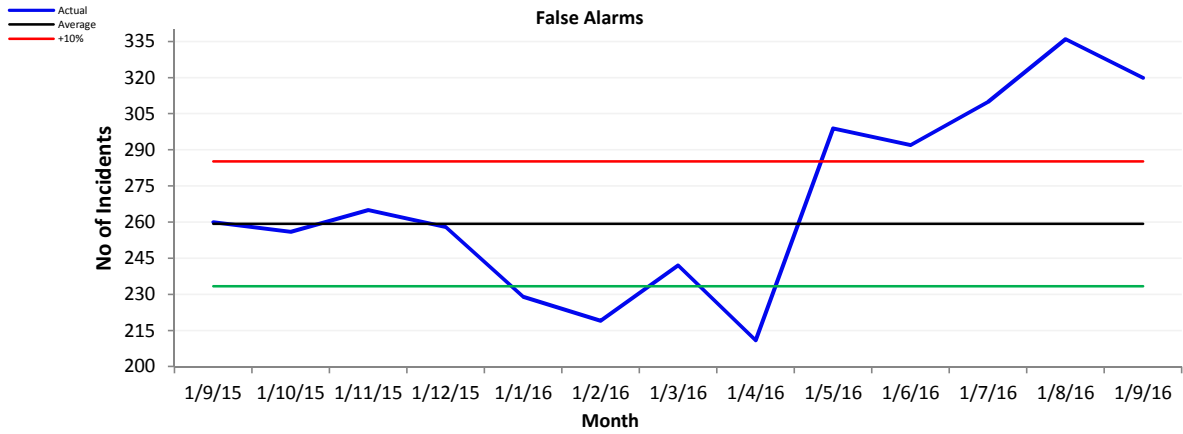
(Figure 13 – RTC Incidents per month: Q1&Q2 2012-13 to Q1&Q2 2016-17)



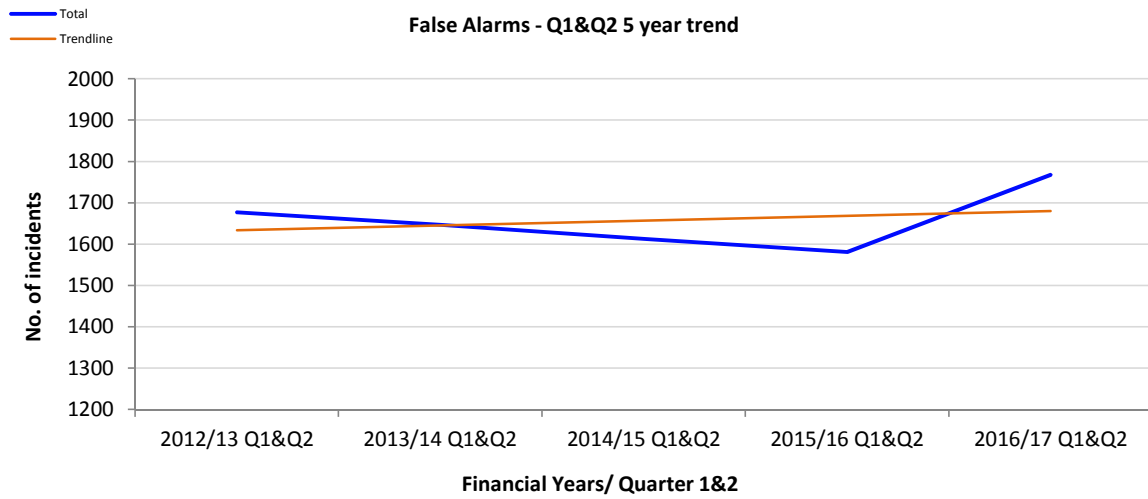
(Figure 14 – RTC Injury and fatalities quarterly data: Q1&Q2 2012-13 to Q1&Q2 2016-17)

2.3. False Alarm Incidents

The number of False Alarm incidents in Quarter 1 & 2 of 2016-17 shows a rise of 11.8% (187 incidents) compared to the same period in 2015-16.



(Figure 15 – False Alarm incidents per month: Sep 2015 to Sep 2016)



(Figure 16 – False Alarm incidents: Q1&Q2 2012-13 to Q1&Q2 2016-17)

False Alarms	Q1&Q2 2015-16	Q1&Q2 2016-17	% change
Malicious False Alarms	25	25	0.0
False Alarm Good Intent	393	436	10.9
Automatic False Alarms	1163	1307	12.4
Total	1581	1768	11.8

(Table 10 – False Alarms: Q1 & Q2 2015-16 and Q1 & Q2 2016-17)

- Malicious false alarms are calls made from individuals with the intention of getting the Fire Service to attend a non-existent incident, including deliberate and suspected malicious intentions.
- Good Intent False Alarms are calls made in good faith in the belief that there is a genuine incident that requires the attendance of the Fire Service. For example an individual reports signs of smoke coming from the rear of a property which turned out to be a bonfire under control.
- Automatic False Alarms (AFA's) are calls initiated by fire alarm or fire-fighting equipment operating, including accidental initiation of alarm apparatus by persons.

- 55% (977 incidents) of AFA's involved life risk premises, such as residential properties, sheltered housing, hospitals, hotels, nursing homes, prisons etc. 45% (791 incidents) involved commercial premises. A breakdown of incident types is shown in table 11.
- Incidents caused by AFA's increased by 12.4% (144 incidents) over Q1 & Q2 2016/17, compared to the same period in 2015/16.
- There were a further 183 False Alarms which did not require the attendance of the Fire and Rescue Service. These include those that were cancelled following rigorous call challenging by Fire Control officers and those where the Fire Appliances were 'returned en route' following the receipt of further information from Fire Control.

False Alarms - Property Type	Q1&Q2 2015-16	Q1&Q2 2016-17	% change
Residential	447	481	7.6
Commercial	293	383	30.7
Sheltered Housing	205	208	1.5
Hospital/Healthcare	102	143	40.2
Loose Refuse e.g. controlled burning	97	123	26.8
Nursing Home	89	102	14.6
Vehicle & transport	70	57	-18.6
Education	63	54	-14.3
Other	57	56	-1.8
Outside Land	55	53	-3.6
Council Building	31	34	9.7
Government Building	30	23	-23.3
Other accommodation - Life Risk	21	19	-9.5
Hotel/Motel	15	24	60.0
Religious Building	2	8	300.0
Prison	4	0	-100.0
Total	1581	1768	11.8

(Table 11 – False Alarms by Property Type: Q1 & Q2 2015-16 and Q1 & Q2 2016-17)

- The largest increases in AFA's in Q1 & Q2 2016/17 were in life risk premises. This has increased by 10.6% (94 incidents) compared to the same period in 2015/16. These are mainly accounted for by faults on system or cooking related incidents between the hours of 8am-6pm (67.3%).
- There was an increase of 42 AFA's in hospitals in Q1 and Q2. The Service is actively working with four hospitals, which contributed approximately 120 AFA's in Q1 and 2, to reduce activations. However the current British Standard for fire detection and warning systems (BS5839:1) allows for an acceptable rate of false alarms and these hospitals are currently within this standards acceptable limits. Fire Safety officers hold quarterly meetings with all hospitals to discuss fire safety improvements and this includes reducing calls to AFA's.
- AFA's in commercial premises also increased in Q1 & Q2 2016 (90 incidents) 13.3%. The largest increase was in small shops (24 to 46 incidents). As with life risk premises, the majority of incidents occurred between the hours of 8am-6pm (55.8%).
- Fire Safety officers monitor all AFA's within commercial premises and any significant patterns are identified in monthly departmental reports, which are presented to the Head of Community Risk for action. Identified premises are allocated to an officer to make contact with the business. The officer will provide advice and guidance to the responsible person to assist them in reducing the number of false alarms, the impact on their business, and the fire and rescue service.

- Table 12 below shows the breakdown of false alarm calls by property type in Q1 and Q2 2015/16 and 2016/17.

False Alarms - Property Type	Q1&Q2 2016-17	Q1&Q2 2016-17	Total
	Day	Night	
Residential	242	239	481
Commercial	228	155	383
Sheltered Housing	129	79	208
Hospital/Healthcare	86	57	143
Loose Refuse	52	71	123
Nursing Home	61	41	102
Vehicle & transport	38	19	57
Education	29	27	56
Other	37	17	54
Outside Land	23	30	53
Council Building	18	16	34
Government Building	12	12	24
Other accommodation - Life Risk	13	10	23
Hotel/Motel	11	8	19
Religious Building	3	5	8
Total	982	786	1768

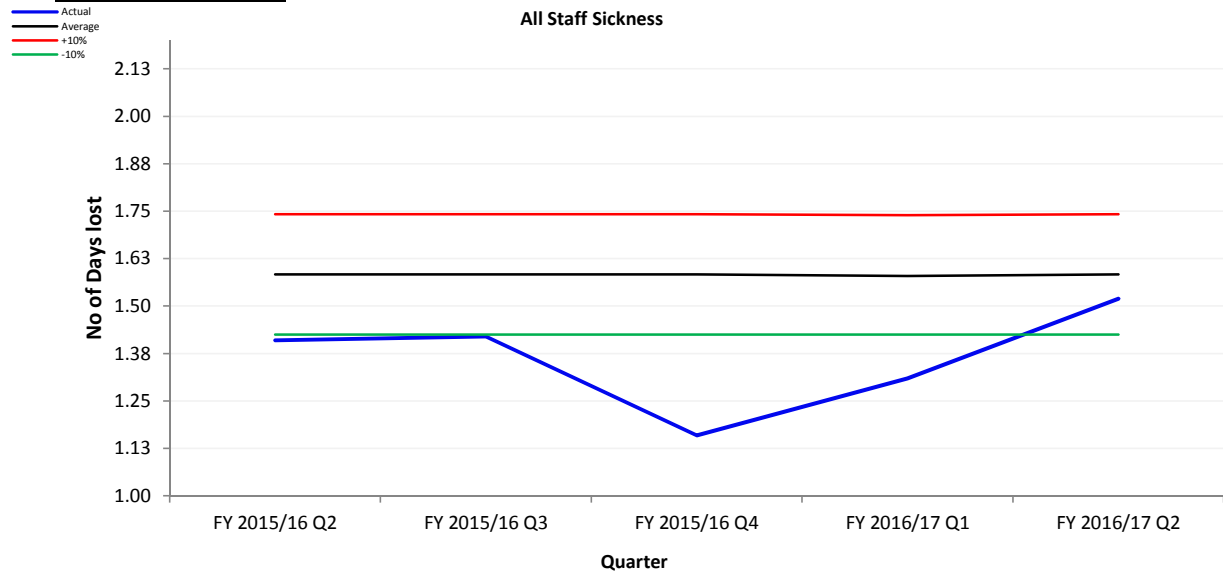
(Table 12 – False Alarms by Property Type: Q1 & Q2 2016-17 by Day & Night)

- In summary, it can be seen that whilst some premises demonstrate noticeable increases, such as hospitals (40.2%), the spread across the majority of buildings does not show any clear trends. The service continue to map incident locations, identify trends and work with premise management.

3. Absence Management

Staff absence and sickness is recorded on a Quarterly basis in line with the Service's HR Connect management system. The sickness level for all staff in Quarter 1 & 2 of 2016-17 have increased marginally from the same quarter in 2015-16 to 1.52 days lost per head and remains below the 5-year average of 1.63 days lost per head. Within this Non-Uniform staff sickness levels have fallen from a peak in Quarter 4 of 2015-16 and remain within tolerance levels set by the Service.

3.1. All Staff Sickness

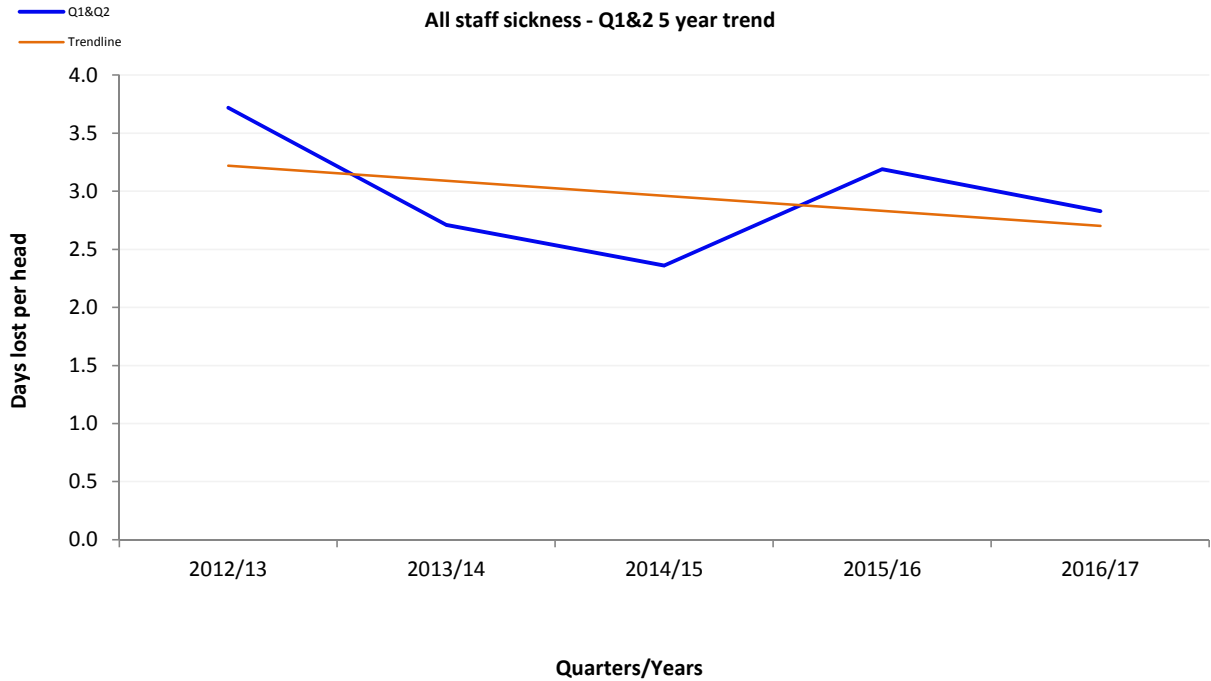


(Figure 17 – All Staff Sickness: Q2 2015-16 to Q2 2016-17)

All Staff Sickness	Short Term Sickness per head (Day lost)	Long Term Sickness per head (Days lost)	All Staff Sickness per head (Days lost)
Quarter 1	0.59	0.72	1.31
Quarter 2	0.60	0.92	1.52
Quarter 3			0.00
Quarter 4			0.00
Total	1.19	1.64	2.83

(Table 13 – All Staff Sickness: Q1&Q2 2016-17).

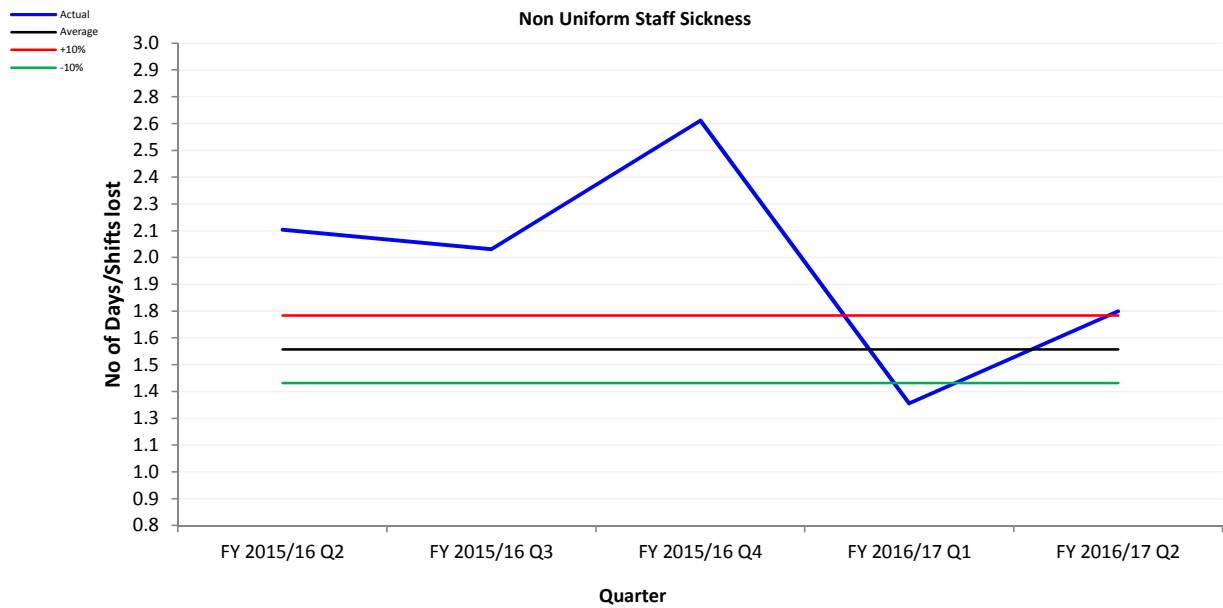
- Quarter 1 & 2 of 2016-17 saw a decrease in overall sickness compared to the same period in 2015-16 (3.45 to 2.83 days lost). The total of 2.83 days lost per head in Quarter 1 & 2 remains below the average for Q1 & Q2 over the last five years (see figure 18). Long-term sickness continues to form the greatest proportion representing 60.0% of all sickness.



(Figure 18 – All staff sickness: Q1&Q2 from 2012-13 to Q1&Q2 2016-17)

3.2. Non-Uniform Staff Sickness

The overall level of Non-Uniform Staff Sickness for Quarter 1&2 of 2016-17 has improved to tolerance level.



(Figure 19 – Non-Uniform Staff Sickness: Q1&Q2 2015-16 to Q1&Q2 2016-17)

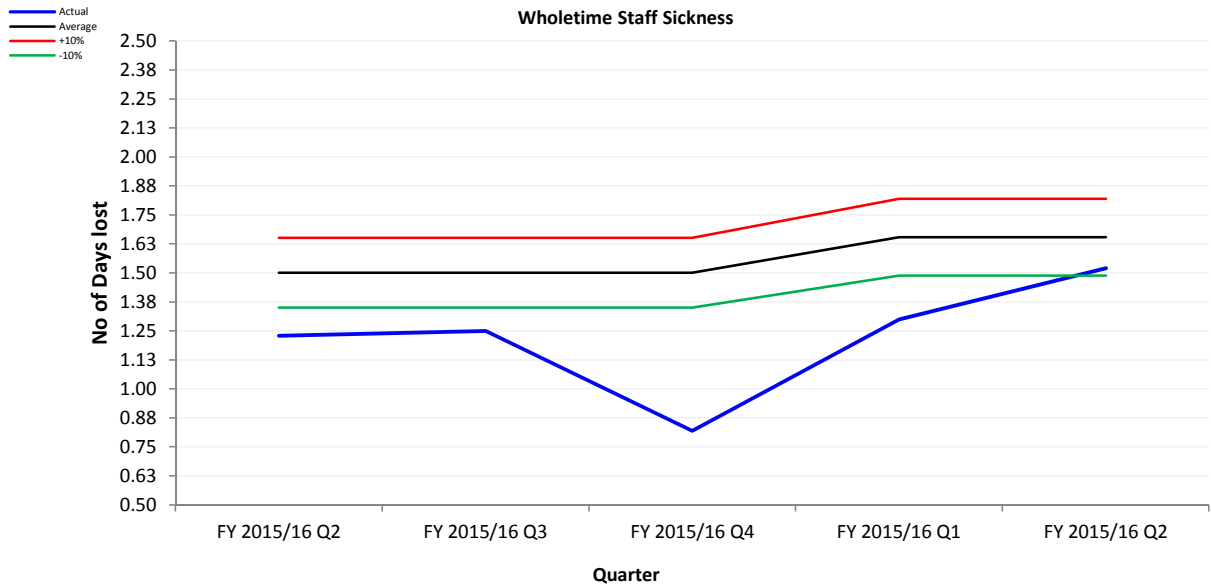
- Long term sickness continues to be the largest proportion of sickness. Two cases accounted for 136 lost working days, or 74% of long term sickness, in the two quarters. Both sickness cases have now been resolved.

Non-Uniform Staff Sickness	Short Term Sickness per head (Days lost)	Long Term Sickness per head (Days lost)	All Non-uniform Staff Sickness per head (Days lost)
Quarter 1	0.60	0.70	1.30
Quarter 2	0.66	1.05	1.71
Quarter 3			0.00
Quarter 4			0.00
Total	1.26	1.75	3.01

(Table 14- Non-Uniform Staff Sickness: Q1 & Q2 2016-17)

3.3 Wholetime Staff Sickness

Wholetime Staff Sickness level decreased in Quarter 1 & 2 of 2016-17, compared to the same period in 2015-16 (3.19 to 2.83 days lost) and remains within tolerance levels.



(Figure 20 – Wholetime Staff Sickness: Q1 & Q2 2015-16 to Q1 & Q2 2016-17)

Wholetime Staff Sickness	Short Term Sickness per head (days lost)	Long Term Sickness per head (days lost)	All Wholetime Staff Sickness per head (days lost)
Quarter 1	0.59	0.72	1.31
Quarter 2	0.63	0.89	1.52
Quarter 3			0.00
Quarter 4			0.00
Total	1.22	1.61	2.83

(Table 15 – Wholetime Staff Sickness: Q1 & Q2 2016-17)

- The reduction in both short and long-term sickness means Wholetime Staff Sickness has remained within tolerance for the last 5 quarters.

3.4 Comparative All Staff Sickness

To give an idea of how the Service's staff sickness levels compare with other public sector organisations, a comparison has been made against Herefordshire Council and Worcestershire County Council, whose sickness figures are most readily available.

Comparative All Staff Sickness	Short Term Sickness per head (days lost)	Long Term Sickness per head (days lost)	All Staff Sickness per head (days lost)
HWFRS	1.19	1.64	2.83
Herefordshire Council	Breakdown not available	Breakdown not available	3.90
Worcestershire County Council	1.63	3.03	4.66

(Table 16 – Comparative All Staff Sickness: Q1 & Q2 2016-17)

- The latest figures for Quarter 1 & 2 of 2016-17 show that the Service's overall staff sickness levels continue to compare favourably with Herefordshire Council and Worcestershire County Council, who lost 3.9 and 4.66 days per head, respectively .

4. Key Performance Indicators Out of Tolerance

In addition to the totals for Special Service and False Alarms being out of tolerance for Q1 & Q2, the first attendance by a Fire Appliance at Building Fires within 10 minutes was also outside the 10% tolerance level.

4.1 Attendance Standards – 1st Fire Appliance at Building Fires

The Attendance Standard was set in the Service's Integrated Risk Management Plan (IRMP) 2009-2012. The standard is a stretch target for the first Fire Appliance to arrive at all Building Fires within 10 minutes on at least 75% of occasions. The percentage of Building Fires attended by the first Fire Appliance within 10 minutes during Quarter 1 was 62.5% which has improved 5.5% compared to the same period in 2015-16.

1st Fire Appliance attendance at Building Fires within 10 minutes	Q1&Q2 2015-16	Q1&Q2 2016-17
Building Fires attended within 10 minutes	175	200
Total number of Building Fires attended	307	320
% attended within 10 minutes	57.0%	62.5%

(Table 15 - 1st Fire Appliance attendance at Building Fires within 10 minutes: Q1&Q2 2015-16 and Q1&Q2 2016-17)

1st Fire Appliance attendance at Building Fires - average times.	Q1&Q2 2015-16 (mm:ss)	Q1&Q2 2016-17 (mm:ss)
Time of Call until Time Appliance Mobilised	02:04	01:41
Mobile Time until Appliance Arrival at Scene	07:50	08:36
Time of Call to Arrival at Scene	09:54	10:17

(Table 16 – 1st Fire Appliance attendance at Building Fires average times: Q1&Q2 2015-16 and Q1&Q2 2016-17)

- While the attendance time for the 320 Building Fires in the period fell outside the standard, the percentage that met the standard has improved by 5.5%.
- The main reason cited by crews for the first Fire Appliances not attending Building Fires within 10 minutes is travel distance (55.8% of incidents).

Reasons for not meeting 1st Fire Appliance attendance at Building Fires within 10 minutes.	
Travel distance to the incident	67
Turn in time (Retained and Day Crew only)	28
Other: insufficient information received, traffic conditions, simultaneous incidents etc.	25
Total	120

(Table 17 – Reasons for not meeting 1st Fire Appliance attendance at Building Fires within 10 minutes: Q1 & Q2 2016-17)

- This benchmark or measurement standard does not alter how quickly the Service attend incidents. Many other factors can influence this target, such as call challenging and information gathering by Fire Control, changing societal issues, for example fewer incidents in built up areas and more incidents proportionally outside of towns and cities and weather/road conditions. All of this may increase the average time taken to attend incidents across both counties.
- The attendance standard was developed prior to the introduction of the new Fire Control system and there is no exact match between a time recorded in the new system and the time used under the old method to record the time of call. The nearest time in the new system would be “Incident Created”, which is after the time of call and is when Fire Control has identified the address in the database and needs to pinpoint the nearest Fire Appliance.

5. Retained Appliance Availability

The overall availability of the first On-Call Fire Appliance has slightly decreased by 3.0%.

Call sign	Station	Q1&Q2 Availability 2015-16	Q1&Q2 Availability 2016-17	% Change
213	Worcester	99.6%	97.7%	-1.9%
221	Stourport	97.7%	73.1%	-24.6%
231	Bewdley	73.9%	73.2%	-0.7%
241	Kidderminster	87.1%	71.9%	-15.2%
251	Bromsgrove	93.2%	91.4%	-1.8%
261	Droitwich	86.4%	75.6%	-10.8%
271	Redditch	99.3%	97.6%	-1.7%
281	Evesham	96.9%	88.0%	-8.9%
291	Pebworth	90.7%	87.5%	-3.2%
302	Broadway	89.1%	93.2%	4.1%
311	Pershore	98.7%	95.6%	-3.1%
322	Upton-upon-Severn	80.0%	92.2%	12.2%
411	Malvern	98.7%	99.5%	0.8%
422	Ledbury	98.2%	94.7%	-3.5%
431	Fownhope	96.3%	87.8%	-8.5%
442	Ross-on-Wye	100.0%	100.0%	0.0%
452	Whitchurch	90.7%	83.4%	-7.3%
463	Hereford	98.9%	97.7%	-1.2%
472	Ewyas Harold	99.8%	97.3%	-2.5%
481	Eardisley	93.4%	93.3%	-0.1%
492	Kington	97.2%	94.5%	-2.7%
502	Leintwardine	99.0%	97.9%	-1.1%
511	Kingsland	99.9%	98.9%	-1.0%
522	Leominster	100.0%	99.9%	-0.1%
532	Tenbury	99.2%	96.4%	-2.8%
542	Bromyard	100.0%	98.8%	-1.2%
552	Peterchurch	77.9%	82.7%	4.8%
Total Hours Available		94.1%	91.1%	-3.0%

(Table 18 – 1st Appliance Retained Availability: Q1 & Q2 2015-16 and Q1 & Q2 2016-17)

- Ross-on-Wye On-Call appliance maintained a 100% availability rate during Quarters 1 & 2 of 2016-17. In addition several stations maintained availability in the high nineties, such as Worcester, Redditch, Malvern, Hereford, Ewyas Harold, Leintwardine, Kingsland, Leominster and Bromyard.
- Areas where cover has fallen can be accounted for by a loss of daytime cover. Stations are actively recruiting in these areas.
- 66% of On-Call availability was above 90% during Quarter 1 & 2 in 2016-17.
- The following table shows the number of incidents recorded in each station ground area. Mobilisation factors such as appliance location and availability at time of call mean that these incidents were not necessarily attended by appliances from that station ground.

6. No of incidents per station ground

Station Ground	False Alarm	Fire	Special Service	Total
Bromyard	14	24	20	58
Eardisley	3	5	2	10
Ewyas Harold	9	7	2	18
Fownhope	3	3	5	11
Hereford	215	104	64	383
Kingsland	9	8	3	20
Kington	6	7	6	19
Ledbury	42	23	21	86
Leintwardine	3	5	3	11
Leominster	56	29	12	97
Peterchurch	2	9	5	16
Ross-on-Wye	39	31	24	94
Whitchurch	5	8	10	23
Herefordshire	406	263	177	846
Bewdley	12	26	11	49
Broadway	16	9	3	28
Bromsgrove	133	79	63	275
Droitwich	72	47	57	176
Evesham	93	55	37	185
Kidderminster	191	102	76	369
Malvern	109	49	51	209
Pebworth	5	11	4	20
Pershore	46	28	21	95
Redditch	233	149	89	471
Stourport	49	53	29	131
Tenbury	8	8	6	22
Upton upon Severn	19	11	22	52
Worcester	376	167	132	675
Worcestershire	1362	794	601	2757
Total	1768	1057	778	3603

(Table 19 – Incidents per station ground Q1 & Q2 2016/17)

Appendix 2

HWFRS Community Risk Activity

Year 2016/17 – Q1 & Q2



HFSCs



Standard Alarms



Specialist Alarms

Year to date	1756	2443	503
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Arson Referrals



Fire Setter Referrals

Year to date	561	34	15
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Community Safety Activity
(CE1 hours)



Public Engagement
(total no. of people)



CR Media Campaigns

Year to date	912	3547	20
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RBAP/Visits/Post Fires



BFSCs



INTELS from BFSCs

Year to date	766	369	20
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Building Reg Consultations



Licensing Apps



Fire Investigation

Year to date	289	97	57
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Twitter



CR 0800



Enforcement

Year to date	69813	1424	6
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Appendix 2

Example Key to Community Risk Activity Data Sheet



Home Fire Safety Checks

Carried out by both Community Risk department staff and whole-time operational personnel.



Firesetter Referrals

Referrals from partnership agencies for individuals aged up to 16 years, where it is felt there is a risk of fire setting or a particular interest in fire.



Standard Smoke Alarms

Fitted in properties where no additional specialist alarms are needed. One working smoke alarm should be fitted on each floor of a property.



Public Engagement

This is the number of members of the public that have attended events/seminars/groups that Community Risk have been involved in



Wi-Fi Hearing Impaired Smoke Alarms

Fitted in properties where an occupant has a hearing impairment. This can consist of an alarm, vibrating pad and strobe.



CR Media Campaigns

Media releases distributed by the Community Risk department on community safety campaigns.



Signposting

Home Fire Safety Check referrals made by local authority partners, health professionals/agencies, and voluntary groups



Community Safety Activity (CE1 hours);

recorded hours for operational personnel and Community Risk staff engaged in Community Risk activity & initiatives, other than Home Fire Safety and Business Fire Safety Checks.



Arson Referrals;

Referrals made to the Community Risk department by both operational personnel

and partner agencies. Referrals target those potentially involved in arson activity, with prevention and behavioural change being key in its delivery.



Fire Investigation Total number of fire investigations completed by level 2 qualified fire investigation officers, and administered by the Community Risk department.



Risk Based Audit Programmes/Visits/Post Fires

The Risk Based Audit Programme (RBAP) is a system that ensures a cross section of business premises are inspected and audited in a timely manner. Post fire audits take place following a fire to ensure fire safety arrangements are adequate.



Twitter Community Risk regularly tweet fire safety messages and re-tweet relevant media. This is the number of people been captured through social media within the department.



Business Fire Safety Checks

Carried out by both Community Risk department staff and whole-time operational personnel.



CR 0800 Number of telephone calls received to the Community Risk department from public/agencies on the Freephone telephone number.



Intels from BFSCs Operational safety information obtained during Business Fire Safety Check visits.



Enforcement The FRS enforces Fire Safety law laid down in Regulatory Reform (Fire Safety) Order 2005, known as the Fire Safety Order (FSO)



Building Regulation Consultations

The FRS is a statutory consultee for proposed building regulations approval. Comments must be made in 15 working days.



Licensing Application Consultations

The FRS is a statutory consultee for premises licence and marriage licence applications. Comments must be made within 28 days.

Report of the Deputy Chief Fire Officer

7. Health and Safety Committee Update

Purpose of report

1. To provide the Policy and Resources Committee with an update on activities and items of significance from the Service's Health and Safety Committee.

Recommendation

It is recommended that the activities and items of significance from the Health and Safety Committee be noted, in particular that:

- (i) ***the Health and Safety performance information recorded during April 2016 to June 2016 (Quarter 1) shows a downward trend in comparison to the same quarter in 2015; and***
- (ii) ***the Service has been involved in a number of Health and Safety initiatives, including the implementation of a new risk assessment database to conclude the outstanding actions identified by the Chief Fire Officers' Association (CFOA) Regional Health and Safety Audit.***

Introduction

2. With regard to the health and safety of employees, Hereford & Worcester Fire Authority's aim is to ensure the safety and well-being of its employees and to reduce and prevent accidents and injuries at work.
3. The Health and Safety Committee (the Committee) is established to provide effective arrangements for the liaison and review of matters of a common interest with regard to Health and Safety (H&S) and to act as a forum for liaison on all matters relating to H&S for key stakeholders and departments. The Committee provides the opportunity for the Service to discuss general H&S matters on which it must consult the workforce via employee representatives.
4. The Committee has the facility to task work to the Health & Safety Working Group, which sits beneath it and is chaired by the Area Commander Operations Support. The group meets as and when required but at least every six months.

Update

5. The Committee last met on 27 September 2016 and is due to next meet on 8 December 2016.

6. A review of quarterly performance for the relevant period was discussed in detail, which overall shows a downward trend of the total events reported. The report is included at Appendix 1.

Service H&S Activities

Risk Assessment Database

7. A new risk assessment database has been implemented to replace the current paper based system. This concludes the outstanding actions identified with the CFOA Regional H&S Audit (March 2015). It is anticipated that the new system will change the way in which risk assessments are used, monitored and reviewed through:
 - Provision of current and up to date information online;
 - Risk assessments are readily available for all staff to view;
 - There are more standardised control measures for work activities shared with all users; and
 - Managers can easily verify that Risk Assessments are being used and updated.

Network Rail Safety Bulletin

8. Network Rail issued a safety bulletin to all emergency services following a serious safety event that occurred nationally on the rail network (not within the HWFRS area).
9. Across the UK there have been a number of near miss occurrences (not with HWFRS staff), where emergency service personnel have been working on or near lines without confirmed authorisation from Network Rail. The specific incident that caused this national safety bulletin to be issued was a serious health and safety event whereby responders were at serious risk while searching for a missing persons on a 'live' rail network.
10. As a result of this HWFRS have issued an internal H&S flash to all personnel. This flash reminds all staff of the control measures and the training package available that details the precautions that are required to be applied prior to working on or near railways. This safety flash has also been shared with our partners who often support us when responding at these types of operational incidents.
11. Specialist Accident Investigations

The Health & Safety department have undertaken a review of the significant safety events reported over the last five years to look for trends and to identify its outcomes are being properly implemented. The data has been reviewed by the Committee and further analysis and assurance will be undertaken, although no significant issues have been identified at this stage. This analysis will be reported back to the Committee by April 2016.

Conclusion

12. This report provides Members with an update on health and safety issues discussed at the previous Committee and draws Members' attention to key areas of work currently being undertaken by the Service. In addition the report provides information on quarterly health and safety performance, which overall shows a downward trend of the total number of events reported (See App 1).

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	N/A
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Corporate strategy – Ensuring firefighter safety
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	Reduces the overall impact for health and safety management in the areas identified and safeguards the Services legal requirements
Consultation (identify any public or other consultation that has been carried out on this matter)	None
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	N/A

Supporting Information

Appendix 1: Quarter 1 of year 2016/2017 (April – June 2016) Health & Safety Performance Report

Contact Officer

Richard Lawrence, Deputy Chief Fire Officer

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Title: Quarter 1 Performance Report (April - June 2016)

Personal Injury

Of the **24** H&S events reported, **11** were related to the category of Personal Injury. These are described in Table 1 below:

Sub-Categories	Break-down of Injuries in Each Sub-Category
6 incidents relate to accidents/injuries occurring during training.	1 relates to the collapse of a Shropshire FRS BA team member during a simulated basement Hot fire training using 1 st floor access. He was removed from a Training Facility and given O ₂ therapy and water. An ambulance was requested.
	1 relates to an upper arm injury (discomfort and slight stiffening). During a training exercise a fire engine door was opened and contacted a firefighter walking past.
	1 relates to tripping over items on the floor whilst accessing smoke generator.
	1 relates to falling over an obstacle during a team building exercise.
	1 relates to a slip whilst walking across a grass area after operating a branch and twisting an ankle on uneven ground. 8 Days Lost - RIDDOR
	1 relates to a slip whilst carrying equipment into a container and catching a foot on the edge of the doorframe and bottom latch. 1 Day Lost
5 accident/injuries were at operational incidents	1 relates to a knee injury caused by knee striking against the door as exiting own car. 3 Days Lost
	1 relates to a shoulder injury thought to be caused by putting on a dry suit for a river rescue.
	1 relates to a banged knuckle whilst opening a hydrant cover.
	1 relates to an injury sustained whilst entering a building during a firefighting situation.
	1 relates to a bite and scratches sustained whilst performing an animal rescue.
Totalling 11 personal injuries	
Totalling 1 RIDDOR event	
Totalling 12 days lost	

Table 1: Personal Injuries reported during Quarter 1

Vehicle Accidents

Of the **24** H&S events **8** are related to the category of Vehicle Accidents - these are further described in Table 2 below. Only 4 of these events may be attributed to the FRS driver and these events are highlighted in grey.

Sub-Categories	Breakdown of Injuries in Each Sub-Category
3 accidents were during routine activities	1 relates to a Service car struck by a third party impacting the rear whilst stationary.
	1 relates to a Service car being hit by a third party after fuelling.
	1 relates to the fire engine mirror striking a tree branch whilst travelling down a narrow road
5 accidents were responding to incidents	1 relates to a fire engine mirror striking a tree, during an operational response
	1 relates to a fire engine hitting a 3ft kerbside post whilst reversing, damaging the nearside front corner of the bumper.
	1 relates to a third party car clipping the rear side locker of the stationary fire engine.
	1 relates to a minor impact involving a fire engine with street lighting.
	1 relates to a collision of a fire engine caused by a vehicle coming up the inside on a roundabout where it was unable to pass.
	Totalling 8 vehicle accidents

Table 2: Vehicle Accidents Reported during Quarter 1

Vehicle mileage statistics for the year 2015-2016 have been provided by the Operational Logistics Fleet Department and have been used to predict vehicle mileage for Q1 2016. These are summarised in Table 2A below. It can be seen that the 2 white fleet accidents out of approximately 254,500 miles driven, equates to 1 accident for every 127,000 miles driven. The 6 accidents by red fleet vehicles were out of approximately 69,600 miles driven, which equates to 1 accident for every 11,600 miles driven.

Fleet	Total Mileage 2015-2016	Predicted Mileage Q1 2016
White Fleet	1,018,054	254,514
Red Fleet	278,464	69,616
	Totalling 1,296,518 miles	Totalling 324,130 miles

Table 2A: Vehicle Mileage Statistics

Property or Equipment Damage

Of the **24** H&S events **1** related to the category of Damage to Property or Equipment, this is further described in Table 3 below:

Sub-Categories	Break-down of Injuries in Each Sub-Category
1 - property or equipment failure during training	1 relates to air leaking from a Breathing Apparatus cylinder valve wheel. The valve wheel appears to have been turned past fully open position, creating an air leak from within the valve wheel mechanism.
	Totalling 1 property or equipment damage

Table 3: Damage to Property or Equipment Reported during Quarter 1

Near Hits or Causes for Concern

Of the **24** H&S events **4** related to the category of Near Hits or Causes for Concern - these are further described in Table 4 below:

Sub-Categories	Break-down of Injuries in Each Sub-Category
2 were whilst responding to incidents	1 relates to a near collision between a fire engine and a car being driven by a member of public at a crossroads in Worcester. The crossroads has a blind view until the very last approach.
	1 relates to a trailer hitch being semi-detached from the trailer. The forward most bolts had ripped up through the frame during transit. Significant Event
1 was during routine activities	1 relates to a trailer hitch mounting crack spotted during an inspection following failure (see above). Significant Event
1 was during a training exercise	1 relates to a near miss with a vehicle owned by a partner agency, travelling at speed in the station yard. A firefighter was making up a length of hose when the car passed very close to the firefighter.
	Totalling 4 near hits or causes for concern

Table 4: Near Hits or Causes for Concern Reported during Quarter 1

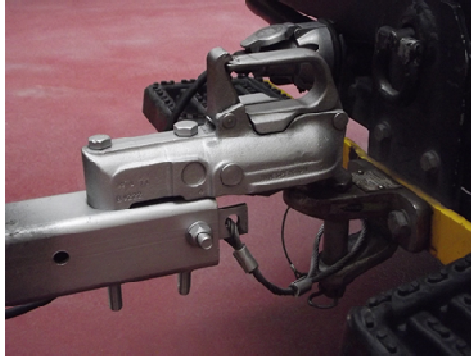
Significant/Serious Events during Quarter 1 (Apr 16 – Jun 16)

There have been two fleet related reports received by the Health & Safety Department; both have been responded to and relate to the same issue. The reports identified cracks in the metalwork holding the towing hitch of trailer connections. The trailer and towing connections are used to tow boats used during water rescue activities:

Fig 1



Fig 2



As can be seen in Figure 1 above the existing trailer hitch attachment failed. The Service has four trailers in use. In addition to the one shown in (Fig 1) one other connection was found to be defective in the same area during inspection, however the other two were undamaged. Fleet engineers worked promptly with the manufacturer of the trailer to rectify this and put improved solutions in place within 48hrs. The damaged trailers were taken off operational duties, remedial measures were implemented, and all four trailers were overhauled and replacement parts fitted (Fig 2), with additional safeguards built in. A full investigation was undertaken and additional measures relating to regular monitoring and servicing have also been implemented.

Summary for Quarter 1 (Apr 16 – Jun 16)

One RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) report was submitted to the Health and Safety Executive (HSE). This relates to a personal injury where a fire fighter twisted their ankle and was absent from work for 8 days.

Comparison Between Quarters

Comparison of Events Reported Showing Differences Q1 2016 and Q1 2015

Table 5 below, compares the number of events reported in Q1 2015-16 and Q1 2016-17 for different categories. It can be seen that in Q1 2016-17, the number of Vehicle Accidents, reports of Violence and Aggression and Near Hit reports reported were less than in Q1 2015-16. Conversely, Personal Injuries reported and reports of Damage to Property or Equipment in Q1 2016-17 have slightly increased compared to Q1 2015-16. Overall, this demonstrates that event reporting as a whole has slightly decreased during Q1 2016-17 compared with Q1 2015-16.

Event Type	Q1 2015-16	Q1 2016-17	Increase/Decrease
Personal Injuries	9	11	+2
Vehicle Accidents	12	8	-4
Property or Equipment	0	1	+1
Violence & Aggression	1	0	-1
Near Hits	9	4	-5
Overall	31	24	-7

Table 5: Quarterly Events Reported Q1 2015-2016 and Q1 2016-2017

Table 5 above compares Q1 2015-16 to Q1 2016-17 reports the Service has had:

- Two additional Personal Injury reports
- Four **fewer** Vehicle Accidents
- One additional report of Damage to Property or Equipment
- One **fewer** report of Violence or Aggression against Service personnel
- Five **fewer** reports of Near Hits or Causes for Concern were made

In summary, this demonstrates positive reporting of Health and Safety events within HWFRS and is an encouraging indicator of the culture and attitude towards H&S matters. There has been a drop in Vehicle Accidents (-4), Violence or Aggression (-1) and Near Hit reports (-5). There has also been an increase of 2 Personal Injuries reported and 1 report of Damage to Property or Equipment, which indicates that more people are utilising the systems in place to identify Health and Safety events, to inform others, and contribute to corrective control measures to continue to drive injuries and accidents down.