

Report of Head of Operational Support

Health and Safety Committee Update

Purpose of report

1. The purpose of this report is to provide a Health & Safety update on activities and items of significance.
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Recommendation

It is recommended that the following issues, in particular, be noted:

- (i) The involvement of the Service in Health and Safety initiatives*
- (ii) Health and Safety performance information recorded during October to December 2020 (Quarter 3)*

Introduction and Background

2. A key aim of Hereford & Worcester Fire Authority is to ensure the safety and wellbeing of its employees and to reduce and prevent accidents and injuries at work as outlined in the People Strategy 2020-2022.
3. The Health and Safety Committee is established to provide effective arrangements for the liaison and review of matters of a common interest in regards to Health and Safety (H&S). The Committee provides the opportunity for the Service to discuss general H&S matters and to consult with the workforce via employee representatives. It is chaired by the Assistant Chief Fire Officer and last met on 10th March 2021.
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 Operational Support. The group meets as and when required.

Health & Safety Initiatives Update

National Activities

5. The National Fire Chiefs Council (NFCC) continues to publish guidance and risk assessments to support with managing Covid-19; these are available on the NFCC website. HWFRS has utilised this facility and has used this as the basis of internal guidance, issuing regular updates to staff as required.

6. HWFRS has undertaken a GAP analysis of the updated NFCC 'Death in the Workplace' guidance. The Health and Safety advisor has been working with HR and Corporate Communications to enhance our current procedures. Further updates will be reported to the committee when available, ensuring HWFRS guidance is aligned to this best practice information.

Regional Activities

7. Since the beginning of the Covid-19 outbreak, regional H&S business planning activities have been deferred. However, H&S staff from the five regional FRSs are in regular contact with each other to discuss Covid-19 related concerns and to share best practice.

HWFRS Local Activities

8. Following on from the last update that was provided in the Quarter 2 report, HWFRS have continued to monitor and implement safe systems of work to protect workers and members of the public from the risks of Covid-19. As part of the Recovery Group the H&S advisor has shared best practice guidance with departmental managers to ensure the 'Covid Secure' assessments are regularly reviewed and updated.
9. The Service fully utilised government and NFCC guidance and facilitated agile working for support departments, with additional PPE and social distancing measures being introduced for all staff who remained operational. The H&S Advisor has provided assurance that all guidance is integrated into our own procedures. An individual risk assessment process has been introduced to identify if individuals have any specific requirements.
10. The Service has continued to work to ensure all current H&S policies, procedures and databases are being transferred onto the Service's new SharePoint site.
11. Risk Assessment Database: During Quarter 3, a total of 319 risk assessments (RA) were reviewed and 47 new RAs were created, see table below. The database is maintained by the owners of the RAs, with automatic email prompts sent when the RAs are due to be reviewed. If they are no longer applicable, they are archived from the database.

Location	Quarter 4 (19/20)		Quarter 1 (20/21)		Quarter 2 (20/21)		Quarter 3 (20/21)	
	Reviewed	Created	Reviewed	Created	Reviewed	Created	Reviewed	Created
North District	59	7	36	5	115	12	119	6
South District	62	12	135	19	99	15	75	20
West District	86	13	123	57	128	112	95	8
Training Centre	65	3	8	0	56	1	29	2
Others	2	7	57	15	8	20	1	11
Total	274	42	359	96	406	160	319	47

Quarter 3 Performance Report

12. Appendix 1 provides details relating to all safety events that were reported and investigated during Quarter 3 (October to December 2020) of the 2020-21 reporting year.
13. The total number of safety events reported in Q3 decreased by 10 compared to the previous quarter. The key drivers in the decrease in accident reporting are; Personal Injuries (-10) and Near Hit / Cause for Concerns (-5). Increases occurred in Property and Equipment failure (+2) and Violence/Aggression (+3). Vehicle Collisions and Exposure reports remained the same.
14. The Violence and Aggression reported incidents were of a minor nature and were of general frustration from members of public, which were controlled by the local officer in charge with no requirement for police assistance.
15. The majority of Vehicle Collisions and Near Hit/Cause for Concerns happened during slow manoeuvring routine activities. A Service bulletin article has been issued for crews to review the 'bankperson' online training package.
16. No injuries were reported to the Health & Safety Executive (HSE) under the RIDDOR regulations. One Specialist Investigation occurred, relating to a vehicle collision that occurred during an emergency response where the fire engine proceeded with caution through a red light but a collision occurred with a third party vehicle. No medical treatment was required and the Police are not taking any further action following investigation.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Contained within H&S budgets and departmental capacity.
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 H&S 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)	Representative bodies attend H&S Committee and are fully consulted on H&S matters.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	N/A

Supporting Information

Appendix 1: Quarter 3 (October - December 2020) Event Reporting and Summary