

## **Report of the Head of Operational Support**

### **Health & Safety Committee Update**

#### **Purpose of Report**

1. The purpose of this report is to provide the Audit & Standards Committee with an update on the activities and items of significance from the Service's Health and Safety Committee.
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#### **Recommendations**

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

- (i) ***Health and Safety performance information recorded during January 2018 to March 2018 (Quarter 4)***
- (ii) ***The involvement of the Service in a number of Health and Safety initiatives***

#### **Introduction and Background**

2. A key aim of Hereford and Worcester Fire Authority 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 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). 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 meet as and when required but at least every six months.

#### **Update**

5. The H&S Committee met on 12 June 2018.
6. A number of national and local initiatives were discussed at the H&S Committee. These include the review of a number of H&S related processes including contractor management and the impact of the new General Data Protection Regulations. The Service was also the subject of an H&S audit by the regional H&S team as detailed below in Sections 5-7.

7. A review of quarterly performance for the relevant period was discussed in detail. Whilst this Quarter (4) report (Appendix 1) shows there has been a slight increase in personal injuries and vehicle collisions, the majority of events were of a minor nature.
8. All events that occurred during the Quarter have had a minimum of a local level investigation to identify preventative control measures, to help reduce the likelihood of similar occurrences.

## **HWFRS H&S Update – Local Initiatives**

### **Contractor Management Issues**

9. During Quarter 4, the H&S Advisor was made aware of two safety events that occurred whilst contractors were carrying out works under the management of Place Partnership Ltd (PPL).
10. The H&S Advisor will review the contractor management systems used by PPL to ensure they are suitable and sufficient ensuring safe systems of work are identified and key risks are shared with contractors prior to undertaking the task.
11. In addition to this, HWFRS require a sampling of work to be undertaken after completion to ensure that the tasks have been completed to a required standard.

### **Driving at Work**

12. The H&S working group has now completed a pan-organisational review of all the relevant operational and non-operational driving related policies which has taken nearly eighteen months and included nearly all Service departments to some degree. The outcome of this review is a new consolidated Driving at Work policy which is undergoing final consultation and will be issued in the near future.

## **General Data Protection Regulations**

13. The Service has been assured by subject matter experts (Data Controller and Data Processor) that the new General Data Protection Regulation (GDPR) which comes into force from 25 May 2018 is adhered to and included in the handling of data through the H&S Dept. Any changes that are required will be reflected in amended policies in the future.

## **Risk Assessment Database**

14. During Quarter 4 a total of 382 RAs were reviewed and 79 new risk assessments were created.

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
<b>Location</b>	Reviewed	Created	Reviewed	Created	Reviewed	Created	Reviewed	Created
North District	61	17	188	51	44	10	58	19
South District	91	26	252	80	98	19	121	34
West District	102	28	245	89	64	24	54	21
Training Centre	96	4	268	12	137	4	137	4
Others	22	2	49	6	16	6	12	1
<b>Total</b>	<b>372</b>	<b>77</b>	<b>1002</b>	<b>238</b>	<b>359</b>	<b>63</b>	<b>382</b>	<b>79</b>

15. Whilst it is clear that staff are using the system, to further confirm their knowledge a set of questions have been included in the 2017/18 station assurance audit programme.
16. During Quarter 2 there has been a significant drive across the Service for older risk assessments to be transposed into the new format and uploaded into the database. This explains the significantly increased numbers in the 'created' RAs column.
17. Additionally, all types of risk assessment will now be migrated over on to the electronic database, not just those used for operational and training related activities.

## **Regional Activities**

### CFOA Health and Safety West Midlands Group

18. From 20 – 22 March 2018, HWFRS were audited as part of the agreed CFOA H&S West Midlands (FRS) Regional Business Plan 2016-2020.
19. Four specific areas were audited:
  - Breathing Apparatus,
  - Workplace Transport,
  - Provision and Use of Work Equipment Regulations 1998 (PUWER),
  - Slips and Trips.
20. The Audit Team visited 12 Stations/Crews and 8 departments, interviewing a range of personnel. Alongside these they performed documentary checks and inspections of equipment, all of which provided evidence to complete the review.
21. Following the audit, a formal report has now been issued to HWFRS which identifies a number of recommendations to be considered. The Health and Safety department has compiled a GAP Analysis of the 15 recommendations made to ensure any action required can be monitored and reviewed by the H&S Committee. Please see Appendix 2 for a summary of the recommendations and progress against them.

## **National Activities**

### **Firefighter Exposure to Contaminants Project**

22. The Centre for Applied Science and Technology (CAST) in collaboration with the Personal Protective Equipment Contamination Working Group (PPEC WG) led by the National Fire Chiefs Council (NFCC), undertook an initial review of literature regarding the potential long-term health effects associated with contamination on firefighter Personal Protective Equipment (PPE). This was to determine whether there was a connection specifically, between contamination on firefighter PPE and an increase in the relative risk of occurrence of cancer.
23. Due to the complex chemical environment of fires, the fact that the data on current cancer rates does not reflect current practices, the conflicting nature of the literature and the difficulty in assigning cancer risk to specific activities with limited direct evidence, it is not possible to either prove or disprove a link specifically between contamination on firefighter PPE and a potential increase in the relative risk of occurrence of cancer.
24. CAST have recommended that further work is undertaken in this area utilising subject matter experts and reviewing new and emerging literature to establish a more informed position for the sector. Once this further work is complete, a better picture of the situation will be available which will lead to recommendations as to how the risk could be reduced by establishing procedures that all UK FRSs may wish to follow.
25. HWFRS remains committed to improving the health, safety and welfare of all staff and have a number of existing processes that reduces this risk. HWFRS will monitor further development and guidance that is issued to ensure the most effective processes are used to enhance firefighters' wellbeing.

### **The Kerslake Report**

26. The Kerslake Report is an independent review into the preparedness for, and emergency response to, the Manchester Arena attack that occurred on 22 May 2017.
27. On 22 May 2017 a suicide bomber detonated an improvised bomb in the foyer of Manchester Arena as a pop concert was coming to an end. The explosion killed 22 people including many children and injured over a hundred others. Many more people suffered psychologically and emotionally.
28. This public report from Lord Kerslake into the Manchester Arena terrorist attack was published on 27 March 2018. The report sets out the background and rationale of the review, recorded the experiences of the bereaved and injured, the response of each of the emergency services and described what went well and provided key recommendations. The report includes how Greater Manchester Fire and Rescue Service (GMFRS) responded to the attack, how emergency Services worked together on the night and identifies lesson about how they should work together in the future should a similar event take place.
29. The report specifically provided recommendations to the following areas:

- Local Multi-Agency recommendations
- Fire & Rescue Services
- National Emergency Response Arrangements
- Local Resilience Forum (LRF) (HWFRS to support LRFs internal review)
- Health Services
- Recommendations in Relation to Press and Media in Emergencies

30. In relation to the recommendations, HWFRS are undertaking an analysis to identify whether HWFRS need to take action to improve our procedures, which will include any H&S related matters that arise from this review.

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	N/A
<b>Strategic Policy Links</b> (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
<b>Risk Management / Health &amp; Safety</b> (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
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	N/A
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	N/A

### Supporting Information

#### Contact Officer

Jon Pryce: Area Commander  
Head of Operations Support  
Tel: 01905 368237  
Email: [JPryce@hwfire.org.uk](mailto:JPryce@hwfire.org.uk)

## 1. Overview of Events Reported During Quarter 4 (Jan 18 – Mar 18)

### 1.1. Summary

In the period of January 2018 to March 2018 a total of **45** Health and Safety (H&S) events were reported. They fall into the categories of:

- Personal Injury
- Vehicle Collisions
- Property or Equipment
- Near Hits or Causes for Concern.
- Exposure

During this period there were no events reported in the following categories:

- Violence or Aggression

Individual summaries of reporting in the key areas are outlined below.

### 1.2. Personal Injury

Of the **45** H&S events reported, **19** 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
11 events/injuries were during training.	1 relates to a breathing apparatus face mask valve becoming partially unattached during hot fire training. No personal injury resulted to the wearer.
	1 relates to a firefighter who was exposed to heat during essential hot fire training resulting in skin reddening and small blister resulting in cooling gel being applied, fire kit fitted correctly, control measures from risk assessments were in place. <b>4 Calendar Days Lost.</b>
	1 relates to a firefighter who was exposed to heat during essential hot fire training resulting in skin reddening on the day and a small blister found the next day, fire kit fitted correctly, control measures from Risk assessments were being followed. <b>2 Calendar Days Lost</b>
	1 relates to a firefighter bending over a light portable pump resulting in lower back ache. <b>3 Calendar Days Lost.</b>
	1 relates to a firefighter running to pump operator to give an instruction when they twisted their ankle. No time lost injury.
	1 relates to a firefighter climbing up into rear of the appliance, when they slipped on step and injured their right shin. The firefighter stayed on duty. No time lost injury
	1 relates to a recruit firefighter operating a ladder, as they brought it to a horizontal position their shoulder gave way. No time lost injury
	1 relates to a firefighter undertaking Breathing Apparatus annual refresher. The firefighter strained their back when rescuing a casualty with a colleague. The Firefighter rested for the remainder of the training course.

	1 relates to a firefighter who during an RTC Training on station pulled a muscle in their back whilst handling RTC equipment. No time lost injury.
	1 relates to a firefighter who whilst removing the 13.5m ladder from appliance pulled their shoulder muscle. No time lost injury.
	1 relates to a firefighter who during a break from training ran to the external toilet and pulled a thigh muscle in their leg. The injury caused them to be off work for more than 7 days and was RIDDOR recordable - <b>14 Calendar Days Lost, 8 Working Days Lost RIDDOR</b>
4 events/injuries were at operational incidents	1 relates to a Firefighter who attended a persons reported flat fire and who was part of an initial crew tasked to search for a missing person. During the search the firefighter suffered a small burn to their right facial cheek which resulted in a small blister. This was checked by Ambulance crews on-scene and a burns gel was applied - no further treatment was required and the firefighter was advised to monitor the injury further. <b>Significant Event</b>
	1 relates to a firefighter returning to Fire Appliance who tripped over an unseen piece of metal gate in the driveway. No time lost injury.
	1 relates to a firefighter suffering from heat stress who hadn't eaten for a period of time. The firefighter was rested and re-hydrated. No time lost injury.
	1 relates to a firefighter walking back to the appliance from an incident that slipped over and strained their right shoulder. No time lost injury.
3 events/injuries were during routine activities	1 relates to a firefighter who as they lined up for parade went dizzy and felt faint. They were escorted to a seat and advised to rest. No time lost injury.
	1 relates to a firefighter who as they were walking down stairs, slipped and fell down six steps and sprained their right ankle. No time lost injury.
	1 relates to a firefighter who as they were lifting up hose to the first floor pulled their forearm/elbow. <b>5 Calendar Days</b>
1 event/injury was during non-service related activities	1 relates to a firefighter carrying out physical training. As they used the leg press it resulted in a twinge to the left side of their back. They were advised to restrict the weight applied to leg press. <b>2 Calendar Days Lost.</b>
Totalling <b>19</b> personal injuries	
Totalling <b>1</b> RIDDOR event	
Totalling <b>30</b> calendar days lost <b>24</b> working days lost	

Table 1: Personal Injuries Reported during Quarter 4

### 1.3. Vehicle Collisions

Of the **45** H&S events **16** are related to the category of Vehicle Collisions these are further described in Table 2 below.

**10** of these events could be attributed to the FRS driver these events are highlighted in grey.

Sub-Categories	Breakdown of Vehicle Collisions in Each Sub-Category
2 events were during training	<p>1 relates to a firefighter driving in a service vehicle to Training Centre came to a stop at traffic lights when another car, travelling at a very low speed impacted to the rear. There was very little damage other than an impact mark.</p>
6 events were responding to operational incidents	<p>1 relates to fire engine responding to emergency call, when at a T-junction, a vehicle pulled out directly in front them. <b>Serious Event</b></p> <p>1 relates to a firefighter who following the turn out system opened the appliance bay door. As the fire engine moved forward it collided with the bay door. The driver immediately stopped and reversed the vehicle back into the bay and assessed the damage – the bay door had not fully opened.</p> <p>1 relates to fire engine being driven to incident which as it moved forwards through a gap in the traffic at a roundabout it made contact with another vehicle</p> <p>1 relates to a fire engine parking at an incident. The crew were unaware of the impact occurring at the time. The fire engine sustained a slight scrape on the nearside rear locker approx. 2 inches long.</p> <p>1 relates to a Fire service vehicle driven in the snow, when as it came around a bend, the vehicle carried on straight on making contact with kerb then slight contact with a house.</p> <p>1 relates to a fire engine reversing into private driveway to commence fire fighting and to keep public road access open. On reversing, a tree limb got caught between the external sun visor and windscreen of the offside roof of the fire engine causing damage to the sun visor and offside roof side light.</p>
6 events were during routine activities	<p>1 relates to a fire service vehicle reversing down a track which resulted in a collision with a telegraph pole.</p> <p>1 relates to a Fire service vehicle being stationary waiting for traffic to continue forward which was then shunted from behind by another private motor vehicle.</p> <p>1 relates to a fire engine being driven forwards in the appliance bay after having been washed. The driver applied the foot brake while moving through appliance room and the vehicle failed to stop due to slippery floor <b>Serious Event</b>.</p> <p>1 relates to a USAR vehicle being driven through the station's rear gate. Whilst manoeuvring, the USAR module collided with the gate. <b>Serious Event</b></p> <p>1 relates to a Fire service vehicle being stationary at a set of traffic lights. It was then struck from the rear by a private motor vehicle causing damage to both vehicles.</p> <p>1 relates to a firefighters car. When queuing in heavy traffic it went into the rear of another vehicle at approximately 5 miles per hour.</p>



3 events were during non-service related activities	1 relates to a fire officers private car, whose open door the wind blew open and into the nearside front passenger door of a fire service vehicle.
	1 relates to a private motor vehicle failing to turn in snow on road. The vehicle careered off road, across pavement and into a Fire Service vehicle
	1 relates to a free standing Community safety banner/stand which was blown over in the wind onto the door of a stationary parked private motor vehicle causing minor damage.
Totalling <b>17</b> vehicle accidents	

*Table 2: Vehicle Collisions Reported during Quarter 4*

Vehicle mileage statistics for the year 2016-2017 have been provided by the Operational Logistics Fleet Department and have been used to predict vehicle mileage for Q4 2017/18. These are summarised in Table 2A below. It can be seen that there were 8 white fleet safety events out of approximately 207,364 miles driven, which equates to 1 event for every 25,921 miles driven. The 8 safety events by red fleet vehicles were out of approximately 58,629 miles driven, which equates to 1 minor event for every 7,329 miles driven.

<b>Fleet</b>	<b>Total Mileage 2016-2017</b>	<b>Predicted Mileage Q4 2017-2018</b>
White Fleet	829,456	207,364
Red Fleet	234,516	58,629
	Totalling 1,063,972 miles	Totalling 265,993 miles

*Table 2A: Vehicle Mileage Statistics*

#### **1.4. Property or Equipment Damage**

Of the **45** H&S events **3** related to the category of Damage to Property or Equipment, this is further described in Table 3 below:

<b>Sub-Categories</b>	<b>Break-down of Property or Equipment Damage in Each Sub-Category</b>
1 property or equipment failure was at operational incidents	Main pump on fire engine 252, pump disengaged after being engaged
1 property or equipment failure during routine activities	Front Bay door severely damaged. Boarding up company removed old door and boarded up with ply sheets to make site secure.
	A firefighter was descending from the deck of the Aerial Ladder Platform (ALP) to the ground when the bottom step failed and gave way. The firefighter did not obtain any injuries from this.
Totalling <b>2</b> property or equipment damage	

*Table 3: Damage to Property or Equipment Reported during Quarter 4*

## 1.5. Near Hits or Causes for Concern

Of the **45** H&S events **6** related to the category of Near Hits or Causes for Concern - these are further described in Table 4 below. This includes **1** Near Hit or Cause for Concern from Quarter 3 reported here:

Sub-Categories	Break-down of Near Hits or Causes for Concern in Each Sub-Category
4 were during training exercises	1 related to a member of staffs' private car becoming stuck on grass which had to be manually pushed off which could have caused injury to Fire Service staff. Due to large number on cars and trucks needing to use the yard for training staff had to use other parking areas.
	1 related to the incorrect chocking of fire engine wheels when using pump as an anchor for working at height by more than one group
	1 related to the heavy gear sliding drawer in the rear locker of fire engine coming out at speed when the locker was opened whilst drilling in the yard.
	1 related to a hose out of control: during YFA training a length of 70mm hose was charged with water and did not have a branch on the end of it.
2 were during routine activities	1 related to a routine acceptance test on BA Set (No.04AA1130) contamination was found under the Emergency Air Supply Equipment (EASE) dust cap. <b>Significant Event</b>
	1 related to a partial ceiling collapse in Performance & Information Department after heavy snowfall. Reported to Place Partnership.
	Totalling <b>6</b> near hits or causes for concern

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

## 1.6. Exposure or Contamination

Of the **45** H&S events **2** related to the category of Exposure or Contamination, this is further described in Table 5 below:

Sub-Categories	Break-down of Exposure or Contamination in Each Sub-Category
2 were during training exercises	1 related to Water Rescue Training in River Wye where a firefighter suffered Gastroenteritis <b>1 Calendar Days Lost 1 Working Days</b>
	1 related to exposure from swimming across River Wye from river left to river right during a training event.
	Totalling <b>2</b> exposure or contamination
	Totalling <b>1</b> calendar day lost <b>1</b> working day lost

Table 5: Exposure or Contamination Reported during Quarter 4

## **2. Significant/Serious Events during Quarter 4 (Jan 18 – Mar 18)**

There have been 3 serious events reported during quarter 4 that required a specialist accident investigation.

In addition to these, there was also 1 significant event reported that did not require a full specialist investigation but required a further review of the standard local investigation to ensure no service wide risks were apparent.

One additional significant event from Quarter 3 is reported here.

### **2.1. Summary for Quarter 4 (Jan 18 – Mar 18)**

During quarter 4, 1 RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) report was submitted to the Health and Safety Executive (HSE). 1 personal injury event was reported under the time lost category.

A total of 3 serious events were reported during quarter 4, of which 3 were vehicle collisions. These are detailed below and required a full specialist investigation, however neither of these events required a level 2 debrief where a senior officer is required to consider any service wide implications.

1. A fire engine was being driven through traffic whilst responding to an emergency call. At a T-junction, a vehicle pulled out directly in front of fire engine, no fault of service driver.
2. Whilst driving through the rear gate of a station the driver misjudged the space available and contact was made between the gate and the rear of the vehicle, gate repairs were undertaken by Place Partnership Limited (PPL).
3. A fire engine was being driven forwards in the station bay having just been washed outside in the yard. The driver applied the foot brake while moving through bay and the vehicle failed to stop due to applying the brake late and the floor being wet and slippery. The fire engine collided with the bay door. The driver misjudgement has been seen as a one off occurrence.

There was 1 significant event reported during quarter 4, which resulted in a personal injury. Additionally, a significant event from quarter 3 was a near hit/dangerous occurrence. These events were of a sufficient enough nature that, whilst not requiring a full specialist investigation, a further review by a supervisory officer or a specialist accident investigator was required.

1. Whilst attending persons reported flat fire the initial crew committed to search for missing person, flat was heavily involved in fire and firefighter suffered small burn to right facial cheek which has resulted in a small blister checked by Ambulance on scene - applied burns gel - no further treatment required advised to monitor.
2. During acceptance test on BA Set contamination was found under EASE supply dust cap. A sample review of this piece of equipment throughout the Service was carried out and no further faults were found.

### 3. Comparison Between Quarters and Trend Analysis

#### 3.1. Comparison of Events Reported Showing Differences Q4 2016-17 and Q4 2017-18

Table 6 below compares the number of events reported in Q4 2016-17 and Q4 2017-18 for the different categories. Four of the categories experienced an increase in events over the 12 months. Conversely, over the same period there were fewer reports in two categories.

Overall, event reporting as a whole has increased by 3 over the period with 45 reports in Q4 2017-18 compared to 42 in Q4 2016-17.

Event Type	Q4 2016-17	Q4 2017-18	Increase/Decrease
Personal Injuries	16	19	+3
Vehicle Collisions	14	16	+2
Property or Equipment	6	3	-3
Violence & Aggression	1	0	-1
Near Hits	4	5	+1
Exposure	1	2	+1
Overall	42	45	+3

*Table 6: Quarterly Events Reported Q4 2016-2017 and Q4 2017-2018*

Table 6 above, compares Q4 2016-17 to Q4 2017-18 reports the service has had:\*

- Three more Personal Injury reports
- Two more Vehicle Accident reports
- Three fewer reports of Damage to Property or Equipment
- One fewer report of Violence or Aggression
- One more report of Near Hits or Causes for Concern
- One more report of Exposure

\*Specific details of these can be provided upon request to the Health and Safety advisor.

#### 3.2. Trend Analysis

In summary compared with the previous year, there has been an overall increase in the number of events reported during quarter 4. However, compared with quarter 3 this number has reduced slightly. All events that occurred during the quarter have had a minimum of a local level investigation to identify preventative control measures, to help in reducing the likelihood of similar occurrences.

Additionally, the number of serious and significant events has reduced significantly from quarter 3 and slightly reduced from quarter 4 last year. All of these have been thoroughly investigated to ensure that suitable control measures were in place and to highlight any areas of improvement that could be made to help prevent a reoccurrence. The H&S Advisor works closely with the investigating officers and the support departments to ensure that additional control measures are implemented where required.

Table 7 shows during quarter 4 there have been more events reported during Training activities compared with operational and routine activities and these are all higher than the numbers of Non-Service related activities reported. Vehicle Collisions have an even split between Operational and Routine driving.

	<b>Total</b>	<b>Training</b>	<b>Operational Activities</b>	<b>Routine Activities</b>	<b>Non-Service Related Activities</b>
<b>Total H&amp;S Events</b>	<b>45</b>	<b>19</b>	<b>11</b>	<b>11</b>	<b>4</b>
Personal Injury	19	11	4	3	1
Vehicle Collision	16	1	6	6	3
Property or Equipment Failure	3	1	1	1	0
Near Hit or Cause for Concern	5	4	0	1	0
Exposure	2	2	0	0	0
Violence or Aggression	0	0	0	0	0

*Table 7: Safety Event Breakdown Q4 2017-2018*

Table 8 identifies Manual Handling activities and slips trips and fall are the cause of the majority of personal injuries reported, which are within the expected areas in relation to the physical activities that are regularly undertaken by personnel. To try and reduce the number of manual handling injuries reported, the manual handling CTR is currently being reviewed by the H&S advisor and a trade union H&S representative. This is to ensure current guidance is being effectively utilised.

There have also been a small number of burns reported during this period, these have been of a minor nature that caused slight blistering, the health and safety department is working with training centre to review our current practices to ensure suitable and sufficient control measures are being taught and followed.

<b>Total Personal Injuries</b>	<b>19</b>
Manual Handling	6
Slips, Trips & Falls	6
Hit by Moving Object	0
Hit Stationary Object	0
Burns – Operational	1
Burns – Training	2
Other	6

*Table 8: Personal Injury Breakdown Q4 2017-2018*

Table 9 highlights whilst at low numbers and on the whole of a minor nature, the vehicle collisions involving fire engines have been evenly split between responding to operational incidents and non-blue light driving. Whereas car and van accidents have occurred during normal road driving, which is what would be generally expected due to the nature of the vehicles use.

Vehicle Accidents	Fire Engines		Cars and Vans		Non-Service Vehicle
	On blue lights	Off blue lights	On blue lights	Off blue lights	
<b>Total Accidents</b>	4	4	1	7	1

*Table 9: Vehicle Breakdown Q4 2017-2018*

## HWFRS – REGIONAL H&S AUDIT MARCH 2018

1	Review and further develop the Risk Assessment Database to host all risk assessments. The system will then provide prompts when they are due for review.	Operational Policy Dept.	Rationalise and remove unnecessary RAs and paper based RAs – eliminate duplication – to be delivered over the next 12 months	Ongoing
2	Remove the risk assessments from the Equipment Safety Files and add to the database as part of the review, install a link from the document to the risk assessment database.	Operational Policy Dept.	Tasked to Ops policy Dept. and to be complete within 12 months	Ongoing
3	Provide some further information/evidence for all personnel with regards to the reasoning for the change to the graded response system.	Health & Safety Committee to discuss and minute response	Additional information/rationale to be released prior to 'go live'	Closed – not an action for H&S
4	Create or update the operational driving risk assessment demonstrating that the introduction of graded response as a control measure reduces the risk rating for driving under blue lights.	Operational Policy Dept.	Tasked and complete Update RA from the GRA 1.1 Emergency Response and Arrive at Scene – as additional control measures	Closed – not an action for H&S
5	Run a trial for graded response in a specific area before full roll out goes ahead. This will allow crews to provide feedback and gain confidence in the process; and will provide Management with the time to identify and solve any initial issues on a smaller scale.	Health & Safety Committee to discuss and minute response	Feedback has already been given regarding the response. Discussion held and decision agreed to roll out as per previous discussions, no trial required.	Closed – not an action for H&S
6	Create a process to ensure that feedback is given to personnel submitting operational debriefs and safety events; especially near misses.	Operational Policy Dept.	Review and create a 6 monthly report for H&S Committee and also an update newsletter for staff	Ongoing
7	Standard setting for BA set log book completion and Red Kite service records to ensure a consistent approach to BA set servicing and	Operational Policy Dept.	Ops Policy to allocate to staff to review current 'best practice' to complete Log Book in conjunction with Training.	Ongoing

	recording.			
8	Implement the use of periodic BA set data downloads in order to ensure standards and BA record keeping. This would allow the service to triangulate the recorded information contained on the Red Kite system and BA logbook more effectively.	Service Delivery & Ops Logistics	Service Delivery to evaluate how this could form part of the Station Assurance Audit process	Ongoing
9	Operational assurance of BA in a live operational environment so best practice and learning can be shared with operational crews locally, regionally and nationally.	P&I	Under review.	Ongoing
10	A review of EDBA within the service in order to create a policy and training provision for operational deployment or remove the EDBA provision and equipment from service.	Ops Logistics	Equipment not in use has been withdrawn.	Closed
11	Review all station door mats to ensure they are in good condition and fit for purpose.	Operational Policy Dept.	To be discharged by Station Commanders	Ongoing
12	Station or building risk assessments should be reviewed to ensure that local arrangements for implementing control measures for snow and ice are in place and up-to-date.	Operational Policy Dept.	To be added during the rationalisation exercise – see recommendation 1	Ongoing
13	Implement a slips, trips and falls poster campaign to educate personnel on the benefits of good housekeeping	Operational Policy Dept.	To be discharged via H&S Dept.	Ongoing
14	Review and update all Health and Safety noticeboards. A templated guide could be produced that all stations and departments could use to standardise them for consistency across the organisation.	Operational Policy Dept.	To be discharged via H&S Dept.	Ongoing
15	Update the management structure on page seven of the Health and Safety policy to reflect current arrangements or consider re-instating the direct reporting line into the senior management team.	Operational Policy Dept.	SPI is currently in draft, pending approval and 21 days consultation.	Ongoing