

Report of Head of Operational Support

Health and Safety Committee Update

Purpose of report

1. To provide the Audit and Standards Committee with an update on the activities and items of significance from the Service's Health and Safety Committee.
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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 July to September 2020 (Quarter 2).*

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 9 December 2020.
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 Activities Update

National Activities

5. Following the Covid 19 outbreak, the National Fire Chiefs Council (NFCC) produced a website with key guidance for fire and rescue services to make use of as required. HWFRS have utilised this facility and adapted internal guidance, issuing regular updates to staff as appropriate.

- In June, the NFCC issued updated 'death in the workplace' guidance. Initial guidance was produced in 2005 to provide FRSs with a structure to manage such an occurrence. A GAP analysis has now been completed by the H&S department to ensure Service guidance can be aligned to this updated information.

Regional Activities

- Since the beginning of the Covid 19 outbreak, regional H&S business plan activities have been deferred. However, H&S staff from the five regional FRSs are in regular contact, and continue to share best practice.

HWFRS Local Activities

- Following on from the last update that was provided in the Quarter 1 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. The H&S advisor continues to share best practice to departmental managers to ensure the 'Covid secure' assessments remain relevant and upto date.
- The Service has utilised both government and NFCC guidance, and continues to facilitate agile working where appropriate. Additional PPE and social distancing measures continue for all staff who remain operational. The H&S advisor has provided assurance that all relevant guidance is integrated into Service procedures.
- The H&S advisor is working closely with the IT department to ensure all current H&S policies, procedures and databases are transferred to the Service's new SharePoint site. This activity supports the Service's vision to make information more readily available in a standardised format.
- Risk Assessment Database:** During Quarter 2, a total of 406 risk assessments (RA) were reviewed and 160 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.

	Quarter 3 (19/20)		Quarter 4 (19/20)		Quarter 1 (20/21)		Quarter 2 (20/21)	
Location	Reviewed	Created	Reviewed	Created	Reviewed	Created	Reviewed	Created
North District	70	9	59	7	36	5	115	12
South District	67	10	62	12	135	19	99	15
West District	84	18	86	13	123	57	128	112
Training Centre	43	2	65	3	8	0	56	1
Others	12	8	2	7	57	15	8	20
Total	276	47	274	42	359	96	406	160

Quarter 2 Performance Report

- Appendix 1 provides details relating to all safety events that were reported and investigated during Quarter 2 (July - September 2020) of the 2020-21 reporting year.

13. The total number of safety events reported in Q2 increased by 1 compared to the previous quarter. The key drivers in the increases in accident reporting are Vehicle Collisions (+7) and Near Hit / Cause for Concerns (+6). Decreases occurred in all other areas, with the largest decreases being seen in Property and Equipment failure (-4) and Exposure (-5).
14. The majority of the personal injuries happened during operational training, and Near Hit / Cause for Concerns were seen highest in both operational and routine activities. Most vehicle accidents occurred during routine activities.
15. There was 1 event reported to the Health & Safety Executive (HSE) under the RIDDOR regulations, reported under the time lost requirements for two individuals. 2 Specialist Investigations occurred; one related to an injury whilst using equipment, whilst the other related to loss of water at an operational incident.

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 2 (July - September 2020) Event Reporting and Summary