

Derbyshire Fire & Rescue Service



Safety and Risk Management

ANNUAL REVIEW 2018 - 19

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1. Introduction

Derbyshire Fire and Rescue Service (DFRS) are committed to achieving the very highest standards of health and safety for all of our employees, visitors and contractors. We strive for continual improvement and development of our safety and risk management system. This annual review is an opportunity to look back on the progress we have made throughout 2018/19.

2. The Framework for Safety and Risk Management

The Safety and Risk Management Strategy 2017 -2021 was drawn up to ensure that we have direction for our planning. Our team's mission is ***'to develop and promote a safety and risk management approach that enable employer and employee to fulfil their statutory and moral obligations'***.

The strategy fits within the framework of Derbyshire Fire and Rescue Service: Service priorities and core values, the IRMP, the People Strategy and our portfolio plan. The IRMP identifies risks within our community; the People Strategy has a series of underlying principles and priorities including working collaboratively, promoting a culture of inclusivity and wellbeing and putting our people first.

Our Strategy highlighted four key work streams; and the portfolio plan outlined our activities that contributed to these:

- Learning and Sharing
- Collaboration
- Operational Safety
- Layers of Assurance
- Health

3. Actions and Activities

What we said we'd do and what we achieved:

- **Develop a shared approach with Derbyshire Constabulary for premise inspections, fire risk assessments, e.g. same template, process etc.**

Shared templates have not been progressed so far, however, shared processes have been: eg. fire evacuation including training is on-going. We purchased two portacount machines for face fit testing, and two members of the Police Safety Team took part in our training, and have borrowed the equipment. The equipment will be stored in the Police Safety Team's storeroom.

Monthly meetings take place with the Police Safety Team, we attend their health and safety committee, and they attend ours. We continue to explore ways of working closely together.

- **Work within the NOGP process to integrate task based risk assessments, safety alerts and service action notes across the region**

All 27 Task Based Risk Assessments (TBRA) have been completed as a region. The TBRAs now need to be risk rated. Work continues with the Regional Training Team to develop an assurance system whereby any review to the TBRA incorporates a review of the training package.

The safety practitioners from the 5 regional services continue to meet together monthly to progress any outstanding issues.

- **Review / audit the induction process to ensure it is being used effectively**

The use of a system to record information required at induction has been explored. Whether this is through Redkite, Snowdrop, or some other format is still under discussion and it is hoped to continue to progress this next year.

- **Develop a matrix of risk to identify areas that could be audited during the year to provide assurance to the Service – e.g. based on national/local incidents, severity, new process introduced etc. for example Audit the SWAH risk assessments, interface, training etc to ensure they are practiced safely in the Service**

A matrix was produced to highlight areas that are assured and which areas require a deeper dive. The Training and Assurance Board has been utilised to identify specific themes to audit in relation to training competency.

The FSAP system was developed (Fire Fighter Safety Action Plan) and meetings are held monthly to update actions and highlight any outstanding work.

The safety practitioners from the 5 regional services continue to meet together monthly and these meetings will be utilised to develop a regional auditing procedure.

- **Review and then audit the H&S procedures and systems to ensure the safety of contractors when working on the Service's property**

The section of the handbook for the management of contractors was re-written as a Service Procedure and the management of contractors was reviewed. This will require further review and changes once the Property Team move across to the Police.

- **Develop a share point system and the process that underpins e forms for HS01 risk assessments, fire risk assessments and premises inspections, and HS13**

Work began to develop this, and the HS13 form is now in an electronic format. The project falls within the IRMP and the development of the Risk Assessment Management System (RAMS) is underway and will continue next year.

- **Assist with the review/rewrite of the stress management / wellbeing policy to reflect the new suite of interventions (critical incident, TRIM, EAP, peer to peer, etc). then in second half of year review the levels of absence management to determine if the interventions are helping**

Absence figures have been scrutinised with HR/OH and have reduced. Stress management continues to be examine and work is on-going to develop an individual stress risk assessment and procedure with the Occupational Health Nurse.

- **Scrutinise details behind muscular skeletal injuries to determine if work related, causal factors and potential interventions to prevent them occurring in the future**

We give a manual handling input to all new recruits, including the importance of team work. We updated the template for equipment risk assessments to include the weight to ensure that the assessor considers the weight and how it is stowed and handled. Injuries do not appear to be caused through manual handling, rather through sedentary work, therefore work will continue to evolve around encouraging good posture at desks and the need to get up and move around, along with fitness levels for all staff.

- **Explore specific human factors in relation to accidents and preventative measures**

The main causes of injuries in 2018 was highlighted as being as a result of handling and lifting, and slipped, tripped or fell at the same level. On looking at this further some of these appeared to be due to a lack of situational awareness. Work will continue to encourage a greater sense of situational awareness.

- **Development of a share point system for COSHH data**

This will be developed when RAMS is in place. At the present time the COSHH assessments are up to date.

- **Develop HS 7 and HS 8s in light of recent accident investigation to improve decisions making and risk assessment of off-site training venues and exercises**

The project falls within the IRMP and the development of the Risk Assessment Management System (RAMS) is underway and will continue next year alongside other risk assessment forms. A Service Procedure for training risk assessments replaced the section of the health and safety handbook. The Service procedure introduced an updated HS 07 form and interactive 'Hazard Wheel 360'. This has also been discussed at the 'Risk Management and Accident Investigation' training sessions put on for Watch and Crew Managers. This course is run quarterly.

- **Develop and deliver an in-house IOSH course for new CMs/Safe to Commands and support staff and then offer out to other FRSs and DC on a cost recovery basis**

Options were examined and it was decided that it was more cost effective to continue to have an external provider to carry out the IOSH Managing Safely course.

- **Conduct market research with stations and service users and develop action plan of improvements**

Visits were made to the majority of on-call station and whole time watches. Areas for development have been noted and added to plan for next year.

- **Explore ways of collaborating with DC in relation to audit and assurance of the safety management system**

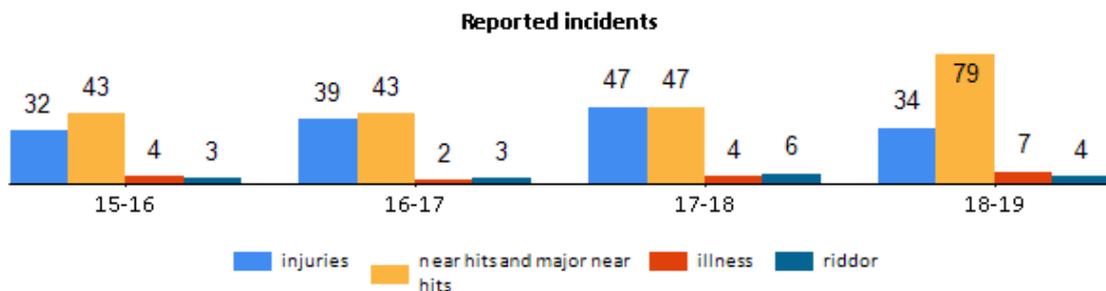
Derbyshire Constabulary have an external auditor to carry out auditing and assurance so the team does not carry out specific auditing of their system. However, we will continue to examine ways of working together.

4. Health and Safety Performance

The table below compares the numbers of injuries and near hits reported during 2018/19 with those reported since 2015/16. There were 13 less injuries in 2018-19.

There were 32 more near hit reports. There was a decrease of 2 RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable incidents. 'Illness' is a category used when someone is taken ill at work which was not as a result of a work related accident.

A further breakdown of these statistics can be found in the 'Performance Dashboard' section below.



Encouraging the reporting of near hits assists with the prevention of injuries as near hits can be investigated and dealt with before they cause injuries. We saw an increase in the reporting of near hits after making changes to the system which made reporting easier. We will continue to encourage near hit reporting in the coming year.

The graph below shows an analysis of causes of accidents. This highlights that 'human error' caused the most injuries, which is consistent over the four years highlighted.

On the graph 'Injury event causation' **Human error** has reduced, but is still the highest category. Second highest is **Handling, lifting, moving and carrying**. Further examination of these types of injuries revealed a lack of situational awareness. This will continue to be examined and explored with Operational Training.

Injury event causation	2015/16	2016/17	2017/18	2018/19	totals
Contamination	0	0	2	0	2
Not entered	0	0	1	0	1
Equipment related error	2	2	6	3	13
Event outside human control	2	0	5	4	11
Human error	23	27	19	16	85
Property defect	3	0	0	1	4
Action of third party	1	7	3	2	13
Handling, lifting, moving, carrying	0	0	8	7	15

In the graph 'Kind of injury reported' **injured whilst handling, lifting or carrying** is the highest category but has reduced from previous years. These injuries continue to be monitored and preventative measures explored. Injuries in the category **Another kind of event** fall into this category when they can't be fitted into any of the others.

Kind of Injury event reported	2015/16	2016/17	2017/18	2018/19	totals
Another kind of event (see details of event)	5	9	13	6	
Contact with electricity or an electrical discharge	0	0	0	1	
Contact with moving machinery or material being machined	0	1	0	1	
Exposed to an explosion	0	0	0	2	
Exposed to fire	1	0	3	4	
Exposed to, or in contact with a harmful substance	0	0	1	0	
Fell from height	1	0	0	1	
Hit by a moving vehicle	0	6	0	0	
Hit by a moving, flying or falling object	4	1	4	1	
Hit something fixed or stationary	4	2	7	2	
injured by an animal	3	4	1	1	
Injured while handling, lifting or carrying	9	10	11	7	
Overexertion	0	0	1	1	
Physically assaulted by a person	0	0	1	0	
Slipped, tripped or fell on the same level	4	3	2	6	

The incident rate is calculated using number of injuries/average establishment x 100. This figure can then be used to compare the rate each year as it reflects changes in staffing levels. It can also be used to compare DFRS with other organisations.

	2015-16	2016-17	2017-18	2018-19
Average establishment	828	852	821	886
Total number of accidents	32	39	47	34
Incident rate	3.8	4.5	5.7	3.8

The table below identifies where injuries to operational personnel occur. These are part of the suite of statistics that are sent to the Home Office each year. It highlights that more injuries are reported during operational training. This information is shared with Operational Training instructors and reasons for this will continue to be explored. The Service Procedure Training Risk Assessments was introduced and work will continue on hazard identification and risk control measures.

Number of injuries	Fires		RTC		Special Services	
	WDS	On Call	WDS	On Call	WDS	On Call
	3	3	0	1	0	0

Number of injuries	Operational Training		Fitness Training		Routine Activities	
	WDS	On Call	WDS	On Call	WDS	On Call
	7	1	0	1	4	4

Trend analysis reveals some patterns in relation to the kind of injuries that occur or the activity being carried out. However, the causes of accidents can also be examined and trends looked for. The 2018-19 accidents were examined in relation to the PLAN DO CHECK AND ACT approach for managing safety (HSG 65). Basic criteria was used to determine which quadrant the cause of the accident fitted into.

The results were:

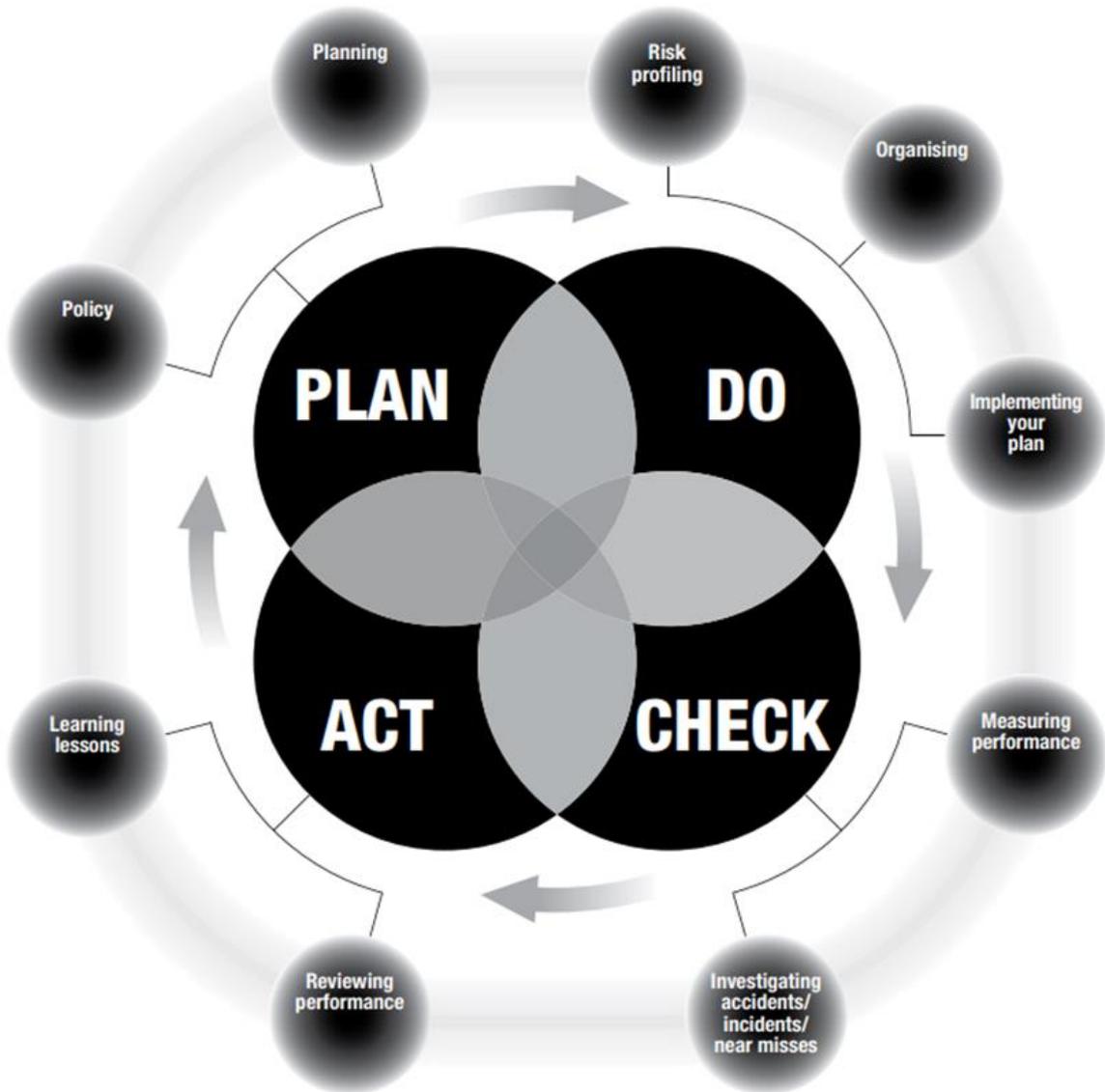
PLAN	0
DO	10
DO/CHECK*	7
CHECK	2
ACT	0
Human error	14

*where it was difficult to distinguish between Do or Check

Specific areas this analysis highlighted were:

DO	hazard awareness and risk assessments were not in enough detail, hazards had not been effectively identified or control measures not implemented
DO/CHECK	issues were around the need to learn from the accident and change the way things were done
CHECK	these highlighted the requirement for checks to be put in place to ensure systems are functioning, inductions or training had been carried out

This analysis showed that more emphasis is required on hazard awareness. It also highlighted that we need to continue to learn from accidents and ensure everyone who needs to know does. We must also find ways to ensure that systems are in place to check the quality of risk assessments; and that training delivers the required emphasis on decision making and situation awareness.



From HSG 65 Managing Health and Safety

5. Performance Dashboard

We have specific indicators that measure our health and safety performance:

RIDDOR Incidents (MI3.1p)

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) occurrences are collated. These provide us with a picture of what is happening in relation to types of adverse events. It is a lagging indicator.

RIDDOR occurrences are specific types of injury (considered to be 'major'); adverse events such as a breathing apparatus failure; or any injury occurring as a result of a work activity where an employee is off sick for more than 7 days. The breakdown of RIDDOR occurrences has been compared to the previous three years:

	2015-16	2016-17	2017-18	2018-19
Over 7 days	3	3	5	4
Dangerous occurrence	-	1	0	0
Major injuries	-	-	1	0
Total RIDDOR	3	4	6	4

In 2018-19 the reported injuries were:

- Pulled muscle during fitness training
- Broken toe when a table that was being moved dropped
- Knee injury at a fire whilst moving
- Hand injury due to an impact at a fire

Accident investigations signed off within 10 days (MI3.1q)

We aim to have an investigation completed and signed off within 10 days. This indicator was designed to encourage accident investigators to examine the causation of an injury and ensure remedial measures are in place as soon as possible to prevent the accident from happening again. The performance indicator illustrates how well we did. This is a leading indicator, designed to identify where procedures are or are not being followed.

In 2018-19 68% of accidents were investigated and signed off within 10 days. This compares with 62% for the year 2017-18.

Performance Indicator Near hits (MI3.1r)

Near hits have been analysed to determine the types of issues reported and which employee group reports them.

The breakdown can be found in the charts below:

Number of near hits by DFRS employee type	2018/19	Number of near hits by type	2018/19
Control	8	Property	4
Learning and development	1	Equipment (inc PPE)	28
On Call	12	Security	1
Other	2	Other - see details of event	10
Support	4	Vehicle	28
Wholetime	46	BA Training	2
Total	73	Total	73

We will continue to encourage the reporting of near hits and ensure that all employee categories are aware of what they are and why they should be reported. Once the system for recording support staff training has been decided upon, it will be easier to target those who have not received health and safety training or viewed the training packages available on Ignis.

6. Looking forward

The review of the year helps to identify the work plan for the coming year 2019/20. This is written into our Portfolio Plan under three headings:

Employee Health

- Encourage a better understanding for the need for decontamination after attending fires
- Work with Occupational Health to support health initiatives including mental health
- Monitor injuries relating to manual handling, muscular-skeletal disorders and display screen equipment use in order to identify preventative action

Managing Risk Well

- Examine decision making and hazard identification in relation to risk assessment and use this to inform decisions on the production of electronic risk assessment forms and to update ARA processes
- Horizon scan and record issues under the Fire fighter safety action plan (FSAP)
- Continue to explore collaborative working in order to manage risks

Acting Together

- Promote a broader ownership of health and safety by engaging with employees and exploring effective ways to communicate health, safety and risk assessment
- Support managers with their health and safety responsibilities by continuing to supply appropriate information on Fireview, training packages and courses
- Explore the use of Redkite for recording support staff safety training
- Review noise levels of operational equipment
- Design a system for safety auditing
- Design a system for Implementation of new equipment utilising the Service Action Note (NOG documentation)