



Derbyshire
Fire & Rescue Service
Making Derbyshire Safer

SAFETY AND RISK MANAGEMENT Annual Report 2012-13



FOREWORD

Derbyshire Fire and Rescue Service recognise that it is through our staff that we deliver our service priorities. Firefighters work in risk critical operational roles, and even in these financially challenging times their safety is our priority. We operate policies and systems and provide guidance to ensure the continued health, safety, welfare and development of our workforce and to minimise the distress and disruption caused by any injuries or work related illnesses which may occur.

We are 2 years into a three-year Health and Safety Strategy and are continuing to address key themes for development to continue to build on our positive health and safety culture. Over the last 12 months we have continued to deliver our objectives, having again received an award from ROSPA for our achievements, being highly commended in the Emergency Services Sector assessment. Furthermore our Health & Safety systems have been audited by our internal auditors who assessed them as being 'comprehensive' – the highest category in their audit regime.

I would like to thank all the teams outlined in this report and those staff that undertake the essential roles as members of the Health and Safety Committee, first aiders, fire wardens, and accident investigators among others for playing a vital part in the management of health and safety across the organisation.

This report demonstrates the continuous progress we have made to further improve the Services health and safety performance.

Joy Smith
Deputy Chief Executive
Derbyshire Fire & Rescue Service

Introduction

Derbyshire Fire & Rescue Service (DFRS) has policies, procedures and a safety and risk management system to ensure the continued health, safety, welfare and development of our workforce.

In 2012 we published our revised Health, Safety and Risk Strategy setting out 5 actions for the development and continuous improvement of our health and safety culture. Throughout 2012-13 we continued to deliver our objectives. This annual report is an opportunity to look back on the progress we have made.

RoSPA

In May 2012, DFRS were commended by RoSPA in the Emergency Services Sector. This was an achievement; the Service was judged against other Emergency Services for implementation of its health and safety management system.



Evidence is submitted to RoSPA in the form of ten performance questions and accident statistics. This included how we maintained and monitored competence of our operational employees; how contractors are selected; the work we do in the community to encourage safety in the home and on the roads; how health awareness and fitness are promoted and how safety information is promulgated around the Service.

We intend to continue to apply for Emergency Services Sector awards each year, setting ourselves the target of remaining in the top three. This, we believe, is a robust and suitably challenging target.

Policy

The Chief Fire Officer/Chief Executive and the Chair of Derbyshire Fire Authority are committed to achieving the high standards of health and safety for all employees and other persons, visitors and contractors who may be affected by the activities of DFRS. Support is given to ensure suitable health and safety management arrangements are in place along with their practical application within the workplace.

It is recognised that prevention of accidents, ill health and loss makes a positive contribution to the efficiency and effectiveness of the Service. The Service endeavours to be a positive, progressive organisation that applies excellent health and safety practices at all times.

Organisation

The Strategic Leadership Team (SLT), lead on improving health and safety. They monitor progress regularly in a number of ways. Examples of their involvement are:

- The Deputy Chief Executive champions health and safety and chairs the Health and Safety Committee (HSC).
- Actions from the HSC are reported back to the SLT
- Trend analysis via the Organisational Assurance Team
- Consultation with the representative bodies
- Advice from the Safety and Risk Management Team
- Advice from working groups such as the Procurement Board, Fleet Strategy Group

Furthermore,

- Line managers have a thorough understanding of their roles and responsibilities for health and safety.
- Learning and Development organise training to ensure all employees are aware of their responsibilities.
- Human Resources and Legal Services manage an Employee Assistance Programme as well as providing toolkits for absence management, well4work, occupational health provision and fitness and wellbeing.

Planning and Implementing

The Health, Safety and Risk Management Strategy was revised in February 2012. It provides direction for the improvement of hazard risk management and health and safety performance. It also highlights our priorities.

Priorities for health and safety are set using information from trend analysis from the Organisational Assurance Team, accident and near hit statistics, best practice from other sources, legislative changes, rule 43s and lessons learnt from external investigation reports.

Short term goals are set within the annual Portfolio Development Plan and actions arising from the Plan are monitored monthly through Principal Officer Performance meetings and quarterly via the Health and Safety Committee. Medium term goals from the strategy are refreshed into plans and are monitored in the same way.

The Fire Authority scrutinise and challenge corporate performance and risk management through the Governance and Performance Working Group.

Health, Safety and Risk Management Strategy 2012-13

The 5 key actions were:

Action 1:

To ensure DFRS has a robust approach for the identification of hazards and the control of risk.

Action 2:

To support DFRS in becoming a “learning” organisation by improving the quality and timeliness of information coming into and out of the Service.

Action 3:

To improve the way that health and safety performance is measured and monitored to ensure that there is continuous improvement.

Action 4:

To improve the management of corporate risk within the Service.

Action 5:

To retain the focus of Health and Safety training within the whole of the Service.

Our achievements against the strategy:

(Action 1)

A system was drawn up to ensure all risk assessments are owned by the relevant department and reviewed in a timely manner. This included publishing all risk assessments on Fireview. We are continuing with the process and hope to be able to introduce an electronic risk assessment form by the end of 2013.

GRAs are being reviewed by Watch Managers and are sent to subject matter advisors for verification. Once completed, they are passed around relevant departments to ensure all who need to be involved in the review and dissemination of information have been consulted.

(Action 2)

The development of Airsweb for accident and near hit reporting has made event reporting more transparent. This has helped improve the quality of investigations. Further work is now being carried out to emphasise what we are learning from accidents and near hits. The next stage is email escalation, whereby Group Managers receive emails on the progress of any investigations that they have requested and asked to check the investigation before signing it off as complete. They will be providing an extra level of scrutiny.

We examined how near hit reporting could be encouraged by discussing near hit reporting with the Employee Forum and Health and Safety Committee. Ideas as to how the format of reporting could be changed were taken on board. Our property defects system 'Prop view' will be used to report near hits that are property based in the future when the system is updated. Near hits can also be reported on debrief forms. All near hit information will be collated as part of the performance indicator. A sub group was introduced to analyse vehicle accidents. A training package is being produced on slow speed manoeuvres along with a procedure, in an attempt to make employees aware of their responsibilities and the safest way of carrying out these manoeuvres.

Action plans were developed from external accident investigations such as Marlie Farm and Galston, as well as for an internal accident at Swarkestone Bridge. These action plans were monitored and reported on at the Health and Safety Committee and now closed due to completion.

(Action 3)

Central Midlands Audit Partnership undertook an audit of health and safety in June 2012 and reported DFRS arrangements as comprehensive. The one low risk recommendation regarding reviewing risk assessment has been dealt with. More health and safety questioning has been added to the Station/Departmental Health Checks to bring about further monitoring of health and safety procedures.

(Action 4)

'Bow tie analysis' was used to re-examine corporate risk. This is a way of analysing hazards and control measures, as well as the impact if the risk comes to fruition and mitigating action to recover from the situation.

Risk was introduced as a standing agenda item at Service Management Group Meetings and portfolio risk registers have been introduced. Each portfolio has examined the risks to not achieving its stated objectives. Corporate risks are monitored monthly by Principal Officers and six monthly by the Governance and Performance Working Group.

Sub groups were introduced to further manage protective security in respect of managing data security, premises security and the security of people. Business Continuity has been further embedded within the Service, with new templates introduced for stations to make the system simpler. All plans will be reviewed at the same time of year.

(Action 5)

Training packages on Manual Handling, Risk Assessment, Protective Security and Business Continuity were developed for Ignis, our e-learning tool. A package was also produced to raise awareness of the drug and alcohol screening procedure. More subjects planned for this year including accident investigation. These areas are in addition to routine day to day health, safety and risk management activities.

Other work streams contributing to health and safety

Other work completed by the different Portfolios/department which has a positive impact on the health and safety of our workforce are as follows:

The People and Wellbeing Team produced a series of guidance and advice on well-being fitness.

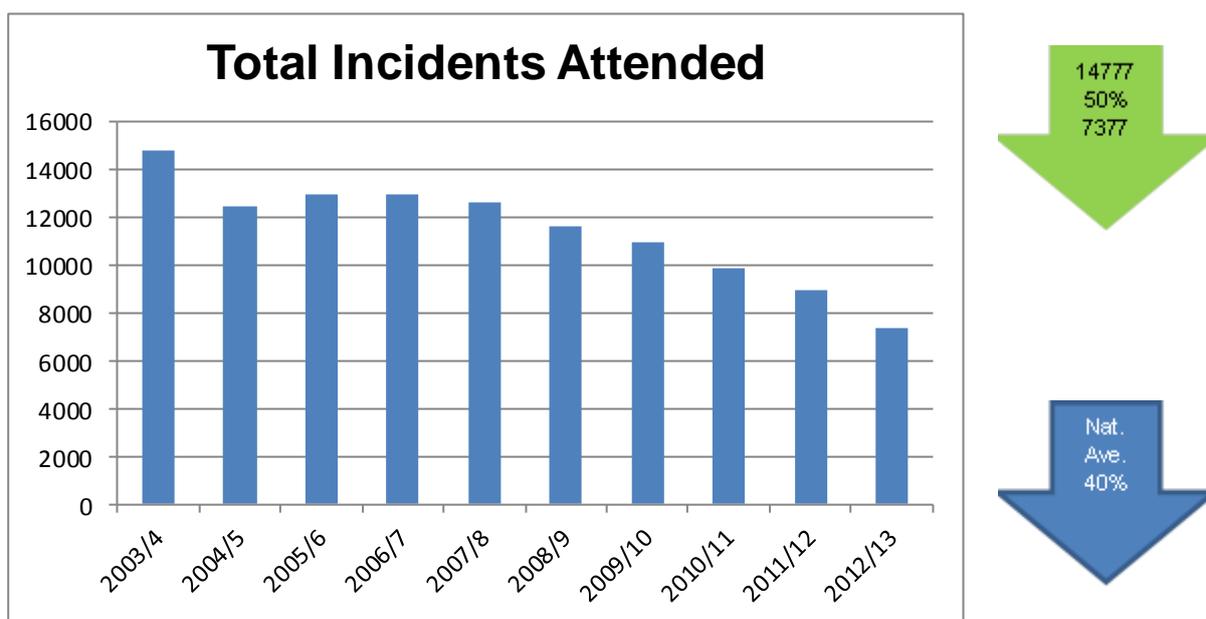
During the period of 1 April 2012 to 31 March 2013 we saw a 20% drop in the number of unwanted fire signals attended, compared against the same period during 2011/2012. The total in 2011/2012 was 1,482 compared with 1,188

This success is down to the following:

- Call challenging by Command and Control
- Operational crews, hazard spotting, educational advice and recording of critical information
- Enforcement and communication between offending premises and Area Protection Teams.

Decreasing unwanted fire signals means that operational crews are not travelling unnecessarily to calls, making it safer for them and other road users. When the appliance is not turning out to a false alarm it is available to attend real incidents thus our community is safer.

There has been a decrease in the number of incidents attended by the Service shown in the figure below. The work of the Prevention Department, as well as Command and Control challenging calls, has contributed to the fall. The Prevention Department is contributing to a safer community by educating individuals on what to do to prevent incidents from occurring. It also contributes to fire fighter safety when there are fewer incidents to expose fire fighters to.



The Procurement Department produced a Contracts and Suppliers database. Together with Property and Safety and Risk Management, a system was devised which included producing a form which was sent to all contractors. The form, once completed, is a way of checking that contractors are suitable for the contract. It is important that contractors can work safely while working for the Service and are competent to do the job.

Corporate Services amalgamated equipment risk assessments with technical notes to ensure that when the risk assessment is reviewed, it is done at the same time as the technical note. Having the two documents attached means that if there are changes to either document, the other is also updated.

There was a move from 'standard operating procedures' (SOPS) to 'standard operating guidance' (SOGS) as a result of the Galston incident in Scotland. Employees are given guidance rather than tight procedures which gives them more of an opportunity to make decisions on the incident ground. The level of risk we are willing to take as an organisation, our risk appetite, was set as 'rational, proportionate and well-intentioned'.

The Service is supporting the 'Make Every Contact Count' (MECC) initiative brought about by the health care organisations across Derbyshire. The external website, as well as Fireview, has been used to promote fitness, nutrition, smoking cessation and alcohol awareness. Campaigns were introduced to encourage employees to get fitter alongside the launch of the fitness policy.

Advice and Support

Primary health, safety and risk advice is delivered by the Safety and Risk Management Team. The Team advises and provides support on all aspects of health, safety and risk. Occupational health advice is provided by the Occupational Health Department, along with the Fitness and Wellbeing Advisor who provides additional specialist advice and support.

Day to day management of health, safety and risk is discharged by local managers, who through their training, provide the first point of contact to deal with any health, safety and risk issues which arise.

Health and Safety Training

Health and safety is a fundamental part of all operational training. Training courses are organised through Learning and Development, using training needs analysis.

Courses

As well as courses provided to maintain operational competence and thus keep fire fighters safe, the NEBOSH general certificate are undertaken by 10 specialist Watch Managers and Station Managers. These provide employees with a good level of knowledge in order for them to manage safety at an appropriate level.

Courses involving support staff included first aid and fire warden training. The Strategic Leadership Team have been taught how to use the AED defibrillators, which have been purchased for all premises.

Command Training incorporated a new approach to analytical risk assessment into their courses, moving away from it being hazard spotting to being part of the tactical decision making process.

Monitoring

Health and Safety Performance indicators for 2012/2013 were:

- % of accident and injury reports completed/signed off within 10 days; (58%)
- number of RIDDOR reports; (7 compared with 5 previous year)
- number of near hits; (36 compared with 31 previous year)
- total number of accidents and injuries (53 compared with 53 previous year)

This represents one leading indicator (% of accidents and injury reports completed and signed off within 10 days). Leading indicators can be used to assess the future performance of our safety management system. This one is used to assess whether the accident reporting procedure is being followed. The other three are lagging indicators. These present a picture of the Service's reported injuries and near hits.

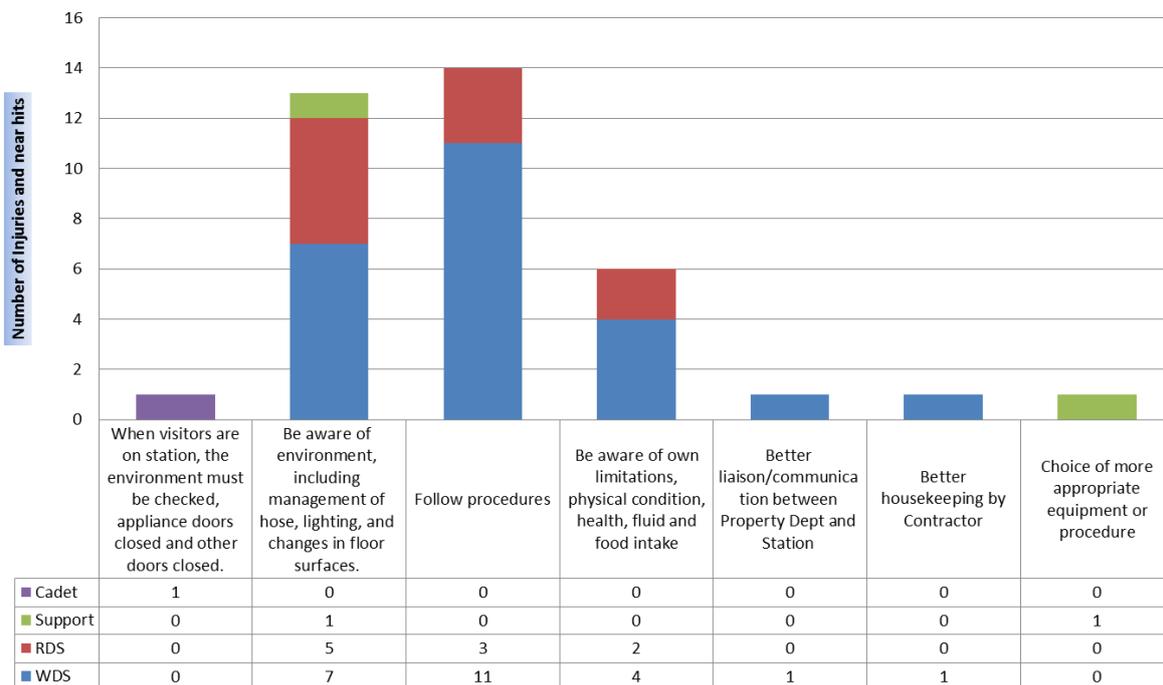
In order to learn from accidents and near hits, each accident was analysed and the lessons learnt. These lessons will be advertised and used in campaigns as well as used to inform risk assessments.

The same performance indicators will continue to be monitored in the coming year.

Performance Management

Vehicle accidents have been monitored and trends analysed. The outcome of a trend analysis revealed the majority of accidents were slow speed, either leaving the station or reversing.

Lessons Learned from accidents and near hits



- 85% of accidents were not on blue lights,
- 22% of all accidents occurred whilst vehicles were being reversed,
- 48% of accidents involved DFERS vehicles hitting stationary objects

Incident rate figure:

The recordable accident incident rate is a way of calculating non-fatal accidents that were reported to the HSE, divided by the number of employees and multiplied by 100,000. Our figure is then compared with the figure in the Standard Industrial Classification (SIC).

For 2012 RIDDOR = 7
 Divided by number of employees 876
 x 100,000
 Incident rate figure = 799

Number of reversing accidents 2012



Number of accidents whilst Reversing 2012



Our SIC for public administration and defence, compulsory social security is 557. The estimated incidence rates by industry average for 2009/10-2011/12 was 750.

Auditing

As described above under “action 3”, the safety management system was audited by the Central Midlands Audit Partnership in June 2012 and questions were added to the operational assurance station/department health checks. The findings of audits are used to prioritise work and help with the overall review of the health and safety management system.

Review

This annual report is the result of the review that has been undertaken for the year 2012-13. In the coming year new priorities are:

1. Monthly publication of accident and near hit statistics and the lessons learnt.
2. Work towards easier vehicle accident reporting and integration of statistics.
3. Review of management of occupational road risk policy and procedure.
4. Ignis training packages on manual handling for operational and support staff
5. Accident investigation training for officers and duty officers.
6. Support the system for review of risk assessments.
7. Audit the safety management system in particular the health and safety policy and procedure
8. New ways of working will be explored as a result of the Service's Transformation project.



Derbyshire Fire & Rescue Service
The Old Hall
Burton Road
Littleover
Derby
DE23 6EH

Chief Fire Officer & Chief Executive
Sean Frayne
MBS GiFireE
T 01332 771221
F 01332 270360