Health Safety & Welfare Report 2013/14

<u>Merseyside Fire & Rescue Service – Health Safety & Welfare Report 2013/14</u>

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Merseyside Fire & Rescue Service – Health Safety & Welfare Report 2013/14

1   Deputy Chief Fire Officer's Foreword

Welcome to Merseyside Fire & Rescue Service's annual Health and Safety performance report for 2013-2014. This report sees the introduction of a revised reporting methodology which   aligns the reporting of Health Safety & Welfare performance with the   performance outcomes detailed in the Authority's service plan. This is considered to be a positive change as it emphasises the Authority's   commitment to Health Safety & Welfare of its employees and others as   being at the core of all its activities and not to be seen as a standalone activity. The report also sees the identification of both proactive and reactive monitoring systems: Proactive systems provide information on performance and the adequacy of   operational management arrangements, risk control systems and workplace   precautions and concentrate on leading indicators of performance. Reactive systems are triggered after a safety critical event to monitor health,   safety and welfare performance, reactive systems look for lagging indicators   of performance.

2   Introduction

2.1   The Health and Safety at Work etc… Act 1974 applies to all the activities undertaken by Merseyside Fire and Rescue Authority staff. The Act requires that we ensure the health, safety and welfare at work of our employees and that their activities do not adversely affect their health and safety or that of other people.

2.2   These health and safety duties are not absolute and each is qualified by the test of what is reasonably practicable. During the past authorities arrangements for complying with these duties has taken place and a range of measures have been introduced which demonstrates a commitment to continually develop its existing policies.

2.3   Following the publication of the Lofsted review in 2011 the government and HSE along with relevant stakeholders continue the process of putting in place many of its recommendations, The H&S team are monitoring this activity closely and continue to review internal arrangements as legislative change is announced which impacts on the Authorities service delivery, compliance with legislative requirement and perceived best practice. This work continues to inform our guiding principles for Health and Safety management. An overview of the changes that have been introduced during this period are at appendix 4.

2.4   One significant change is to HSE's guidance 'Successful Health and Safety Management', widely known as HSG 65. A revised on-line version of this document was published 1st August 2013. This revised guide moves away from the previous model known as POPIMAR (policy, organising, planning, measuring performance, auditing and review) to a 'plan, do, check act' approach. The current Authority policies are based on the POPIMAR model.

2.5   At the same time as this change in HSE guidance, the Department for Communities and Local Government (DCLG) also published a guidance document for Fire and Rescue Authorities, called 'Health, Safety and Welfare Framework for the Operational Environment'. This DCLG guidance is based on the POPIMAR model and makes the statement:

"Many health and safety management systems use an approach based on the Plan- Do-Check-Act cycle for continual improvement. This simplified approach is recognised as one that is accessible to businesses in general. It is also accepted and recognised that the POPIMAR model remains valid, especially for larger and more complex organisations such as Fire and Rescue Authorities."

Based on this guidance the Health Safety & Welfare Committee took the decision to retain the current POPIMAR based management system. An analysis of the current Health & safety Management system against the PDCA model has been carried out; the results can be seen at Appendix 2.

3   Health Safety & Welfare Performance

3.1   A total of 61 injuries were recorded in 2013/14 an identical number to those recorded the previous year. Of the 61 reported injuries the largest single injury type, was "Injured while handling, lifting or carrying" of which there were 19 reported injuries this is an increase of five on the previous year however of these 6 were attributable to Manual Handling activities, compared to 7 the previous year and 24 the year prior to that. The second most frequent accident type was "Slips trips & falls of which there were 15 recorded events, a reduction of 5 on the previous year. Fig 1. Below provides an overview of accident and injury performance against activity and it can be seen that increases were recorded in four areas and a detailed breakdown of all the injury statistics can be found at Appendix 1.

FIG 1. Injury statistics by activity type

Activity type	2012/13	2013/14	Variance
Operational Incident	13	14	+1
Other	8	4	-4
Responding	3	2	-1
Routine Activity	25	29	+4
Special Services	3	1	-2
Training (Operational)	8	7	-1
Training (Physical)	1	3	+2
Training (Other)	0	1	+1
Grand Total	**61**	**61**	**0**

3.2   In this reporting period the HS&W Committee has commenced monitoring of accident and injury by age group the intention being to identify whether changes to working arrangements and Firefighters normal pension age potentially being increased to sixty has an impact on the prevalence and type on injury being recorded.

Age Group	% staff	incidents	% incidents
20 - 24	0.3	0	0
25 - 29	2.9	1	2.3
30 - 34	5.1	0	0
35 - 39	10.2	6	13.7
40 - 44	20.7	15	34.1
45 - 49	40.6	17	38.5
50 - 54	18.3	5	11.4
55 - 60	1.9	0	0
Grand Total	**100**	**44**	**100**

4 Performance against last year's objectives

4.1 The 2012/13 H&S report detailed a set of performance objectives which it was anticipated would be achieved during the forthcoming year, the following section reports on the actual achievement.

Objective	Current Situation	
To embed Safe Person Assessment (SPA) for all core Firefighting roles	Core Safe Person assessments are now routinely carried out for all front line operational personnel. Consultation has taken place with the representative bodies and protocols for ensuring that individuals returning form extended periods of absence are assessed as competent in all core skills are now in place. The SPA process is performance managed by the Operational Performance team.	Fully Met
To develop a suite of SPA criteria for specialist firefighting roles and incident command at supervisory level	A suite of SPA criteria for specialist roles such as Driver, Hook Lift Operator and CPL cage operator have been developed.	Partially Met
To reduce the number of Slip, trip, fall type injuries by 25%	A programme of awareness raising by the Opps assurance team and added emphasis on workplace inspection, coupled with training in Analytical Risk Assessment and the control measures to be introduced has resulted in a decrease of Slip, Tip, Fall type injury reports of exactly 25%	Fully Met
To increase the number of near hit / miss reports by 20%	The number of near miss reports in 2013/14 decreased by 14 compared to the previous year (43 as opposed to 57).	Not Met
To develop the skills and knowledge within the H&S team to take ownership of H&S E-Learning modules.	In Liaison with the Training & Development Academy and the e-learning platform providers this development has taken place	Fully Met
Introduce station Fire fighter fitness strategy to be developed and implemented	The implementation of the new work routine has seen FF Fitness embedded as a core activity during every shift.	Fully Met

based upon the findings of last year's review and the new firefighter fitness policy	The recruitment of the service fitness and Health advisor has provided quality assurance of all activates carried out during implementation of the strategy.	
To achieve OHSAS 18001 and 5 star accreditation for the Vesty Road site (Engineering Centre of Excellence)	The British Safety Council has carried out a series of surveillance visits and is satisfied that all requirements of this award have been met. Accreditation has been achieved.	Fully Met
To carry out full risk assessment on all pieces of equipment carried used by employees of Merseyside Fire & Rescue Service.	The risk assessment has been incorporated into a technical note which, one of which will be produced for every piece of equipment. The template has been agreed and the process of producing the notes has been begun jointly between Health & Safety and Operational equipment departments. Due to the number of notes requiring production this work is on-going.	Partially Met
To ensure, on behalf of the Authority that the "Client "responsibilities under the CDM Regulations are fully met.	The Health and Safety manager through membership of the JCC project team has been able to ensure compliance requirements have been met.	Fully Met
To deliver a comprehensive training programme in the theory of and rationale for de-brief and to familiarize all operational manager with the De-Brief module within OSHENS	The new de-brief module went live during the reporting period and a full training package was developed and delivered to coincide with the launch. The package was jointly delivered by Opps assurance team and the TDA	Fully Met

5 Planning for next year

Following the publication of the health Safety & Welfare Framework a detailed Gap analysis against its requirements has been carried out (appendix 3) The findings of this analysis has been used to influence the Authority's Health & Safety Objectives for the coming year.

Work stream	Objective	Descriptor	Completion	Update Apr 2015
Formulating health and safety policy for the operational environment	All current SOP's and relevant SI's are linked to appropriate Risk Assessment	The creation of SOP's through the operational procedure review must always have as the starting point an analysis of Hazard and Risk This must ensure that all SI's that link to operational procedure are underpinned by Suitable & Sufficient Risk Assessment		
Organising for the safe delivery of operational activities	To establish the role of "representative of Employee safety" within MFRS	The organisation does not currently have an individual who holds the position of "Representative of employee safety" H&S Manager to address. This is a requirement under the Health and Safety (Consultation with Employees) Regulations 1996		
	To increase all employees' awareness of the processes by which safety information flows through the organisation.	Whilst the process is in place, an information campaign needs to be delivered to ensure all members of staff are fully aware of the ways in which information flows in the organisation. H&S Manager to devise and implement an awareness campaign		
	Ensuring the competence of operational personnel in the areas of role specific specialisms, • Driving • CPL Cage Operator • Hook Lift Operator • Bulk Foam • Hazmats	Further embed the Safe Person Principles by ensuring that individuals who may be called upon to carry out tasks which form part of a specialist skill set are competent to do so.		

Work stream	Objective	Descriptor	Completion	Update Apr 2015
Organising for the safe delivery of operational activities (Cotd)	To assure Command competence through workplace assessment	The formation of a Task and Finish group reporting the Operations Improvement Group which will create a plan to develop the training, and quality assurance of the command competence of all individuals required to fulfill a command role at any level.		
Planning and implementing operational policy	To incorporate The "four Pillars approach into the Operational Policy review as the template for the way in which operational policy (SOP's) are produced using Generic Hazard & Risk statements and national produced documentation.	Strategic and dynamic risk assessment and control assessments are in place – currently being reviewed as part of the Opps Response project. Further staff training on individual Risk Assessment (Pillar 4) required.		
	Develop a Risk Information gathering protocol for premises identified as posing a risk but not having a full SSRI attached	Operational assurance has identified that premises which do not necessarily have a full SSRI can still present a serious risk to FF safety therefore a process of identifying such premises and capturing the appropriate risk information to be developed. This to be done via • Operational Intelligence • Date sharing with partner agencies • Environmental Impact assessment		
	Decision making to be an area for assurance through active monitoring.	Develop and implement a protocol whereby the risk critical decision making of incident commanders is monitored		

Work stream	Objective	Descriptor	Completion	Update Apr 2015
	To carry out a review of the current analytical risk assessment process to ensure that it fully meets the requirements of the Framework document and that it can be fully cross mapped to the outcomes of the Opps Procedure review.	Develop the Analytical Risk assessment to ensure that the control measures emanating from high level RA are assured and that deviations and the rationale for them are captured and to develop an electronic recording methodology for this activity.		
The safe person principles	Develop command training both internally and for Level 2, 3 & 4 commanders and externally to include the personal competencies required for adherence to safe person principles	Whilst initial development programmes are in place there is a need for a framework that ensures maintenance of competence and CPD in the role.		
Welfare at Incidents	Develop and implement a comprehensive Fatigue Risk management System (FRMS)	Following the realignment of shift times and the review of the work routines, the Authority is duty bound to ensure that arrangement are in place to manage the risk presented to operational Firefighters of fatigue in the workplace. This risk manifests itself most acutely in the operational environment; however the management of fatigue in all areas of the role must be taken into accounts including rest periods and time away from the workplace.		
	Develop and implement a policy for managing the welfare of staff at operational incidents.	As the number of resources available for front line firefighting decrease the possibility for firefighters to remain for longer periods on the incident ground increases. It is therefore essential that appropriate policy		

Work stream	Objective	Descriptor	Completion	Update Apr 2015
		procedure and resources are in place to manage the welfare of staff engaged in Firefighting operations for prolonged [periods of time.		

6 Conclusion

6.1 The Annual Health and Safety Report 2013-2014 details the Service's health and safety performance and identifies areas which will bring about continued improvement. The revisions in reporting methodology will facilitate the monitoring of performance in the key areas of Health and Safety and will also embed Welfare considerations into the management process.

6.2 The report describes a successful year in terms of reduction in certain targeted injury types such as Slip Trip & Fall type injuries. However it is disappointing to note that certain objectives notably the desire to increase the number of near miss reports were not achieved and planning is already underway to address this in the forthcoming year.

6.3 The Service recognises the changes and challenges which are ahead, especially as the Authorities plans to meet its budgetary constraints are implemented; however the continued commitment of personnel and the continued development of a positive safety culture we will ensure that the standards in health and safety will continue to improve.