



**HAMPSHIRE  
FIRE AND  
RESCUE  
AUTHORITY**

Purpose: Noted

Date: 26 September 2018

**Title: HEALTH AND SAFETY ANNUAL REPORT 2017 - 2018**

Report of Chief Fire Officer

SUMMARY

1. The Annual Health and Safety Report for 2017-2018 which covers the period 01/04/2017 to 31/03/2018, shows that the Hampshire Fire and Rescue Service (HFRS) is successful in implementing the agreed Objectives and Improvement Plan.
2. HFRS seeks continuous improvement in all aspects of Health, safety and Wellbeing (HSW), from promotion of a positive HSW culture, to identification and mitigation of risk and personal competence. HFRS strives to make its employees and Hampshire safer whilst delivering a wide range of essential services to the community.
3. Assurance is given that HFRS's Health and Safety Management System (HSMS) is suitable and sufficient for the needs of the organisation and establishes minimum legal compliance regarding health and safety legislation.
4. HFRS's performance is constantly monitored and measured against agreed standards and the HSW Strategy to reveal where and when improvement is needed.
5. Work is progressing to ensure compliance is maintained in terms of future commitments and changing industry standards, as well as working towards notable good practice where reasonably practicable.
6. A Health, Safety and Wellbeing Strategy was agreed by the Health and safety committee in June 2017 which details our key deliverables for this three-year period. This builds on previous achievements and addresses identified improvement needs.

7. The HFRS seek support and endorsement from the members of the Hampshire Fire and Rescue Authority for the recommendations stated within the report.

## BACKGROUND

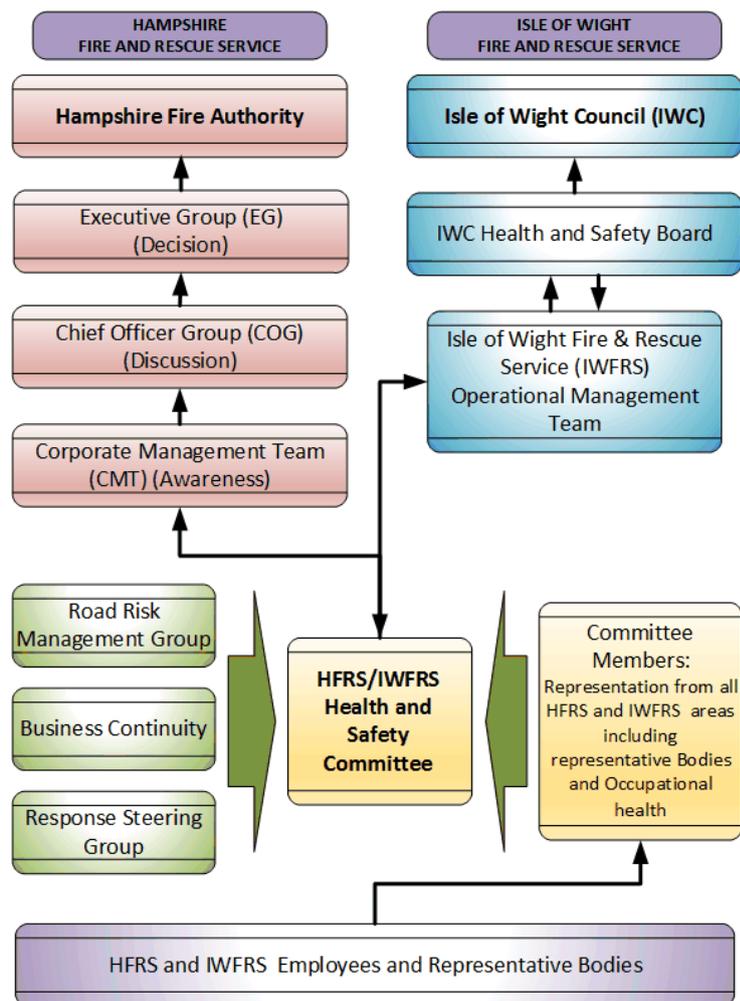
8. The annual report follows the Health and Safety Executives management system process 'Plan, Do, Check, Act (PDCA) detailed within the Health and Safety Guidance Document (HSG65) which treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.
9. This approach seeks to achieve a balance between systematic and behavioural aspects of safety management, in other words; successful health and safety management is not focused on ensuring that all processes are in place but about the integration of these processes into the organisational work streams.

## PLAN

10. The Health and Safety Statement of Intent, as signed by the Chair of the Hampshire Fire and Rescue Authority and the Chief Fire Officer outlines the principles and intentions of the organisation regarding Health, Safety and Welfare.
11. The organisations Health, Safety and Welfare Policy builds on this, identifying measurable objectives to be implemented to maintain a safe and healthy working environment.
12. These in turn are reviewed by the Health and Safety Committee, driving the Objectives and Improvement Plan contained within the three-yearly Strategy.

## DO

13. Health, Safety and Wellbeing forms an integral part of all organisational works streams. The Health and Safety Team takes a central role in ensuring this process is informed and aligned with the aims of the Statement of Intent and through objectives of the Health, Safety and Wellbeing Strategy.



14. Within this process the practical organisation, prioritisation and implementation is located within the respective work streams. Stakeholder groups emerging individual works streams provide decision making forums and means of networking.

#### CHECK

15. Progress is monitored through a range of proactive and reactive indicators and processes, on which the Health and Safety Team reports monthly.

These include:

- Safety Events (accident, incident, near miss, cause for concern);
- Vehicle accident data and trends;
- Workplace Inspections;

- Health and Safety Audits;
- Health and wellbeing (sickness) trends;
- Medical Referrals trends;
- Employee Assistance trends;
- Trauma Risk Management (TRiM) overview of provision and take up;
- Fitness assessments.

## ACT

16. The information gathered in the processes detailed above is utilised to review performance and identify learning points. This process forms the basis for the Health, Safety and Wellbeing Strategy.

## OBJECTIVES AND IMPROVEMENT PLAN (Three yearly Strategy 2017-2020)

17. The Health, Safety and Wellbeing Strategy is structured into five workstreams:
  - To assist in the delivery of a competent workforce
  - Proactively promote a positive health and safety culture
  - Continue to build firm links between the HS Team, Academy, Occupational Health and Human Resources Department in order to work effectively together with regards to injury, ill health and wellbeing.
  - Upstream targets.
  - Downstream targets.

Each of these work is split into objectives with identified KPI's. A detailed breakdown and report on progress is provided in the six-monthly report to the DCFO.

18. Over the first year 29.86% of the three-yearly strategy have been achieved, indicating good progress though being slightly below the intended target of 33%. This is mainly due to the roll out of our third-party provided web based Accident Management System having been delayed to July this year. Completion of which will see 97% of Key Performance Indicators (KPI's) for the first year achieved (current progress is at 87%).
19. The remaining 3% relating to updating procedures on working with lead (OIP002d) and the establishment of regular meetings with Representative Bodies (OIP002c), which will be absorbed into the current year and are expected to be achieved by March 2019.

## SAFETY EVENTS

20. The Health and Safety Team reports regularly on proactive and reactive indicators through monthly and bi-annual reports to the Health and Safety Committee, management team and Group Managers. The reports contain detailed dashboards, which analyse these indicators and place them within the organisational context. All reports are accessible via the internal network or on request.
21. Proactive indicators are those where safety events are reported before an adverse event occurred (preventative reporting), such as Near Miss and Cause for Concern reports. Reactive indicators are where safety events are reported after an adverse event took place such as injuries or policy/procedure violations.
22. Proactive indicators allow organisational and personal learning to take place before an adverse safety event occurs and provide learning points that are of direct relevance to safety events. This makes it desirable to aim for a position where reported proactive indicators outweigh reported reactive indicators. It is impracticable to work towards defined margins, as this risks impacting on the unbiased and accurate reporting of safety events. The aim is for proactive indicators to outweigh reactive indicators by a significant amount.
23. Statistics indicate that we have an improving picture with injury reports making up 77% of all HS Events in 2015 dropping to 48% in the year ending 2018. This means that proactive reporting (near miss / cause for concern) now exceeds reactive reporting (injuries).

HSMS positive indicator:	2015	2016	2017	<b>2018</b>
<b>Total recorded events:</b>	144	163	187	<b>199</b>
- Total Injuries:	110	114	98	<b>96</b>
- Lost time injury	n/a	37	29	<b>35</b>
No lost time injury	n/a	77	68	<b>61</b>
Near Miss & Cause for concern	29	45	87	<b>103</b>

24. Safety event trends are monitored and in-depth examination is undertaken via focus reports where significant trends are identified. Where relevant these raise action points, concluding the process of deriving tangible improvements from the examination of proactive and reactive indicators.
25. Proactive indicators are followed up as part of our business as

usual plan and the work to address and improve the areas identified informs the Health, Safety and Wellbeing (HSW) Strategy.

26. The HSW Strategy focuses strongly on finding means to improve trends towards a culture where proactive indicator reporting is inherent to all work streams of the organisation and outweighs reactive indicators by a significant factor. In addition, the introduction of the integrated Accident Management System (AMS) will enable HFRS to analyse underlying behavioural factors and root causes consistently and to a significantly improved standard.
27. The current analyses of root causes and behavioural factors indicates human factors to account for most events due temporary lapses in the application of policies and procedures.

#### FORWARD PLANNING

28. The H&S Team will continue to implement the 2017 - 2020 Health, Safety and Wellbeing Strategy, which focuses on championing a common-sense approach to the management of risk.
29. The Health, Safety and Wellbeing Strategy sets clear objectives to achieve this. Each objective identified in the strategy is associated with clearly defined outcomes and Key Performance Indicators (KPI) to measure progress and success.

#### SUPPORTING OUR SERVICE PLAN AND PRIORITIES

30. Robust health and safety arrangements support our aim of being one of the best fire and rescue services in the country and supports our aim to make our communities safer and stronger.
31. The proposed Health, Safety and Wellbeing Strategy endorses and supports the Workforce Development Plan.

#### CONSULTATION

32. The content of this report has been discussed with representative bodies and approved by the Health and Safety Committee. In addition; consultation took place with other stakeholders.

#### RESOURCE IMPLICATIONS

33. The nature of an annual report, in presenting an account of events and processes, does not create specific resource implications that are not already considered within budgets elsewhere.

#### ENVIRONMENTAL AND SUSTAINABILITY IMPACT ASSESSMENT

34. The nature of an annual report, in presenting an account of events and processes, does not create specific impacts that are not already considered within relevant assessments elsewhere.

#### LEGAL IMPLICATIONS

35. The nature of an annual report, in presenting an account of events and processes, does not create legal implications regarding human rights or inclusion/diversity legislation.
36. Besides the report being a policy requirement no legal implications are associated with the report.

#### EQUALITY IMPACT ASSESSMENT

37. No impacts have been identified.

#### OPTIONS

38. This report is for the HFRA to note progress and no options are presented.

#### RISK ANALYSIS

39. Scrutinising the progress of the service's health and safety culture is a key aspect of mitigating risks to public safety and organisational risk.

#### CONCLUSION

40. The HFRS concludes that good progress has been made in meeting the targets of the three-yearly strategy.
41. The analyses of proactive and reactive indicators evidences that HFRS is making progress in regard to behavioural safety and safety culture, which are essential to the effective management of health and safety.

RECOMMENDATION

42. That the Annual Health and Safety Report be noted by the Hampshire Fire and Rescue Authority

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