



**HAMPSHIRE  
FIRE AND  
RESCUE  
AUTHORITY**

Purpose: Noted

Date: **25 September 2019**

Title: **HEALTH AND SAFETY ANNUAL REPORT 2018-2019**

Report of Chief Fire Officer

## SUMMARY

1. The Annual Health and Safety Report for 2018-2019 covers the period 1 April 2018 to 31 March 2019, and shows that Hampshire Fire and Rescue Service (HFRS) has successfully implemented the agreed 'Objectives and Improvement Plan' (OIP) up until September 2018.
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 as well as working towards notable good practice where reasonably practicable.
6. A Health, Safety and Wellbeing Strategy, originally agreed by the Health and safety committee in June 2017, details our key deliverables for this three-year period. This builds on previous achievements and addresses identified improvement needs.

## BACKGROUND

7. The annual report follows the Health and Safety Executive 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.
8. This approach seeks to achieve a balance between systematic and behavioural aspects of safety management. Successful health and safety management is not

focused on ensuring that all processes are in place but is about the integration of these processes into the organisational work streams.

## PLAN

9. 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.
10. The organisation's Health, Safety and Welfare Policy builds on this, identifying measurable objectives to be implemented to maintain a safe and healthy working environment.
11. These in turn are reviewed by the Health and Safety Committee, driving the Objectives and Improvement Plan contained within the current three-yearly Strategy.

## DO

12. Health, Safety and Wellbeing forms an integral part of all organisational work 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.

## CHECK

13. 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

14. 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)

15. The Health, Safety and Wellbeing Strategy is structured into five work streams:

- To assist in the delivery of a competent workforce;
- Proactively promote a positive health and safety culture;
- Continue to build firm links between the H&S Team, Academy, Occupational Health and Human Resources Department to collaboratively work effectively together with regards to injury, ill health and wellbeing;
- Upstream targets;
- Downstream targets.

Each of these work streams 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.

16. Year two, to September 2018 six-month period 39.58% achieved of the three-yearly strategy, indicating average progress although being slightly below the intended target. The reduction in meeting the overall targets for 2018 was primarily due to a review of a new accident management system (AMS), however, after a long period of testing, this did not meet the Service requirements. However, with the appointment of a new Health and Safety Manager in September 2018 a full gap analysis was undertaken.

## SAFETY EVENTS

17. The Health and Safety Team reports regularly on proactive and reactive indicators through monthly and bi-annual reports to the Health and Safety Committee.

18. Proactive indicators are those where safety events are reported before an event occurred (preventative reporting), such as Near Miss and Cause for Concern reports. Reactive indicators are where safety events are reported after an event took place such as injuries or policy/procedure violations.

19. Proactive indicators allow organisational and personal learning to take place before an adverse safety event occurs and provides learning points that are of direct relevance to safety events.

Our data indicates that injury reports make up 48% of all H&S events in the year ending March 2019 which is the same as 2017/2018. Positively, our leading indicators, near miss and cause for concern, have also seen a gradual increase over the last four years supporting positive behaviours and culture improvements.

HSMS positive indicator:		2016	2017	2018	2019
<b>Total recorded events:</b>	↑	163	187	199	<b>230</b>
- Total Injuries:	↑	114	98	96	<b>112</b>
- Lost time injury	↑	37	29	35	<b>50</b>
No lost time injury	↑	77	68	61	<b>62</b>
Near Miss and Cause for Concern	↑	45	87	103	<b>118</b>

20. Safety event trends are monitored through a thorough investigation process and monthly trend analysis. Where relevant, action points concluding the process of driving tangible improvements from the examination of proactive and reactive indicators are recorded.
21. Proactive indicators are followed up as part of our business as usual plan and work to address and improve the areas identified informs the Health, Safety and Wellbeing (HSW) Strategy.
22. 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.
23. The decision not to use the integrated accident management system (AMS) in November 2018 has not prevented HFRS's ability to analyse underlying behavioural factors and root causes, demonstrating significant improvements in standards through current embedded processes.

#### FORWARD PLANNING

24. The Health and Safety Team will implement the 2019-2023 strategy and OIP once agreed.
25. The new strategy and OIP will address the identified statutory gaps using the Institute of Directors Safety Framework which demonstrates how the business promotes compliance from a leadership perspective.

#### SUPPORTING OUR SERVICE PLAN AND PRIORITIES

26. Robust health and safety arrangements support our aim of being one of the best fire and rescue services in the country and supports our purpose of Making Hampshire Safer.
27. The proposed Health, Safety and Wellbeing Strategy is aligned to the Workforce Development Plan.

## CONSULTATION

28. 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

29. 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.

## LEGAL IMPLICATIONS

30. 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.
31. Besides the report being a policy requirement, no legal implications are associated with the report.

## PEOPLE IMPACT ASSESSMENT

32. A People Impact Assessment has not been deemed relevant as the report is an account of events and processes.

## RISK ANALYSIS

33. The nature of the annual report, in presenting an account of events and processes, does not entail risk per se that would require the inclusion of a risk analysis.

## CONCLUSION

34. HFRS concludes that good progress has been made in meeting the targets of the three-yearly strategy.
35. The analyses of proactive and reactive indicators provide evidence 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

36. That the Annual Health and Safety Report here presented be noted by Hampshire Fire and Rescue Authority.

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