



# Safety, Health and Environment

## Annual Review 2015 / 2016



making Lancashire safer

### Introduction

This report summarises the arrangements in place to deliver the Service's Health and Safety Policy and provides a summary of health, safety and environment performance data.

It includes the reporting on occupational safety, health and environmental issues that have arisen during the period 1st April 2015 to 31st March 2016.

### LFRS Safety, Health and Environment Management Arrangements

Lancashire Combined Fire Authority has overall responsibility for the effective governance of health, safety and environment. The Fire Authority is responsible for agreeing the safety, health and environment policy and for ensuring adequate resources are available for safety, health and environment purposes. The Authority will provide a clear direction for the Executive Board and Senior Management Team to establish policies and procedures and manage safety, health and environment performance effectively.

Whilst individual members of staff, supervisors and managers all have responsibility for safety, health and environment, the Safety, Health and Environment (SHE) Department coordinates and oversees the day to day management of health and safety activities and at the same time continues to provide competent professional advice.

The Health and Safety Management System (HSMS) is based on the Health and Safety Executive model HS (G) 65 – Successful Health and Safety Management and written and implemented to the International Standard for health and safety management systems OHSAS 18001:2007. The Environment Management System (EMS) is written and implemented to the International Standard ISO 14001:2004.

During 2015/2016 we have continued to enjoy a positive working relationship with the Representative Bodies, particularly the Fire Brigades Union. The Service consults formally on a quarterly basis working together to ensure safety, health and environmental concerns are resolved. Safety representatives play a vital role in achieving a healthier and safer workplace and improving our health and safety culture whilst reducing our impacts on the environment.







### Controlling Risk within LFRS

The varied nature of the Service's work activities and working environments inevitably means that there is a broad range of risks to manage. The level of risk to both employees and service users can be identified from a number of the Service's performance measures including:

- the total number of accidents reported by employees;
- the number of safety events reported to the Health and Safety Executive;
- the number of near miss events reported;
- the number of days lost following an accident at work;
- the type of events that are being reported;
- risks being managed effectively through the development and implementation of policies and procedures contained within the Service's HSMS and EMS;
- carbon emissions from LFRS premises and activities; and
- fitness assessments for operational staff.

The HSMS and EMS and associated policies and procedures are designed to promote safe systems of work and minimise the risk of injury to employees and reduce the impact to the environment. The SHE Department develops bespoke procedures for LFRS, minimising 'red tape' and focusing on controlling real risks in the workplace. Managers, through devolved safety, health and environment responsibilities, are encouraged to ensure that recognised safe systems of work are being used 'so far as is reasonably practicable'.

To ensure that the Service continues to meet its legal obligations in respect of safety, health and environment it is important to ensure that all policies, procedures, instructions and guidance are regularly reviewed and updated.

Safety, health and environment performance is reviewed on a regular basis, through high level scrutiny via the CFA Performance Committee and at Director Level through the LFRS Health, Safety & Environment Advisory Group (HSEAG) chaired by the Director of People and Development and Health and Safety Consultation Committee chaired by the Director of Strategy and Planning.



## External Audit of the Health and Safety and Environment Management Systems



During 2011/12 the Service was successful in gaining certification to the international health and safety standard OHSAS 18001:2007 for its HSMS and at the same time certification was also achieved for the EMS to the international environmental standard ISO 14001:2004.

Following on from initial certification in November 2011, continued surveillance visits are required annually and re-certification required every three years. A VCA audit team scrutinised LFRS again in November 2015 for re-certification, with visits to five fire stations operating different duty systems, Service Training Centre and Urban Search and Rescue Unit (USAR) together with a number of supporting departments including Safety, Health and Environment, Corporate Communications, Occupational Health and Property. LFRS has been successful in continued certification without conditions for both ISO 14001:2004 and OHSAS 18001:2007.

As part of the audit process, the auditors identified a number of positive aspects, including:

- “The SHE systems are integrated and it is evident that the system is embedded into the normal operations and activities of the organisation.”
- “Good knowledge of environmental aspects and impacts demonstrated.”
- “Good level of housekeeping demonstrated throughout the site – Tarleton Fire Station.”
- “The communication and understanding of Operational Guidance for Breathing Apparatus (OGBA), the training (e-learning) and training records were demonstrated.”
- “All five USAR modules were reviewed and the facility was well organised, clean and tidy to a high standard.”
- “Objectives and targets were known and communicated.”
- “A Drainage plan for all sites by 2018 was progressing well.”

To ensure continuous improvement is made in both the HSMS and EMS LFRS has developed an action plan to assist in delivering future improvements.

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### Health and Safety Performance

Active Monitoring is integrated into day-to-day work. This includes an integrated approach to workplace inspections at station and department level for both health and safety and environmental hazards and risks.

In addition to day-to-day monitoring of health and safety by managers, active monitoring features extensively during operational incidents and forms an essential part of the Incident Command System at all levels. Incidents are monitored, debriefed and outcome reviews are carried out to ensure that continuous learning from incidents is achieved.

The Service has implemented a system of robust reactive monitoring as defined in the accident reporting and accident investigation procedures of the HSMS. The SHE department co-ordinates and controls this system, and heads of department and line managers are responsible for implementation.

During 2015/2016 there were:

- **74 accidents** (60 to LFRS staff and 14 to non LFRS staff) each event being investigated and recorded in line with Service Policy.
- **56 near misses** (41 near misses and 15 near miss attacks on staff) that were investigated and the recommendations were fed back into the service policy, procedure, or risk assessment as appropriate.
- There were **13 RIDDOR** events that were reported to the Health and Safety Executive, 12 resulting from over 7 day's absence and 1 dangerous occurrence related to a Breathing Apparatus failure.





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### Health and Safety Performance

A summary of the total accident and ill-health statistics for 2015/16 is detailed below in Figure 1.

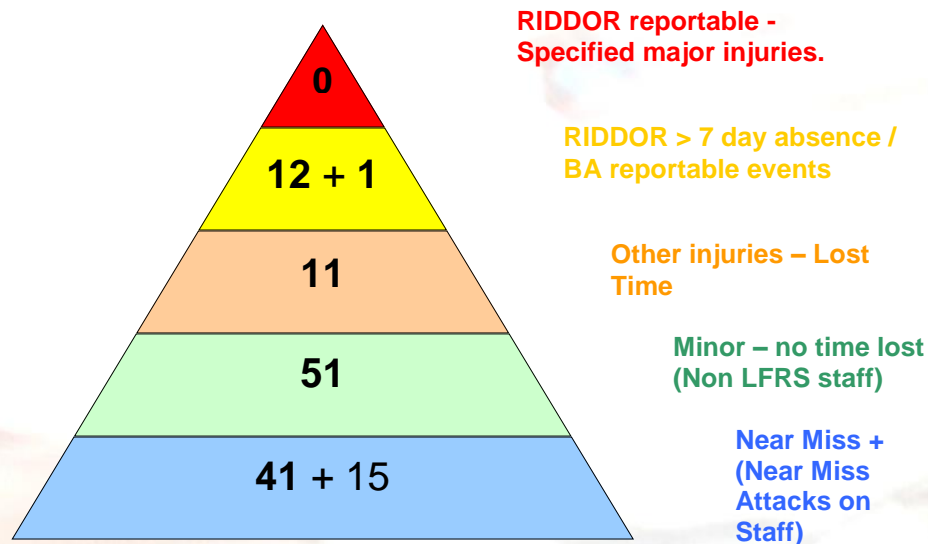


Figure 1

The figures in the following Table 1 relate to working days lost due to work related injury/illness.

This shows a general overall reduction in days lost since 2005/06 with an increase in 2014/15 and 2015-16 due to a long term absence of a member of staff after an accident while undertaking a home fire safety check, and an injury when an RDS member of staff was responding to a fire station to attend a call.

Year	Days Lost
2005/06	643
2006/07	740
2007/08	481
2008/09	242
2009/10	610
2010/11	284
2011/12	152
2012/13	176
2013/14	202
2014/15	461
2015/16	331

Table 1 - Days Lost due to Work-related injury/illness 2005/06 to 2015/16

Table 2 shows the types of accidents that were reported during 2015/16 with the numbers for each category. A comparison is provided to previous performance:

TYPE OF ACCIDENT	LFRS Staff 2015/16	LFRS Staff 2014/15	LFRS Staff 2013/14	LFRS Staff 2012/13	LFRS Staff 2011/12	Non-LFRS staff 2015/16	Non-LFRS staff 2014/15	Non-LFRS staff 2013/14	Non-LFRS staff 2012/13	Non-LFRS staff 2011/12
Handling lifting or carrying	23	17	13	15	18	5	5	4	4	5
Hit by moving, flying or falling object	6	12	9	13	10	1	1	5	2	4
Slip trip fall	9	11	7	18	23	3	1	5	9	5
Hit something fixed or stationary	1	5	5	9	11		3	6	5	3
Other	10	9	5	4	1	1	3	-	-	1
Injured by an animal	1	-	2	6	2		-	-	-	-
Fall from Height	1	-	2	1	1		-	-	1	1
Exposed to fire	4	2	2	-	5	1	2	3	-	3
Exposed to harmful substance	3	3	2	-	2	1	1	2	-	2
Exposed to an explosion		1	1	-	1		-	-	-	-
Contact with Electricity		1	-	1	-		-	-	-	-
Hit by a moving vehicle	1	-	-	1	1		-	-	-	-
Contact with Moving Machinery		1	-	-	-		-	-	1	-
Drowned or Asphyxiated		-	-	-	-		-	-	-	-
Physically assaulted by a person	1	2	-	-	-	2	5	1	-	1
Trapped by Something Collapsing		-	-	-	-		-	-	-	-
<b>TOTAL</b>	<b>60</b>	<b>64</b>	<b>48</b>	<b>69</b>	<b>75</b>	<b>14</b>	<b>21</b>	<b>26</b>	<b>22</b>	<b>25</b>

Table 2 - Types of accidents in 2015/16 compared to 2011/12, 2012/13, 2013/14 and 2014/15.

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### Near Miss Reporting

A near miss event is an unplanned and unforeseeable event in which there is no injury, but the potential to cause injury or other form of loss exists should it occur again.

Table 3 below illustrates previous LFRS near miss reporting performance:

Year	Number of Near misses
2005/06	30
2006/07	42
2007/08	72
2008/09	77
2009/10	94
2010/11	105
2011/12	99
2012/13	56
2013/14	73
2014/15	56
2015/16	56

Table 3 - Near Miss Reporting  
2005/06 to 2015/16



### Vehicle Accidents

Vehicle Accidents continue to decrease overall. Table 4 shows the number of accidents involving vehicles over the last six years.

Year	Number of Vehicle Accidents
2010/11	93
2011/12	64
2012/13	49
2013/14	42
2014/15	40
2015/16	45

Table 4 Number of Vehicle Accidents

Analysis of the type of accidents LFRS vehicles have been involved in during 2015/16 has shown that the majority occur during vehicle maneuvering.

Banks person training has been refreshed and work is ongoing to raise awareness when drivers are carrying out slow speed manoeuvres to reduce these types of accidents further.



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### Environmental Performance

The Service participated in the Carbon Trust Carbon Management Programme during 2008/09. A Carbon Management Team (CMT) was created to oversee the programme together with a programme board. This resulted in the production of the Carbon Management Plan which was agreed by CFA Resources Committee in March 2009. The plan included targets of 20% carbon emission reduction by March 2013 with a visionary target of 40% by March 2020.

A revised and simplified Carbon Management Plan setting a target of 40% carbon emission reduction by March 2020 has been developed. The Service achieved an overall reduction of **22%** by March 2016 which equates to **976** tonnes of CO<sub>2</sub>. The plan has delivered cost savings in the region of **£510k** so far.

The Carbon Management Team continues to meet and make progress against the target, delivering projects accepting these will be fewer and more targeted in the future. The Plan is overseen by the Director of People and Development.

Monthly meter readings for Gas, Electric and Water continue to be collated together with fuel data collated by Fleet and Engineering Services, providing a full picture of carbon emissions for all LFRS premises.

### Fire-fighters' Charity Recycling Banks

LFRS continues to support the Fire Fighters Charity with seventeen fire stations currently having recycling banks on site. For each tonne of clothing, a donation is made to the Fire-fighter's Charity.

In 2015/16, the banks had collected over 22 tonnes of textiles. This has raised £4896.76 for the charity.



### Waste Disposal Improvements

New waste bins separating general and recycling waste have been rolled out across the Service to provide a generic system for the management of waste.

Early indications are showing that the amount of waste recycled as a proportion of the total waste is progressively increasing.

Total waste is starting to reduce and further ways of reducing waste at source are being explored but if waste is produced then if this can be recycled this will be the preferred option.



### Environmental Performance

Table 5 shows the carbon emission comparisons from the 2007/08 baseline and from the previous year 2014/15.

#### Reduce Carbon Emissions by 40% by March 2020

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	% change on previous year	% change since baseline 2007/08
<b>Buildings</b>	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
Electricity	1600	1340	1524	1516	1421	1411	1653	1664	1605	3.55	0.31
Gas	1594	1499	1634	1545	1462	1363	1145	1026	978	4.68	38.65
<b>Total</b>	<b>3194</b>	<b>2839</b>	<b>3158</b>	<b>3061</b>	<b>2883</b>	<b>2774</b>	<b>2798</b>	<b>2690</b>	<b>2583</b>	<b>3.98</b>	<b>19.13</b>

<b>Transport</b>	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
Fuel	1158	1179	1217	1146	1058	858	827	732	793	8.33	31.52

<b>Service Total</b>	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
	4352	4018	4375	4207	3941	3632	3625	3422	3376	1.34	22.43

#### Shown separately in Carbon Management Plan

<b>Water</b>	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
	9.1	8.8	8.1	6.9	6.7	6.1	6.5	5.6	5.7	1.79	37.36

Table 5 Carbon Emissions 2007/08 to 2015/16

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### Health & Wellbeing of Staff

Occupational health is a fundamental part of ensuring the health, safety and welfare of employees at work.

The Service has an in-house occupational health provision to ensure professional advice is available. This includes health screening, examinations, monitoring and a proactive approach to ill health prevention and the sharing of best practice. Rehabilitation support is enhanced with a Physiotherapy Service.

The focus of the OHU is the delivery of statutory health surveillance for operational staff and others within the Service who undertake higher risk roles. This is achieved through a programme of pre-employment screening followed by periodic health surveillance and monitoring. Additional support is provided to facilitate other requirements such as LGV driver medicals.

Following an accident or other safety event, OHU are able to provide advice and support to address any resulting medical or health issues.

### Revised Approach to Fitness Testing

Lancashire Fire and Rescue Service acknowledge that a good level of physical fitness plays an important role in reducing ill health, injuries and accidents, whilst recognising this assists in the maintenance of the wider health and wellbeing agenda for the whole workforce.

Following a successful pilot in 2014/15, revised arrangements have been introduced with an Annual Fitness Assessment which will be undertaken at the Service Training Centre (STC) by all Grey Book employees.

An option of 3 tests (Multi Stage Shuttle Run, Chester Treadmill Walk Test or Chester Step Test) overseen by an externally trained assessor, are available.





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### A Look Ahead to 2016/2017

Looking to 2016/17, key safety, health and environment priorities are to:

- Reduce risk to our staff through the provision of safe systems of work, suitable vehicles and equipment and carry out research and development to continually improve operational response.
- Reduce the number of accidents and related sickness absence whilst increasing the number of near miss events reported.
- Continue to integrate Health and Safety and the Environment where possible to simplify and reduce burden on end users.
- Embed Health and Safety and Environment through continued training and interaction with staff to enable proportionate and informed workplace safety, health and environmental decisions to be made.
- Reassess how LFRS learns and improve following incidents / debriefs / safety events from within LFRS and from external organisations.
- Rationalise and refresh the existing risk assessments, service orders and training requirements following the introduction and publication of revised National Guidance for Fire and Rescue Services together with legislative changes.
- Plan for the increase in Severe/Extreme Weather Events which puts pressure on LFRS's ability to deliver a service.
- Reduce energy and waste costs.
- Maintain the LFRS certification to OHSAS 18001:2007 and ISO14001:2004.
- Undertake a project to review arrangements for the Health and Wellbeing of staff and the management of fitness.

Through the planning process we have set a programme of activities that will lead us to achieve our priorities and targets.

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### Overall Summary

2015/16 has again seen a very positive year in terms of overall safety, health and environment performance of LFRS. The number of accidents to LFRS staff is the second lowest on record, with 60 events being reported. Of these 60 events, only 23 resulted in lost time accidents.

HSE were notified under RIDDOR regarding 13 events, 12 for over 7 day absences following accidents and 1 for a dangerous occurrence for a BA failure.

Manual handling related activities accounted for the largest number of accidents within the Service; this will be focused on through refresher training for operational personnel during the 2016/17 training year.

LFRS continues to deliver projects to reduce its carbon emissions.

The health and safety and environmental management systems will continue to be developed and this is supported by external reviews that advocate robust policies, systems and a positive culture are in place within LFRS.

