



# Safety, Health and Environment

## Annual Review 2017 / 2018



making Lancashire safer

# Safety, Health and Environment

## Annual Review 2017/18



### Introduction

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

It includes the reporting on occupational safety, health and environmental issues that have arisen during the period 1st April 2017 to 31st March 2018.

### 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 is 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 14001:2015.

During 2017/2018 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;
- number of safety events reported to the Health and Safety Executive;
- number of near miss events reported;
- number of days lost following an accident at work;
- 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 and proportionate 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 we 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, surveillance visits have been conducted annually and re-certification every three years. British Assessment Bureau, new auditors to LFRS in February 2018, carried out a re-certification audit for OHSAS 18001:2007 and ISO 14001:2015 the new environmental standard. The audit included visits to four fire stations operating different duty systems and Service Training Centre together with a number of supporting departments including Safety, Health and Environment, Corporate Communications, Fleet and Engineering Services and Property. LFRS have been successful in continued certification for OHSAS 18001:2007 and certification to ISO 14001:2015. The service received one opportunity for improvement for each standard “An improvement is planned for LFRS documentation management using the “Sharepoint” system; it was observed that the SHE documents were version controlled but in other areas some documents did not include full version control”.

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

- The smooth transition from the old ISO 14001:2004 to the new ISO 14001:2015 standard.
- The systems are embedded into how we work.
- Leadership and commitment was displayed in all areas visited/sampled.
- Extremely knowledgeable and committed staff who were interviewed.
- The systems are continually being improved and are not flat lining.
- The internal audit plan is thorough and comprehensive.



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### Improvement Actions during 2017/18

To ensure continuous improvement is made in both the HSMS and EMS LFRS has developed an action plan to assist in delivering future improvements. Below are some examples of improvements carried out during 2017/18:

- Delivered initial and refresher safety, health and environment training as required to all staff using LearnPro or e-learning applications where possible.
- Continuing to embed improvements in fitness with further development of the mandatory fitness testing for operational staff and provision of fitness equipment on stations.
- Developing an application for ipads to assist fire crews in capturing key information to further embed the Operational Assurance Framework to learn from incidents and operational activity.
- Delivered 'Distress Management and Self-care' training to all staff to assist in managing their health and wellbeing.
- Additional Stinger Water Tower capability being introduced into service following the successful trial at Blackburn Fire Station using the latest technological advances in fighting fires.
- Continuing to provide improved PPE for attending incidents.
- Continuing to improve the management of Workplace Transport within the service.
- Commencement of a training programme using the newly built Multi Compartment Fire Fighting Prop at Service Training Centre which incorporates a unique paraffin fuel injection system to provide realistic compartment fire training.
- Commenced a programme of implementing National Operational Guidance into service.
- Embedding the role of Retained Support Officers through the Strengthening and Improving our RDS programme.
- Strengthening and embedding the Provision of Operational Risk Information System (PORIS) into service.
- Improved arrangements for staff that carry out lone working.
- Reviewed the Safety, Health and Environment Policy.
- Fully reviewed the organisational arrangements for the Environment to meet the new ISO 14001:2015 requirements.

### 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 2017/2018 there were:

- **79 accidents** (64 to LFRS staff and 15 to non LFRS staff) each event being investigated and recorded in line with Service Policy.
- **98 near misses** (72 near misses and 26 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 **14 RIDDOR** events that were reported to the Health and Safety Executive, 13 resulting from over 7 day's absence and 1 dangerous occurrence related to a Breathing Apparatus failure.



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A summary of the total accident and ill-health statistics for 2017/18 are detailed below in Figure 1.

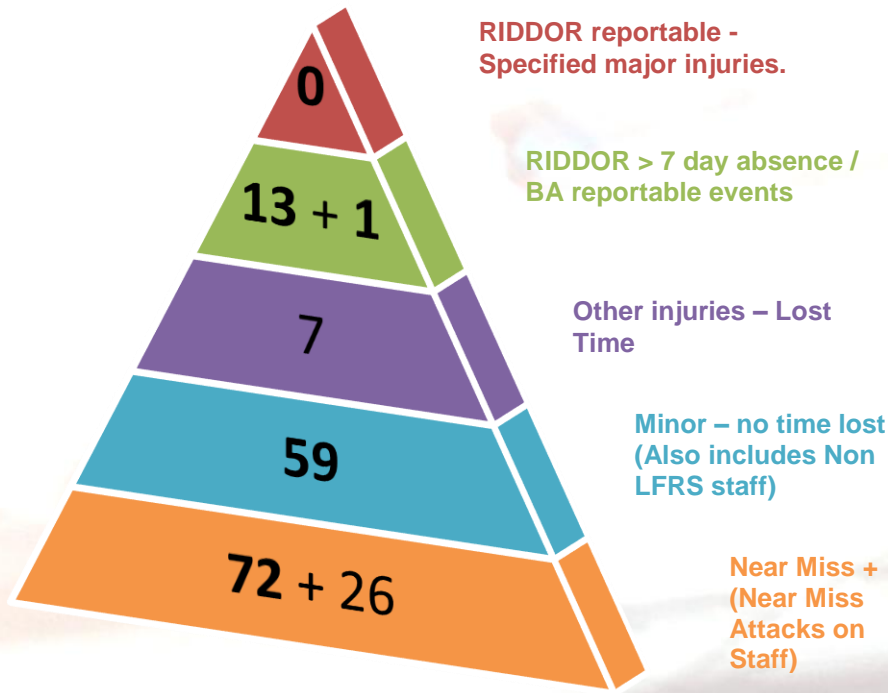


Figure 1

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
2016/17	205
2017/18	245

Table 1 - Days Lost due to Work-related injury/illness 2005/06 to 2017/18

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Figure 2 gives a background position on the safety performance of LFRS since 1999/00:

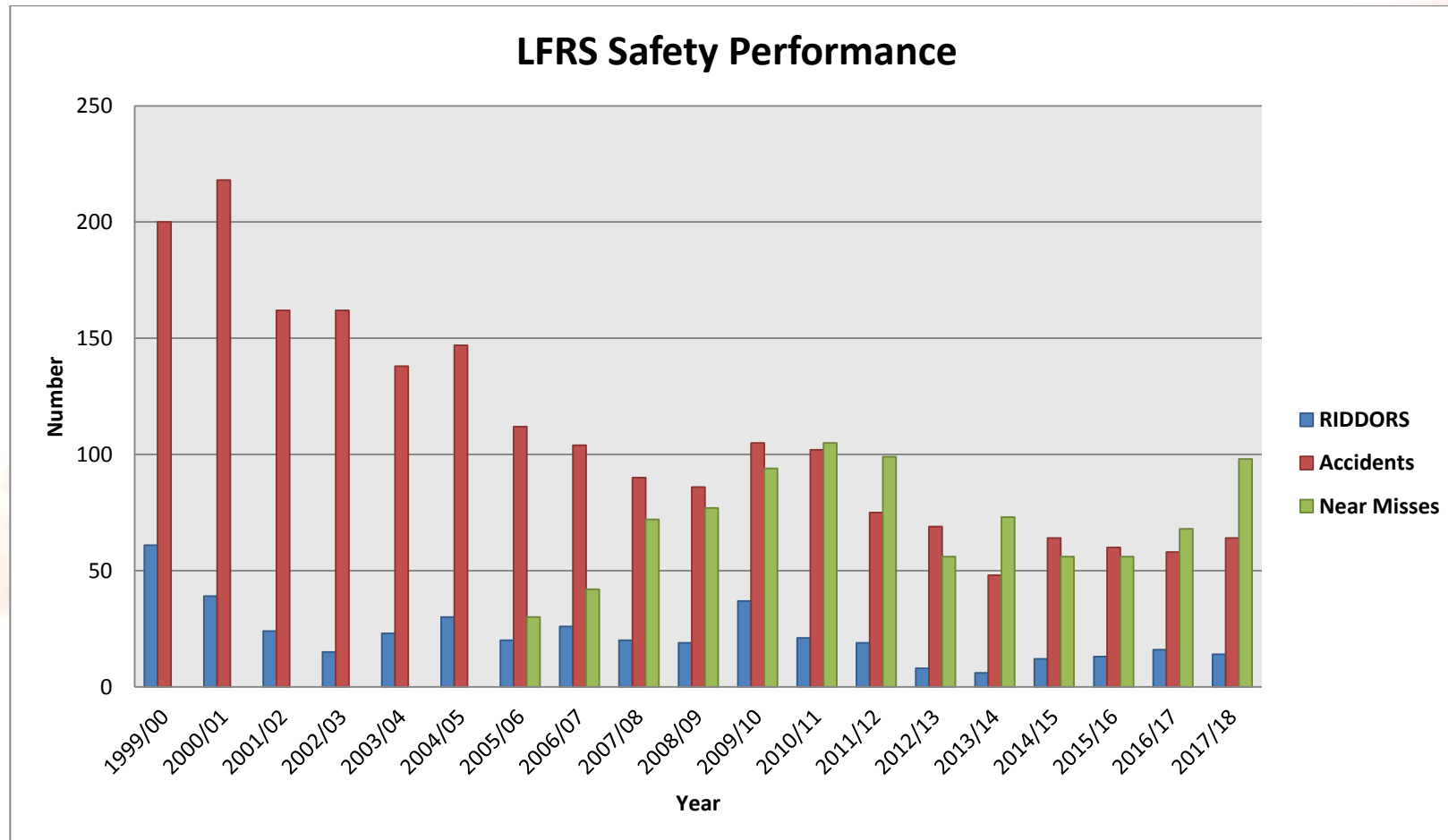


Figure 2 – LFRS Safety Performance 1999/00 to 2017/18





Table 2 shows the types of accidents that were reported during 2017/18 with the numbers for each category. A comparison is provided to previous performance:

TYPE OF ACCIDENT	LFRS Staff 2017/18	LFRS staff 2016/17	LFRS staff 2015/16	LFRS staff 2014/15	LFRS staff 2013/14	LFRS staff 2012/13	LFRS staff 2011/12	Non LFRS staff 2017/18	Non LFRS staff 2016/17	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	15	17	23	17	13	15	18	1	4	5	5	4	4	5
Hit by moving, flying or falling object	7	5	6	12	9	13	10	4		1	1	5	2	4
Slip trip fall	9	12	9	11	7	18	23	1	4	3	1	5	9	5
Hit something fixed or stationary	8	6	1	5	5	9	11	6	1	-	3	6	5	3
Other	7	11	10	9	5	4	1	1	4	1	3	-	-	1
Injured by an animal	3		1	-	2	6	2	-		-	-	-	-	-
Fall from Height	4		1	-	2	1	1	1	1		-	-	1	1
Exposed to fire	3		4	2	2	-	5	1		1	2	3	-	3
Exposed to harmful substance	7	3	3	3	2	-	2	-	3	1	1	2	-	2
Exposed to an explosion	1	-	-	1	1	-	1	-	-	-	-	-	-	-
Contact with Electricity	-	2	-	1	-	1	-			-	-	-	-	-
Hit by a moving vehicle	-	2	1	-	-	1	1			-	-	-	-	-
Contact with Moving Machinery	-	-	-	1	-	-	-			-	-	-	1	-
Drowned or Asphyxiated	-	-	-	-	-	-	-			-	-	-	-	-
Physically assaulted by a person	-	-	1	2	-	-	-		8	2	5	1	-	1
Trapped by Something Collapsing	-	-	-	-	-	-	-			-	-	-	-	-
<b>TOTAL</b>	<b>64</b>	<b>58</b>	<b>60</b>	<b>64</b>	<b>48</b>	<b>69</b>	<b>75</b>	<b>15</b>	<b>25</b>	<b>14</b>	<b>21</b>	<b>26</b>	<b>22</b>	<b>25</b>

Table 2 - Types of accidents in 2017/18 compared to 2011/12 - 2016/17.

### 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
2016/17	68
2017/18	98

Table 3 - Near Miss Reporting 2005/06 to 2017/18



### Vehicle Accidents

Table 4 shows the number of accidents involving fleet vehicles from 2010/11 to 2017/18

Year	Number of Vehicle Accidents
2010/11	93
2011/12	64
2012/13	49
2013/14	42
2014/15	40
2015/16	45
2016/17	67
2017/18	58

Table 4 Number of Vehicle Accidents

Analysis of the type of accidents LFRS vehicles have been involved in during 2017/18 has shown that the majority occur during vehicle maneuvering at slow speeds.

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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 **20%** by March 2018 which equates to **878** tonnes of CO<sub>2</sub>. The plan has delivered cost savings in the region of **£644k** 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 sixteen fire stations currently having recycling banks on site and two at a neighbouring Tesco site. For each tonne of clothing, a donation is made to the Fire-fighter's Charity.

In 2017/18, the banks had collected over 25 tonnes of textiles. This has raised £5532 for the charity.



### Waste Management

There has been a 9% increase in waste from April to March 2016/17 to April to March 2017/18. General waste has increased by 9% and Dry Mixed Recycling by 16%.

The percentage recycled at LFRS sites over the year varies hugely from 15% to 67%. 18 sites have a recycling rate of 40% or above (14 of these are RDS) the others are Lancaster, Bispham, Bamber Bridge and SHQ.



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Table 5 shows the carbon emission comparisons from the 2007/08 baseline and from the previous year 2016/17 (in red equals an increase)

### 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	2016/17	2017/18	% 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)	Carbon (tonnes)	Carbon (tonnes)		
Electricity	1600	1340	1524	1516	1421	1411	1653	1664	1605	1581	1592	0.7%	0.5%
Gas	1594	1499	1634	1545	1462	1363	1145	1026	978	934	1025	9.7%	35.7%
<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>2515</b>	<b>2617</b>	<b>4.1%</b>	<b>18.1%</b>

	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
<b>Transport</b>	Carbon (tonnes)	Carbon (tonnes)	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	796	858	7.8%	25.9%

	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
<b>Service Total</b>	4352	4018	4375	4207	3941	3632	3625	3422	3376	3311	3475	4.95%	20%

### Shown separately in Carbon Management

	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
<b>Water</b>	Carbon (tonnes)	Carbon (tonnes)	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	5.8	5.4	6.9%	40.66%

Table 5 Carbon Emissions 2007/08 to 2017/18

### Health & Wellbeing Framework

The Health and Wellbeing Framework aims to improve the health and wellbeing of our workforce ensuring that all who are working for Lancashire Fire and Rescue Service (LFRS) are engaged, motivated, healthy, resilient, and return to work quickly following absences.

In order to achieve this, we have developed the Health and Wellbeing at work improvement plan which underpins the Workforce Development Strategy. During 2017/18 the following activities have been achieved:

- Trained key staff in Mental Health First Aid.
- A programme of selection and training for volunteers who support their peers using structured support such as Trauma Risk Management or as Bluelight Champions through the MIND Bluelight Programme.
- Embedded the new Employee Assistance Programme into service.
- Facilitated a number of promotional activities such as 'Time to Talk Day'; 'Brew Monday', 'McMillan World's Biggest Coffee Morning'.
- Launched a Health and Wellbeing Directory providing details of organisations that can support health and wellbeing.
- Staff participated in raising awareness of mental health and reducing stigma through the 'OurBlueLight' Mental Health Relay walking from Carlisle to Blackpool.



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### A Look Ahead to 2018/2019

Looking to 2018/19, key safety, health and environment priorities are to:

- 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.
- Reduce the number of accidents and related sickness absence whilst increasing the number of near miss events reported.
- Continue to integrate Safety and Health and the Environment where possible to simplify and reduce burden on end users whilst reducing the risk through the provision of safe systems of work, suitable vehicles and equipment and carry out research and development to continually improve.
- Maintain LFRS certification to ISO14001:2015 standard and develop a transition plan to seek certification to ISO 45001:2018 upgrading from OHSAS 18001:2007.
- Embed Safety, Health and Environment through continued training and interaction with staff to enable proportionate and informed workplace safety, health and environmental decisions to be made.
- 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.
- Continue to review Health and Wellbeing arrangements for staff implementing Trauma Risk Management providing emotional support following significantly traumatic events; management of fitness; promotion to support nutrition and hydration and review research and guidance on the effects of contaminants at fires on firefighter's health and consider the arrangements available to mitigate the risks.

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### Overall Summary

2017/18 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 was 64 with only 20 resulting in lost time accidents. HSE were notified under RIDDOR regarding 14 events, 13 over 7 day absences following accidents and one dangerous occurrence involving a BA set failure.

LFRS continues to deliver projects to manage health and wellbeing, learn from incidents and provide operational assurance, reduce carbon emissions, review National Operational Guidance, research and develop equipment and firefighting techniques to ensure firefighter safety etc.

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.

