



Annual Safety, Health and Environment Review 2018 / 2019



making Lancashire safer

Annual Safety, Health and Environment Report 2018 / 19

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 2018 to 31st March 2019.

Lancashire Fire and Rescue Service (LFRS) Safety, Health and Environment Management Arrangements

Lancashire Combined Fire Authority (CFA) 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 ISO 45001:2018. The Environment Management System (EMS) is written and implemented to the International Standard ISO 14001:2015.

During 2018/2019 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.

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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 'as 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 Deputy Chief Fire Officer.



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External Audit of the Health and Safety and Environment Management Systems

Since initial certification in November 2011, surveillance visits have been conducted annually and re-certification every three years to maintain external certification for our HSMS and EMS. In February 2019 the auditor from British Assessment Bureau carried out a surveillance audit for ISO 14001:2015 as LFRS were re-certified last year to the updated ISO 14001:2015 standard and they also carried out an audit against the new health and safety standard ISO 45001:2018 transitioning from OHSAS 18001:2007.

The scope for both standards was '**The Provision of Fire, Rescue and Supporting Services across Lancashire**'. This included all operational activity with visits to five fire stations operating different duty systems together with a number of supporting departments including Safety, Health and Environment, Corporate Communications, Fleet and Engineering Services, Procurement, Human Resources, Service Development and Property. Continued certification has been granted for ISO 14001:2015 and certification to ISO 45001:2018. LFRS received no non-conformances or opportunities for improvement.



During the audit process, the auditor identified a number of positive aspects, including:

- The systems were fantastic;
- The health and safety and environmental management systems were consistent across all sites;
- Health and Safety Consultation arrangements with the Fire Brigades Union were good;
- The Recruitment Process was well managed;
- LFRS were commitment to continual improvement; and
- Staff showed commitment and were friendly and enthusiastic.



As part of the audit, where areas for improvement were identified by LFRS staff, these have been developed into an 'improvement action plan' and taken forward through the Service's Health, Safety and Environment Advisory Group.

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Improvement Actions during 2018/19

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 2018/19:

- Fully reviewed the organisational arrangements for health and safety to meet the new ISO 45001:2018 standard requirements.
- Refreshed safety, health and environment training for managers.
- Continued to embed improvements in fitness and the mandatory fitness testing for operational staff.
- Developed an application for the iPad to assist fire crews in capturing key information during debriefs to further embed the Operational Assurance Framework and to continually learn from incidents and operational activity.
- Introduced Trauma Risk Management (TRiM) Practitioners into service to support staff who may be struggling to cope following difficult and traumatic events.
- Continuing to embed a programme of health and wellbeing promotions supporting staff wellbeing.
- Continuing to provide improved PPE for attending operational incidents.
- Improving training for Area Based Specialist Instructors.
- Continuing to implement National Operational Guidance into service.
- Improved arrangements for community fire safety staff that carry out lone working.
- In partnership with UCLAN and FBU developing best practice to mitigate the potential risks of contaminants on dirty fire PPE.
- Planning improvements and refurbishment of fire house training building at Service Training Centre (STC) used to deliver breathing apparatus training to operational crews.
- Developed the Workplace Inspections procedure for LFRS sites and carried out a programme of joint inspections to embed procedures supporting staff.
- Carried out a tender process for a new waste contract commencing 1st April 2019.

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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 2018/2019 there were:

- **73 accidents** (60 to LFRS staff and 13 to non LFRS staff) each event being investigated and recorded in line with Service Policy.
- **109 near misses** (93 near misses and 16 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 **10 RIDDOR** events that were reported to the Health and Safety Executive, 2 major injuries, 1 occupational disease, 6 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 2018/19 are detailed below in Figure 1.

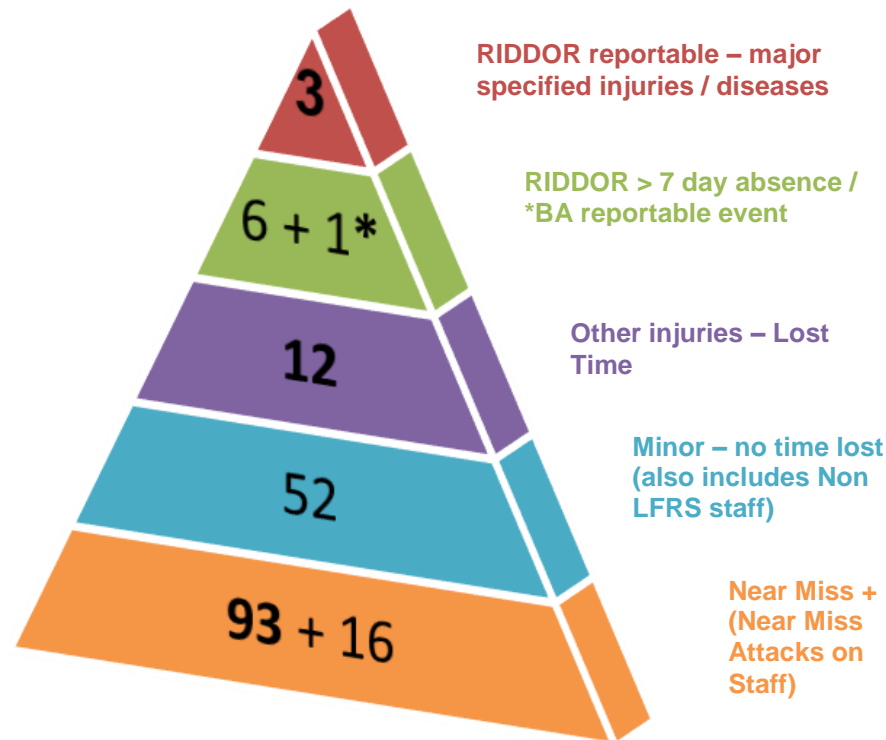


Figure 1

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

The last few years have shown a downward trend in absence following work related injury/illness. In 2018/19 one long term absence resulted in 162 days off work which impacted on the performance for the year.

Year	Days Lost
2014/15	461
2015/16	331
2016/17	205
2017/18	245
2018/19	377

Table 1 - Days Lost due to Work-related injury/illness 2014/15 to 2018/19

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

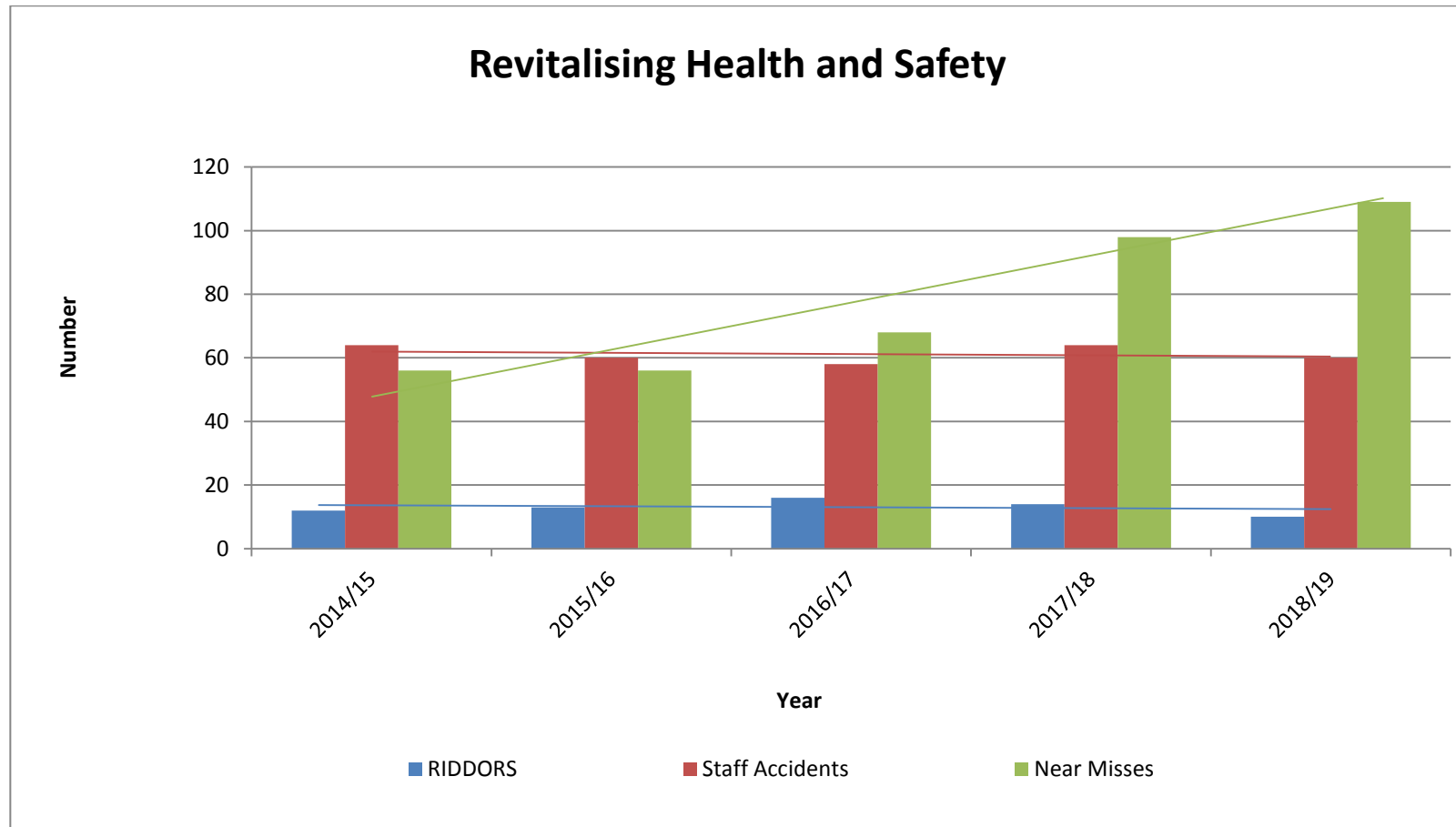


Figure 2 – LFRS Safety Performance 1999/00 to 2018/19

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Table 2 shows the types of accidents that were reported during 2018/19 comparing the last five year's performance with the numbers for each category.

TYPE OF ACCIDENT	LFRS Staff 2018/19	LFRS Staff 2017/18	LFRS staff 2016/17	LFRS staff 2015/16	LFRS staff 2014/15	Non LFRS staff 2018/19	Non LFRS staff 2017/18	Non LFRS staff 2016/17	Non LFRS staff 2015/16	Non LFRS staff 2014/15
Handling lifting or carrying	7	15	17	23	17	2	1	4	5	5
Hit by moving, flying or falling object	4	7	5	6	12	2	4		1	1
Slip trip fall	11	9	12	9	11	2	1	4	3	1
Hit something fixed or stationary	10	8	6	1	5	3	6	1	-	3
Other	12	7	11	10	9	-	1	4	1	3
Injured by an animal	1	3		1	-	-	-		-	-
Fall from Height	3	4		1	-	-	1	1		-
Exposed to fire	6	3		4	2	-	1		1	2
Exposed to harmful substance	4	7	3	3	3	2	-	3	1	1
Exposed to an explosion	-	1	-	-	1	-	-	-	-	-
Contact with Electricity	-	-	2	-	1	-		-	-	-
Hit by a moving vehicle	1	-	2	1	-	-		-	-	-
Contact with Moving Machinery	-	-	-	-	1	-		-	-	-
Drowned or Asphyxiated	-	-	-	-	-	-		-	-	-
Physically assaulted by a person	1	-	-	1	2	2		8	2	5
Trapped by Something Collapsing	-	-	-	-	-	-		-	-	-
TOTAL	60	64	58	60	64	13	15	25	14	21

Table 2 - Types of accidents in 2018/19 compared to 2014/15 - 2017/18.

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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 shows the increasing number of near misses being reported each year in the prevention of accidents within the workplace. A wide range of learning opportunities have been captured in relation to stations/building, equipment, appliances, operational procedures and breathing apparatus issues.

Year	Number of Near misses
2014/15	56
2015/16	56
2016/17	68
2017/18	98
2018/19	109

Table 3 - Near Miss Reporting 2014/15 to 2018/19

Vehicle Accidents

Table 4 shows the number of accidents involving fleet vehicles from 2014/15 to 2018/19

Year	Number of Vehicle Accidents
2014/15	40
2015/16	45
2016/17	67
2017/18	58
2018/19	74

Table 4 Number of Vehicle Accidents

Analysis of the type of accidents LFRS vehicles have been involved in during 2018/19 has shown that the majority of accidents occur during vehicle maneuvering at slow speeds and there is an increasing trend.

To look at ways of help reduce vehicle accidents a working group has been established to examine current working practices and to develop a Management of Occupational Road Risk framework.



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Health and Wellbeing

Sickness Absence

The management of sickness absence for 2018/19 shows that musculoskeletal and mental health related conditions accounted for 53% of all sickness absence. In total there were 732 sickness absence cases resulting in 8737 working days lost within the service. 219 musculoskeletal related absences gave rise to 3595 working days lost and 31 mental health related absence resulted in 997 working days lost.

In order to improve performance from musculoskeletal and mental health related absence, health and safety toolbox talks are to be delivered to all staff during the coming year. The toolbox talks will engage staff to increase understanding of the links between maintaining physical fitness for role, reducing the risks of musculoskeletal injuries and encouraging good mental health.

Health Promotion & Wellbeing Framework

During 2019/20 there will be an increasing focus on employee health and wellbeing at work through the development of a more holistic wellbeing approach. 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. During 2018/19 the following activities have been achieved:

- Recruited and trained volunteers to support their peers using structured support such as Trauma Risk Management.
- Further embedded the Employee Assistance Programme into service.
- Facilitated a number of promotional activities for mental health such as: 'Time to Talk Day'; 'Mental Health Awareness Week' where staff participated in cycling to every station within the service to raise awareness and reducing stigma and 'Brew Monday'.
- Delivered a campaign on 'hydration and nutrition' highlighting benefits to staff for work and at home.
- Developed a procedure and guidance on the 'Contaminants on dirty PPE'.

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Environmental Performance

LFRS Carbon Management Plan 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 an aspirational target of 40% carbon emission reduction by March 2020 has been developed. The Service achieved an overall reduction of **23%** by March 2019 which equates to **989** tonnes of CO₂. The plan has delivered cost savings in the region of **£672k** 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 and two at a neighbouring Tesco and B&Q. For each tonne of clothing, a donation is made to the Fire-fighter's Charity.

In 2018/19, the banks had collected over 26 tonnes of textiles. This has raised £5,861 for the charity.



Waste Management

There has been a 1.5% increase in waste collected from April to March 2017/18 to April to March 2018/19. The total of waste collected is 106 tonnes.

The percentage of recycled waste during 2018/19 is 32.6% which shows an increasing trend year on year with 10 sites have a recycling rate of 40% or above.



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Carbon Emissions

Table 5 shows the carbon emission comparisons from the 2007/08 baseline and from the previous year 2017/18.

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	% change on previous year	% change since baseline 2007/08
Buildings	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	1495	6.0%	6.6%
Gas	1594	1499	1634	1545	1462	1363	1145	1026	978	934	1025	901	12.1%	43.5%
Total	3194	2839	3158	3061	2883	2774	2798	2690	2583	2515	2617	2396	8.4%	25.0%
Transport	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	968	12.8%	16.4%
Service Total	4352	4018	4375	4207	3941	3632	3625	3422	3376	3311	3475	3364	3.2%	23%
<i>Shown separately in Carbon Management Plan</i>														
Water	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	4.9	9.3%	46.20%

Table 5 Carbon Emissions 2007/08 to 2018/19

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A Look Ahead to 2019/2020

Looking to 2019/20, 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 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, 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 and ISO 45001:2018 standards and continually improve the HSMS and EMS.
- 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.
- Reduce carbon emissions from energy and fuel use and reduce waste collected and increase the percentage of waste being recycled.
- Deliver a Programme of health and wellbeing toolbox talks to engage staff in maintaining fitness, reducing injury and absence, informing staff about the support available to maintain health and wellbeing whilst promoting ways to enhance personal resilience.
- Develop a Management of Occupational Road Risk policy.
- In partnership with UCLAN and FBU develop best practice guidance on dirty PPE and contaminants.
- Carry out a gap analysis against the Blue Light Wellbeing Framework hosted on Oscar Kilo and develop a health and wellbeing priority improvement plan.

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Overall Summary

2018/19 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 60 with only 21 resulting in lost time. HSE were notified under RIDDOR regarding 10 events: 2 major injuries; 1 occupational disease; 6 over 7 day absences following accidents and 1 dangerous occurrence involving a BA set failure.

LFRS continues to deliver continuous improvement within the HSMS and EMS achieving ISO 45001:2018 certification and maintaining ISO 14001:2015 through external examination receiving no non-conformances or opportunities for improvement.

Projects and work to manage and improve 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 continue to deliver a safe person and safe working environment.

The good relationship with the Fire Brigades Union continues working together to maintain a positive culture within LFRS.

