



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Item 17/37

MEETING	Finance, Governance and Audit
DATE OF MEETING	29 September 2017
SUBJECT OF THE REPORT	Health and Safety Assurance Statement 2016/17
STATUS OF REPORT	For open publication
PURPOSE OF REPORT	For approval
EXECUTIVE SUMMARY	<p>This health and safety assurance statement 2016/17 supports the approved Health and Safety policy agreed by the Authority in April 2016. Officers have formed a fit for purpose judgement against set criteria using professional judgement and supporting evidence. The detailed assurance framework has been discussed and agreed by the Officer led Health, Safety and Welfare Committee in July. This committee is chaired by the strategic lead, Director of Corporate Service and comprises of representative bodies and officers from across the Service. The statement has also been agreed by the Strategic Leadership Team and discussed with the nominated Member champions. The results are then used to provide an overall judgement for the Service as a whole against the agreed policy. The overall grade allocated in this Annual Health and Safety Assurance Report is 'Good'.</p>
RISK ASSESSMENT	<p>A failure to adequately monitor and assure the health, safety and welfare arrangement may lead to increased risks and reputational damage. This statement and the supporting assurance framework mitigates this and supports the Authority's corporate target of achieving BSI 18001 across the Service by the end of 2018.</p>
COMMUNITY IMPACT ASSESSMENT	None for the purposes of this report

BUDGET IMPLICATIONS	None for the purposes of this report
RECOMMENDATIONS	It is recommended that Members: 1. Note and approve the health and safety assurance statement 2016/17
BACKGROUND PAPERS	Health and safety policy. Dorset & Wiltshire Fire and Rescue Authority. April 2016.
APPENDICES	Appendix A – Health and Safety Assurance Framework
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Appendix A

HEALTH & SAFETY ASSURANCE FRAMEWORK

2016/17

1 About this assurance statement

- 1.1 This is the first Health and Safety Assurance statement using the Dorset & Wiltshire Fire and Rescue Authority Policy statement approved in 2016 and refers to last year’s performance.
- 1.2 Members should be aware that the Service has adopted British Standard Institute’s (BSI) Occupational Health and Safety Assessment Series (BS OHSAS) 18001:2007 as our strategic target with the intent of achieving full certification across the Service by the end of 2018. Within the southern area of the Service, we are still within the continuous assessment phase and have been subjected to six monthly on-site auditing while we work towards whole Service certification.
- 1.3 Previously, as a result of our Health and Safety Assurance Framework process the BSI auditor made the following comments:

“An example of good practice is the Health and Safety Assurance Framework that has examined each of the statements made in the policy, each statement having a desired outcome and provides detail of how the outcomes are measured. These outcomes are monitored to ensure that high risk standards of occupational health and safety are being met”.

- 1.4 The assurance framework that underpins this statement requires all policy elements to be examined against on the ground practice and graded. The grading system for this report remains as follows:

Excellent	<i>Audited legal compliance achieved, no outstanding issues, high confidence</i>
Good	<i>Procedure exists. Good confidence, no major issues or failings,</i>
Fair	<i>Some good practices in place but no procedure. key issues exist, with more work to be done, action plan in place,</i>
Poor	<i>Lack of legal compliance/no good practices in place. Failings have occurred or are likely to occur, considerable areas of concern</i>

2 Summary position

- 2.1 Overall, we have 14 policy statements judged at Good (64%), and 8 statements at Fair (36%), primarily due to the need for further convergence work that is currently

being pursued. A summary of these results follows.

2.2 For this report the overall grading is considered to be Good Clearly it is pleasing to report that for the first year as a combined Authority it is considered we are delivering against our policy commitments.

3 Policy Statement – Summary of Overall ‘Ratings’

No	Statement	Rating 2016/17
1 & 2	<p>1) The Dorset & Wiltshire Fire and Rescue Authority (DWFRA) is the combined fire and rescue authority for its area, as defined within sections 1 and 2 of the Fire and Rescue Services Act 2004. This document is the Health and Safety policy statement for the Authority. It will be overseen by the Chief Fire Officer. It is underpinned by a set of procedures.</p> <p>2) The Authority is the corporate body upon which the duties of the Health & Safety at Work etc. Act, 1974 are placed and recognises and accepts its responsibilities as an employer to:</p> <ul style="list-style-type: none"> • Provide for the health, safety, and welfare of all staff and those who may be affected by what we do. • Establish clear direction for the organisation through this policy and the implementation of effective procedures which aim to minimise injuries and ill health; protect the environment and reduce unnecessary losses and liabilities. 	Good
3	<p>3) The Authority is committed to the continuous improvement of the occupational health, safety, and welfare of our operational and corporate staff and those we come into contact with. The management of health, safety and welfare is an integral part of our business processes. This ensures that it is given the highest priority across the organisation. We recognise that successful management in this area also results in greater value for money and the efficient delivery of services to our communities.</p>	Good

No	Statement	Rating 2016/17
4, 21 & 22	<p>4) The Authority is committed to working in partnership to make Dorset and Wiltshire safer. This partnership and delivery of safety starts with all staff, regardless of role. We are fully committed to our staff and will make sure they are competent and given the highest possible level of protection and personal safety.</p> <p>We will ensure:</p> <p>21) the necessary information, instructions, training and supervision are provided to allow all staff to carry out their duties effectively and safely.</p> <p>22) operational staff are prepared for the foreseeable hazards associated with emergency incidents through operational training where risk is both assessed and managed.</p>	Good
5	<p>5) All staff must take care of their own and others health and safety at work and recognise the important part they play in implementing this policy and its underpinning procedures effectively. They have a duty to cooperate with the Authority to enable it to perform or comply with its statutory duties or responsibilities.</p>	Fair
6	<p>6) We have a commitment to provide resources for staff to make lifestyle changes to improve personal fitness standards to meet the challenges of operational duty and allow corporate staff to meet the challenges of daily life. No firefighter will be operational unless they have an operational licence and are physically and psychologically able to meet the tasks that they need to undertake.</p>	Fair
7 & 8	<p>7) Health and safety is an integral part of all our daily work. Our safety culture focuses on the way we do things, the sum of the values, attitudes, and behaviours of all our staff.</p> <p>8) As a result, health and safety is the concern, responsibility, and right of every member of the organisation. The Authority is committed to the appropriate application of safe working practices and procedures to meet its responsibilities.</p>	Good

No	Statement	Rating 2016/17
<p>9 10 & 11</p>	<p>9) Within an operational environment, there is a balance between ensuring firefighter safety and carrying out the role of a Fire and Rescue Service. It is the Authority’s policy to adopt the Firefighter Safety Maxim to control health and safety risks to our firefighters:</p> <ul style="list-style-type: none"> • "At every incident the greater the potential benefit of fire and rescue actions, the greater the risk that is accepted by commanders and firefighters. • Activities that present a high risk to safety are limited to those that have the potential to save life or to prevent rapid and significant escalation of the incident." <p>10) It is the Authority’s policy to adopt the national guidance on operational discretion. Most situations that incident commanders are faced with are not unique and are foreseeable; however, incident commanders may occasionally be presented with a situation that is extremely unusual and not reasonably foreseeable. In these circumstances they may have to make decisions using their professional judgement.</p> <p>11) Operational discretion relates to rare or exceptional circumstances where strictly following an operational procedure would be a barrier to resolving an incident, or where there is no procedure that adequately deals with the incident.</p> <p>Outcomes which would justify applying operational discretion include:</p> <ul style="list-style-type: none"> • Saving human life. • Taking decisive action to prevent an incident escalating. • Where taking no action at all may put themselves or others in danger. <p>The overarching principle should be that in the opinion of the incident commander the benefit of taking unusual, unorthodox or innovative action justifies the risk.</p>	<p>Fair</p>
<p>12</p>	<p>Through these strategic arrangements, we will:</p> <p>12) develop and deliver an Occupational Health, Safety and Welfare management system that is implemented across the Service.</p>	<p>Fair</p>
<p>13</p>	<p>13) actively seek staff participation in achieving occupational health, safety and welfare improvements.</p>	<p>Good</p>
<p>14</p>	<p>14) allocate proportionate financial and physical resources to address the risks identified.</p>	<p>Good</p>

No	Statement	Rating 2016/17
15	15) establish and maintain practical, effective systems of communication.	Good
16, 17 & 32	<p>Through these strategic arrangements, we will:</p> <p>16) set challenging occupational health, safety and welfare objectives and monitor progress to ensure continuous improvement.</p> <p>17) develop and integrate a quality assurance and audit process that feeds into a plan to deliver continuous improvement.</p> <p>We will undertake an annual review as part of our annual statement of assurance.</p> <p>We will also:</p> <p>32) review performance against key indicators and outcomes which are used to direct the development of future improvements and procedural documents.</p>	Fair
18 & 19	<p>Through these strategic arrangements, we will:</p> <p>18) review our legal compliance and occupational health and safety management system periodically to make sure it remains relevant and appropriate for our undertakings.</p> <p>We will ensure:</p> <p>19) the Service complies with all relevant aspects of health, safety, and welfare legislation including appropriate codes of practice.</p>	Fair
20	<p>We will ensure:</p> <p>20) equipment and safe systems of work are provided and maintained so that risks to health and safety are as low as reasonably practicable.</p>	Fair
23, 27 & 30	<p>We will ensure:</p> <p>23) the locations staff work at are safe and without risks to health and where, in the case of emergency operations this is not possible, to protect them from readily identifiable hazards.</p> <p>27) adequate welfare facilities are provided for all staff at work.</p> <p>30) suitable and sufficient assessments of all significant risks to staff, and those who may be affected by the Service's activities, are undertaken, recorded and applied by competent staff.</p>	Good
24	<p>We will ensure:</p> <p>24) there is safe handling, storage and transport of articles and</p>	Fair

No	Statement	Rating 2016/17
	substances.	
25 & 29	<p>We will ensure:</p> <p>25) staff are able to contribute positively to their own and others health and safety at work whilst recognising the importance they play in policy implementation.</p> <p>29) staff are consulted on health and safety matters. We recognise staff can make a vital contribution to the implementation of this policy and its associated procedures.</p>	Good
26, 35 & 36	<p>We will ensure:</p> <p>26) all accidents, incidents and near misses are properly investigated with the purpose of establishing root causes and preventing reoccurrence.</p> <p>We will also:</p> <p>35) carry out quarterly accident analysis to identify any significant trends and feed the results into our performance management arrangements to ensure we identify and react to emerging issues.</p> <p>36) monitor all non-conformances and corrective action identified.</p>	Good
28	<p>We will ensure:</p> <p>28) competent health, safety, and welfare advice is readily available.</p>	Excellent
31	<p>We will ensure:</p> <p>31) all activities involving children, young persons and other vulnerable groups only take place after undergoing our formal risk assessment process.</p>	Good
33 & 34	<p>We will also:</p> <p>33) align our assurance to an external accredited Occupational Health and Safety Standard and show continual improvement against this standard.</p> <p>34) monitor compliance through our audit programme.</p>	Good
37	<p>We will also:</p> <p>37) ensure health, safety and welfare management team meetings are held within timescales set out in our procedures.</p>	Fair