

**ESSEX POLICE, FIRE AND CRIME COMMISSIONER  
FIRE & RESCUE AUTHORITY**  
Essex County Fire & Rescue Service



<b>Meeting</b>	<b>Performance &amp; Resources Board</b>	Agenda Item	7b
<b>Meeting Date</b>	29/07/2019	Report Number	19-180
<b>Report Author:</b>	Danny Bruin		
<b>Presented By</b>	Rick Hylton		
<b>Subject</b>	<b>Health and Safety Annual Report 2018/19</b>		
<b>Type of Report:</b>	Information		

## **RECOMMENDATIONS**

Members of the Service Leadership Team are asked to note the attached 2018/19 Health and Safety Annual Report (Appendix 1).

## **BACKGROUND**

The Annual Report provides an overview of the health, safety and welfare performance achievements within the Service for the period 1st April 2018 to 31st March 2019.

The report is prepared for the Service Leadership Team, Essex Police Fire and Crime Commissioner Fire and Rescue Authority and the Health, Safety and Welfare Strategy Group (HSWSG). It will also be available electronically via the Service intranet for all members of staff.

The Service strives to keep its employees and the County of Essex safe, whilst delivering against our Service strategy by providing a wide range of essential services to the community.

We do this through application of the HSE approach to successful health and safety management seeking continuous improvement in all aspects of safety, from promotion of a positive safety culture, to identification and mitigation of risk and personal competence and meeting our legal requirements.

Performance is continually monitored through active and reactive monitoring to provide assurance that the processes and systems that are in place for managing health and safety remain effective.

## **OPTIONS AND ANALYSIS**

For awareness of SLT members.

## **BENEFITS AND RISK IMPLICATIONS**

These arrangements serve to protect the Service, employees and the community against risk of safety incidents occurring because of poor health and safety working practices. Failure to ensure effective arrangements may damage the Service's reputation.

## **FINANCIAL IMPLICATIONS**

Failure to ensure effective arrangements and compliance with relevant health and safety legislation could expose the Service, in the event of a safety event, to prosecution under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999.

## **EQUALITY AND DIVERSITY IMPLICATIONS**

N/A

## **WORKFORCE ENGAGEMENT**

Safety Representatives and Safety Committees Regulations 1977 state that Safety Representatives nominated by recognised trade unions will represent staff on all matters of health and safety. Employers are legally required to consult with any nominated representatives in their workplaces. The Service actively engages with all nominated Safety Representatives and engages them formally through the Area Health and Safety Forum, the Health and Safety Functional Forum and the Health, Safety and Welfare Strategy Group.

## **LEGAL IMPLICATIONS**

The Health and Safety at Work Act 1974 places a legal duty on employers to ensure, so far as reasonably practicable, the health, safety, and welfare of employees, and to ensure that employees and others are kept safe.

## **HEALTH AND SAFETY IMPLICATIONS**

Annual reports are a vehicle for organisations to describe their risk profile and performance in managing significant risks, including health and safety risks. IOSH recommend that all organisations include a summary of their health and safety performance results in their annual report. This is a UK government recommendation for public bodies.



Essex County  
Fire & Rescue Service

Health and Safety  
Annual Report  
2018/2019



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## Executive Summary

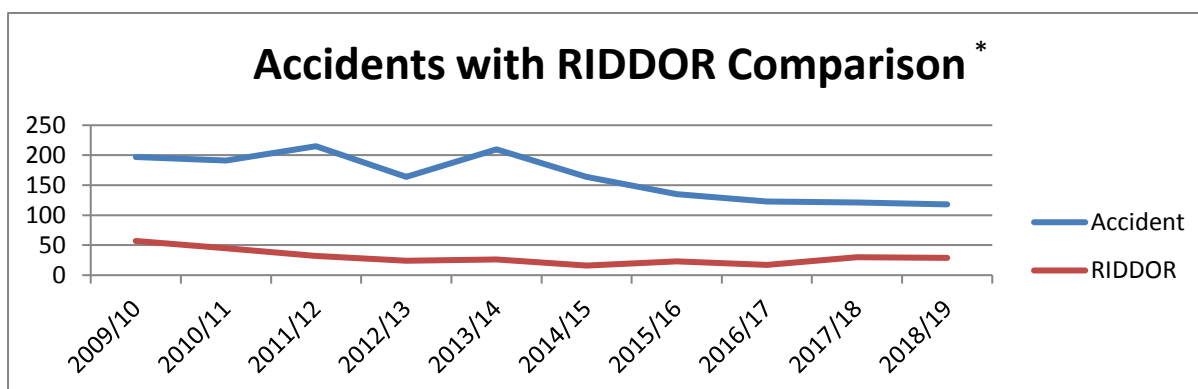
This report provides an overview of the health, safety and welfare performance achievements within the Service for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

The report will be provided to members of the Service Leadership Team (SLT), Essex Police Fire and Crime Commissioner Fire and Rescue Authority and the Health, Safety and Welfare Strategy Group (HSWSG). It will also be available electronically via the Service intranet for all members of staff.

The Service seeks continuous improvement in all aspects of safety, from promotion of a positive safety culture, to identification and mitigation of risk and personal competence. The Service strives to keep its employees and the County of Essex safe, whilst delivering against our Service strategy by providing a wide range of essential services to the community. Our performance is constantly monitored and measured against agreed standards to reveal where and when improvement is needed.

Active self-monitoring and reactive monitoring is carried out by the Health and Safety department to ensure that key risks are controlled and that performance standards and risk assessments are actually used and monitored.

The Health and Safety Advisors monitor safety events on the 'Occupational Safety Health and Environmental Notification System' (OSHENS) which enables trends and issues to be identified and monitored with remedial actions taken swiftly and appropriately where required. There is feedback into the risk assessment system where past hazards and accidents are the driver for risk assessment reviews. The learning outcomes are used by risk assessment authors to update risk assessments to ensure continuity and ensure that risks are mitigated to as low as is reasonably practicable.



\*This is the total number of accidents from all groups of staff across the Service.

	2015/16	2016/17	2017/18	2018/19
Accidents	135	123	121	118
Attacks on FSP	13	20	20	19
RIDDOR Count	23	17	30	28

Looking back to 09/10 we have seen a 40% reduction in accidents to date. This has plateaued as per the national trend. However, over the last 4 years we have still seen a continual steady reduction of 13%. Following a campaign to encourage reporting attacks on Fire Service personnel there has been an increase of 46% in 4 years. 1 related to a physical assault but the other 18 were verbal abuse, and did not result in injury.

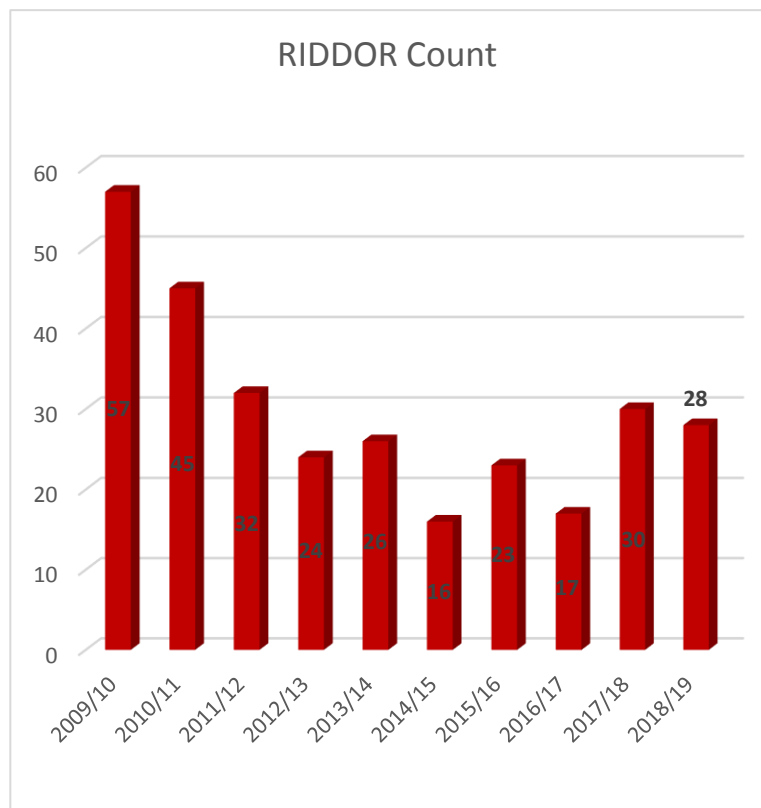


## OUR GOALS

- Protect people, assets and the communities in which we work
- Provide and maintain safe plant, equipment and safe systems of work
- Apply best practice always and recognise that compliance with standards and legislation is a minimum level only that must be continually improved upon
- To control workplace hazards by assessing risks and establishing suitable control measures
- Drive a system of open communication and a no-blame culture on safety that fosters strong employee and employer co-operation
- Communicate lessons learnt and share good practice throughout the Service

RIDDOR reportable incidents have decreased by 6% from last year  
The 28 reported this year consist of:-

- 1 - Dangerous occurrence - BA set malfunction
- 4 - Specified injury's (all were bone fractures), 2 at Operational Incidents, 1 whilst playing volleyball and 1 whilst traveling to work (attack on FSP, road rage)
- 3 - Injuries to members of public (MOP), 1 – injured on Fire-Bike course, 1 – car hit by appliance on blue light, 1 – MOP hit rear of an appliance whilst it was stationery
- 20 - Over 7 day reports (which was 4 less than the previous year)
- Note: 1 vehicle collision resulted in 3 of the above RIDDOR reports (1 specified injury and 2 over 7 day reports)





### Home Office Data 2018/19 Operational Personnel/Injuries

	Injuries at fires		Injuries at road traffic collisions		Injuries at other special service incidents		Total
	Wholetime	Retained duty system	Wholetime	Retained duty system	Wholetime	Retained duty system	
Total number of personnel injured	20	14	3	2	3	0	42
Number of "Over 7 day injuries"	5	3	1	0	0	0	9
Number of RIDDOR major injuries	1	1	0	0	0	0	2
Number of fatalities	0	0	0	0	0	0	0
Total shifts lost	46	89	71	0	0	0	206

	Operational training		Fitness training		Injuries during routine activities		Total
	Wholetime	Retained duty system	Wholetime	Retained duty system	Wholetime	Retained duty system	
Total number of personnel injured	17	8	10	0	18	2	55
Number of "Over 7 day injuries"	2	2	5	0	1	0	10
Number of RIDDOR major injuries	0	0	1	0	0	0	1
Number of fatalities	0	0	0	0	0	0	0
Total shifts lost	29	20	215	0	69	0	333

2018/19 data highlighted a 39% increase in shifts lost compared to the previous year in relation to injuries at fires for the On-Call duty system, due to 1 incident (Manningtree Pinzgauer road traffic collision) in which 3 personnel were injured, all of which were RIDDOR reportable. This accident contributed to 86 of the 89 shifts lost.

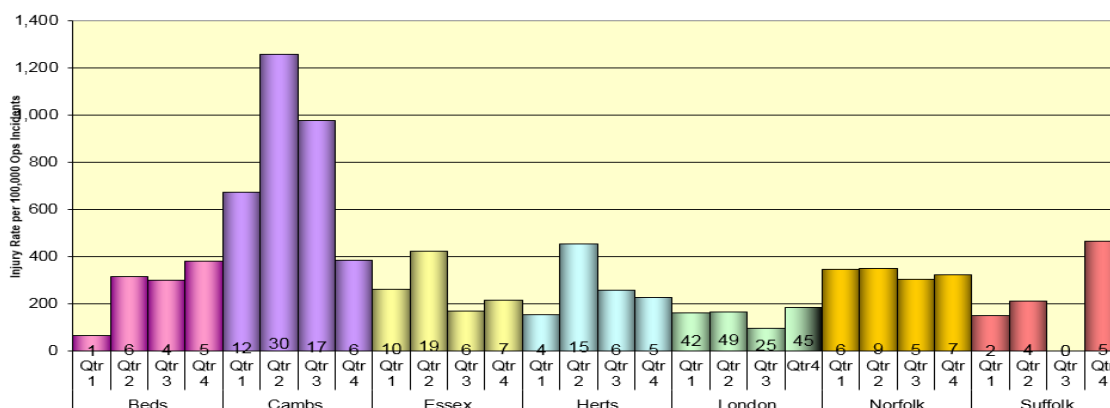
The 71 shifts lost due to injuries at road traffic collisions were all attributed to 1 injured party with a long term knee injury.

Although the injuries during operational training have increased (this can be attributed to a drive in recruitment) there has been a significant decrease of 38% in the amount of shifts lost due to accidents in training.

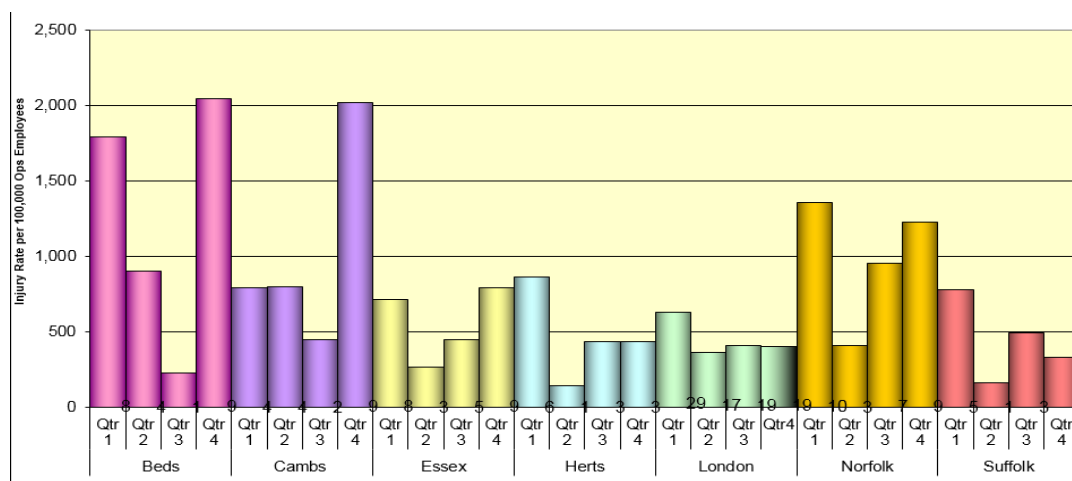
There has also been an increase in the amount of shifts lost due to fitness training. A trend was spotted in September, during quarterly reporting, which prompted the department to issue fitness guidance (the importance of warming up and cooling down) in the form of a toolbox talk. Since this was promulgated, injuries during fitness training decreased by 57%.



### Injuries attending Operational Incidents – Regional Comparison 2018/19



### Injuries attending Operational Training – Regional Comparison 2018/19



Regional comparisons are adjusted per 100,000 incidents attended for operational incidents and 100,000 employees for operational training. This allows a comparable reflection of injuries in the graphs above so that individual performance of each Service can be measured in the same context. Over the last 12 months Essex can be seen above to compare favourably against our Regional partners in both areas.

### Vehicle Collision Data (Regional Comparison)

Quarter 18/19	Beds	Cambs	Essex	Herts	London	Norfolk	Suffolk
Q1	10	7	24	15	132	18	4
Q2	12	16	36	19	145	40	9
Q3	22	7	18	11	110	18	4
Q4	9	6	23	17	106	16	6





Historically there was little accountability for vehicle collisions and our data shows that we have a higher than average proportion of vehicle collisions than our regional FRS's. From July 2017 the Health and Safety department took responsibility for the governance of vehicle collision investigations and from this date all reports have been entered into OSHENS to ensure each collision is investigated thoroughly. This change also allows the Health and Safety department to interrogate the data, look for trends and work with our managers on initiatives to continually drive down vehicle collisions in the workplace.

In 2018/19 we had 101 Vehicle collisions. As this is our first full year of vehicle collision data we have no comparison on the previous year. The table above shows how we have performed against each other FRS in our Eastern Region.

## OUR COMMITMENTS

- Create a non-judgemental environment where our staff can be open and willing to share something that with hindsight they could have done better. This enables us to learn and reduce the likelihood of a similar occurrence or accident being repeated
- Assign health and safety risks the same priority as other critical organisational activities
- Provide a healthy working environment and appropriate facilities for the welfare of all staff
- Provide a strong safety management framework that sets and reviews safety objectives and targets
- Motivate and drive commitment of all employees by providing health, safety and welfare awareness training
- Use, handle, store and transport articles and substances safely
- To ensure continual improvement, all Service employees are reminded of their responsibility. Each individual has an obligation to take reasonable care of their own safety and the safety of others who may be affected by their activities
- When safety events occur, we will engage with staff to reinforce safety messages and procedure to mitigate the likelihood of the risk
- Provide an annual report on health and safety statistics and trends to enable us to continually seek to improve upon performance

## Current Resourcing

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The Head of Health and Safety is a Chartered Member of the Institution of Occupational Safety and Health and a registered consultant on the Occupational Safety and Health Consultants Register endorsed by the HSE.

The Health and Safety department directorate was headed by the Director of Prevention, Protection and Response during 2018/19.

Over the last year, there was a continual emphasis in expanding the core skills of the Health and Safety team to facilitate internal training courses and to enable them to carry out their roles competently.



**Health and Safety Department**

**Director of Prevention, Protection and Response**

Without absolving the Police, Fire and crime Commissioner Fire and Rescue Authority or the Chief Fire Officer of their legal obligations as an employer, with regard to health and safety, the Director of Prevention, Protection and Response assumes day-to-day responsibility for the discharge of the authority's legal obligations to health and safety.

**Head of Health and Safety and Operational Assurance**

Designated 'Competent Person' in accordance with requirements under the Management of Health and Safety at Work Regulations 1999.

The Head of Health and Safety has the responsibility for managing the activities (planning, development and implementation) of each of the functions comprising of the Health and Safety and Operational Assurance departments.

**Senior Health and Safety Officer**

The Senior Health and Safety Officer is responsible for the day-to-day management of proactive Health and Safety National Guidance and Risk Assessments. Supports the Head of Health and Safety in design and implementation of policies and procedures. Advises Service management on health and safety legislation/policy and deputises for the HSM

**Senior Health and Safety Advisor**

The Senior Health and Safety Advisor is responsible for the day-to-day management of the Health and Safety Advisors, supports the Head of Health and Safety in design and implementation of policies and procedures. Advises Service management on health and safety legislation/policy and deputises for the HSM

**FBU Health, Safety and Welfare Coordinator**

Seconded safety representative for consultation and assisting the Head of Health and Safety in design and implementation of policies and procedures.

6 Command Reps  
26 Station Reps

**Risk Assessment Officer**

The Risk Assessment Officer assists the Head of Health and Safety in the planning, development and implementation of Service health and safety policies, and is responsible for the management of the risk assessment systems and procedures.

**Health and Safety Advisor  
North West & South West**

Functional and geographical responsibility to support station managers. Advises Service management on health and safety legislation/policy change and implementation. Has technical expertise to support local managers in achieving safety goals.

**Health and Safety Admin Assistant**

The Health and Safety Administration Assistant is responsible for managing the safety event electronic reporting system. Reviewing and monitoring progress of all accident investigation documentation as well as general Health and Safety department administration.

**Health and Safety Advisor  
North East & South East**

Functional and geographical responsibility to support station managers. Advises Service management on health and safety legislation/policy change and implementation. Has technical expertise to support local managers in achieving safety goals.



## 2018/19 Department Achievements

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In 2018/19, the Health and Safety department completed a number of achievements summarised below:

### **10 new Toolbox talks were created to inform operational crews on updated health and safety information:**

- Contaminated Operational Equipment
- Contaminated PPE
- Safety Event Reporting and GDPR
- Emergency Response Driving
- Data Logger Installations on Fire Hydrants
- Fitness Guidance – Warming up and Cooling down
- Model Risk Assessments and Site Specific Risk Assessments
- Usage and Wearing of Seat Belts in Service Appliances
- Breathing Apparatus Facemask Protection at Incidents
- PPE Storage

### **3 new Safety Flashes were created to identify urgent safety messages:**

- Series 19 Hydrants
- BA Face Mask
- Changes in Road Surface Conditions

### **Review of the following department Policies within the last 12 months:**

- Health and Safety Policy document including the Statement of Intent - *October 2018*
- Risk Assessment policy - *March 2018*
- Manual Handling policy - *May 2018*
- Service arrangements for the reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR) - *October 2018*
- Service arrangements for the control of substances hazardous to health (COSHH) Regulations 2002 - *March 2019*
- Accident Investigation policy - *March 2019*
- Service Guidance for Work Related Death policy - *April 2018*

### **No Time to Lose Campaign**

The Health and Safety department have been working on the 'No Time to Lose campaign', this raises awareness of occupational cancer and enables the Service to take action in protecting our employees.

We have produced a pledge that commits us to an action plan to raise awareness and tackle the problem whilst ensuring our employees are kept as safe as possible.



As a Service, our action plan commits us to the following:

- Assess whether work activities that form part of our business have the potential to cause occupational cancer
- Develop and deliver a prevention strategy that reflects the risks of developing occupational cancer in our workplaces
- Ensure senior and operational managers understand relevant occupational cancer risks and manage them proactively as a significant health issue
- Ensure our employees use the preventative measures in place properly and consistently, and check that our preventative measures are working
- Demand the same standards of our supply chain as we do ourselves
- Include our protective measures against occupational cancer risks in our annual report or other public reporting format

As part of the Service pledge to the IOSH 'No Time to Lose' campaign, the following guidance has been produced:

- Contaminated Operational Equipment - Toolbox Talk No. 24
- Contaminated PPE - Toolbox Talk No. 25
- Storage of Structural Firefighting PPE - Toolbox Talk No: 33
- Clean cab and contaminated firefighting PPE guidance – Operational Article
- A dedicated 'No Time to Lose' page has been set up on the Intranet which is accessible to all staff
- All Stations and BA training sites have been issued Station posters for guidance on the level of protective PPE required while handling carcinogen contaminated PPE and equipment
- Cross contamination video release
- A presentation has been given to Service Fire Investigation Officers to promote learning and considerations during and at post fire incidents
- NTTL section has been included within the health and safety roadshows to promote awareness, discussion and ideas

Service Intervention:

- All operational appliances have been issued with decontamination wipes and contamination bags
- All Flexi Officers have been issued with a receptacle to contain in-use PPE within their vehicles
- All Flexi Officers have been issued with decontamination wipes and contamination bags
- The Service instructed our scientific advisors 'Bureau Veritas' to conduct Polycyclic Aromatic Hydrocarbon (PAH) sampling of equipment and PPE held within an appliance cab

### **National Fire Chiefs Council (NFCC) Carcinogen project**

In support of our No Time to Lose Campaign, the Health and Safety department volunteered to support the carcinogenic project led by the NFCC in conjunction with the University of Bristol. The project began in January 2019 and is set for a period of six months at Wethersfield Training Centre and involves a voluntary assessment of urine, blood and skin swab samples.



## Fire Brigades Union (FBU) 'National Carcinogenic Project'

The Health and Safety department also volunteered to support an additional carcinogen project led by the FBU in conjunction with the University of Lancashire. This research project is due to start in the spring of 2019 and will conduct research over a three-year period. A date for testing within Essex is yet to be set.

## Case Study: Health and Safety – Electronic Stability Programme (ESP)

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Following the introduction of 44 new appliances within the Service, we were made aware of a number of ESP activations occurring through hazard reports that were submitted by drivers. A number of different communications were published and additional driver training was given when the new appliances came into the Service, but this did not completely resolve the situation and we still received feedback that drivers had a lack of confidence in driving vehicles with ESP fitted.



To rectify this, a number of Service representatives attended a driver/training familiarisation event at Alconbury hosted by Cambridge FRS who had resolved concerns in their Service by adapting the course and making it more interactive. The training with Cambridgeshire FRS and their driver trainers took place on 26<sup>th</sup> March 2019. The day was very successful and feedback from all those that attended found the training extremely beneficial.

The quality of the training has given those that attended the skills to understand why, and how, the vehicle reacts when ESP activates so that our drivers can be more confident to drive to the conditions of the road to prevent ESP activating, and if it did, allows the drivers to be confident on how to react and trust the vehicle.

As a result, Driver Training have now revised our ESP familiarisation course by taking a similar approach to Cambridge FRS and will be inviting all our drivers to Wethersfield where they can experience, and understand, vehicle reactions in a safe environment in the coming months. Due to the high number of reversing and slow speed collisions, Banks Person familiarisation will also be incorporated into this training session.



## Case Study: Health and Safety – Health and Safety Roadshow

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The department prepared and rolled out a roadshow that started in June 2018. The idea was to visit every Watch on every Station over the course of 18 months to meet front line crews, deliver specific health and safety messages and answer any questions or queries. The hour-long presentation covers relevant topics including:



- Introduction to who the health and safety team are
- Slow speed manoeuvres and reversing
- Use of banks persons
- Seatbelt campaign
- Reporting a safety event on OSHENS
- ESP activations
- Accident investigations
- Model risk assessments and model training risk assessments
- No Time to Lose Campaign

Visits are conducted by 2 Advisors who visit both Whole-Time and On-Call Stations. The Whole-Time Stations are visited to catch 2 Watches on each day. The first presentation takes place around 4.30pm to catch the end of one Watch and then another presentation is delivered around 6.30pm to catch the oncoming watch. For On-Call Stations, advisors arrange to visit on drill nights when possible, and some Stations are combined with other On- Call crews in close proximity so that we meet as many staff as possible. In the first 9 months the team has visited 62 Watches across 34 Stations reaching around 326 operational staff.

The roadshow has received positive feedback and lots of engagement with front line crews. Where questions were raised during visits that required further investigation advisors committed to providing feedback on every occasion. Crews are also kept updated with progress on any points raised. One example of feedback led to the creation of a monthly newsletter. This idea was taken up and a monthly update for officers on station has been sent out since November 2018 for them to share with their crews.

Once the roadshow has been delivered to all Watches and Stations, it will be extended to other departments in the Service. Follow up visits will then be made to stations so we can keep in touch with crews and encourage communication to keep flowing.

The roadshow is building better relationships between the Health and Safety team and other departments enabling staff to be more likely to contact the team for help and advice when required. It has also assisted the Health and Safety team to better understand some of the problems and concerns raised and to implement control measures and solutions where necessary.



## Case Study: PUWER (Provision and Use of work Equipment)

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It was recognised that the Service was conducting work equipment risk assessments. However, any high risk work equipment that failed whilst in use, causing a major injury, would therefore need to be annually inspected under *The provision and use of work equipment regulations 1998* (PUWER).



To relinquish our legal responsibility the Service trained the Health and Safety Risk Assessment Officer to CPA level 3 advanced award in PUWER inspection, with SPIERS Engineering Safety.

The next stage was to develop a PUWER inspection recording format, this was produced using the iAuditor programme. iAuditor was already being used by the Operational Assurance department, and the software was adaptable to be used for the new PUWER inspections.

The inspection covered a range of activities within the PUWER regulations:

- Suitability of Work Equipment
- Dangerous parts of Machinery
- Protection against specified hazards
- Controls for starting or making a significant change in operating conditions.
- Emergency Stop Controls
- Isolation from sources of energy
- Maintenance operations
- Warning Signage

The Health and Safety department, working in conjunction with Fleet Services, highlighted 18 pieces of equipment, which if failed in use had a high risk of a significant major injury. These included:

- Holmatro Stationary Test Unit
- Electro Hydraulic Press
- Colchester Centre Lathe
- Milling Machine
- Table Saw
- Hose Test Cabinet

Once the PUWER inspections were completed, a full report was produced which showed the results and safety actions which need to be addressed. This was given to the relevant manager for action.

Looking forward, the Health and Safety department will be inspecting operational equipment with a significant risk of major injury such as Chain saws, petrol disk cutters and paratec.



## 2018/19 Health and Safety Department Objectives Review

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Each year a Health, Safety and Welfare Strategy Action Plan is produced. This document identifies and sets out the strategic direction of the Health and Safety department over the coming year. The departmental objectives for the year 2018/19 were as follows:

- **Health and Safety Regional Peer Audit carried out in June 2017** - Hertfordshire and Suffolk Fire and Rescue Service attended Essex in June 2017 and carried out a peer health and safety audit focusing on 2 key areas, working at height and contractor management. A plan was produced and the Health and Safety team have worked through the action points and completed the majority. To date, 2 remain outstanding, which involve ongoing work around the Contractors policy in conjunction with Property Services which is due for completion in August 2019 and a new working at height rig to be installed at Service Training Centre which is currently under review by the Training department.
- **Complete the Health and Safety Roadshow visits and communicate feedback via a wash up video** – This is currently ongoing, to date we have visited 62 watches across 34 stations, reaching around 326 operational personnel. The presentation will be adapted for other Service premises, e.g. Fleet Services and Kelvedon Park. Periodic visits will then be completed to all Stations to ensure all points are followed up and we continue to work closely with front line staff (see page 11).
- **Ensure all station workplace risk assessments are completed and implement a process for review** – Templates were sent out and the Risk Assessment Officer created an open workshop for all staff to assist in completion. These can be used in conjunction with the quarterly inspections to record hazards, with defects being logged with Property Services and outstanding actions are monitored at the HSWG.
- **Produce and roll out a vehicle accident reduction campaign** – This topic is discussed at the Health and Safety Roadshows. Driver Training initially produced a slow speed vehicle manoeuvres video designed to be used for initial training. The Health and Safety team have included this to reiterate the need for banks persons to be used during all reversing activities. This will be supported by introduction of improved driver training, this will include banks person refresher training for all drivers that attend the improved ESP familiarisation training. We aim to reduce the amount of accidents occurring at slow speed to assist in bringing our insurance premiums down, and ensuring our staff and the public we serve remain safe.
- **Plan and carry out a work related death exercise** – Exercise ‘Black Rain’ was completed with members of the SLT. The exercise involved a scenario to test Service response to a work related death at an operational incident. It ensured greater understanding of the Service guidance for workplace and work related deaths and the implications of a death in service.
- **Plan and carry out an accident investigation exercise** – An exercise was devised by the Health and Safety Advisors to embed previous accident investigation training. The taking of photographic evidence and witness statements was included with a





practical area set up as the accident scene. Trained investigators were able to use their knowledge gained during previous training in a practical environment.

- **Implement Service wide premises health and safety inductions** – All new staff now attend a Welcome Day at Kelvedon Park which covers induction on aspects of the Service. The Health and Safety department deliver a 1.5 hour Working Safely presentation as part of the day.

## 2019/20 Health and Safety Department Objectives

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The Health and Safety departmental objectives for the coming year are to:

- Create and publish Monthly Performance reports
- Create and publish Monthly Crew updates
- Review potential for iAuditor to be used for inputting Quarterly inspections
- Initiate Service wide seatbelt campaign
- Produce Managing Safely as an eLearning package to support blended learning
- Create and deliver NEBOSH workshops for Station Managers
- Support contaminants projects in conjunction with the FBU
- Continually review the No Time to Lose pledge



### For further information, please contact:

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**Our vision is to make Essex a safe place to live, work and travel.**