



Department
for Education

2012–13 Annual Report

Fire, Health and Safety Report

April 2013

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Introduction

The Department is committed to operating a best practice yet proportionate fire, health and safety (FHS) management system, recognising its importance for enabling an efficient organisation, by minimising unnecessary losses and liabilities.

The Department is also committed to annually reporting its FHS performance and its plans for proactive development of strategic FHS management.

Performance Summary

During 2012/13, DfE's FHS management system has been subject to continual improvement, reflecting best practice and a common sense approach. This included review of policies and procedures and communicating these to both internal and external stakeholders.

Significant progress has been made in strengthening DfE's statutory and occupational H&S compliance assurance and monitoring systems. This has enabled the effective use of resources and management time to ensure that, where required, timely remedial action is taken on a risk-based approach.

Strategic Progress

During 2012/13, the Department has:

- implemented a new management structure for FHS delivery;
- revised its Fire Safety, Statutory Compliance and Occupational H&S reporting tools;
- implemented new fire, health and safety policies in consultation with the Departmental Trade Union Side;
- introduced fire safety e-learning training for all staff;
- embedded safety and compliance management within the Department's new Total Facilities Management (TFM) Contract;
- reduced departmental FHS resources through outsourcing services to the private sector;
- and concurrently reduced the level of FHS risk associated with our business activities.

Strategic Objectives

In 2013/14, the Department will:

- undertake a performance audit of the TFM contract, to ensure FHS processes and arrangements are sufficiently robust;
- launch an improved e-learning and assessment package for workstation assessments to better identify the causes of ill-health and sickness absence;
- drive efficiency within its FHS management system by moving from a policy implementation phase to proactive management and continual review.

Departmental Accident Statistics for 2012/13

DfE's safety performance was again good. Overall accident rates have remained low with a notable reduction in slips, trips and falls, with no enforcement action against the Department. Two accidents were reported to the HSE under RIDDOR, against none in 2011/12. The Reportable Accident Rate was calculated as 50 per 100 000 employees, which is significantly lower than the 2011/2012 Public Service average. A total of 36 accidents were reported by employees in 2012/13, against 41 in 2011/2012. The Department will continue to focus on eliminating and/or controlling workplace hazards so far as reasonably practicable during 2013/14.

Year	Number of Accidents	Number of RIDDORs per 100,000 staff	Public Service average Number of RIDDORs per 100,000 staff	General Office/Admin average Number of RIDDORs per 100,000 staff
2011/12	41	0	554	450
2012/13	36	50	Not available at time of publishing	Not available at time of publishing



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