

**Annual Health and Safety Report 2013**  
Report by Head of Safety Management

**Summary:** The Authority receives regular reports on health and safety matters concerning the public use of the Broads. This report focuses on health and safety matters within the organisation and identifies the priorities for the coming year.

**Recommendation:**

That members note the priorities for action on internal health and safety for the coming year, which are to:

- (i) implement the Tree Safety Management Policy on all Broads Authority sites;
- (ii) continue to promote the safety observations system to help to influence a positive change in culture and to capture near miss events;
- (iii) re-run the Health and Safety Attitude survey to identify if actions have influenced behaviour and to prioritise future work: and
- (iv) carry out four site inspections to audit control measures.

## **1 Introduction**

- 1.1 Health and safety has always been a high priority for the Broads Authority because of the environment in which it operates. Over the last ten years the safety of visitors has been the focus for heightened activity with the Broads Authority Act and the Port Marine Safety Code providing a framework for action. Similarly the health of staff has been a high priority and again because of the environment employees are well aware of the risks posed in the use of heavy and potentially dangerous equipment, from boating particularly in the Lower Bure and across Breydon Water and from hazardous conditions for example in some of the fen and wet woodland areas. Many are used to training and supervising volunteers and ensuring they too are safe.
- 1.2 This first annual report was presented to the Authority in May 2012. This report updates the Authority for the period 2013/14.
- 1.3 The Authority's commitment to employee Health and Safety and the arrangements for management and delivery are set out in the Health and Safety Policy which is published on the Authority's Intranet and communicated to all staff. Hazards are risk assessed and a series of generic risk

assessments have been developed to control the associated risks. These generic risk assessments are selected for the hazards which are to be encountered when tasks are to be carried out and task specific risk assessments are completed for all work sites. The above system is well developed and in regular use by employees.

## **2 This Year's Training**

- 2.1 The Authority has continued to deliver health and safety training using both internal and external resources. Training activity over the 2013/14 period included:

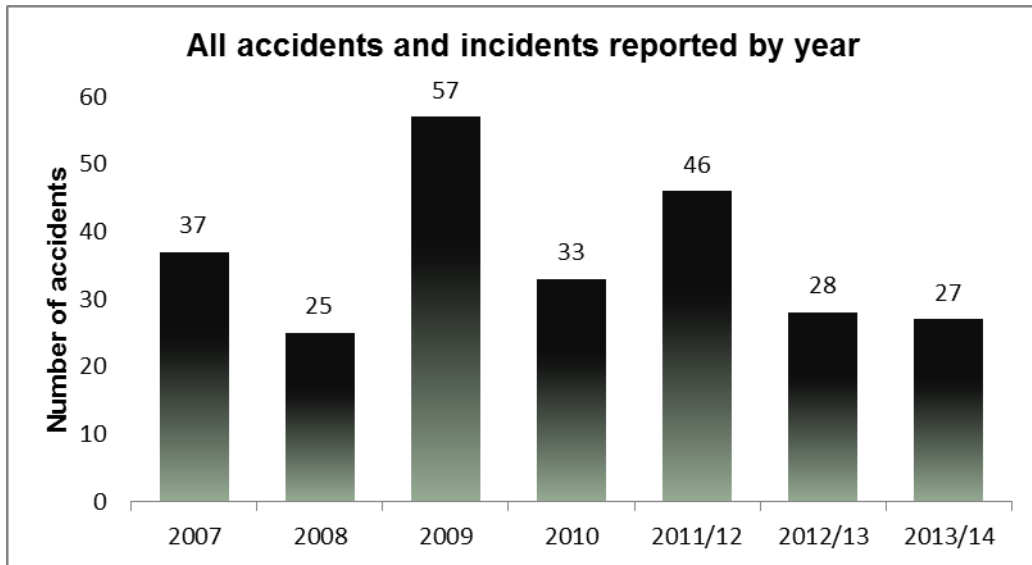
Risk Assessment	Manual Handling
Tree Safety Management	Brush Cutter / Trimmers refresher
First Aid	Boat Handling
Chainsaw refresher	Construction Skills Certification
Manual Handling	Hazardous Boat Inspections
Brush Cutter / Trimmers refresher	Asbestos awareness
Boat Handling	Standby Training
Construction Skills Certification	Fire Awareness
Hazardous Boat Inspections	DSE assessment
Asbestos awareness	Accident investigation
Tree Safety Management	Train the trainer
First Aid	Life Jacket servicing
Chainsaw refresher	VHF

## **3 Development of the Authority's Tree safety Management Policy**

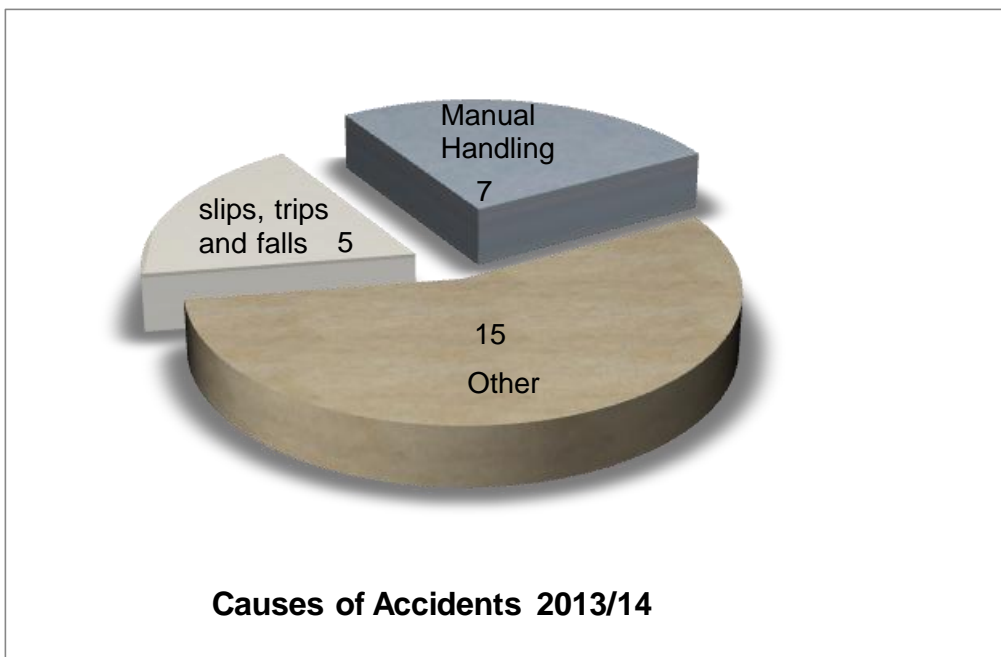
- 3.1 The main new activity over the last year has been the development of the Authority's Tree Safety Management policy which was published in Jan 2014. The policy aims to set out procedures and rationale for the management of the Authority's tree stock which is consistent with national guidance. Whilst the policy sets out management options all of these allow for the consideration of conservation needs of habitat for species and the greater benefit trees bring to society as a whole.
- 3.2 The policy sets out inspection methods and frequency based on risk posed to people and assets. The policy is consistent with guidance issued by the National Tree Safety Group and the Health and Safety Executive.
- 3.3 During 2014 the tree stock on land managed by the Authority will be classified in accordance with the policy and audits will be carried out to ensure implementation is consistent.

#### 4 Accident Information

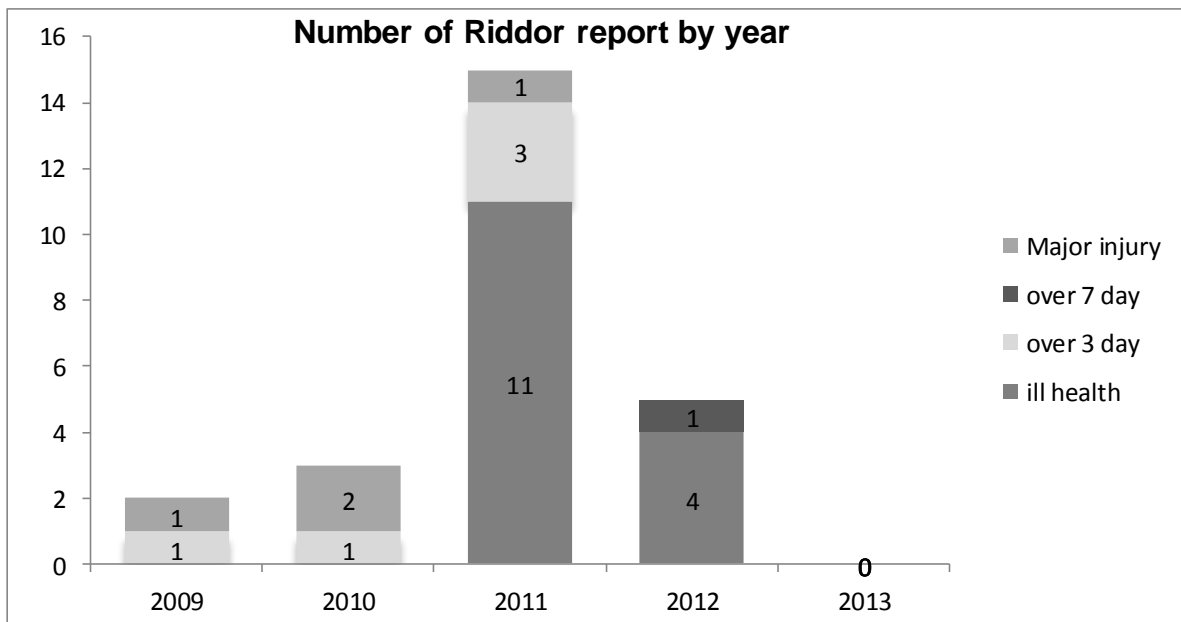
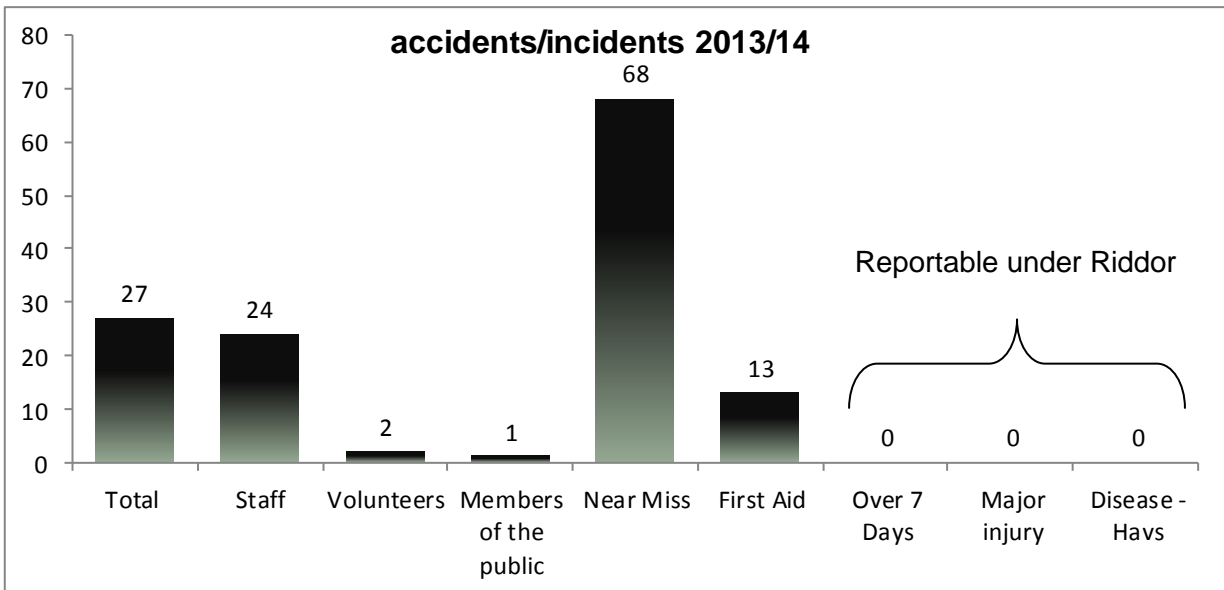
4.1 The following graph shows the number of accidents reported over the last eight years a total of 282 with an average of about 35 per annum. the 4 reports for 2012/13 the number is well below the long term average. Looking at the high number for 2009 it transpires that 10 of the 57 involved members of the public, and in one case a member of staff on the way to work, much higher than in other years. In future the figures need to separate those effecting staff and volunteers from other reported incidents.



4.2 The following pie chart shows the nature of the accidents which are very much in line with experience of previous years in the terms of cause and their incidence.



4.3 The next graph breaks down the figure of 27 reported incidents for the period from 1 April 2013 to 31 March 2014 based on the definitions contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) which represents those incidents that are notified to the Health and Safety Executive (HSE). If the HAVs incidents (see below) are removed to make the data comparable with previous years, 2013/14 incidents were below the long-term average.



4.4 The reporting regulation changed in 2012 and employers are no longer required to notify the HSE of work related absence over 3 days, this has now been change to 7 days absence before there is a reporting requirement.

4.5 During the reporting period the Authority had no prosecutions, prohibition notices or improvement notices.

## **5 Accident Incidence Rate (AIR)**

5.1 The AIR indicator measures accident statistics, and is a calculation that the Health and Safety Executive and most organisations use to measure their accident rate. By providing this figure the Authority can benchmark itself against organisations which encounter similar hazards in their operations.

5.2 The sector selected for comparison is “Specialised Construction” which demonstrates a similar hazard profile to that encountered by the Authority in its operations. The reference sectors three year average AIR score of 1,240 would equate to three RIDDOR reportable accidents per annum which is largely in line with previous years.

5.3 It should be noted that the AIR rate should be taken as a general indication only as the variation of the number of employees and volunteers can have a significant effect on the score. Therefore it is important that accurate figures are obtained in the future if this data is to be used for comparison going forward.

## **6 Near Miss and Safety Observations**

6.1 There have been 81 safety observations made by staff over the reporting period. Of the 81 in total 10 were examples of good practice, 68 were near misses, where follow up action was required to prevent the situation developing into and accident. 3 were minor injuries.

6.2 It is the intention to continue to promote the safety observations as they form the basis of near miss reporting which in turn will begin to drive down the accident figures as corrective and preventative measures are implemented.

## **7 Health and Safety Committee**

7.1 During 2013/14 the Safety Committee has worked on a range of issues notably the revision of all generic risk assessments, a health and safety attitude survey which resulted in a number of specific actions, the development of the Tree safety management policy.

7.2 The Safety Committee have also reviewed the outcome of the health and safety attitude survey which has seen a positive shift in attitude. Whilst it is recognised

that changes in culture can take a significant amount of time the early indications are showing a workforce which is more engaged and involved in this area.

- 7.3 A positive health and safety culture is something the Authority strives for and the results of the survey show that significant progress is being made towards a continuously improving safety culture.
- 7.4 Follow the Committee's recent meeting in which the annual accident statistics were reviewed, it was recommended that work for the forthcoming year should be focussed on the following areas:
- To implement the Tree safety Management policy
  - Continued promotion of safety observations system to help to influence a positive change in culture and to capture near miss events
  - Re run the Health and Safety Attitude survey to identify if actions have influenced behaviour and to prioritise future work
  - Carry out four site inspections to audit control measures.

## **8 Staff Sickness**

- 8.1 During the reporting period 2013/14 there were 154 occasions where absences were due to sickness totalling 630 days. Days lost per full time employee over this period was 4.77. The national average for 2013 was 4.4 days per full time employee.

## **9 Conclusion**

- 9.1 The Authority continues to demonstrate a good safety record and incident and accident rates are consistent with previous years. The benchmarking information highlights the need for continued improvement. The incident trend demonstrates that the Authority has reduced the number of Riddor reports to below the industry average of three per annum. It is recognised that continued resource and commitment at all levels will be required to improve the overall safety performance and culture in future years, particularly in areas of housekeeping, supervision and employee hazard awareness.

Background papers:	None
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Broads Plan Objectives:	None
Appendices:	None