

Annual Health and Safety Report 2012
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) roll out of safety observations system to help to influence a positive change in culture and to capture near miss events;
- (ii) to complete the Accident investigation procedure and deliver accident investigation training;
- (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 2012/13.

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 site 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 2012/13 period included:

Risk Assessment	Trailer Handling
Turfor	Standby Training
First Aid	Fire Awareness
Chainsaw refresher	Tower Scaffolding
Nebosh General Certificate	Stem Injection
Manual Handling	MCA 3 Beachmaster/Sup. Oil Spill
Brush Cutter / Trimmers refresher	Teleporter Training
Boat Handling	Crane Signaller banks man
Construction Skills Certification	Conflict resolution
Hazardous Boat Inspections	RYA Power Boat Level 2

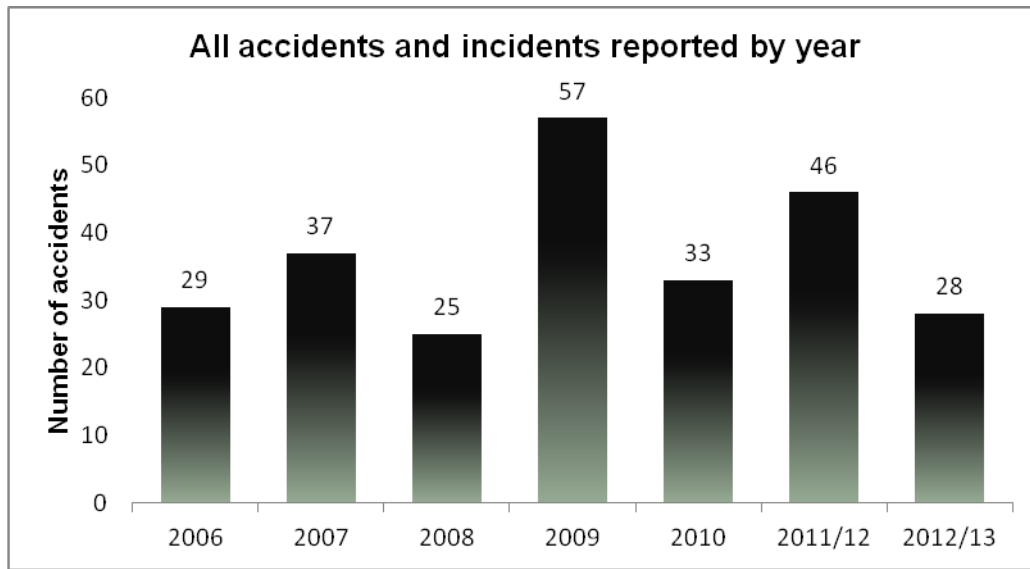
3 Implementation of the Authority's Hand Arm Vibration Policy

3.1 The main new activity over the last year has been the implementation of the Authority's Hand and Arm Vibration Policy (HAVS) which aims to reduce the risk of ill health associated with vibrating machinery which includes the assessment of all equipment and high risk individuals in order that safe working exposure rates can be determined.

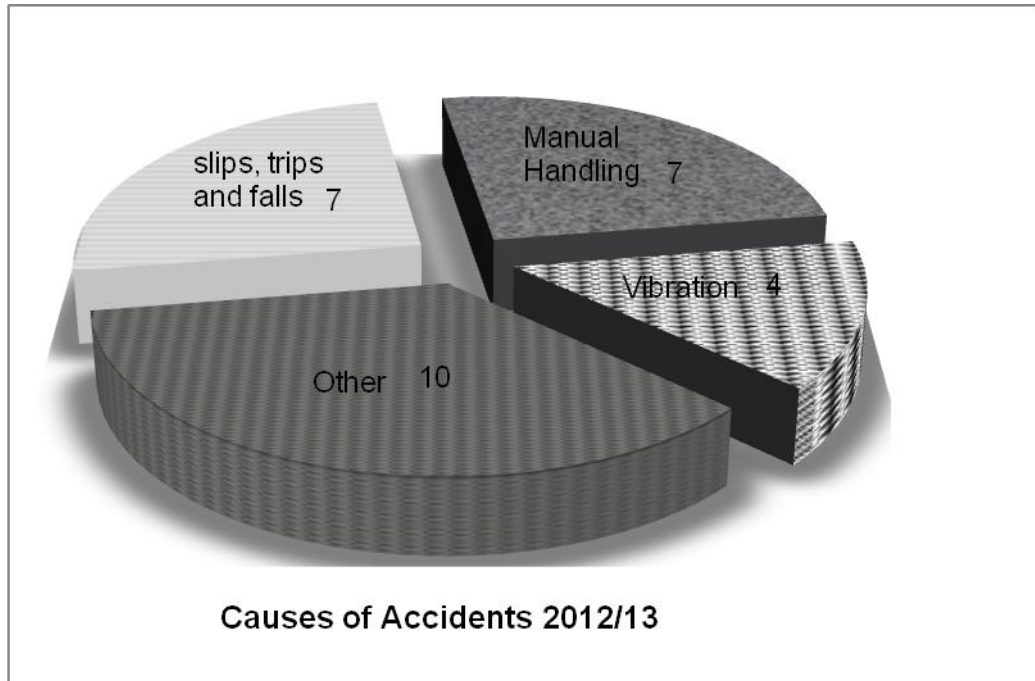
3.2 There are two key elements. Firstly all relevant tools have been assessed to determine their suitability and rates of vibration, and secondly all staff likely to be affected by the use of such equipment have been assessed by Occupational Health to determine if they are demonstrating signs of ill health associated with this type of equipment. 11 employees have demonstrated signs of ill health. Although it is believed that many may have encountered exposure to vibrating machinery in previous employment, some were unexpected. These were reported to the Health and Safety Executive under the RIDDOR regulations and investigations into the causes of this ill health continues. These findings have suggested that the Authority should carry out appropriate health checks on prospective employees working with vibrating equipment and this is being trialled.

4 Accident Information

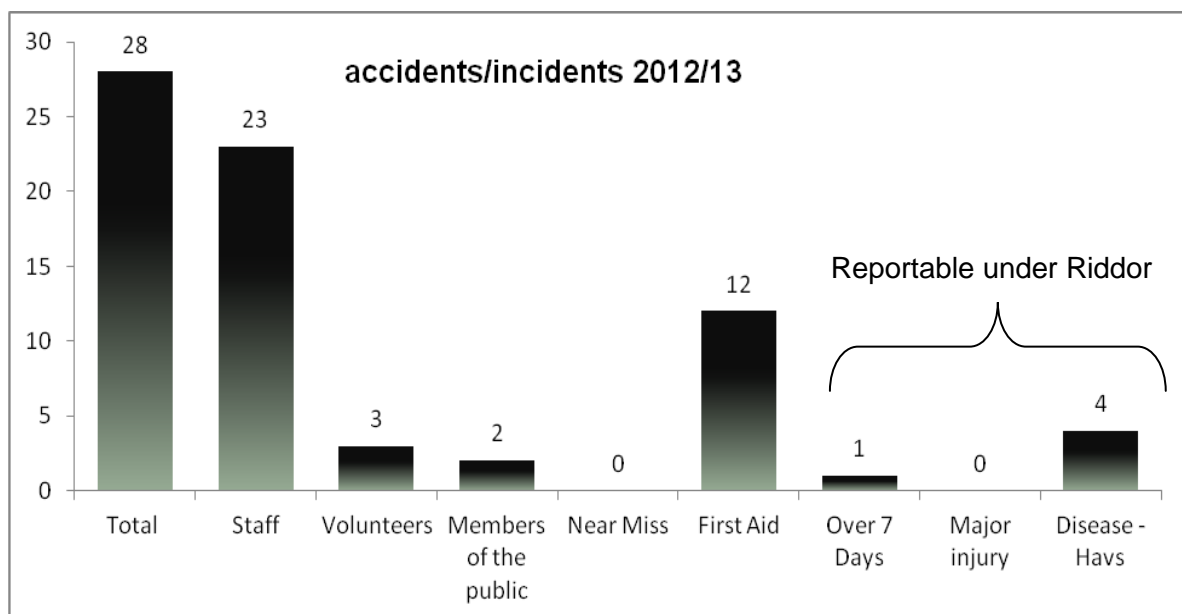
4.1 The following graph shows the number of accidents reported over the last seven years a total of 255 with an average of about 36 per annum. Even with the 4 reports as a result of HAVS the total for 2012/13 the number is well below the long term average. Looking at the high number for 2009 it transpires 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.

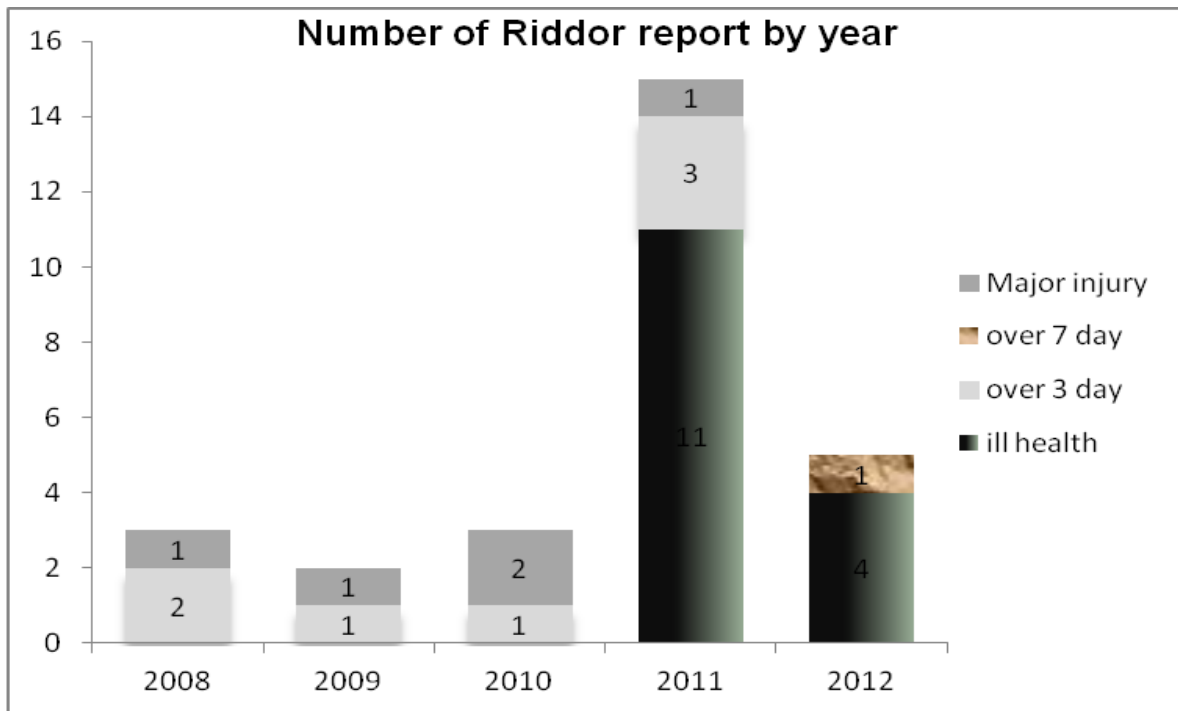


4.2 The following pie chart shows the nature of the accidents which are very much in line with experience of previous years in the terms of cause and their incidence.



4.3 The next graph breaks down the figure of 28 reported incidents for the period from 1 April 2012 to 31 March 2013 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, 2012/13 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 but did receive 2 improvement notices. There were none in previous years. The continued implementation of the Hand and Arm Vibration measures has resulted in a continued level of RIDDOR reportable incidents which is due to baseline health surveillance. This reporting further resulted in the Health and Safety Executive visiting the Authority to review what measures were in place to control the risk of exposure to vibration.
- 4.6 The HSE subsequently issued two improvement notices which detailed further development of our hand and arm vibration policy, these actions were completed and the all items of the notices have now been closed.
- 4.7 Additionally equipment was purchased in 2012 to help with the accurate recording of individual's exposure to vibration whilst carrying out their normal duties. The information gathered by these devices informs decisions to ensure that individuals are not adversely exposed to vibration.
- 4.8 Accidents that required reporting to the HSE are set out in the table below.

Date	Activity	Injury / Sickness	Riddor Category
Up to Sept	Various	4 employees show signs of ill	Ill Health/

		health from exposure to vibration.	Disease
2/1/13	Mooring Maintenance	Back injury	Over 7 Day Absence

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 Health and Safety Committee

- 6.1 During the year 2011/12 the re-organisation has necessitated a review of the Authority’s Safety Committee, New members have been appointed and the Committee has met on several occasions. During 2012/13 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 purchase of several health and safety DVD’s for training purposes.
- 6.2 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:
- Roll out of safety observations system to help to influence a positive change in culture and to capture near miss events
 - To complete the Accident investigation procedure and deliver accident investigation training.
 - 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.

6.3 The Safety Committee also recommended that promotion of “near miss” reporting is required to further influence the management of risks. It should be noted that this will inevitably result in an increase in reporting however this must be recognised as a positive move in order that we ay greater understand the safety management issues. The training plan for 2013 is in the process of being finalised and this will include health and safety training.

7 Conclusion

7.1 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. Whilst it is recognised that the HAVS issue has again skewed this year’s incident report the underlying 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 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
Author:	Steve Birtles
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Broads Plan Objectives:	None
Appendices:	None