

H&S KPIs

Reporting Criteria 2016-2017

Health and Safety

Background	<p>The Crown Estate (TCE) collects, investigates and reports all work-related accidents and incidents that occur involving its employees. It is also required to report the more serious accidents and incidents to the Health and Safety Executive (HSE) or the relevant local authority. This requirement is set out under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) which amended the 1995 and 2012 Regulations.</p>
Definitions	<p>‘Work-related’ means that the incident occurred in relation to activities undertaken on behalf of TCE or caused by activities undertaken on behalf of TCE that affects TCE employees.</p> <p>‘Directly managed activities’ means incidents arising from or in connection with TCE activity. Where TCE was in sole control of establishing requirements for that activity and delivering those requirements using direct employees.</p> <p>‘Indirectly managed activities’ means incidents arising from or in connection with TCE activity, which is managed by a third party organisation on behalf of TCE. TCE does not take day to day responsibility for management decisions but maintains a strategic overview and/or has a client responsibility.</p> <ol style="list-style-type: none">1. Accident Frequency Rate (AFR Total number of reportable incidents / total hours worked x 100,000): Number of RIDDOR reported incidents per 100,000 employee hours worked.2. Accident Severity Rate (ASR) Total number of employee lost days / total hour worked x 1000: Number of employees lost days per 1000 hours worked – (any lost days from 1 – 180) relating to direct employees only including all absence both accident and sickness related.3. Incident Severity Score (ISS): Every incident is allocated a score dependent on:<ul style="list-style-type: none">• Whether the activity is directly or indirectly managed by TCE, and• the severity of the incident.The score for each incident type are described below. These individual incident scores are totalled for the month to provide a monthly incident severity score and build cumulatively throughout the year to provide an annual incident severity score for that financial year. The score allocated are the same for both directly managed activity and indirectly managed activity. However, a different score is recorded and reported for directly managed incidents and indirectly managed incidents to allow us to see how each area performs separately and/or together.
Scope	<p>For our AFR and ASR we report accidents from all our locations where we have direct employees. At Windsor this may include accidents to contractors or members of the public where these are work related.</p> <p>For our ISS we report all incidents in connection with our activities</p>
Method	<p>All accidents and incidents are reported to a specific phone line which is operated by Alcumus (external third-party Health and Safety consultant). Any accidents which result in an injury are investigated by TCE.</p> <p>Information on lost days and occupational illness is collated by the HR team using a system called ‘Cascade’. Accident and incident statistics are subsequently consolidated at a group level.</p> <p>A monthly dashboard is presented to The Board and quarterly reports to The Board on performance.</p> <p>Working hours for ASR and AFR – working hours are calculated as follows: = working days x average number of employees for example: 255 (working days) x 444 (average number of employees) x 8 (hours worked in a day) =</p>

Source	905,760. Working days are as calculated on www.work-day.co.uk . No adjustments are made for holiday, maternity, paternity, sickness or overtime.
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ISS	Category	Example
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ISS Scoring	DIRECTLY MANAGED ACTIVITIES		
	Category	Incident Categories	Score
	0	<u>RIDDOR - Fatality</u> Fatality which requires notification to a regulator or enforcement authority.	25
	1	<u>RIDDOR – Specified Injury</u> A specified injury to an employee which requires notification to a regulator or enforcement authority.	10
	2	<u>RIDDOR – Other</u> Any other incident or injury reportable in line with RIDDOR (other than a specified injury or fatality) OR <u>High Potential Near Miss</u> An incident with the potential to cause significant and immediate harm but where no actual injury occurs.	5
	3	<u>Minor Injury</u> An incident or injury to an employee that does not require notification to a regulator or enforcement authority.	1
	4	<u>Non Injury Incident</u> An incident that does not result in injury, and is not reportable to a regulator or enforcement authority.	0
	INDIRECTLY MANAGED ACTIVITIES		
	Category	Incident Categories	Score
	5	<u>RIDDOR – Fatality</u> Fatality which requires notification to a regulator or enforcement authority.	25
	6	<u>RIDDOR – Specified Injury</u> A specified injury which requires notification to a regulator or enforcement authority.	10
	7	<u>RIDDOR – Other</u> Any other incident or injury reportable in line with RIDDOR (other than a specified injury or fatality) OR <u>High Potential Near Miss</u> An incident with the potential to cause significant and immediate harm but where no actual injury occurs.	5
	8	<u>Minor Injury</u> An incident or injury that does not require notification to a regulator or enforcement authority.	1
	9	<u>Non Injury Incident</u> An incident that does not result in injury, and is not reportable to a regulator or enforcement authority.	0

Examples	0	A TCE employee falls from a roof causing fatal injuries.
	1	A piece of timber falls on a TCE employee whilst undertaking a site visit, causing them to fall and break a bone in their leg.
	2	<p><u>RIDDOR - Other</u> A TCE employee is lifting office equipment and drops it on their foot causing swelling and bruising and is off work for more than seven days.</p> <p>A member of the public trips on a poorly managed pathway, sustains injury and goes straight to hospital for treatment.</p> <p><u>High Potential Near Miss</u> A TCE employee falls from a roof onto fall arrest airbag, but no injury is sustained.</p>
	3	A TCE employees trips on loose carpet, falls and bruises their knee. First aid treatment is provided.
	4	An emergency evacuation of a TCE premises is required in response to an alert about a suspect package.
	5	A contractor falls from a roof causing fatal injuries.
	6	A contractor employee using a chop saw amputates their hand as a result of incorrect use.
	7	<p><u>RIDDOR – Other</u> A managing agent employee slips on a wet floor, recently cleaned by a managing agent service provider, and hurts their back resulting in them being off work for more than seven days.</p> <p>A managing agent service provider is electrocuted by faulty equipment provided by their employer.</p> <p><u>High Potential Near Miss</u> A scaffold pole from a managing agent contractor falls into a public area but no one is injured as a result.</p>
	8	A member of the public falls over on uneven paving in a shopping centre and bruises knee, receiving first aid treatment.
	9	A service provider employee trips on the stairs in a TCE commercial property whilst using their mobile phone, but no injury was sustained.

Reporting Period	1 st April 2016- 31 st March 2017
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