

Reporting criteria 2015/16

Health & Safety

Background	<p>The Crown Estate 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> <p>In order to measure performance and identify trends The Crown Estate uses a range of KPIs.</p>
Definitions	<p>'Work-related' means that the incident occurred in relation to activities undertaken on behalf of the Crown Estate or caused by activities undertaken on behalf of the Crown Estate.</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 hours worked x 1000: Number of employee 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. <p><i>For 2014/15 the data provided from HR was the total number of days, inclusive of non-working days. An adjustment was made using the workday function in excel.</i></p> <ol style="list-style-type: none"> 3 Working hours without a reportable incident: Includes all RIDDOR reportable incidents relating to direct employees only and reflects the largest number of hours achieved without a RIDDOR incident in any one period during the reporting period. This is worked out as: <ul style="list-style-type: none"> ▪ working days since RIDDOR (either until next RIDDOR or until year end) x hours in working day x no of employees, minus hours lost due to sickness, holiday and training, details provided from HR via Cascade system using a duration function in Cascade; and ▪ the calculation is completed monthly and a rolling total is maintained, for example: <p style="margin-left: 40px;">18 (working days since RIDDOR) x 8 (hours worked in day) x 458 (no of employees) minus 7196 (calculated lost hours) = 58,756 hours worked.</p>
Scope	<p>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>

Method

All accidents and incidents are reported to a specific phone line which is operated by Santia (external Health & Safety consultant). Any accidents which result in an injury are investigated by The Crown Estate.

Information on lost days and occupation illness is collated by the HR team using a system called 'Cascade'. Accident and incident statistics are then consolidated at a group level.

A monthly dashboard is presented to the Management Board and quarterly reports to the Main Board on performance.

Working hours for ASR and AFR – working hours are calculated as follows:

- working days x average number of employees x average daily hours, for example:

261 (working days) x 458 (average number of employees) x 8 (hours worked in day) = 956,304.

Working days are as calculated on www.work-day.co.uk. No adjustments are made for holiday, maternity, paternity, sickness, or overtime.

Reporting period

1st April 2015 – 31st March 2016

Source

All accidents and incidents are reported to a specific phone line which is operated by Santia.

Information on lost days and occupation illness is collated by the HR team using a system called 'Cascade'.