

Background The Crown Estate (TCE) collects, investigates and reports all work-related accidents and incidents that occur to ensure that lessons are captured and learnt to prevent a reoccurrence. This process is also one measure that enables us to track our health and safety performance over time and comply with our legislative reporting duties (to the Health and Safety Executive (HSE) or the relevant local authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) which amended the 1995 and 2012 Regulations.

Definitions and Scope

Workplace injuries:
Work place injuries include all injuries sustained by a Crown Estate employee, which occurred whilst at work and caused by undertaking a Crown Estate work activity. This includes minor injuries and more serious injuries (injuries reportable under RIDDOR). This excludes injuries to members of the public or non TCE employees and any incident that does not result in an injury.

Lost time injuries:
A Lost Time Injury (LTI) refers to an injury sustained at work that has resulted in the loss of productive work time in the form of absenteeism. This applies when time is lost starting from the next working day.

Hours Worked:
Hours worked are assessed by multiplying the average number of employees over the course of the year (x) by an 8 hour average working day and multiplied by the standard number of working days in the year.
Work-day.com has been used to calculate the standard working days across the year which takes into consideration weekends and bank holidays. A total of 253 working days were generated. No adjustments are made for holiday, maternity, paternity, sickness or overtime.

Lost Time Injury Frequency Rate (LTIFR):
The LTIFR measures the total number of LTIs (lost time injuries) sustained by a Crown Estate employee, direct employees of our managing agents, employees in our supply chain, employees working on our construction sites. This includes injuries reportable under the RIDDOR regulations, throughout the reporting period. This total number of LTIs are divided by the total hours worked by the workforce (TCE employees and our relevant supply chain) and multiplied by 100,000. This is calculated by: number of LTIs (inclusive of RIDDOR injuries) / total hours worked x 100,000).

Employee Accident Frequency Rate (AFR):
The reported EAFR measures the total number of injuries sustained by a Crown Estate employee, reportable to HSE under the RIDDOR regulations, per 100,000 employee hours worked. This is calculated by: number of employee RIDDOR injuries / total hours worked x 100,000). This excludes non injury incidents.

Construction Accident Frequency Rate (CAFR):

The reported construction accident frequency rate measures the total number of injuries sustained on a Crown Estate development led project, reportable to HSE under the RIDDOR regulations, per 100,000 site employee hours worked. This is calculated by: number of site employee RIDDOR injuries at the development sites / total hours worked x 100,000). This excludes non injury incidents and only applies to notifiable projects (projects that have been live during the reporting period).

Employees:

Employees are individuals employed directly by The Crown Estate and are on The Crown Estate's payroll. This includes full time and part time workers on either a fixed term or a permanent contract, and includes agency and casual workers, consultants and those on secondment.

'**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.

'**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.

'**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.

Method

With the exception of construction site accidents, accidents and incidents are reported to a specific phone line which is operated by William Martin (external third-party Health and Safety consultant) and transferred to their Meridian software or accidents and incidents are reported online onto William Martin's Meridian system directly.

Any accidents which result in an injury are investigated by TCE or our supply chain. Investigations follow a route cause methodology by:

- Determining a timeline of events (looking at people, places, procedures and property)
- Identifying critical factors that contributed to the incident
- Identifying what had failed
- Compiling actions to rectify the failure(s) at root cause

Information on lost days and occupational illness is collated by the TCE People team using a system called 'Cascade'. Accident and incident statistics are subsequently consolidated at enterprise level.

A quarterly dashboard is presented to senior management and The Board.

The construction AFR is calculated through collation of accident statistics from each development led project Principal Contractor. Working hours for construction AFR are calculated by totalling the number of working hours provided for the quarter.

Reporting Period

1st April 2021- 31st March 2022

