

Board Paper

9th July 2015

Paper Title	Wellbeing, Health and Safety briefing July 2015
Paper Reference:	NRW B B 38.15
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Purpose of Paper:	Information
Recommendation:	To note issues and progress made to date
Decision Required:	Not applicable

Impact: To note – all headings might not be applicable to the topic	Impact on the Environment:
	Impact on the Economy:
	Impact on Community: Through the work that we do and the way that we do it, NRW will make a positive contribution to improving the wellbeing, health and safety of our staff and customers across Wales.
	Impact on Knowledge:

Issue

General wellbeing, health and safety update for Remuneration & Transformation Committee.

Summary & background

This briefing paper describes the headline issues and recent developments in relation to wellbeing, health and safety, providing an update, key headline statistics and interpretation plus a brief summary of progress made on specific issues.

1. Headline accident and near miss statistics for 2015/16 as of 12 June 2015 (2014-15 figures in brackets)

RIDDOR - staff	1	(0)
Lost time incidents - staff	0	(2)
Incidents, no lost time - staff	15	(55)
Near miss – staff	46	(131)
Serious incident reviews	0	(4)
Incidents - contractors	1	{(60)}
Incidents – public	14	{
Near misses - contractors	9	{(98)}
Near misses - public	14	{

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) incident is a particular type of incident that is required to be reported to the Health and Safety Executive (HSE)
- A lost time incident (LTI) is where a member of staff is injured during the course of their work and they have subsequently had time off or been on light duties as a result of their injuries (reportable under RIDDOR if over 7 days). Lost Time starts the first day after the person was injured.
- An incident with no lost time (Non-LTI) is where a member of staff is injured during the course of their work but only needed minor 1st aid treatment and subsequently have not had any time off work.
- A Near Miss is an unplanned or uncontrolled event that does not cause injury, ill health or damage, but could do so.
- Member of public injuries relate predominantly to mountain bike accidents on our purpose built trails, and slips, trips and falls on walking trails. Trails are risk assessed and routinely inspected periodically and are also inspected following an accident.

Figures for the period 1st April 2015 to 12th June 2015 indicated one RIDDOR, fifteen incidents and forty-six near misses for NRW staff. We are working with AssessNET developers to improve the analysis tool to develop more effective reports from which useful learning can be derived.

2. Sickness absence statistics for 2015/16

Sickness data for 2015/2016 has not been available due to MyNRW development issues which are being actively managed by the MyNRW Project Board. We are now in the process of populating all available reported sickness absence into MyNRW. We expect this work to be completed by the end of July, along with confirmation of the reporting format to meet business needs. From that point we will be in a position to report sickness absence data.

We are also reminding managers in the Managers Monthly bulletin for July to re-inforce the need to use current mechanism for reporting sickness absence until self-service functionality in MyNRW is available. This is expected to be available in September.

Overall sickness absence data for 2014/15 has been reported previously. We are now able to break that data down by type of absence and by directorate. We have shared this information across NRW so they have further insights into sickness absence rates and causes for their business unit, and can consider appropriate actions.

3. Headline Developments

- i. **Contractor injury at Coed Y Brenin.** On Tuesday 2 May, a contractor for UPM Tilhill, who was felling trees on our land (Coed y Brenin) as part of a standing sales contract, was injured and air-lifted to Ysbyty Gwynedd Bangor. He suffered multiple fractures to one leg, a fractured shoulder and several fractured ribs. Although the injuries weren't life threatening, the potential outcome of the incident could have been far more serious, even a fatality. The contractor is now recovering from his injuries.

When contractors carry out work on land that we manage, they are required to abide by strict health and safety procedures and as part of our role as landowner we can go to site to check that they are working to these procedures. Where they are in breach of these procedures we ask them to rectify or where the breach compromises safety unduly we can stop the job until they have remedied the issues.

An internal review of our contractor management arrangements have confirmed that we were fulfilling our requirements as the landowner, as required by Forest Industry Safety Accord (FISA) guidance on managing health and safety in forestry.

UPM Tilhill as the forest works manager have investigated what happened on site, so as to establish root causes and to put actions in place to prevent a recurrence. They have shared their draft report with us and the learning from this review will apply to our direct production harvesting.

The work site has been re-started with a revised method statement and risk assessment.

As for the NRW areas of responsibility we can confirm that NRW arrangements were in place. NRW held the duty holder role of landowner, which includes a number of key tasks which either have been reviewed or are in the process of being reviewed:

- Co-ordination of the activities of the overall forest environment for health and safety purposes.
- Gathering information about hazards on and around forestry worksites and communicating these to the Forest Works Manager (FWM).
- Ensuring that the work on a particular site does not affect the health and safety of other people.

Additionally our investigation has looked at:

- Competencies of NRW staff
- Initial notification and escalation of the incident to the WHS team and Executive Team member

A number of actions for NRW have been proposed by us for felling operations and wider issues:

- Process for dealing with serious incidents/life changing injuries / fatalities in place with regards to support for employees and family including communications, and when dealing with HSE and the emergency services.
 - Review of site specific conditions and associated documents for felling operations to ensure information still valid if time has elapsed between when these were produced for the sale and when harvesting actually takes place
 - Provision of service information to the FWM to be reviewed, we currently transpose this information onto our hazard maps rather than giving them the originals.
- ii. **Reportable lost time incident involving District Forest Planning (Operations South) at Dolaucothi, Carmarthenshire** – member of staff reported a slip on uneven ground and used their hand to break fall resulting in a chipped bone in the wrist. Injured person subsequently had 4 days away from work and 11 days on light duty. An investigation into this incident has started, any learning and recommendations will be shared across NRW, where applicable.
- iii. **Reportable lost time incident for Natural England at Fenns & Whixall National Nature Reserve, Shropshire** – The reserve straddles the English border, near Whitchurch in Shropshire and Wrexham in Wales. NE manage the Wales part of the NNR for NRW through a memorandum of understanding. NE have made us aware of an incident in June involving a volunteer who was crushed against a gate by a vehicle. The volunteer was admitted to hospital suffering from crush injuries. An investigation into this incident has started, any learning and recommendations will be shared with NRW.
- iv. **Review of Natural Resources Wales Health & Safety Incident data from 1st April 2013 to 31st March 2015.** During this time health and safety incidents have been reported utilising existing legacy body applications and systems. These systems ceased to operate at the end of March 2015 and all the data collected to that date has been collated as a definitive list of reported incidents in the first two years of the organisation. The aim of the analysis was to look at the dataset and to try to set a baseline of incident occurrence, to help us identify patterns and to be proactive health and safety management. In summary:
- There were 1033 H&S reports in NRW, 349 of which were accidents, where harm actually occurred.
 - 33.5% of reports are therefore of accidents (fatalities, incident (no lost time), lost time incidents, RIDDOR incidents, 3rd party incidents and serious incidents) involving hurt or injury
 - 66.5% of reports are of incidents (near miss, hazards, property damage, and threatening behaviour), where actual harm did not occur.
 - All reporting, including accidents was significantly lower in 2014/15 than in 13/14 and was at its lowest in Jan-Mar 2015.
 - Based on the best data available NRW is likely to have one accident per week but due to data variability more should be gathered.
 - On the basis of simple historical totals, most accidents occurred in Ops South (40%), Ops North & Mid (30%) and National Services (20%).

- Significantly more accidents and incidents occurred in July, August and November than in other months.
- There are significantly fewer accidents and incidents on Saturday and Sunday than other days but there is no significant difference between accident and incident numbers on weekdays.
- Statistically, taking into account mean values and variance of the data, it can be predicted that in Ops South three accidents per month could occur and most would be no-lost-time incidents caused to employees by slips, trips and falls. In Ops North & Mid four accidents per month could occur and most would be third party accidents involving members of the public cycling. In National Services one accident per month could occur and would be a no-lost-time accident to employees caused by a 'contact with' type events.

The study was discussed at the recent National committee, where multiple reasons were identified as causes for the decline in reporting over the first two years. The committee requested that the regional forums and directorates review the report and address potential causes of non-reporting. The study recommends that we continue to gather more data from April 2015 which will be analysed to confirm some baseline figures due to high variability in recent information. It is recommended that any initiative to reduce/improve incident reporting is directorate specific as the main issues differ from directorate to directorate.

This data and the discussion at the National committee was discussed at a recent Executive Team meeting and actions are being taken forward by Directors.

- v. **The NRW Wellbeing, Health & Safety (WHS) improvement programme** has been reviewed and key deliverables agreed for 2015-16. These include an assessment of training needs and delivery of a training programme for NRW staff on managing H&S, risk assessment and investigation of accidents and near misses, and mental health awareness.
- vi. At the end of the last financial year we launched a number of interim replacement systems such as **AssessNET, the incident reporting system, StaffCall lone and remote working system** and the Hostile Sites Database. These were all important developments and positive steps forward to remove dependency on legacy systems. With the imminent end of access to legacy systems, these new systems have been swiftly developed as interim solutions needed to address immediate business requirements. Longer term requirements will be scoped and developed accordingly over the next three year period. Progress has already been made with a scoping requirement for a long term lone and remote working system being approved and a project team in place.
- vii. **Wellbeing.** We have instigated a number of initiatives to support our wellbeing commitment in NRW. We have:
 - Secured Mental Health First Aid training for NRW managers. 28 members of staff will be trained who are placed strategically across the business in directorates and office locations.
 - Secured corporate membership to Cardiff City Council Active Scheme providing lower access costs access to staff at all their leisure facilities. We hope to enable this arrangement with other local authorities in Wales where it

exists, and also to look at opportunities for providers and partners to use NRW facilities, where it is appropriate.

- Following a suggestion through Myldea, we have developed a new staff car parking pass which will allow staff to park for free at the majority of NRW recreation sites.

viii. **First Aid Provision at NRW Buildings.** Following a recent incident at Cambria House, Facilities Management are reviewing our first aid coverage at offices and depots. The purpose of the review is two fold: to ensure we have adequate resilience built into first aid coverage at each site and to bring our buildings and offices in line with new First Aid policy and procedures. The review has started with the aim for completion, of all high priority sites, by end of July. The review also covers other criteria within the policy such as first aid rooms, supply and maintenance of first aid boxes and appointment of first aiders.

Next Steps

1. Continued delivery of agreed WHS improvement programme items for 2015/16.
2. Review of UPM Tilhill contractor incident report and implementation of actions/recommendations where applicable.

Risks

- No additional risks foreseen

Financial Implications

- None foreseen. Investment in learning and development requirements for NRW included within 15/16 budget.

Communications

- Ongoing communications plan to sustain WHS messages using all available communication channels. Yam Jam proposed for July/August.

Equality impact assessment (EqIA)

- Not applicable, briefing paper only.