

Health and Safety Executive Board Paper

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HEALTH AND SAFETY EXECUTIVE

The HSE Board

Health and Safety in HSE Annual Report 2003/04

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Issue

To seek the Board's agreement on the content of the Health and Safety Annual Report 2003/04 and the proposals for its publication and communication of key messages to staff.

Timing

Subject to Board agreement, Personnel will arrange for the report to be published on the intranet in September.

Recommendation

The Board is invited to discuss the report at Annex 1 and to agree:

- the tone and balance of the report. Particular attention is drawn to the introduction by the DG (page 3), the summary of health and safety achievements (page 4) and the section on management of stress (page 7).
- for the report to be published on both the intranet and internet.
- key messages to be cascaded via E express and discussed at every team meeting during European Week for Safety and Health at Work.

Background

The Annual Report is published by the Director General to fulfil the commitment in the Health and Safety Policy Statement to keep staff informed.

The report is intended to be an open, objective account of the progress made in the year by Directorates, Divisions, Personnel and others in delivering to the Corporate Health and Safety Plan and to meeting the targets set by the Board. In response to comments on previous reports, the report has been streamlined further this year.

Argument

The report and the Board attention it receives, help to demonstrate senior management commitment to health and safety, raise awareness of health and safety issues amongst staff and promote good practice and consistency between Directorates. The report fulfils the requirements of HSE's Safety Policy and meets HSC's own guidelines on what should be included.

There are a number of positive indicators. We have achieved our targets for reduction in ill health due to DSE and accidents due to slips and trips. There is a reduction in the number of RIDDOR reportable incidents and there has been much activity by D/ds in implementing their stress action plans. The new H&S management arrangements and the on site OHA provision have bedded in quite well, and H&S continues to have a high profile.

The key messages are:

- Good progress made in 2003/4 in reducing the number of accidents and ill health.
- No grounds for complacency. Everyone has a part to play in continuing this improvement.
- Slips and trips continue to be the largest cause of accidents in HSE. Everyone has a role to play by keeping their work area tidy, taking care on stairs and using handrails, clearing up spillages as soon as they occur and reporting any tripping and slipping hazards.
- MSD due to DSE continues to be a significant cause of ill health and all staff should ensure that their workstation is set up as agreed by the DSE assessor and that they use good posture and take regular breaks from DSE use.
- Further work will be carried out on using the stress management standards to identify and deal with causes of work-related stress in HSE.
- Where MSD, stress or other occupational health problems affect staff, managers should use the occupational health advisers as a source of advice and assistance.

Consultation

The report was prepared by Personnel, based on returns from Directorates and statistical information gathered centrally. The Corporate Health and Safety Committee and TUs have agreed the report.

Presentation

Not applicable

Costs and Benefits

Not applicable

Financial/Resource Implications for HSE

None

Environmental implications

Not applicable

Other Implications

There is interest in this Report outside HSE, particularly in relation to DSE and management of stress. Some individual or media attention may therefore be expected, and some additional briefing needed.

Action

If the Board agrees the Annual Report, Personnel will arrange for it to be published on the intranet and HSE's web site.