

PRIORITY TOPICS: 2<sup>nd</sup> Quarter 2003/04

Annex B2

Priority Programme	Resource allocation	Progress on indicators	Overall assessment of Plan delivery	Key events/achievements and links to other HSE activities
Falls from Height	Policy – 10% x Band 0 30% x Band 2 200% x Band 3 100% x Band 4	<p>Record progress with indicators for this quarter</p> <ul style="list-style-type: none"> <li>Summarise actions to be taken as result of above</li> </ul> <p>1. Impact of programme indicated by changes over time in the “risk control indicators” (RCI) recorded by Inspectors after regulatory contacts.</p> <p><i>This quarter has seen a total of 8722 proactive inspections where falls from height was addressed. On 499 occasions the premises inspected were assessed as having scored ‘4’ (limited or no compliance in areas that matter) in their management of work at height issues. 439 improvement notices were issued.</i></p> <p><i>(In the first quarter of the year there were 6433 inspections, 710 occasions on which ‘4’ was scored and 493 notices issued).</i></p> <p>2. Number of hits on the Falls from height web site, number of requests for work at height related publications.</p> <p><i>The website went live in June. Up until the end of August there had been a total of 10348 hits on the falls home page. The figures for September are not yet available.</i></p> <p>3. Work at Height Regulations – provision of, and level of attendance at, a number of presentations to stakeholder groups on the forthcoming Work at Height Regulations. Take up of the Consultation Document on the Regulations.</p> <p><i>Good progress against this indicator - this quarter has seen 7 meetings (baseline average is 4) with external stakeholder groups where a presentation and/or discussion on the Regulations has been undertaken. 800 people have already asked to be sent a copy of the CD on its publication.</i></p>	<ul style="list-style-type: none"> <li>Provide overall assessment on whether or not the plan is on track or otherwise and if not what action is being taken to get back on track</li> <li>Summarise significant issues that might impact on the programme during the next quarter</li> </ul> <p>The Plan is generally progressing well. The first half of the year has seen 15155 proactive inspections, current performance suggests that FOD will achieve 114% of plan time on the topic.</p> <p>The research on ladder stability is still awaiting publication due to the need to resolve issues arising from the peer review of the research. The conclusions of the research are potentially quite radical and may need careful presentation. They will feed into and inform the new guidance on ladder use.</p> <p>Publication of the CD on the Work at Height Regulations has been put off until the third quarter of the year but this should not impact upon delivery of the plan.</p>	<ul style="list-style-type: none"> <li>Briefly record good news stories including other HSE activities that impact on this programme</li> </ul> <p>Programme was able to provide input for FOD London’s campaign on work at height. We contributed to briefing for the launch of the campaign and gave advice on the sort of work activities and sectors to target. The campaign itself was a success. In the course of two weeks – 507 premises were visited where management of work at height was assessed. 47 enforcement notices aimed at improving work at height practices at these workplaces were issued.</p>

<p>Workplace Transport</p>	<p>Policy :                  Band 2 (50%)                  Band 3 (50%)                  Band 4 (75%) – retired 10/10/03. Post not yet filled.                  Band 4 (50%)                  Band 5 (35%) – left HSE 28/8/03. Post not yet filled.                  The priority programme has lost the equivalent of 1.25 key members of staff, as a result work in Q3 is likely to progress more slowly than planned.</p>	<p>1. Safe site                  Work is progressing steadily, but is still in the early stages.</p> <p>2. Safe driver                  (For the period 1 April 2003 – 30 Sept. 2003)                  Numbers of lift truck drivers attending for:                  a) initial operator training = 28,887                  b) additional module = 9,987                  c) refresher training = 65603                  And the numbers identified as failing the minimum standard, as above :                  a) initial operator training = 1219                  b) additional module = 141                  c) refresher training = 1581                  NB The above figures are indicative as not all of the recognised accredited training bodies provided data.</p> <p>3. Safe vehicle                  Work identifying absent and deficient standards will be produced annually.</p> <p>4. Raising awareness of the risk  <u>Number of workplace transport guidance leaflets issued and sold</u>                  No new guidance issued.                  The following 3 publications are used as a sample for the numbers sold :                  Rider-operated lift trucks – operator training = 706 (685 Q1)                  Safety in working with lift trucks = 711 (905 Q1)                  Workplace transport safety: guidance for employers = 376 (421 Q1)                  Sales have been fairly consistent over the 2 quarters. The publications are fairly old, possibly an indicator that the awareness raising programme we have embarked on has reached new stakeholders.  <u>Number of calls to the HSE Infoline on workplace transport</u>                  Telephone = 412 (310 Q1)                  Written = 63 (43 Q1)                  Both telephone and written enquiries are up quite significantly on the previous quarter. These seem to be general enquiries and there are no obvious problems which have raised the profile of workplace transport. The information that we will start to receive in Q3 from FTA may flag up areas of concern which we can act on.  <u>Number of hits on the workplace transport webpage</u>                  The dedicated webpage went live on 1 October 2003. No information available for Q2.  <u>Number using dedicated advice centre provided by FTA</u>                  Due to technical difficulties, FTA forced to delay implementation to end of October 2003.</p> <p>5. Field force activity                  There were 11916 proactive inspections. No of times '4' scored = 487. 549 Notices were issued.</p>	<p>1. Fallen slightly behind plan. Policy and FODSU are making extra resource available (agreed at a meeting on 16/10/03) to address this.</p> <p>2. A paper will be going to the Commission's December meeting, pending their agreement we will be embarking on work to agree a national standard for training.</p> <p>3. Specialist Inspector Report on analysis of investigated accidents over the last 5 years published. There has been enormous interest in this, with requests for copies, presentations and articles.</p>	<p>2. A productive meeting was held with the Accrediting Bodies Forum who agreed in principle to feed the results of our analyses back into their training syllabuses.</p> <p>3. FOD SU are in negotiation with manufacturers at a national level to improve standard equipment on new vehicles. They are also in negotiation with standards committees to improve draft standards prior to acceptance.</p> <p>4. A draft report has been produced to baseline levels of awareness. This will be used to target our strategy for awareness raising in Q3.</p>
----------------------------	--	--	---	---

Priority Programme	Resource allocation <ul style="list-style-type: none"> <li>• Policy</li> <li>• Prog (research &amp; pub.)</li> <li>• Inspection</li> </ul>	Progress on indicators <ul style="list-style-type: none"> <li>• Record progress with indicators for this quarter</li> <li>• Summarise actions to be taken as result of above</li> </ul>	Overall assessment of Plan delivery <ul style="list-style-type: none"> <li>• Provide overall assessment on whether or not the plan is on track or otherwise and if not what action is being taken to get back on track</li> <li>• Summarise significant issues that might impact on the programme during the next quarter</li> </ul>	Key events/achievements and links to other HSE activities <ul style="list-style-type: none"> <li>• Briefly record good news stories including other HSE activities that impact on this programme</li> </ul>
<b>Musculoskeletal disorders</b>	Policy BWED 1 = 7.82 staff years BWED 7 = 3.3 staff years. Total = 11.12 [D/N: these are the posts <u>allocated</u> and numbers will remain same although staff may have moved away.]	<ol style="list-style-type: none"> <li>1. MSD Inspection Risk Control Indicators (RCIs)<sup>1</sup>. Comparison of Q1 03-04 data with the baseline figure taken from the whole of 2002-03 shows no statistically significant change, but see the assessment. For baseline see note 2.</li> <li>2. Baseline: <b>247 IN s</b> (baseline revised from last quarter: now using 2001/02 figures and not 1<sup>st</sup> quarter 2003/04 figures). 2002/03 : 331 IN s issued. 1<sup>st</sup> 6 months of 2003/04 : A comparative fall – 109 issued.</li> <li>3. RIDDOR manual handling accident figures: RIDDOR data continues to be unavailable. There has been a major change to data collection process which has led to issues over reportability and SIC allocation</li> <li>4. MAC website hits: 18,845 hits in September</li> </ol>	<p><b>Assessment:</b> The programme has met most of the Business Plan output targets for the second quarter; those not met were delayed for good reasons and should be met in Q3. Comparisons of the 03-04 Q1 RCI data with 02-03 Q1 show a statistically significant increase in the number of workplaces with a score of 6 or lower from 55.4% to 57.7%. <b><u>This suggests that the overall programme is beginning to achieve the workplace improvements necessary to deliver the RHS targets.</u></b> HSC was content with the progress reported in a paper presented on 14<sup>th</sup> October, and agreed that more would be done to address the skill shortage and to improve the business case to persuade for employers to take action. The programme support team is currently two staff short, recruitment is underway.</p>	<p>A presentation on the DSE compliance aspect of the MSD PP was made to the annual conference of Chartered Institute of Environmental Health. HSE's MSD website continued to have a high volume of hits this quarter, recently averaging over 4% of all hits on the HSE website.</p> <p>The NHS progressed its "Back in Work" initiative by holding a series of 4 one-day seminars, to promote the best MSD prevention practice in health care, in September</p> <p>Topic inspection (including MSDs) is now being rolled out to local authorities following a successful pilot of 46-60 authorities.</p>

<sup>1</sup> Inspectors score on 3 indicators for MSD. A= Avoidance/control of risks. B = Instruction and training. C = Management commitment and worker involvement. Duty holders are ranked 1 to 4. 1 = Full compliance in areas that matter; 2 = Broad compliance in areas that matter; 3 = Some compliance in areas that matter; 4. = Limited or no compliance in areas that matter. An aggregate score of 12 means a very poor performance; an aggregate score of 3 a very good performance. Aggregated scores for the three indicators are used as the baseline because a) the variation between the scores for the three indicators is not great and b) our understanding of what the variation might mean is not complete because this is the first year's figures.

**Note 2:** in 2002-03 57% of duty holders whose MSD performance was assessed, were deemed to be broadly complying or better (i.e. had an aggregated score of 6 or lower). 15% of duty holders were poor performers, with an aggregated score between 9 & 12.

Priority Programme	Resource allocation <ul style="list-style-type: none"> <li>• Policy</li> <li>• Prog (research &amp; pub.)</li> <li>• Inspection</li> </ul>	Progress on indicators <ul style="list-style-type: none"> <li>• Record progress with indicators for this quarter</li> <li>• Summarise actions to be taken as result of above</li> </ul>	Overall assessment of Plan delivery <ul style="list-style-type: none"> <li>• Provide overall assessment on whether or not the plan is on track or otherwise and if not what action is being taken to get back on track</li> <li>• Summarise significant issues that might impact on the programme during the next quarter</li> </ul>	Key events/achievements and links to other HSE activities <ul style="list-style-type: none"> <li>• Briefly record good news stories including other HSE activities that impact on this programme</li> </ul>
--------------------	--	---	--	---

Work related Stress	<p>Policy:</p> <p>BWED2 5.9 staff years          BWED7 2.9 staff years          COSAS 0.8 staff years</p>	<ul style="list-style-type: none"> <li>• Twenty-four organisations continue to officially pilot draft management standards. A further 5 are piloting a question set for the Workplace survey (see surrogate below). Hits to the HSE Stress Web Pages have increased fivefold from around 2500 hits per month in April and May to around 12500 per month in June, July and August 2003 following launch of the management standards pilot area in June.</li> <li>• RCI data analysis indicates work-related stress was discussed on just over 400 contacts during Q1 compared with just over 500 for the same period last year and this supports the concerns over lack of confidence in operational staff raised in the Q1 return. RCI data for Q2 is not yet available, however, FOCUS data indicates 2.7 inspector years were allocated to work-related stress issues during Q2. This compares favourably with Q1 when just 1 inspector year was spent on stress and goes some way to allay concerns over confidence levels amongst operational staff.</li> <li>• A question set, which will form part of a Workplace survey and gauge levels of compliance with the standards, is being developed. The survey will run during February 2004.</li> </ul>	<ul style="list-style-type: none"> <li>• Overall the programme is on track.</li> <li>• Q2 has seen an increased level of operational activity on stress, however, HSE is on course to achieve approximately 75% of plan. This potential shortfall has been recognised and Divisions are being encouraged to increase their level of activity on the topic. An operational strategy is under development and this will look at ways to increase the skills and knowledge of operational staff. As part of this work, HSE policy staff and nominated persons intend to run a series of seminars at regional offices in late 2003/early 2004 to raise awareness of HSE's strategy, outline employers duties and how existing enforcement approaches could be applied, provide advice on what to do if considering taking enforcement action and give guidance on the support available to operational staff. It is anticipated that the target will be achieved by the end of the work year.</li> <li>• Progress of the management standards pilot is on track. Evaluation will begin in November 2004 and, along with other stakeholder engagement activity, will inform the development of proposals for public consultation during Spring 2004.</li> <li>• Recent media coverage following the West Dorset Improvement Notice indicates there is still some confusion over the legal status and purpose of management standards. This will be addressed through the communications strategy.</li> <li>• The Improvement Notice expires 15 December 2003 and this may prompt further media interest. HSE fully expects the Trust to comply with the Notice.</li> <li>• There have been significant delays in commissioning new research as a consequence of last year's moratorium on HSE's research activity. Research priorities have been revised accordingly and the situation is being closely monitored.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical guidance entitled Real Solutions, Real People has been developed from case study research published in July 2003. The guidance, which encourages employee/employer partnership as a way of developing effective workplace interventions and meeting existing legal duties, will be launched at a conference on 30 October 2003.</li> <li>• HSE/HSL has hosted two expert workshops to enable external stakeholders to have technical input to the development of the standards and HSE's approach.</li> <li>• HSE staff will be presenting workshops on the management standards at an international expert conference in Berlin during November 2003</li> <li>• HSE is working closely with representatives of the International Stress Management Association to develop workshops in advance of National Stress Awareness Day (5 November 2003). The workshops, which will be facilitated by ISMA members, are designed to raise awareness of work-related stress, employers' responsibilities, the risk assessment approach, the management standards and the newly launched guidance: Real Solutions - Real People. Workshops will be held at a number of locations nationwide during November 2003.</li> </ul>
---------------------	---	--	--	---

<p>Slips and Trips</p>	<p>HTPD4 0.17 staff years pro-rata</p>	<p>(i) <b>Field interventions.</b> The profile of RCI scores for S&amp;T compliance will take some time to build. Only statistically significant figures are quoted here but there is so much scatter in key parameters that comparison overall may not be useful for some time. Crudely there was a significant increase, from 57% to 64% between quarter 1 of this year and last year.</p> <p>(ii) For RCI A (floor contamination) the proportion of scores in the worst category fell from 1.2% to 0.6%. The average score, at 2.02, was unchanged.</p> <p>(iii) For RCI B (suitable floors and footwear) the proportion in the worst two categories rose from 12.5 to 14.9% and the average score rose from 1.95 to 1.98.</p> <p>(iv) For RCI C (prevention of trips) the proportion in the worst category fell from 1.9% to 0.9%. The average score was virtually unchanged at 2.14.</p> <p><b>Raising awareness.</b> The rate of service of notices increased to 5.7 instances of notice serving per 1000 inspections compared to a baseline of 4.5/1000. The average for the first two quarters is 4.4/1000.</p>	<p>The predicted staff losses in HTPD4 arose. A bid for two core Band 3 level Programme Team staff has agreement for funding and recruitment to the Programme is under way. The modest overall addition to the resources directly available to the Programme will be used to improve Programme outreach and influence outside HSE. Evaluation projects are being developed in conjunction with HSL to examine the baseline awareness, attitudes, knowledge and compliance levels of stakeholders and to examine the scale of the programme in relation to the size of the Programme objectives and ambition.</p> <p>The Programme work steams and projects are on track.</p> <p>Programme Board membership and outreach has been extended to include new additional external representation from ROSPA, CBI and the Federation of Small Businesses.</p>	<p>Priority Programme Board expanded to include extensive external representation and influence.</p> <p>Success of Roadshows for LA inspectors and degree of LA activity on slips and trips.</p> <p>Success of first in series of workshops for designers and architects, received with enthusiasm and early evidence of promising action.</p> <p>Jobcentre Plus engagement model pilot to put health and safety advice on the 'high street' shows promise.</p> <p>Training package for inspectors adapted to be used by external training organisations and taken up by ROSPA.</p> <p>Good progress with linkage to the Falls from Height, Workplace Transport, Construction, Health Services, Public Service Administration PPs and with Food and Education Sectors.</p>
------------------------	--	---	---	--