

## ANNUAL HEALTH, SAFETY AND WELLBEING REPORT FOR 2016/17

### Introduction

The annual health and safety report has been developed to identify and document the NBN Trust health and safety performance for the year 2016/17.

### Executive Summary

The report relates to the period between April 2016 and March 2017. It is submitted to the Board of Trustees. In the report we also look ahead to 2017/18 and indicate the work planned to further improve our performance.

### Policies and practices

Code	Policy / Guidance	Status	Date Approved	Date Revised	Proposed Revision Date
<b>Health and Safety Policies</b>					
HS1	Lone Working Policy	Completed	Feb-13	Correct March 16	As required
HS2	Working with VDU's	Completed	Oct-12	Correct March 16	As required
HS3	Health and Safety Statement	Completed	Feb-13	Correct March 16	As required

Actions; There will be an health and safety inspection / audit held during 2017/2018 in the NBN head office in Nottingham

### Staff training received

1 Day Level 2 Emergency First Aid at Work – attended by Sarah Hyslop – May 2016

Visual display unit assessment completed for all staff

### Risk Assessments

Health and safety risk assessment updated December 2016

Lone working, risk and visual display unit assessments are in place for each staff member and are reviewed and revised when due throughout the year.

In future staff risk and lone working assessments will be reviewed and discussed as part of the performance and management process.

## Accident / Incident Register

We had no serious injuries in 2016/17 and there were no incidents or near misses that required reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Our policy is to record accidents and incidents that involve our employees and volunteers, wherever they work for us, and any visitors when on our sites. There were also no reported concerns of being in fear when working.

## Staff sickness

This summary details the level of absence against staff contracted working days;

Overview – 1768 total staff days – 38 total days off = 2.2 %

## Fire Management

The fire risk assessment was brought up to date in March 2016 and will be reviewed again in March 2017.

There are regular weekly fire alarm checks within the head offices and occasional fire drills. Staff working at home are to ensure that they have a safe working environment and to report any issues or concerns to their Manager.

The fire extinguishers are also routinely checked to ensure that they are in the correct place and that they have had their annual review by the fire department.

## ANNUAL HEALTH AND SAFETY PLAN – 2017/18

The following priorities have been selected for inclusion in the 2017/18 annual health and safety plan. Overall monitoring of the success of the plan will be undertaken by the Finance and Management Committee.

The Annual Health and Safety Plan will be subject to continual review to ensure that any health and safety issues, from external and internal sources are considered for inclusion in the plan.

### **Our key actions for 2017/18 are;**

- a. To continue to review and develop any newly required policies
- b. Monitor our accident/incident and in fear of reporting procedure, staff sickness and risk assessment processes, ensuring that records are kept up to date and managers implement any required actions
- c. To circulate to all staff the current health and safety policy and any annex documents in order to raise awareness of health and safety matters at work.
- d. To request report from office providers Citibase for fire assessment and general health and safety matters for the building
- e. To carry out an health and safety inspection of the Nottingham office
- f. To feed in the findings from the internal audit
- g. Report any health and safety issues to the Finance and Management Committee and advising on how they should be resolved;

For the forthcoming year we are taking a different approach to previous years in developing our health and safety management system, this will include the following;

**Audit Strategy**

We will continue to use our internal audit regime to monitor performance in 2017/18. This will be enhanced with a comprehensive audit of our health and safety management system and the NBN Trust head office undertaken by Mark Diamond from the Environment Agency.