

HISTORIC SCOTLAND HEALTH AND SAFETY ANNUAL REPORT FOR 2006-07

1 INTRODUCTION

1.1 Managing corporate risks is a key issue for all organisations. One key risk is the health and safety of our staff and others such as visitors and contractors who may be affected by our activities. It is essential that an effective system is in place to manage this risk.

1.2 Effective management of this risk not only prevents staff from suffering work related ill-health and injury, but also maximises the productivity and well being of our employees.

1.3 This report to the Historic Scotland Board (HSB) provides an account of the activities carried out by the Health and Safety Adviser and the Assistant Health and Safety Adviser during 2006-07 to ensure that Agency has systems in place for managing this risk. The report concludes with an outline of the improvements and targets planned for 2007-08.

2 NEW LEGISLATION AND GOVERNMENT INITIATIVES

2.1 **Sensible Risk Management** – The Health & Safety Executive (HSE) are keen to drive forward the principals of sensible risk management which aim to ensure that workers and the public are properly protected, but do not stop activities where risks are managed. Whilst those who create risks have a responsibility to manage them, individuals also need to understand that they must exercise responsibility. These principals are fundamental to our risk assessment and control strategy, and we all have a role to play in promoting these principals to our stakeholders, staff and visitors.

2.2 **New Guidance for Board Members** – New guidance is planned for issue at the end of 2007 in association with the Institute of Directors. The document is for use by directors and outlines their role in terms of effective leadership for health and safety. The document sets out key responsibilities for planning, delivering monitoring and reviewing health and safety. Whilst we have some of the necessary arrangements in place, several new Health and Safety Instructions are planned for next year to ensure we have the necessary management systems in place.

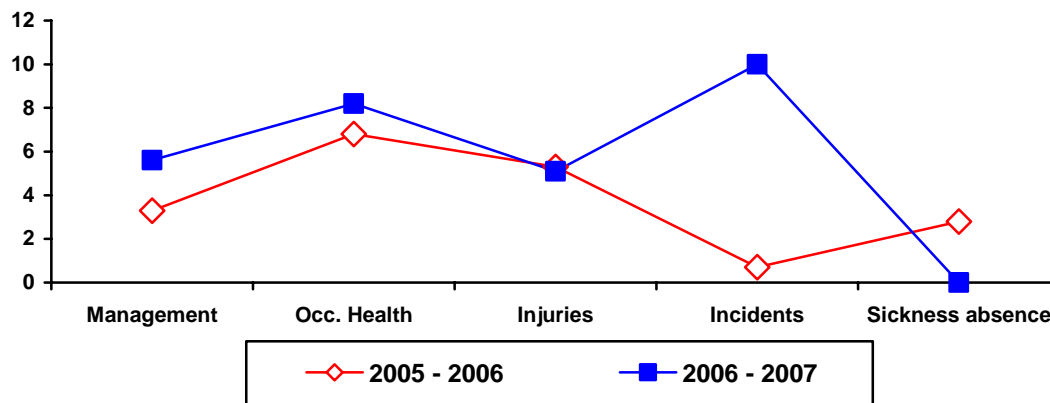
2.3 **Revised Construction, (Design and Management) Regulations 2007** – These come into force in April 2007, and the revised Health and Safety Instruction is currently being drafted. The regulations place more emphasis on the role of the client in ensuring that those they appoint are competent and aware of their obligations. Competencies for duty holder have been quite specifically defined, and all construction work must now comply with these regulations.

3 MONITORING

3.1 **Auditing** – We introduced Health and Safety Management Systems auditing to ISO 18001 this year using the RoSPA QSA auditing system. Human Resources was chosen as the first group to undertake the audit, and achieved a level 1 score. It is planned to audit all Groups within the Agency on a 2-year cycle.

3.2 Noise Assessments – Over 950 noise assessments have been carried out on our various items of plant and equipment in response to new legislation. This has enabled us to ensure that exposure limits are not exceeded, hearing protection zones are established, where necessary, and staff are provided with appropriate hearing protection.

3.3 Benchmarking – We again used the CHaSPI benchmarking tool to measure our health and safety performance for 2006-07, against the previous year, and achieved a 54% increase in our score.



4 ACCIDENTS

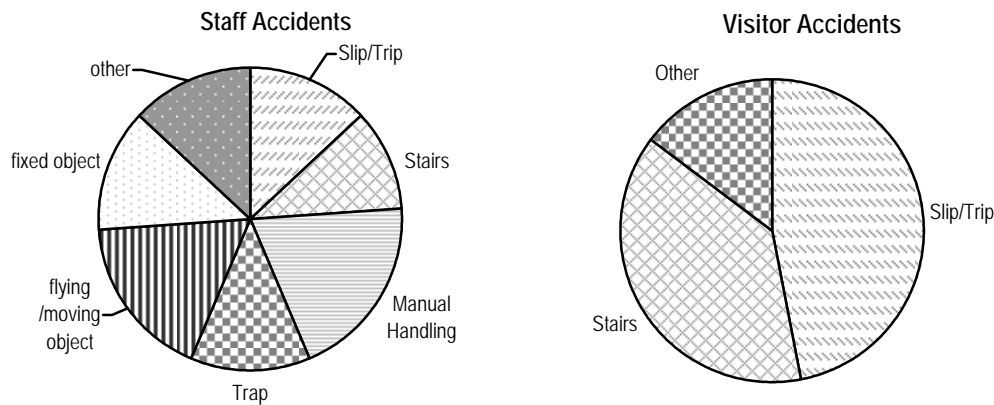
4.1 RoSPA Award – Our accident rates in 2006-07, together with our overall approach to the management of occupational health and safety measured against key performance indicators, has been judged good enough to receive another silver award.

4.2 Staff Accidents – There was only one major injury to staff this year, a fall from a ladder resulting in a broken collar bone. The number of “over 3 day” reportable injuries fell from 7 last year to 5, these were caused by slips/trips, strains or sprains, and a fall through the floor. The number or less serious incidents rose slightly to 42, showing that there was better incident reporting among staff.

4.3 Visitor accidents – There were for the first time this year no visitor accidents reported to the HSE, as none were obviously caused by the way in which we manage the sites. However, 34% of visitor accidents resulted from falls down stairs, and many of these resulted in visitors being taken to hospital due to suspected fractures. Almost 50% of visitor accidents were slips and trips, but these did not generally result in such serious injury.

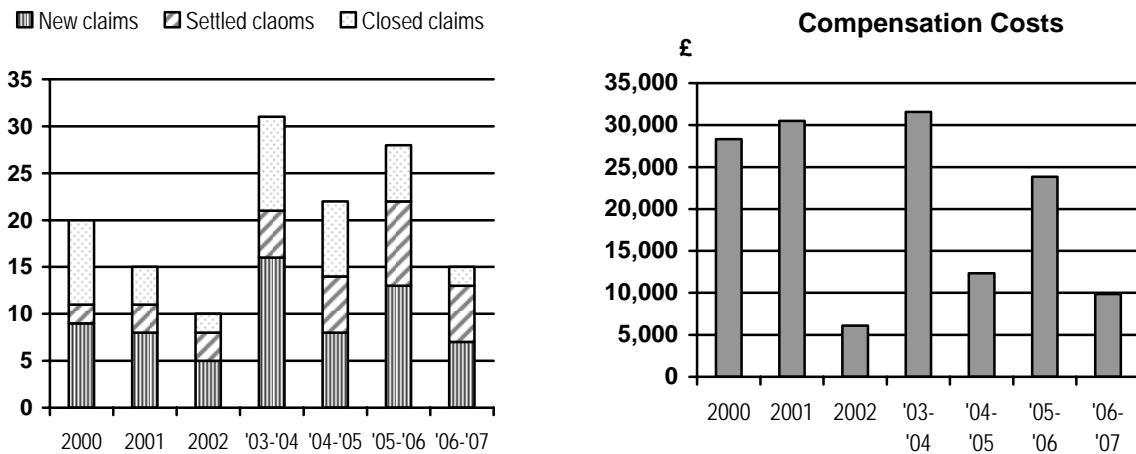
4.4 Work Related Sickness Absence – There has been a rise in work related sickness absence over the last four years. Both stress related absences and musculoskeletal absence each account for 13% of our sickness absence totals as oppose to 9% and 10 % respectively four years ago. Stress absences have risen by 84% and musculoskeletal absences by 59%, whereas general sickness absence rates have only risen by 30% over the same period. Whilst it is difficult to determine whether these absences are all totally work related, it still represents a significant challenge for us to reduce ill health and absence in these areas and ensure that we do not aggravate any pre existing ill health conditions.

4.5 A graph analysing accident causes for visitors and staff is shown below:



4.5 Road Traffic Accidents – There were 36 reports of damage to vehicles during 2006-07, an increase of over 200% on last year. Over 60% of these were caused by hitting stationary objects whilst manoeuvring at slow speeds. Of those that occurred on the road whilst driving, we were only blameworthy in 30% of the accidents. One of these resulted in injury turning right across oncoming traffic, and the other two were caused by small skids but did not result in injury.

4.6 Compensation claims – Comparisons with previous years are shown in the graphs below. There were 7 new claims in 2006-07, which is fewer than previous years. Six claims were settled, and a total of £9,879 was paid in compensation. Two claims have been successfully repudiated. Eleven cases are still on-going.



5. GUIDANCE, TRAINING and INITIATIVES

5.1 New Scaffolding Guidance – Following the revised guidance issued on work at height following legislative changes, it became apparent that detailed guidance was needed for those building, specifying or working from scaffolds to ensure we kept abreast of industry best practice. Conservation and Maintenance and TCRE staff were also given training in the new work at height legislation.

5.2 Management of Occupational Road Risk – This was finally introduced to all staff, and those staff that drive regularly in the course of their work are now required to complete

driver risk profiles, and undergo a computer based assessment. This identifies areas where risk can be reduced. We now also have our own driver trainers who can provide driving assessments where necessary.

5.3 Revised Guidance on Managing Asbestos – This has been revised and re-issued in accordance with legislative changes, as most of our work with asbestos is carried out by licensed contractors this has not had a significant impact on our day to day operations. All premises now have an asbestos survey so as we can ensure those working on our sites are aware of the hazard where necessary.

5.4 Noise and Vibration Guidance and Training – New Health and Safety Instructions were issued for both exposure to noise and vibration in response to legislative changes, and all relevant staff have been trained in the new control regime. The legislation for the first time has introduced limits on exposure which must not be exceeded, and lowered the thresholds at which employers must take risk reduction action.

5.5 Staff Consultation Workshops – Workshops were held in association with RoSPA involving staff at all levels from all Groups within the Agency to explore ways in which workers could become more involved with health and safety initiatives and arrangements. These sessions showed strong support for a Corporate Health and Safety Forum, and for staff to be involved in preparing and delivering safety briefings to others in their team.

5.6 Group Health and Safety Policies – The Corporate Health and Safety Policy was revised to include a requirement for each Director to develop a local Health and Safety Policy for their Group. All but two Directors now have policies in place, and the remaining two policies will be introduced during 2007-08.

5.7 PIC Lone Worker Monitoring Trials – Following the introduction of lone worker monitoring devices within the Inspectorate last year, a trial of 6 different lone worker monitoring devices was undertaken by various staff in PIC to assess their suitability for use within Visitor Services and Conservation and Maintenance where we have staff who may be alone and at risk. A report has now been produced for PIC recommending the use of this type of monitoring for some staff in place of the existing telephone buddy system.

6. PRIORITIES FOR 2007 – 2008

6.1 Injury and work related ill-health reduction – Last year we achieved our target for a 30% drop in the number of reportable injuries from 9 to 6, and aim to reduce this by another 30% this year.

The number of days lost due to work related ill health was 4300 last year. The government has set targets for work related ill-health to reduce the number of incidences by 20% and the number of days lost by 30% by 2010. We will aim to reduce this by 30% to 3000 over the next three years.

6.2 Health and Safety Management System – Whilst the Agency has always had a Corporate Health and Safety Policy, and a range of health and safety instructions outlining the specific arrangements and responsibilities for various aspects of health and safety, there has been no policy outlining the overall management system which details how health and safety arrangements are planned, controlled and communicated. It is proposed that a formal policy addressing this be introduced in 2007-08, which will also address the need for better communication and records management in this area..

Following the qualification of the Health and Safety Adviser as a RoSPA Quality Safety Auditor our health and safety management system in Human Resources has been audited against the recognised standards of OHSAS 18001 and HSG 65. The remaining Groups are now to be audited on a two yearly cycle.

6.3 **Active Monitoring** - New guidance needs to be to ensure that local managers have the necessary inspection systems in place for them to be able to monitor and review their health and safety performance, and show their management commitment to achieving high standards of health and safety within Groups. It is proposed that we build on the existing computer based risk assessment system so as inspections can be monitored and actions tracked across the Agency.

6.4 **Consultation and Staff Involvement** – Following on from the workshops held in 2006-07, new guidance needs to be introduced to establish a Corporate Health and Safety Forum, and a Forum for each Group where both trade union and elected representatives of employee safety are invited to become involved in driving forward the Agency's and each Group's safety agenda. The guidance will also outline other ways in which line managers can encourage their staff to become more involved in health and safety.

6.5 **Work equipment** – New guidance on the provision and use of work equipment is planned for this year, to review the way in which we carry out work equipment assessments and ensure that the work equipment that we provide is safe for use and fit for purpose.

6.6 **Revised Construction (Design and Management) Guidance** – Following revised legislation introduced in April, this will need to be revised. The new legislation places more emphasis on the role of the client, and introduces specific competencies for Designers and CDM Co-ordinators.

6.7 **Noise Assessments For Functions** – These will come within the scope of the Noise at Work legislation this year and so we will need to monitor our activities where we have staff working in the vicinity of loud music or fire works to ensure we have suitable controls in place.

6.8 **Occupational Health Surveillance** – The revised noise and vibration legislation has caused us to review of health screening arrangements. Health surveillance for those exposed to noise and vibration will now need to be organised. This will apply to all of the MCU staff, as well as some members of Visitor Services and TCRE. It is hoped that lifestyle screening will also be offered to these staff at the same time.

6.8 **Health and Safety Management Training** – We have always offered staff training in specific health and safety responsibilities such as risk assessment, or managing occupational road risk, and those managing construction staff are required to undertake a Site Safety management qualification. However, we have now identified the need to offer more comprehensive health and safety management training to line managers covering the full range of their responsibilities.

LIZ CRICHTON

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August 2007