

**HISTORIC SCOTLAND BOARD MEETING 25-27 JUNE: ORKNEY**

HSB

Copy: Liz Crichton

**HEALTH AND SAFETY ANNUAL REPORT FOR 2005-2006**

**PURPOSE**

1. The purpose of this paper is :
  - To present to HSB the Health and Safety Adviser's Report for 2005-2006
  - To seek HSB agreement on the main priorities for 2006-2007
  - Subject to the above, to circulate the report to management, the Trade Union Alliance and to place a copy on the HS Intranet.

**BACKGROUND**

2. The attached report provides statistics by which the health and safety performance of the Agency can be measured, together with an account of the activities carried out by the Health and Safety Adviser, Liz Crichton, and her Assistant, John Fell. Liz Crichton will be attending HSB for this item. The report covers the period 1 April 2005 to 31 March 2006.

**SUMMARY**

3. The attached report contains detailed sections on new legislation, monitoring, accidents, policy and guidance, training and promotion and the priorities for 2006-2007. The main points of note in terms of 2005-06 are as follows:-
  - A 40% reduction in the number manual handling injuries following the implementation of new guidance. Slips and trips are now a cause for concern amongst staff. Falls on stairs still the main issue for visitors.
  - RoSPA Silver Award for our accident and health and safety management performance in 2005.
  - Number of road accidents has fallen by 50%, but two vehicles were written off due to skids on 30 mph roads.
  - The average cost of a small claim for compensation has fallen by 80% to £166
  - Six Health & Safety Instructions have been revised or written covering fire safety; hazardous substances; pesticides; working at height; harness work; and management of occupational road risk.

**HISTORIC SCOTLAND BOARD MEETING 25-27 JUNE: ORKNEY**

- Risk assessments are now in place for all PIC staffed sites.
- Over 60 PIC conservation and maintenance and major projects staff have been trained in design risk assessment.
- Formal induction checklists are now requested for all new staff.
- Display screen equipment assessors have been appointed and trained throughout the Agency.

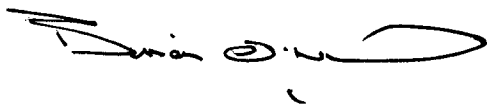
**PRIORITIES FOR 2006-2007**

4. The main priorities highlighted by the report are:

- To reduce the number of RIDDOR reportable accidents by 30%, and to collect data on the number of days lost due to work related ill health and injury.
- To overhaul, formalise and audit the health and safety management system.
- To improve the arrangements we have in place for consulting and involving staff in health and safety
- To introduce new guidance on the selection, use and maintenance of work equipment.
- To introduce improved occupational health monitoring and complete noise and vibration assessments.
- To look at ways of promoting healthier lifestyles amongst staff, and raising awareness of basic safety issues using Project Scotland volunteers.

**CONCLUSION**

5. HSB is invited to note this report for 2005-2006, approve the priorities identified for 2006-07 and the distribution of this report as set out in the introduction to this paper.



**BRIAN O'NEIL**  
Director of HR  
June 2006