

Health & Safety Committee (Tier 1 Reporting)- Scorecard Contents

Data Type	Analysis Required
Accidents	<ul style="list-style-type: none"> • Total number of accidents by month for current year and comparison for last three years (high level trend) • Current Year – Accidents split by employee, contractor, member of public • Current Year - Accidents split by type and comparison for last three years (high level trend) • Current Year - Accidents split by Directorates with monthly figures • Current Year - number of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation) reported events, by RIDDOR reason, by month – split by employee, contractors, members of public (grouped into Directorates) • <i>Work in Progress (WIP) - conversion of accidents to claims</i>
Incidents	<ul style="list-style-type: none"> • Total number of incidents by month for current year and comparison for last three years (high level trend) • Current Year – Incidents split by employee, contractor, member of public • Current Year - Incidents split by type and comparison for last three years (high level trend) • Current Year – Incidents split by Directorates with monthly figures • Current Year - number of RIDDOR reported events, by RIDDOR reason, by month – split by employee, contractors, members of public (grouped into Directorates) • <i>WIP - conversion of incidents to claims</i>
Near Miss	<p><u>Summary level</u></p> <ul style="list-style-type: none"> • Total number of Near Miss by month for current year and comparison for last three years (high level trend) • Current Year – Near Miss split by employee, contractor, member of public • Current Year - Near Miss split by type and comparison for last three year (high level trend) • Current Year – Near Miss split by Directorates with monthly figures • Current Year - number of RIDDOR reported events, by RIDDOR reason, by month – split by employee, contractors, members of public (grouped into Directorates)
H & S Inductions	<p>Current Year Only: -</p> <ul style="list-style-type: none"> • Total number of inductions delivered across Directorates
H & S mandatory training	<p>This information is extracted from Learning Management System (LMS) and iTrent (internal HR Software Product)</p>

	<p>Current Year Only: -</p> <ul style="list-style-type: none"> Total number of mandatory training events, by type and split by Directorate. <i>WIP - Eventually split by % planned % delivered</i>
Sickness	<p><u>Summary Level</u></p> <ul style="list-style-type: none"> Current Year - total number of days lost, broken down into sickness reason (split by Directorate and month)
Occupational Health (OH)	<p>This information is extracted from H & S and HR systems</p> <p>Current Year Only: -</p> <ul style="list-style-type: none"> Total number of OH referrals (by month) split by Directorate and type
Risk Management	<p>Current Year Only: -</p> <ul style="list-style-type: none"> Risk Management action plans, split by Directorate, analysing the number of risk assessment reviews completed
Executor Risk Assessment (ERA)	<p>Executor Risk Assessments are personalised risk assessments completed for employees with health conditions, disabilities, Expectant Mothers, Young Persons</p> <p>Current Year Only: -</p> <ul style="list-style-type: none"> Total number of ERA's (by month) split by Directorate and type
Safety Action Notices (SAN's) issued	<p>Safety Action Notice Policy is a RED/YELLOW card system that mirrors the Health and Safety Executive's prohibition and improvement notice process. SAN Policy is SWT's internal process to manage H & S consequence</p> <p>Current Year Only: -</p> <ul style="list-style-type: none"> Total number of SAN's issued (by month) split by Directorate and type
HSE (Health and Safety Executive) Interventions	<p>Current Year Only: -</p> <ul style="list-style-type: none"> Total number of HSE Interventions (by month), split by Directorate
Audit & Inspection	<p>Current Year Only: -</p> <ul style="list-style-type: none"> Number and type of audits/inspections completed, split by month and Directorate This will also include a summary of observations/recommendations/conclusive actions