



Board Meeting
July 2016

Health, Safety and Wellbeing Senior Management Review 2015/16

1. Status – Public

2. Executive Summary

This paper was provided to the Governance and Audit Committee (GAC) on 07/06/16 for their June meeting on 14/06/16 and was discussed by the executive on 08/06/16. The only change to the report from the Executive meeting not considered by GAC was the request for a new accident figure and confirmation on fitness classes detailed below. The number of serious lost time accidents has decreased from 45 to 34, the total injury incidence rate has also decreased significantly, but the level of near miss and minor reports has not met the planned increase.

3. Action Requested

The Executive Team

- Reviewed the Health, Safety and Wellbeing Performance for 2015-16 as part of our legal compliance and accreditation to OHSAS18001.
- Agreed that quarterly reports on late cancellations to Occupational Health will be considered at each Directorate SMT.
- Agreed a new target of level 1 and 2 incidents of 33 or less for 2016/17.
- Will receive a new figure for lost time accidents based on hours worked in the next HS&W quarterly report.
- Asked HS&W department to confirm to Heads of Centres that fitness classes on site can be arranged.

4. Purpose of the Paper

This report sets out the position with regard to health, safety and wellbeing across NHSBT for 2015/16. It presents an analysis of accident and incident data for each main area of operation as well as providing information on current developments.

5. Background

Progress on outputs from the last quarterly HS&W report are as follows:

- 5.1 Mandatory H&S Training has increased in most areas, reductions in ODT and Communications are being addressed.

6. Proposal

- 6.1 Accidents are classed as:

Level 1 incidents - over 7 day lost time injuries or specified injuries reported to the Health and Safety Executive e.g. fractures or injuries requiring an over 24 hour stay in hospital.

Level 2 incidents - over 3 but less than 8 day lost time injuries.

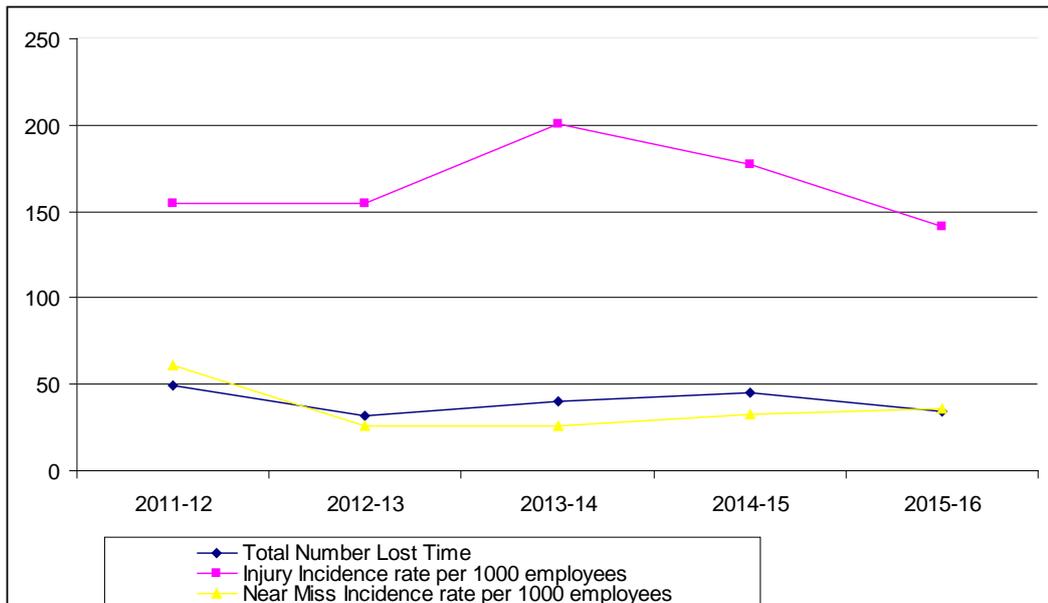
Level 3 incidents - injuries or near miss incidents graded as serious by Health, Safety and Wellbeing Department based on their severity and likelihood of reoccurrence.

Level 4 incidents - minor injuries or all other near miss incidents where no injury to staff.

6.2 The following table identifies NHSBT accident performance by Directorate from 01/04/13 to 31/03/16

Level	13/14				14/15				15/16			
	1	2	3	4	1	2	3	4	1	2	3	4
Blood Donation	18	10	375	598	22	7	236	559	12	12	240	436
Blood Manufacturing & Logistics	7	3	76	114	8	6	64	153	7	2	46	134
DTS	0	1	29	49	0	1	33	56	0	1	32	47
ODT	1	0	5	18	0	1	4	7	0	0	8	3
Group Services	0	0	10	24	0	0	3	18	0	0	6	20
Total	26	14	495	803	30	15	340	793	19	15	332	640

Chart Showing Total Number of Lost Time Incidents and Incidence Rates 2011 to 2016:



6.3 Accidents Against Target

The number of lost time accidents (levels 1 and 2) has reduced to 34 below the target of 40, with all Directorates contributing to this performance. The recommended new target for 2016-17 is 33 or less. The total number of level 1 to 3 incidents has decreased by 5% from 385 to 366, with BD and DTS at the same level as last year and M&L contributing the most with a 29% reduction. The all injuries incidence rate per 1000 employees (levels 1 to 4 minus near misses) has shown a significant reduction from 177 to 141.

The reporting of level 4 incidents (near miss and minor incidents) has reduced, but it is in this area we wish to see an increase, so that we can learn from these incidents and correct root causes. Looking at the breakdown the incidence rate of reported near misses has actually increased from 33 to 36 per 1000 employees, but the number of reported minor injuries has decreased. The trial of a simplified near miss reporting post card will make it easier to report these incidents.

Period	Level 4 Near Miss and Minor Incidents			
	2014-15		2015-16	
	Minor	Near Miss	Minor	Near Miss
Blood donation	483	90	352	84
Blood M&L	88	63	62	72
DTS	39	18	25	22
Group Services	10	7	11	9
ODT	2	5	2	1
Total	622	183	452	188

6.4 Benchmarking

The lost time incidence rate per 1000 employees is 6, down from 8 in 2014-15. This compares favourably with 30 from TNT distribution, 15 with London Ambulance and 7 with Royal Mail. All these organisations have similar hazards to NHSBT with significant manual handling tasks.

6.5 H&S Plans and Developments

The behavioural safety programme will continue to be delivered and will be integrated into the human factors project lead by QA.

We are making good progress in the directorates with their H&S plans delivering reductions in risk assessments, increases in their quality, and delivering improvements in the quality of session venues.

Examples of this include:-

- Additional local ergonomic champions have been trained to continue the focus on reducing musculoskeletal risk in M&L.
- There is a commitment to renewing manual handling training packages and a review of trolley and cage provision.
- DTS has carried out more OHSAS 18001 audits by their own trained auditors.
- The HAZOP group has developed an in-house training package for cryogenic gases rather than using an external resource.
- A Tissue & Eye Services review of working hours within retrieval teams has identified an action plan, which is currently being implemented.
- In ODT the wellbeing Lighten Up programme is being rolled out throughout the directorate and has been incorporated into cohort induction programmes. The personal alarm system on SNOD BlackBerrys has been reviewed and is planned to be replaced with a dedicated device.

6.6 Audit and Evaluation of Legal Compliance

Accreditation to the Occupational H&S Assessment Series 18001 has been maintained and the major non-conformance regarding the lift inspection at Brentwood was closed and accepted by BSI.

6.7 Policy Development and Consultation

Consultation is effective with partnering of HS&W at the national H&S Committee and sub groups. A joint project is looking at the H&S representatives' structure to identify ways to encourage greater engagement in reducing incidents, to involve more local reps and enhance our partnership working with this group. The Genetic Modification Safety Committees in Bristol and Oxford continue to work well with no incidents reported.

6.8 Relevant Communications from External Interested Parties

The Health and Safety Executive carried out one inspection in 2015-16 regarding a case of occupational dermatitis that was reported in the last quarterly HS&W report.

6.9 Competencies and Resources

Mandatory Training Directorate	% Compliance 3rd Quarter	% Compliance April 2016
Blood Donation	85	87
Blood M&L	89	92
DTS	92	92
ODT	87	81
Clinical	86	87
Communications	91	87
QA	92	93
Finance	91	93
ICT	86	86
Workforce	91	93
Total	88	89

H&S mandatory training is below the 90% target but has increased in most areas, showing a good response to the action plan put in place by OWD. The reduction in ODT is in fire awareness and manual handling training, both of which may be completed in the host trust and action is being taken to address this. The Communications reduction is due to the number of new employees and is also being addressed.

Resources remain good with HS&W budget 7% under spent for 2015-16 and has contributed to a 5% budget decrease for 2016-17.

6.10 Health and Wellbeing

The focus on Health and Wellbeing continues with the Wellpoint Kiosks used by 1,763 employees. Nationally 57% of users were overweight, 23% had high blood pressure and 34% had a heart age greater than their actual age. Each centre is receiving an anonymised report and is asked to consider local initiatives and the kiosks will then be brought back next year to measure their impact.

The global corporate challenge has been extremely successful with 532 employees signing up to the activity challenge.

The flu vaccination target for 2017 is 50%, with targets being agreed for individual directorates. Additional funding for hospitals is being linked to the quality of their wellbeing provision, with one part being the numbers of front line employees receiving a flu vaccination.

6.11 Occupational Health

Occupational Health continue to meet their key performance indicators for management referrals, contributing to a good performance by managers on employee sickness absence.

Action on Did Not Attend and short notice cancellation of appointments has been taken, but they are still too high. OH Assist have also been undercharging for immunisations and will now charge for missed appointments from April 2016. Managers are already challenged by

HS&W to explain non attendance by employees, and it is recommended that each directorate SMT will receive a quarterly report detailing these charges. Short notice cancellation figures for January to March 2016 were 79 for management referrals (10% of total appointments) and 57 immunisation related (10% and 19% of total appointments respectively), this equates to £6,963.

6.12 Donor incidents

Donor Incidents remain low, a review of the increase in slips, trips or falls shows only one team had two incidents in the year.

Top Five Donor Incidents 2011-2016

Donor Accidents	2012-13	2013-14	2014-15	2015-16
Donor Faint Resulting in Injury	110	108	104	95
Injury from Sharp Object	12	25	12	12
Ill health, fit or faint	11	15	13	8
Slip, trip or fall on level	16	11	5	15
Trapping	4	9	0	2
Total	153	168	134	132

Author

Phil Tanner
 Assistant Director - H&S
 07764280726
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Responsible Director

David Evans
 Workforce and Transformation Services
 Director