



Health and Safety Charter

Procedure No: HBF/hsp001

Revision: 009 Draft

Issue Date: 01 February 2013

Using Accurate Statistics to Target Effective Improvement

1. Purpose

- 1.1 The purpose of this procedure is to ensure that all Member Organisations who have volunteered to do so provide accurate data on injuries reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

2. Scope

- 2.1 This procedure covers all locations under the control of each Member Organisation with the exception of locations operated by contractors employed by a Member Organisation as a 'Principal Contractor' under the Construction (Design and Management) Regulations 2007.

3. Activities

- 3.1 Data will be collected each year from the 1st April to the 31st March, on a quarterly basis, by the NHBC using Form HBF/hsf001.
- 3.2 The most senior health and safety representative of each Member Organisation (e.g. the Director of Health and Safety, the Group Health and Safety Manager) or equivalent is responsible for completing Form HBF/hsf001 and returning it to the HBF by Email: h&sstats@hbf.co.uk or handsstats@hbf.co.uk
- 3.3 The following timetable must be adhered to when returning the completed Form HBF/hsf001;

Quarter 1 = 2 nd week in July	-	Data for April, May and June
Quarter 2 = 2 nd week in October	-	Data for July, August and September
Quarter 3 = 2 nd week in January	-	Data for October, November and December
Quarter 4 = 2 nd week in April	-	Data for January, February and March



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3.4 The first three sections of Form HBF/hsf001 must be completed in accordance with the instructions below;

Instructions for completing Form HBF/hsf001

Section 1	CHARTER SIGNATORY ORGANISATION	
Item 1.1	Company	Enter the name of the HBF Member Organisation
Item 1.2	Reporting Period	Enter the appropriate Quarter Number – 1, 2, 3 or 4 (see section 3.3)
Item 1.3	Name	Enter the name of the most senior health and safety representative
Item 1.4	Position	Enter the job title of the most senior health and safety representative

Section 2*	RIDDOR INCIDENTS	
Item 2.1	Fatality	For each category column N1, N2 and N3 enter the number of 'fatalities' that have occurred in the Quarter.
Item 2.2	Major injury	For each category column N1 and N2 enter the number of 'major injuries' that have occurred in the Quarter.
Item 2.3	Over 7 day injury	For each category column N1 and N2 enter the number of 'over 7 day injuries' that have occurred in the Quarter.
Item 2.4	Injury to member of public	For the category column N3 enter the number of such injuries that have occurred in the Quarter.

* All categories in Section 2 are defined in Regulation 3 of RIDDOR.



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Section 3	KIND OF ACCIDENT
Items A to P	For the column titled '2.1 Fatality' enter the number of fatalities for each of the sub-categories N1 (Directly employed), N2 (Sub-contract / Agency) and N3 (Visitor / Member of public) against the appropriate 'Kind of Accident' Ref. A to P.
	For the column titled '2.2 Major Injury' enter the number of major injuries for each of the sub-categories N1 (Directly employed) and N2 (Sub-contract / Agency) against the appropriate 'Kind of Accident' Ref. A to P.
	For the column titled '2.3 Over 7 Day Injury' enter the number of over 7 day injuries for each of the sub-categories N1 (Directly employed) and N2 (Sub-contract / Agency) against the appropriate 'Kind of Accident' Ref. A to P.
	For the column titled '2.4 Member of the Public' enter the number of reportable injuries for the sub-category N3 (Visitor / Member of public) against the appropriate 'Kind of Accident' Ref. A to P.

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Section 4	NUMBERS EMPLOYED
Item 4.1	<p>Averages</p> <p>Enter the number for the average number of people employed in the Quarter. The average of two groups of persons employed must be calculated. The groups are detailed below and are identified as Group A and Group B.</p> <p><u>Group</u></p> <p>A. <i>Member Organisation Payroll</i> - Enter the average number of people employed by the Member Organisation for the quarter, you must take into account <u>all</u> directly employed staff in all departments.</p> <p>B. <i>Non-employed persons carrying out work for the Member Organisation</i> - Enter the average number of people (sub-contractors and agency staff) working for the Member Organisation during the quarter.</p> <p>The following groups of people must <u>NOT</u> be included in the average number of people employed:</p> <ul style="list-style-type: none"> • Visitors to Member Organisation locations • Members of the public • Delivery Drivers to Member Organisation locations • Main Contractors employed by the Member Organisation as 'Principal Contractor' under the Construction (Design and Management) Regulations 1994



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Average Number Employed can be calculated using one of two systems;

System One = Daily

1. During each calendar month record the number of people employed in each workplace on a daily basis.
2. At the end of each month Sum (*1) the daily number employed and Sum (*2) the actual number of days worked.
3. Calculate the Average number employed by: Dividing the Sum of the daily number employed by the Sum of the number of days worked.
4. Sum all the average numbers employed from each location and divide by the number of locations = Average for the month.

DAILY EXAMPLE for one location - February

(February Dates and Days in Red) and (Number of contractors in Blue)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
15	16	16	12	-	-	20	21	21	19	20	-	-	23	24	24	26	20	5	-	27	27	26	28	24	6	-	28

*1 - Sum of the daily number of contractors = 432

*2 - Sum of the number of days work was carried out = 22

Average No. of contractors in the month = 432 divided by 22 = 19.6 or **20** rounded up

System Two = Weekly

1. During each calendar month record the number of people employed on one day of each working week at each workplace.
2. At the end of each month Sum (*a) the weekly number employed and Sum the actual number of weeks worked (*b).
3. Calculate the Average number employed by: Dividing the Sum of the weekly number employed by the Sum of the number of weeks worked.
4. Sum all the average numbers employed from each location and divide by the number of locations = Average for the month.

WEEKLY EXAMPLE for one location - February

(February Dates, Days and Weeks in Red) and (Number of contractors in Blue)

1 (Previous Date), Days and Weeks in Row, and														2 (Next Date), Days and Weeks in Row													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
Week One							Week Two							Week Three							Week Four						
-	-	-	67	-	-	-	-	62	-	-	-	-	-	-	-	-	58	-	-	-	-	-	-	-	-	-	57

*a - Sum of the daily number employed = 67+62+58+57 = 244

*b - Sum of the number of weeks work was carried out = 4

Average No. of contractors in the month = 244 divided by 4 = **61**



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Section 5	SLIPS, TRIPS AND FALLS DATA
	For each reportable injury arising from a slip, trip or fall at the same level, complete one row of the slips, trips and falls data table in section 5, following the guidance given in the column headings of the table.
Section 6	FIRE DATA
	For each fire that occurred during the quarter, complete a row of the fire data table in section 6, following the guidance given in the column headings of the table.
Section 7	ENFORCEMENT AGENCY FEE FOR INTERVENTION
	Provide Confidential information on any fees incurred for intervention by Enforcing authorities

4. Publishing Data

The HBF is responsible for collecting, analysing and publishing all data produced as a result of this procedure. Data is published quarterly and a report for the period 01 April to 31 March published annually.

5. Working Group Contacts

Please contact any of the following members of Working Group 'D' if you require advice or assistance in order to conform to this procedure and/or complete the associated form HBF/hsf001;

Dave Mitchell @ HBF

Tel: 0207 960 1621

Email: dave.mitchell@hbf.co.uk

Martyn Price @ Crest Nicholson PLC

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Email: martyn.price@crestnicholson.com