

# HEALTH & SAFETY REPORTING

**It is the intention of YBS to take due care of our colleagues, customers, contractors, visitors and others who may be affected by our activities. We ask the commitment of all associated with YBS to display the same high standards as we do ourselves.**

YBS intends to achieve compliance with statutory standards as a minimum, with the aim of achieving best practice where possible and provides a commitment to preventing injury and ill health. Objectives and targets are set and reviewed at least annually to demonstrate this intention is being strived for and achieved.

YBS aims to develop a culture and environment where continuous improvement in fire, health, safety and wellbeing performance is integral to YBS activities.

We empower all employees to constructively challenge unsafe behaviours when they occur and to use equipment and processes intended to prevent them and others coming to harm.

## INCIDENTS (ACCIDENTS AND NEAR MISSES)

Accidents and near misses are reported centrally to the Property Helpdesk where details of the incident is logged on the YBS CAFM (Computer Aided Facilities Management System) and sent to the H&S team to investigate.

YBS have created a culture where colleagues know how and why it is important to report accidents and near misses. This is reinforced through annual mandatory learning and intranet posts. Accidents and near misses are reported on quarterly as part of the Health, Safety and Environment Forum where colleagues from across the business including Senior Management attend for an update on H&S activity and performance and to raise any concerns. All colleagues are welcome to attend the Forum and the meeting pack is published on the Intranet for colleagues to be kept up to date on H&S in the business.

Accidents and Near Misses are provided to the Union on a monthly basis for visibility and review.

H&S performance including accidents and near misses are reported on annually as part of the annual H&S Review which is attended by the Chief Executive and other Senior Managers in the business.

Health and Safety performance cannot be measured entirely on accident figures. At all times we promote a positive Health and Safety culture, which in turn encourages colleagues to report accidents and near misses, however small. This allows us to monitor trends and act promptly to identify control measures when needed.

Due to the nature of H&S and the variables that can go with figures due to colleague / contractor / customer volumes fluctuating over periods of the time in the year we do not work towards fixed targets for accidents and near misses. We monitor trends and averages and we believe this is the best way to measure accidents and near misses.

	Year Average	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2021 Total</b>	8.9	14	3	18	7	5	9	11	9	9	5	7	10
<b>2021 Accidents</b>	7.9	14	2	15	7	4	7	9	9	7	5	7	9
<b>2021 Near Misses</b>	1	0	1	3	0	1	2	2	0	2	0	0	1
<b>2020 Total</b>	7.3	14	9	10	4	4	4	3	7	6	7	9	11
<b>2020 Accident</b>	5.8	11	7	7	2	4	4	3	5	6	5	8	8
<b>2020 Near Misses</b>	1.5	3	2	3	2	0	0	0	2	0	2	1	3
<b>2019 Total</b>	12	7	15	12	9	15	12	16	16	6	10	14	9
<b>2019 Accidents</b>	9	6	11	11	7	10	10	11	16	6	5	10	5
<b>2019 Near Misses</b>	2.75	1	4	1	2	5	2	5	0	0	5	4	4

## DISPLAY SCREEN EQUIPMENT (DSE)

All employees who have DSE related issues can fill out an e-form for further advice and support from one of the H&S team via an assessment. The H&S team aim to get back to all colleagues within 24 hours of submitting a request for support.

Every colleague must carry out online DSE e-learning annually. The DSE e-learning shows colleagues how to set up their chair, desk and equipment correctly and also provides hints and tips on staying mobile to reduce aches and pains.

We have also created a DSE user guide based on best practise to reinforce the messages on the e-learning which is available for all colleagues to refer to on the intranet.

Year	Monthly Average	Total within SLA	January		February		March		April		May		June	
			Assessments	Total within SLA	Assessments	Total within SLA	Assessments	Total within SLA	Assessments	Total within SLA	Assessments	Total within SLA	Assessments	Total within SLA
2021	25.6	97%	28	93%	25	92%	25	96%	15	93%	26	100%	29	100%
2020	26.8	98%	14	100%	28	100%	29	100%	11	100%	17	100%	67	100%
2019	32.6	94%	37	100%	20	85%	27	66%	36	95%	29	95%	54	100%
2018	26.3	96%	28	100%	32	100%	20	98%	23	100%	21	95%	19	100%
2017	22.4	97%	21	99%	30	99%	37	93%	14	100%	17	100%	22	100%

Year	Monthly Average	Total within SLA	July		August		September		October		November		December	
			Assessments	Total within SLA	Assessments	Total within SLA	Assessments	Total within SLA	Assessments	Total within SLA	Assessments	Total within SLA	Assessments	Total within SLA
2021	25.6	97%	23	100%	26	100%	36	92%	23	100%	34	97%	13	100%
2020	26.8	98%	49	94%	32	94%	24	96%	21	86%	18	95%	12	100%
2019	32.6	94%	33	95%	33	100%	35	97%	42	100%	36	100%	9	100%
2018	26.3	96%	35	97%	28	100%	31	94%	29	93%	20	100%	20	70%
2017	22.4	97%	21	100%	14	100%	26	88%	26	88%	25	99%	14	99%

This document will be updated annually.

