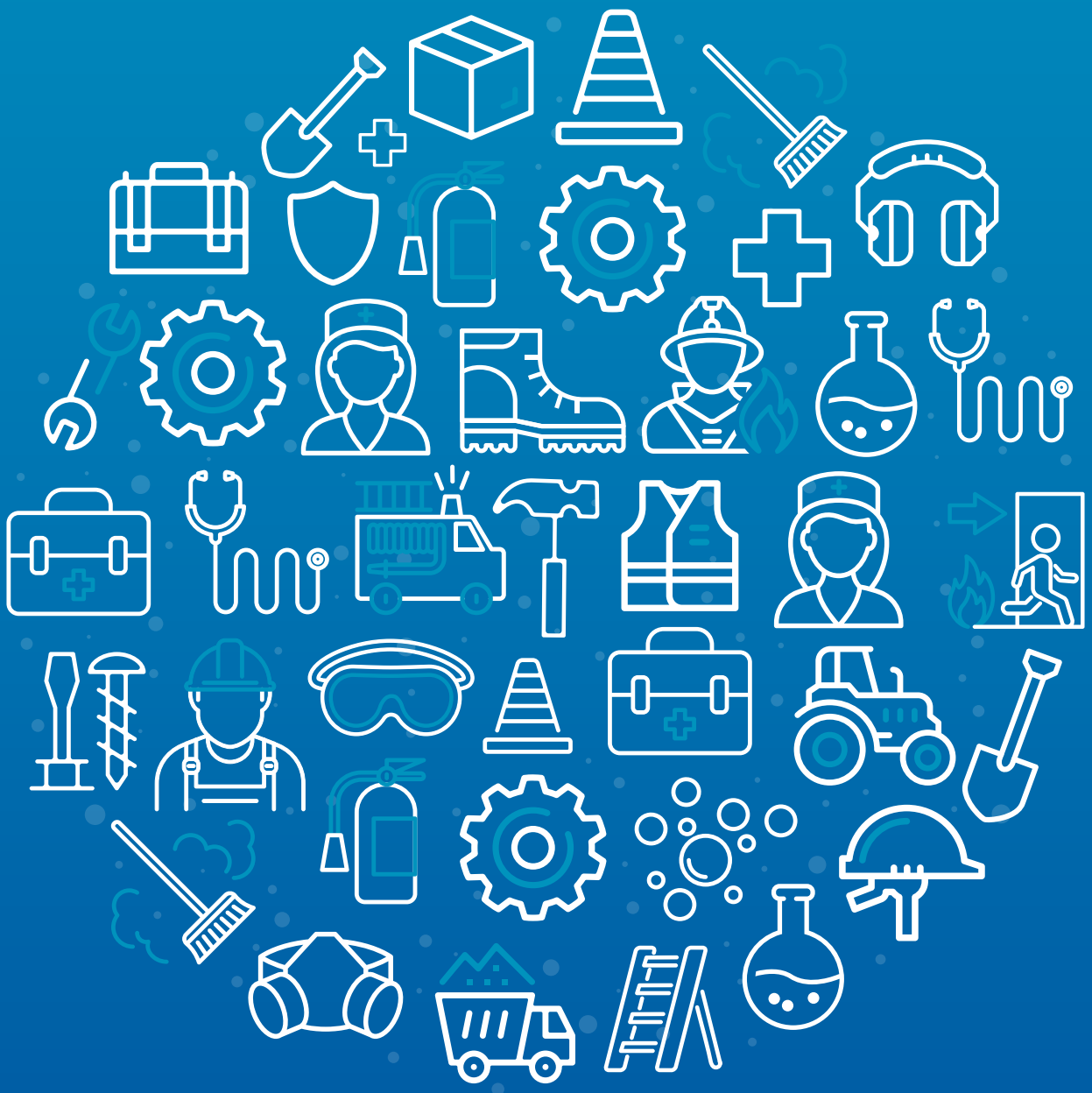
ANNUAL REPORT & ACCOUNTS

1 April 2017 – 31 March 2018



Health and Safety Executive for Northern Ireland

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Health and Safety Executive for Northern Ireland

Annual Report and Accounts

For the year ended 31 March 2018

Laid before the Northern Ireland Assembly under paragraph 19 (3) of Schedule 2

of the Health and Safety at Work (Northern Ireland) Order 1978 by the

Department for the Economy

26 June 2018

HSENI
Our Values

- We value people as our most important resource.
- We are committed to ensuring exemplary standards of health and safety for everyone.
- We are committed to equal opportunity, openness, respect for individual differences and a workplace free from harassment.
- We foster an environment that encourages personal development allowing everyone to reach his, or her, full potential.
- We believe in a team approach to work with everyone feeling involved, valued and supported.
- We value commitment, motivation, enthusiasm, innovation and creativity.
- We strive for professionalism, quality and excellence in all that we do.

Key Facts and Figures for 2017 - 2018

Key trends in work-related injuries are as follows:

- fatalities down 31% to 11, compared to 16 in the previous year;
- fatalities in the agriculture sector increased by 1 compared to 2016-17 with 7 fatalities in this sector in 2017-18;
- fatalities in the construction sector remained unchanged compared to 2016-17 with 3 fatalities in this sector again in 2017-18;
- major injuries up 27% on last year to 453; and
- all reportable injuries up by 13% on last year to 1898.

During the year, HSENI:

- continued its Farm Safety Partnership (FSP) work through the second Farm Safety Action Plan and the launch of the FSP Affiliate Scheme;
- reached over 13,400 children in rural primary schools with its "Be Aware Kids" farm safety messages;
- involved 3,300 pupils from 74 primary schools in its Child Safety on Farms Poster competition and distributed 41,500 copies of the calendar produced from the winning entries;
- focused, in conjunction with local councils, on a number of issues including a targeted campaign to raise awareness of slips and trips;
- completed seven successful prosecutions, which saw fines totalling £173,750;
- achieved UKAS Accreditation for its Scientific Services Unit;
- delivered 6,233 inspections and served 216 formal enforcement notices;
- dealt with 869 complaints about alleged unsatisfactory working conditions and activities;
- prepared three sets of regulations, initiated consultations on four regulations and published two revised Approved Codes of Practice;
- submitted an Annual Equality Report to the Equality Commission;
- organised six key events on issues such as waste / recycling safety, asbestos management, construction health and safety and occupational health which attracted over 1,000 participants;
- held or attended 122 promotional events including seminars, lectures, workshops and presentations;
- distributed over 52,800 free publications giving health and safety advice;
- dealt with 3,979 calls for information via its freephone Helpline; and
- enabled website visitors to download over 102,943 publication files.

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Foreword

We are pleased to present HSENI's nineteenth Annual Report and Statement of Accounts. Overall, the total number of all work-related fatalities, including those within areas that are the responsibility of local councils, was 13 in 2017-18 compared to 18 in the previous year.

Whilst we are pleased that this figure has decreased from last year, any work-related fatality is of concern and HSENI will continue to focus our efforts on industries such as farming and construction which have the highest rates of fatality and serious injury. Whilst it is reassuring to see no fatalities in other high risk areas such as the extractive industries, manufacturing, waste / recycling and gas / transport / utilities sectors, we know there can be no room for complacency.

There was a small increase in fatalities in agriculture (up from six to seven). The two greatest causes of fatal accidents in the year were vehicle movement and animals. This again underscores the importance of HSENI's focus on farm safety. Our vital work in the second Farm Safety Action Plan continues to make a major contribution towards tackling the main health and safety issues facing the farming industry. We will continue to work to tackle the challenges which remain in the industry, particularly in converting the high level of safety awareness that now exists into tangible and sustainable behavioural change.

Across all sectors, Major Injuries increased in 2017-18 to 453 from 357 last year, representing a 27% increase. This is of great concern as this category often involves those injuries which are the most debilitating. There was a 13% increase in reportable work-related injuries between 2016-17 and 2017-18.

There are a number of factors which in part explain this increase. These include a better awareness of the need to report incidents, a rise in work activity levels in certain sectors, and the late reporting of certain incidents after year end. More generally the increase underscores the importance of continuing to focus our work on the activities which are causing these major injuries.

HSENI, in partnership with the 11 District Councils, focused on a number of issues including a targeted campaign to raise awareness of slips and trips.

During the year, HSENI carried out 6,233 inspections of workplaces and served over 216 formal enforcement notices. HSENI's front line work in 2017-18 continued to be dominated by investigating a number of significant workplace incidents resulting in deaths and serious injuries, and dealing with a continuing high number of complaints about unhealthy and unsafe workplaces. Investigations by the Major Investigation Team resulted in seven successful prosecutions which led to fines totalling £173,750.

2017-18 also saw great strides made in relation to the whole area of tackling occupational ill health, with a solid evidence base being developed for Northern Ireland and partnership working with the Workplace Health Leadership Group, including an inaugural occupational health, hygiene and wellbeing conference in March 2018.

Despite another challenging year HSENI remains focused on the important work of stopping unsafe working practices and making work safer every day. We are grateful to all those who share our ambition to make Northern Ireland's workplaces as safe and healthy as possible and who have contributed to the achievement of the outcomes set out in this Annual Report.



Keith Morrison
Chief Executive



Derek Martin
Chairman

Performance Report Overview

HSENI, the regional health and safety authority for Northern Ireland, was established on 1 April 1999 as an executive Non Departmental Public Body (NDPB) with Crown status.

This was brought about by an Order in Council amending the Health and Safety at Work (Northern Ireland) Order 1978. An executive NDPB has a role in Central Government but is not a Department or part of one. During 2017-18, HSENI was funded by the Department for the Economy (DfE).

HSENI's business is to ensure that risks to people's health and safety arising from work activity are properly controlled, in ways that are proportionate to risk, allow for technological progress and pay due regard to costs as well as benefits; and in all that it does, seeks to promote better management of health and safety at work, through systematic approaches to identifying hazards and assessing and controlling risks.

HSENI has primary responsibility under the above Order for the regulation of health and safety at work in Northern Ireland. This involves the proposing and setting of necessary standards and securing compliance with those standards and undertaking other forms of activity designed to stimulate or support necessary action on the part of people and organisations that actually create risk.

HSENI's strategy, as set out in its Corporate Plan for the period 2011 to 2015 (extended for three further years to include 2015-16, 2016-17 and 2017-18), derives directly from the long term strategy for the better regulation of health and safety at work in Northern Ireland, conceived and developed in partnership with HSENI's co-regulators, the Northern Ireland District Councils.

This year has seen significant progress on the development of HSENI's new Corporate Plan which will cover the period 2018 – 2023. During the year, both the HSENI Board and DfE Permanent Secretary endorsed the draft plan, which has since issued for public consultation.

The plan identifies three main overlapping themes on which HSENI will focus its work during the next five years: safety, workplace ill-health and high risk work activities. It is hoped that the Corporate Plan will be finalised and published during 2018-19.

Principal risks managed by HSENI during 2017-18 were as follows:

- Failure to manage HSENI's budget effectively resulting in a significant under or overspend;
- Failure to maintain functions and services of HSENI due to budgetary pressure;
- Ineffective governance leading to poor value for money, fraud, loss of funds or irregular expenditure;
- Damage to HSENI's reputation as a regulator as a result of legal proceedings or adverse media coverage;
- Failure to manage, maintain and secure personal data and information leading to legal proceedings and fines from ICO;
- Failure to prepare for and comply with General Data Protection Regulation (GDPR) and ICO guidance; and
- Disruption to service delivery.

Further information on these risks and the controls taken by HSENI to mitigate them is provided in the Managing Risk section of the Governance Statement which forms part of the Statement of Accounts accompanying this Annual Report.

The financial results of HSENI are set out in the Annual Accounts. The net cost of operations (i.e. net expenditure) for the year was £6,421,000.

HSENI is committed to the prompt payment of bills for goods and services. Quarterly analysis has indicated that, during the year, HSENI paid 99.4% of its invoices within 10 working days (2016-17: 91.2%). The 2016-17 figure for the 10 day target is lower than the previous year due to an IT issue which took a period of time to resolve. HSENI paid 100% of its invoices within 30 days (2016-17: 99.8%). This policy on prompt payment is expected to continue in the 2018-19 financial year.

The Statement of Accounts has been prepared under a direction issued by the Department for the Economy under the Health and Safety at Work (Northern Ireland) Order 1978, as amended by the Health and Safety at Work (Amendment) (Northern Ireland) Order 1998. The Statement of Accounts has been prepared on a going concern basis.

This performance report provides a balanced and comprehensive analysis of the development and performance of HSENI's business during 2017-18 and includes the following sections on Performance through to Statistics. As regards financial performance, HSENI operated during 2017-18 within the budget allocated to it by its sponsor department, the Department for the Economy, and budget expenditure at year end was within the acceptable tolerances permitted by the Department of Finance.

While this performance report includes information on HSENI's employees and social, community and human rights issues, it does not include information about environmental matters.



K Morrison
Chief Executive
Date: 19 June 2018

Performance Analysis

This section details HSENI's performance against operating plan targets during 2017-18.

Promotion, Information and Advice

To promote key workplace health and safety messages and communicate sensible workplace health and safety advice.

Key Areas	Targets	Progress
Priority issues		
	• The delivery of a multi-media Farm Safety campaign in line with the Farm Safety Partnership's (FSP) Action Plan 2017 – 2020.	**Target Achieved** Multi-media Farm Safety Campaign delivered as planned for 2017-18.
	• To deliver the objectives set out in the FSP Action Plan (against HSENI) by March 2018.	**Target Not Achieved** The target of 800 inspections for the year has not been achieved. 781 farms were visited. Staffing pressures impacted on the achievement of this target. Other objectives set out in the plan have been achieved.
	• Organise a health and safety display at the Royal Agricultural Annual Show for the agricultural industry during May 2017.	**Target Achieved** Health and safety display carried out during the show.
	• To support at least three meetings of the Waste Industry's WISHNI ambassadors programme recognising industry good practice.	**Target Achieved** WISHNI meetings attended on 09/05/17, 10/10/17 and 27/11/17. WISHNI Ambassadors Awards Ceremony and Safety Seminar held on 14/03/18.
	• To promote health issues in Construction through BuildHealth.	**Target Achieved** Ongoing meetings every 3 months. Last meetings were on 12/09/17 and 13/02/18.

Key Areas	Targets	Progress
	• To answer all requests for advice/ consultations and manage notifications in a timely manner throughout the year.	**Target Achieved** All requests for advice/ consultations replied to in a timely manner.
Vulnerable Groups		
	• To work in partnership with District Councils in delivering joint working activity on priority topics and projects covering 'slips, trips and falls from height'.	**Target Achieved** Ongoing joint initiative launched during April 2017.
	• To deliver farm safety presentations to children in 80 rural primary schools on the health and safety issues around helping, working or playing on farms by 31 March 2018.	**Target Achieved** Presentations delivered to 80 rural primary schools.
	• To deliver health and safety information to rural primary school children by participating in selected Bee Safe events across Northern Ireland during 2017-18.	**Target Achieved** HSENI attended 8 Bee Safe events across Northern Ireland, delivering farm safety presentations to over 4,000 primary 7 pupils.
	• To run a school farm safety poster competition.	**Target Achieved** Farm Safety poster competition completed.
	• To exhibit at the College of Agriculture, Food and Rural Environment (CAFRE) campuses to raise awareness and provide health and safety information to students by March 2018.	**Target Achieved** Attendance at Student Fairs throughout September 2017.
Small Businesses		
	• Through our business advisers, provide advice to 180 premises on health and safety issues specific to the business needs, priority areas and risks where appropriate.	**Target Achieved** Ongoing, advice provided to premises on health and safety issues by Business Advisers.

Compliance

To increase compliance with workplace health and safety requirements through inspection and investigation activities.

Key Areas	Targets	Progress
Priority issues		
	• Undertake inspection initiatives focussing on particular health and safety risks in particular areas, including:	
	• Work at height – high and low falls.	**Target Achieved** Ongoing as part of all site inspections
	• Machinery guarding and maintenance.	**Target Achieved** Ongoing as part of the inspection programme.
	• Workplace Transport.	**Target Achieved** Ongoing as part of the inspection programme.
	• Livestock issues including slurry management.	**Target Achieved** Ongoing as part of the inspection programme.
	• Occupational health to include asbestos and silica (RCS) as priority topics and other areas as appropriate e.g. MSD, noise, hand arm vibration.	**Target Achieved** Ongoing as part of all site inspections where relevant.
	• Mental Health wellbeing.	**Target Achieved** Ongoing as part of the inspection programme.
	• Handling, sprains and strains.	**Target Achieved** Ongoing as part of the inspection programme.
	• Slips and trips.	**Target Achieved** Ongoing as part of the inspection programme.

Key Areas	Targets	Progress
Priority issues		
	• Control of sub-contractors.	**Target Achieved** Ongoing as part of all site inspections where relevant.
	• Welfare facilities.	**Target Achieved** Ongoing as part of all site inspections where relevant.
	• Pedestrian/ vehicle segregation.	**Target Achieved** Ongoing as part of all site inspections where relevant.
	• CDM 2016.	**Target Achieved** Ongoing as part of all site inspections.
	• Top tier and lower tier Major Hazards sites, to include key priority areas such as workplace health.	**Target Achieved** 10 Top Tier Major Hazard sites visited and 14 Lower Tier sites visited.
	• Maintaining public awareness of carbon monoxide poisoning.	**Target Achieved** Ongoing.
	• Work on a 'better business' initiative aimed at making it easier for companies to operate, whilst still maintaining health and safety standards, and promoting the significant business benefits that can be achieved through good health and safety management.	**Target Achieved** Work progressing as planned. Better Business initiative included in draft Corporate Plan.
	• Conduct Asbestos Licence Interviews as required.	**Target Achieved** Interviews completed 13/04/17, 25/04/17, 07/06/17, 18/07/17, 27/07/17, 09/10/17, 28/11/17, 07/12/17, 16/01/18, 21/02/18 & 09/03/18.
	• Complete 10 mines inspections (including re-inspections), 100 quarries inspections (including re-inspections) and deliver 10 Quarry Workshops on Vehicle Safety – all by 31 March 2018.	**Target Achieved** 468 inspections carried out in total throughout the year which include the concrete and waste industries, fireworks planning visits and quarry visits. 11 mines inspections, 100 quarry inspections and 11 quarry vehicle workshops.

Key Areas	Targets	Progress
Vulnerable Groups		
	• Ensure that the health and safety needs of vulnerable workers such as those having a disability, young workers (including school leavers entering the workplace for the first time), older persons and migrant workers, are addressed during all inspection and investigation activities where appropriate.	**Target Achieved** These areas were addressed where appropriate as part of the inspection programme.
Inspection (including investigation)		
	• Undertake at least 5,000 inspections across all work sectors for which HSENI is responsible, aimed at improving levels of compliance with health and safety standards.	**Target Achieved** 6,233 inspections completed during the period.
	• Complaints about workplace health and safety standards will be investigated in accordance with HSENI's published procedure.	**Target Achieved** 869 complaints were received and investigated during the year.
	• All fatal incidents will be investigated.	**Target Achieved** All fatal incidents reported to HSENI during the period were investigated.
	• Continue to operate a quality management scheme and retain UKAS Accreditation for HSENI's Scientific Services by 31 March 2018.	**Target Achieved** UKAS audits carried out 11th & 12th January 2018. All audits and proficiency schemes satisfactory. UKAS Accreditation retained.

Key Areas	Targets	Progress
Compliance / Enforcement		
	• All employers found to have an unsatisfactory level of compliance will be considered for enforcement action in accordance with HSENI's Enforcement Guidelines.	**Target Achieved** Forms part of the inspection programme. 58 Improvement Notices and 158 Prohibition Notices were served during the period.
	• Through a range of Working Groups, involving representatives from HSENI, HSE and the Republic of Ireland's Health and Safety Authority (HSA), HSENI will facilitate the sharing of information and best practice in areas such as construction, agriculture, extractive industries and major hazards during 2017-18.	**Target Achieved** A two day tripartite meeting (HSE, HSA, HSENI) on agriculture was held in May 2017. Construction and Extractive Industries North-South meetings also took place during the period.
	• HSENI will work in partnership with the NI Environment Agency to review and comment on 2 submitted safety reports for Top Tier COMAH sites by 31 March 2018.	**Target Achieved** Achieved through HSENI's inspection programme.
	• HSENI will publish information on HSENI's website relating to enforcement notices served and prosecutions taken on HSENI's behalf during 2017-18.	**Target Achieved** Prohibition and improvement notices published as planned.

Regulation

To maintain an effective health and safety at work regulatory framework.

Key Areas	Targets	Progress
UK Withdrawal from the EU		
	• To conduct internal analysis, and contribute to Civil Service-wide activity in accordance with deadlines, with the ultimate aim of ensuring that Health and Safety legislation within the Northern Ireland Statute Book is ready for any UK exit from the EU.	**Target Achieved** HSENI contributed to a major legislative trawl exercise (5/7/17) and an associated DfE planning document exercise (16/2/18). Contributions were also made to two exercises on the repatriation of powers in devolved policy areas (30/6/17 and 3/8/17). This work continues, with the most recent returns to DfE being made on 20/3/18 and 29/3/18. A major comparison was conducted between HSENI's and HSE's respective scoping exercises, ending on 7/11/17, while a number of further dial-in-meetings were held with GB colleagues regarding common frameworks and legislation "fixes". Work has also started on the preparation of draft Miscellaneous Amendments Regulations. HSENI staff attended a Chemicals & Pesticides "deep dive" meeting in London where officials from Defra, HSE and the devolved Administrations held intensive discussions to identify where common approaches may be required or would at least be highly desirable across the UK following EU Exit.

Key Areas	Targets	Progress
Consultative and Discussion Documents		
	• Publish timely Consultative Documents in relation to proposals for health and safety regulations and Approved Codes of Practice in areas including:	In the continued absence of a Minister it was agreed that urgent consultations may be published with the approval of the DfE Permanent Secretary. The position on specific example targets is as follows:
	- The Ionising Radiation Regulations (Northern Ireland)2017	**Target Achieved** NI consultation ran from 10/08/17 to 05/10/17.
	- Amendment of the EH40/2005 Workplace Exposure Limits Document	**Target Achieved** NI Consultation launched on 14/02/18. Closing date for comments is 11/05/18.
	- Freight Containers (Safety Convention) Regulations (Northern Ireland) 2017	**Target Achieved** NI consultation ran from 02/08/17 to 29/09/17.
		Additional priority target achieved: one further consultation (on The Radiation (Emergency Preparedness and Public Information) Regulations (Northern Ireland) 2018) was launched on 29/03/18. Closing date for comments is 25/05/18.

Key Areas	Targets	Progress
Health and safety legislation		
	• Develop timely health and safety regulations to cover a variety of topics including:	Work progressed as planned. The position on specific example targets is as follows:
	- Equipment and Protective Systems Intended for Use Potentially Explosive Atmospheres Regulations (Northern Ireland) 2017	**Target Achieved** Regulations made on 15/06/17 and came into operation on 10/07/17.
	- The Ionising Radiation Regulations (Northern Ireland) 2017	**Target Achieved** Regulations made on 05/12/17 and came into operation on 01/01/18.
	- The Health and Safety (First Aid) (Amendment) Regulations (Northern Ireland) 2017	**Target Achieved** Regulations made on 15/08/17 came into operation on 31/10/17.
Approved Codes of Practice and Guidance		
	• Develop and submit Codes of Practice for consent by the Department and approval by HSENI providing guidance and advice on subjects including:	The position of specific example targets is as follows:
	- Safe Work in Confined Spaces - Safe Use of Lifting Equipment - Safety of Pressure Systems	**Target Not Achieved** Consultation on 3 ACoPs complete but we are currently unable to clear in the absence of a Minister.
	- The Use of Electricity in Mines	**Target Achieved** Use of Electricity in Mines ACoP withdrawn on 01/06/17 and replaced with new HSE guidance which has been adopted for use in NI.
	- The Management of Health and Safety at Work	**Target Not Achieved** Higher priority work has delayed progress.
NOTE: The target for all of the above is 31 March 2018		

Other Corporate Targets

To provide the highest possible levels of corporate governance and service delivery to customers.

Key Areas	Targets	Progress
Health, safety and welfare		
	• During 2017-18, quarterly health, safety and welfare inspections to be carried out by Premises Officer and NIPSA Trade Union Safety representative and reports made available to staff.	**Target Achieved** Regular building inspections undertaken, led by member of SMT.
Policy development		
	• Submit an Annual Report to the Equality Commission on the implementation of HSENI's actions under equality and disability duties by 31 August 2017.	**Target Achieved** Report submitted 31 August 2017
	• Draft a new Corporate Plan covering the period 2018 – 2023.	**Target Achieved** Draft Corporate Plan was issued for public consultation on 6 April 2018.
Corporate Governance and Risk Management		
	• Support the quarterly meetings of HSENI's Audit and Risk Management Committee during 2017-18, in its task of seeking assurances on the corporate governance and risk management processes and procedures within HSENI.	**Target Achieved** ARMC continues to meet every quarter.
	• Undertake a desk-top exercise by 31 March 2018, to refresh staff's understanding of their roles and actions required as part of HSENI's Business Continuity Plan.	**Target Not Achieved** Planning on this objective commenced in November 2017 but due to extended work on the Corporate Plan, this objective has not been achieved. The target will be rolled forward to 2018-19. DoF has been engaged to help prepare this exercise.

Key Areas	Targets	Progress
Corporate Governance and Risk Management		
	• To carry out a Customer Care Monitoring Exercise by 31 December 2017 to ensure that service delivery targets are being met.	**Target Achieved** Customer care exercise completed week commencing 11 December 2017.
	• Publish minutes of all HSENI Board and Senior Management Team meetings held during 2017-18 on both Sharepoint and HSENI's website.	**Target Achieved** All minutes are published on both Sharepoint and on the HSENI website.
Financial		
	• To prepare and finalise HSENI's Annual Report and lay the Report and Accounts for 2016-17 before the NI Assembly before the summer recess for 2017.	**Target Achieved** Accounts were prepared and ready for audit by 23/05/17, as per the external audit strategy. Audit field work took place 30/05/17 to 02/06/17. The Annual report and Accounts were approved by the Board and signed by the Chief Executive and Board Chair on 21/06/17 following the ARMC meeting where NIAO presented the draft RTTCWG and they were signed off by the C&AG on 28/06/17. Annual Report and Accounts were laid before the Assembly on 29/06/17.
	• Publish HSENI's Annual Report and Accounts for 2016-17 by 30 September 2017.	**Target Achieved** HSENI's Annual Report and Accounts 2016-17 was published 22/09/17.

Human Rights

The Human Rights Act 1998 came fully into force on 2 October 2000 and provides additional focus and emphasis on the rights and freedoms of individuals guaranteed under the European Convention on Human Rights.

HSENI has provided Human Rights awareness training for all staff as well as more specialist training for certain groups of staff and will continue to do so based on need.

Disabled Employees

HSENI follows the NI Civil Service Code of Practice for the Employment of people with disabilities. We aim to ensure that disability is not a bar to recruitment or advancement.

Health and Safety within HSENI

HSENI's Corporate Plan for 2011 to 2015 (extended to include 2015-16, 2016-17 and 2017-18) sets out its commitment to create an inclusive, safe and healthy working environment for all staff. To underscore this commitment, health, safety and welfare at work is a standing item on the agenda at all Senior Management Team and Board meetings.

Bribery and Corruption

HSENI has an Anti-Fraud Policy which provides detail on the controls in place to mitigate all aspects of fraud, including bribery and corruption.

Management Commentary - Communications

Communication continues to be an important role in HSENI's day-to-day work activities as we aim to promote occupational health and safety advice and provide information to targeted groups.

Communication continues to be an important role in HSENI's day-to-day work activities as we aim to promote occupational health and safety advice and provide information to targeted groups. Through a multi-channel strategy, HSENI communicates by way of campaigns, publications, seminars, workshops, web activity, exhibitions and social media. Our aim is to prevent and reduce future occurrences of work-related injuries and ill health by raising awareness of key issues through these various media platforms.

HSENI is committed to partnership working, as by doing so it provides access to a much wider audience than HSENI would be able to reach on its own. Through valuable partnership events such as the Asbestos Seminar, WISHNI Ambassadors Programme Awards, BuildHealth Conference, the HSENI Safety Representatives Awards, Workplace Health Leadership Group NI Conference and the Balmoral Show 2017, HSENI has been able to amplify key health and safety messages across a diverse range of sectors.

HSENI's involvement in the Farm Safety Partnership (FSP) and the Farm Safety Partnership Affiliate Scheme, has enabled the organisation to continue to partner with a range of private, public and voluntary organisations working towards a shared goal in promoting life-saving farm safety messages.

As part of the focus on farm safety, the 2017 Child Safety on Farms poster competition was launched on 21 April 2017 at St Colmcilles PS, Claudy.



Pictured at the launch of the 2017 Child Safety on Farms poster competition from left to right is last year's winner Ilaria Toner, (formerly of St Colmcille's PS, Claudy), Bridge O'Neill, Principal of St Colmcille's PS, Claudy, Julie Leathem, Health and Safety Executive for Northern Ireland (HSENI), and Derek Martin, Chairman of HSENI.

During 2017-18, HSENI's Communications Team organised the following key events, in partnership with Inspectorate staff:

- Workers' Memorial Day and Health and Safety Representative of the Year 2017 Award at the Stormont Hotel, Belfast – 28 April 2017
- Balmoral Show, Balmoral Park, Lisburn – 10-13 May 2017
- Annual BuildHealth Conference, CAFRE, Greenmount – 18 October 2017
- Workplace Health Leadership Group NI Conference, Titanic Belfast – 14 March 2018
- WISHNI Awards, Dunadry Hotel, Antrim – 14 March 2018
- Asbestos Conference, Dunadry Hotel, Antrim – 15 March 2018



Successful winners at the WISHNI Ambassador Awards pictured with Jim King (third from left), Chairman WISHNI, and Keith Morrison (second from right), Chief Executive of the Health and Safety Executive for Northern Ireland.

The Workplace Health Leadership Group NI formed in 2016 and has a membership representation from industry, professional bodies and government. The rationale for the formation of the group was the need to halt the horrendous impact of poor occupational health on all sections of society. At the Conference in March 2018 a five year strategy was launched, aimed at building awareness, capacity and capability of effective occupational health management among business leaders and health and safety professionals.



Attending the inaugural Workplace Health Leadership Group Conference at the Titanic, are from L-R, Prof David Fishwick, Consultant Respiratory Physician at the Centre for Workplace Health, Dr Michael McBride, Chief Medical Officer for the Department of Health, and HSENI Chairman Derek Martin.

International Farm Safety Week (24-28 July 2017)

HSENI participated in the fifth Annual Farm Safety Week in conjunction with the Farm Safety Foundation, Farm Safety Partnerships, the Health & Safety Executive, and the Health & Safety Authority, Ireland.

Press releases were issued throughout the week on the following topics: Statistics, Farm Machinery, Falls, Livestock, and Child Safety on Farms. HSENI were also very active throughout the week on social media i.e. Facebook and Twitter.

Publicity received during the week was boosted by a BBC Newsline interview with Victor Chesnutt and Keith Morrison on the dangers of working around farm animals, as well as various radio pieces including Barclay Bell at the Clogher Valley Show.



Pictured during the BBC interview are BBC cameraman, BBC reporter Conor Macauley, farmer Victor Chestnutt and HSENI Chief Executive Keith Morrison.

During Farm Safety Week, HSENI also launched a new radio advert aimed at making farmers aware of the dangers of not maintaining parking brakes correctly and failing to apply the parking brake when the tractor is stopped.

As an addition to Farm Safety Week, a further press release on Child Farm Safety was issued on Friday 28 July, following some serious incidents involving children on farms over the summer period.

In promoting the international farm safety week in July 2017, there was a positive response as a result of HSENI PR activity. Fifteen news articles were published in the local press, representing a total combined circulation of 285,277 and an advertising value equivalent of more than £22,100.

HSENI's Communications team continued to assist employers, employees, trade union representatives, safety professionals and practitioners and members of the public requiring help or information on health and safety matters.

The one-to-one advisory service, which allows customers to speak to a Duty Inspector who can give advice on all aspects of health and safety in the workplace, on a confidential basis if necessary, responded to 3,979 requests. This service is accessed through HSENI's freephone Helpline on 0800 0320 121.

The Communications team is responsible for HSENI's PR and marketing function, ensuring that key workplace health and safety messages are promoted in an appropriate and timely manner to targeted groups through a variety of communication channels.

Throughout the year, HSENI:

- distributed over 52,800 free publications giving health and safety advice;
- distributed over 27,800 promotional items which included more than 3,400 carbon monoxide alarms;
- dealt with 3,979 calls for information via its freephone Helpline; and
- enabled website visitors to download some 102,493 publication files.

The Communications team assisted in the delivery of the HSENI stand at the Balmoral Show in May 2017. The highlight at the stand was the launching of the new Farm Safety Partnership (FSP) farm safety advertisement. As part of the ongoing Stop and Think SAFE campaign, the advert highlighted the need for caution when working with animals on the farm.

The advertisement featured the possible aftermath of a farmer injured by the mother of a new-born calf. HSENI was delighted to be awarded the prize for best stand at the show. This was the first time HSENI won this prize and it was considered within the organisation to be a massive achievement.



The HSENI stand at Balmoral was recognised by RUAS as having the 'Best Overall Stand' at the show.

The team also promoted the fifth Carbon Monoxide Awareness Month in November 2017. Throughout the month the Communications Team issued a news release and posted and shared targeted carbon monoxide themed safety messages via HSENI's social media channels to help raise awareness of the potential dangers from this toxic gas.

HSENI Twitter followers now exceed 2,380 and we have attracted 2,860 'likes' on our Facebook account which shows a significant increase from last year. During 2017-18 HSENI's views to HSENI's YouTube videos reached more than 240,800. The fourth video in our series of farm incident survivor stories by Wallace Gregg continues to attract a significant number of viewers with over 41,500 views on our YouTube channel.





Pictured at the launch of the FSP 2017-20 Action Plan is left to right James Speers, YFCU, Richard Wright, farming correspondent, Keith Morrison, Chief Executive HSENI and Barclay Bell, UFU.

Farm Safety Partnership 2017-20 Action Plan Launch

The Farm Safety Partnership 2017-20 Action Plan was launched on Tuesday 12 September 2017 at CAFRE, Greenmount, Antrim.

The launch was hosted by Richard Wright, and included a Q&A session with Keith Morrison HSENI, Barclay Bell UFU, Martin Malone NFU Mutual, James Speers YFCU, Norman Fulton DAERA, and James Chapman, who lost an arm in a farmyard accident and who now campaigns for farm safety.

The launch was followed by an opportunity for all guests to observe Farm Safety Foundation student safety sessions, in conjunction with the 'Yellow Wellies' foundation, which involved the participation of the students.

The launch received widespread coverage on the BBC NI website, Radio Ulster Farm Gate, and most of the weekly newspapers including Farm Week.

Farm Safety Facebook

Since November 2017, sponsored Facebook posts have run as part of the multimedia campaign, highlighting farm safety key issues and several true stories from survivors of farm accidents.

The nine videos highlight tractor safety, falls, aggressive livestock, slurry and PTO safety. The videos received wide interest on Facebook with over 1 million impressions, 1,730 shares and an overall click through rate of 1.26%.



Farmer, Alex Walker, who was involved in a slurry incident and whose story appears on our Facebook page.

During 2017-18, HSENI was involved in 122 promotional events including seminars, lectures, workshops and presentations.

Child Farm Safety Week was held from 5-9 June 2017, and was supported by members of the Farm Safety Partnership. In continued efforts to promote farm safety, HSENI launched the 'Avoid Harm on the Farm' child safety calendar 2018 in December 2017 at Lisanally Special School, Armagh. At the launch was Fionnuala Carroll, a pupil at the school, who won first prize in the Special School Category.



Pictured at Lisanally Special School, Armagh, at the launch of the Avoid Harm on the Farm child safety 2018 calendar are (l-r): Derek Martin, Chairman Health and Safety Executive for Northern Ireland, Mrs Siobhan Scowcroft, Vice-principal Lisanally Special School, Fionnuala Carroll, Lisanally Special School (winner of the first prize in the Special School category) and Ms Sandra Flynn, Principal, Lisanally Special School.

Scientific Services

The Scientific Services team, consisting of three scientists and one engineer, has a wide range of skills and experience in the areas of occupational hygiene, asbestos, metallurgy and engineering and provides both investigative support and technical advice to the Inspectorate.

The team also provides general advice to the public on asbestos issues via the Asbestos Advisory Service.

Scientific Services is accredited to ISO17025, the International Standard, for General requirements for the competence of testing and calibration laboratories. Scientific Services was independently audited by the United Kingdom Accreditation Service (UKAS) in January 2018 and successfully maintained accreditation.

Asbestos related activities remain a major part of the section's work, in particular the examination of sites where asbestos has not been removed prior to demolition or refurbishment or where inappropriate work methods have been used.

A review of asbestos surveys received by HSENI was carried out to check for compliance with the guidance set out in HSG 264 Asbestos: The Survey Guide and an overview of the findings was given at the Asbestos Industry Seminar in March 2018.

The engineering and occupational hygiene elements of the team combined to provide advice and assessment of local exhaust ventilation. Advice and information was provided to inspectors on a range of topics including asbestos, lead, controlling hazardous substances in the workplace, local exhaust ventilation, respiratory protection (RPE), face fitting and correct use of RPE.

Employment Medical Advisory Service

The services provided by the Employment Medical Advisory Service (EMAS) are delivered by HSENI through the provision of occupational health advice, which means advice on health matters relating to work, to organisations and individuals including employers, employees, trade unions, regulators, health care professionals and others.

HSENI also investigates complaints and concerns of ill health, investigates reports of diseases received from employers under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 (RIDDOR), facilitates the appointment and approval of doctors under statutory requirement.

First Aid at Work (FAW)

On 31 October 2017, The Health and Safety (First-Aid) Regulations (Northern Ireland) 1982 were amended to remove the requirement for HSENI to approve first aid at work training and qualifications. These new arrangements bring HSENI into line with procedures implemented by the Health and Safety Executive (HSE) in Great Britain.

Appointed Doctors

HSE carries out appointments, renewals and reviews of Appointed Doctors on behalf of HSENI. We appoint doctors under the regulations stated in Table 1 below. It also sets standards for their qualifications and for the conduct of the specific assessments and examinations. All doctors are the subject of periodic review. In 2017-18, four doctors were reappointed, one reinstated, and one was appointed, bringing the current total to eight NI-based appointed doctors, three of whom hold dual regulation appointments. Four additional doctors are based in GB carrying out medical surveillance under HSENI regulations.

During 2017-18, appointed doctors based in Northern Ireland carried out 235 statutory medical examinations. Details of the Regulations and the examinations are contained in Table 1.

Regulations	Number of examinations 2017 - 18
Control of Lead at Work Regulations (NI) 2003	20
Control of Asbestos Regulations (NI) 2012 (Returns for NI-based ADs only)	161
Control of Substances Hazardous to Health Regulations (NI) 2003 – as amended	40
Ionising Radiation Regulations (NI) 2017	14

HSENI Approved Medical Examiners of Divers (AMEDs)

Approved Medical Examiners of Divers are also appointed by HSENI (via HSE) under the Diving at Work Regulations (Northern Ireland) 2005. HSENI has adopted the Guidance on Fitness to Dive developed by the Health and Safety Executive in Great Britain as its standard. In 2017-18, HSENI's five Approved Medical Examiners of Divers conducted 130 'fitness to dive' assessments.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 (RIDDOR) - Reported Diseases 2017-18

Under the RIDDOR Regulations, HSENI received 32 reports of diseases, one of which was not reportable. There were 16 cases of hand-arm vibration syndrome; four cases of carpal tunnel syndrome; five cases of occupational dermatitis; three cases of traumatic inflammation of the tendons; one case of occupational asthma, one case of cramp of the hand or forearm (not reportable), one case of bacteria elsewhere and one case of other bacterial disease. These cases came from 20 different employers.

Deaths caused, or contributed to, by Asbestos-Related Diseases

Table 1: Asbestos-related deaths in Northern Ireland 2013-2017

	Primary/secondary cause			
Registration Year	**Mesothelioma without asbestosis**	**Asbestosis* without mesothelioma**	**Mesothelioma and asbestosis***	**All primary or secondary cause**
2013	41	19	1	**61**
2014	39	22	2	**63**
2015	43**	24	3	**70**
2016	45	18	1	**64**
2017			**TBC**	

* For certain years these figures also include a small number of other asbestos related chest diseases and pulmonary fibrosis where there was coexisting asbestos exposure

** In 2015 there are two mesothelioma cases included that were abdominal and testicular related.

Table 2: Asbestos-related deaths in Northern Ireland 2013-2017: where asbestosis or mesothelioma are coded as the primary cause of death

	Primary/secondary cause		
Registration Year	**Mesothelioma**	**Asbestosis***	**All primary cause**
2013	40	8	**48**
2014	41	8	**49**
2015	44**	3	**47**
2016	43	7	**50**
2017		**TBC**	

* For certain years these figures also include a small number of other asbestos related chest diseases and pulmonary fibrosis where there was coexisting asbestos exposure

** In 2015 there are two mesothelioma cases included that were abdominal and testicular related.

Agriculture and Food

The agriculture sector in Northern Ireland consists mainly of family farm businesses and a sizeable proportion of those involved in the industry have jobs outside the farm business. The agriculture industry employs 48,704 people who work on 24,956 farms.

Approximately 55% of farmers are classified as being employed full-time on their farm with over 75% of farms being classified as very small – less than 1 standard labour unit (statistics taken from the Department of Agriculture, Environment and Rural Affairs –The Agricultural Census in Northern Ireland – June 2017).

The agri-food group within HSENI has enforcement responsibility for work in farming, horticulture, forestry, arboriculture, fish farming and the food and drink processing industry.

Tragically, during the year there were seven work-related fatal incidents in the agriculture industry.

Promotional and Educational Activities

A new TV advert focusing on the danger of working alone with a cow around calving time was launched and shown at the 2017 Balmoral Show. The advert won a Gold award at the 2017 Publicity Association of Northern Ireland Awards in October 2017.

In February 2018 Miriam Parker, a world renowned livestock handling specialist, delivered an animal handling workshop at Greenmount College. Over 100 representatives from the farming industry attended the presentations and the feedback was extremely positive.

Child Safety on Farms

During the year 104 rural primary schools were visited by staff from HSENI who made presentations on farm safety to children in Foundation level, Key Stage 1 and Key Stage 2. Over 13,400 pupils received important messages regarding farm safety during these talks.

Staff from HSENI attended eight 'Bee Safe' events across Northern Ireland. These events were organised for primary school children as part of a multi-agency community safety initiative which gave children the chance to learn some key safety messages. Through this program staff delivered interactive farm safety presentations to over 4,000 Primary 7 pupils.

Thankfully, during the year there were no work related child fatalities on farms in Northern Ireland during the period of this report. However, there is no room for complacency and HSENI, along with its campaign partners, are committed to continuing this important campaign into 2018-19.

Balmoral Show 2017

HSENI's involvement in the Balmoral Show in 2017 focused on the safe operation and maintenance of chainsaws. Practical demonstrations on this important topic were delivered throughout the four days of the show – the demonstrations were sponsored by the Institution of Occupational Safety and Health, IOSH. HSENI's stand focused on child safety and encouraged members of farmers' families to persuade farmers to look after their own safety. Representatives from Girlguiding Ulster and IOSH attended the HSENI stand during the show and were a great help in encouraging people attending the show to visit the HSENI stand and to enter the farm safety competition.

Promotional work

HSENI considers the dissemination of practical health and safety information to the industry as extremely important. HSENI delivered over 40 presentations to farmers' groups, students at CAFRE Colleges and other relevant groups during the year. Farm health and safety ambassadors from the Ulster Farmers' Union (UFU) and particularly the Young Farmers Clubs of Ulster (YFCU) have been involved in the delivery of important health and safety information to the farming community.

Farm Safety Partnership

The members of the Farm Safety Partnership have been very active throughout the year and achieved the numerous objectives set out in the 2014-17 Farm Safety Partnership Action Plan. A new Action Plan was developed during the year and was launched at Greenmount College in September 2017. The action plan highlights the four main causes of fatal accidents, Slurry, Animals, Falls and Equipment (SAFE), and promotes the need for farmers and their families to stay vigilant and take those next steps towards safer farms and work practices.

Agricultural Contractors Initiative

Business advisers from HSENI undertook a health and safety initiative with agricultural contractors during the year. They visited a number of contractors and offered help and support to enable them to manage health and safety effectively. The response from the contractors, who took up the offer of advice, was very positive and the business advisors will continue to offer this valuable service to the industry.

Food and Drink Processing Industry

The food and drink processing industry employed approximately 21,524 full-time employee equivalents across the industry in 2015[1].

During the year, staff from the agri-food team undertook over 200 inspections of food and drink manufacturing and processing companies. The inspections focused on the main health and safety issues including maintenance activities, vehicle movement, work at height, management of asbestos, machinery guarding, training of workers, vulnerable workers and health issues relevant to the company. Business advisers from HSENI undertook advisory visits to companies within the food and drinks industry to provide practical help and advice on the management of health and safety. This valuable support was well received by companies who took up the offer of assistance.

[1] statistics taken from https://www.daera-ni.gov.uk/news/report-northern-ireland-food-and-drinks-processing-sector-1

Construction

HSENI's construction inspectors observed an increase in building activity in 2017-18. House building sites which were previously closed have largely re-opened and construction work is underway again.

Sadly in 2017-18 there were three fatalities on construction sites, two of which involved contact with moving machinery and the other a fall from height.

From analysis of the major injury accidents in construction, the main cause of these is still falls from height and from being struck by plant, equipment or materials. This has not changed from previous years.

Reducing the number of injuries and deaths is a priority for HSENI, in order to help prevent the devastating effect these kinds of accidents have on the lives of workers and their families. In 2017-18 construction group issued 59% of the total number of Prohibition Notices served by HSENI, with the majority of these targeting work at height activities or asbestos.

The construction group handled 441 complaints in 2017-18, an increase of 11% on the previous year.

During 2017-18, HSENI continued to raise the profile of health during site visits including respirable crystalline silica, occupational cancers and manual handling. During inspections the requirement for face fit testing for all tight fitting Respiratory Protective Equipment (RPE) has been discussed. The construction group has seen a general improvement in the number of workers face-fit tested for the respirator which they are using and an improvement in the general awareness and use of control measures when working with silica containing materials.

In 2017-18 the Construction team worked to embed the duties of The Construction (Design & Management) Regulations (NI) 2016 (CDM16) into construction projects visited. This has included working with the Principal Contractors and sub-contractors on site, as well as with Principal Designers and Clients.

BuildHealth

The BuildHealth initiative continues to build on a successful past with new companies joining every year. It is very encouraging to see the industry being proactive in improving the health of the workforce and especially encouraging to see the mentoring role carried out by the larger companies with their sub-contractors. A very successful BuildHealth seminar was held jointly with IOSH in Antrim on 18 October 2017, focusing on men's health generally and mental health in particular.

Asbestos

HSENI continues to exercise its function as a licensing authority and has renewed licences to contractors to work with asbestos for terms between one and three years. Inspections of licensed asbestos removal work formed part of the normal day-to-day work carried out by Construction Inspectors.

A very successful seminar was held in Antrim aimed at licensed contractors and provided an update on all aspects of working with asbestos with speakers from the Asbestos Licensing Unit in Edinburgh, the Asbestos Removal Contractors Association in England and HSENI's Scientific Services team. The seminar was attended by approximately 135 delegates. Asbestos is routinely discussed at site visits and concerns in this area are regularly reported as complaints.

Other promotional activities

HSENI continues to work in partnership with a number of key stakeholders in order to promote important health and safety messages to the construction industry. Such collaboration during 2017-18 included:

- Cross border liaison with the Health and Safety Authority construction team;
- Speaking at industry led seminars e.g. Institute of Civil Engineers;
- Membership of industry panels & forums such as ICE, ILP (at Ulster University);
- Advisory representation at the meetings of the health and safety officers of Government groups in the Central Procurement Directorate (CPD).

Extractive Industries

The Extractive Industries and Waste Group is very active over a wide range of diverse work activities. Industry partners continue to be very helpful in spreading the key health and safety messages.

Concrete Industry

Inspectors from the Extractive Industries Group have been involved in training with the Health and Safety Authority Inspectors (Republic of Ireland) on the standards required for the machinery involved in concrete block manufacture.

An Inspection initiative was launched in June 2017 in Prestressed Precast Concrete premises. The purpose of the initiative was to address noise, dust and machinery guarding on mobile machines used in long bed production process. Good progress has been made to date but action will continue into the next financial year to bring this machinery up to the required standard.

Mining Industry

Activity continues within the mining industry in Northern Ireland. HM Inspectors of Mines in Great Britain continue to provide technical support to HSENI on mining activities and have been involved in inspections at mine workings in Northern Ireland. In February 2018 a workshop presented by HSE Mines Inspectors was held for the mining industry in Northern Ireland to address the subject of Major Hazards. HSENI has taken up an invitation to join the Irish Mines Rescue Committee (IMRC). This organisation co-ordinates mines escape and rescue mutual training exercises across all mines in Republic of Ireland and the mines in Northern Ireland.

Abandoned Mines

The Department for the Economy (DfE) has responsibility for abandoned mine workings in Northern Ireland. There are approximately 2,000 abandoned mine workings. In order to manage these abandoned mine workings, DfE formed the Northern Ireland Mines Oversight Committee. HSENI provides technical support to this working committee. During 2017-18, there were a few minor collapses of abandoned mine workings. No-one was injured and action was taken quickly to make the sites safe.

Quarry industry

HSENI's inspection priorities for 2017 were shared with the Quarry Products Association for Northern Ireland (QPANI). QPANI identified appropriate guidance material which would assist the industry to address the inspection priorities and circulated this information to its membership.

HSENI, with the support of QPANI and the Institute of Quarrying, organised a series of workshops held at quarry premises highlighting Quarry Vehicle Safety. This initiative started in 2016 was completed with the last workshops being held on 16 March 2018. Over the period of this report a further eleven workshops were held with 165 delegates attending.

HSA and HSENI held two cross border meetings to discuss standards within the Extractive Industries and share statistics etc.

HSENI continues to work with QPANI to get the message out that quarries are not playgrounds. A joint letter highlighting the 'Play Safe Stay Safe' campaign was sent to all school principals. A joint press release was issued to alert the public of the dangers of very cold deep water in both active and abandoned quarries, warning that these should not be used for swimming. The dangers associated with trespassing on quarries riding quads and motor bikes have become an increasing concern.



Workshop delivered by the Extractive Industries & Waste Group on the 21st December 2017 to the quarry managers and operatives employed by P Keenan at their head office, Rocktown Quarry, Knockloughrim. The topics covered were quarry vehicle safety, machinery guarding, quarry face inspections and the control of respirable crystalline silica and total dust in the quarry workplace.

HSENI launched a Dust Strategy for the Quarry Industry. This year the focus was on advising the industry on steps to take to bring about improvements.

Explosives & Fireworks

HSENI continues to assist the Department of Justice in exercising its responsibility as the enforcing authority for explosives. HSENI Inspectors have also been examining shot-firing rules in quarries and, where appropriate, encouraging management to have these up-dated. HSENI carried out over forty site risk assessments of District Council funded or organised fireworks displays and provided reports on each site to the Department of Justice.

HSENI carries out assessments of Shotfirers and advises the Department of Justice on the competency of Shotfirers who have applied for a Shotfirers' Licence.

Waste Industry

The Ambassador Awards and Safety Seminar was held at the Dunadry Hotel on 14 March 2018. This event was designed to celebrate the improvements within the Waste Industry and to present challenges going forward into the next financial year. The event was very well supported and the exhibition provided an excellent source of information and networking opportunities for everyone. Some sections of the waste industry are making good progress on the management of onsite transport and machinery guarding but unfortunately this is not across the board and a lot of companies need to improve their performance. HSENI intends to focus on occupational health in the waste industry during 2018-19.

Major Hazards, Gas & Transport

HSENI's Major Hazards, Gas & Transport Group is involved in ensuring public and employee safety across a diverse range of industries and activities.

These include gas transmission, gas distribution and use, land use planning, sites subject to the Control of Major Accident Hazards Regulations (COMAH), road haulage, bus operators, railways and airports. There are approximately 21,000 employees in the Northern Ireland transport sector alone, covering all modes of transport[2].

Gas Safety

HSENI and HSE (GB) began work to appoint a new provider under a single UK wide SCA, from 1 April 2019. The new SCA will be tendered for five years.

The continued expansion of the natural gas networks, including the ongoing Gas to the West (GttW) project, led to further planned visits and inspections within the natural gas transmission and distribution sectors of the industry to ensure compliance.

In partnership with the Gas Safe Register, proactive and reactive visits and inspections were conducted in the downstream private, industrial and commercial sectors with enforcement action being pursued as necessary to ensure the safety of members of the public and employees being harmed by unsafe gas work.

The Joint HSENI and District Council Gas Safety Regulators Group continued to meet regularly during 2017-18. The group shared knowledge on a range of gas topics, including safe gas storage and safe installation of gas equipment, and in doing so helped to promote consistency and good practice in gas safety regulation. The group also enhanced technical knowledge and encouraged consistent enforcement through delivery of a joint Calor and Flogas session on LPG gas storage. HSENI also met with the Utility Regulator on specific gas topics including unconventional gas produced by emerging energy technologies.

Major Hazards - Control of Major Accident Hazards (COMAH)

The NI Competent Authority for the Seveso II Directive comprises the Northern Ireland Environment Agency (NIEA) and HSENI, acting as a joint Competent Authority to deliver a programme of inspection and advice for those sites subject to COMAH, with 10 sites being categorised at higher risk ("upper-tier") and 14 sites as lower risk ("lower-tier"). The majority of COMAH sites in Northern Ireland are subject to these regulations because they have extensive oil and gas storage facilities. Consequently HSENI is closely involved with large scale oil and gas storage proposals from design through to build.

Land Use Planning

HSENI is a statutory consultee to the Planning Service on developments in the vicinity of COMAH sites, gas transmission pipelines and other significant hazards. This is to ensure members of the public (in particular vulnerable groups), who work or live near such hazardous installations, are not subjected to an unacceptable level of risk. HSENI continued to highlight the importance of consultation in relation to the Planning Advice for Developments near Hazardous Installations (PADHI) and provide advice as a statutory consultee to Strategic Planning and the Local Planning Offices within the 11 local councils in Northern Ireland. In total, the Major Hazards, Gas & Transport Group advised on 86 such statutory consultations during this period.

[2] Source - Northern Ireland Transport Statistics 2015 - 2016

Transport

Inspections and investigations have encouraged the use of the available checklists to help identify gaps in arrangements for ensuring that this risk is effectively managed. This has included the need to manage the occupational road risk to safeguard members of the public as well as the driver of a company vehicle. In addition, investigation work has been carried out across a wide range of peripatetic activities.

Falls from vehicles during loading and unloading operations, the vehicle / pedestrian interface, and load safety, particularly security of loads which can cause significant risks during transit and at delivery sites, continue to be the key topics focussed on, during inspections and investigations in this sector.

Advice and guidance was given to duty-holders about occupational health matters when opportunities arose, in the areas of hand arm vibration, diesel engine exhaust emissions, and exposure to silica dust.

Carriage of Dangerous Goods by Road

A continuing programme of inspections was performed during 2017-18 to remind operators about the requirements for tank testing, ADR vehicle testing and the need to appoint a Dangerous Goods Safety Adviser (DGSA).

Railways

HSENI continued to conduct joint inspections in conjunction with Northern Ireland Railways (NIR), Transport NI and PSNI. The physical arrangements in terms of provision of appropriate barriers, signage, and vegetation control were examined at level crossings. Inspection work was carried out in relation to railway operations during this period. The Department for Infrastructure (DfI) operates a licensing regime for heritage/ minor railways. HSENI undertakes to provide advice to the DfI with regard to this and carry out inspections. During 2017-18 five heritage/minor railways applied for a renewal of their licence.

Manufacturing, Utilities and Docks

The remit of the manufacturing, utilities and docks group within HSENI extends across a range of businesses and activities.

Priority was given this year to the core business activities of inspection and the investigation of complaints and incidents across these sectors.

General Manufacturing

The manufacturing sector covers a wide and diverse range of companies that manufacture or process products. These range from light and heavy engineering, aerospace, electrical, vehicles, wood based products, plastics, rubber, pharmaceuticals and glass as well as repair and maintenance. Overall this industry employs approximately 63,700 people on a full and part-time basis[3].

Encouragingly, there were no work related fatalities in the manufacturing sector during 2017-18.

Inspections and investigations this year focussed on workplace transport, operator training, the operation and maintenance of forklift trucks, lifting and slinging operations, slips and trips, machinery guarding, and health issues including, HAVS, noise, fumes and manual handling. Inspectors also continued to highlight the key issues associated with safe maintenance including the safe isolation of machinery and equipment prior to maintenance or cleaning.

During October 2017, a focussed inspection campaign was carried out targeting the woodworking industry. The aim of the initiative was to raise awareness of the safety risks arising from the operation of unsafe woodworking machinery, and also the health risks arising from exposure to wood dust.

[3] Source Quarterly Employment Survey (QES) Q4 2017 published on the 21st March 2018 (these figures do not include manufacture of food, beverages or tobacco products).

Docks, Harbours & Ports

In this sector inspection activity has focussed on the main risk areas involving plant maintenance, transport, lifting operations and the management of contractors and tenants. The health risks associated with dusty cargoes and paint spraying of isocyanides were also considered during inspections.

Utilities

During 2017-18 inspections and investigation of complaints and incidents were carried out in the telecommunications, water, sewerage and the electrical generation distribution industries. A number of inspections took place on electrical infrastructure on private networks and with the main electricity network provider in Northern Ireland. HSENI also engaged with NIE and with private clients on their duty to risk assess overhead lines and substations from dangers to the public arising from interference, vandalism or unauthorised access. Work is ongoing to address the Electricity Safety, Quality and Continuity Regulations (ESQCR) requirements and future deadlines.

During the year a programme of inspections was carried out on wind farm operators, focussing on emergency planning and emergency rescue. This inspection programme will continue in 2018-19.

Business Advisers

The business advisers within the Manufacturing group carried out advisory visits to a range of manufacturing companies providing advice and guidance to these businesses on their statutory health and safety requirements.

Major Investigation Team

The Major Investigation Team (MIT) has completed its tenth year of operation. The role of the team is to investigate the most serious incidents where there is a possibility of legal proceedings.

During 2017 -18, MIT took on (and assisted in) investigations into six incidents, including one fatality. In addition, the team carried forward 19 investigation cases from the previous operational year. Of the six new investigations that MIT is involved in, three of the incidents were related to poor segregation of vehicles and people, two were related to asbestos and a further one was a drowning incident involving a member of the public.

HSENI continues to use information relating to incidents to highlight the dangers of such activities through general inspections, advertising campaigns, press articles and seminars to the relevant industries.

In total, MIT submitted ten cases to the Public Prosecution Service between 1 April 2017 and 31 March 2018. Also, during the same period, a total of seven prosecutions were completed. The total amount of fines arising out of these cases was £173,750 with costs totalling almost £7,214.32.[4] Details of all prosecutions completed during 2017-18 are set out in Appendix 3 to this report.

HSENI also issued a press statement following the completion of each prosecution. This is an essential action to highlight the failings which led to the incident, and also acts as an important means of signposting other duty holders to sources of information and advice on how to work safely and ultimately avoid prosecution.

[4] Costs associated with prosecution only. HSENI is unable to claim for investigation costs.

Public Sector

The Public Sector Group (PSG) combines Health, Education, Social Care, Disciplined Services, Local and Central Government with associated activities and Agencies.

The group also includes the Mental Wellbeing at Work Advisory Service, the Product Safety team and Fairgrounds. PSG continues to have responsibility for ensuring the Health and Safety of the largest number of employees in Northern Ireland.

Around half of the accidents reported to HSENI as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) involve public sector activities.

Councils

Over the past year HSENI inspectors dealt with a range of issues arising from within Local Council undertakings. These included visiting council leisure centres and community health and wellbeing hubs to review arrangements for health and safety management, as well as unannounced visits to council waste and recycling centres to inspect safe operation of waste handling plants. During site visits inspectors review arrangements in place in relation to pedestrian segregation and vehicle movement with a view to ensuring all necessary steps are taken to reduce the risk involved. Officers are currently working with councils in relation to the safe management of risk in the natural environment, particularly around water hazards on sites for which councils have responsibility.

Disciplined Services

These services comprise the Police Service of Northern Ireland, the Northern Ireland Fire and Rescue Service, the Northern Ireland Prison Service, the Marine and Coastguard Agency and the Ministry of Defence. The group has continued to provide these organisations with advice and guidance. In the past year there was considerable interaction with the disciplined services in relation to specific health and safety issues and inspectors have worked with the employing service and employee unions to clarify issues and review specific processes where necessary. A Fire Safety Group has been established involving the Northern Ireland Fire and Rescue Service, Fire Surveyors from the Department of Finance and HSENI. During the last year the Inspectorate participated in three training programmes for Police Federation health and safety representatives.

Government Departments/Agencies

HSENI continues to be represented at the Interdepartmental Health and Safety Forum (IDHSF). During the year HSENI Inspectors engaged with the Health and Safety Officers from Roads Agency, Rivers Agency and the Department of Agriculture, Environment and Rural Affairs (DAERA), in particular to discuss general health and safety issues and investigate specific incidents or concerns. The information obtained during these interactions will allow HSENI to further develop a proactive inspection programme in the future.

Education

Within the education sector, inspectors dealt with a range of complaints and investigations and advisory contacts across all levels in the education sector. The work within this sector, like so much of the public service, extends to the health and safety of both staff and pupils, parents and visitors. Issues raised included slips, trips and falls, asbestos and legionella management, electrical safety as well as COSHH, safe operating

procedures and risk management for grounds maintenance and statutory inspection of local exhaust ventilation, lifting equipment. HSENI took appropriate actions, when necessary, to ensure compliance with Health and Safety Legislation. Guidance was provided to education premises that have on-site swimming and hydrotherapy pools regarding the risk of underwater swimming and shallow water drowning following a fatal incident at a public swimming pool.

Healthcare

Inspectors continued to carry out inspections and investigations across the health care sector within nursing homes, hospitals, health centres, day centres and domiciliary care providers. This work included reactive and proactive meetings and site visits. Dealing with complaints also accounted for a percentage of work in health sector. Issues identified during meetings included, but were not limited to, moving and handling arrangements including safe use and thorough examination of lifting equipment, legionella management, asbestos management, clinical waste, bed rail risk assessments, window restrictors, accident reporting and investigation.

Private Nursing Homes

Building on last year's successful initiative on managing health and safety in Private Nursing Homes (PNH) during which 31 PNHs were visited, a further 12 PNHs were inspected during the period of this report. Similar issues requiring compliance action were identified including the control of legionella, thorough examination of lifting equipment and accessories, window safety, bed rails and the storage of clinical waste.

Regulation and Quality Improvement Authority (RQIA)

HSENI and RQIA have continued to work closely to ensure nursing homes are complying with their statutory duties and providing a safe environment for residents. HSENI and RQIA met to discuss common issues identified by HSENI's programme of inspections for nursing homes. The joint working group met during the year to promote an effective working relationship and highlight roles and responsibilities of each organisation within health care premises.

HSENI and RQIA have continued, as required, to co-ordinate inspections of nursing homes when serious concerns of resident safety have been identified.

Genetically Modified Organisms in Contained Use (GMOS)

Within Northern Ireland there are currently eight notified centres carrying out a wide range of work using Genetically Modified Organisms in Contained Use. These GM centres are represented across private industry, Academic Institutions and Government research. Currently all work is at class 2 and below.

Legionella

The ongoing proactive cooling tower inspection programme continued with inspectors checking on the safe operation of industrial wet cooling plant. Wet cooling plant is very often located on elevated stands and roof tops meaning that duty holders must provide safe access for employees and water management companies to carry out checks and maintenance in their duty to control the risk from legionella bacteria. During the year two cases of Legionella in Private Nursing Homes were investigated following notification to HSENI from the Public Health Authority.

Fairgrounds

HSENI has enforcement responsibility for travelling funfairs and fairgrounds which are common in Northern Ireland. Throughout the season, inspectors carried out a number of proactive and reactive inspections involving small fairground operators as well as larger established employers within the industry to review specific health and safety issues and raise awareness and ensure safe operating procedures are in place. Inspectors continued to emphasise to all fairground operators the importance of ensuring all staff are appropriately trained and all pre-use inspections and non-destructive testing regimes are completed in accordance with ride operating manuals and design reviews. Ride safety was discussed with the relevant persons along with a review of compulsory documentation including the Declaration of Operational Compliance (DOC), visitor safety and fencing of rides.

Product Safety

The Health and Safety at Work Order 1978 and EU Regulation (EC) No 765/2008 provides the legal framework for HSENI's responsibilities in relation to product safety which includes market surveillance.

During the year, working relationships continued to be developed with the Product Safety Unit in HSE (GB), the Health and Safety Authority (HSA) in the Republic of Ireland, the Department of Business, Energy & Industrial Strategy (BEIS), Border Force within Northern Ireland, and with the Single Point of Contact (SPOC) for product safety across the UK. These relationships are essential for the effective investigation of Product Safety investigations at the point of entry into Northern Ireland.

HSENI is a member of the National Market Surveillance Coordination Committee (MSCC) that provides a mechanism for cooperation, coordination and the exchange of information between Market Surveillance Authorities on policy obligations and policy concerning products which are marketed in the United Kingdom, including with regard to European Union legislation on product safety.

During 2017-18, HSENI worked closely with HSE(GB) on the implementation of the New Legislative Framework (NFL) directives, and how best to fulfil our statutory obligations as a Market Surveillance Authority.

There continues to be strong evidence of non-compliant machinery and goods being imported into Northern Ireland from the Far East and in particular from China. This issue will require further work during 2018-19 to ensure Importers are aware of their responsibilities in this area. The main focus of the Product Safety team has been on investigations and proactive market surveillance within the Machinery Directive [Supply of Machinery (Safety) Regulations]. However market surveillance has taken place across other directives where a product safety issue has been identified.

Mental Wellbeing at Work Advisory Service (MWAWAS)

During 2017-18, The Mental Wellbeing at Work Advisory Service (MWAWAS) continued to promote and deliver Awareness Seminars to assist Northern Ireland employers to use the Management Standards approach as a tool to control the risks associated with work related stress.

During 2017-18, HSENI continued to promote HSE's Management Standards and our associated resources on mental wellbeing in the workplace setting.

HSENI actively supported a number of organisations implementing the Management Standards.

HSENI's Mental Wellbeing at Work Advisory Service facilitated eleven workshops and seminars in liaison with the Labour Relations Agency to mixed audiences including a tailored workshop for the Irish Congress of Trade Unions. It also conducted two presentations to organisations within the education sector and delivered a presentation to organisations who have signed a commitment to the Northern Ireland Mental Health Charter. The team promoted the Management Standards approach as a tool to control the risks associated with work related stress at the Northern Ireland Safety Group conference and events held during Social Enterprise Week.

MWAWAS developed working relationships with the Public Health Agency Workplace Health and Wellbeing Program service providers to provide advice, guidance and tailored support on work related stress and mental wellbeing at work to businesses throughout the four health trust areas.

HSENI's Mental Wellbeing at Work Advisory Service developed relationships with the local mental health organisations and public bodies promoting the management standards as a best practice methodology to prevent work related stress and mental wellbeing. The Mental Wellbeing at Work Advisory Service continues to influence these organisations to embed prevention into all work related training programs.

Health and Safety at Work Legislation

One of the key corporate objectives for HSENI is: "To ensure that an effective and up to date health and safety at work regulatory framework is maintained".

During 2017-18 HSENI continued to develop proposals for new legislation to control risks to the health and safety of people at work and submitted these proposals to the Department for the Economy (DfE). In the absence of a Minister and Assembly Committee this process also involved liaising with the DfE Permanent Secretary's Office. While, for the most part, legislation mirrors that in GB, HSENI will also make intelligence-led proposals for regulations which address local hazards.

Activity during the year

During the year, HSENI prepared three sets of Regulations and initiated four consultations. The withdrawal of two Approved Codes of Practice and their replacement with guidance was also effected.

In addition, HSENI was involved in the preparation of Northern Ireland provisions for inclusion in four sets of UK-wide Regulations. Of these sets of Regulations two have been made and in one case it has been agreed that, due to timing issues, the Northern Ireland provisions will be included in later amendment Regulations. Work continues on the final set of Regulations which will be made next year. Further involvement has been required in relation to the amendment of another four sets of UK–wide Regulations. The timing of the amendment of these Regulations has still to be confirmed by the Department of Business, Energy and Industrial Strategy.

A significant proportion of the Health and Safety regulatory framework is EU-led or influenced. HSENI has therefore been heavily involved this year in work on:

- the identification of Northern Ireland legislation that will have deficiencies arising from the UK's withdrawal from the EU (and amendments needed to address these);
- analysis of the effects of withdrawal on other UK-wide and direct-acting EU legislation within which HSENI is currently assigned a role; and
- the repatriation of powers in devolved policy areas (Health and Safety being a devolved matter) including the need for common approaches to be adopted across the UK.

Details of work completed:

Northern Ireland Regulations prepared
The Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations (Northern Ireland) 2017 (S.R. 2017 No. 90)
The Health and Safety (First-Aid) (Amendment) Regulations (Northern Ireland) 2017 (S.R. 2017 No. 156)
The Ionising Radiations Regulations (Northern Ireland) 2017 (S.R. 2017 No. 229)

UK-wide Regulations prepared
The Personal Protective Equipment (Enforcement) Regulations 2018 (S.I. 2018/390)
The Gas Appliances (Enforcement) and Miscellaneous Amendments Regulations 2018 (S.I. 2018/389)

Consultations initiated
Proposals for the Freight Containers (Safety Convention) Regulations (Northern Ireland) 2018
Proposals for the Ionising Radiations Regulations (Northern Ireland) 2017
Proposals to Implement the Fourth List of Indicative Occupational Exposure Limit Values (Commission Directive (EU) 2017/164)
Revised Requirements for Radiological Protection: Emergency Preparedness and Response

Revised Approved Codes of Practice and Guidance published
Withdrawal of "The use of electricity in mines: Electricity at Work Regulations 1989. Approved Code of Practice" and replacement with guidance document "Electrical safety in mines"
Withdrawal of the Approved Code of Practice "First Aid at work: The Health and Safety (First Aid) Regulations (Northern Ireland) 1982" and its replacement with new HSE guidance entitled "First Aid at Work (L74)"

Statistics

The following information has been compiled for the work sectors that HSENI is responsible for under the Health and Safety (Enforcing Authority) Regulations (Northern Ireland) 1999. It must be borne in mind that all figures for 2017-18 are provisional.

Figure 1: Reported Fatal Injuries Analysis by work sector 2013/14 - 2017/18

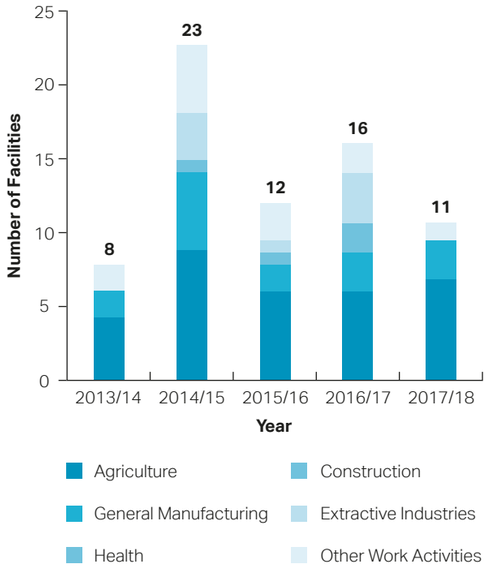
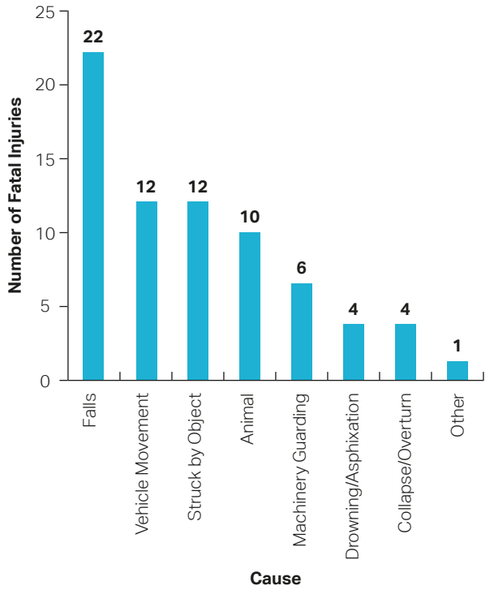


Figure 1 shows that there were 11 fatal injuries during the reporting period, which represents a decrease from the previous year's figure of 16. Of the 11 fatal injuries during 2017-18, seven occurred in agriculture, three in construction, and one in other work activities.

Figure 2: Reported Fatal Injuries Analysis by cause 2013/14 - 2017/18



Because of the small statistical base, HSENI publishes analyses of fatal injury causations on the basis of five-year records. The most recent analysis is shown in Figure 2. The most frequent causations over the last five years were: falls (F); vehicle movements (VM); being struck by an object (SO); animals (A); machinery guarding (MG); drowning/asphyxiation (D/A); and collapse/overturn (C/O).

While HSENI has confidence in the number of fatal injuries recorded, it is generally recognised that there is a significant degree of under-reporting of incidents in other categories. Nevertheless trends relating to these categories can provide a useful indicator as to general health and safety performance in Northern Ireland. During the year there were 96 more non-fatal major injuries reported to HSENI than the number in the previous year as illustrated in Figure 3.

Figure 3: Reported Major Injuries
2013/14 - 2017/18

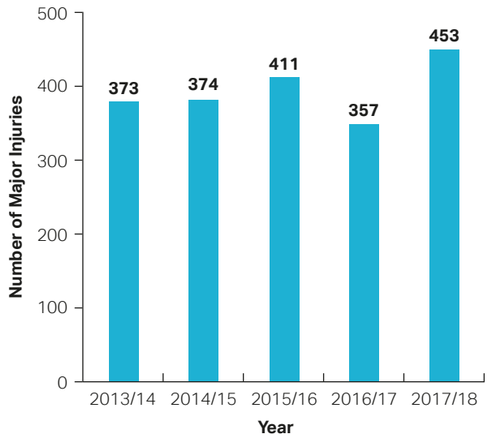
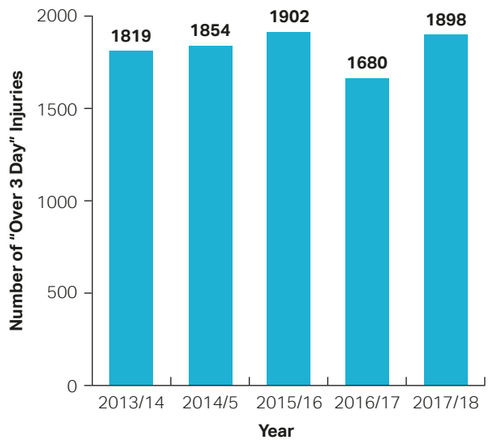


Figure 4: Reported "Over 3 Day" Injuries
2013/14 - 2017/18



There were 1,898 reported 'over 3 day' injuries during the year, which was a 13% increase when compared to the number in the previous year as illustrated in Figure 4.

Figure 5: All reported Injuries
2017/18 - Analysis

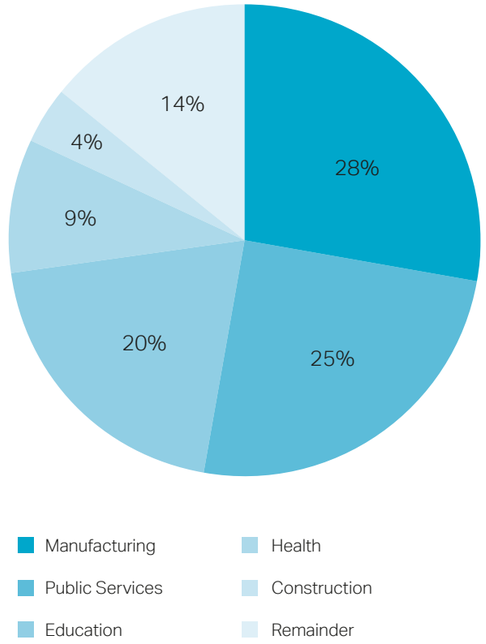


Figure 6: Over 3 Day Injuries
2017/18 - Analysis by cause

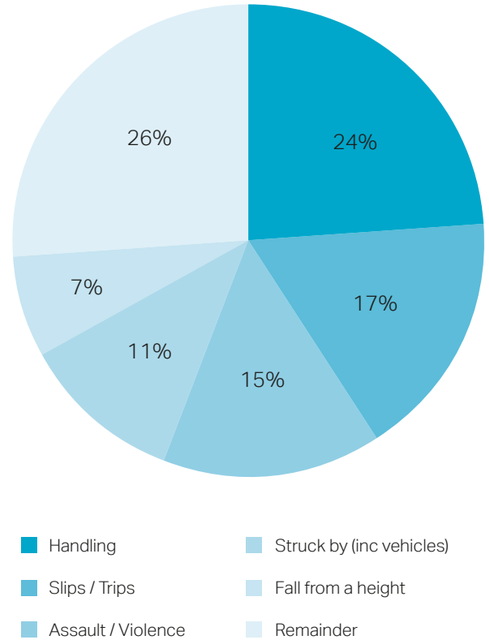


Figure 5 represents the analysis of all injuries by work sector. However due to variances in levels of under-reporting between sectors, caution should be applied when attempting to draw any firm inferences from these figures.

Figures 6 and 7 represent analyses of the causes of both 'Over 3 day' and 'major' injuries at work. Slips and trips, handling and assaults accounted for the majority of 'Over 3 day' injuries reported, while slips and trips, falls from height and being struck by an object or vehicle accounted for the majority of 'major' injuries at work during 2017-18.

Figure 7: Major Injuries
2017/18 - Analysis by cause

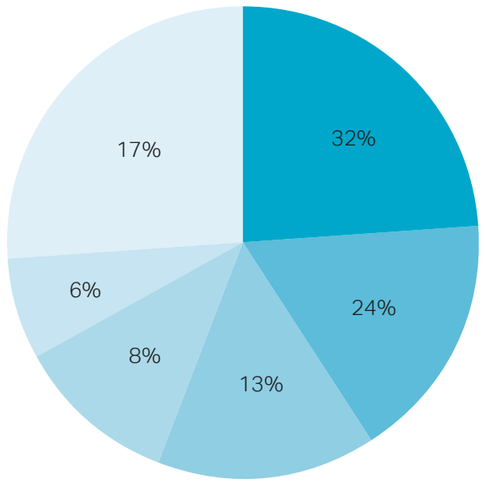


Figure 8: Complaints Recevied
2013/14 - 2017/18

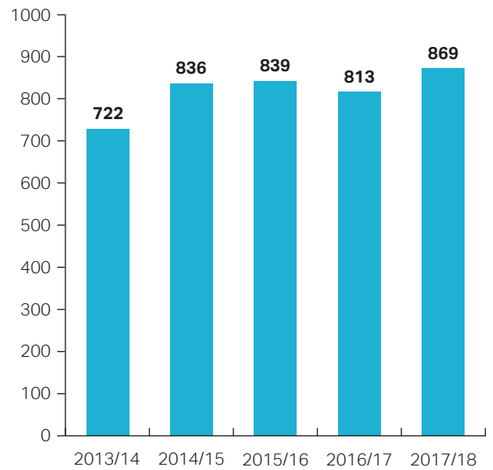


Figure 8 illustrates the number of complaints received by HSENI relating to alleged unsatisfactory working conditions and work-related activities. This year saw a 7% increase in the number of complaints being made when compared to the previous year.

HSENI and District Council Statistics

The information below reflects the Northern Ireland position relating to all regulatory bodies (HSENI and District Councils). Previous year's final figures are shown in brackets. (P) Indicates that the figure is provisional.

1. Health and Safety at Work Statistics 2017-18

Fatal Injuries	13	(18)
Major Injuries	508(P)	(404)
Over 3 Day Injuries	2231(P)	(2039)
Totals	**2752(P)**	**(2461)**

2. Statistics by Enforcing Authority

	Fatal Injuries		**Major Injuries**		**Over 3 Day Injuries**	
HSENI	11	(16)	453(P)	(357)	1898(P)	(1680)
District Council	2	(2)	55(P)	(47)	333(P)	(359)
Totals	**13**	**(18)**	**508(P)**	**(404)**	**2231(P)**	**(2039)**

3. Five Year Trends

	2013-14	**2014-15**	**2015-16**	**2016-17**	**2017-18**
Fatal Injuries	10	26	13	18	13(P)
Major Injuries	472	438	451	404	508(P)
Over 3 Day Injuries	2171	2276	2313	2039	2231(P)
Totals	**2653**	**2740**	**2777**	**2461**	**2752(P)**

4. All Reportable Fatal Injuries

Five Year Trend by Enforcing Authority

	2013-14	**2014-15**	**2015-16**	**2016-17**	**2017-18**
HSENI	8	23	12	16	11
District Councils	2	3	1	2	2
Totals	**10**	**26**	**13**	**18**	**13**

5. Employee Fatal Injury Incident Rate - Comparison with Great Britain

	2013-14	2014-15	2015-16	2016-17	2017-18
NI Employees at June rounded to nearest thousand[5]	699	720	730	732	756
NI Fatal Injuries (Employees only)	3	7	-	4	1
NI Fatal Injuries incidence rate per 100,000 employees	0.43	0.97	-	0.55	0.13
GB Fatal Injuries incidence rate per 100,000 employees	0.44	0.46	0.46	0.43	N/Available

6. Deaths caused, or contributed to, by Asbestos-Related Diseases

Table 1: Asbestos-related deaths in Northern Ireland 2013-2017

Primary / Secondary Cause				
Registration Year	**Mesothelioma without asbestosis**	**Asbestosis* without mesothelioma**	**Mesothelioma and asbestosis***	**All primary or secondary cause**
2013	41	19	1	**61**
2014	39	22	2	**63**
2015	43**	24	3	**70**
2016	45	18	1	**64**
2017		**TBC**		

* For certain years these figures also include a small number of other asbestos related chest diseases and pulmonary fibrosis where there was coexisting asbestos exposure

** In 2015 there are two mesothelioma cases included that were abdominal and testicular related.

Table 2: Asbestos-related deaths in Northern Ireland 2013-2017: where asbestosis or mesothelioma are coded as the primary cause of death

Registration Year	**Primary Cause**		
	Mesothelioma	**Asbestosis***	**All primary cause**
2013	40	8	**48**
2014	41	8	**49**
2015	44**	3	**47**
2016	43	7	**50**
2017		**TBC**	

* For certain years these figures also include a small number of other asbestos related chest diseases and pulmonary fibrosis where there was coexisting asbestos exposure

** In 2015 there are two mesothelioma cases included that were abdominal and testicular related.

Accountability Report
Corporate Governance Report

Directors' Report

Directors

The directors of HSENI during 2017-18 included the Chairman, Board Members and the Senior Management Team. The HSENI Chairman and Board Members during 2017-18 were Derek Martin (Chair), Hilary Singleton (Deputy Chair), Billy Graham, John Kane, Dr Mark Wilkinson (until 31 October 2017), Lindsey Smith, Harry Sinclair, Tom Wright, and Maynard Mawhinney. The Senior Management Team during 2017-18 was comprised of the Chief Executive, Keith Morrison, and three Deputy Chief Executives, Bryan Monson, Nicola Monson and Louis Burns.

Principal Activities

The principal activities of HSENI in the course of the year are set out in detail in the Strategic Report, with the Performance section providing a good overview.

Donations

HSENI made no charitable or political donations during the year.

Pension Liabilities

Information on how pension liabilities are treated in the accounts is given in note 1.11 of the Notes to the Executive's Accounts, and a reference to the statements of the relevant pension scheme is contained in the Remuneration Report.

Register of Interests

The HSENI Board is supported by a secretariat, located within Corporate Support Group, which is responsible for the maintenance of a register of interests that contains details of company directorships and other significant interests held by Board members which may conflict with their management responsibilities. Access to the information in that Register can be obtained by writing to the Board Secretary, Health and Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast, BT6 9FR or by emailing mail@hseni.gov.uk and marking your email "FAO Board Secretary".

Quality of Service

In order to support its key objectives and targets, HSENI:

- operates in a consistent and co-ordinated manner in the appliance of Service First principles;
- treats all its customers in an open, fair and impartial way;
- puts things right if they go wrong and explains how to complain if dissatisfied;
- ensures that suppliers are paid promptly in line with Better Payment Practice;
- maintains good industrial relations and liaises regularly with Trade Union representatives;
- has an independent customer satisfaction survey carried out within the lifetime of its Corporate Plan; and
- exploits the benefits of information technology in the delivery of its service.

Service First - Key Customer Standards

HSENI endeavours to operate at all times to its Service First standards as set out in HSENI's Customer Care Charter and which are reproduced below. We will:

- identify ourselves by name on the telephone and in letters. Field staff will carry identification;
- meet personal callers, with or without an appointment, within 5 minutes of arrival;

- provide a response to an enquiry within 10 working days;
- treat in confidence information that HSENI receives unless it is required to disclose that information for legal reasons;
- respond to requests for leaflets within 5 working days; and
- ensure that complaints are dealt with quickly and effectively.

Service Complaints

The Head of HSENI's Services Division is responsible for ensuring that complaints are dealt with quickly and effectively. During the year there were nine formal complaints received about the service provided by HSENI. Each of these complaints was dealt with in accordance with HSENI's published complaints procedure.

Data Security

HSENI continues to review and assess the effectiveness of its internal processes which support the Security Policy Framework. During 2017-18 HSENI implemented a comprehensive set of measures in preparedness for compliance with the General Data Protection Regulations which came into effect on 25 May 2018. These measures included a major overhaul of all our Information Governance policies, our Conditions of Contract where personal data is being processed, an Information Audit, the formation of Information Asset Owners (IAO's) regime and Information Asset Register. We have completed an Assurance Statement of Compliance to our sponsor Department DfE and will continue to implement additional measures as the out workings of the new legislation become clear.

HSENI's key objectives and risks are regularly assessed to ensure consistency of treatment. The risk to information security is considered as an integral part of this process, particularly in relation to risk of damage to HSENI's reputation.

Personal Data Related Incidents

During the 2017-18 year HSENI had one reportable data incident. This involved a Gas Safe Register employee temporarily removing the personal details of GSR registered Engineers due to a fraudulent telephone call. An unknown individual telephoned the GSR impersonating the owner of a gas fitting Company and asked for all details regarding the company and engineers to be removed from the Register and this resulted in a temporary data loss.

Future Developments in Health and Safety

HSENI's new Corporate Plan will be finalised during 2018-19. HSENI will focus on activities which are associated with the most serious outcomes such as fatalities and life changing injuries, as well as raising awareness of occupational health in the workplace. This will ensure our resources are targeted on areas
where we can achieve the greatest change for people at work.

During 2018-19, HSENI aims to:

- continue delivery of the multi-media Farm Safety Campaign in line with the Farm Safety Partnership's Action Plan for 2017-2020;
- promote health issues across all sectors through partnerships including BuildHealth, Waste Industry Safety & Health NI forum and the Workplace Health Leadership Group;
- carry out a series of inspection initiatives aimed at priority issues, including machinery guarding in the engineering industry, the safe management of wood dust and metal fluids in schools, and the management of contractors to include safety and health topics such as MSDs, silica and asbestos;
- undertake at least 5,000 inspections across all work sectors for which HSENI is responsible, aimed at improving levels of compliance with health and safety standards, raising workplace health as a priority issue during all inspections in sectors where known health risks exist;
- continue to work with a range of public sector bodies in reducing sickness absence associated with work-related stress;
- work in partnership with the district councils in co-ordinating the development and delivery of the joint working activities and structures, contributing to and consistent with the goals of the Joint Strategy 'Health and Safety: Protecting Lives, not stopping them'; and
- ensure an effective health and safety at work regulatory framework, including making necessary preparations for the UK leaving the EU.

Policy Development

HSENI is aware that strategies must continuously evolve and develop with changing circumstances and, therefore, HSENI will ensure that its strategies continue to be effective and consistent with the broader Government policy framework and meet the needs of the local economy.

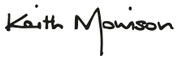
Other Developments

There were no important events affecting HSENI which have occurred since the end of the financial year.

Audit

The financial statements are audited by the Comptroller and Auditor General for Northern Ireland (C&AG) in accordance with the Health and Safety at Work (Northern Ireland) Order 1978 as amended by the Health and Safety at Work (Amendment) (Northern Ireland) Order 1998. The C&AG is Head of the Northern Ireland Audit Office and he and his staff are wholly independent of the Health and Safety Executive for Northern Ireland. He reports his findings to the Northern Ireland Assembly. The audit of the financial statements for 2017-18 resulted in an audit fee of £9,000 and is included in the other operating charges in the Net Expenditure Account. The C&AG did not provide any non-audit services during the year. As the Accounting Officer, HSENI's Chief Executive is responsible for maintaining a sound system of internal control that supports the achievement of HSENI's policies, aims and objectives whilst safeguarding the public funds and HSENI assets in accordance with the responsibilities set out in Managing Public Money (NI).

So far as the Accounting Officer is aware, there is no relevant audit information of which the auditor is unaware, and the Accounting Officer has taken all the steps that he ought to have taken to make himself aware of any relevant audit information and to establish that the auditor is aware of that information.



Keith Morrison
Chief Executive
Date: 19 June 2018

Statement of Accounting Officer's Responsibilities

Under the Health and Safety at Work (Northern Ireland) Order 1978 as amended by the Health and Safety at Work (Amendment) (Northern Ireland) Order 1998, the Department for the Economy has directed the Health and Safety Executive for Northern Ireland to prepare for each financial year a statement of accounts in the form and on the basis set out in the Accounts Direction. The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of the Health and Safety Executive for Northern Ireland and of its net resource outturn, application of resources, changes in taxpayers' equity and cash flows for the financial year.

In preparing the accounts, the Accounting Officer is required to comply with the requirements of the Government Financial Reporting Manual and in particular to:

- observe the Accounts Direction issued by the Department for the Economy including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards as set out in the Government Financial Reporting Manual have been followed, and disclose and explain any material departures in the financial statements; and
- prepare the financial statements on a going concern basis.

The Accounting Officer of the Department for the Economy has designated the Chief Executive as Accounting Officer of the Health and Safety Executive for Northern Ireland. The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding the Health and Safety Executive for Northern Ireland's assets, are set out in Managing Public Money Northern Ireland (MPMNI) published by HM Treasury.



Keith Morrison
Chief Executive
Date: 19 June 2018

Governance Statement: Introduction

This is the sixth Governance Statement for the Health and Safety Executive for Northern Ireland (HSENI).

It reflects HSENI's governance, risk management and internal control arrangements as they have operated during the 2017-18 financial year. It also provides details of future actions planned by the HSENI to mitigate risks and to address any internal control weaknesses that have been identified.

Organisation and Structures

The key organisational structures which support the delivery of corporate governance in HSENI are:

1. the HSENI Board;
2. the Audit and Risk Management Committee;
3. the Remuneration Committee;
4. Monthly Senior Management Team meetings; and
5. Quarterly Oversight and Liaison meetings with HSENI's sponsoring body, the Department for the Economy (DfE).

HSENI's Governance Framework

Corporate Governance refers to the way in which organisations are directed and controlled. HSENI's governance framework, which ensures the effectiveness of the direction and control of the Department, is set out in the following paragraphs.

1. HSENI's Board

HSENI's Board oversees the aims and objectives of the organisation within the wider strategic aims of DfE, HSENI's sponsor Department. It supports the Chief Executive by providing collective leadership and taking ownership of HSENI's performance.

During 2017-18, HSENI's Board comprised of nine members including the Chairman, Derek Martin, who was appointed on 1 April 2017. The Board Members are appointed for three years (renewable for a further period of up to three years) by the Departmental Minister, in line with the Code of Practice issued by the Commissioner for Public Appointments for Northern Ireland. The Board is comprised entirely of independent members. Its membership during 2017-18 was as follows:

HSENI Board members 2017 - 2018



Derek Martin
Chairman



Hilary Singleton
Deputy Chair



Billy Graham



John Kane



Dr Mark Williamson



Lindsey Smith



Harry Sinclair



Tom Wright



Maynard Mawhinney

While HSENI is a Crown body and its staff are civil servants, the Board is the employer of HSENI staff and is responsible for appointing its Chief Executive and for setting appropriate remuneration for this post. The Board contributes to the good governance of HSENI by offering constructive challenge across all of HSENI's business. This is with a view to ensuring that all aspects of strategy and delivery of policy are scrutinised for effectiveness and efficiency. Day-to-day operational matters are the responsibility of the Chief Executive and Deputy Chief Executives that make up HSENI's Senior Management Team.

The Board has corporate responsibility for ensuring that HSENI fulfils the aims and objectives set by DfE and approved by the Minister, and for promoting the efficient, economic and effective use of staff and other resources by HSENI. To this end, and in pursuit of its wider corporate responsibilities, the Board:

- establishes the overall strategic direction of HSENI within the policy and resources framework determined by the sponsor Minister and Department, particularly under the Department's Management Statement and Financial Memorandum for HSENI;
- constructively challenges the HSENI's executive team in their planning, target setting and delivery of performance;
- ensures that the Department is kept informed of any changes which are likely to impact on the strategic direction of HSENI or on the attainability of its targets, and determines the steps needed to deal with such changes;
- ensures that any statutory or administrative requirements for the use of public funds are complied with; that the Board operates within the limits of its statutory authority and any delegated authority agreed with the Department, and in accordance with any other conditions relating to the use of public funds; and that, in reaching decisions, the Board takes into account all relevant guidance issued by DoF and the Department;
- ensures that the Board receives and reviews regular financial information concerning the management of HSENI; is informed in a timely manner about any concerns about the activities of HSENI; and provides positive assurance to the Department that appropriate action has been taken on such concerns;
- demonstrates high standards of corporate governance at all times, including using the independent Audit and Risk Management Committee, to help the Board to address the key financial and other risks facing HSENI; and
- appoints with the Department's approval, a Chief Executive to HSENI and, in consultation with the Department, sets performance objectives and remuneration terms linked to these objectives for the Chief Executive, which give due weight to the proper management and use of public monies.

2. HSENI's Audit and Risk Management Committee

The Board is supported in its role by HSENI's Audit and Risk Management Committee (ARMC), which is a sub-committee of the Board. During 2017-18 the ARMC was chaired by a Board Member, Hilary Singleton. The ARMC also included three other Board Members, John Kane, Lindsey Smith and Dr Mark Wilkinson (replaced by Tom Wright with effect from 12 October 2017). Other attendees include HSENI officials and observers, namely representatives of Northern Ireland Audit Office and HSENI's externally appointed Internal Auditors. The role of the ARMC is to provide reassurance to the Board by overseeing:

(i) strategic processes for risk, control and governance, and the annual Governance Statement;

(ii) accounting policies, the accounts, and the annual report of the organisation, including the processes for review of the accounts prior to submission for audit, levels of error identified, and management's letter of representation to the external auditors;

(iii) the planned activity and results of both internal and external audit;

(iv) proposals for tendering for internal audit services or for purchase of non-audit services from contractors who provide audit services;

(v) adequacy of management responses to issues identified by audit activity, including external audit's management letter;

(vi) assurances relating to the corporate governance requirements for the organisation; and

(vii) anti-fraud policies and whistleblowing processes.

The ARMC also periodically reviews its own effectiveness and reports the results of that review to the Board. The last review was completed in relation to the 2016-17 year in June 2017 and submitted to the Board at its meeting on 21 June 2017. The points highlighted for consideration following this self-assessment exercise were:

- the importance of continuing to develop a good working relationship with HSENI's Internal and External Auditors through regular planning and progress meetings, with and without staff involvement. Review by the Committee of the Annual Internal Audit Customer Satisfaction Survey should highlight any areas where improvement is required; and
- the importance of ensuring ARMC is afforded adequate time to consider the end of year accounts and that sufficient time is built into the faster closing timetable to facilitate this. Actions in the current year should achieve this.

3. Remuneration Committee

The Remuneration Committee normally meets once a year to review the performance of the Chief Executive and to recommend to the Department the Chief Executive's pay award. During 2017-18, the Committee, comprised of the Chair, Derek Martin, the Deputy Chair, Hilary Singleton and Board member, Billy Graham, discussed the Chief Executive's 2017-18 objectives at its meeting in July 2017. The Committee also met to discuss progression against these objectives in December 2017.

4. Monthly Senior Management Team Meeting

HSENI's monthly Senior Management Team Meeting is the regular formal meeting of senior management to discuss ongoing operational issues. It is chaired by the Chief Executive and attended by the three Deputy Chief Executives.

Minutes of these meetings are published on HSENI's website.

5. Quarterly Oversight and Liaison Meetings

Oversight and Liaison meetings with DfE are held on a quarterly basis. The agendas for these meetings contain standing items which include performance monitoring, budgetary and finance matters, risk management and corporate governance. Attendance at these meetings and any matters of note are reported to HSENI's Board by the Chief Executive.

Corporate and Business Planning

Within the policy and resources framework set by the Department's Minister and the Executive, HSENI's Board sets the strategic and annual direction of the organisation through the corporate and business planning process. A Corporate Plan, which aligns with the Executive's Programme for Government and Budget, is normally prepared every three years. HSENI's Corporate Plan was extended for three years to include 2015-16, 2016-17 and 2017-18 following direction from DoF. The new Corporate Plan covering the period 2018 -2023 was issued for public consultation on 6 April 2018 and will be finalised during 2018-19. More detailed Operating Plans are prepared on an annual basis. The detailed stages of the corporate and business planning processes are built into the HSENI's Board work programme.

Secretariat

The Board is supported by a secretariat, located within Corporate Support Group, which is responsible for maintenance of a register of interests. An agenda and papers are circulated one week in advance of each meeting and a record of meetings is circulated to Board members and posted on HSENI's website after the following board meeting. New members are provided with an induction pack and programme.

Board Member	Number of Meetings Attended	Out of a possible
Derek Martin	5	5
Hilary Singleton	5	5
John Kane	5	5
Mark Wilkinson	1	3
Billy Graham	3	5
Maynard Mawhinney	3	5
Lindsey Smith	4	5
Harry Sinclair	5	5
Tom Wright	3	5

Board Attendance

During the 2017-18 year, HSENI's Board met a total of five times. Details of the attendance of individuals who were board members during the year are as follows:

During the 2017-18 year, issues considered by HSENI's Board included:

(i) HSENI's annual Budget allocation and issues arising therefrom;

(ii) management accounting information relating to the actual use of financial resources;

(iii) human resource issues, including managing attendance;

(iv) legislative progress and proposals;

(vi) progress in relation to outputs and outcomes (performance targets); and

(vii) the identification and management of risk.

Board Performance and Effectiveness

HSENI's Board members' performance is appraised annually by the Chair of the Board and the Chair's performance is appraised annually by the Grade 5 in the Department for the Economy's Sponsor Branch. The Board also reviews its own performance to ensure compliance with the Corporate Governance Code. The last self-assessment exercise was completed in October 2016 and the next review is scheduled for 2018.

Audit and Risk Management Committee Reports

Following each meeting of the ARMC, HSENI's Board is provided with the draft minutes of the meeting supplemented by a verbal report from the ARMC Chair.

The Chair also provides an annual report to HSENI's Board which summarises the Committee's work for the year. The report includes:

(i) details of meetings, membership and attendance;

(ii) a summary of the findings from the ARMC's review of its effectiveness;

(iii) a summary of work undertaken during the year; and

(iv) the ARMC's views on risk management.

The ARMC was content with the quality of assurances it received during 2017-18 including the management of risk and the quality of internal and external audit.

Risk Management

HSENI's approach is to assign risks to those best placed to manage them, whilst maintaining clear accountability. HSENI manages risk at a corporate level, supported by internal processes.

Corporate Risks are managed collectively by the Senior Management Team, with ownership of the risks assigned to the Accounting Officer. HSENI's Senior Management Team formally reviews the Corporate Risk Register on a quarterly basis, with a further review at each meeting of the ARMC. HSENI's Board also receives a full copy of the Corporate Risk Register at each meeting.

Corporate risks being managed at 31 March 2018 and key actions being taken in mitigation related to:

- Failure to manage HSENI's budget efficiently resulting in a significant under or overspend.

Meetings between SMT and Finance staff throughout the year as well as monthly budget profiling returns from budget holders to Finance helps ensure spend remains within the required 1% tolerance level.

- Failure to maintain functions and services of HSENI due to budgetary pressures.

Regular financial planning meetings between SMT and Finance as well as prioritisation of work ensured continued service delivery during 2017-18. Regular discussions took place with DfE throughout the year to promote the importance of HSENI's work and the potential impact of a further reduction in budget. HSENI continues to face financial constraints and these are and will actively be managed to ensure service delivery is maintained.

- Ineffective governance leading to poor value for money, fraud, loss of public funds or irregular expenditure.

HSENI has clear roles and responsibilities in place with regard to identifying, investigating and managing any suspected cases of fraud. There are a number of key operational and corporate governance controls that help ensure that the likelihood of this risk is minimised. These include the existence of an Audit and Risk Management Committee, an internal audit service, as well as Fraud and Whistleblowing Policies.

- Damage to HSENI's reputation as regulator as a result of legal proceedings or adverse media coverage.

Damage to HSENI's reputation could lead to poor organisational creditability. The organisation therefore treats this as a significant risk and has a number of controls in place to mitigate this risk. This includes the maintenance of a strong corporate governance ethic and control procedures by both HSENI's Board and staff members. Performance of the organisation is regularly monitored by HSENI's Senior Management Team and the Board.

- Failure to manage, maintain and secure personal data and information leading to legal proceedings and fines from ICO.

HSENI has a number of policies which have been disseminated to all staff to help ensure this risk does not materialise. These include Data Protection, Information Security and Data Management Breach policies. Mandatory information management training is also undertaken by all staff on a regular basis.

- Failure to prepare for and comply with General Data Protection Regulation (GDPR) and ICO guidance;

HSENI has developed a detailed GDPR Action Plan which contains all the steps which must be followed in order to ensure the organisation is fully prepared to comply with GDPR following its implementation in May 2018. All staff will also receive GDPR training in advance of the May 2018 implementation date.

- Disruption to service delivery.

A major disruption to business delivery may result from a number of causes. HSENI has mitigated this risk by having Emergency Planning Controls, Information Technology Controls, Information Security Controls and Operational Controls in place.

As at 31 March 2018, HSENI's risk register did not include any 'Emerging risks'.

Six Monthly Assurance Statements

Every six months HSENI's Chief Executive provides an Assurance Statement to DfE's Permanent Secretary, who is the Departmental Accounting Officer for DfE. This six monthly statement confirms the efficacy of the systems of internal control within HSENI and, where appropriate, draws the attention of the Permanent Secretary to any significant internal control issues during 2017-18. HSENI's Chief Executive also provides the Department with a copy of the latest risk register and confirmation of Direct Award Contracts awarded during the period.

Freedom of Information (FOI) and Environmental Information Regulations (EIR) Requests

During 2017-18, HSENI dealt with 194 requests for information, 124 Information requests under Article 30 of the HASAWO, and 12 Environmental Information Regulations requests. These requests varied in nature and originated from a number of sources, including Solicitors, Insurance companies, the general public, private companies and Members of the Legislative Assembly (MLAs).

Internal Audit

HSENI has externally appointed Internal Auditors, who operate to HM Treasury's Public Sector Internal Audit Standards. The current Internal Audit Service contract was awarded in June 2017. The Internal Auditors construct their annual audit programme on the basis of an Internal Audit Strategy covering the period 2017-18 to 2019-20 and also take into account the objectives and risks faced by HSENI, including any emerging risks. The Internal Audit programme for 2017-18 was agreed by the ARMC.

HSENI's Internal Auditors submit regular reports to the ARMC which include the Head of Internal Audit's independent opinion on the adequacy, reliability and effectiveness of HSENI's system of internal control. A satisfactory assurance was given in relation to the adequacy of the systems of control in place within HSENI, in line with the Internal Audit Strategic Plan, and their operation for the period ended 31 March 2018.

Compliance with the Corporate Governance Code

HSENI is content that it is compliant with both the spirit and the principles of the "Corporate Governance in Central Government Departments: Code of Good Practice NI 2013" issued by the Department of Finance and Personnel (now Department of Finance) in April 2013, in so much as they can be read across to NDPBs.

Quality of Data Used by HSENI's Board

HSENI's Board is issued with the most up-to-date data sources ahead of each board meeting. The data is collated into a number of key reports, drawn from a wide range of sources, covering the core functions of the organisation, including budgets and finance, performance monitoring, legislation, human resources, investigations and prosecutions, all of which are subject to internal audit scrutiny. The Board also draws assurance from the fact that data relating to financial information and absenteeism is derived from NICS wide systems such as Account NI and HR Connect. These systems are subject to scrutiny by DFP's Internal Audit Service and information on absenteeism is supplied to departments by the Northern Ireland Statistics and Research Agency (NISRA). The data is subject to challenge or to requests for further information/clarification by the Board. The Board was content with the quality of information it received during 2017-18.

Ministerial Directions

No Ministerial Directions were issued during the 2017-18 financial year.

Public Accounts Committee Issues

HSENI was not required to provide evidence to the Assembly's Public Accounts Committee during 2017-18.



Keith Morrison
Chief Executive
Date: 19 June 2018

Remuneration and Staff Report
Remuneration Report

Remuneration Policy

The Senior Civil Service (SCS) remuneration arrangements are based on a system of pay scales for each SCS grade containing a number of pay points from minima to maxima, allowing progression towards the maxima based on performance. In 2012, upon creation, there were 11 points on each scale. The minimum point has been removed in each year from 2014 to 2016 (the scales now have 8 pay points) to allow progression through the pay scales within a reasonable period of time.

The pay remit (for the NI public sector and SCS) is normally approved by the Minister of Finance but in the absence of an Executive the DoF Permanent Secretary has set the 2017-18 NI public sector pay policy in line with the overarching HMT parameters and in a manner consistent with the approach taken by the previous Finance Minister in 2016-17. The pay award for SCS staff for 2017-18 has not yet been finalised.

Remuneration Committee

The Remuneration Committee meets once a year to review the performance of the Chief Executive and to recommend to the Department the Chief Executive's pay award.

The committee comprises the Chairman and Deputy Chairman together with one other Board member. The composition of the committee which met during 2017-18 was Derek Martin, Hilary Singleton and Billy Graham.

Board salaries are set by the Public Appointments Unit in the Department for the Economy.

Service Contracts

Civil Service appointments are made in accordance with the Civil Service Commissioners' Recruitment Code, which requires appointment to be on merit on the basis of fair and open competition but also includes the circumstances when appointments may otherwise be made.

Unless otherwise stated below, the officials covered by this report hold appointments which are open-ended. Early termination, other than for misconduct, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme.

Further information about the work of the Civil Service Commissioners can be found at www.nicscommissioners.org.

Salary and Pension Entitlements (audited information)

The following sections provide details of the remuneration and pension interests of the senior members of HSENI.

Remuneration (including salary) and pension entitlements

	2017-18				2016-17			
Senior Management	Salary £'000	Bonus Payment £'000	Pension Benefits (to nearest £1000)*	Total (£'000)	Salary £'000	Bonus Payment £'000	Pension Benefits (to nearest £1000)*	Total (£'000)
Keith Morrison Chief Executive	70-75	-	15	85-90	70-75	0-5	36	105-110
Louis Burns Deputy Chief Executive	55-60	-	18	70-75	55-60	-	42	95-100
Bryan Monson Deputy Chief Executive	60-65	-	14	75-80	60-65	0-5	27	90-95
Nicola Monson Deputy Chief Executive	55-60	-	18	75-80	55-60	-	32	90-95
Band of Highest Paid Manager	70-75				70-75			
Median Total Remuneration	36,448				37,253			
Ratio	2.0				1.9			
Range of Staff Remuneration	16-70				16-70			

* The value of pension benefits accrued during the year is calculated as (the real increase in pension multiplied by 20) plus (the real increase in any lump sum) less (the contributions made by the individual). The real increases exclude increases due to inflation and any increase or decrease due to a transfer of pension rights.

Reporting bodies are required to disclose the relationship between the remuneration of the highest-paid manager in their organisation and the median remuneration of the organisation's workforce.

The banded remuneration of the highest-paid manager in HSENI in the financial year 2017-18 was £70 - 75k (2016-17, £70 - 75k). This was 2.0 times (2016-17, 1.9) the median remuneration of the workforce, which was £36,448 (2016-17, £37,253).

In 2017-18, 0 (2016-17, 0) employees received remuneration in excess of the highest-paid manager.

None of the senior members of HSENI received bonuses in 2017-18 (2016-17: 2) and none of the senior members received benefits in kind during the year 2017-18 or 2016-17.

	2017-18	2016-17
Board Members	**Salary £'000**	**Salary £'000**
Derek Martin Chairperson (from 1st April 2017)	15-20	15-20
Billy Graham, John Kane, Maynard Mawhinney, Harry Sinclair, Hilary Singleton, Lindsey Smith, Mark Wilkinson, Tom Wright	0-5	0-5

Salary

'Salary' includes gross salary; overtime; reserved rights to London weighting or London allowances; recruitment and retention allowances; private office allowances and any other allowance to the extent that it is subject to UK taxation and any ex gratia payments.

Benefits in kind

The monetary value of benefits in kind covers any benefits provided by the employer and treated by HM Revenue and Customs as a taxable emolument. No such benefits were received by HSENI staff or Board members.

Bonuses

Bonuses are based on performance levels attained and are made as part of the appraisal process. Bonuses relate to the performance in the year in which they become payable to the individual. No bonuses were payable to senior staff in 2017-18. The bonuses reported in 2016-17 relate to performance in 2016-17.

Pension Entitlements (audited information)

	Accrued pension at pension age as at 31/3/18 and related lump sum	Real increase in pension and related lump sum at pension age	CETV at 31/3/18	CETV at 31/3/17	Real increase in CETV
Senior Management	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Keith Morrison Chief Executive	35 - 40	0 - 2.5	509	475	3
Louis Burns Deputy Chief Executive	15 - 20 plus lump sum of 45 - 50	0 - 2.5 plus lump sum of 0 - 2.5	329	298	6
Bryan Monson Deputy Chief Executive	20 - 25 plus lump sum of 50 - 55	0 - 2.5 plus lump sum of 0 - (2.5)	376	349	3
Nicola Monson Deputy Chief Executive	15 - 20 plus lump sum of 40 - 45	0 - 2.5 plus lump sum of 0 - (2.5)	307	281	7

Board members are not included in the NICS Pension Scheme.

Northern Ireland Civil Service (NICS) Pension Schemes

Pension benefits are provided through the Northern Ireland Civil Service pension schemes which are administered by Civil Service Pensions (CSP).

The alpha pension scheme was introduced for new entrants from 1 April 2015. The alpha scheme and all previous scheme arrangements are unfunded with the cost of benefits met by monies voted each year. The majority of existing members of the classic, premium, classic plus and nuvos pension arrangements also moved to alpha from that date. Members who on 1 April 2012 were within 10 years of their normal pension age did not move to alpha and those who were within 13.5 years and 10 years of their normal pension age were given a choice between moving to alpha on 1 April 2015 or at a later date determined by their age. Alpha is a 'Career Average Revalued Earnings' (CARE) arrangement in which members accrue pension benefits at a percentage rate of annual pensionable earnings throughout the period of scheme membership. The rate is 2.32%.

New entrants joining can choose between membership of alpha or joining a good quality 'money purchase' stakeholder arrangement with a significant employer contribution (partnership pension account).

New entrants joining on or after 30 July 2007 were eligible for membership of the nuvos arrangement or they could have opted for a partnership pension account. Nuvos is also a CARE arrangement in which members accrue pension benefits at a percentage rate of annual pensionable earnings throughout the period of scheme membership. The current rate is 2.3%.

Staff in post prior to 30 July 2007 may be in one of three statutory based 'final salary' defined benefit arrangements (classic, premium, and classic plus). From April 2011, pensions payable under classic, premium, and classic plus are reviewed annually in line with changes in the cost of living. New entrants joining on or after 1 October 2002 and before 30 July 2007 could choose between membership of premium or joining the partnership pension account.

All pension benefits are reviewed annually in line with changes in the cost of living. Any applicable increases are applied from April and are determined by the Consumer Prices Index (CPI) figure for the preceding September. The CPI in September 2017 was 3% and HM Treasury has announced that public service pensions will be increased accordingly from April 2018.

Employee contribution rates for all members for the period covering 1st April 2018 – 31st March 2019 are as follows:

Scheme Year 1st April 2018 to 31st March 2019

Annualised Rate of Pensionable Earnings (Salary Bands)		Contribution rates – Classic members or classic members who have moved to alpha	Contribution rates – All other members
From	**To**	**From 01April 2018 to 31 March 2019**	**From 01 April 2018 to 31 March 2019**
£0	£15,000.99	4.6%	4.6%
£15,001.00	£21,636.99	4.6%	4.6%
£21,637.00	£51,515.99	5.45%	5.45%
£51,516.00	£150,000.99	7.35%	7.35%
£150,001.00 and above		8.05%	8.05%

Benefits in classic accrue at the rate of 1/80th of pensionable salary for each year of service. In addition, a lump sum equivalent to three years' pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum (but members may give up (commute) some of their pension to provide a lump sum). Classic plus is essentially a variation of premium, but with benefits in respect of service before 1 October 2002 calculated broadly as per classic.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 8% and 14.75% (depending on the age of the member) into a stakeholder pension product chosen by the employee. The employee does not have to contribute but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.5% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach their scheme pension age, or immediately on ceasing to be an active member of the scheme if they are at or over pension age. Scheme Pension age is 60 for members of classic, premium and classic plus and 65 for members of nuvos. The normal scheme pension age in alpha is linked to the member's State Pension Age but cannot be before age 65. Further details about the NICS pension schemes can be found at the website https://www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service/civil-service-pensions-ni.

Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies. The CETV figures, and from 2003-04 the other pension details, include the value of any pension benefit in another scheme or arrangement which the individual has transferred to the NICS pension arrangements. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated in accordance with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2015 and do not take account of any actual or potential benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

Real increase in CETV

This reflects the increase in CETV effectively funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period. However, the real increase calculation uses common actuarial factors at the start and end of the period so that it disregards the effect of any changes in factors and focuses only on the increase that is funded by the employer.

Compensation for loss of office

No amounts became payable in 2017-18 or 2016-17 in relation to loss of office.

Staff Report

Staff Costs (audited information)

Staff Costs comprise:

	Permanently employed staff £'000	Others £'000	2017-18 Total £'000	2016-17 Total £'000
Wages and salaries	3,651	28	3,679	3,559
Social security costs	372	-	372	369
Other pension costs	793	-	793	785
	4,816	**28**	**4,844**	**4,713**

The Northern Ireland Civil Service pension schemes are unfunded multi-employer defined benefit schemes but HSENI is unable to identify its share of the underlying assets and liabilities. The most up to date actuarial valuation was carried out as at 31 March 2012. This valuation is then reviewed by the Scheme Actuary and updated to reflect current conditions and rolled forward to the reporting date of the DoF Superannuation and Other Allowances Annual Report.

For 2017-18, employers' contributions of £793,444 were payable to the NICS pension arrangements (2016-17 £784,538) at one of three rates in the range 20.8% to 26.3% of pensionable pay, based on salary bands. The scheme's Actuary reviews employer contributions every four years following a full scheme valuation. A new scheme funding valuation based on data as at 31 March 2012 was completed by the Actuary during 2014-15. This valuation was used to determine employer contribution rates for the introduction of alpha from April 2015. For 2018-19, the rates will range from 20.8% to 26.3%. The contribution rates are set to meet the cost of the benefits accruing during 2017-18 to be paid when the member retires, and not the benefits paid during this period to existing pensioners.

Employees can opt to open a partnership pension account, a stakeholder pension with an employer contribution. No employees of HSENI have exercised this option

No exit packages were paid during the year (2016-17: £nil).

Two persons (2016-17: 0 persons) retired early on ill-health grounds; the total additional accrued pension liabilities in the year amounted to £21,882 (2016-17: £nil).

Average number of persons employed (audited information)

The average number of whole-time equivalent persons, including senior management, employed during the year was as follows:

	Permanent staff £'000	Others £'000	2017-18 Total	2016-17 Total
Directly employed	102	-	102	101
Other	1	-	1	1
Total	103	-	103	102

Staff Composition

A breakdown at 31 March 2018 showing the number of persons of each sex who were Board Members, senior managers and employees of HSENI, is shown below. Figures for the previous year are shown in brackets. During 2017-18 HSENI employed one Senior Civil Servant, the Chief Executive (equivalent to Grade 5 in the SCS).

	Male	Female
Board Members	7 (7)	2 (2)
Senior Managers	3 (3)	1 (1)
Employees	51 (51)	57 (60)

Sickness Absence Data

The overall HSENI managing attendance figure for 2017-18 was a total of 1399 (2016-17: 981) staff days lost. This equates to 12.2 (2016-17: 10.2) days per staff member during the year.[5] 65% of working days lost through sick absence during 2017-18 were attributable to long term absence. 90.9% of staff had no sick absence throughout the period.

Staff Policies applied during the Financial Year

HSENI adheres to all NICS policies in ensuring full and fair consideration is given to applications for employment by disabled persons, in continuing the employment of, and arranging appropriate training for, employees who have become disabled persons during the period when they were employed, and for the training, career development and promotion of disabled persons employed.

[5] Figures for staff days lost and days' sickness absence per staff member are sourced from NISRA who have advised that the figures are provisional and should not be quoted as an official absence rates. Final figures not expected until September 2018.

Equality

HSENI's revised Equality Scheme, submitted to the Equality Commission, was approved by the Commission and signed by HSENI's Chair and Chief Executive. Uncertainties surrounding the political situation and the NICS's future budget allocation has led to a delay in the completion of HSENI's new Corporate Plan. However, it is hoped the new plan will be finalised during 2018-19, and a revised Equality Scheme will be introduced in line with the new Corporate Plan.

During 2017-18, HSENI:

- carried out equality screening exercises in respect of proposals for four sets of health and safety regulations/approved codes of practice. None of these exercises identified any adverse or differential impacts for section 75 groups and, in year, none of the responses to any subsequent consultation exercises disagreed with these findings;
- as part of the second Farm Safety Partnership Action Plan, continued with its multi-media farm safety campaign;
- continued its work on its child safety on farms campaign, reaching over 13,400 primary school children in 104 rural primary schools with its presentations delivering key messages for staying safe on the farm;
- continued with the child safety on farms poster competition with entries from 3,300 pupils from 74 primary schools. A 2018 calendar was produced from the winning entries and this was distributed to 41,500 families of children attending rural primary schools in Northern Ireland, providing key monthly messages on how to avoid the dangers of working or playing on the farm;
- participated in eight rural 'Bee Safe' events speaking to some 4,000 pupils on the three key farm safety messages, namely tractors and other machinery, safety with animals, and safe play on the farm;
- provided several publications aimed specifically at providing information on HSENI's information services for migrant workers who do not have English as their first language. HSENI has provided these publications, in hard copy and on the web, in a number of ethnic minority languages; and
- continued to provide the pictorial Universal Safety Booklet, for high risk work sectors, aimed at those who do not have English as their first language or have difficulty in reading.

Human Resources

HSENI continues to manage its business and improve performance through effective staff deployment and performance management. This has been achieved through efficient people planning, active career management, and facilitation of staff transfer for the benefit of both the business and the individual concerned. HSENI maintains a skilled and motivated workforce created through a culture of development and well managed personal development plans.

HSENI's current staff in post is 112. As HSENI has Crown status, its employees are Civil Servants and enjoy Northern Ireland Civil Service terms and conditions of service. A significant number of our staff made use of the flexible working hours and work life balance policies available throughout the NICS. At 31 March 2018, there were 29 staff working on part time or partial retirement arrangements.

HSENI continues to monitor and actively manage the sickness absence of its staff through the application of centrally agreed policies and procedures and the HRConnect Shared Service.

HSENI continues to:

- create an inclusive, safe and healthy working environment for all staff;
- actively pursue fairness and equality;
- encourage team working within an open and participative management culture; and
- maintain good industrial relations and liaise regularly with Trade Union representatives.

Efficiency and Value for Money

In order to ensure that the public resources allocated are used to best effect, HSENI is committed to:

- regularly monitoring performance;
- conducting Internal Audits of its operating systems;
- adopting a strategic approach to risk management;
- keeping its performance measurement mechanisms under review;
- following the Department of Finance and Personnel's Central Procurement Directorate (CPD) guidelines for procurement and using its services wherever possible;
- keeping administrative costs to a minimum; and
- recovering costs where appropriate.

Employee Involvement and Learning and Development

HSENII Human Resource policies, strategies and plans directly and tangibly support HSENI's business by ensuring that it has a highly skilled, knowledgeable and flexible workforce. HSENI is committed to the continuous development of its staff to meet the needs of its business areas and to reflect the variety of skills and competencies required for them to operate effectively both now and in the future. HSENI managers, at all levels, in line with HR policies contained in the NICS Staff Handbook ensure performance management, absence levels and employee relations are managed effectively. HSENI is committed to providing all staff with the development and training necessary for effective performance in their jobs and for the development of their potential in accordance with the business needs of HSENI and the agreed training priorities for the NICS. HSENI utilises the DoF Centre for Applied Learning shared service which provides a wide range of programmes for all generic learning and development needs.

During 2017-18 there was a NICS wide review of the Assistance to Study Policies. However, HSENI offered 'line of business' study opportunities where budget permitted. In the last year:

- Four staff undertook a NEBOSH General Certificate qualification, two members of staff undertook a GDPR Practitioner's course qualification and one member of staff undertook a Foundation Certificate in Information Governance;
- HSENI undertook a comprehensive range of learning and development activities for staff in accordance with its Learning and Development Plan 2017-18. This amounted to 578 training days spent on organisational, team and individual training needs; and
- HSENI's investment in learning and development has included our existing inspectors who avail of a range of training courses in HSE (GB) to ensure they receive the same professional development opportunities as their HSE (GB) counterparts in a wide range of disciplines.

Much of this specialist training is organised through HSE (GB) and the Health and Safety Laboratory (HSL).

Tailored training such as the Demolition training was organised for all Construction staff, other staff undertook Aerobic Digester, electrical safety and controlling dust explosion risks training.

In 2017 five new trainee inspectors were recruited by HSENI. The new trainee inspectors are currently undertaking a NEBOSH Post Graduate Diploma in Regulatory Occupational Health & Safety. This is a two year course after which the Trainee Inspectors will become fully qualified inspectors.

Staff opinions and views are sought as part of the planning processes, for example, as part of the annual operational plan, as well as at events such as the staff away days. SMT also encourages consultation and exchange of information within HSENI. SMT meet with the Heads of Group team on a regular basis. In addition, a system of team briefing provides the framework for managers to update staff on a monthly basis on Board and SMT decisions, organisational topics and issues.

Other channels to maximise staff involvement include appraisal, SHINE newsletter, SharePoint Intranet, working groups such as the Out of Hours project and informal breakfast events. HSENI recognises the importance of good industrial relations and is committed to effective employee relations and communications. Regular meetings are held with representatives of Trade Unions under the Whitley framework.

Enforcement Guidelines

HSENI's Enforcement Guidelines enshrine the principles contained in the Regulators' Code produced by the Better Regulation Delivery Office of the Department for Business Innovation and Skills in July 2013.

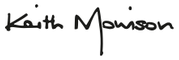
HSENI believes in firm but fair enforcement of health and safety law. This should be informed by the principles of **proportionality** in applying the law and securing compliance; **targeting** of enforcement action; **consistency** of approach; **transparency** about how the regulator operates and what those regulated may expect; and **accountability** for the regulator's actions. These principles should apply both to enforcement in particular cases and to the health and safety enforcing authorities' management of enforcement activities as a whole.

Expenditure on Consultancy

HSENI did not incur any expenditure on Consultants during the 2017-18 financial year.

Off-payroll Engagements

HSENI did not engage in any off-payroll arrangements during the 2017-18 financial year.



Keith Morrison
Accounting Officer

Accountability and Audit Report

Funding Report

Regularity of Expenditure (audited information)

HSENI conducted its financial dealings throughout the year in line with relevant legislation, delegated authorities and appropriate guidance issued by HM Treasury and DoF, including Managing Public Money Northern Ireland.

Fees and Charges (audited information)

HSENI had no material fees and charges income in the current financial year.

Losses and Special Payments

HSENI did not make any losses, gifts or special payments requiring disclosure in the current financial year.

Remote Contingent Liabilities

HSENI is not aware of any remote contingent liabilities.

Long-term Expenditure Trends

HSENI is currently funded on a year by year basis. The budget allocation for 2017-18 has been set at a similar level to 2016-17. HSENI does not foresee any significant adjustments to budget levels in the short-term as a result of management decisions but is subject to the impact of overall adjustments to the Northern Ireland block funding and Departmental adjustments.

Auditor's Report

Health and Safety Executive For Northern Ireland
The Certificate and Report of the Comptroller and Auditor General to the Northern Ireland Assembly

Opinion on financial statements

I certify that have audited the financial statements of the Health and Safety Executive for Northern Ireland for the year ended 31 March 2018 under the Health and Safety at Work (Northern Ireland) Order 1978. The financial statements comprise: the Statements of Comprehensive Net Expenditure, Financial Position, Cash Flows, Changes in Taxpayers' Equity; and the related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Accountability Report that is described in that report as having been audited.

In my opinion the financial statements:

- give a true and fair view of the state of the Health and Safety Executive for Northern Ireland's affairs as at 31 March 2018 and of the Health and Safety Executive's net expenditure for the year then ended; and
- have been properly prepared in accordance with the Health and Safety at Work (Northern Ireland) Order 1978 and Department for the Economy directions issued thereunder.

Opinion on regularity

In my opinion, in all material respects the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Basis of opinions

I conducted my audit in accordance with International Standards on Auditing (UK) (ISAs) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom.' My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of this certificate. My staff and I are independent of the Health and Safety Executive for Northern Ireland in accordance with the ethical requirements of the Financial Reporting Council's Revised Ethical Standard 2016, and have fulfilled our other ethical responsibilities in accordance with these requirements. I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinions.

Other Information

The Health and Safety Executive for Northern Ireland and the Accounting Officer are responsible for the other information included in the annual report. The other information comprises the information included in the annual report other than the financial statements, the parts of the Accountability Report described in the report as having been audited and my audit certificate and report. My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Opinion on other matters

In my opinion:

- the parts of the Accountability Report to be audited have been properly prepared in accordance with Department for the Economy directions made under the Health and Safety at Work (Northern Ireland) Order 1978; and
- the information given in the Performance Report and Accountability Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Responsibilities of the Health and Safety Executive for Northern Ireland and Accounting Officer for the financial statements

As explained more fully in the Statement of Accounting Officer Responsibilities, the Health and Safety Executive for Northern Ireland and the Accounting Officer are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Auditor's responsibilities for the audit of the financial statements

My responsibility is to audit, certify and report on the financial statements in accordance with the Health and Safety at Work (Northern Ireland) Order 1978.

I am required to obtain evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of my responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my certificate.

In addition, I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Matters on which I report by exception

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the parts of the Accountability Report to be audited are not in agreement with the accounting records; or
- I have not received all of the information and explanations I require for my audit; or
- the Governance Statement does not reflect compliance with the Department of Finance's guidance.

Report

I have no observations to make on these financial statements.



KJ Donnelly
Comptroller and Auditor General
Northern Ireland Audit Office
106 University Street
Belfast
BT7 1EU

21 June 2018

Health and Safety Executive for Northern Ireland

Financial Statements for the year ended 31 March 2018

Statement of Comprehensive Net Expenditure
for the year ended 31st March 2018

	Notes	2017-18 £'000	2016-17 £'000
Income from activites	4	43	42
Total operating income		**43**	**42**
Staff costs	2	4,844	4,713
Depreciation	3	17	27
Other operating expenditure	3	1,603	1,640
Total operating expenditure		**6,464**	**6,380**
Net operating expenditure for the year		**6,421**	**6,338**

There were no other recognised gains or losses in the period.

All amounts above relate to continuing operations.

The notes on pages 82 to 91 form part of these accounts.

Statement of Financial Position
as at 31st March 2018

	Notes	31st March 2018 £'000	31st March 2017 £'000
Non-current asset			
Property, plant and equipment	5	26	37
Intangible assets	6	99	-
Total non-current assets		**125**	**37**
Current asset			
Trade and other receivables	8	298	233
Cash and cash equivalents	9	640	559
Total current assets		**938**	**792**
Total assets		**1,063**	**829**
Current liabilities			
Trade and other payables	10	859	712
Total current liabilities		**859**	**712**
Total assets less total liabilities		**204**	**117**
Taxpayers' equity			
General reserve		204	117
Revaluation reserve		-	-
		204	**117**

The financial statements on pages 79 to 82 were approved by the Board on 19 June 2018 and were signed on its behalf by;

(signed) .....
(D Martin, Chairman)
19 June 2018

(signed) .....
(K Morrison, Chief Executive)
19 June 2018

The notes on pages 82 to 91 form part of these accounts.

Statement of Cash Flows
for the year ended 31st March 2018

	Notes	2017-18 £'000	2016-17 £'000
Cash flows from operating activities			
Net operating cost		(6,421)	(6,338)
Adjustment for depreciation charge on non-current assets	**3**	17	27
Adjustment for notional costs	**3**	366	389
(Increase)/Decrease in trade and other receivables	**8**	(65)	7
(Decrease)/Increase in trade and other payables	**10**	48	155
Net cash outflow from operating activities		**(6,055)**	**(5,760)**
Cash flows from investing activities			
Purchase of property, plant and equipment	**5**	(6)	(3)
Net cash outflow from investing activities		**(6)**	**(3)**
Cash flows from financing activities			
Grants from sponsoring department			
Capital Grant-in-Aid Financing		105	10
Funding of Staff and Operating Expenditure*		5,366	5,227
Funding of Programme Expenditure		671	677
Net financing		**6,142**	**5,914**
Net increase/(decrease) in cash and cash equivalents in the period	**9**	81	151
Cash and cash equivalents at the beginning of the period	**9**	559	408
Cash and cash equivalents at the end of the period	**9**	**640**	**559**

* Staff and Operating Expenditure is paid by DfE on HSENI's behalf

The notes on pages 82 to 91 form part of these accounts.

Statement of Changes in Taxpayers' Equity
for the year ended 31st March 2018

	Notes	General Reserve £'000	Revaluation Reserve £'000	Taxpayers' Equity £'000
Balance at 31st March 2016		152	-	152
Changes in taxpayers' equity for 2016-17				
Capital Grant-in-Aid Financing - DfE		10	-	10
Funding of Staff and Operating Expenditure – Request for Resource B – DfE		5,227	-	5,227
Funding of Programme Expenditure – Request for Resource B – DfE		677	-	677
Grants from Sponsoring department for 2016-17		**5,914**	**-**	**5,914**
Non-cash charges		389	-	389
Comprehensive net expenditure for the year		(6,328)	-	(6,328)
Auditor's remuneration		(10)	-	(10)
Total recognised Income and expense for 2016-17		**(5,949)**	**-**	**(5,949)**
Balance at 31st March 2017		**117**	**-**	**117**
Changes in taxpayers' equity for 2017-18				
Capital Grant-in-Aid Financing – DfE		105	-	105
Funding of Staff and Operating Expenditure – Request for Resource B – DfE		5,366	-	5,366
Funding of Programme Expenditure – Request for Resource B – DfE		671	-	671
Grants from Sponsoring department for 2017-18		**6,142**	**-**	**6,142**
Non-cash charges		366	-	366
Comprehensive net expenditure for the year		(6,413)	-	(6,413)
Auditor's remuneration		(8)	-	(8)
Total recognised Income and expense for 2017-18		**(6,055)**	**-**	**(6,055)**
Balance at 31st March 2018		**204**	**-**	**204**

The General Reserve serves as the chief operating fund. The General Reserve is used to account for all financial resources except those required to be accounted for in another fund.

The Revaluation Reserve records the unrealised gain or loss on the revaluation of intangible assets. All such assets have been fully amortised.

The notes on pages 82 to 91 form part of these accounts.

Notes to the Executive's Accounts

1. Statement of Accounting Policies

These financial statements have been prepared in accordance with the 2017-18 Government Financial Reporting Manual (FReM) issued by the Department of Finance (DoF). The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be most appropriate to the particular circumstances of the Health and Safety Executive for Northern Ireland (HSENI) for the purpose of giving a true and fair view has been selected. The particular policies adopted by HSENI are described below. They have been applied consistently in dealing with items that are considered material to the accounts.

Management has reviewed new accounting standards that have been issued but are not yet effective, nor adopted early, for these accounts. Management consider that these are unlikely to have any significant impact on the accounts in the period of initial application.

1.1. Accounting Convention

These accounts have been prepared under the historical cost convention modified to account for the revaluation of intangible assets.

1.2 Property, Plant and Equipment

The assets of the Health and Safety Executive for Northern Ireland are carried at fair value. Depreciated historical cost is used as a proxy for fair value for all of the organisation's tangible assets given their low values and short useful lives. The minimum level of capitalisation of property, plant and equipment is £1,000.

1.3. Depreciation

Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life, as follows:

Transport equipment - 25% straight line
Furniture & fittings - 25% straight line.

1.4. Intangible Assets

Computer Software

The Department of Enterprise, Trade and Investment acquired a Case Management System (CMS) in 2005-06 for use by HSENI. This CMS system was retrospectively capitalised in the 08-09 year under IAS 38 Intangible Assets. The useful economic life of the asset was estimated at 6 years to March 2012. This system is still in use within HSENI but a new system is currently being developed and is expected to be in use by the start of the 2018-19 financial year. Phase 1 was completed and reflected in the 2017-18 financial statements.

HSENI acquired the accounting software, Microsoft Dynamics NAV in 2009-10. The useful economic life of the asset was estimated at 4 years to March 2014. The system is still in use within HSENI.

These assets are recorded at fair value, as calculated using the Depreciated Replacement Cost method (DRC). Amortisation is calculated on a straight-line basis. Intangible assets are reviewed annually for impairment and are carried at fair value.

1.5. Operating Income

Operating income represents fees charged to businesses for licences and attendance at conferences and is recognised in the period in which performance is satisfied.

1.6. Fees and Charges

HSENI obtains income from the following services in parity with Great Britain (GB):

COMAH income is obtained on a full cost recovery basis.

All these relate to services costing less than £1,000,000.

This information is provided for Fees and Charges purposes, not for IFRS 8 purposes.

1.7. Leases

Leases are classified as operating lease contracts whenever the terms of the lease do not transfer substantially all the risks and benefits to the lessee.

Rentals payable under operating leases are expensed to the net expenditure account on a straight-line basis over the lease term.

1.8. Financial Instruments

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and in hand.

Trade and other receivables

Trade receivables do not carry any interest and are recognised and carried at the lower of their original invoiced value and recoverable amount. A bad debt provision is made when there is objective evidence that the recoverable amount is less than the original invoiced value. Balances are written off when the probability of recovery is assessed as being remote.

Trade and other payables

Trade payables are not interest bearing and are stated at their nominal value.

1.9. Grant-in-Aid

Grant-in-Aid financing is credited to the general reserve in the year that it is received.

HSENI is funded in two distinct ways, both of which are considered to be Programme expenditure within the NI Block grant and are treated as Grant-in-Aid as defined above.

Budget for Staff and Operating Expenditure within HSENI is retained by DfE on behalf of HSENI and used to administer this type of expenditure through HSENI's existence as a separate cost centre within DfE's finance system. Payments are approved by HSENI budget holders but the payment is made from DfE's bank account. HSENI is accountable for the level and propriety of spend but does not physically receive the cash funding. Due to the nature of this arrangement, the Grant-in-Aid associated with this budget matches the level of expenditure.

Budget for Programme Expenditure, being HSENI spend on health & safety programmes, campaigns and events, is obtained from DfE as a cash drawdown and is administered from within HSENI on the organisation's own finance system.

1.10. Value Added Tax

HSENI does not charge output VAT on income and is ineligible to reclaim input VAT on programme expenditure. Therefore all programme expenditure is inclusive of VAT.

Staff and Operating expenditure is exclusive of VAT as it is administered by DfE on HSENI's behalf.

1.11. Pensions

Past and present employees are covered by the provisions of the NICS pension arrangements. The rate for the employer's contribution is set by the Government Actuary and for 2017-18 was dependent on salary range. All contributions are charged to the Statement of Comprehensive Net Expenditure as incurred.

1.12. Operating Segments

The Chief Operating Decision Maker considers HSENI as one operating unit in making decisions. Management information is generated on a holistic basis for the organisation.

1.13. Staff Costs

Under IAS19 Employee Benefits, all staff costs must be recorded as an expense as soon as the organisation is obligated to pay them. This includes the cost of any untaken leave as at the year end. The cost of untaken leave has been determined with reference to cost and leave balance information held by HRConnect at the year end.

2. Staff numbers and related costs

2 (a) Staff costs comprise:

	Permanently employed staff	Others	2017-18 Total	2016-17 Total
	£'000	£'000	£'000	£'000
Wages and salaries	3,651	28	3,679	3,559
Social security costs	372	-	372	369
Other Pension costs	793	-	793	785
Total	**4,816**	**28**	**4,844**	**4,713**

2 (b) Pension arrangements:

The Northern Ireland Civil Service pension schemes are unfunded multi-employer defined benefit schemes but HSENI is unable to identify its share of the underlying assets and liabilities. The most up to date actuarial valuation was carried out as at 31 March 2012. This valuation is then reviewed by the Scheme Actuary and updated to reflect current conditions and rolled forward to the reporting date of the DoF Superannuation and Other Allowances Annual Report and Accounts as at 31 March 2018.

For 2017-18, employers' contributions of £793,444 were payable to the NICS pension arrangements (2016-17 £784,538) at one of three rates in the range 20.8% to 26.3% of pensionable pay, based on salary bands. The scheme's Actuary reviews employer contributions every four years following a full scheme valuation. A new scheme funding valuation based on data as at 31 March 2012 was completed by the Actuary during 2014-15. This valuation was used to determine employer contribution rates for the introduction of alpha from April 2015. For 2018-19, the rates will also range from 20.8% to 26.3% however the salary bands differ. The contribution rates are set to meet the cost of the benefits accruing during 2017-18 to be paid when the member retires, and not the benefits paid during this period to existing pensioners.

Employees can opt to open a partnership pension account, a stakeholder pension with an employer contribution. No employees of HSENI have exercised this option

No exit packages were paid during the year (2016-17 £nil).

Two persons (2016-17: 0 persons) retired early on ill-health grounds; the total additional accrued pension liabilities in the year amounted to £21,882 (2016-17: £nil).

2 (c) Average number of persons employed:

The average number of whole-time equivalent persons, including senior management, employed during the year was as follows:

	Permanent staff	Others	2017-18 Total	2016-17 Total
Directly employed	102	-	102	101
Other	1	-	1	1
Total	**103**	**-**	**103**	**102**

3. Other Expenditure

	Notes	2017-18 £'000	2016-17 £'000
Advertising and publicity		**398**	**390**
Inspection and enforcement		**188**	**188**
Motor and travel expenses		**173**	**142**
Staff training		**120**	**126**
Other Staff Related Costs		**84**	**81**
Telephone		**39**	**43**
Premises costs		**38**	**26**
Staff equipment		**31**	**13**
IT costs		**29**	**9**
Contract cleaning		**26**	**27**
Printing, postage and stationery		**20**	**37**
Scientific services		**17**	**27**
Heat and light		**16**	**13**
Staff development		**13**	**9**
Office maintenance		**12**	**11**
Legal and professional fees		**10**	**32**
Internal audit and accountancy		**9**	**17**
Auditor's remuneration		**8**	**10**
Rentals under operating leases		**7**	**11**
Catering and hospitality		**1**	**4**
Research		**-**	**7**
Car parking		**-**	**4**
Other expenditure		**-**	**6**
Recruitment costs		**(2)**	**18**
Non-cash items			
Depreciation	**5**	**17**	**27**
Amortisation	**6**	**-**	**-**
Notional accommodation charge		**337**	**357**
Notional Departmental Solicitors Office charge		**29**	**32**
		1,620	**1,667**

4. Income

	2017-18	2016-17
	£'000	£'000
Licence, subscription and conference fees	35	36
Other income	8	6
	43	42

Other income relates to fees and charges, recovery of legal costs and income from events and workshops.

5. Property, plant and equipment

2017-18	Transport equipment £'000	Furniture & fittings £'000	Total £'000
Cost or valuation			
At 1 April 2017	24	332	356
Additions	-	6	6
At 31 March 2018	24	338	362
Depreciation			
At 1 April 2017	12	307	319
Charged in year	6	11	17
At 31 March 2018	18	318	336
Carrying value at 31 March 2018	6	20	26
Carrying value at 31 March 2017	12	25	37
Asset financing:			
Owned	6	20	26
Carrying value at 31 March 2018	6	20	26

Given that the assets of the Health and Safety Executive for Northern Ireland have short useful lives and are of low values, depreciated historical cost has been used as a proxy for fair value. HSENI owns all its assets.

2016-17	Transport equipment £'000	Furniture & fittings £'000	Total £'000
Cost or valuation			
At 1 April 2016	24	332	346
Additions	-	10	10
At 31 March 2017	24	332	356
Depreciation			
At 1 April 2016	6	286	292
Charged in year	6	21	27
At 31 March 2017	12	307	319
Carrying value at 31 March 2017	12	25	37
Carrying value at 31 March 2016	18	36	54
Asset financing:			
Owned	12	25	37
Carrying value at 31 March 2017	12	25	37

6. Intangible assets

Intangible assets comprise a Case Management System (CMS) to store relevant data on Health & Safety investigations and the accounting software, Microsoft Dynamics NAV, which is used to administer HSENI's programme expenditure. The additions in the current year relate to the development of a new Case Management System, which is due to be completed in the 2018/19 financial year, when the old system will be decommissioned.

Information Technology

2017/18	Total
	£'000
Valuation	
At 1 April 2017	**210**
Additions	**99**
Revaluations	**-**
At 31 March 2018	**309**
Amortisation	
At 1 April 2017	**210**
Charged in year	**-**
Revaluations	**-**
At 31 March 2018	**210**
Carrying value at 31 March 2018	**99**
Carrying value at 31 March 2017	**-**
Asset financing:	
Owned	**99**
Carrying value at 31st March 2018	**99**

HSENI values its intangible assets at 31st March using the Depreciated Replacement Cost method. It is estimated by restating the value annually by reference to indices compiled by the Office of National Statistics (ONS).

2016/17	Total
	£'000
Valuation	
At 1 April 2016	**210**
Additions	**-**
Revaluations	**-**
At 31 March 2017	**210**
Amortisation	
At 1 April 2016	**210**
Charged in year	**-**
Revaluations	**-**
At 31 March 2017	**210**
Carrying value at 31 March 2017	**-**
Carrying value at 31 March 2016	**-**
Asset financing:	
Owned	**-**
Carrying value at 31st March 2017	**-**

7. Financial Instruments

As the cash requirements of the Health and Safety Executive for Northern Ireland (HSENI) are met through Grant-in-Aid provided by the Department for the Economy, financial instruments play a more limited role in creating and managing risk than would apply to a non-public sector body. The majority of financial instruments relate to contracts to buy non-financial items in line with HSENI's expected purchase and usage requirements and HSENI is therefore exposed to little credit, liquidity or market risk.

8. Trade receivables and other current assets

	2017-18	2016-17
	£'000	£'000
Amounts falling due within one year:		
Trade receivables	12	7
Other receivables*	229	183
Prepayments and accrued income	57	43
Total	298	233

*Other receivables relates to an Intergovernmental debtor with DfE in relation to the Department's agreement to honour HSENI Staff & Operating Expenditure accruals and prepayments.

9. Cash and cash equivalents

	2017-18	2016-17
	£'000	£'000
Balance at 1 April	559	408
Net change in cash and cash equivalent balances	81	151
Balance at 31 March	640	559
The following balances at 31 March were held at:		
Commercial banks and cash in hand	640	559
Balance at 31 March	640	559

10. Trade payables and other current liabilities

	2017-18	2016-17
	£'000	£'000
Amounts falling due within one year:		
Trade payables	13	65
Accruals and deferred income	846	647
Total	859	712

11. Provisions for liabilities and charges

HSENI is not aware of any circumstances that would give rise to provisions or contingent liabilities in the current year.

12. Commitments under leases

12.1. Operating leases

HSENI entered into a lease agreement with Lancer Buildings Ltd on 10th November 2010, for the rental of offices in Omagh. This was a five year lease effective from 19th February 2010, with the possibility of extension for a further three years. In October 2017, HSENI staff moved out of the leased premises and into a government owned building in the area. No further lease payments or liabilities are expected.

12.2. Finance leases

HSENI does not hold any finance leases.

13. Related Party Transactions

The Health and Safety Executive for Northern Ireland is a Non-Departmental Public Body (NDPB) sponsored by the Department for the Economy. The Department for the Economy is regarded as a related party. During the year, the Health and Safety Executive for Northern Ireland has had various material transactions with the Department and with other entities for which the Department is regarded as the parent Department, viz:

Non-Departmental Public Bodies:

- Invest Northern Ireland (Invest NI);
- Tourism Northern Ireland (Tourism NI);
- Consumer Council for Northern Ireland (GCCNI);
- Northern Ireland Screen;
- CITB–NI;
- Labour Relations Agency;
- Stranmillis University College;
- the six Further Education colleges;
- InterTradeIreland (Trade and Business Development Body); and
- Tourism Ireland Company Limited by Guarantee (TICLG).

Independent Autonomous Bodies:

- Ulster University (Higher Education Institution) ;
- Queens University (Higher Education Institution);
- Open University; and
- St Mary's University College (Non Profit Institution Serving Households Body).

In addition, the Health and Safety Executive for Northern Ireland has had a small number of transactions with other government departments and other central government bodies. Most of these transactions have been with the Department of Finance and the Public Prosecution Service for Northern Ireland.

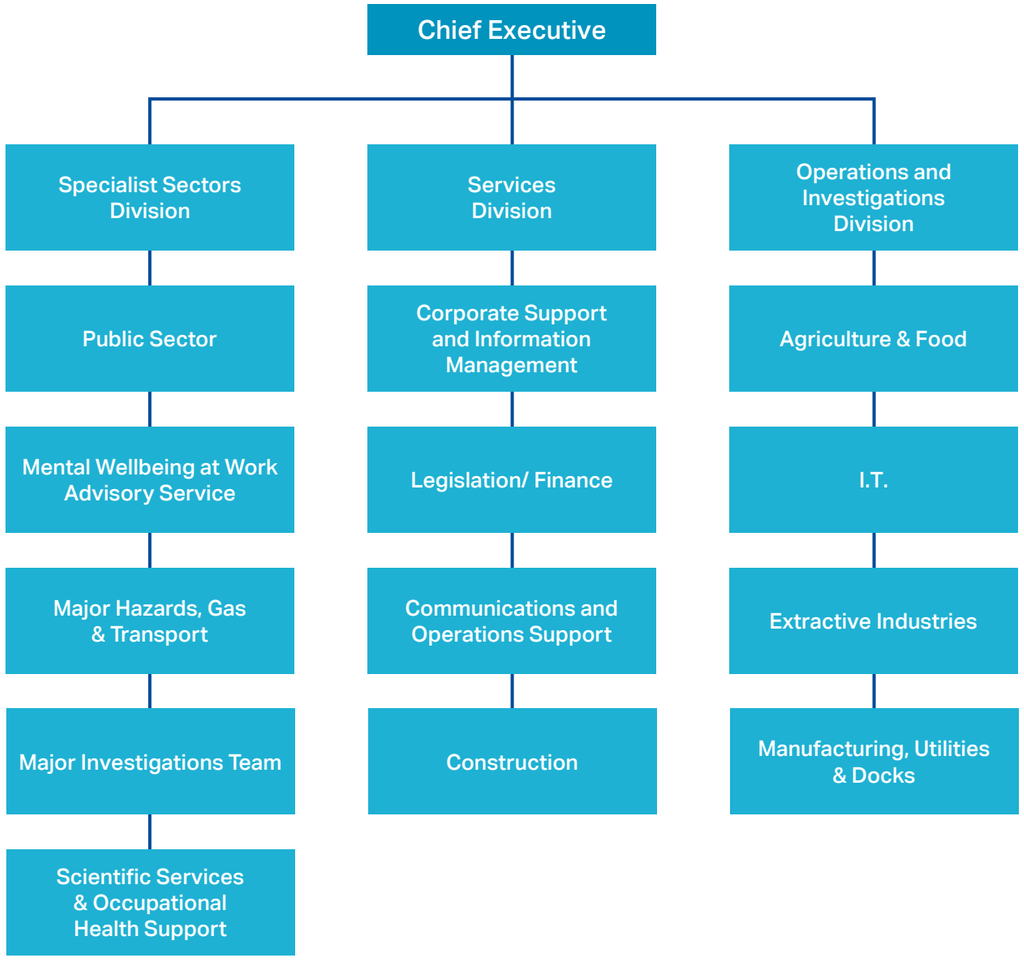
No board member, key manager or other related parties has undertaken any material transactions with the Health and Safety Executive for Northern Ireland during the year.

14. Events after the reporting period

The Accounting Officer authorised the issue of these financial statements on 19 June 2018.

Appendix 1

HSENI Organisation Structure 2017-18



Appendix 2

Fatal Injuries 2017-18
(Total = 11; HSENI enforcement responsibility only)

Agriculture (updated)

Occupation (Age)	Employment Category	Description	Date
Farmer (83)	Self-employed	Died following an attack by animal	01/06/17
Farmer (50)	Self-employed	Died following a tractor accident	07/07/17
Farmer (75)	Self-employed	Died during a vehicle maintenance operation	12/07/17
Farmer (49)	Self-employed	Died following a tractor/ and trailer incident	06/08/17
Farmer (67)	Self-employed	Died following an attack by an animal	08/09/17
Farmer (45)	Self-employed	Died following a quad bike accident	02/11/17
Farmer (75)	Self-employed	Died following an attack by an animal	29/03/18

Construction

Occupation (Age)	Employment Category	Description	Date
Construction worker (37)	Employed	Died in vehicle accident during roadworks	31/05/17
Builder (35)	Self-employed	Died as a result of a vehicle accident during construction works	23/02/18
Builder (62)	Self-employed	Died as a result of a fall on a construction site	03/03/18

Local Authority (Leisure)

Occupation (Age)	Employment Category	Description	Date
N/A (20)	Member of the public	Died as a result of a swimming incident	07/04/17

Appendix 3

Prosecutions 2017-18

Mr Andrew Scott

On 12 September 2017 a County Antrim Mr Andrew Scott, a self-employed contractor from Ballyclare was fined £750 at Belfast's Laganside Magistrates Court for failing to ensure safety measures were adhered to when moving a 1.8 tonne concrete slab. During the lifting operation, the concrete slab toppled over causing serious injuries to an employee of Bryson Recycling Ltd.

Mr Charles Elkin

On 31 October 2017 Mr Charles Elkin, a farmer was fined £1,000 plus costs of £1,390.56 at Dungannon Crown Court. He pleaded guilty to failing to maintain safe conditions on his farm after a 14 year old worker was found unconscious in a tractor that was mixing slurry inside a farm building.

Philips Logistics Ltd

On 20 February 2018 Philips Logistics Ltd was fined £6,000 plus £1,248.48 costs when they pleaded guilty to failing to maintain safe working conditions at its premises at Tamnamore Road, Dungannon, after a company driver fell from a trailer. The driver was in the process of replacing the restraining bars, when he fell approximately 1.5 metres onto the ground below, sustaining serious injuries.

Traynors Ltd and Creightons of Finaghy Ltd

On 22 February 2018 Traynors Ltd and Creightons of Finaghy Ltd were fined £20,000 and £18,000 respectively (plus £1,268.64 costs each) at Laganside Court after an employee received crush injuries as a result of a car falling from a vehicle transporter on 27 November 2015.

Northern Excavators Ltd

On 1 March 2018, Northern Excavators Ltd, of Culcavy Road, Hillsborough, were fined £8,000 plus court costs of £1,092 after being found guilty of failing to remove an excavator bucket from the Belfast to Dublin railway line following an overnight operation for track rehabilitation works. This resulted in a 6-carriage passenger train striking the bucket the following morning, fortunately with no significant injuries to passengers on board.

Mason Animal Feeds

On the 23 March 2018 Mason Animal Feeds Ltd, of Marlacoo Road, Portadown, were fined £120,000 plus Court costs of £976 after being found guilty when a 17 year-old employee had his right arm dragged into the conveyor while trying to clear a blockage. As a result his right arm and wrist were severely damaged, to the extent that he now has very limited mobility in his hand and wrist.

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