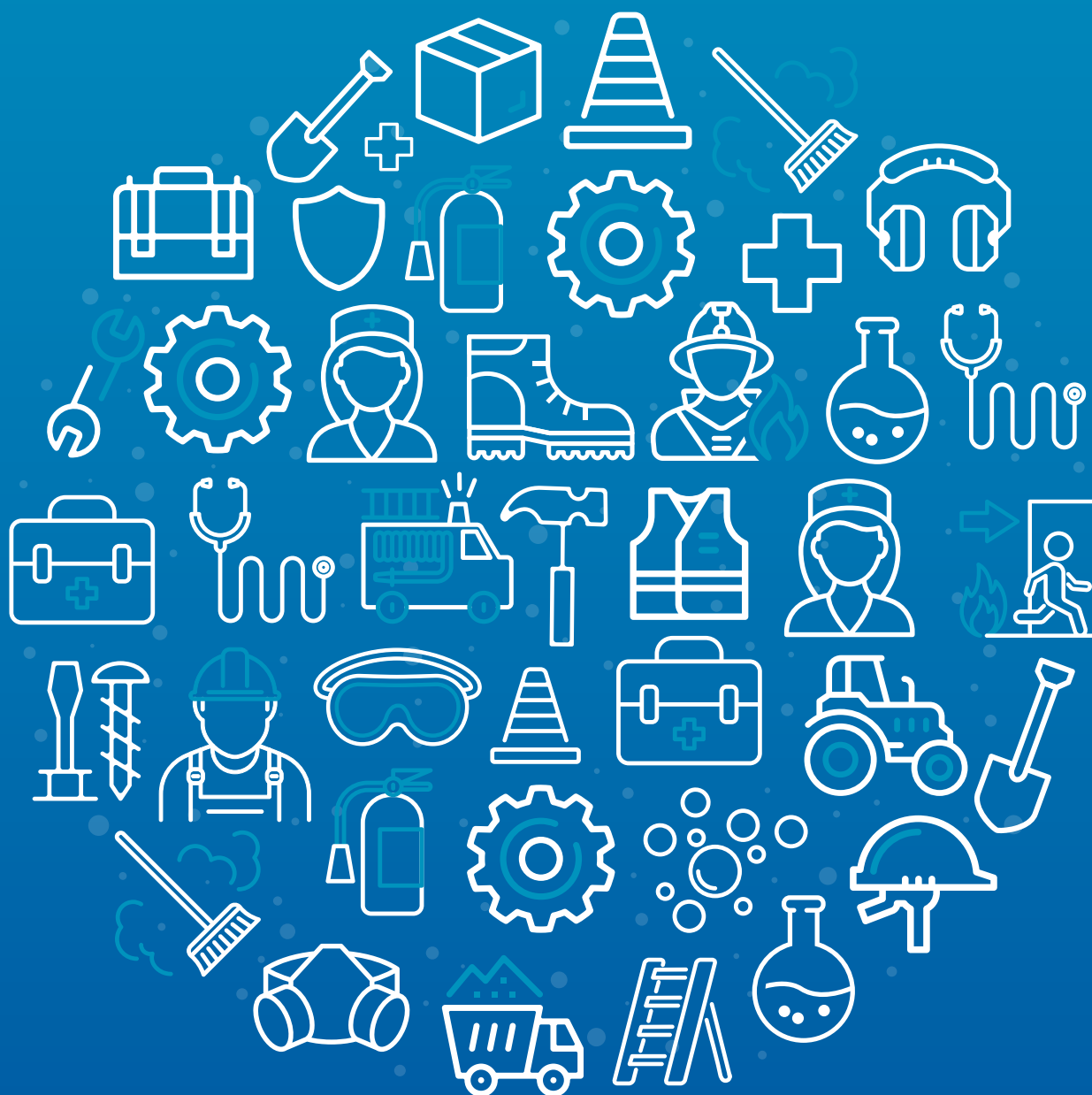


ANNUAL REPORT & ACCOUNTS

1 April 2018 – 31 March 2019



Health and Safety
Executive for
Northern Ireland

hseni
CONTROLLING RISK TOGETHER



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Health and Safety Executive for Northern Ireland

Annual Report and Accounts

For the year ended 31 March 2019

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

9 July 2019

Key Facts and Figures for 2018 - 2019

Key trends in work-related injuries are as follows:

- fatalities within areas under the responsibility of HSENI up by 1 to 12 (P)¹, compared to 11 in the previous year;
- fatalities in the agriculture sector remained the same as in 2017-18 with seven fatalities in this sector in 2018-19;
- fatalities in the construction sector remained unchanged compared to 2017-18 with 3 fatalities in this sector again in 2018-19;
- major injuries down 28% on last year to 325; and
- all reportable injuries up by 0.4% on last year to 1906.

During the year, HSENI:

- continued its Farm Safety Partnership (FSP) work through the third Farm Safety Action Plan and the FSP Affiliate Scheme;
- reached over 12,900 children in 85 rural primary schools with its "Be Aware Kids" farm safety messages;
- involved 3,500 pupils from 98 primary schools in its Child Safety on Farms Poster competition and distributed 42,500 copies of the calendar produced from the winning entries;
- completed five successful prosecutions, which saw fines totalling £68,500;

- achieved UKAS Accreditation for its Scientific Services Unit;
- delivered 5,522 inspections and served 222 formal enforcement notices;
- dealt with 844 complaints about alleged unsatisfactory working conditions and activities;
- prepared amendments to 19 Northern Ireland Statutory Rules, prepared eight sets of regulations (including five in relation to the UK's Exit from the EU) 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 and recycling safety, asbestos management, construction health and safety and product safety;
- held or attended 61 promotional events including seminars, lectures, workshops and presentations, with 145 published materials;
- distributed over 13,595 free publications giving health and safety advice;
- dealt with 6,473 calls for information via its Freephone Helpline; and
- enabled website visitors to download over 113,605 publication files.

¹ (P)These figures do not include fatalities where the investigation has not yet established details to make a decision on their inclusion

Contents

Key Facts And Figures For 2018-19	5
Foreword	8
Performance Report	10
• Performance Overview	10
• Performance Analysis	12
• Management Commentary	23
- Communications	23
- Employment Medical Advisory Service	27
- Agriculture and Food	28
- Construction	30
- Extractive Industries and Waste	31
- Major Hazards, Gas and Transport	33
- Manufacturing, Utilities and Docks	35
- Major Investigation Team	36
- Public Sector	37
- Product Safety	40
- Occupational Health and Hygiene Group	42
- Health and Safety at Work Legislation	45
- Statistics	47
Accountability Report	53
• Corporate Governance Report	53
- Directors' Report	53
- Statement of Accounting Officer's Responsibilities	56
- Governance Statement	57
• Remuneration and Staff Report	64
• Accountability and Audit Report	75
- Funding Report	75
- Certificate and Report of the Comptroller and Auditor General to the Northern Ireland Assembly	76

Statement Of Accounts	79
• Statement of Comprehensive Net Expenditure	79
• Statement of Financial Position	80
• Statement of Cash Flows	81
• Statement of Changes in Taxpayers' Equity	82
• Notes to the Executive's Accounts	83
Appendices	
Appendix 1: HSENI Organisation Structure	93
Appendix 2: Fatal Injuries	94
Appendix 3: Prosecutions	96

Foreword

We are pleased to present HSENI's twentieth Annual Report and Statement of Accounts. Overall, the total number of all work-related fatalities in Northern Ireland, including those within areas that are the responsibility of both HSENI and local councils, was 16 in 2018-19 compared to 13 in the previous year.

Any loss of life in the workplace is unacceptable and HSENI set their priorities in full consultation with their board, in order to enable us to prioritise our resources to best tackle the high risk areas which continue to be agriculture and construction. It is clear that these work areas are high risk environments and while we cannot remove the risks we want to ensure that all those people engaged in these industries do everything in their power to manage the risks.

The role of HSENI in this process is through regulation and inspection but also through education. Only by ensuring that every employee is equipped with the skills and knowledge to carry out their role safely can we say we have done everything in our power to keep people safe in the workplace. We must also seek to focus on the less well publicised figures relating to major injuries. Such injuries will often be life changing and will impact on the individual and their family as well as affecting their ability to work. We must not be complacent as this is very much a journey to eradicate dangerous work practices, corner cutting, inappropriate risk taking, poor efforts at time saving, all of which increase the risk of a serious occurrence.

The number of fatalities in agriculture in 2018-19 remained as it was in the previous year (seven). The causes of fatal accidents in the year was animals, which accounted for three out of seven fatalities in this sector, matched by collapses/overturns/ trapped incidents and the final case was a fall from height resulting in a loss of life. The Farm Safety Partnership remains the vehicle

through which HSENI and its partners and affiliates work to improve farm safety. While we continue to work with our partners and affiliates in the area of farm safety, we can never lose sight of the other work areas where serious workplace incidents are occurring every month. We continue to raise awareness of best practice, to pick up on dangerous works through our inspection regime and notified incidents. Across the various teams we see emerging challenges that need to be managed and addressed. We strive to embrace new work methods that enhance workplace safety, measures to improve and maintain mental wellbeing in the workplace as well as making information and awareness raising materials available to reduce illnesses relating to exposure to materials which may have a long latency period.

Across all sectors, major injuries fell in 2018-19 from 453 to 325, representing a 28% decrease. This is often an unseen consequence as there is a tendency to see the fatalities as the headline figure and overlook the significant number of very serious, often life-changing, injuries. There was a very small increase of 0.4% in reportable work-related injuries between 2017-18 and 2018-19.

During the year, HSENI carried out 5,522 inspections of workplaces and served 222 formal enforcement notices. Key aspects of HSENI's front line work in 2018-19 continued to be dominated by investigating a number of significant workplace incidents which resulted in a fatality or a serious injury, and dealing with a continuing high number of complaints about

unhealthy and unsafe workplaces. Complaints and notified incidents in the construction sector continue to rise. This type of reactive work defines to a large extent our capacity to undertake proactive inspections. Investigations by the Major Investigation Team resulted in five successful prosecutions which led to fines totalling £68,500.

2018-19 also saw a continuation in HSENI's effort to reduce occupational ill health, in partnership working with a number of organisations including the Workplace Health Leadership Group.

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.



Robert Kidd
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 2018-19, 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.

During the year, HSENI Corporate Plan for the period 2018-2023 was finalised and published following a public consultation exercise. The plan was endorsed by both HSENI's Board and DfE's Permanent Secretary.

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.

Principal risks managed by HSENI during 2018-19 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 the ICO;
- Failure to 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 £5,936,000.

HSENI is committed to the prompt payment of bills for goods and services. Quarterly analysis has indicated that, during the year, HSENI paid 99.6% of its invoices within 10 working days (2017-18: 99.4%). HSENI paid 100% of its invoices within 30 days (2017-18: 100%). This policy on prompt payment is expected to continue in the 2019-20 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 2018-19 and includes the following sections on Performance through to Statistics. As regards financial performance, HSENI operated during 2018-19 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 as HSENI is exempt from Greening Government Commitments.²



Robert Kidd
Chief Executive
Date: 14 June 2019

² Source – DEFRA Greening Government Commitments Overview of Reporting Requirements 2016-2020 under the criteria 'Arm's length organisations (NOT government departments) occupying less than a total of 1,000m² of floor area or with fewer than 250 FTE Staff'

Performance Analysis

This section details HSENI's performance against operating plan targets during 2018-19.

Promotion, Information and Advice

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

Key Areas	Targets	Progress
Priority issues		
	<ul style="list-style-type: none"> To deliver a multi-media Farm Safety campaign in line with the Farm Safety Partnership's (FSP) Action Plan 2017 – 2020 	<p>Target Achieved Delivered as planned for 2018-19. Work under way for 2019-20 campaign</p>
	<ul style="list-style-type: none"> To prepare, deliver and staff a health and safety display at the Royal Ulster Agricultural Society's Balmoral Show (RUAS) for the agricultural industry during May 2018. This event will run for four days from 16.05.18 – 19.05.18 	<p>Target Achieved HSENI delivered and staffed a health and safety display at the RUAS Balmoral Show from 16.05.18 – 19.05.18</p>
	<ul style="list-style-type: none"> To hold four steering group meetings of BuildHealth in the period 2018-19 	<p>Target Achieved HSENI held BuildHealth meetings on 15.05.18, 11.09.18, 11.12.18 and 12.03.19</p>
	<ul style="list-style-type: none"> To exhibit at the College of Agriculture, Food and the Rural Environment (CAFRE) campuses to raise awareness and provide health and safety information to students. Complete by March 2019 	<p>Target Achieved HSENI attended CAFRE campuses and provided health and safety information to students</p>
	<ul style="list-style-type: none"> To carry out Proactive Market Surveillance on sector specific initiatives to increase awareness within the Extractive Industries sector 	<p>Target Achieved Throughout the year HSENI carried out Proactive Market Surveillance concerning non-compliant plant and machinery entering the European Union. Invention has happened throughout the year with most interventions as a result of 'Intel' and inter agency work i.e. Border Force</p>

Key Areas	Targets	Progress
Priority issues		
	<ul style="list-style-type: none"> To support at least three meetings of the Waste Industry Safety and Health Northern Ireland (WISHNI) forum by 31 March 2019 	<p>Target Achieved Three meetings of WISHNI were held – 04.07.18, 25.09.18 and 26.02.19</p>
	<ul style="list-style-type: none"> Continue to provide up to date, competent occupational health advice to the Workplace Health Leadership Group Northern Ireland (WHLGNI) and signpost as required 	<p>Target Achieved Five meetings of the WHLGNI were held during the year – 30.04.18, 13.06.18, 12.09.18, 05.12.18 and 05.02.19</p>
Vulnerable Groups		
	<ul style="list-style-type: none"> To make farm safety presentations to children in 80 rural primary schools on the health and safety issues of helping, working or playing on farms. The Agri-food team will deliver 80 rural primary school talks by 31 March 2019 	<p>Target Achieved Farm safety presentations delivered to 85 rural primary schools by 25 June 2018</p>
	<ul style="list-style-type: none"> To hold a Child Safety on Farm poster competition and to design and print a 2019 Child Farm Safety calendar and distribute before December 2018 	<p>Target Achieved Poster competition held and 2019 Child Farm Safety calendar printed and distributed</p>
Better Business		
	<ul style="list-style-type: none"> During 2018-19 advisors will complete 80 premises visits offering mentoring on health and safety issues specific to the business needs and the priority areas identified in the current Corporate Plan. In addition, when appropriate, the topic of 'New to the Job' risk will be raised with stakeholders 	<p>Target Achieved Business advisors carried out 172 advisory visits throughout the year</p>
	<ul style="list-style-type: none"> Assist employers to recognise and understand the causes and symptoms of workplace mental ill health 	<p>Target Achieved Joint events to promote mental wellbeing at work and assist employers in managing stress have taken place with a range of stakeholders including Labour Relations Agency, Equality Commission, Public Health Agency and Mental Health Charter</p>

Key Areas	Targets	Progress
Better Business		
	<ul style="list-style-type: none"> Develop and provide a Coaching and Mentoring Consultancy Service which will focus primarily on enabling organisations to carry out a Mental Wellbeing at Work risk assessment process on their own organisations 	<p>Target Achieved Twelve workshops with employees have been delivered from the suite of 'Managing Work Related Stress' delivered by the Mental Wellbeing at Work Advisory Service. The service has routinely provided telephone and email advice to duty holders</p>
	<ul style="list-style-type: none"> By December 2018 have produced leaflets and associated literature to issue to duty holders to assist them to manage occupational health issues with particular emphasis being placed on the needs of SMEs 	<p>Target Achieved Leaflets have been produced focusing on three health priority areas</p>

Compliance

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

Key Areas	Targets	Progress
Priority issues		
	<ul style="list-style-type: none"> 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. Inspection initiatives will focus on particular health and safety, including: 	<p>Target Achieved 5,522 contact visits were completed during the period</p>
	<ul style="list-style-type: none"> Work at height – high and low falls 	<p>Target Achieved Topic area covered as part of all site inspections where necessary</p>

Key Areas	Targets	Progress
Priority issues		
	<ul style="list-style-type: none"> Machinery guarding and maintenance 	<p>Target Achieved Topic area covered as part of all site inspections where necessary</p>
	<ul style="list-style-type: none"> Workplace Transport 	<p>Target Achieved Topic area covered as part of all site inspections where necessary</p>
	<ul style="list-style-type: none"> Livestock issues including slurry management 	<p>Target Achieved Topic area covered as part of all site inspections where necessary</p>
	<ul style="list-style-type: none"> Occupational health to include asbestos and silica (RCS) as priority topics and other areas as appropriate e.g. MSD, noise, hand arm vibration 	<p>Target Achieved Topic area covered as part of all site inspections where necessary</p>
	<ul style="list-style-type: none"> Handling, sprains and strains 	<p>Target Achieved Topic area covered as part of all site inspections where necessary</p>
	<ul style="list-style-type: none"> Slips and trips 	<p>Target Achieved Topic area covered as part of all site inspections where necessary</p>
	<ul style="list-style-type: none"> Control of sub-contractors 	<p>Target Achieved Topic area covered as part of all site inspections where necessary</p>
	<ul style="list-style-type: none"> Welfare facilities 	<p>Target Achieved Topic area covered as part of all site inspections where necessary</p>
	<ul style="list-style-type: none"> Pedestrian/ vehicle segregation 	<p>Target Achieved Topic area covered as part of all site inspections where necessary</p>
	<ul style="list-style-type: none"> CDM 2016 	<p>Target Achieved Topic area covered as part of all site inspections where necessary</p>
	<ul style="list-style-type: none"> Top tier and lower tier Major Hazards sites, to include key priority areas such as workplace health 	<p>Target Achieved All Top Tier Major Hazard sites visited and three Lower Tier sites inspected including key priority</p>
	<ul style="list-style-type: none"> Maintaining public awareness of carbon monoxide poisoning. 	<p>Target Achieved Topic area covered as part of all site inspections where necessary</p>

Key Areas	Targets	Progress
Inspection (including Investigation)		
	<ul style="list-style-type: none"> During October 2018 the MUD team will participate in an initiative in the engineering industry focusing on machinery guarding on identified machinery (e.g. lathes, CNC turning machines etc.) 	<p>Target Achieved Initiative carried out in October 2018</p>
	<ul style="list-style-type: none"> 10 inspections to be carried out focusing on the management of contractors to include safety and health topics such as MSDs, silica, asbestos etc. where relevant 	<p>Target Achieved Site initiative completed in September 2018. 18 sites inspected</p>
	<ul style="list-style-type: none"> Conduct Asbestos Licence Interviews as required 	<p>Target Achieved Asbestos licence interviews conducted 17.04.18, 26.09.18, 03.10.18, 09.10.18, 23.11.18, 06.12.18, 19.12.18, 08.01.19, 31.01.19, 07.02.19 & 07.03.19</p>
	<ul style="list-style-type: none"> All complaints about workplace health and safety standards will be investigated in accordance with HSENI's published procedures 	<p>Target Achieved 842 complaints were received and have been/ are being investigated</p>
	<ul style="list-style-type: none"> All fatal accidents at work will be investigated 	<p>Target Achieved 12 fatal accidents were reported to HSENI during the period and all were investigated</p>
	<ul style="list-style-type: none"> RIDDOR incidents will be selected for investigation using HSENI's incident selection procedure 	<p>Target Achieved 98 RIDDOR incidents were selected for investigation during the period</p>
	<ul style="list-style-type: none"> Complete 5 joint visits of machinery companies (including re-visits) by 31 March 2019 	<p>Target Achieved Joint visits to companies carried out 04.05.18, 01.06.18 & 01.11.18 to discuss design and standards for guarding. The topic was also discussed with a number of companies at the Hillhead Show 27.06.18 & 28.06.18</p>
	<ul style="list-style-type: none"> During school visits and inspections, and in particular Technology Units, attention will be focused on issues in relation to the safe management of wood dust and metal fluids/ fumes 	<p>Target Achieved Topic area covered as part of site inspections where necessary</p>

Key Areas	Targets	Progress
Compliance / Enforcement		
	<ul style="list-style-type: none"> Investigate where a product safety issue has been identified, and where the manufacture of 'the placing on the market' resides in Northern Ireland, take enforcement action, where appropriate, when non-compliant machinery is placed on the market, and inform the European Commission 	<p>Target Achieved Over the past year issues have been identified in relation to various product safety supply issues. This has included large mobile plant, extractive industry equipment, gas appliances, electrical appliances, farming equipment etc. Intervention has resulted in products either being brought into compliance, or removed from the market place</p>
	<ul style="list-style-type: none"> To ensure that external emergency plans are in place, tested and updated for 3 COMAH sites and major accident hazard pipeline operators as required by 31 March 2019 	<p>Target Not Achieved New Emergency Planning contract awarded July 2018. Work carried out in Q3-Q4 plans under review, testing delayed due to ongoing EU Exit work by stakeholders</p>
	<ul style="list-style-type: none"> Review and comment on relevant safety reports for Top Tier COMAH sites by 31 March 2019 	<p>Target Achieved Relevant safety reports reviewed</p>
	<ul style="list-style-type: none"> During 2018-19, continue to operate a quality management scheme and retain UKAS Accreditation for HSENI's Scientific Services 	<p>Target Achieved UKAS audit completed January 2019 and UKAS accreditation has been maintained for Scientific Services</p>
	<ul style="list-style-type: none"> All employers found to have an unsatisfactory level of compliance will be considered for enforcement action in accordance with HSENI's enforcement guidelines 	<p>Target Achieved 88 Improvement Notices and 134 Prohibition Notices were issued during the period</p>
	<ul style="list-style-type: none"> Through a range of working groups involving representatives from HSENI, HSE and Republic of Ireland's Health and Safety Authority, HSENI will facilitate the sharing of information and best practice in areas such as construction, agriculture, extractive industries and major hazards during 2018-19 	<p>Target Achieved Bilateral meetings between HSENI and HSA held on 20 June 2018 and 29 November 2018</p>
	<ul style="list-style-type: none"> HSENI will publish information on HSENI's website relating to enforcement notices served and prosecutions taken on HSENI's behalf during 2018-19 	<p>Target Achieved All enforcement notices and prosecutions published on website as planned</p>

Key Areas	Targets	Progress
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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

Regulation

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

Key Areas	Targets	Progress
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UK Withdrawal from the EU

- To complete exercises in accordance with central deadlines and agreed principles, with the ultimate aims of ensuring that:
 - Health and Safety legislation within Northern Ireland Statute Book is ready for, and operable following, the UK's exit from EU; and
 - The wider Health and Safety regulatory regime in Northern Ireland remains deliverable and fit for purpose after exit
- Consider and liaise with relevant GB Departments and DSO on proposals to ensure that necessary (and NI-appropriate) amendments are made to EU Regulations as they are incorporated into domestic law on and after EU Exit day
- Consider and liaise with relevant GB Departments and DSO on proposals to amend domestic legislation to address deficiencies and inoperability issues as a result of EU Exit

Target Achieved

In the absence of NI Ministers, the UK Government agreed to take EU exit-related NI subordinate legislation through Westminster

Having worked closely with HSE, other GB departments, the DSO and DfE, HSENI prepared amendments to a total of 19 NI Statutory Rules and these were included in 6 Westminster SIs. By the end of March 2019, 4 of these SIs had been made, 1 had concluded its Westminster process, and the final 1 was deferred to be laid in June

HSENI also worked closely with GB colleagues in the development of proposed UK-wide amendments to a total of 11 EU Regulations

As a result of this work, the NI Health and Safety regulatory framework will be operable (and in the case of chemicals, this will be within a UK framework) in the event of a 'no-deal' exit. If a deal (and transition period) is agreed, the SIs will come into operation at the end of that period

Key Areas	Targets	Progress
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Consultative and Discussion Documents

- To publish Consultative Documents in relation to proposals for health and safety regulations and Approved Codes of Practice in areas including:
 - Proposals for the Radiation (Emergency Preparedness and Public Information) Regulations (Northern Ireland) 2018
 - Proposals for the amendment of the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003
 - Reply to all consultations pertaining to proposed developments adjacent to/ at COMAH sites, Hazardous Substance Consents and Gas Transmission applications in accordance with the provisions contained in the Planning (Northern Ireland) Act 2011 and the Planning (General Development Procedure) Order (Northern Ireland) 2015 (the GPDO)

Target Achieved

Consultation launched on 29.03.18 and closed on 25.05.18

Target Not Achieved

Delays in GB mean consultation will now launch in May/ June 2019

Target Achieved

All consultations have been replied to

Key Areas	Targets	Progress
Health and safety Legislation		
	<ul style="list-style-type: none"> Develop timely health and safety regulations to cover a variety of topics including: <ul style="list-style-type: none"> The Radiation (Emergency Preparedness and Public Information) Regulations (Northern Ireland) 2018 Amendment to Carriage of Dangerous Goods and Transportable Pressure Equipment Regulations (Northern Ireland) 2010 The Health and Safety Miscellaneous Reform (EU Exit) Regulations (Northern Ireland) 2018-19 The Chemicals (Amendment) (EU Exit) Regulations (Northern Ireland) 2018-19 	<p>Target Not Achieved Draft Regulations were finalised for reference to DSO in May 2019</p> <p>Target Achieved Draft Regulations finalised and submitted to Department on 26.03.19</p> <p>Target Achieved Regulations (the Health and Safety (Amendment) (Northern Ireland) (EU Exit) Regulations 2018) made on 13.12.18 and come into force on exit day</p> <p>Target Achieved NI provisions folded into the Regulations UK-wide. Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendments etc.) (EU Exit) Regulations 2019 which were made on 27.03.19 and come into force on exit day</p>
Approved Codes of Practice and Guidance		
	<ul style="list-style-type: none"> Develop and submit Codes of Practice for consent by the Department and approval/ withdrawal by HSENI providing guidance and advice on subjects such as: <ul style="list-style-type: none"> Amendment of the EH40/2005 Workplace Exposure Limits Document 	<p>Target Achieved GB document updated and approved for use in NI on 14.09.18</p>

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		
	<ul style="list-style-type: none"> During 2018-19, 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 	<p>Target Achieved Regular building inspections undertaken, led by member of SMT</p>
Policy development		
	<ul style="list-style-type: none"> To prepare an Annual Report to the Equality Commission on the implementation of HSENI's actions under equality and disability duties by 31 August 2018 	<p>Target Achieved Report completed by 31 August 2018</p>
Corporate Governance and Risk Management		
	<ul style="list-style-type: none"> Support the quarterly meetings of HSENI's Audit and Risk Management Committee during 2018-19, in its task of seeking assurances on the corporate governance and risk management processes and procedures within HSENI To carry out a Customer Care Monitoring Exercise by 31 December 2018 to ensure that service delivery targets are being met Publish minutes of all HSENI Board and Senior Management Team meetings held during 2018-19 on both SharePoint and HSENI's website Prepare and finalise HSENI's Annual Report and lay the Report and Statement of Accounts for 2017-18 before the Assembly before the summer recess for 2018 	<p>Target Achieved Quarterly ARMC meetings supported throughout 2018-19</p> <p>Target Achieved Customer care exercise completed December 2018 and report submitted to SMT</p> <p>Target Achieved All HSENI Board minutes are published on the HSENI website and SharePoint</p> <p>Target Achieved Statement of Accounts prepared and audited w/c 29 May 2018, approved by the Board 19 June 2018 and signed off by the C&AG 21 June 2018. Laid before the Assembly 26 June 2018</p>

Key Areas	Targets	Progress
Corporate Governance and Risk Management		
	<ul style="list-style-type: none"> To set up an emergency SMS text service for staff by April 2018 	Target Achieved SMS text service set up with Digital Inclusion Branch, DoF
	<ul style="list-style-type: none"> To engage DoF to carry out a desktop business continuity planning (BCP) exercise by May 2018 and to deliver a BCP awareness session for Incident Management Team (IMT) and the Incident Support Team (IST) by May 2018 	Target Achieved DoF facilitated a desktop exercise on 5 September 2018. Awareness session for IMT and IST was held in January 2019. Audit review of revised BCP took place during Quarter 4 of 2018-19
Financial		
	<ul style="list-style-type: none"> To prepare and finalise HSENI's Annual Report and lay the Report and Accounts for 2017-18 before the NI Assembly before the summer recess for 2018 	Target Achieved Statement of Accounts prepared and audited w/c 29 May 2018, approved by the Board 19 June 2018, signed off by C&AG 21 June 2018 and laid before the Assembly 26 June 2018
	<ul style="list-style-type: none"> Publish HSENI's Annual Report and Accounts for 2017-18 by 30 September 2018. 	Target Achieved (not met by due date) HSENI's Annual Report and Accounts 2017-18 have been published and issued to relevant stakeholders

Long-term Expenditure Trends

HSENI is currently funded on a year by year basis. The budget allocation for 2019-20 has been set at a similar level to 2017-18 and 2018-19 for revenue expenditure. During the 2018-19 financial year, due to high levels of vacancies, budget was surrendered, leading to a reduction in net expenditure from 2017-18 to 2018-19. The value of assets within HSENI increased between 2017-18 and 2018-19, with the development of a new case management system for the organisation. This was procured with specific capital budget and this level of capital funding is not expected to be required in the organisation

until the new system requires replacement. 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.

Management Commentary - Communications

Communication plays an essential role in promoting HSENI's health and safety advice and providing information to all high-risk work sectors.

This includes campaigns, events, publications, seminars and exhibitions and increasingly the use of social media plays a key role in highlighting key themes and messages which are aimed to prevent work-related injuries and ill health.

Working in partnership with other well placed organisations is crucial to key message amplification and HSENI is assisted in areas such as construction (BuildHealth), waste and recycling (Waste Industry Safety and Health Northern Ireland - WISHNI), and farming (the Farm Safety Partnership). These partnerships allow HSENI to promote its messages to a much wider audience.

Through the Farm Safety Partnership (FSP) and the Farm Safety Partnership Affiliate Scheme HSENI has continued to partner with a range of private, public and voluntary organisations with a shared goal in promoting a range of farm safety messages. It is encouraging that HSENI awarded affiliate status to five further companies willing to promote farm safety during this year.

HSENI Corporate Plan

In April HSENI launched its new Corporate Plan 2018-2023 for consultation.

Through the Corporate Plan, HSENI set out its mission 'to work with others to reduce serious work-related injury and ill health'. Strategically, HSENI will focus on preventing the most serious workplace health and safety issues in high risk industries and activities. The draft Corporate Plan was officially launched on 3 October 2018.

During 2018-19, HSENI's Communication Team organised the following events, in partnership with Inspectorate staff:



- Balmoral Show, Balmoral Park, Lisburn – 16 - 19 May 2018
- Product Safety New Legislation Framework – 20 September 2018
- Annual BuildHealth Conference, Dunsilly Hotel, Antrim – 17 October 2018
- Chemicals EU Exit Stakeholder Event - CAFRE Greenmount Campus - 26 February 2019
- WISHNI Awards, Dunadry Hotel, Antrim – 6 March 2019
- Asbestos Conference, Hilton Hotel, Templepatrick – 20 March 2019

During the year, the Communications Team was also involved in 61 promotional events including seminars, lectures, workshops and presentations, with 145 published materials.



Pictured at the WISHNI Awards event, from L-R: Prof Alan Woodside OBE, Former Chair WISHNI, Kathryn McCaughan, Student Ambassador UUU, and Jim King, Chair WISHNI.

Child Farm Safety Week 4-8 June 2018

HSENI issued a press release on 6 June 2018 highlighting Child Safety on Farms Week, calling on the farming community to keep children safe on the farm during the summer.

The Child Safety on Farms campaign is organised by HSENI with support from members of the Farm Safety Partnership.

HSENI launched its 'Avoid Harm on the Farm' calendar on the 8 November 2018 at Broughshane Primary School, Ballymena. This followed the 'Child Safety on Farms' poster competition launched in April 2018, which brought in entries from over 3,500 pupils from 98 schools across Northern Ireland.



At the launch of the 'Avoid Harm on the Farm' child safety 2019 calendar at Broughshane Primary School, Co Antrim are (l-r) David Lowe, HSENI Inspector, Sofia Steel, Broughshane PS, Poppy Millar, ex-pupil Broughshane PS, Mr Richard Topping, Principal Broughshane PS, Kallum Kinnear, Broughshane PS, Derek Martin, Chairman HSENI, and Mrs Tricia Patterson, Broughshane PS.

International Farm Safety Week 16-22 July 2018

HSENI participated in the fourth Annual Farm Safety Week in conjunction with the Farm Safety Foundation, Farm Safety Partnerships, the Health and Safety Executive and Health and Safety Authority (HSA), Ireland.

After five years of delivering Farm Safety Week, bringing together five countries over five days with the clear goal of inspiring behavioural change the 2018 campaign, led by award-winning charity the Farm Safety Foundation, took a slightly different approach. The focus was on highlighting when things go right, sharing good practice and demonstrating what 'good' looks like.

Press releases issued during Farm Safety Week included the following topics: 'Your Health, Your Safety, Your Choice', 'Keep Your Children Safe on Farms', 'The Farm Safety Partnership View', 'Mental Wellbeing on the Farmyard', 'What Good Looks Like', and '10% of Air Ambulance Call-Outs related to Farms'.

Media coverage for Farm Safety Week 2018 included a BBC visit to James Speers' farm in Armagh, during which former Chief Executive Keith Morrison and Inspector Camilla Mackey gave interviews. HSENI also paid a visit to the Air Ambulance depot at the Maze site in Lisburn which received extensive coverage through the local press.



Pictured at the NI Air Ambulance depot at the Maze Site, Lisburn is Glenn O'Rorke, Operational Lead NIAA, and former Chief Executive Keith Morrison.

In promoting International Farm Safety Week in July 2018, HSENI's PR activities resulted in a positive media response. Twenty one news articles were published in the local press. This represented a total combined circulation of 474,856 and an advertising value equivalent of more than £61,443.

HSENI Inspection Campaigns Metal Working Fluids Initiative

During October 2018, HSENI undertook a focused inspection campaign on manufacturing and engineering companies which use Metal Working Fluids (MWF) throughout Northern Ireland. The emphasis of the campaign was on maintaining machinery guarding, how companies control risks from MWF exposure (respirable & dermal routes), and where applicable, the existence of current Local Exhaust Ventilation (LEV) records to ensure that the system has been examined within the last 14 months, in compliance with regulations.

Joint HSA/HSENI Working at Height Initiative

Farming on both sides of the border continues to be one of the most hazardous sectors to work in. In 2017 there were 25 farm fatalities in Republic of Ireland and four in Northern Ireland caused by falls or falling objects on farms.

During week commencing 1 October 2018, inspectors across the island began visiting farms to ensure that farmers were carrying out work at height safely. They drew attention to information and guidance available from both HSA and HSENI.

Forklift Truck Initiative

On 14 January 2019 HSENI began a week long programme of inspections focusing on forklift truck safety within the freight transport sector. Forklift trucks (FLT) are involved in about a quarter of all workplace transport accidents. HSENI inspectors made a number of unannounced visits to freight transport operators to ensure that they are taking action to control the risks from using FLT in their premises. The targeted initiative looked at forklift operator training, general maintenance and thorough examinations, key controls and safe systems of work.

Farm Safety Partnership (FSP)

FSP set up the Affiliate Scheme in 2016 which is part of the FSP's commitment to encourage and recognise organisations who pledge to utilise their resources and expertise to improve farm safety. These organisations were awarded affiliate status to support the FSP by working to raise the profile of farm safety in Northern Ireland.

On 18 May 2018, Dale Farm and Lantra were awarded FSP Affiliate status and were presented with their membership certificates. On 2 October 2018, Carson McDowell, Northern Counties Co-Operative Enterprises Ltd, and Polaris Safety Training and Rescue were also awarded FSP Affiliate status and presented with membership certificates.



Pictured at the presentation in May, (l-r) Derek Martin, Chairman of HSENI, Neville Graham, Dale Farm, Keith Morrison, former Chief Executive of HSENI and Chairman of the Farm Safety Partnership, Paula Smyth, Lantra



HSENI Deputy Chief Executive Bryan Monson is pictured with the new Farm Safety Partnership Affiliates in October, (l-r) Ashleigh Birkett (Carson McDowell LLP), Orlagh McClements (Northern Counties Co-Operative Enterprises Ltd), and Mark Harriott (Polaris Safety Training and Rescue).

Appointment of a new Chief Executive at HSENI

Robert Kidd joined HSENI as its new Chief Executive on Monday 28 January 2019. Robert joined HSENI from the Department of Justice (DoJ) Firearms and Explosives Branch where he had worked since 2011.



HSENI Chief Executive, Robert Kidd

HSENI's Communications Team continues 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 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. The Advisory Service responded to 6,473 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 13,595 free publications giving health and safety advice;
- distributed over 20,700 promotional items which included more than 3,400 carbon monoxide alarms;

- dealt with 6,473 calls for information via its Freephone Helpline; and
- enabled website visitors to download some 113,605 publication files.

Social Media

HSENI's Twitter followers now exceed 2,600 and we have attracted 3,233 likes on our Facebook account which shows a significant increase from last year. During 2018-19 views to HSENI's YouTube videos reached more than 337,500. The most recent advert on animal safety which launched in May 2017 has received significant viewing and has received over 29,000 viewers through our YouTube channel. The most viewed video is that of Wallace Gregg, former president of the Young Farmers' Clubs of Ulster (YFCU), who relates how his eight year old son was injured in an accident. This video, which was launched in July 2016, has been viewed more than 82,300 times.



Farm safety campaign advert 2017 – Animal safety.

Since October 2018, sponsored Facebook posts have been run as part of the multimedia campaign, highlighting farm safety key issues. Posts also include videos filmed at the Balmoral Show interviewing a range of people on a number of farm safety topics. The six videos highlighted falls, main causes of farm fatalities, visibility, animal safety, slurry mixing and fitting a PTO guard. The videos received wide interest on Facebook with over 324,500 impressions, 236 shares and an overall click through rate of 3.03%.

Employment Medical Advisory Service

The Employment Medical Advisory Service (EMAS) functions are delivered through the provision of occupational health 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, reports of diseases received from employers under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 (RIDDOR), and facilitates the appointment and approval of doctors under statutory requirement.

Appointed Doctors

HSE, on behalf of HSENI, carries out the appointment, renewal and review process of Appointed Doctors.

HSENI appoints doctors under four sets of regulations to carry out statutory medical examinations. It also sets standards for their qualifications and for the conduct of specific assessments and examinations. All doctors are the subject of periodic review. In 2018-19, there were a total of nine NI-based appointed doctors, four which held dual regulation appointments (based in GB carrying out medical surveillance under HSENI Regulations).

In this reporting period, appointed doctors based in Northern Ireland carried out approximately 187 statutory medical examinations.

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 HSE as its standard. In 2018-19, one doctor was appointed and HSENI's five Approved Medical Examiners of Divers conducted 107 'fitness to dive' assessments.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 (RIDDOR) - Reported Diseases 2018-19

Under the RIDDOR Regulations, HSENI received 22 reports of diseases, 18 of which were reportable and 4 pending outcome. There were 17 cases of hand-arm vibration syndrome, 15 of which were reportable and two pending outcome; one case of carpal tunnel syndrome which is pending outcome; two cases of occupational dermatitis; one case of occupational asthma which is pending outcome; and one case of traumatic inflammation of tendon of hand or forearm.

These cases came from 11 different employers.

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 49,200 people who work on 24,895 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 one standard labour unit (statistics taken from the Department of Agriculture and Rural Development –The Agricultural Census in Northern Ireland – June 2018).

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.

Promotional and Educational Activities

In November 2018 Miriam Parker, a world renowned livestock handling specialist, delivered two animal handling workshops on a farm in County Armagh. Representatives from the Department of Agriculture, Environment and Rural Affairs (DAERA), College of Agriculture, Food and Rural Enterprise (CAFRE) and HSENI attended this practical training and feedback from staff was extremely positive.

Child Safety on Farms

During the year 85 rural primary schools were visited by staff from HSENI who made presentations on farm safety to over 12,900 children in Foundation level, Key Stage 1 and Key Stage 2. Pupils received important messages regarding farm safety during these talks. Presentations on farm safety were also delivered to pupils studying for a GCSE in Agriculture and Land Use at 12 schools across Northern Ireland.

HSENI's 'Be Aware Kids' Child Safety on Farms Campaign continued during the year. A primary school poster competition, organised by HSENI, was run during the spring of 2018. 3,500 pupils from 98 primary schools submitted posters to the competition. The 12 winning entries were used to produce a Child Safety on Farms calendar for 2019. 42,500 calendars were produced and these were distributed (through rural primary schools) to ensure that a calendar was delivered to every rural home in Northern Ireland which has children of primary school age.

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, 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, is committed to continuing this important campaign into 2019-20.

Balmoral Show 2018

HSENI's involvement in the Balmoral Show in 2018 focused on the dangers of inadequate power take off (PTO) shaft guarding and how to maintain and replace PTO guards. 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. HSENI would like to express its thanks to IOSH and Girlguiding Ulster for their continuing support. HSENI also supported the Young Farmers' Clubs of Ulster (YFCU) by assisting with the organisation and judging of a safe tractor handling competition.

Promotional work

HSENI considers the dissemination of practical health and safety information to the industry as extremely important and has delivered more than 38 presentations to farmers' groups, students at CAFRE Colleges, students studying GCSE in Agriculture and other relevant groups during the year. Farm health and safety ambassadors from 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 have achieved quite a number of the objectives set out in the 2017 – 2020 Farm Safety Partnership Action Plan. 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 advisors from HSENI undertook a health and safety initiative with agricultural contractors during the year. They visited 15 contractors and offered help and support to the contractors 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 23,479 full-time employee equivalents across the industry in 2017.

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 advisors from HSENI undertook around 16 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.

Construction

Sadly in 2018-19 there were three fatalities on construction sites. The main cause of major injury accidents in construction remains falls from height.

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 2018-19 the 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 451 complaints in 2018-19, which is roughly comparable to the previous year.

During 2018-19, HSENI continued to raise the profile of health during site visits including respirable crystalline silica, occupational cancers and manual handling. During relevant inspections the requirement for face fit testing for all tight fitting Respiratory Protective Equipment (RPE) was discussed. HSENI continues to inspect welfare facilities on site to ensure these meet the legal standards.

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 17 October 2018, focusing on musculoskeletal disorders and getting to grips with manual handling.

Asbestos

HSENI continued to exercise its statutory function as a licensing authority and conducted interviews

with companies either renewing their asbestos licences or those applying for the first time. Inspection of licensed asbestos removal work formed a part of the normal day-to-day work carried out by Construction inspectors this year. Asbestos is routinely discussed at site visits and concerns in this area are regularly reported as complaints.

A very successful seminar was held in Antrim on 20 March 2019 aimed at licensed contractors and provided an update on all aspects of working with asbestos with speakers from the Asbestos Licensing Unit in Edinburgh, HSENI and Ductclean. The seminar was attended by approximately 157 delegates.

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 2018-19 included:

- Cross border liaison with the Health and Safety Authority construction team;
- Liaison with the HSE Asbestos Licensing Unit;
- Membership of industry panels & forums such as the Institution of Civil Engineers (ICE) and the Industrial Liaison Panel (ILP) at Ulster University;
- Advisory representation at the meetings of the health and safety officers of Government groups in the Central Procurement Directorate (CPD); and
- Participation in industry seminars.

Extractive Industries and Waste

Extractive Industries

The extractive industries are a major contributor to the Northern Ireland economy.

There are around 170 quarries, mines and sand and gravel quarries which produce approximately 24 million tonnes of aggregates mainly for the construction industry. These works are mostly located in rural areas.

The Quarry Industry exports high quality aggregates used in road surfacing to UK and Europe. The industry also produces high quality limestone and chalk that is used in many downstream products. The salt that enables the roads network to be kept frost free during the winter is also produced locally.

The Concrete products industry in Northern Ireland also produces a wide range of products such as kerbstones, concrete floor slabs, paving slabs and concrete pipes. A high percentage of these products are exported to the UK market. The extractive industries employ approximately 6,000 people in Northern Ireland.

Waste Industry

The Waste Industry is a rapidly expanding sector with approximately 3,500 employees and this is expected to rise to approximately 13,500 over the next 10 to 15 years. The Waste Industry includes the re-cycling industry which processes paper, cardboard, plastic, glass, metals, green waste etc. and greatly reduces the demand for landfill and incineration.

The waste industry has approximately 500 waste premises such as waste management sites, permitted sites and authorised treatment facilities. The sixth annual Ambassador Awards and Safety Seminar was held at the Dunadry Hotel on 6 March 2019. 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 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 health management but unfortunately this is not across the board and a lot of companies need to improve their performance. HSENI intends to put greater emphasis on occupational health in the waste industry during 2019-20.

Explosives and Fireworks

During 2018-19 HSENI provided assistance to the Department of Justice in exercising its responsibility as the enforcing authority for explosives. HSENI carried out over 40 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 Shot-firers and advised the Department of Justice on the competency of Shot-firers who have applied for a Shot-firers' Licence.

Quarry Industry

HSENI's inspection priorities for 2018-19 were shared with the Mineral Products Association Northern Ireland (MPANI) (formerly Quarry Products Association for Northern Ireland - QPANI). MPANI identified appropriate guidance material which would assist the industry in addressing the inspection priorities and circulated this information to its membership.

HSA, along with industry representatives and HSENI, organised an all Island Extractive Industries Seminar, which was held at Doran's Pit,

Blessington, County Wicklow on 26 September 2018. The event was very well attended and this year had an outdoor exhibition area for large plant.

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

HSENI continues to work with MPANI to ensure the message that quarries are not playgrounds is widely circulated. 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.

HSENI will be proactively working with the Quarry Industry to ensure each quarry takes action to implement a dust strategy for their individual quarry. The dust strategy will assist in reducing worker health issues arising from dust exposure.

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 (NIMOC). HSENI provides technical support to this working committee. NIMOC, in conjunction with the Irish Mines Rescue Committee, organised a mock rescue event at Marble Arch Caves in County Fermanagh which was a part test of the Emergency Response Plan for Abandoned Mines and a mock rescue in a mining situation. The event was very successful. Prince Andrew attended as a Royal Visitor and showed a great interest in mines rescue training.

Concrete Industry

The inspection initiative continues in the Pre-stressed Precast Concrete industry to address noise, dust and machinery guarding on mobile machines used in long bed production. 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. HSENI representatives attended a meeting of 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.

Major Hazards, Gas and Transport

HSENI's Major Hazards, Gas and 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 (COMAH) Regulations, road haulage, bus operators, railways (mainline and heritage) and airports. There are approximately 21,000 employees in the Northern Ireland transport sector alone, covering all modes of transport.³

Gas Safety

HSENI and HSE worked together to appoint a provider to run the Gas Safe Register (GSR), the official list of gas engineers registered to work legally and safely in NI and GB, under a single UK wide Service Concession Agreement (SCA). A new five year SCA commenced on 1 April 2019 and will again be run by Capita Gas Registration and Ancillary Services (CGRAS).

In partnership with the GSR, proactive and reactive visits and inspections were conducted in the downstream private, industrial and commercial sectors with enforcement action being pursued as necessary to prevent 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 2018-19. The group shared knowledge on a range of gas topics, including gas appliances and the safe installation of gas equipment, and in doing so helped to promote consistency and good practice in gas safety regulation. HSENI also met with the Utility Regulator on specific gas topics including unconventional gas produced by emerging energy technologies.

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.

Major Hazards - Control of Major Accident Hazards (COMAH)

The Northern Ireland 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 as 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.

All sites are inspected by HSENI and NIEA (usually together), to determine compliance with the COMAH regulations. Agendas for inspection and advisory visits are prepared based on HSE's COMAH enforcement guidelines. Inspection reports are completed outlining any necessary improvement plans or enforcement actions. The risk management basis of each COMAH site is regularly reviewed.

HSENI also has responsibility for ensuring that external emergency plans covering off-site risks are prepared, tested and reviewed for all 'upper tier' COMAH sites.

³ Source – Northern Ireland transport Statistics 2015-2016

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.

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 focused on during inspections and investigations in this sector.

A program of inspections was carried out, focusing on forklift truck (FLT) safety within the freight transport sector. FLT's are widely used for moving materials and goods. They are involved in about a quarter of all workplace transport accidents. The initiative targeted key areas such as forklift operator training, general maintenance and thorough examinations, key controls and safe systems of work. Advice and guidance was given to duty-holders about occupational health matters when opportunities arose.

Carriage of Dangerous Goods by Road

Inspections were carried out during 2018-19 to remind operators about the requirements for tank testing, ADR vehicle testing (European regulations concerning the international transport of dangerous goods by road) and the need to appoint a Dangerous Goods Safety Advisor (DGSA).

Railways

HSENI continued to conduct joint inspections in conjunction with Northern Ireland Railways (NIR), Transport NI and the Police Service of Northern Ireland (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 DfI with regard to this and carry out inspections.

Manufacturing, Utilities and Docks

The Manufacturing, Utilities and Docks group has enforcement responsibility across a wide range of businesses and activities.

This year, as in previous years, priority was given to the core business activities of inspection and the investigation of complaints and incidents across these sectors.

General Manufacturing

The manufacturing sector includes companies that manufacture or process a wide and diverse range of products. These range from heavy and light engineering, aerospace, wood based products, plastics, rubber, electrical, vehicles, pharmaceuticals and glass, as well as repair and maintenance. Overall this industry employs approximately 65,100 people on a full and part-time basis.⁴ This is an increase from the previous year's figure of 63,700.

Inspections and investigations focused again this year on machinery guarding, maintenance activities, workplace transport, operator training, the operation and maintenance of forklift trucks, lifting and slinging operations, slips and trips, as well as health issues including, Hand-Arm Vibration Syndrome (HAVS), noise, fumes and manual handling.

In October 2018, the group carried out a focused inspection campaign within the engineering industry. The aim of this initiative was to raise awareness of the health risks arising from exposure to metal working fluid and also the safety risks associated with the operation of unsafe machinery.

In order to raise awareness and improve compliance of work related health issues, a number of companies within the engineering sector were approached with the aim of setting up a working group to share knowledge and experience of the management of occupational health risks. A draft strategy has been drawn up and this work will continue with the engineering sector during 2019-20.

Docks, Harbours and Ports

During 2018-19, inspection activity in the docks, harbours and ports throughout Northern Ireland continued to focus on plant maintenance, transport, lifting operations, work in confined spaces and the management of contractors and tenants, as well as the health risks associated with dusty cargoes and paint spraying of isocyanides.

Utilities

Inspections and investigations of complaints and incidents were carried out in the telecommunications, water, sewerage and the electrical generation and distribution industries during 2018-19.

Work continued to address the requirements under the Electricity Safety, Quality and Continuity Regulations (ESQCR). A number of inspections took place on electrical infrastructure on private networks and with the main electricity network provider in Northern Ireland. HSENI engaged with Northern Ireland Electricity (NIE) and with private clients on their duty to risk assess overhead powerlines and substations from dangers to the public arising from interference, vandalism or unauthorised access.

Within the renewable energy sector, work continued with the programme of inspections on wind farm operators, focusing on emergency planning and emergency rescue.

Business Advisor

During 2018-19, the business advisor within the group carried out over 90 advisory visits to a range of manufacturing companies and provided practical advice and guidance on managing health and safety within the workplace.

⁴ Source – Quarterly Employment Survey (QES) Quarter 4 2018 published on 19 March 2019 (these figures do not include manufacturing of food, beverages or tobacco products)

Major Investigation Team

The role of the Major Investigation Team (MIT) is to investigate the most serious incidents where there is a possibility of legal proceedings.

During 2018-19 MIT took on, and assisted in, investigations into 12 incidents, five of which were fatal accident investigations. In addition, the team carried forward seven investigation cases from the previous operational year. Of the five fatal accident investigations that MIT was involved in, two relate to incidents within the Construction sector, and the remaining three occurred within the Public Waste, Agri-food and Agricultural machinery repair sectors respectively.

In total, nine cases were submitted to the Public Prosecution Service between 1 April 2018 and 31 March 2019. Also, during the same period, a total of five prosecutions were completed. The total amount of fines arising out of these cases was £68,500.

Of the five prosecutions, one case related to the tragic death of an employee during a poorly planned lifting operation to remove a palletised load from a delivery lorry. The company taking delivery of the load had failed to identify the risks associated with the activity during which the load fell from the pallet striking the employee who sustained fatal injuries as a result. The company was subsequently fined £50,000.

Other successful prosecutions related to illegal gas work and asbestos. In one case an individual who undertook work to install a gas fire while not being registered on the Gas Safe Register was sentenced to four months imprisonment suspended for two years.

A waste recycling contractor also received a suspended sentence when he undertook work which resulted in the spread of asbestos, potentially exposing workers to harmful asbestos fibres. The contractor pleaded guilty to three breaches of health and safety legislation and was sentenced to six months imprisonment suspended for three years for each breach, in addition to a fine of £6,000.

A further five cases carried over from previous years are currently in the court system. Details of all prosecutions completed during 2018-19 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 protect employees from injury.

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.

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 Product Safety team, Fairgrounds and Genetically Modified Organisms (GMOs) in Contained Use.

Employment figures published by the Northern Ireland Statistics and Research Agency (NISRA) in September 2018 indicated that the Public Sector employed just over 30% of the working population in Northern Ireland.

During 2018-19, around half of the accidents reported to HSENI as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) involved public sector activities.

Local Authorities

During the year HSENI inspectors carried out inspections and investigations into a range of Local Authority (LA) activities. Management of waste and waste collection is a major part of LA activity and the past year has seen inspectors focusing on incidents in these areas of work, as well as reviewing guidance associated with planning and carrying out street and roadwork activities. Officers have also carried out unannounced visits to household recycling sites to assess real work scenarios and follow up on complaints. Safe operation of leisure facilities also featured on the inspection programme with a number of leisure centres and associated premises visited. HSENI regularly attend the Local Authorities Health and Safety Advisors Network (LASAN).

Disciplined Services

These services comprise PSNI, the Northern Ireland Fire and Rescue Service (NIFRS), the Northern Ireland Prison Service, the Maritime and

Coastguard Agency and the Ministry of Defence. During 2018-19, the group continued to provide these organisations with advice and guidance and undertook investigations when necessary. The Fire Safety Group involving NIFRS, Fire Surveyors from the Department of Finance (DoF) and HSENI met to discuss fire risk assessment in Government premises and inspectors have accompanied fire risk surveyors on fire risk assessment inspections in public buildings and offices. PSG's Principal Inspector also spoke at the Police Federation Conference in May 2018.

Government Departments/ Agencies

HSENI continues to be represented at the Interdepartmental Health and Safety Forum (IDHSF) as well as on the Department of Justice health and safety group. HSENI inspectors continue to work closely with the Health and Safety Officers from various Departments and Agencies to provide general health and safety advice or to investigate incidents or complaints. During the year HSENI inspectors engaged with the Department of Finance to ensure departmental premises officers were appropriately trained and supported in their role, particularly with regard to statutory health and safety duties in relation to the control of legionella and management of asbestos.

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 continue to

be in relation to slips, trips and falls. During the year HSENI continued to work closely with the Education Authority in relation to improving the management of asbestos in education premises. HSENI is continuing to liaise with the Department of Education, the Education Authority, the Education Training Inspectorate and the Unions in an ongoing issue in relation to class sizes in practical classes in Secondary Education.

Health and Social Care

Inspectors continued to carry out inspections and investigations across the health and social care sector within nursing homes, hospitals, health centres, day centres and domiciliary care providers. This work included both reactive and proactive meetings and site visits. The Group continued to respond to complaints from both the public and employees in the health and social care sector. These issues continue to include moving and handling arrangements, the safe use and thorough examination of lifting equipment, legionella management, asbestos management, clinical waste, bed rail risk assessments, accident reporting and investigation.

Fairgrounds

HSENI has enforcement responsibility for travelling funfairs and fairgrounds which are common in Northern Ireland. Inspectors carried out a number of inspections at fairground sites across Northern Ireland during which key elements of health and safety management were discussed with operators following specific incidents. Emphasis was also placed on the safe building and dismantling of rides as well as all elements of safe operation. Inspectors always seek to examine all relevant inspection documents and certificates as well as daily check sheets and risk assessments for rides and attractions. These should always be available for examination. General safety of the public on fairgrounds is always a priority including safe access and egress to and from rides, as well as the safe installation and operation of inflatable attractions.

Biological Agents

HSENI forms part of the Competent Authority (CA) on genetically modified organisms along with DAERA. HSENI officials are provided with technical support from HSE, under an Agency Agreement.

HSENI takes the lead on behalf of the CA for administering the respective regulations and acts as the point of contact for notifications, enquiries and inspections in Northern Ireland. In the last year there were four new CU2 notifications, and a notification of a new premises involved in GM work. This new addition brings the total number of premises notified within Northern Ireland to 11. These cover universities, drug manufacturing and drug testing facilities. Currently all the projects notified to the CA are class 2, with a range of class 1 also being carried out across the various premises.

HSENI reports to the European Commission through HSE regarding Directive 2009/41/EC. This provides an overview of activities and installations, particularly new ones, as well as accidents notified under the regulations and inspection and enforcement issues. The report covers a period of five years. It should be noted that there were no accidents in Northern Ireland recorded in this five year period.

Advice was given to duty-holders in relation to contained use regulation around clinical trials in humans and significant changes of circumstances relating to notifications.

HSE published new guidance, 'Managing Infection risk when handling the deceased', and this was shared with Infection and Control Lead Nurse Forum, which operates across all the Health Trusts in Northern Ireland for onward cascading to relevant departments and staff groups.

In 2017 a Northern Ireland Adverse Incident Centre (NIAC) alert, and a letter from the Department of Health (DoH) were issued highlighting the need for employers using Nitrous Oxide to carry out suitable and sufficient risk assessments under the Control of Substances Hazardous to Health (COSHH) (NI) 2003 Regulations. During this year, HSENI carried out a series of audits to ensure that Health and Social Care Trusts had completed risk assessments and that the associated action plans were being implemented.

Information and guidance was sought from HSE biological specialists and Public Health England (PHE) regarding the current guidance on the use of respiratory protection during CPR and the appropriate level of Personal Protective Equipment (PPE) required by staff. It was agreed

that the current guidance required updating. This is currently ongoing under a joint approach by HSE, PHE and DoH.

Specialist inspectors continued the Legionella inspection programme aimed at industrial premises operating wet cooling systems such as cooling towers and/or evaporative condensers. These inspections followed a pattern of reviewing risk assessments, written schemes of control and statutory record keeping, before a physical check of the plant was completed. The inspections were attended by the company representatives, senior management and responsible persons, as well as a representative from the water treatment company contracted to service and maintain the plant. Inspectors from other groups within HSENI were involved in some of these inspections.

During the year, advice and guidance was also given to the Regulation and Quality Improvement Authority (RQIA) regarding the management of legionella in premises they have a remit for.

A range of accidents and incidents reported under RIDDOR to HSENI by Health Trusts were investigated.

Product Safety

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

EU Market Surveillance helps to protect both those NI manufacturers who competently design equipment and machinery in compliance with EU requirements and the end user from unsafe machinery products. During the year, working relationships continued to be developed with the Product Safety Unit in HSE, the Health and Safety Authority (HSA) in the Republic of Ireland, the Department of Business, Energy and 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 issues at the point of entry into Northern Ireland. HSENI also became a member of a European working group focusing on the sale of non-compliant machinery and goods being imported into Northern Ireland from the Far East and in particular from China through auction houses. This work will continue in 2019-20 with Market Surveillance Authorities in Spain, Netherlands, Germany, and Great Britain.

HSENI is a member of the recently constituted National Surveillance Network Committee (NSN) that provides a mechanism for co-operation, co-ordination and the exchange of information between Market Surveillance Authorities on policy obligations and policy concerning products which are marketed in the UK, with regard to EU legislation.

As an organisation, HSENI is a member of a BEIS led Ports and Borders Committee, looking at the effects of BREXIT within the context of market surveillance, and the movement of goods coming into the UK. It also gives a timely opportunity to

assess the UK's model of market surveillance and how to address areas where improvements may be necessary, including the appropriateness of the range of different powers and sanctions currently used by the various authorities when applied to market surveillance activity under the Regulation for Accreditation and Market Surveillance (RAMS).

HSENI has continued to work closely with our sponsor Department, and Local Authorities to look at the implications of BREXIT and the various potential outcomes. These include the implications of the impact of the 'backstop' arrangement and its potential effect on market surveillance, and the potential for regulatory divergence.

On 20 September 18 HSENI and HSE held a seminar for staff and LA officers on the implementation of the New Legislative Framework (NFL) directives and on how best to fulfil our statutory obligations as a Market Surveillance Authority.

HSENI continues to investigate cases of non-compliant and unsafe machinery involving local and EU manufacturers and importers, arising from complaints, inspections at trade shows and notifications from other European Market Surveillance Authorities. These have included lifts, machinery, quarry washing and screening products, industrial kitchen equipment and a host of large earth moving plant from within the EEA and from the Middle and Far East.

Other day to day work of the Product Safety Team includes :-

- Updating ICSMS on all cases of Product safety intervention, as a requirement under RAMS (EC Regulation 765/2008).
- Carrying out Proactive Market Surveillance on sector specific initiatives to increase awareness within the sector, i.e. Extractive industries;
- Carrying out our statutory duty in relation to the requirements of BEIS's Regulatory Delivery Team, by making 'returns' on our Market Surveillance activity;
- Leading the UK response on auction house activity, while working closely with other statutory agencies throughout the UK and other member states;
- Preparing as an Invited speaker each year at the annual United Kingdom Product Safety Conference in Great Britain; and
- Inputting into an options paper as a third country on Market surveillance gathering, post Brexit within the United Kingdom and Europe 27.

The main focus of the Product Safety team, during the year, has been on investigations and proactive Market surveillance within the Machinery Directive [Supply of Machinery (Safety) Regulations], however other Market surveillance has taken place across other directives where a product safety issue has been identified. HSENI will continue to work and prepare alongside BEIS, HSE, and our sponsor Department, on the implications for BREXIT, and aligning ourselves as a third Country post BREXIT. HSENI going forward will carry out seminars to industry, on the implications of BREXIT, with regard to regulatory compliance, product safety, and Market Surveillance once United Kingdom is in a post Brexit environment.

Occupational Health and Hygiene Group

The Occupational Health and Hygiene Group is comprised of a Principal Inspector, an Inspector, an Occupational Health Professional, the Mental Wellbeing at Work Advisory Service and Scientific Services.

In addition the Group also maintains oversight and operational planning responsibility in relation to the regulation of ionising radiation.

The Occupational Health and Hygiene Group was established in September 2018 and brought together existing functions and specialisms within HSENI. The group's primary function is to lead on the delivery of the occupational health priority areas outlined within HSENI's draft Corporate Plan 2018-2023, namely:

- Occupational lung diseases;
- Occupational cancers; and
- Work-related stress and musculoskeletal disorders

The social and financial impact of occupational ill-health in Northern Ireland remains significant. Recent figures suggest an approximate cost of £238 million to the Northern Ireland economy and an estimated 395 people that die each year in Northern Ireland due to work-related disease. In addressing the adverse impact of occupational ill-health within the Northern Ireland workforce, the Occupational Health and Hygiene Group has focused on the following key areas:

- Raising general awareness of occupational health within industry
- Supporting operational workplace health initiatives, seminars & events
- Providing a source of specialist advice to HSENI operational teams

- Providing a range of up to date resources including web-based information
- Building partnerships with industry and other key stakeholders
- Providing advice, guidance and support to employers on controlling the risks associated with work related stress and mental well-being at work

The availability of an Occupational Health Professional and an Occupational Hygiene Inspector within the Group has proven to be a valuable resource to the Inspectorate. Support provided to field staff has included the provision of advice and joint visits to businesses focussing on a wide range of issues. The recent re-classification of welding fume as a carcinogen has also prompted several visits to employers and resulted in significant advice being offered to employers by way of telephone and e-mail.

An important element of the work undertaken by the Occupational Health and Hygiene Group has involved further strengthening of the links with key stakeholders to encourage effective occupational health management across industry. The Group has continued to support the Workplace Health Leadership Group Northern Ireland (WHLGNI) and has worked closely with its membership which is made up of representatives from each of the following organisations:

- British Occupational Hygiene Society (BOHS)
- BuildHealth

- Institution of Occupational Safety and Health, Northern Ireland Branch (IOSH)
- Northern Ireland Local Councils
- Northern Ireland Safety Group (NISG)
- Public Health Agency (PHA)

The WHLGNI Strategic Plan 2017-2022 has shaped the approach being taken by each of the stakeholders to fulfil the strategy aim i.e. 'To encourage the improved management of workplace health thereby reducing the incidence of poor health in the Northern Ireland workforce'.

Mental Wellbeing at Work Advisory Service

The Mental Wellbeing at Work Advisory Service (MWAWAS) consists of a team of two advisors.

The service has continued to provide advice, guidance and support on how to control the risks associated with work-related stress. During 2018-19, advisors continued to promote and deliver awareness seminars to assist Northern Ireland employers to use HSE's Management Standards as a tool to control the risks associated with work-related stress.

MWAWAS supported a number of organisations in implementing the Management Standards and delivered a total of 12 workshops. The workshops included three tailored workshops for separate organisations. Advisors actively participated in seminars in conjunction with the Labour Relations Agency and made further presentations at the Unite Union Conference and NIPSA Annual Conference.

In addition to actively working within the public sector, MWAWAS also promoted the Management Standards within private industry working alongside other key stakeholders, including supporting organisations of the Mental Health Charter. A further intervention within the private sector involved establishing links within the farming community in conjunction with the Farm Safety Partnership as they begin to consider mental well-being within this sector of industry.

MWAWAS continued to develop 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. This support was provided to businesses throughout the four health trust areas and involved the delivery of four workshops during 2018-19.

Building and maintaining effective working relationships with local mental health organisations and public bodies has continued to be a significant part of the day to day work of advisors. Advisors presented and exhibited at a number of events including Mental Health Charter events across Northern Ireland and at the annual Healthy Working Lives Conference in March 2019 which was held in Belfast.

Scientific Services

Scientific Services currently consists of three members of staff with a wide range of skills and experience in the areas of asbestos and wider field of occupational hygiene. They provide both investigative support and technical advice to the Inspectorate. The unit also provides an Asbestos Advisory Service, primarily to the public, on asbestos related matters.

As part of the Occupational Health and Hygiene Group, Scientific Services has increasingly focused on occupational hygiene related investigations in support of field staff. This practice has helped to embed HSENI's workplace health priority areas within the day to day work of the unit.

Scientific Services is accredited to ISO17025, an International Standard which enables laboratories to demonstrate that they operate competently and generate valid results. Scientific Services is accredited by the United Kingdom Accreditation Service (UKAS) for a range of procedures including the sampling and identification of asbestos in bulk materials; asbestos air sampling and fibre counting; assessment of Local Exhaust Ventilation systems; and air sampling for dusts and aerosols. In January 2019 the laboratory successfully maintained accreditation.

A significant role of Scientific Services is conducting technical investigations on behalf of HSENI inspectors. Although the occupational hygiene work often focuses on asbestos, a wide range of other occupational health hazards that exist within industry are routinely considered. Other health hazards for which investigatory support has been provided include respirable crystalline silica (RCS), flour dust and welding fume.

Within the last operational year the team have supported the Inspectorate by presenting on specialist topics which included a presentation in March 2019 to the waste and recycling industry on controlling dust, a prevalent health risk within this sector. Ongoing advice to field staff has also included a training session on flour dust and associated exposure monitoring.

During 2018-19 the Asbestos Advisory Service provided asbestos related advice on 61 occasions to members of the public and various stakeholders.

Other services that Scientific Services provide to field staff include the provision of slip resistance testing and aerial photography using an unmanned aerial vehicle (UAV). These additional services have provided a vital resource in connection with safety-related hazards connected to a wide range of employers.

Ionising Radiation

The Principal Inspector of the Occupational Health and Hygiene Group has oversight of all relevant regulatory functions in respect of ionising radiation. Resource from other operational groups within HSENI has supported a series of visits that have focused predominantly on industrial radiography and radon during 2018-19.

From 1 January 2018, the Ionising Radiation Regulations (Northern Ireland) 2017 requires employers to apply to HSENI for certain work involving ionising radiation. The process known as a 'graded approach' is risk based and depends upon the size and likelihood of exposure. Depending on the level of risk, employers may need to apply to notify, register or obtain consent. HSENI continues to receive applications under the new regulations.

Significant resource has also been placed on making preparations for a review of the United Kingdom's regulatory infrastructure for nuclear, radiation, radioactive waste and transport safety. This review will take place during October 2019 and will be conducted by the Integrated Regulatory Review Service (IRRS) on behalf of the International Atomic Energy Agency. The Office for Nuclear Regulation will host and coordinate the review which will involve all relevant regulators across the United Kingdom, including HSENI.

Health and Safety at Work Legislation

One of the key targets as detailed on HSENI's Corporate Plan is to 'Maintain an up-to-date regulatory framework, including the outworking of the UK's exit from the EU, which affords appropriate protections and conditions to workers, while also supporting businesses in terms of streamlining the requirements placed on them'.

During 2018-19 HSENI was involved in a significant amount of work to ensure that the health and safety at work regulatory framework will be operable when the UK exits the EU. In the absence of NI Ministers, the UK Government agreed to take EU exit-related NI subordinate legislation through Westminster. HSENI also 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.

Activity during the year

During the year, HSENI prepared amendments to 19 Northern Ireland Statutory Rules and these were included in six Westminster Statutory Instruments (SIs). By the end of March 2019, five of these SIs had been made, the final one was deferred to be laid in June. HSENI also worked closely with GB colleagues in the development of proposed UK-wide amendments to a total of eleven EU Regulations. As a result of this work, the NI health and safety at work regulatory framework will be operable in the event of a 'no-deal' exit.

HSENI also arranged for the withdrawal of two Approved Codes of Practice and their replacement with revised versions.

HSENI was involved in the preparation of Northern Ireland provisions for inclusion in three sets of UK-wide Regulations. It also, in liaison with the

Health and Safety Executive for Great Britain and the Department for Business, Energy and Industrial Strategy (BEIS) developed an Agency Agreement between HSENI and BEIS in relation to the delegation of inspection functions relating to ionising radiation.

Following the closure, on 25 May 2018, of the HSENI consultation on revised requirements for radiological protection, HSENI has been heavily involved in the development of two sets of proposed Regulations to implement, in Northern Ireland, the emergency preparedness and response elements of the Basic Safety Standards Directive 2013 which lays down minimum radiation safety standards for three exposure groups: medical patients, workers and members of the public. These Regulations will be made later in 2019.

Details of work completed:

EU Exit Regulations prepared

The Health and Safety (Amendment) (Northern Ireland) (EU Exit) Regulations 2018 (S.I. 2018 No. 1377)

The Metrology, Health and Safety and Product Safety (Amendment) (Northern Ireland) (EU Exit) Regulations 2019 (S.I. 2019/202)

The Product Safety and Metrology etc. (Amendment etc.)(EU Exit) Regulations 2019 (S.I. 2019/696)

The Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/720)

The Human Medicines (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/775)

UK-Wide Regulations prepared

The Ionising Radiation (Basic Safety Standards) (Miscellaneous Provisions) Regulations 2018 (S.I. 2018/482)

The Cableway Installations Regulations 2018 (S.I. 2018/816)

The Simple Pressure Vessels, Electrical Equipment and Pressure Equipment (Miscellaneous Amendments) (Northern Ireland) Regulations 2018 (S.I. 2018/966)

Revised Approved Codes of Practice and Guidance published

EH40/2005 Workplace exposure limits: Containing the list of workplace exposure limits for use with the control of Substances Hazardous to Health Regulations 2002 (as amended)

Withdrawal of the "Work with ionising radiation, Ionising Radiations Regulations 1999" Approved Code of Practice and approval of the replacement revised Code of Practice "Work with ionising radiation, Ionising Radiations Regulations 2017"

Agency Agreements prepared

Agency Agreement between the Secretary of State for Business, Energy and Industrial Strategy and the Health and Safety Executive for Northern Ireland in relation to the delegation of inspection functions

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 2018-19 are provisional.

Figure 1: Reported Fatal Injuries Analysis by work sector 2014/15 - 2018/19

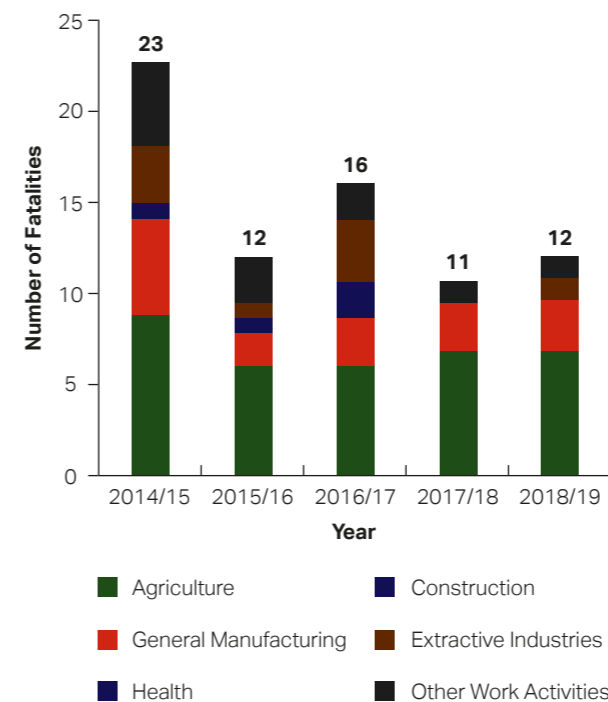
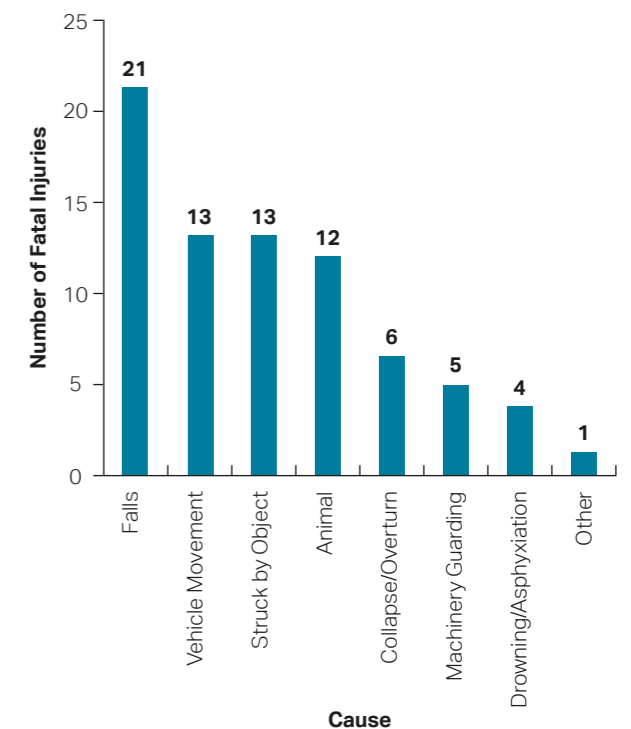


Figure 1 shows that there were 12 (P)⁵ fatal injuries during the reporting period, which represents an increase from the previous year's figure of 11. Of the 12 fatal injuries during 2018-19, seven occurred in agriculture, three in construction, one in general manufacturing and one in other work activities.

Figure 2: Reported Fatal Injuries Analysis by cause 2014/15 - 2018/19



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, vehicle movements, being struck by an object, animals, collapse/overturn, machinery guarding, and drowning/asphyxiation.

⁵ (P) These figures do not include fatalities where the investigation has not yet established sufficient details to make a decision on their inclusion

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 was 28% less non-fatal major injuries reported to HSENI than the number in the previous year as illustrated in Figure 3.

Figure 3: Reported Major Injuries 2014/15 - 2018/19

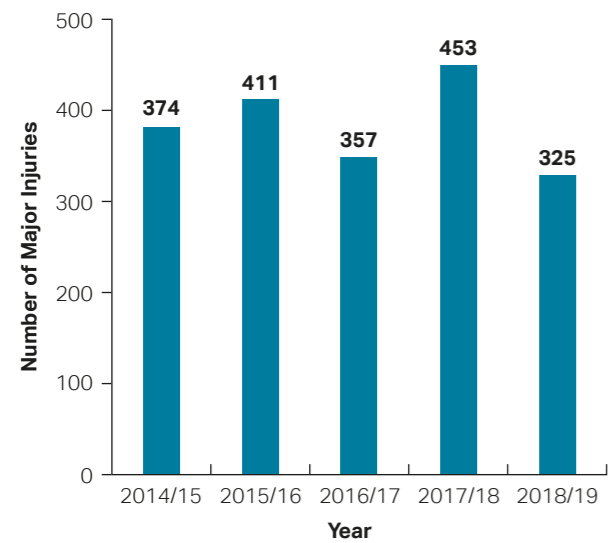
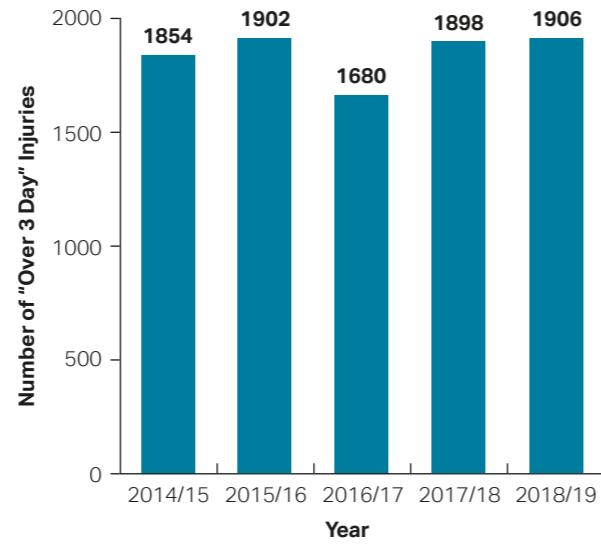


Figure 4: Reported "Over 3 Day" Injuries 2014/15 - 2018/19



There were 1,906 reported 'over 3 day' injuries during the year, which was an increase of 8 when compared to the number in the previous year as illustrated in Figure 4.

Figure 5: All reported Injuries 2018/19 - Analysis by work sector

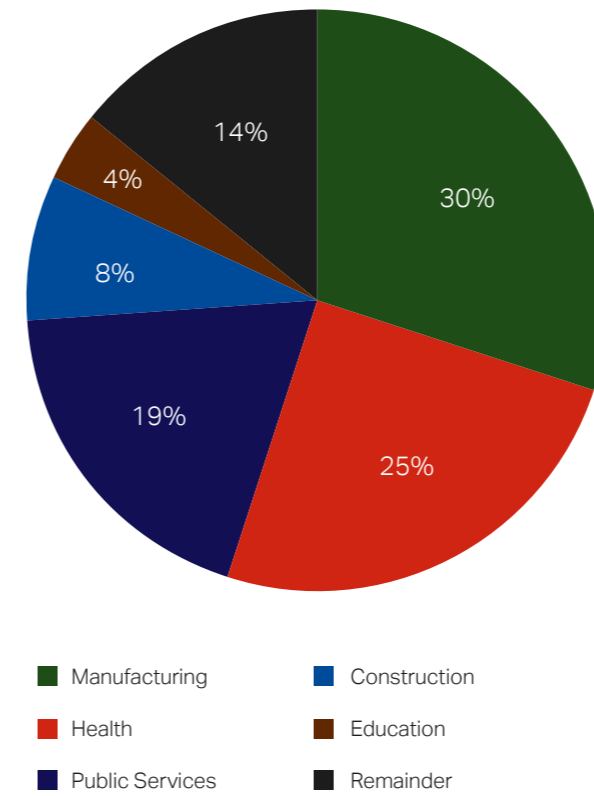


Figure 5 represents the analysis of all injuries by work sector. However due to variances in levels of under-reporting between sectors, caution should be applied when attempting to draw any firm inferences from these figures.

Figure 6: Over 3 Day Injuries 2018/19 - Analysis by cause

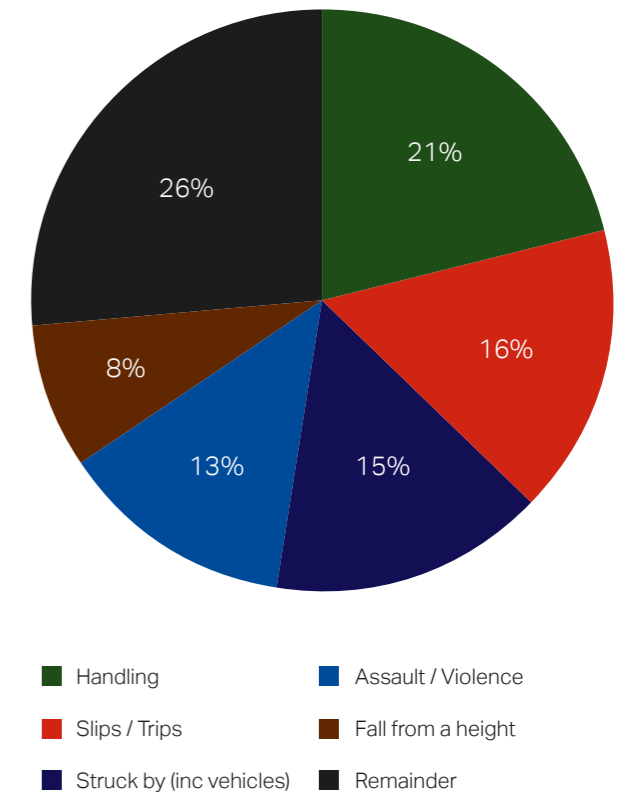
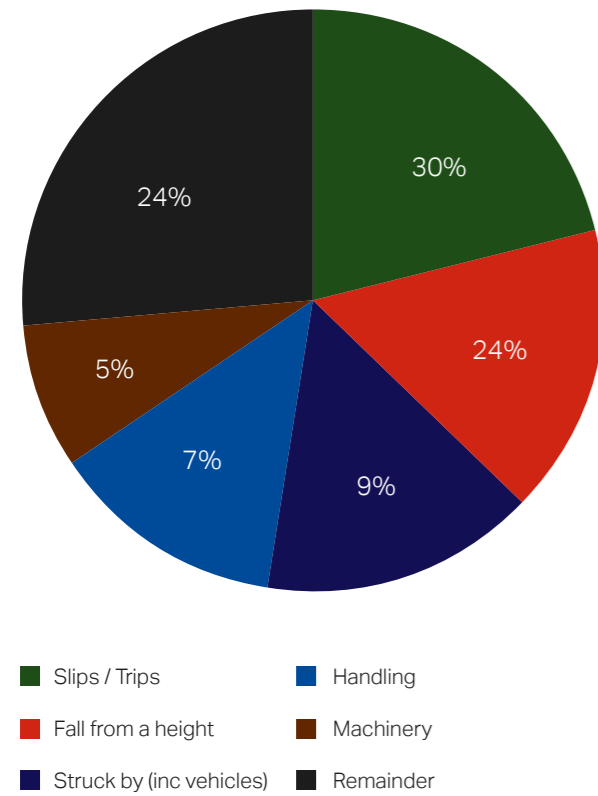


Figure 7: Major Injuries
2018/19 - Analysis by cause



Figures 6 and 7 represent analyses of the causes of both 'Over 3 day' and 'major' injuries at work. Handling, slips and trips, and being struck by an object or vehicle 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 2018-19.

Figure 8: Complaints Received
2014/15 - 2018/19

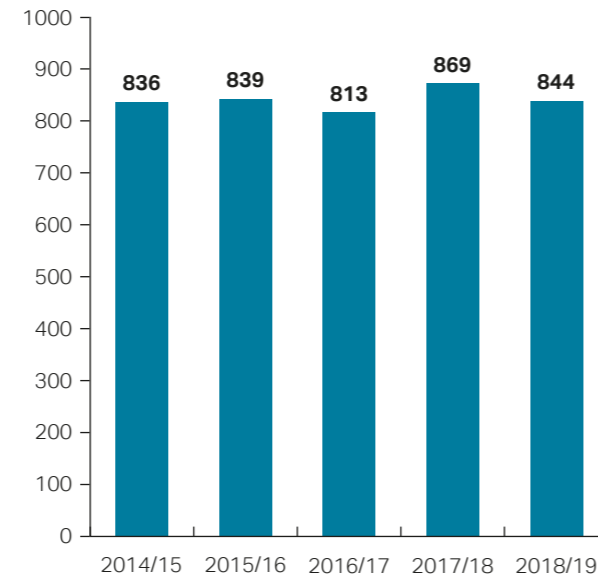


Figure 8 illustrates the number of complaints received by HSENI relating to alleged unsatisfactory working conditions and work-related activities. This year saw a 3% decrease in the number of complaints being made when compared to the previous year.

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. Figures for the current year are provisional.

1. Health and Safety at Work Statistics 2018-19

Fatal Injuries	16	(13)
Major Injuries	364	(508)
Over 3 Day Injuries	2290	(2231)
Totals	2670	(2752)

2. Statistics by Enforcing Authority

	Fatal Injuries		Major Injuries		Over 3 Day Injuries	
HSENI	12	(11)	325	(453)	1906	(1898)
District Councils	4	(2)	39	(55)	384	(333)
Totals	16	(13)	364	(508)	2290	(2231)

3. Five Year Trends

	2014-15	2015-16	2016-17	2017-18	2018-19
Fatal Injuries	26	13	18	13	16
Major Injuries	438	451	404	508	364
Over 3 Day Injuries	2276	2313	2039	2231	2290
Totals	2740	2777	2461	2752	2670

4. All Reportable Fatal Injuries

	Five Year Trend by Enforcing Authority				
	2014-15	2015-16	2016-17	2017-18	2018-19
HSENI	23	12	16	11	12
District Councils	3	1	2	2	4
Totals	26	13	18	13	16

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

	2014-15	2015-16	2016-17	2017-18	2018-19
NI Employees at June rounded to nearest thousand ⁶	720	730	732	756	774
NI Fatal Injuries (Employees only)	7	-	4	1	5
NI Fatal Injuries incidence rate per 100,000 employees	0.97	-	0.55	0.13	0.65
GB Fatal Injuries incidence rate per 100,000 employees	0.46	0.46	0.43	0.45	n/available

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

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

Registration Year	Primary / Secondary Cause			
	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	17	1	63
2017	47	30	-	77

* 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	43	11	54

* 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.

⁶ Figures used for 2015-16, 2016-17 and 2017-18 reflect December for that financial year

Accountability Report

Corporate Governance Report

Directors' Report

Directors

The directors of HSENI during 2018-19 included the Chairman, Board Members and the Senior Management Team. The HSENI Chairman and Board Members during 2018-19 were Derek Martin (Chair), Hilary Singleton (Deputy Chair), Billy Graham, John Kane, Maynard Mawhinney, Harry Sinclair, Lindsey Smith and Tom Wright. The Senior Management Team during 2018-19 was comprised of the Chief Executive, Keith Morrison (until 30 September 2018), Robert Kidd (with effect from 28 January 2019) 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 1.10 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@hse.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 eight 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 2018-19 HSENI reviewed its implementation of specific policies and procedures designed to maintain compliance with the General Data Protection Regulations which came into effect on 25 May 2018. This 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 an Information Asset Register. We have completed an Assurance Statement of Compliance to our sponsor Department DfE and are in close contact with the Department to ensure compliance with the legislation and the adoption of best practice in relation to the Data Protection Act 2018.

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 2018-19 year HSENI did not have any reportable data incidents.

Future Developments in Health and Safety

Following the publication of HSENI's draft Corporate Plan for the period 2018-2023, HSENI will work towards achieving the aims of the organisation as outlined in its mission by focusing on:

- preventing the most serious workplace health and safety issues;
- high risk industries and activities;
- sensible and proportionate risk management;
- effective regulation; and
- supporting businesses and the economy.

During 2019-20, 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 and Health NI forum and the Workplace Health Leadership Group;
- carry out a series of inspection initiatives aimed at priority issues, including machinery guarding, vehicle pedestrian safety, safe plant and safe maintenance, work at height and health topics such as Musculoskeletal Disorders (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; 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 2018-19 resulted in an audit fee of £9,000 and is included in the other operating charges in the Net Expenditure Account. HSENI also paid the auditors, NIAO, £1,156 in the current year in relation to the National Fraud Initiative.

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.



Robert Kidd
Chief Executive
Date: 14 June 2019

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 income and expenditure, Statement of Financial Position 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;
- prepare the financial statements on a going concern basis; and
- confirm that the Annual Report and Accounts as a whole is fair, balanced and understandable and take personal responsibility for the Annual Report and Accounts and the judgements for determining that it is fair, balanced and understandable.

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.

As the Accounting Officer, I have taken all the steps that I ought to have taken to make myself aware of any relevant audit information and to establish that HSENI's auditors are aware of that information. So far as I am aware, there is no relevant audit information of which the auditors are unaware.



Robert Kidd
Chief Executive
Date: 14 June 2019

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 2018-19 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 2018-19, HSENI's Board comprised of eight members including the Chairman, Derek Martin. 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 2018-19 was as follows:

HSENI Board members 2018 - 2019



Derek Martin
Chairman



Hilary Singleton
Deputy Chair



Billy Graham



John Kane



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 2018-19 the ARMC was chaired by a Board Member, Hilary Singleton. The ARMC also included three other Board Members, Lindsey Smith, Tom Wright and John Kane (replaced by Harry Sinclair with effect from 26 July 2018). Other attendees include HSENI officials and observers, namely representatives of Northern Ireland Audit Office (NIAO) and HSENI's externally appointed Internal Auditors. The role of the ARMC is to provide reassurance to the Board by overseeing:

- strategic processes for risk, control and governance, and the annual Governance Statement;
- 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;
- the planned activity and results of both internal and external audit;
- proposals for tendering for internal audit services or for purchase of non-audit services from contractors who provide audit services;
- 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 2017-18 year in June 2018 and submitted to the Board at its meeting on 19 June 2018. The points highlighted for consideration following this self-assessment exercise were:

- The ARMC Chair will pursue her request via the Departmental representative to re-introduce annual meetings between the Departmental Audit and Risk Assurance Committee (DARAC) Chair and Chairs of ALBs;
- A review of HSENI's Anti-Fraud Policy and Fraud Response Plan will be undertaken to ensure adherence to the latest guidance and to reflect changes in personnel within the organisation;
- A review of the organisation's Fraud Risk Profile should also be completed and reviewed by ARMC to ensure the areas which present the greatest risks to HSENI are included and appropriately categorised with relevant controls designed to mitigate against risks materialising;
- The ARMC terms of reference will be updated to ensure adherence to the latest Audit and Risk Assurance Committee (NI) Handbook published in April 2018; and
- HSENI's Whistleblowing Arrangements will be updated to reflect the ARMC Chair's responsibility in the process.

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 2018-19, the Committee, comprised of the Chair, Derek Martin, the Deputy Chair, Hilary Singleton and Board member, Billy Graham, discussed the Chief Executive's 2018-19 objectives at its meetings in July 2018 and January 2019.

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 covering the period 2018 – 2023 was published in draft in the absence of a Minister on 3 October 2018. 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 Attendance

During the 2018-19 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:

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

During the 2018-19 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 and staffing pressures;
- (iv) legislative progress and proposals;
- (v) progress in relation to outputs and outcomes (performance targets); and
- (vi) 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 2019.

Conflicts of Interest

HSENI has a Conflicts of Interest Policy for both Non-Executive Board members and all staff members. All interests of both Board Members and SMT are recorded on a Register of Interests. This is updated as any new appointments occur to ensure that any conflict

is recognised immediately. Conflicts of interest are also declared at the beginning of all Board and Audit and Risk Management Committee Meetings and members will excuse themselves from the relevant discussion as necessary. No conflicts of interest were declared at any of the Board meetings or Audit and Risk Management Committee meetings during the year.

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 2018-19 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.

Following an internal audit recommendation, HSENI developed its own Risk Management Policy during 2018-19, which defines the roles and responsibilities within the organisation for the management and mitigation of risk. The policy also outlines HSENI's risk appetite in relation to each of the nine key outputs (activities) the organisation carries out in order to achieve its objectives.

Corporate risks being managed at 31 March 2019 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 2018-19. 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. HSENI's Fraud and Whistleblowing Policies were revised and approved by both HSENI's ARMC and Board during 2018-19. NIAO's latest National Fraud Initiative Report was issued on 19 June 2018 following the fifth NFI Exercise completed during 2016-17. HSENI did not feature on the report, which details the outcomes of the major data matching exercise, used to detect and prevent fraudulent activities across the public sector.

- [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 credibility. 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 comply with General Data Protection Regulation \(GDPR\) and ICO guidance](#)

Since the implementation of GDPR regulations in May 2018, HSENI has carried out a number of exercises in order to ensure the organisation is fully compliant with GDPR. All current staff have received GDPR training, and all newly recruited staff will receive GDPR training on appointment. Data Sharing Agreements are in place for those organisations with which HSENI shares personal data.

- [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. Staffing pressures which materialised during the year as a result of BREXIT posts, as well as promotions and retirements, were closely monitored by HSENI's SMT, Board and ARMC.

As at 31 March 2019, 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 2018-19. 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

The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 give everyone the right to access government information and place a statutory duty on government to make certain information publicly available as a matter of course. A total of 202 'Requests for Information', falling within the terms of this legislation, were received within the period of this report.

Internal Audit

HSENI has externally appointed Internal Auditors, who operate to HM Treasury's Public Sector Internal Audit Standards. 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 2018-19 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 2019.

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 DoF'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 2018-19.

Ministerial Directions

No Ministerial Directions were issued during the 2018-19 financial year.

Public Accounts Committee Issues

HSENI was not required to provide evidence to the Assembly's Public Accounts Committee during 2018-19.



Robert Kidd

Chief Executive

Date: 14 June 2019

Remuneration and Staff Report

Remuneration Report

Remuneration Policy

The pay remit for the Northern Ireland (NI) public sector, including senior civil servants (SCS), is normally approved by the Minister of Finance. In the absence of an Executive, the Department of Finance's Permanent Secretary has set the 2018-19 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 2018-19 has not yet been finalised⁷.

The pay of senior civil servants (SCS) is 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.

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 2018-19 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

The Civil Service Commissioners (NI) Order 1999 requires Civil Service appointments to be made on merit on the basis of fair and open competition. The Recruitment Code published by the Civil Service Commissioners for Northern Ireland specifies the circumstances when appointments may be made otherwise.

Unless otherwise stated, the officials covered by this report hold appointments that 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

Senior Management	2018-19			2017-18		
	Salary (£'000)	Pension Benefits (to nearest £1000)*	Total (£'000)	Salary (£'000)	Pension Benefits (to nearest £1000)*	Total (£'000)
Keith Morrison Chief Executive (until 30 September 2018)	35-40 (70-75 full year equivalent)	30	65-70 (100-105 full year equivalent)	70-75	15	85-90
Robert Kidd Chief Executive (from 28 January 2019)	10-15 (65-70 full year equivalent)	25	35-40 (90-95 full year equivalent)	-	-	-
Louis Burns Deputy Chief Executive	55-60	44	100-105	55-60	18	70-75
Bryan Monson Deputy Chief Executive	60-65	32	95-100	60-65	14	75-80
Nicola Monson Deputy Chief Executive	60-65	33	95-100	55-60	18	75-80

* 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.

None of the senior members of HSENI received bonuses in 2018-19 (2017-18: 0) and none of the senior members received benefits in kind during the year 2018-19 or 2017-18.

Board Members	2018-19	2017-18
	Salary £'000	Salary £'000
Derek Martin Chairman	15-20	15-20
Billy Graham, John Kane, Maynard Mawhinney, Harry Sinclair, Hilary Singleton, Lindsey Smith, 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 severance or 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.

⁷ Correct at time of publication

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 2018-19 or 2017-18.

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 2018-19 was £65 - 70k (2017-18, £70 - 75k). This was 1.9 times (2017-18, 2.0) the median remuneration of the workforce, which was £36,812 (2017-18, £36,448).

In 2018-19, 0 (2017-18, 0) employees received remuneration in excess of the highest-paid manager.

Remuneration ranged from £18 - 70k (2017-18, £16 - 70k).

Fair Pay Disclosures

	2018-19	2017-18
Band of Highest Paid Manager (£000)	65-70	70-75
Median Total Remuneration (£)	36,812	36,448
Ratio	1.9	2.0
Range of Staff Remuneration	18 - 70	16 - 70

Pension Entitlements (audited information)

	Accrued pension at pension age as at 31/3/19 and related lump sum	Real increase in pension and related lump sum at pension age	CETV at 31/3/19	CETV at 31/3/18	Real increase in CETV
Senior Management	£'000	£'000	£'000	£'000	£'000
Keith Morrison Chief Executive (until 30 September 2018)	35 - 40	0 - 2.5	548	508*	17
Robert Kidd (from 28 January 2019)	20 - 25 plus lump sum of 55 - 60	0-2.5 plus lump sum of 2.5-5	425	393	20
Louis Burns Deputy Chief Executive	20 - 25 plus lump sum of 50 - 55	2.5-5 plus lump sum of 2.5-5	401	328*	28
Bryan Monson Deputy Chief Executive	20 - 25 plus lump sum of 50 - 55	0-2.5 plus lump sum of 0-2.5	437	375*	19
Nicola Monson Deputy Chief Executive	20 - 25 plus lump sum of 45 - 50	0-2.5 plus lump sum of 0-2.5	364	306*	19

* These figures were reported as £1k higher in the 2017-18 Annual Report, as per CSP calculations

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 '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 2018 was 2.4% and HM Treasury has announced that public service pensions will be increased accordingly from April 2019.

Employee contribution rates for all members for the period covering 1st April 2019 - 31st March 2020 are as follows:

Scheme Year 1st April 2019 to 31st March 2020

Annualised Rate of Pensionable Earnings (Salary Bands)		Contribution rates - All members
From	To	From 01 April 2019 to 31 March 2020
£0	£23,500.99	4.6%
£23,501.00	£54,500.99	5.45%
£54,501.00	£150,000.99	7.35%
£150,001.00 and above		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 2018-19 or 2017-18 in relation to loss of office.



Robert Kidd

Accounting Officer

Date: 14 June 2019

Staff Report

Staff Costs (audited information)

Staff Costs comprise:

	Permanently employed staff £'000	Others £'000	2018-19 Total £'000	2017-18 Total £'000
Wages and salaries	3,564	28	3,592	3,692
Social security costs	357	-	357	359
Other pension costs	791	-	791	793
	4,712	28	4,740	4,844

The Northern Ireland Civil Service main pension schemes are unfunded multi-employer defined benefit schemes but HSENI is unable to identify its share of the underlying assets and liabilities. The Government Actuary's Department (GAD) is responsible for carrying out scheme valuations. The Actuary reviews employer contributions every four years following the scheme valuation. The 2012 scheme valuation was completed by GAD in February 2015. The outcome of this valuation was used to set the level of contributions for employers from 1 April 2015 to 31 March 2019.

For 2018-19, employers' contributions of £790,660 were payable to the NICS pension arrangements (2017-18 £793,444) at one of three rates in the range 20.8% to 26.3% of pensionable pay, based on salary bands. Work was completed on the 2016 valuation, based on the position as at 31 March 2016. The outcome of this scheme valuation informed employer contribution rates for 2019-20. Employer contribution rates payable will range from 28.7% to 34.2% of pensionable pay, based on salary bands. This change is primarily due

to the reduction in the SCAPE discount rate (as announced at Budget 2018) to 2.4% pa above CPI. The contribution rates are set to meet the cost of the benefits accruing during 2019-20 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. The partnership pension account offers the member the opportunity of having a 'free' pension. The employer will pay the age-related contribution and if the member does contribute, the employer will pay an additional amount to match member contributions up to 3% of pensionable earnings. No employees of HSENI have exercised this option.

No exit packages were paid during the year (2017-18: Nil).

No persons (2017-18: 2 persons) retired early on ill-health grounds; the total additional accrued pension liabilities in the year amounted to £nil (2017-18: £21,882).

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	2018-19 Total	2017-18 Total
Directly employed	99	-	99	102
Other	-	-	-	1
Total	99	-	99	103

Staff Composition

A breakdown at 31 March 2019 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 2018-19 HSENI employed one Senior Civil Servant, the Chief Executive (equivalent to Grade 5 in the SCS).

	Male	Female
Board Members	6 (7)	2 (2)
Senior Managers	3 (3)	1 (1)
Employees	51 (51)	55 (57)

Sickness Absence Data

The overall HSENI managing attendance figure for 2018-19 was a total of 1049 (2017-18: 1399) staff days lost. This equates to 9.1 (2017-18: 12.2) days per staff member during the year.⁸ 69% of working days lost through sick absence during 2018-19 were attributable to long term absence. 92% 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.

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 110. 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 2019, there were 32 staff working on part time, partial retirement or term time 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 HR Connect 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.

Employment, Training and Advancement of Disabled Persons

The Northern Ireland Civil Service applies the recruitment principles as set out in the Recruitment Code of the Civil Service Commissioners for Northern Ireland, appointing candidates based on merit through fair and open competition. Recruitment and selection training, which includes raising awareness of unconscious bias, is offered to all chairs of NICS recruitment panels. The NICS also has mandatory unconscious bias training for all staff.

To maintain and promote a diverse and inclusive workforce, the NICS has policies in place to support any alterations to the working environment required by disabled persons.

The NICS has an active network of Diversity Champions and has appointed one of its' Deputy Secretaries as the NICS Diversity Lead for Disability. The NICS has an active Disability Working Group and is a lead partner with Employers for Disability Northern Ireland. Through this collaboration the NICS is working towards creating a truly inclusive workplace where all staff feel valued. The NICS promotes a number of schemes for disabled staff, including a successful Work Experience Scheme for People with Disabilities.

Human Rights

HSENI is committed to respecting Human Rights with particular emphasis on rights and freedoms of individuals. We believe that the services we provide and the activities that we undertake have a positive impact on society. HSENI fully complies with Section 75 statutory equality obligations. 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.

Health and Safety within HSENI

HSENI is committed to ensuring the health, safety and welfare of staff, and others who may be affected by its undertakings. HSENI's draft Corporate Plan for 2018-2023 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 at all Senior Management Team and Board meetings.

Employee Consultation and Trade Union Relationships

The Department of Finance is responsible for the NICS Industrial Relations Policy. The centralised human resource function, NICS HR, consults on HR policy with all recognised Trade Unions and local departmental arrangements are in place to enable consultation on matters specific to a department or individual business area.

⁸ Figures from 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 official absence rates. Final figures not available until September 2019.

Employee Engagement and Learning and Development

The NICS recognises the importance of having skilled and engaged employees and continues to invest in learning and development.

The NICS Centre for Applied Learning (CAL) is responsible for development and delivery of all generic staff training. It offers a variety of learning delivery channels to enable flexible access to learning, blending different learning solutions into coherent learning pathways that are aligned to both corporate need and the NICS Competency Framework.

The NICS offers a wide range of career development opportunities through mentoring, secondment and interchange opportunities, elective transfers, temporary promotion, job rotation and job shadowing.

Talent Management is a key theme of the NICS People Strategy and work is underway to develop a more corporate approach to managing talent across the NICS.

HSENI 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 2018 -19 HSENI offered 'line of business' study opportunities where budget permitted. In the last year:

- Two staff successfully completed a National Examination Board in Occupational Safety and Health (NEBOSH); and
- One member of staff is undertaking a Foundation Certificate in Information Governance.

HSENI also undertook a comprehensive range of learning and development activities for staff in accordance with its 2018-19 Learning and Development Plan. Training comprised of essential and desirable needs at organisational, team and individual levels. HSENI's investment in learning and development has included our existing inspectors who avail of a range of specialist training courses in HSE to ensure they receive the same professional development opportunities as their HSE counterparts in a wide range of disciplines. Much of this specialist training is organised through HSE and the Health and Safety Laboratory (HSL).

Tailored training such as the Advanced Professional Certificate in Investigative Practice was also organised for 16 staff. This is regarded as the leading professional qualification for personnel with an investigation role.

Other staff undertook Evidence Handling, Case File Preparation, Appointed Persons Crane and Lifting operations, Mast Climbers training and workplace health seminars.

In 2017, five new trainee inspectors were recruited by HSENI. The new trainee inspectors are currently completing the second year of a NEBOSH Post Graduate Diploma in Regulatory Occupational Health & Safety. On completion, the trainee inspectors will become fully qualified inspectors later in 2019.

In March 2019, HSENI also recruited a further cohort of five new trainee inspectors who will work towards completion of the NEBOSH Post Graduate Diploma.

Many of our staff also attend generic training courses provided by Department of Finance, Centre for Applied Learning. Courses attended during this reporting period include Emergency First Aid, Statutory Regulations (SR) template

legislation, practical leadership, performance management, recruitment skills and EU Exit legislation.

Other corporate training was provided, including driver and personal safety training for all staff, media and corporate governance training.

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 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.

A Staff Attitude Survey was undertaken within HSENI in 2018-19. The HSENI response rate was 68% (NICS was 51%).

The HSENI employee engagement index score for HSENI was 63% (NICS was 51%). The staff engagement figure is a Cabinet Office benchmark of 5 key questions. HSENI has held the highest staff engagement figure for the last 3 surveys.

HSENI has also held a stress survey modelled on the HSENI Management Standards tool. All the information and areas for improvement from both surveys will be considered by focus groups and an action plan will be implemented.

Equality, Diversity and Inclusion

The NICS People Strategy 2018-21 places diversity and inclusion at its centre and includes a range of actions that will help accelerate the NICS' ambition to be a service that reflects the society we serve.

The NICS continues to carry out its statutory obligations under fair employment legislation,

including the annual return to the Equality Commission for NI. The NICS publishes a wide range of NICS human resource statistics.

HSENI has outlined how it will fulfil these obligations in its Equality Scheme and it submits Annual Progress reports to the Equality Commission in relation to this.

The HSENI 2011-2015 revised Equality Scheme, submitted to the Equality Commission was approved by the Commission and signed by HSENI's Chair and Chief Executive. During 2018-19, HSENI's Corporate Plan was published (in draft in the absence of a Minister for the Economy). Following this, HSENI has started work on revising its Equality Scheme to align with the new Corporate Plan. This work will be completed during 2019-20.

During 2018-19, HSENI:

- carried out equality screening exercises in respect of HSENI's Corporate Plan for the period 2018-2023. This exercise did not identify any adverse or differential impacts for section 75 groups and none of the responses to the subsequent consultation exercise disagreed with these findings;
- staff completed a number of equality relating training including an Autism Spectrum Disorder (ASD) Awareness e-Learning course, which all staff undertook in February 2019;
- 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 12,900 primary school children in 85 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 3,500 pupils from 98 primary schools. A 2019 calendar was produced from the winning entries and this was distributed to 42,500 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.

Bribery and Corruption

It is important that HSENI maintains high ethical standards. HSENI does not tolerate fraud, bribery, any form of corruption or any illegal or unethical activity. The organisation has an Anti-Fraud Policy and Fraud Response Plan, which was revised and disseminated to all staff during 2018-19. HSENI's whistleblowing arrangements were also revised during the period and approved by HSENI's ARMC.

Other Employee Matters

The 2018-21 NICS People Strategy sets out the shared view of the people priorities across the NICS under the following themes:

- A well-led NICS
- High performing NICS
- Outcomes-focused NICS
- An inclusive NICS in which diversity is truly valued – a great place to work

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.

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 2018-19 financial year.

Off-payroll Engagements

HSENI did not engage in any off-payroll arrangements during the 2018-19 financial year.

Exit Packages

No exit packages were paid during the 2018-19 financial year.



Robert Kidd
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.

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 I have audited the financial statements of the Health and Safety Executive for Northern Ireland for the year ended 31 March 2019 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, including significant accounting policies. 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 2019 and of the Health and Safety Executive for Northern Ireland'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's 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 examine, certify and report on the financial statements in accordance with the Health and Safety at Work (Northern Ireland) Order 1978.

My objectives are 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 (UK) 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 the 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

3 July 2019

Health and Safety Executive for Northern Ireland

Statement of Comprehensive Net Expenditure

for the year ended 31st March 2019

	Notes	2018-19 £'000	2017-18 £'000
Income from activities	4	57	43
Total operating income		57	43
Staff costs	2	4,740	4,844
Depreciation	3	16	17
Other operating expenditure	3	1,237	1,603
Total operating expenditure		5,993	6,464
Net operating expenditure for the year		5,936	6,421

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

All amounts above relate to continuing operations.

Health and Safety Executive
for Northern Ireland

Financial Statements for the year
ended 31 March 2019

The notes on pages 83 to 92 form part of these accounts.

Health and Safety Executive for Northern Ireland

Statement of Financial Position

as at 31st March 2019

		31st March 2019	31st March 2018
	Notes	£'000	£'000
Non-current assets			
Property, plant and equipment	5	10	26
Intangible assets	6	630	99
Total non-current assets		640	125
Current assets			
Trade and other receivables	8	309	298
Cash and cash equivalents	9	701	640
Total current assets		1,010	938
Total assets		1,650	1,063
Current liabilities			
Trade and other payables	10	913	859
Total current liabilities		913	859
Total assets less total liabilities		737	204
Taxpayers' equity			
General reserve		737	204
Revaluation reserve		-	-
		737	204

The financial statements on pages 117 to 130 were approved by the Board on 14 June 2019 and were signed on its behalf by:

(signed) 
(D Martin, Chairman)
14 June 2019


(Robert Kidd, Chief Executive)
14 June 2019

The notes on pages 83 to 92 form part of these accounts.

Health and Safety Executive for Northern Ireland

Statement of Cash Flows

for the year ended 31st March 2019

		2018-19	2017-18
	Notes	£'000	£'000
Cash flows from operating activities			
Net operating expenditure		(5,936)	(6,421)
Adjustment for depreciation charge on non-current assets	3	16	17
Adjustment for notional costs	3	376	366
(Increase)/Decrease in trade and other receivables	8	(11)	(65)
(Decrease)/Increase in trade and other payables	10	54	147
Less movements in payables relating to items not passing through the Net Expenditure account		(364)	(99)
Net cash outflow from operating activities		(5,865)	(6,055)
Cash flows from investing activities			
Purchase of property, plant and equipment	5	-	(6)
Purchase of intangible assets	6	(167)	-
Net cash outflow from investing activities		(167)	(6)
Cash flows from financing activities			
Grants from sponsoring department			
Capital Grant-in-Aid Financing		531	105
Funding of Staff and Operating Expenditure*		5,181	5,366
Funding of Programme Expenditure		381	671
Net financing		6,093	6,142
Net increase/(decrease) in cash and cash equivalents in the period	9	61	81
Cash and cash equivalents at the beginning of the period	9	640	559
Cash and cash equivalents at the end of the period	9	701	640

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

The notes on pages 83 to 92 form part of these accounts.

Statement of Changes in Taxpayers' Equity

for the year ended 31st March 2019

Notes	General Reserve	Revaluation Reserve	Taxpayers' Equity
	£'000	£'000	£'000
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
Changes in taxpayers' equity for 2018-19			
Capital Grant-in-Aid Financing – DfE	531	-	531
Funding of Staff and Operating Expenditure – Request for Resource B – DfE	5,181	-	5,181
Funding of Programme Expenditure – Request for Resource B – DfE	381	-	381
Grants from Sponsoring department for 2018-19	6,093	-	6,093
Non-cash charges	376	-	376
Comprehensive net expenditure for the year	(5,927)	-	(5,927)
Auditor's remuneration	(9)	-	(9)
Total recognised income and expense for 2018-19	(5,560)	-	(5,560)
Balance at 31st March 2019	737	-	737

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 83 to 92 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 2018-19 Government Financial Reporting Manual (FRM) issued by the Department of Finance (DoF). The accounting policies contained in the FRM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FRM 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 2019-20 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. It is expected that this system will be replaced in the 2019-20 financial year.

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. 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.

1.8. 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.

1.9. 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.

1.10. 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 2018-19 was dependent on salary range. All contributions are charged to the Statement of Comprehensive Net Expenditure as incurred.

1.11. 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.

1.12. 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	2018-19 Total	2017-18 Restated Total
	£'000	£'000	£'000	£'000
Wages and salaries*	3,564	28	3,592	3,692
Social security costs*	357	-	357	359
Other Pension costs	791	-	791	793
Total	4,712	28	4,740	4,844

*2017-18 comparative has been adjusted by moving £13k of Board Income Tax and Employee National Insurance contributions from Social Security Costs to Wages & Salaries

2 (b) Pension arrangements:

The Northern Ireland Civil Service main 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 2019.

For 2018-19, employers' contributions of £790,660 were payable to the NICS pension arrangements (2017-18 £793,444) 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 2019-20, the rates will range from 28.7% to 34.2% and the salary bands differ. The contribution rates are set to meet the cost of the benefits accruing during 2018-19 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 (2017-18 Nil).

No persons (2017-18: 2 persons) retired early on ill-health grounds; the total additional accrued pension liabilities in the year amounted to £nil (2017-18: £21,882).

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	2018-19 Total	2017-18 Total
Directly employed	99	-	99	102
Other	-	-	-	1
Total	99	-	99	103

3. Other Expenditure

		2018-19	2017-18
	Notes	£'000	£'000
Advertising and publicity		349	398
Motor and travel expenses		159	173
Staff training		130	120
Other Staff Related Costs		84	84
Telephone		50	39
IT costs		39	29
Printing, postage and stationery		34	20
Contract cleaning		26	26
Staff equipment		20	31
Scientific services		20	17
Recruitment costs		18	(2)
Premises costs		16	38
Heat and light		14	16
Internal audit and accountancy		14	9
Office maintenance		10	12
Auditor's remuneration		9	8
Staff development		3	13
Catering and hospitality		1	1
Rentals under operating leases		-	7
Inspection and enforcement*		(65)	188
Legal and professional fees*		(70)	10
Non-cash items			
Depreciation	5	16	17
Amortisation	6	-	-
Notional accommodation charge		329	337
Notional Departmental Solicitors Office charge		47	29
		1,253	1,620

During the year HSENI purchased the following non-audit services from its auditor, the Northern Ireland Audit Office (NIAO) – National Fraud Initiative audit - £1,156

*Negative expenditure in relation to Inspection and Enforcement and Legal and Professional

costs are as a result of accruals reversed in the current year in relation to old cases for which liabilities were discovered to no longer need to be held, much of which relates to new working arrangements with the Public Prosecution Service of Northern Ireland in relation to HSENI cases.

4. Income

	2018-19	2017-18
	£'000	£'000
Licence, subscription and conference fees	52	35
Other income	5	8
	57	43

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

5. Property, plant and equipment.

2018-19	Transport equipment £'000	Furniture & fittings £'000	Total £'000
Cost or valuation			
At 1 April 2018	24	338	362
Disposals	-	(21)	(21)
At 31 March 2019	24	317	341
Depreciation			
At 1 April 2018	18	318	336
Charged in year	6	10	16
Disposals	-	(21)	(21)
At 31 March 2019	24	307	331
Carrying value at 31 March 2019	-	10	10
Carrying value at 31 March 2018	6	20	26
Asset financing:			
Owned	-	10	10
Carrying value at 31 March 2019	-	10	10

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.

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

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 early on in the 2019/20 financial year, when the old system will be decommissioned.

Information Technology		Total
2018/19		£'000
Valuation		
At 1 April 2018		309
Additions		531
Revaluations		-
At 31 March 2019		840
Amortisation		
At 1 April 2018		210
Charged in year		-
Revaluations		-
At 31 March 2019		210
Carrying value at 31 March 2019		630
Carrying value at 31 March 2018		99
Asset financing:		
Owned		630
Carrying value at 31st March 2019		630

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).

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

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

	2018-19	2017-18
	£'000	£'000
Amounts falling due within one year:		
Trade receivables	1	12
Other receivables*	283	229
Prepayments	25	57
Total	309	298

*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

	2018-19	2017-18
	£'000	£'000
Balance at 1 April	640	559
Net change in cash and cash equivalent balances	61	81
Balance at 31 March	701	640

The following balances at 31 March were held at:

	2018-19	2017-18
	£'000	£'000
Commercial banks and cash in hand	701	640
Balance at 31 March	701	640

10. Trade payables and other current liabilities

	2018-19	2017-18
	£'000	£'000
Amounts falling due within one year:		
Trade payables	1	13
Accruals	912	846
Total	913	859

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 does not hold any operating leases.

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;
- InterTradelreland (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.

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.

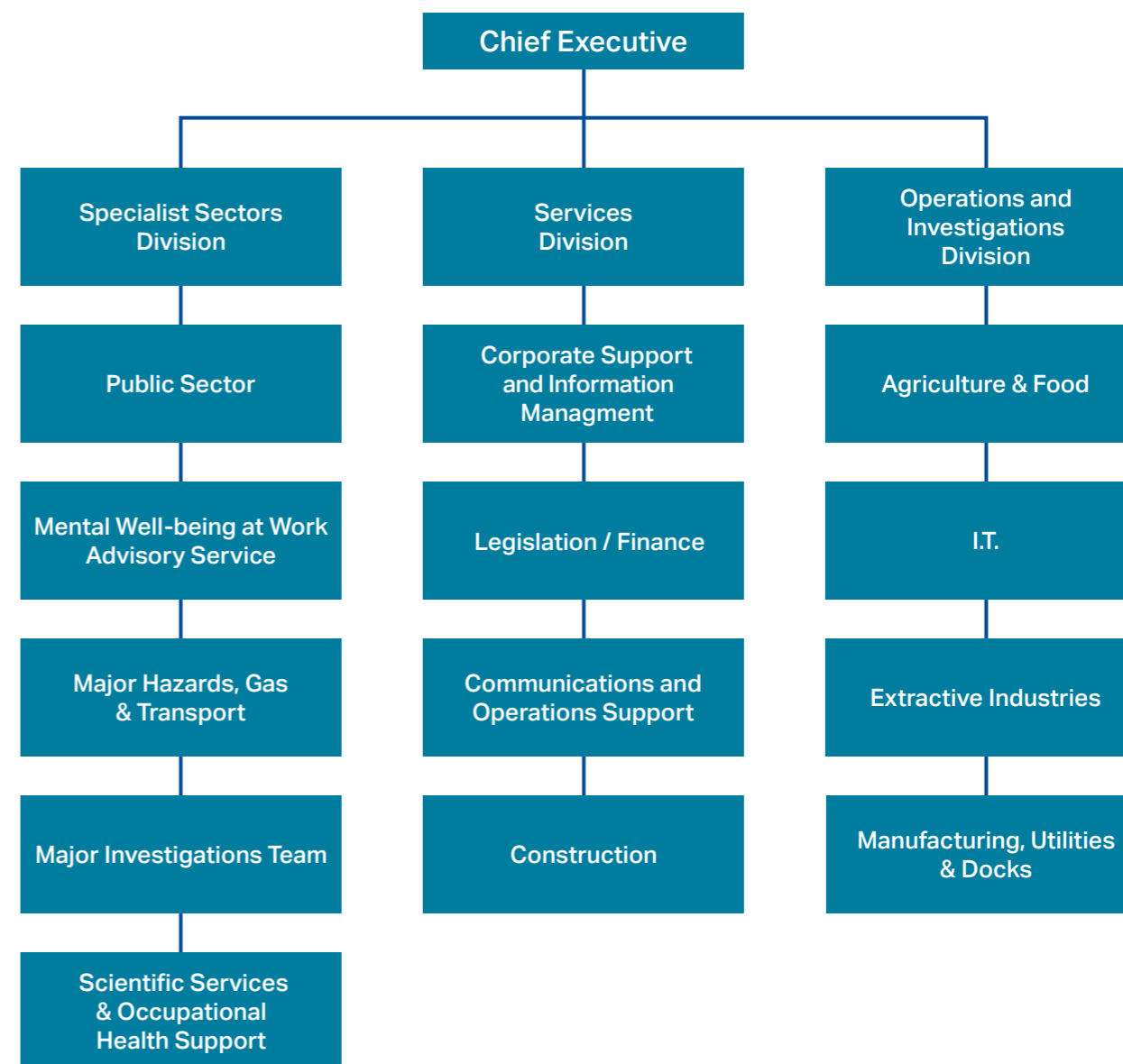
14. Events after the reporting period

Date of authorisation for issue

The Accounting Officer authorised the issue of these financial statements on 3 July 2019.

Appendix 1

HSENI Organisation Structure 2018-19



Appendix 2

Fatal Injuries 2018-19 (Total = 12; HSENI enforcement responsibility only)

These figures do not include fatalities where the investigation has not yet established details to make a decision on their inclusion.

Agriculture

Occupation (Age)	Employment Category	Description	Date
Farmer (46)	Self-employed	Died following a tractor and slurry pump accident	11.06.2018
Farmer (70)	Self-employed	Died following a suspected attack by an animal	18.06.2018
Farmer (80)	Self-employed	Died following an attack by an animal at a mart	23.06.2018
Farmer (67)	Self-employed	Died following a fall from farm building	01.09.2018
Farmer (68)	Self-employed	Died during a vehicle maintenance operation	24.10.2018
Farmer (84)	Self-employed	Died following being struck by a tree	22.10.2018
Farmer (71)	Self-employed	Died following an attack by an animal	12.12.2018

Construction

Occupation (Age)	Employment Category	Description	Date
Builder (27)	Employed	Died as a result of a shutter panel falling on him	04.05.2018
Builder (46)	Employed	Died as a result of a fall from height during the construction of a new building	22.06.2018
Retired (65)	Self-employed	Died following fall while cleaning roof	29.10.2018

Local Authority

Occupation (Age)	Employment Category	Description	Date
Council worker (51)	Employed	Died following an incident involving a refuse disposal lorry	06.11.2018

Manufacturing

Occupation (Age)	Employment Category	Description	Date
Trainee Mechanic (17)	Employed	Died during a vehicle maintenance operation	23.05.2018

Appendix 3

Prosecutions 2018-19

Richard Boyland t/a North Antrim Potatoes

On 12 June 2018 a County Antrim Fertiliser Retailer, Richard Boyland, trading as North Antrim Potatoes, was fined £5,000 for a health and safety offence.

The injured man, who was a member of the public, was assisting Mr Boyland, whose forklift truck had become trapped during the unloading of fertiliser bags from a flatbed lorry. The recovery operation of the forklift involved it being towed by the lorry from the grass verge onto the public road. During this operation, the fork lift truck struck the member of the public, who sustained serious and life changing injuries to his leg.

Mr Derek Henderson

On 1 October 2018 Derek Henderson of Henderson Fireplaces Ltd was sentenced to four months imprisonment suspended for two years for installing gas fire appliances at eight locations in NI between 2010 and 2015 despite not being gas safe registered or holding the appropriate qualification at the time.

Asbestos Management Services

On 4 December 2018, Asbestos Management Services (AMS) Limited pleaded guilty to a breach of the Health and Safety at Work Order and was fined £7,500. This conviction was handed down after the company failed to identify the risk of asbestos containing materials in a County Antrim retail outlet.

Jonathan Belshaw t/a Belshaw's Recycling Service

On 24 January 2019, Jonathan Belshaw, trading as Belshaw's Recycling Service, pleaded guilty to failing to prevent the spread of asbestos when he was contracted to remove recyclable materials, including steel, from a disused premises at Charles Street, Portadown. Mr Belshaw was sentenced to 6 months imprisonment suspended for three years and fined £6,000.

Alan Little Ltd

On 21 March 2019, a County Armagh company was fined £50,000 for failings which resulted in the death of one of its employees at its premises in Lurgan.

Alan Little Ltd. of Queens Place, Lurgan pleaded guilty after an employee, Mr Jonathan Peden, suffered fatal injuries during an unloading operation. Mr Peden died after he was struck by a palletised load which fell from the forks of a telescopic handler during the operation. The driver of the lorry also sustained relatively minor injuries when he was impacted by the load as it fell.

The telescopic handler, which was on hire, was being operated by an untrained member of staff. The palletised load, weighing over two tonnes, consisted of a robot and an electrical control box. Neither was secured to the pallet, and during the lifting operation to remove the pallet from the lorry, the robot became unstable and toppled over, striking Mr Peden as it fell.

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A large type version of this text is available on request from HSENI.

The text of this document is also available on the HSENI website: www.hse.ni.gov.uk

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