

## 2023/24 Reporting Criteria - Health and Safety

### Background

The Crown Estate collects, investigates and reports all work-related accidents and incidents that occur to ensure that lessons are captured and learnt to prevent a reoccurrence. This process is also one measure that enables us to track our health and safety performance over time and comply with our legislative reporting duties to the Health and Safety Executive (HSE) or the relevant local authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) which amended the 1995 and 2012 Regulations.

KPMG LLP is currently engaged to carry out limited assurance over selected information reported in the Integrated Annual Report and Accounts in accordance with the following assurance standards issued by the UK Financial Reporting Council and International Auditing and Assurance Standards Board:

- International Standard on Assurance Engagements (UK) 3000 - 'Assurance Engagements other than Audits or Reviews of Historical Financial Information' (ISAE (UK) 3000)
- International Standard on Assurance Engagements 3410 - 'Assurance Engagements on Greenhouse Gas Statements' (ISAE 3410)

Please see the most recent Integrated Annual Report and Accounts for further detail and the link to the full opinion over the most recent reporting year.

### Definitions

#### **Workplace injuries**

Workplace injuries include all injuries sustained by a Crown Estate employee, which occurred whilst at work and caused by undertaking a Crown Estate work activity. This includes minor injuries and more serious injuries (injuries reportable under the RIDDOR Regulations 2013). This excludes injuries to members of the public or non-Crown Estate employees and any incident that does not result in an injury.

#### **Lost Time Injury Frequency Rate (LTIFR)**

For our LTIFR, we report accidents where an injury was sustained by a Crown Estate employee, direct employees of our managing agents, and supply chain employees of our managing agents that are injured due to The Crown Estate's responsibility.

A Lost Time Injury (LTI) refers to an injury sustained at work that has resulted in the loss of productive work time in the form of absenteeism. This applies when time is lost starting from the next working day.

These include work related accidents where an employee has been harmed, reportable under the RIDDOR regulations. Both LTIs and RIDDOR employee injuries throughout the reporting period are added together and divided by the total hours worked by the workforce and multiplied by 100,000. This is calculated as: LTI plus number of RIDDOR injuries / total hours worked x 100,000.

For LTIFR, work-day.co.uk has been used to calculate standard working days across the year (for employees) which takes into consideration weekends, bank holidays and standard holiday entitlement. A total of 250 working days were generated.

Supply chain hours are reported on a quarterly basis by our managing agents. We require our managing agents to provide incident data, including people hours worked and lost time injuries for both their direct employees and their supply chain employees. The lost time injury data and the people hours data provided by our managing agents is added to The Crown Estate employee data to calculate the LTIFR.

#### **Accident Frequency Rate (AFR)**

The reported AFR measures the total number of injuries sustained by a Crown Estate employee, reportable to HSE under the RIDDOR regulations, per 100,000 employee hours worked. This is calculated as: number of employee RIDDOR injuries / total hours worked x 100,000. This excludes non-injury incidents.

For employee AFR, work-day.co.uk has been used to calculate standard working days across the year which takes into consideration weekends, bank holidays and standard holiday entitlement. A total of 250 working days were generated.

#### **Construction Accident Frequency Rate (CAFR)**

The reported CAFR measures the total number of injuries sustained on a Crown Estate development led project, reportable to HSE under the RIDDOR regulations, per 100,000 site employee hours worked. This is calculated as: number of site employee RIDDOR injuries at the development sites / total hours worked x 100,000. This excludes non injury incidents and only applies to notifiable projects. For the CAFR person hours reported from the supply chain are used rather than work-day.co.uk.

### Employees

Employees are individuals employed directly by The Crown Estate and are on The Crown Estate's payroll. This includes full time and part time workers on either a fixed term or a permanent contract, and includes agency and casual workers, consultants and those on secondment.

'**Work-related**' means that the incident occurred in relation to activities undertaken on behalf of The Crown Estate or caused by activities undertaken on behalf of The Crown Estate that affects The Crown Estate employees.

'**Directly managed activities**' means incidents arising from or in connection with The Crown Estate activity. Where The Crown Estate was in sole control of establishing requirements for that activity and delivering those requirements using direct employees.

'**Indirectly managed activities**' means incidents arising from or in connection with The Crown Estate activity, which is managed by a third party organisation on behalf of The Crown Estate. The Crown Estate does not take day to day responsibility for management decisions but maintains a strategic overview and/or has a client responsibility.

### Scope

For our LTIFR, we report accidents where an injury was sustained by a Crown Estate employee, direct employees of our managing agents, and supply chain employees of our managing agents that are injured under The Crown Estate's responsibility.

For our employee AFR, we report accidents where an injury was sustained by a Crown Estate employee, due to undertaking work related activity on behalf of The Crown Estate.

For our Construction AFR we report accidents sustained by site personnel on our notifiable development led construction projects during the construction phase of the project known as RIBA (Royal Institute of British Architects) stage 5.

The Crown Estate does not disclose the decisions behind their operational or reporting boundary within either their Sustainability Report, the website or on their Reporting Criteria. The Crown Estate uses operational control as their method for setting their reporting boundary.

<p>Method</p>	<p>All accidents and incidents that are reported are done so through a specific phone line which is operated by William Martin (external third-party health and safety consultants) or online onto William Martin’s Meridian software system directly.</p> <p>Any accidents which result in an injury are investigated by The Crown Estate and our supply chain partners.</p> <p>Information on lost days and occupational illness is collated by the HR team using a system called ‘Cascade’ and known locally as ‘myview’.</p> <p>Accident and incident statistics are subsequently consolidated at a group level.</p> <p>A quarterly dashboard is presented to senior management and to The Board.</p> <p>RiskWise software is used to capture construction supply chain accident and incident data. Forms are completed by our contractors and shared with The Crown Estate and reviewed by our internal health and safety team.</p> <p>Working hours for LTIFR, and employee AFR are calculated as follows: average number of employees at year end x 8 working hours a day x 250 (annual working days). Working days are as calculated on <a href="http://www.work-day.co.uk">www.work-day.co.uk</a>. No adjustments are made for holiday, maternity, paternity, sickness or overtime.</p> <p>The Construction AFR is calculated through collation of accident statistics from each development led project Principal Contractor. Working hours for construction AFR are calculated by totalling the number of working hours provided for the quarter by the Principal Contractor. This is collated and reviewed monthly by our external Project Managers and internal Health and Safety Sponsors and then reviewed internally by the Health and Safety team every quarter.</p>
<p>Reporting Period</p>	<p>1 April 2023-31 March 2024</p>