

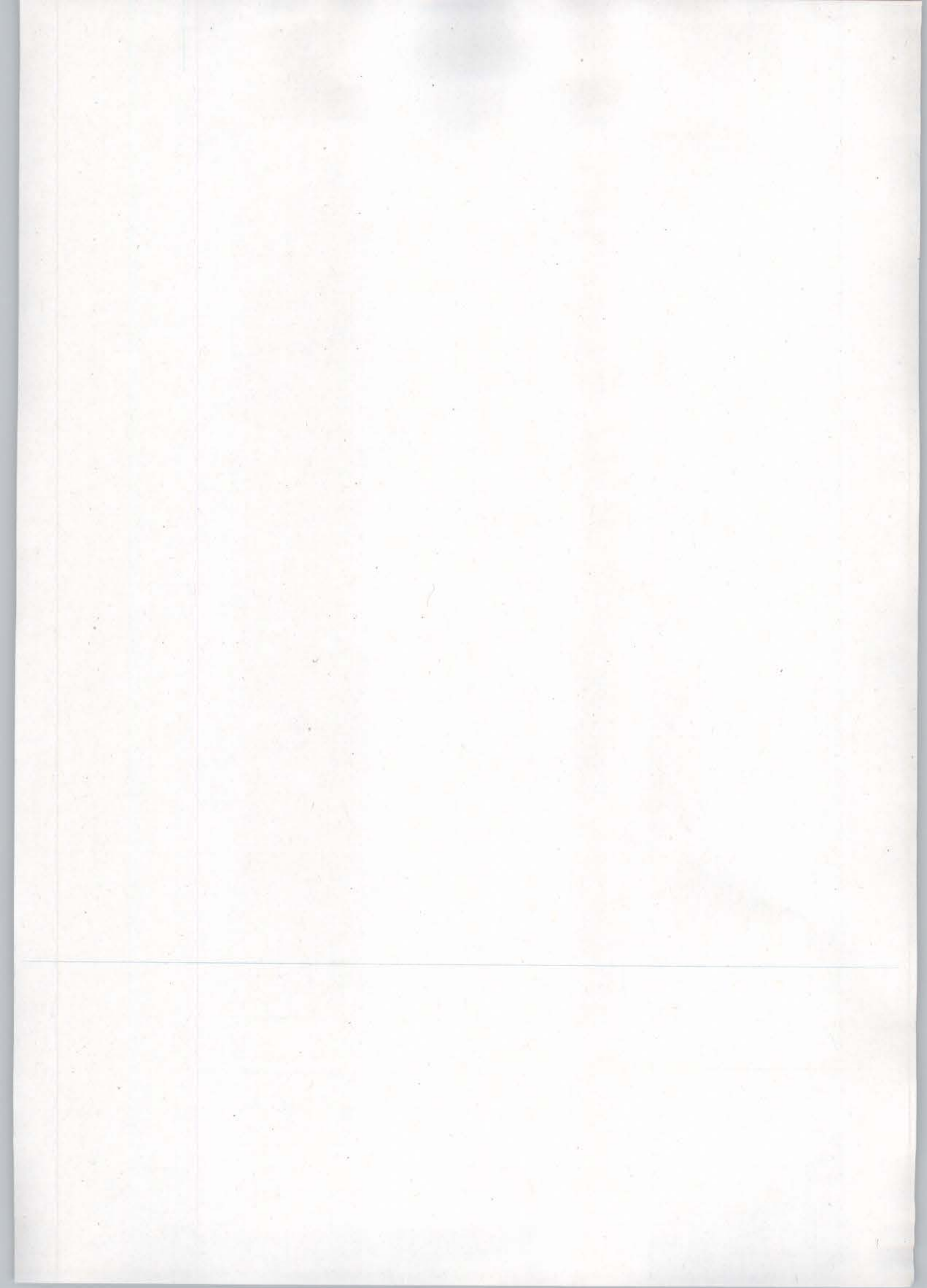
HM Naval Base Clyde

Health and Safety

Annual Report

Safety, Health, Environment and Fire

2010/11



Progressing Positive, Pro-active Safety Culture

During 2010/11 we continued to make good progress towards our Health and Safety objectives, as Babcock and the Ministry of Defence (MoD) drive towards our joint aim of ensuring that every person entering HMNB Clyde goes home safe every day. Our achievements this year include:

- All areas now have maturing Health and Safety improvement plans and we continue to audit and review so that there is no place for complacency
- An accident reporting toolkit was developed for Line Managers, with the help of the engineering graduates, which allows users more time to investigate incidents and to spend less time on form-filling (and reduces paper)
- Continued investment in developing 'Leaders of Safety' through the IIF@ Programme which is the backbone of our behavioural approach to safety
- The follow-up to 'Orientation', titled 'Waypoint', was launched at the very end of March 2011 and forms the second part of Phase II, designed to complement the Leaders of Safety Programme
- Introduction of joint investigations between Babcock Health & Safety Department and the Royal Navy Faslane Flotilla (FASFLOT)
- A new risk assessment template and system has been successfully trialled and was launched in June 2011
- Our processes and procedures continued to be developed and improved to reflect best practice
- We continued to organise and take part in events such as exhibitions and roadshows, demonstrating our commitment towards a positive safety culture, reaching audiences internally and externally
- For the second consecutive year Clyde won the Customer Engagement Award at the annual Babcock International Group Safety Excellence Awards, with this year's award recognising the work of the FASFLOT organization and the Babcock Health & Safety team in drawing up a protocol for conducting joint safety investigations on board vessels

During the last year we made significant progress to further develop our Safety Strategy which sets out our long term objectives on our Safety, Environment, Nuclear and Social practices.

The structure of the Safety Strategy underpins the key workstreams and lines of responsibility and is defined by four fundamental pillars: Safety Management Organisation (SMO), Safety Management Arrangements (SMA), Design and Safety Justification (DSJ) and Safety Culture (SC). The objectives for each of these four areas will be addressed in three stages:

- Short Term (2010-2012)
- Medium Term (2012-2016)
- Long Term (2016-2020)

In 2010 it was declared that HMNB Clyde will become the Home of the UK Submarine Service. This will result in a greater focus on fleet time operational activities. We are committed across the Base to ensuring that a positive and proactive safety culture is embedded within the operational capabilities that will sustain the increasing workload at HMNB Clyde.

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1. Introduction

At HMNB Clyde we continue to work hard driving towards our stated safety improvement objective of ensuring that everyone goes home safe every day as we work towards an Incident and Injury Free (IIF) environment.

Our safety initiatives within the last year included:

- Completing phase 1 of the Single Control of Work Organisation
- Launching the Time Out for Safety (TOFS) briefs
- Conducting a comprehensive review of the current arrangements for Lifting Operations
- Starting to deliver Waypoint Workshops as part of Phase II of the IIF Programme
- Developing an Energy Management Plan
- Developing a Base-wide set of Environmental Aspects

Throughout the year, our IIF programme continued to engage MoD and Royal Navy personnel, FASFL0T personnel, the Royal Marines, MoD Police & Guarding Agency and Babcock employees in the Phase I Orientation Workshops.

Fifteen volunteers from across the Base, who wish to take a lead role in our objective to ensure everyone goes home safe every day, have been trained as Waypoint Facilitators to carry forward the Phase 2 IIF Programme. Another twelve volunteers have taken up positions as Orientation Leaders and continue to educate those who are new to the site business in building an awareness of our drive to sustain a positive safety culture.

A measure of our continuing cultural change was the increase in the number of near-misses reported, demonstrating that our people are more vigilant, alert to hazards and aware of their surroundings and have engaged in our 'positive' reporting culture. Our challenge for 2011/12 is to build on this success.

1.1 Performance against Objectives and Targets (2010/2011)

Requirements

All HoDs to Have Safety Improvement Plans Completed.

Implementation of an Alcohol and Drugs Policy, including Random Testing

This policy has been drawn up in conjunction with Health & Safety and Human Resources (HR). HR has taken on ownership of the policy and process and is currently in consultation with the Trades Unions.

Combined Nuclear & Conventional Safety Culture

Complete Phase 1 of the Site Control Process

To further enhance our site control process and procedures we have successfully completed Phase 1 of this project, which includes upgrading our computer system and induction programme and implementing an expanded process site-wide.

Implement 'Peer Review' findings

HMNB Clyde has now joined other Tier 1 organisations as part of the Submarine Enterprise Peer Review Programme that seeks to identify good practice, accelerate improvement and reinforce good safety culture. Clyde has used this opportunity to assess our own culture and act on the findings to enhance performance and manage submarine safety effectively.

Communication

Produce Clyde Employee SHEF Handbook
Completed.

Launch 'Time Out For Safety' (TOFS)

A template has been developed detailing the format for the new Time Out for Safety Briefs, a trial commenced in June 2011 in the Fleet Production area.

Produce an In-house Lessons Learned video

A video entitled Duncan's Story has been produced. This recounts the experiences of an HMNB Clyde employee injured at home and temporarily blinded in one eye. The video will be used in Phase 2 of the IIF® Programme.

Learning and Development

Carry out a review of all SHEF training

There is now an agreed SHEF Training strategy in place which has been rolled out across the site. The strategy includes the British Safety Council Level 1 course and the IOSH Managing Safety Course. A one day refresher course for Senior Executives has also been introduced.

Update and issue Contractor Code of Practice
Completed.

Process Initiatives

Review and update Stress Policy
Completed.

Carry out a review of Confined Spaces Afloat/Ashore Policy

We have made steady progress on this, with a new policy and process map completed and agreement to adopt one policy based on JSP375 across the whole Base. An Authorised Person conference was held and new training has been identified and agreed. Work will be ongoing in 2011/12.

Carry out a review of current arrangements for lifting operations

A Tiger Team was set up to review current arrangements in relation to slinging and lifting operations. The team reviewed all documentation, training, information and instruction, supervision and management of slinging. This review is almost complete and the improvement plan is already underway.

Review Working at Height Policy

A review of the Working at Height Policy is currently underway. A benchmarking/research process has commenced with other companies and organisations to determine a reasonable baseline and to gather examples of industry best practice. On completion of the research a review of site practices will be carried out to gain an appreciation of their processes and identify any weaknesses or strengths to drive further improvements.

This objective will be ongoing into 2011/2012 with a report on the findings and project plan being developed to take it forward.

Behavioural Safety

Complete Phase 2 IIF Leaders of Safety

The IIF Leaders of Safety Programme continued on schedule throughout 2010 and into 2011, with five of the six largest departments within the Base having completed the rollout of their first peer-led workshop module – 5 Steps to Risk Assessment. Three of these departments are already rolling out their second module, with each team choosing a different module to suit the work carried out within their area.

Launch Recognition and Reward Scheme

In order to recognise the efforts of those individuals and teams who go above and beyond the day to day requirements of actively developing and sustaining a safe working environment for themselves and others, a revised site-wide reward and recognition initiative has been drawn up by the IIF Team. This initiative has already been briefed to Senior Management and the IIF Leadership Team in order to commence rollout in 2011. It is hoped this scheme will reinforce positive behaviours and encourage wider engagement with IIF across the site.

Develop and implement Phase 2 Orientation training programme

The Phase 2 follow-up to Orientation, titled Waypoint, was launched on-site on 30th March 2011. The package was tailored specifically for HMNB Clyde and is designed to build on the awareness created at IIF Orientation, showing participants what they can do to make a difference to the safety of everyone. Fifteen facilitators have been trained between February-June 2011 and they will roll out a schedule that will accommodate circa 1200 participants during 2011 / 2012.

Develop Phase 3 Behavioural Safety Strategy

The launch of the second part of Waypoint is the first step in developing a strategy for Phase 3. The feedback forms handed out at the Waypoint Workshops are designed to collate suggestions and ideas for what the community across HMNB Clyde would like to see in Phase 3. The IIF team have also started work on possible strands of Phase 3 and the focus will very much be on each area to take ownership of their own journey with IIF, sustaining a positive safety culture within our day-to-day operations.

Environmental

Implement the requirements of the Carbon Reduction Commitment (CRC) as they relate to the Base
HMNB Clyde provides energy information to the MoD central team for the CRC. The energy figures are collated monthly and this information is fed into the overall programme.

Carry out a full Emissions Trading Scheme (ETS) review of both Faslane and Coulport Permits

A full review of both permits was carried out in accordance with the requirements of the legislation. The updated permits have been received from the Scottish Environmental Protection Agency (SEPA).

Develop Energy Management Plan

The Energy Management Plan has been developed and is actively managed through Energy meetings.

Develop an Environmental Programme showing all Environmental Based Projects

The Energy Plan has been expanded to include all environmental based projects that are required to meet legislative or Sustainable Development in Government (SDiG) targets. The waste targets will be finalised once the new waste contract has been placed.

Develop a Base-wide set of Environmental Aspects

A Tiger Team has been set up to address Environmental Aspects. The team, covering both Faslane and Coulport, will attend an accredited environmental training course before spending a week reviewing the aspect records.

1.2 Establish a Base SHEF Strategy

This has been established under the title of HMNB Clyde Safety Strategy 2010-2020, and continues to build upon previous success and to support key initiatives. It is designed to clearly articulate how HMNB Clyde will develop and implement improved justifications, arrangements and processes to underpin compliance and authorisation encompassing Nuclear Propulsion, Nuclear Weapon, WOME, conventional Health & Safety and the Environment ensuring all operations are conducted safely.

1.3 Health & Safety/IIF/Environment Exhibition (HIE-Life)

The HIE-Life Exhibition was held in October 2010. It was the first time that a joint Health & Safety, Incident & Injury-Free and Environmental exhibition had been held on the Base. The event was organised to raise awareness of health and safety issues, highlight the range of safety and environmental products on the market, and use talks, live performances and workshops to address safety both at work and at home, while also raising awareness of environmental issues to all Base personnel. The timing deliberately coincided with European Safety Week.

1.4 Implement Driving on Company Business Policy

A draft of the Driving on Company Business Policy is currently being circulated for comment and approval.

1.5 Severe Weather Action Team

The Severe Weather Action Team was formed to provide a fast action response to ensure HMNB Clyde could be as well prepared as possible when dealing with serious bouts of inclement weather. The team is comprised of key stakeholders at Clyde whose job it is to plan and prepare for the onset of imminent severe weather.

In addition to the valiant efforts of the winter on-call team, it is essential that we continue to encourage everyone to look after their own safety and that of their colleagues by promoting self help. Additional grit bins and shovels have been placed in key areas throughout the site and several departments have purchased snow shovels to help clear the footpaths around their buildings and areas. The promotion of a proactive attitude is key to ensuring that HMNB Clyde remains a safe place to work even in the most challenging of conditions.

1.6 Incident and Injury Free® (IIF®)

Phase 2 of IIF continued to develop this year as the Leaders of Safety Programme progressed according to plan. Within the six largest departments in Babcock selected for participation (Hotel & Catering, Estates, Production, Logistics, Nuclear Activities and SWS), five of these have completed rolling out the '5 Steps To Risk Assessment Workshop', the first of a proposed programme of peer-led sessions. Three of these six departments have already commenced the rollout of the second module of peer-led workshops in their areas, with each area choosing a different topic relevant to their outputs. The value of the Leaders of Safety Programme cannot be underestimated as each area takes ownership of their own relationship to safety. Attitudes and behaviours are discussed at shop floor level in an environment where the focus can be on localised issues and practical ways of improving safety and wellbeing for all.

Orientations continue to roll out as more groups come forward to participate in IIF - 2010 saw around 80 former VT Group personnel on-site go through Orientation, as well as the Clyde Nursery staff and various contractors. IIF has also been incorporated into the revised site induction process, and as part of all site inductions for both short and long term contractors. Early 2011 saw the Fleet Protection Group Royal Marines (FPGRM) get involved in IIF with training of two Marines to act as Orientation Leaders for their colleagues. A Supervisor Skills Workshop was also delivered to some of the senior officers in FPGRM on-site.

'Commitment Visits' continued throughout 2010 / 2011. On these monthly visits a Director, accompanied by a member of the IIF Leadership Team, spends time listening and engaging with staff to better understand what is currently working well and areas where we could develop further.

Another benefit of these visits is the visible demonstration of commitment from the Joint Base Board and the opportunity it presents to the entire workforce to engage with senior management through open and honest discussions, not just about safety, but about their work environment in general.

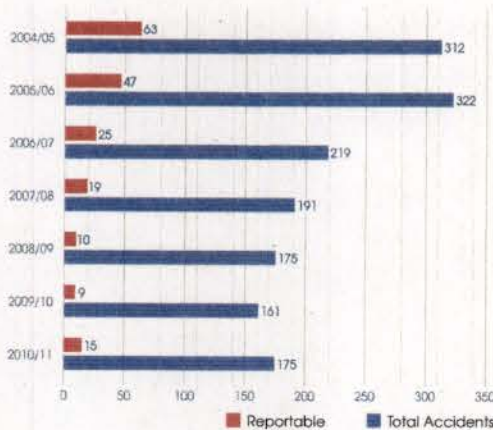
Feedback forms are completed as part of these visits and any areas for development are recorded. The Base's senior team also get the opportunity to understand the level of awareness about IIF in each area.

The Calendar competition was a success again, with primary school age children of Base employees invited to draw what IIF[®] looks like to them. The winning drawings were then turned into a 2011 desk calendar and a wall planner, and these were made available to all Base personnel.

Waypoint was launched in March 2011 and is a three hour workshop focusing on the distinction between 'soft' safety (attitudes, behaviours, culture) and 'hard' safety (rules, regulations procedures) and how both must work together to reduce accidents. It also contains some basic accident prevention theory, but mainly centres on the importance of speaking up when you see something that could potentially be unsafe. Waypoint was designed specifically for the audience at HMNB Clyde and, like all other IIF sessions, will be rolled out to the Base community by volunteers from all levels across Babcock, the MoD and the Royal Navy as we continue in our drive to engage, enrol and encourage everyone to get involved.

2. Statistical Analysis

2.1 Injury Accidents



The HMNB Clyde Journey Long Term Comparator

The graph shows how far we have come on our journey towards an Incident and Injury Free environment.

In the latter part of the year we experienced a rise in the number of reportable injuries. Our total for the year was three reportable injuries for the first seven months of the year up to October 2010. During November, December and January the total rose to thirteen, with a year end total of fifteen being recorded.

It should be noted that four of the events reported to the HSE as RIDDOR (over three-day injuries) were restricted duty cases where the injured party returned to work within the three day period but was unable to perform the full range of their duties. A further three RIDDOR events were directly attributable to the severe weather experienced during the winter months.

2.2 Comparing 09 /10 & 10/11

Despite the slight increase in the number of injury accidents and RIDDOR reportable accidents, the overall picture shows that the majority of incidents fall into the minor accident category. Although the number of RIDDOR over 3-day events has increased, many of the Injured Persons returned to work on light duties within the 3-day period. This year we have had 175 accidents in total. Although the numbers are higher than the previous year, when the increase in Near Miss Reporting (see below) is taken into consideration it can be interpreted that this increase indicates an improved awareness of the need to report all incidents and near misses. When these numbers are viewed alongside the severity index, it indicates that people are not only reporting incidents they would previously have considered insignificant but also that the severity of incidents is reducing.

2.3 Near Misses

The number of near misses reported continues to rise in line with our stated objectives. We continue to develop and encourage a safety culture which captures and learns the lessons from safety events, encouraging everyone across the site to pro-actively report anything that could potentially impact on safety.

3. Nuclear Safety Event Reporting (NSER)

3.1 NSER Process Developments

The Nuclear Safety Event Reporting (NSER) system continues to fulfil the requirement of Authorisation Condition 7 (AC7) – Incidents on Site. The actual NSER investigation, reporting and assessment is a standalone process although all reports, results and causation statistics are fed back into the Event Management, Measurement and Analysis (EMMA) database.

The Authorisation Condition Compliance Statement (ACCS) and Base Standard (BS) for AC7 are currently under review and will be subsumed into a new management arrangements document called an Authorisation Condition Management Document (ACMD). This will keep both the compliance and policy information in one document and reduce any divergence as has previously been seen. AC7 (Incidents on Site) is the first ACMD to be drafted and will be formally published once it has due process approval later this year.

3.2 Learning From Experience (LFE) and Operator Experience Feedback (OEF)

The positive reporting of all incidents and events is a fundamental part of a good safety culture. Feedback, where it can be used to reduce the risk of a reoccurrence of an event, is equally important to the overall Safety Strategy. Effective feedback can only be given if the facts and the root cause of an event are established. This can only be achieved by a qualitative investigation process and associated report which establishes the root cause(s) and provides focused feedback. At Clyde there will be a programme over the next year to train/retrain investigators providing a qualified resource that can be drawn upon to investigate site incidents and events.

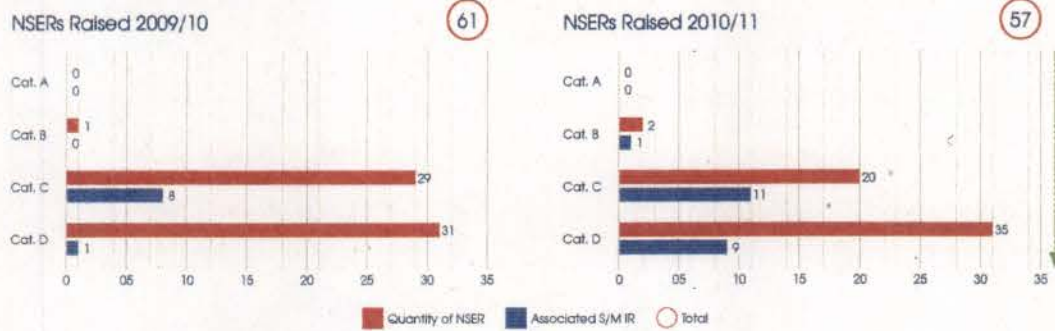
The second part of effective LFE is OEF which is efficient feedback to the right areas of the business. To oversee and set the OEF approach at Clyde, a specific group has been established known as the Clyde Operator Experience Learning Group (COELG), with the first two meetings of the Group having taken place in January and March this year. The Group covers all safety domains and has site wide representation from permanent sections, Fleet and Lodger Units and is chaired by Captain Base Safety (CBS). The Group has already set some foundations for a site wide approach and has discussed ways of both collecting and efficiently disseminating feedback. OELGs are already established at a National level with all nuclear operators both civil and MoD represented. There is also a Submarine Safety OELG within DE&S. OELGs are a focal point for the sharing of event and LFE information and establishing OEF best practice. Clyde is represented at both of these groups by CBS (MoD) and Babcock Health and Safety.

3.3 Statistics 2010/11

- 57 NSERs raised this year (1 Apr 10 to 31 Mar 11) which are both from the site and vessels.
- There were 2 Category B events, 20 Category C events and 35 Category D events. No Category A events were reported during this period. All reported events are below scale on the International Nuclear Event Scale (INES).
- In one notable case, an investigation was conducted in accordance with Clyde procedure HSE-PM-034 into the events surrounding the repair to a valve and the loss of the freeze seal. The investigation concluded that there were deficiencies within the process which have subsequently been addressed. The investigation report included a number of recommendations and actions for improvement which form part of a corrective preventative action report and plan.
- 21 of the events are in relation to berthed vessels and have also been raised as a Nuclear Reactor Plant Event Report (NRP ER) as required by the NRP Authorisee's Safety Management Arrangements. This is an increase from last year which is in part due to a pro-active drive for more open and positive reporting of events, this is represented by the increase in vessel Category D events. These statistics are currently being analysed by both CBS and Fleet. Resulting corrective actions will be identified and put in place.

- There is a slight reduction of overall NSERs from last year but of note is a significant downward swing in severity as can be seen from the Cat C and D totals, with Cat Cs down by 33% compared to the 09/10 figures.
- Events are reported routinely to the Clyde Nuclear Safety Committee (CNSC) and to the Defence Nuclear Safety Regulator (DNSR).

3.4 Breakdown of the NSER



4. Environment

4.1 Environmental Management System (EMS) Developments

The HMNB Clyde Management System (CMS) continues to develop. The Register of Environmental Legislation and Policy is going through a full review to ensure the information is as current and accurate as possible. The Aspects Records continue to be an issue and a Tiger Team has been set up to address this and the Environmental Health Checks continue to be carried out and help to support the overall audit programme.

4.2 New Initiatives

Maintain ISO 14001 Accreditation

Routine surveillance visits in support of the Base ISO 14001 accreditation have continued with no major non-conformances being raised. The non conformances raised during 2010 are summarised in the following table:

ISO 14001 Environmental		
Audit Reference No	Corrective Action Reports	Status on CMS
AP/EXT/B/339 dated 16 Feb 2010	CA/EXT/B/1144	Closed
	CA/EXT/B/1148	Closed
	CA/EXT/B/1149	Closed
AP/EXT/B/340 dated 18 May 2010	CA/EXT/B/1168	Closed
	CA/EXT/B/1170	Closed
	CA/EXT/B/1188	Closed
	CA/EXT/B/1200	Closed
AP/EXT/B/342 dated 1 Nov 2010	CA/EXT/B/1243	Closed
	CA/EXT/B/1244	Closed
	CA/EXT/B/1245	Closed
	CA/EXT/B/1246	Closed

4.3 ISO Certification

The second recertification visit will take place during September 2011. The actions outlined in 4.1 and 4.2 above will prepare us for this and progress will be assessed by LRQA prior to the recertification visit.

4.4 Integrated Pollution Prevention and Control (IPPC)

Pollution Prevention Control (PPC) Permits

The Northern Utility Building (NUB) PPC Permit received another "Excellent" score from SEPA in January 2011. This means there will be fewer inspections during 2011 and in time, if the high score continues, there will be a reduction in the annual subsistence fees.

During 2010 it was agreed with SEPA to increase the dosage of chlorine in the Northern Utilities Building cooling water system in order to keep marine growth down. The cleaning of the system has taken place and currently a new dosing system is being investigated. SEPA have been kept informed throughout the process and a PPC permit variation will be initiated if required.

4.5 Utility Policy and Strategy

The Energy Meetings are now being chaired by the Babcock Estates Director and an Energy Programme has been drawn up to track all energy related projects. Two benchmarking visits took place during 2010 – one to Rosyth and one to Devonport. The savings, both financial and in terms of CO₂, are now being recorded.

4.5 European Union (EU) Emissions Trading Scheme(ETS)

2010 was the third year of Phase 2 of the EU ETS. SGS (Societe Generale de Surveillance) audited and verified the emissions for the EU Registry. For the fourth year running both Faslane and Coulport were within the allocated allowances therefore no internal trading or purchase of CO₂ credits was required.

The allocations, emissions and balance are shown in the following table:

Site	CO ₂ Allocation	Actual CO ₂ Emissions	Site Balance
Faslane	56732 tonnes	20966 tonnes	35766 tonnes
Coulport	21610 tonnes	8540 tonnes	13070 tonnes

4.7 Sulphur Content of Fuel Survey

HMNB Clyde participated in this survey, which is run by the Department for Environment, Food and Rural Affairs (DEFRA), for a second year. Two small samples of fuel were provided which were tested for sulphur content. For the second year the results came back showing the levels to be within the legal limits.

4.8 Water Environment (Oil Storage) (Scotland) Regulations 2006

An independent survey carried out in June 2010 highlighted those areas that require upgrading. A project plan has been drawn up to address the work required in order of priority. All areas using 200 litre drums are aware of the requirement to keep them banded and checks are carried out to ensure this is happening.

4.9 Scottish Pollution Release Inventory (SPRI)

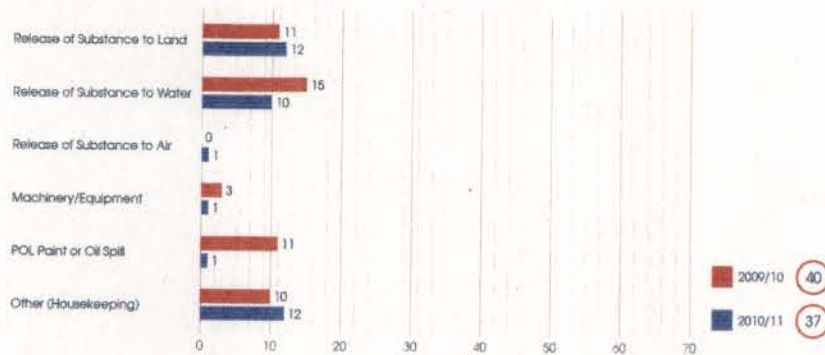
HMNB Clyde is required to complete an annual SPRI return for both Faslane and Coulport as they are both Class A sites under the Radioactive Substances Act 1993. The SPRI returns were completed online for 2010 and sent in by the earlier date of 28th February 2011. The information provided is available via the public register and SEPA forwards the information for inclusion in the European Pollution Release Inventory.

4.10 HIE-Life Exhibition 2010

The Environmental Team formed part of the HIE Life Exhibition with a stall outlining information on energy use around the site. One of the exhibitors gave a small presentation on Environmental Management Systems. The exhibition was well received and a similar event is planned for 2011.

4.11 Environmental Incidents

Breakdown of Closed-out NSERs by Principal Root Cause



4.12 Waste Management

This year the MoD revised their waste targets in order to ensure that requirements for the Sustainable Development in Government targets are effectively met. The new targets are to achieve 80% recycling by 2016/17 and a 20% reduction in all waste produced by 2016/17.

The recycling figure for 2010/11 at HMNB Clyde is at present 45%. This has been achieved by improving processes such as glass collection which has increased from one tonne in the year 2009/10 to 20 tonnes in the year 2010/11.

Food Waste recycling is the latest waste stream to be introduced to HMNB Clyde in the Neptune Building (Supermess) Area, commencing on the 31st of January 2011. This will result in a significant drop in waste going to landfill each year. Food Waste recycling will be rolled out throughout HMNB Clyde during 2011.

We are also in the process of setting up recycling stations for portable batteries and looking at suitable collection areas.

5. Fire

5.1 Fire Risk Assessment

The new Fire Risk Assessment process is now in place and after experiencing some initial commissioning problems essential developments are being made to the way that we address fire safety concerns.

The Fire Department is working closely with the Building Co-ordinators to ensure we have a stringent way of managing our risk assessment process across the site.

Our focus on housekeeping control measures has resulted in a substantial improvement across a majority of the site. This has consequently led to less reportable concerns by the Fire Department which should be welcomed by all.

A breakdown of Fire Risk Assessments conducted during 2010/11 at Faslane was as follows:

Establishment	High	Medium	Low	Total
Faslane	2	25	13	40

5.2 Fire Incident Statistical Report

Year	Fires	Fire False Alarms - Equipment	Fire False Alarms - Good Intent	Fire False Alarms - Malicious	Fire False Alarms - Unwanted	Total
2010-2011	15	89	4	3	249	360

There has been a 25% decrease in fire incidents from the previous year with actual fires decreasing by 6%. Although the actual fire incidents caused only superficial damage due to the alert actions of the staff employed within the facilities, the Fire Department wants to see further decreases in the coming months.

The new fire detection systems widely utilised across the Base are now fully functional and post introduction period we have seen a decrease of 41% in false alarms due to equipment. We now have fire detection systems that ensure the prevention of fully developed fires. These systems are complex and extremely sensitive, however they are supporting the safety of all of our staff.

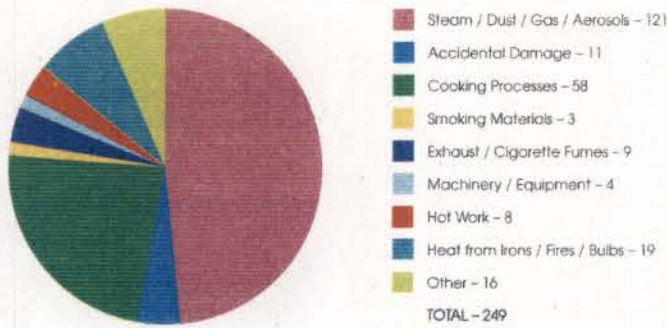
We continue to have large numbers of false alarms caused by steam from the shower areas within the accommodation blocks, and we continue to monitor this situation. However, encouragingly there has been a 12% decrease in unwanted alarms. This could be due to the increased awareness of occupants in the Single Living Accommodation (SLA) to the sensitivity of the smoke detection system.

The introduction of 'Pay As You Dine' could potentially impact the number of personnel in single living accommodation wishing to utilise cooking equipment within their rooms. 'Captain's Rounds' have been reintroduced to help address this. The Fire Department identify illegal cooking equipment at fire calls and Royal Navy Provosts have also been utilised to ensure processes are correctly followed.

The 75% decrease in malicious calls is extremely encouraging. Malicious calls have decreased by 87% in the last three years and a continuation of this trend is encouraged. This may be the result of education in fire safety to single service personnel supported by better awareness of potential disciplinary action in relation to malicious calls.

An analysis of the main causes of unwanted fire alarms is provided below:

Main causes of unwanted fire alarms:



5.3 Summary

The overall standard of fire safety within the establishment is generally very good and all staff both military and civilian should be commended on this. However, we must not allow standards to slip and future improvements can be made. We continue to try and encourage personnel to take responsibility for their own fire safety. We are keen to see figures falling in the next 12 months as we focus on the areas of highest concern.

6. Occupational Health - Babcock

6.1 Workplace Visits

It is a priority of Occupational Health to understand specific work areas and practices in order to build team knowledge, therefore a proactive programme of work place visits has continued to take place. This ensures the validation of the rolling health surveillance programme.

During 2010/2011 there have been 20 scheduled workplace visits throughout Coulport and Faslane covering Hotel & Catering, Logistics, SWS & Production areas.

Several unscheduled workplace visits have also taken place as a result of either management requests to assess employee fitness for work or due to musculoskeletal conditions with work related aggravating factors, causation or affecting work related activity. The focus of these visits was ergonomic assessment of the work areas including Shift Utilities on the jetties when vessels were alongside, GPSS, Victualling Store, Catering Store and Shiplift. Reports outlining findings and recommendations for change were prepared for management with the emphasis on prevention and management of musculoskeletal conditions.

6.2 Health Assessment/Surveillance

A variety of health assessments were carried out during the year. This included particular groups of employees (e.g. Mechanical Handling Equipment operators, Confined Space workers) who by the nature of their work may place themselves or others at risk if they develop certain medical conditions, as well as those exposed to occupational hazards and risks.

Treatment Type	2006/07	2007/08	2008/09	2009/10	2010/11
Lifestyle Screening (Voluntary)	120	21	22	8	25
Display Screen Equipment	4	0	2	0	7
Night Workers	12	16	4	0	1
Food Handler	3	5	4	11	17
Audiometry	18	134	182	215	327
Lung Function	77	31	118	205	208
Skin	2	147	198	295	318
Hand and Arm Vibration Syndrome (HAVS)	2	4	116	277	320
Visual Acuity	135	95	67	43	83
Confined Spaces Medical	66	120	185	181	210
Safety Critical Medical (Driving / MHE)	99	67	146	188	209
Radiation / HGV Medical	15	13	8	11	26
Total	554	629	1052	1246	1751

1. Safety critical and confined space medicals include visual acuity and are not shown separately in the table.
2. Confined space medicals include lung function and are not shown separately in the table.

6.3 Physiotherapy

Musculoskeletal disorders are among the most significant health risks facing any business as a result of occupational injury, ill health and as a course of sickness absence. The physiotherapy service provides treatment interventions that have been shown to positively impact employees' ability to remain at or return to work. The physiotherapist is also involved in workplace visits and health promotion with regard to ergonomics.

Month	2007/08	2008/09	2009/10	2010/11
April	120	139	123	51
May	181	116	86	119
June	139	106	109	134
July	110	157	86	104
August	141	153	76	74
September	108	135	78	107
October	129	140	97	119
November	115	151	89	119
December	97	119	56	84
January	118	127	111	87
February	101	118	131	103
March	96	111	172	146
Total	1455	1572	1214	1248

6.4 Health Promotion

Occupational Health presents a rolling program of health promotion topics that focus on the prevention/reduction of occupational diseases and personal risk factors. The promotions used a variety of media including; posters, leaflets, tool box talks and on site campaigns.

Health & Safety Notice Boards – Posters

Hayfever; Skin Cancer; Insect bites; Diabetes Awareness; Gastrointestinal Wellbeing; Winter Health & Wellbeing.

Interactive Sessions & Presentations

Mental Health Awareness; Skin Care Awareness; Alcohol & Drug Awareness – Life Outside Work Day and HIE Life Exhibition.

Back Care Awareness – the Occupational Health Physiotherapist provided a 30 minute interactive session including basic anatomy of the spine, ways to prevent injury/back pain and a short daily workout to strengthen and protect the back. These sessions were delivered in a variety of areas within Logistics, Fleet Production, Nuclear Activities and Estates.

"Know Your Numbers" Campaign - 325 employees attended these events held at various locations throughout Faslane and Coulport. Of those who attended 86% were found to have normal blood pressure and 14% were hypertensive or had high readings. Those people identified as hypertensive were given tips on how to improve their blood pressure and advised to attend Occupational Health for repeat blood pressure checks, and to see their General Practitioner where appropriate. As a result of this campaign several employees have attended Occupational Health for voluntary Lifestyle Assessments.

Occupational Health participated in the two "Cycle to Work" events providing blood pressure checks and heart health advice.

Three days of scheduled events were carried out at various locations throughout Faslane and Coulport to raise awareness of gastrointestinal health.

6.5 Counselling

Occupational Health has continued to facilitate counselling as a core service, utilising two counsellors who have lengthy and varied experience in many aspects including, Cognitive Behavioural Therapy, Neuro-Linguistic Programming, Substance Abuse and Mediation. The referrals are conducted in confidence via Occupational Health and with the employee's written consent. There have been 26 employees attending counselling with 22 now completed. Work related issues have been identified as a contributing factor in 21% of cases.

7. Occupational and Environmental Health & Hygiene Department – Ministry of Defence

7.1 Organisation

The MoD Occupational and Environmental Health and Hygiene Department (OEHHD) is responsible for providing a comprehensive occupational health service to Service and MoD civilian personnel working at HMNB Clyde and to other MoD customers in the FOSNNI area. In addition to this, the OEHHD provides environmental health, pest control and occupational hygiene services to HMNB Clyde as a whole, including Babcock. Led by a Consultant Occupational Physician, the department comprises of three specialist nurses, one Occupational Hygienist, two Environmental Health Officers, a certified Pest Control Officer, one First Aid Instructor and two administration staff.

7.2 Noise at Work

Employees working in "hearing protection zones" identified by a noise survey receive regular health surveillance, having an audiogram every 2 years, or more frequently if required. In addition to the occupational hygiene section, the Occupational Health section of the OEHHD also supports the Health Safety & Environmental Department in their ongoing programme of noise assessments at HMNB Clyde.

The OEHHD is running the Medical Centre Hearing Conservation Programme for all Servicemen and local MoD Police and Guarding Agency (MDPGA) personnel as well as MoD civilian employees exposed to noise.

7.3 First Aid Training Outputs

The OEHHD provides a variety of First-Aid training courses, including Appointed Person and Emergency Medical Responder training. Table 1 shows the breakdown of this provision in terms of Base-partnered areas and the remainder which will comprise service personnel, Base Lodger Units and FOSNNI area establishments. The ability to conduct internal First-Aid courses rather than have an external supplier gives a considerable saving to both the Base and to MoD Establishments.

Table 1: First aid training outputs:

Training Outputs	2009/10	2010/11
Service Personnel Full Course	81	129
Civilian Personnel Full Course	-	31

7.4 Statutory Medicals and Health Surveillance

The OEHHD's health surveillance activities over the last year are summarised in Table 2. The figures in tables 2, 3, and 4 are indicative as six weeks of data was lost due to an issue with the MoD computer system (DII(F)).

Table 2: Statutory Medicals and Health Surveillance:

Statutory Medicals and Health Surveillance Activities	2009/10	2010/11
Audiometry	581	555
BASCCA	42	55
Bloods	2	3
Confined Space	18	46
DF&RS	25	19
Diving	22	16
ENG/MCA	91	100
Eye Testing	128	163
FLT/MHE	49	68
Large Goods Vehicle/Passenger Carrying	14	11
Medical Prelims	123	149
Vaccinations	27	21
Jetty Crane	12	2
Other Medical (Air Crew Grit Blasting)	25	25
Medical Prelims	123	149
Otto fuel/Thallium	24	22
Overhead Crane	7	29
Spirometry/Vitalograph	135	176

7.5 Health Promotion

The OEHHD maintains an active programme of health promotion activities as shown in Table 3. This programme is co-coordinated through the Base Health Promotion Committee working closely with colleagues in other departments, both medical and non-medical, and the Babcock Occupational Health Department to maximise the impact of health promotion activities across HMNB Clyde.

Table 3: Health Promotion Activities 2009 -2010:

Date of Activity	Health Promotion Activity
February	National Heart Month, National Salt Week, Contraceptive Awareness Week
March	No Smoking day
April	Mental Health Action Week, Bowel Cancer Awareness
May	World Asthma day
June	Men's Health Week
August	Sexual health
October	Breast Cancer Awareness
December	Alcohol Awareness

7.6 Departmental Activity Statistics

The activities of the OEHHD, other than health surveillance, for the last two years are summarised in Table 4:

Table 4: Summary of OEHHD Activity:

Activity	2009/10	2010/11
Fresh Cases/Referrals	276	359
Total Reviews	213	275
Returns to Work	59	64
Accidents at Work	18	18
Workplace Visits	18	14
Activity	2009/10	2010/11
Phone Consultations/management advice	279	309
Contractors	268	311

7.7 Control of Substances Hazardous to Health (COSHH)

The MoD policy dealing with COSHH has been produced under JSP 375 Volume 2, Leaflet 5 and released in October 2010, although a number of amendments may still be required. The assessment recording form, for establishments/units without access to external web sites has also been completed and can be found at MoD Form 5011. The training to go with the policy and the assessment process has been part-completed having undergone some changes following a trial in 2010.

7.8 Noise and Vibration

The MoD policy on noise within the JSP 375 was released in November 2010 and guides managers and assessors through the process of elimination or managing noise exposure at work. In relation to the Vibration Policy, the JSP Form 38 has not yet been revised and any management queries are still referenced to the Defence Instructions and Notices 2006DIN07-008.

7.9 Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

JSP Leaflet 56 was released in May 2010 and describes the management requirements under DSEAR together with an example of an assessment form; there is additional work required to further develop this.

7.10 Other Issues

Office working conditions has remained a strong topic matter throughout the year for both the Base and the area.

Following on from a series of trials relating to changes in air pressure on submarines additional resources went into the purchase of three electronic data recording units based on the original electronic barograph. The task of collecting information is still ongoing and is likely to continue for a substantial amount of time in 2011/2012.

7.11 Statistical Summary of Occupational Hygiene Activities

The outputs are given in the same format as previous years so as to differentiate the Occupational Health outputs to the Base partnered areas. The results do not include telephone/short answer queries, which although can take up a reasonable amount of time, do not require a written output.

Table 5: OH Outputs for 2011 – 2010:

Summary of Occupational Hygiene Activity	2008/09	2009/10
Advisory work; area role, external to the Base	5	5
Advisory work; internal to the Base, MoD only	9	10
Advisory work; Base work	10	10
OH visits; area role, external to the Base	4	8
OH visits; internal to the Base, MoD only	5	10
OH visits; Base work	16	15
OH meetings policy work; MoD	40	17
OH meetings/policy work; Base only	12	16
Training/toolbox talks in OH; Base only	1	0

8. Environmental Health

8.1 Food Safety

Food safety and trading standards inspections were undertaken in conjunction with the Local Authority Environmental Health Officer (LAEHO) from Argyll and Bute Council. There were no major findings. In addition advice has been offered with regard to design changes to the Neptune Building Supermess bar areas.

8.2 Pest Control

A Bird Control Policy has been produced outlining the strategy to control wild birds, in particular seagulls, with the aim of reducing health and safety incidents and making personnel more aware of the legal aspects of bird control under the Nature Conservation (Scotland) Act 2006 and Wildlife and Countryside Act 1981. The policy also outlines what to do if there is a conflict between individuals and wild birds and nesting birds on equipment required for operational reasons. A programme of remedial proofing works, to be completed by end of April 2011, is to be carried out in conjunction with the implementation of the policy. The proofing will be fitted to the edges of buildings and on lamp posts adjacent to main pedestrian routes.

An ongoing bird control programme of pigeons in the Shipliff, the Explosives Handling Jetty and under the jetties has reduced the amount of bird guano and subsequently the exposure of personnel working on vessels and equipment in these areas.

8.3 Port Health

The Naval Base continues to be represented at the Scottish Port Health Liaison Network, which meets on a quarterly basis in the Falkirk Council Offices.

The Environmental Health Department has been issuing the Ship Sanitation Control Exemption Certificate (SSCEC), with certificates issued to Ships, Submarines and Royal Fleet Auxiliary Vessels in HMNB Clyde and at Glen Mallon and Crombie.

The Ship Sanitation Inspection (SSI) required prior to the issue of this SSCEC certificate covers food safety and potable water management, habitability, communicable disease control and pest control management.

8.4 Awareness Campaigns

No official awareness campaigns were undertaken; however the Bird Control Policy has been produced to raise awareness of how bird control is undertaken within the Naval Base.

8.5 Emerging Issues

The OEHHD has also carried out a new-build Ship Sanitation Inspection of HMS DIAMOND and participated in a handover inspection of a vessel constructed for a foreign navy at BAE Scotstoun.

8.6 Other Activities

The Senior Naval Environmental Health Officer assisted in a Captain Base Safety Legionella Audit.

The Naval Environmental Health Officer and Pest Control Officer participated in the oil spill exercise, Exercise Redshank.

The Naval Environmental Health Officer attended a Food Safety Training Day at Falkirk Stadium

8.7 Legislative Impact

The Public Health etc (Scotland) Act 2008 updated the law on public health, enabling Scottish Ministers, Health Boards and local authorities to better protect public health in Scotland. It also assists Scottish Ministers to meet their obligations under the International Health Regulations.

Part 2 and Schedule 1 of the Public Health etc. (Scotland) Act 2008 came into effect on 1 January 2010 providing supporting guidance to registered medical practitioners, directors of diagnostic laboratories and Health Boards on their duties under the Act with regard to the notification of infectious diseases, organisms and health risk states. Current responsibilities under the Public Health (Notification of Infectious Diseases) (Scotland) Regulations 1988 and the Infectious Disease (Notification) Act 1889 ceased to apply on 31 December 2009. Notifications will be considerably reduced from pre-2010 levels because the list only contains diseases which may prompt urgent public health investigation and action, e.g. E-coli O157 infection, Measles and Meningococcal Disease. Ailments such as food poisoning and chickenpox, which constituted about 80% of all Scotland's notifications prior to 1 January 2010, have been removed as well as Bacillary Dysentery, Scarlet Fever and Viral Hepatitis.

8.8 Statistical Summary of Environmental Health Activities

Statistical Summary of Environmental Health Activities:

Activity	2009/10	2010/11
Ship Sanitation Inspections ¹ – Ships	12	10
Ship Sanitation Inspections ¹ – Submarines	4	2
Ship Safety And Readiness Checks (Sarcs)	4	5
Food Safety Inspections – Shore Establishments ²	4	2
Pest Control Visits ³	411	413
Reactive Visits – Ships	3	2
Reactive Visits – Submarines	6	4
Reactive Visits – Shore Establishments	6	5
Potable Water Sampling – Shore Establishments	1	0
Ship Water Sampling Reports Issued ^{4,5}	50	49
Lectures And Presentations	4	2

1. Formerly Naval Medical Officer of Health (NMOH) inspections. Since June 07 NMOH inspections have been combined with de-ratting exemption inspections under the new title of Ship Sanitation Inspections (SSIs).
2. Conducted alongside Local Authority EHOs
3. Follow-up visits included
4. Routine water sampling on ships and submarines has now been delegated to the medical representative onboard
5. Reports issued by signal.

9. Dangerous Goods

9.1 Introduction

All dangerous goods (including hazardous waste) transported by HMNB Clyde are classified, packaged, marked, labeled and documented in accordance with the provisions laid down in Statutory Instrument 1348 (The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009) and ADR (European agreement concerning the carriage of dangerous goods by road).

9.2 Volumes of Dangerous Goods Transported

Below is a detailed breakdown of all dangerous goods transported on the public highway by HMNB Clyde (including its outstations) throughout 2010.

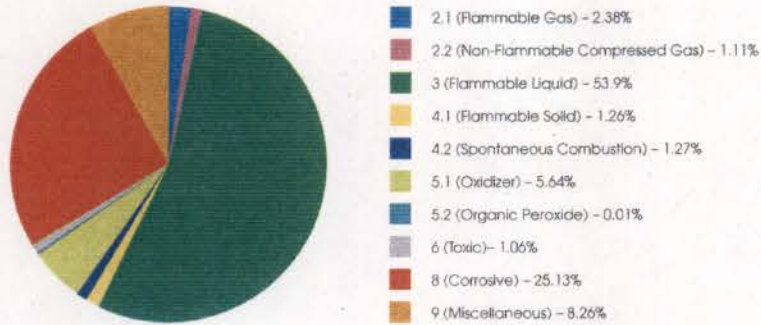
RNAD Coulport	Class 1.1 (Explosives)	67368 kg
	Class 1.3 (Explosives)	<2 kg
	Class 1.4 (Explosives)	<1 kg
Medical Centre	Class 6.2 (Clinical Waste)	1384.65 kg
Crombie (RS 29)	Class 2.1 (Flam Gas L/R/D)	402 kg
	Class 2.2 (Non Flam Comp Gas)	3954 litres
	Class 2.2 (Refrigerant)	4927 kg
	Class 3 (Flammable Liquid)	50 litres
	Class 9 (Miscellaneous)	8580 kg
GPSS	Class 2.1 (Flam Gas L/R/D)	2192.6 kg
	Class 2.1 (Flam Comp Gas)	96.8 litres
	Class 2.2 (Non Flam Comp Gas)	12824.63 litres
	Class 2.2 (Refrigerant)	10496.4 kg
	Class 2.3 (Toxic Gas)	56.4 litres
	Class 3 (Flammable Liquid)	3686 litres
	Class 4.3 (Dangerous When Wet)	3 kg
	Class 5.1 (Oxidizers)	1574.5 kg / 10 litres
	Class 6.1 (Toxic Substance)	75 litres
	Class 8 (Corrosive Liquid/Solid)	12984 litres / 1822.5 kg
	Class 9 (Miscellaneous)	10835 kg / 5122 litres
Nuclear Compliance	Class 7 (Various Isotopes/UN Nos)	49 Movements
MT Garage	Class 2.1 (Flam Gas L/R/D)	440 kg
	Class 2.2 (Refrigerant)	1657 kg
	Class 2.2 (Non Flam Comp Gas)	1751 litres
	Class 3 (Flammable Liquid)	565 litres
	Class 8 (Corrosive Liquid/Solid)	25 litres / 90 kg

9.3 Material Assessment Centre – Hazardous Waste

HMNB Clyde produced 47322.3 litres of liquid waste and 9496.5 kilograms of solid waste subject to Dangerous Goods Carriage legislation during 2010. These figures represent a substantial decrease in comparison to last year's figures: liquid waste fell by 22% and solid waste by 68%. The reduction in waste is mainly due to improvements in waste collection services, returns processes and customer awareness.

As with previous years the vast majority of waste falls within two hazard classes; Class 3, Flammable Liquid and Class 8, Corrosive Substances.

Percentage of Hazardous Waste by Class:



9.4 Dangerous Goods Incidents

No dangerous goods incidents occurred during the reporting period, however there were four minor non-compliances:

- Compressed air products incorrectly marked and labelled for transport, limited quantity provisions not complied with in full
- Nitric Acid not properly classified for transport or supply
- Life rafts received from Bahrain not cradled for transport
- Calcium Hypochlorite, oxidizing agent, not secured properly for normal rigours of transport

All of the above were either discovered prior to transport or on receipt, anomalies rectified and communicated to all concerned parties.

10. Audit and Verification

Seven SHEF-themed audits were planned from April 2010 to March 2011. Five were completed and two were postponed and rescheduled.

The Base-wide Audit Programme continued to include specific SHEF-related themed audits and to incorporate SHEF issues into the scope of other corporate audits as appropriate.

The 2011 Audit Programme has been published and key stakeholders from Environment and Safety were included in its design through a programme of risk assessments which determined the topics to be audited and their frequency over a three year period.

11. Objectives and Targets 2011/12

11.1 Introduction

The objectives and targets for 2011/12 will continue to build on the successes already achieved and to concentrate on areas where improvements are needed in managing health and safety and reducing workplace injuries and ill health.

We will continue on our journey to an incident and injury free workplace and look to increase near miss reporting. The following objectives and targets will underpin the cultural improvements already made under the banner of 'Our Challenge on Safety':.

11.2 Requirements

- Develop and introduce a Reward and Recognition Scheme in support of our behavioural safety culture
- Implement a revised programme of Director Health & Safety walkrounds

11.3 Learning and Development

- Implement revised SHEF Training Strategy

11.4 Combined Nuclear and Conventional Safety Culture

- Improve the current Accident Investigation and Reporting process
- Continue to work towards a single Control of Work Organisation
- Develop and implement Phase 2 and 3 of the Site Control Management Plan

11.5 Communications

- Develop plan for Safety Campaigns and Communications
- Review and improve SHEF Committee Structure

11.6 Process Initiatives

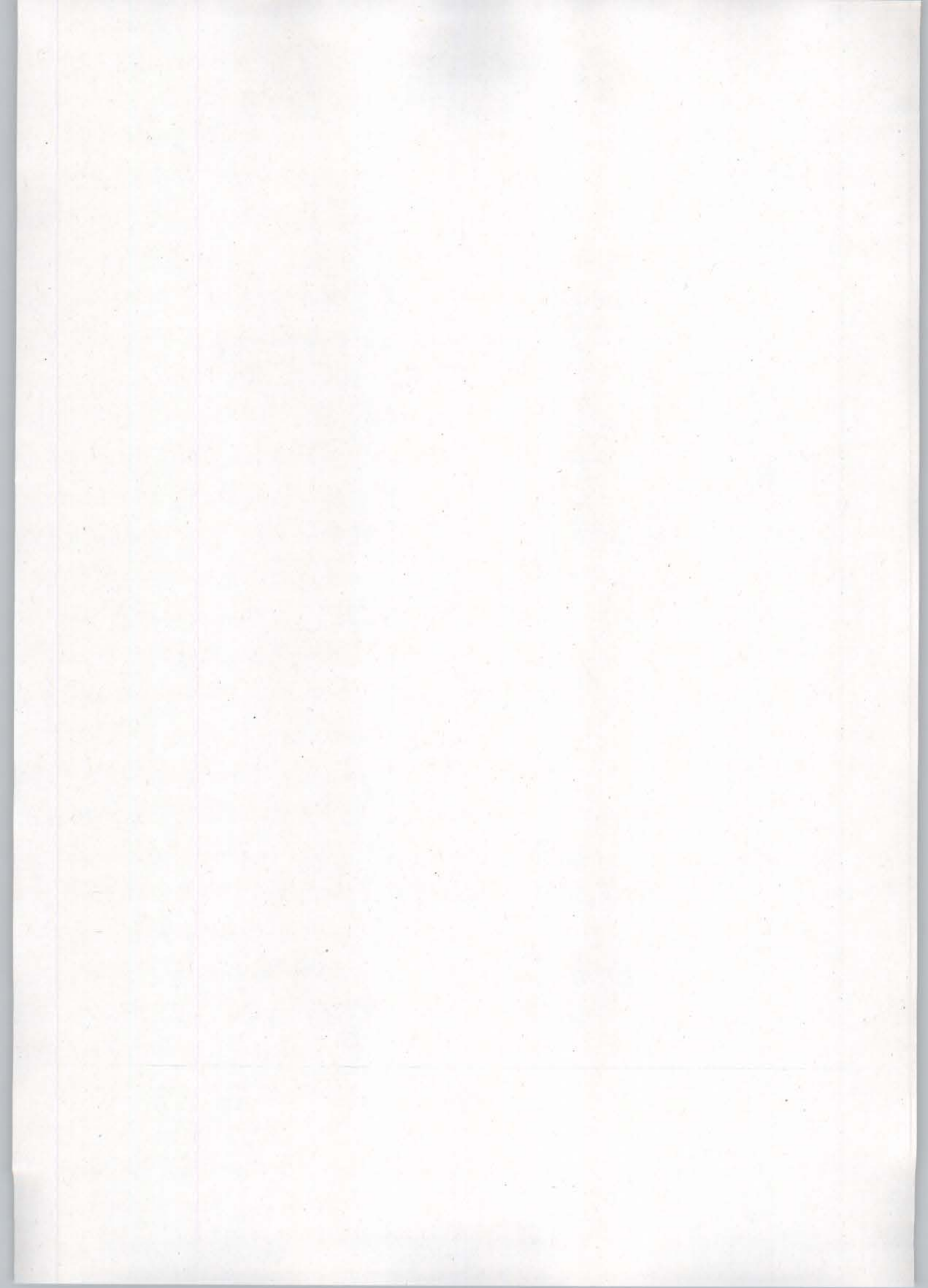
- Ensure Safe Systems of Work (SSOW) are fully compliant with JSP 375
- Full Review of Personal Protective Equipment (PPE)
- Full review of Occupational Health output with regards to work on Hand Arm Vibration Syndrome (HAVS), Work Related Upper Limb Disorders (WRULDS), Dermatitis and Respiratory Hazards
- Review Point of Work Checks (POW) process
- Develop and implement Self Regulation Safety Management Arrangements
- Develop and implement a user-friendly Risk Assessment module on CMS

11.7 Behavioural Safety

- Continue to support the IIF Leaders of Safety Programme
- Develop, implement and rollout IIF Waypoint for all other areas not involved in the IIF Leaders of Safety Programme to complete Phase 2
- Continue to show demonstrable Senior Management Commitment
- Launch Time Out For Safety (TOFS)
- Begin development of Phase 3 Plan
- Deliver a Commitment Workshop and a 2nd Joint Safety/IIF/Environment Exhibition

11.8 Environment

- Re-certification of ISO14001
- Develop a methodology for calculative carbon footprint for HMNB Clyde



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