

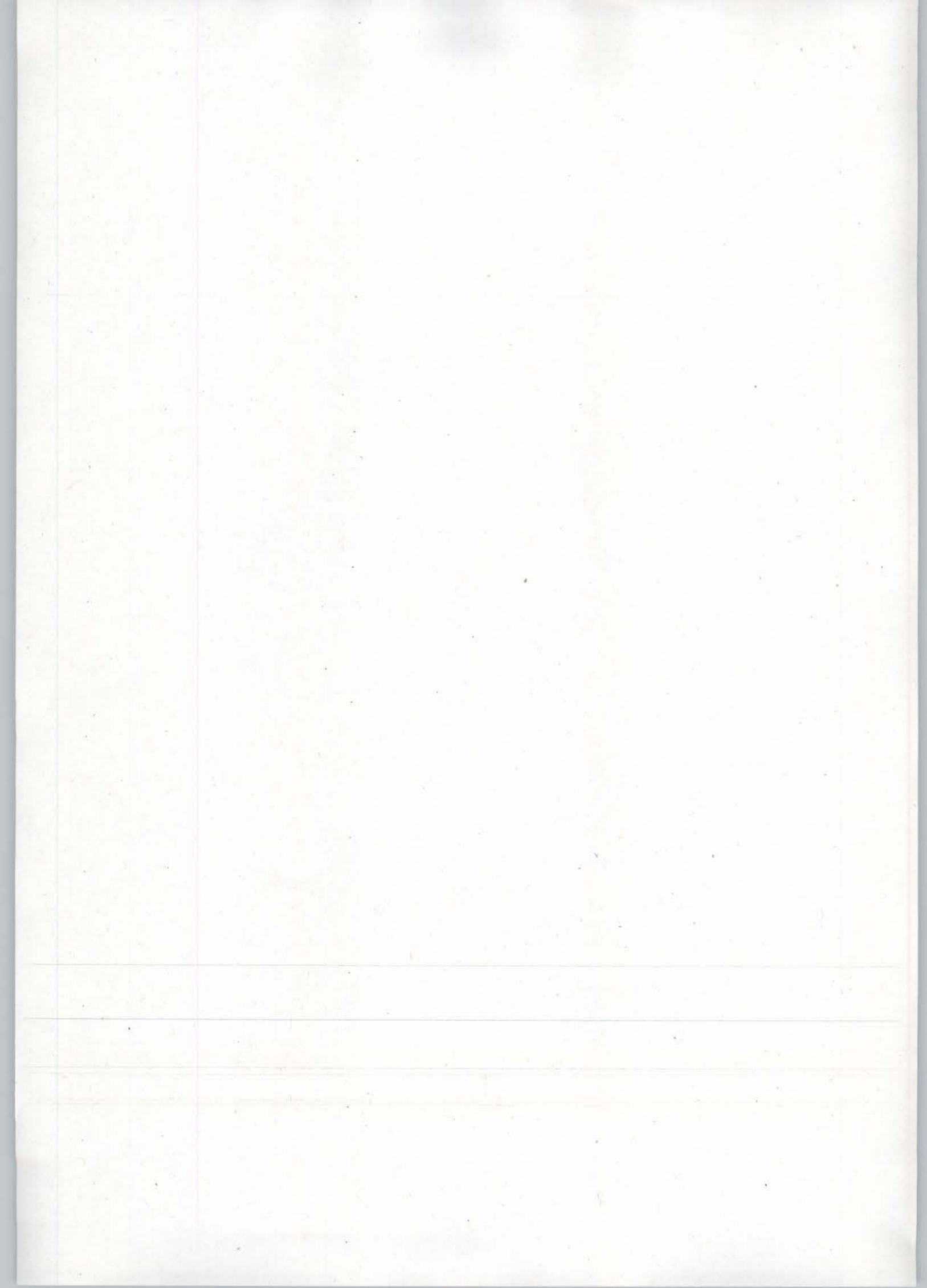
HM Naval Base Clyde

# Health and Safety

## Annual Report

Safety, Health, Environment and Fire

2012/13



## Progressing a Positive, Pro-active Safety Culture

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During 2012/13 we continue to progress our Health and Safety objectives, towards our vision and ambition of ensuring that every person entering Her Majesty's Naval Base (HMNB) Clyde goes 'home safe, every day' and progress was made in our drive to make HMNB Clyde an incident and injury free workplace.

- Our processes and procedures continue to be improved and challenged with the development and introduction of a set of Self-Regulation Safety Management Arrangements in the form of an inter-departmental audit process and through the Sub Enterprise Performance Programme and Base audit programme.
- Improved communications and learning from experience with the introduction of an integrated Communications Strategy issued to the site.
- We continue to demonstrate our commitment to ISO 14001 by gaining re-certification.
- We continue to develop ways of recognising and encouraging best practice through our STARCARD (Safety Through Action and Recognition) scheme and an inaugural annual Health Safety & Environment Conference and Awards event for HMNB Clyde.
- Events such as our HIE-Life (Health, Safety, IIF<sup>®</sup> and Environment) exhibition and roadshow and our Apprentice and Young Persons Safety Conference continue to reach audiences internally and externally and are continually being developed year on year engaging our commitment to a positive safety culture.
- The continued maintenance and support for our on-going Phase I and II activities of the Safety Culture Improvement programme.

Our IIF<sup>®</sup> Orientation and Waypoint schedules were maintained for the year. Departments progressed well with their Leaders of Safety Train the Trainer Programmes.

Our Safety Strategy continues to detail the relevant objectives, goals and challenges across HMNB Clyde that contribute to continuous improvement of our safety focused organisation, arrangements and culture. It continues to build upon previous success and to support key initiatives.

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# 1. Introduction

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HMNB Clyde is continuing to drive an ambitious programme of improving safety. Our Challenge on Safety is shaping a uniform culture, embracing everyone who lives, works or visits here and has resulted in significant improvements in safety performance.

Every objective, task or initiative is required to be sustainable and reflect our commitment to safety to meet our aspiration for an incident and injury-free Base. Our safety initiatives include:

- Self-Regulation Safety Management Arrangements in the form of an inter-departmental mini audit process
- Fully integrated Communications Strategy
- Introduction of an inaugural annual HS&E Conference and Awards event
- Re-certification of ISO 14001
- Further roll-out and development of our IIF<sup>®</sup> Programme

Throughout the year under review, our Incident & Injury Free<sup>®</sup> (IIF<sup>®</sup>) Programme continued to engage MOD/RN Base personnel, FASFL0T (Faslane Flotilla) and Babcock employees in Phase II Waypoint Workshops.

The development of a Phase III Strategy and Plan for IIF<sup>®</sup> will continue to educate and build an awareness of our drive to sustain a positive safety culture throughout HMNB Clyde.

Overall, HMNB Clyde recorded 152 accidents this year. There has been a rise in near miss reporting in year compared with 2011/12. This was due to an increased emphasis placed on the importance of reporting all near misses. Our challenge for 2012/13 is to ensure our employees remain supportive of our positive reporting culture.

## 1.1 Performance against Objectives and Targets (2012/2013)

### Communication

**Develop and implement a co-ordinated HS&E Communications strategy for HMNB Clyde**  
Complete.

**Deliver a third on-site exhibition covering health, safety and environmental issues for HMNB Clyde**  
Complete.

### Process Initiatives

**Develop Plan/Schedule including implementation for AIRSWEB Rollout**

A trial commenced in February 2013 to pilot the viability of Line Managers inputting Accident Investigation information directly into Airswab. The trial ran until April 2013 and a report will be compiled from the exercise and feedback obtained from the users with the intention of rollout throughout the whole of HMNB Clyde

**Develop and implement a set of Self Regulation Safety Management Arrangements**  
Ongoing.

## Safety Culture Improvement

### **Develop a Phase III Strategy and Plan for IIF® within HMNB Clyde**

The strategy and plan has now been endorsed by both MOD and the Babcock Marine Board and will be rolled out to cover the next 24 months.

### **Plan, co-ordinate and deliver an inaugural annual HS&E Conference and Awards event for HMNB Clyde**

Complete.

### **Conduct a six months review and report to evaluate the Safety Through Action and Recognition Scheme (STAR Card Scheme)**

A six months review was completed and feedback was sought from across the business and adjustments made to the design of the cards for the new reporting year.

### **Maintain support for and delivery of on-going Phase I and II activities of the behavioural safety programme at Clyde (Orientation, Waypoint, Leaders of Safety)**

Our Orientation and Waypoint schedules were maintained for the year. Departments progressed well with their Leaders of Safety Train the Trainer Programmes. Surveys were conducted throughout the site with regard to perception of the safety culture and a report compiled.

## Environmental

### **Develop a Carbon Management Strategy including an agreed methodology and plan for calculative carbon footprint**

Complete.

### **ISO 14001 - Demonstrate continual improvement of Environmental Management Standard with support through external auditing programme and accreditation**

Complete.

### **Support development of Procurement system to incorporate into Carbon Management System in the future**

Formal audits have been carried out with Procurement with appropriate recommendations made including training and the compiling of an Environmental Aspects Register.

### **Further develop energy reduction initiatives and implement a Building Energy Audit Programme**

The third party EMS recommendations are 95% complete with remainder due to be addressed in the near future.

### **Progress all environmental programme recommendations**

The energy management database has expanded considerably with large savings in consumption and carbon identified.

### **Continued development of Waste Management System to achieve long term waste targets**

Work has been on-going with Grounds & Waste management to examine the waste management strategy and documentation to ensure it is fit for appropriateness and hard waste audits have been initiated to highlight areas of improvement.

## Occupational Health

**Develop, plan and schedule six different themed Occupational Health Events throughout FY2012/13**  
Complete.

### **Enhance current Face Fit Testing arrangements at Clyde**

The OH team was tasked with the responsibility of managing Face Fit Testing programme for all those who are required to wear masks when conducting work activities. During the year 111 tests have been conducted.

**Conduct a 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.**  
On-going

## **1.2 Develop and Implement a Co-ordinated HS&E Communications Strategy for HMNB Clyde**

A fully integrated Communications Strategy has been produced and implemented incorporating all Health, Safety, Environmental and Safety Culture communications issued to the site.

The strategy details all communications from SHEF Briefs, reports and meetings both external and internal, along with their periodicity, format and purpose. It is widely available on the Document Management System for all to view.

## **1.3 Deliver a Third On-Site Exhibition Covering Health, Safety and Environmental Issues for HMNB Clyde**

The HIE-Life Exhibition was held for the third successive year. This was another successful event bringing together Base staff, suppliers and safety professionals both internal and external on safety issues and processes.

The success of this event was recognised at the Clyde Safety Excellence Awards with the events team declared winners of the Customer Engagement Award.

## **1.4 Deliver an Annual HS&E Conference**

The first Clyde Safety Conference was delivered at HMNB Clyde on 12 February 2013 with the theme 'Everyone Has a Role'. With over 100 delegates, the conference featured presentations from HS&E, the Quality team and Trade Union Representatives, a team building exercise and a guest speaker. The challenge from the day was for everyone to think of 'One Thing' they will do to improve safety.

## **1.5 Deliver an Annual HS&E Safety Excellence Awards**

On 21 February 2013, the inaugural Clyde Safety Excellence Awards Dinner was held, where the shortlisted nominees in each of five categories were invited to attend. The five categories – in keeping with the Babcock International Group Awards – were: Individual Achievement, Team Achievement, Customer Engagement, Environmental and Best Safety Improvement. A sixth 'surprise' award was also presented for Outstanding Achievement.



## 1.6 Deliver an Apprentice and Young Persons H&S Workshop in Conjunction with Trade Unions

For the third year, a Workshop was held for the apprentices and young persons to raise awareness and provide a foundation for a good health and safety culture amongst the younger generation of employees. Attendees included apprentices and young people from BAE systems, Babcock Rosyth and Babcock Devonport.

The team were conscious of the current life experiences of the young people and strategically aimed the safety messages. One scenario used was enactment of a road traffic accident caused by a young person texting while driving.

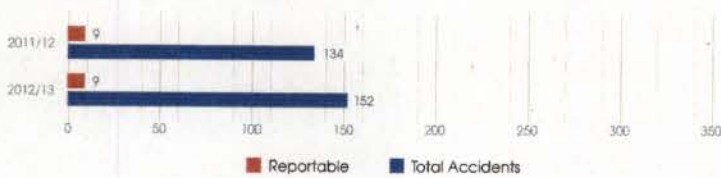
Again the event was a great success and the scenario and role play was well received by all.

## 1.7 Develop and Implement a Set of Self-Regulation Safety Management Arrangements

A self-audit template has been developed covering the safety aspects of the Base against the requirements of the HS&E Policies. The intention is that the Base will conduct an audit every month, with the Safety Practitioners to ensure accuracy and that any actions arising from audits are being rectified.

## 2. Statistical Analysis

### 2.1 Injury Accidents



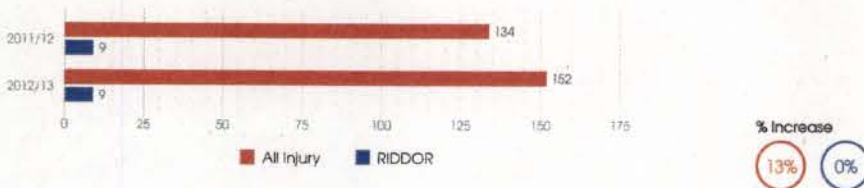
#### The HMNB Clyde Journey Long Term Comparator

This graph shows how far we have come on our journey towards an Incident and Injury Free<sup>®</sup> environment.

During the reporting period 1 April 2012 to 1 April 2013 HMNB Clyde recorded 152 accidents nine of which were reported under the RIDDOR Regulations.

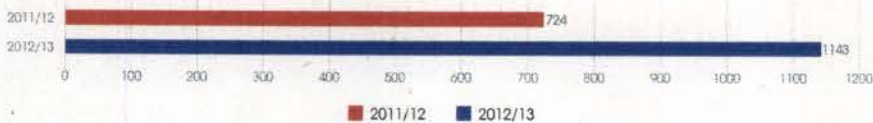
### 2.2 Comparing 2011/12 and 2012/13

There has been an increase in the number of recorded accidents in the All Injury category; the RIDDOR reportable category has stayed the same:



### 2.3 Near Misses

There has been a 55% increase in the number of near misses reported this year compared with 2011/12. The numbers were broadly comparable month on month until January when we had a sharp rise which we believe was attributable to the Safety Briefings held during February 2013 and increased campaigning and emphasis placed on near miss reporting.



## 3. Nuclear Safety Event Reporting (NSER)

### 3.1 NSER Process Developments

The Nuclear Safety Event Reporting process continues to fulfil the requirements of Authorisation Condition 7 (AC7) - Incidents on the Site, as detailed in the Authorisation Condition Management Document (ACMD7) for both Nuclear Weapon (NW) and Nuclear Propulsion (NP) events. The administration and assessment of all NSERs is managed by the Nuclear Safety Assurance Section (NSAS) within the Department for Safety Assurance and in accordance with process map NSA-PM-007: Investigation of Nuclear or Radiological Events. Although the NSER process forms part of the wider Single Event Reporting process (SER), the SER only provides a reporting and recording function for NSERs, which is fulfilled by the Airweb Event Management Database. All NSERs and supporting documentation are also recorded in Microsoft Office Sharepoint Server (MOSS), thus permitting access from the wider MOD community and increasing the scope for Learning From Experience (LFE). To derive maximum understanding and comparison of NSER statistics for the last reporting year, NP and NW statistics have been separated where illustrated within this report.

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

LFE and OEF form a fundamental part of the site reporting and corrective response to an event and are embedded in our drive to maintain a positive and continuously developing Safety Culture. LFE is utilised to reduce the risk of a re-occurrence of an event and is an important part of the overall Site Safety Strategy. Effective feedback can only be produced if the facts and root cause(s) of an event are correctly identified. This is achieved by a qualitative investigation process and associated investigation report which establishes the root cause(s) and provides targeted feedback.

The Clyde Operator Experience Learning Group (COELG) is a forum which helps to ensure and improve safety performance through the focussed analysis of events and directed feedback. The committee also drives LFE and OEF plans. The group looks at all safety domains, has site-wide departmental representation including lodger units and permanent contractors and is chaired by Captain Base Safety (CBS). The COELG retains a standing agenda to review significant events, major offsite events and assess their bearing at Clyde. They analyse event data and focus on repeat events, Event Review Boards when appropriate to discuss specific events and event clusters. The COELG also review and develop the site OEF plan as part of the overall site safety strategy.

An OELG is already established at a national level with all nuclear operators, both military and civil, represented. There is also a Submarine Safety OELG within Defence Equipment and Support (DE&S). Clyde is a member of both these OELGs.

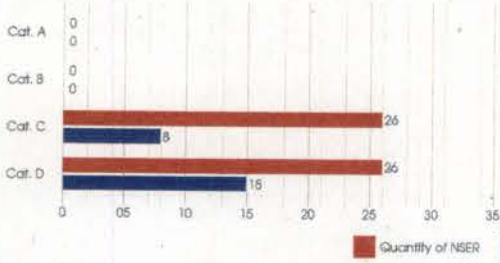
### 3.3 Statistics 2012/13

- A total of 11 NW and 57 NP NSERs have been raised this reporting year (1 April 2012 – 31 March 2013).
- For NW there were eight Category D and three Category C events reported. For NP there were 25 Category D, 31 Category C and one Category B events reported. No Category A events were reported for either NW or NP and there were no category B events reported for NW. All reported events are below the International Nuclear Event Scale (INES).
- In comparison with the previous year, there has been an overall increase in the number of NP and NW NSERs. This is reflected by a corresponding increase in the number of Category D, Category C and Category B events. This is counter to the general falling trend for annual figures that we have previously seen.

### 3.4 Breakdown of the NSER

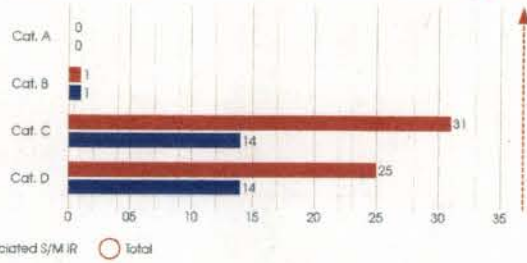
NSERs Raised 2011/12

52



NSERs Raised 2012/13

56



## 4. Environment

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### 4.1 Environmental Management System (EMS) Developments

HMNB Clyde secured agreement with LRQA to hold joint certification for ISO9001 and 14001. This means that during surveillance visits external auditors will now be dual coded for both Environment and Quality. The third party recommendations for maturing and developing the EMS are almost fully completed and will provide a platform for continual improvement.

The Environmental Compliance Module has been developed to reflect the progress made in EMS. Guidance documentation and templates for completing environmental aspects registers for the whole site have been further developed and are in a good state of health.

### 4.2 Permits, Licences and Authorisations

#### **Northern Utilities Building (NUB) Pollution Prevention Control Permits**

The Northern Utilities Building (NUB) permit received another 'excellent' score from SEPA in February 2013. The development of the automated chlorination dosage system is still ongoing. An agreement with the regulator is currently in place for a manual dosage system and a way forward has been agreed before the permit will be varied to take into account the new dosing system.

#### **Waste Exemptions**

There have been no changes to the requirements for waste exemptions across the Base, which operate in a number of areas.

#### **Abstraction License**

The environmental department is in the process of increasing the daily limit of water abstraction under the current permitted threshold. This will cover all Base activities and allow for a reasonable amount of flexibility if operation requirements change.

#### **European Union Emissions Trading Scheme (EUETS)**

2012 EUETS Returns were successfully verified by independent verifiers SGS. The EUETS Programme has entered Phase 3 and more stringent control measures will be implemented to meet the required targets. Carbon allocation has been cut by 60% and will increase to 85% by 2020 from baseline data.

#### **Scottish Pollutant Release Industry (SPRI)**

Both Coulport and Faslane are required to report annual pollutant emissions as on-site activities fall under Band A Premises under the Radioactive Substances Act 1993 (Fees and Charging (Scotland) Scheme 2004. Activities associated with the Northern Utilities Building (NUB) are also a registered SPRI activity under Thermal Power Stations and Other Combustion Installations with a heat input over 50MW.

The SPRI report is publicly available through the SEPA website. The returns show a significant decrease in waste disposal with a corresponding increase in recovery of both hazardous and non-hazardous wastes. No uncontrolled emissions associated with SPRI activities were recorded. It is worth noting that for consecutive years including 2012 SEPA, has removed the emission thresholds.

### 4.3 Energy Management

A new energy strategy has been produced that is driven by the onsite utility policy. This takes cognisance of the new arrangements of the Energy Management Working Group (EMWG) and the roles of the Energy Infrastructure Engineers.

EMWG meetings track and review all energy related projects and initiatives, which are expected to result in significant savings. Through the EMWG, the new MOD energy reduction targets will be monitored through the production of a new energy measure that gives figures for both consumption and carbon production.

The roles of the Energy Infrastructure Engineers have been fully embedded in the Estates Department and they are responsible for producing and maintaining the energy projects database and reporting results through to the EMWG. Figures indicate that the roles have had a successful impact with significant savings in cost and carbon identified.

### 4.4 Environmental Incidents

There has been a rise in the number of reported environmental incidents and these have been closely tracked by the Environmental Department. In particular it is noted that there has been a rise in spills to water during this reporting year and an action plan has been put in place that includes root cause analysis, increased awareness and an examination of waterfront procedures.

We believe the increase in reports is due to the increased profile of the Environmental Department and the result of improved communication and awareness of environmental issues.

### 4.5 HIE-Life Exhibition 2012

The Environmental Team formed part of the 2012 HIE-Life Exhibition providing information on energy and environmental efficiency on the Base with the objective to increase awareness of environmental impacts of localised energy consumption.

In addition there was a concerted effort to raise awareness of the Environmental LEADS group (Local Environmental Advisory Delegates). This group is a cross-sectional body from all areas of the Base who have attended and passed an accredited course. The Environmental Department uses them as a conduit for ideas and initiatives and as a local point of contact.

## 4.6 Initiatives

### **Increase Training and Awareness**

A environmental training module for all site personnel has been produced and the Environmental Department are also working to further introduce appropriate mandatory training packages for all site staff.

The revision of the HMNB Clyde Environmental Communications Strategy has been conducted and recommendations will improve engagement with key stakeholders and staff across the site increasing awareness of environmental issues and targets and aiding the development of environmental initiatives.

### **Review Internal Auditing System**

A new and robust corporate audit programme has been produced and accepted by LRQA. This involves all levels of audits from the less formal health checks through to stand alone and joint subject audits.

### **Car Pooling Initiative**

The Environmental Department is preparing a car pooling initiative using the Liftshare concept. It is a non-profit making government sponsored initiative aimed at reducing car usage. A presentation is to be made to the Traffic Management Committee, to assess the scheme's viability.

## 4.7 Waste Management

HMNB Clyde's target set by MOD is currently set at 75% waste diversion from landfill and 25% waste reduction by 2015/16. For year 2012/13 the recycling rate for Clyde is approximately 46%.

Waste Management initiatives for 2012/13 include the roll out of food waste collections to smaller kitchen areas; this was initially trialed in one building in August 2012 and produced 120 kgs in the first month, which equates to approximately 1.5 tons a year. Due to this initial success it was quickly rolled out to another building where the same results were achieved. Food waste recycling is now available in a further two buildings with additional areas being included throughout 2013/14. Recycling facilities have also been improved within one of the accommodation blocks where new signage and information posters have been used to highlight waste streams available on site. Others areas have been proactive in trying to improve their waste recycling. Portable battery collection has also been rolled out within a number of areas of the Base.

During 2012 we had the successful completion and embedding in of the new amalgamated contract for Special Waste, Waste Electrical and Electronic Equipment (WEEE), Liquid Waste and Tank Cleaning which ensures that HMNB Clyde is now fully compliant. The successful contractor is audited as per Environmental requirements. The Waste team was also involved in ensuring a continuous sullage uplift service was maintained for vessels in the southern berths following the removal of the sullage line from this area.

Further initiatives for the coming year include: a central recycling point for various waste streams, the transfer of clinical waste disposal from MOD to Babcock and the roll out of improved recycling facilities within the accommodation blocks.

## 5. Fire

### 5.1 Fire Risk Assessment

The Fire Risk Assessment (FRA) process has continued to move forward in 2012/2013. The site has developed a database to ensure all action plan items are addressed at the earliest opportunity.

The Fire Department is continuing to work closely with the Building Co-ordinators to ensure all buildings have in date FRAs.

The majority of findings of the FRAs are minor and can be dealt with at minimal cost. The emphasis is to ensure prior to any alterations to any building the Fire Department should be kept fully engaged.

Particular focus has been paid to personnel cooking within their Single Living Accommodation (SLA) throughout this year and we are now starting to see the results of a continued firm stance on cooking processes.

The Fire Department continue to witness a large number of false alarm activations caused by steam from showering facilities. This is something that we will continue to look to minimise.

### 5.2 Fire Incident Statistical Report

A breakdown of Fire Incidents during 2012/13 at Faslane was as follows:

Year	Fires	Fire False Alarms Equipment	Fire False Alarms Good Intent	Fire False Alarms Malicious	Fire False Alarms Unwanted	Total
2012-2013	12	179	19	4	191	405

There were 405 fire related calls throughout the current reporting year. These included a number of minor incidents which have occurred on surface vessels. Although these were relatively minor we must ensure the Base Emergency Instructions are adhered to and that all necessary steps are taken to prevent similar occurrences.

There were 12 confirmed fires during the reporting period which shows an encouraging reduction of 20%. It is commendable of the workforce on site that these were dealt without delay. The swift response in reporting a fire or smell of burning prevented injury or structural damage. There was minimal loss to any operations.

The number of malicious fire calls remained constant with the previous 12 month period and continues to represent a very small percentage of all fire calls (less than 1%). This continues to be monitored but firm action taken on offenders has ensured this does not become a major concern for the Fire Department.

There has been an increase in equipment related call outs in the last 2 reporting periods. Some of these calls may be related to systems which once upgraded will see a reduction in calls.

The Fire Department are working closely with the system engineers to ensure detection systems that are leading to repetitive call outs are addressed.



There has been an increase in the number of calls instigated due to good intent. This is not cause for concern as an early response is encouraged and if there is any doubt we will always advocate a request for assistance.

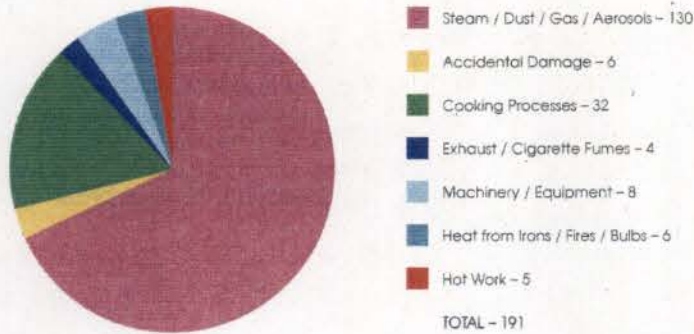
We continue to see a reduction in unwanted alarms, 27% for this reporting period. This may be attributed to a number of changes that have been made but predominantly it appears the greatest cause is personal awareness of the detection systems and the actions that lead to activations.

SLA personnel are becoming much more vigilant in their activities. Cooking processes have been monitored within the SLA and call outs attributed to cooking processes have reduced significantly.

We will continue to work with all personnel on the site to reduce unwanted alarms and the Fire Department is looking to develop a Fire Awareness Week specifically catering for the site personnel.

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

**Main causes of unwanted fire alarms:**



### 5.3 Summary

The Fire Department have experienced an increase in fire related incidents but this is predominantly down to equipment. The site is continuing to grow and the number of single occupants staying on the site is now at its highest level ever.

We are encouraged that the number of unwanted alarms continues to fall although steam still accounts for most of these. We will continue to seek solutions to further reduce these.

The site continues to be one of the busiest in the MOD and that brings greater potential for fire related incidents. The HMNB Clyde Induction Centre is clearly transmitting the correct information as contractor issues appear to have been kept to a minimum.

The continued vigilance of the staff employed at HMNB Clyde (military and civilian) continues to ensure the risk of fire is kept to a minimum.

## 6. Occupational Health - Babcock

### 6.1 Workplace Visits

It is a priority of Occupational Health (OH) to understand specific work areas and practices and in order to build team knowledge, therefore a proactive programme of work place visits have continued to take place. This ensures the validation of the rolling health surveillance programme. The start of the year saw the end to the previous rolling programme of workplace visits.

In order to adopt a fresh approach the format of these visits was altered to shift the focus onto compliance associated with fitness for work medicals and health surveillance. This involved a significant amount of work to reformulate the structure of the visits as well as pre-visit survey of the OH database in order to establish what surveillance and medicals each employee had undergone within the teams visited. A total of nine visits have been completed within Nuclear Operations.

A total of 15 unscheduled work place visits have also taken place as a result of either management requests to assess employees' fitness for work, as part of a supported rehabilitation programme 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 and assessment of the individual's functional capability to perform their work related tasks. Areas visited include Logistics, Hotel & Catering, Estate Management and Production. 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. MHE 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	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Lifestyle Screening (Voluntary)	21	22	8	25	14	23
Display Screen Equipment	0	2	0	7	3	6
Night/Lone Workers	16	4	0	1	24	0
Food Handler	5	4	11	17	11	26
Audiometry	134	182	215	327	349	445
Lung Function	31	118	205	208	199	270
Skin	147	198	295	318	369	421
Hand and Arm Vibration Syndrome (HAVS)	4	116	277	320	331	345
Visual Acuity	95	67	43	83	80	83
Confined Spaces Medical	120	185	181	210	270	283
Safety Critical Medical (Vocational Driving / MHE)	67	146	188	209	254	391
Radiation / HGV Medical	13	8	11	26	28	29
<b>Total</b>	<b>653</b>	<b>1052</b>	<b>1434</b>	<b>1751</b>	<b>1932</b>	<b>2322</b>

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 one of the most significant health risks facing any business, as a result of occupational injury, ill health and as a cause 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	2011/12	2012/13
April	120	139	123	51	76	95
May	181	116	86	119	115	145
June	139	106	109	134	100	91
July	110	157	86	104	104	99
August	141	153	76	74	143	98
September	108	135	78	107	69	103
October	129	140	97	119	109	128
November	115	151	89	119	130	103
December	97	119	56	84	76	88
January	118	127	111	87	114	77
February	101	118	131	103	99	53
March	96	111	172	146	154	102
Total	1455	1572	1214	1247	1289	1182

### 6.4 Health Promotion

Occupational Health presents a rolling programme of health promotion topics that focus on the prevention/reduction of occupational diseases and personal risk factors. The promotions use a variety of media including: posters, leaflets, toolbox talks and on site campaigns

#### Health & Safety Notice Boards – Posters

Hay Fever, Mental Health & Stress, Alcohol & Drug Awareness, No Smoking Day, Healthy Heart, Blood Pressure and Weight related health.

#### Interactive Sessions and Presentations

Depression/Mental Health Awareness, Diabetes Awareness, "Know your Numbers" – blood pressure campaign.

One week of drop-in clinics were provided at Faslane and Coulport for an "Over 40s Health Campaign". Employees were given a mini-health check including blood pressure, weight and cholesterol. Where any abnormal results were noted employees were given appropriate advice and encouraged to attend for a review.

Over two days key areas were visited to promote "Men's Health Awareness", this included information on Prostate, Testicular Cancer and general health.

Occupational Health participated in the HIE-Life Exhibition in October; the theme was Alcohol & Drug Awareness and the Health Risks of the use of Protein Supplements in relation to exercise.

## 6.5 Counselling

OH 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 (CBT), Neuro-Linguistic Programming (NLP), Substance Abuse and Mediation. The referrals are co-ordinated in confidence through OH and with the employee's written consent. A number of employees are attending counselling. Work related issues have been identified as a contributing factor in 24% of cases, 11% had both work related and personal issues and 65% cited personal issues only as a reason for their state of wellbeing.

## 6.6 Alcohol and Drug Testing

October 2011 saw the implementation of Babcock's Alcohol & Drug Policy. In line with the policy 20 employees are randomly selected on a monthly basis.

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

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### 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 Flag Officer Scotland, Northern England and Northern Ireland (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 Health Physician, the department now comprises two Occupational Health specialist nurses, one Occupational Hygienist, two Environmental Health Officers, a certified Pest Control Officer, and two administration staff.

### 7.2 Noise at Work

The OEHHD runs the Medical Centre Hearing Conservation Programme for all Service Personnel and local MOD Police and Guarding Agency (MDPGA) personnel as well as MOD civilian employees exposed to noise.

In addition to the occupational hygiene section, the Occupational Health section of the OEHHD also supports the Health Safety & Environmental Department in their on-going programme of noise assessments at HMNB Clyde.

### 7.3 First Aid Training Outputs

The OEHHD no longer provides in-house First-Aid training; courses are now supplied through an external supplier.

### 7.4 Statutory Medicals and Health Surveillance

The OEHHD's health surveillance activities over the last year have remained relatively steady.

### 7.5 Health Promotion

The MOD Health promotion plan is now undertaken by Principal Medical Office (PMO) staff. The OEHHD gives active support to this programme.

### 7.6 Other Issues

Office working conditions have remained a strong topic matter throughout the year for both the Base and in the local area. Dangerous Substances and Explosive Atmosphere Regulations (DSEAR), as regards queries on assessment or zone classification, is also an on-going requirement.

## 8. Environmental Health

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### 8.1 Food Safety

Food hygiene inspections were undertaken, at HM Naval Base Clyde and RNAD Coulport, in conjunction with the Local Authority Environmental Health Officer (LAEHO) from Argyll & Bute Council.

### 8.2 Pest Control

A Bird Control Strategy was implemented to deter wild birds from nesting on or close to vital equipment required for operational purposes; also the aim was to reduce the number of Health and Safety incidents involving wild birds.

Common Gull eggs were removed from equipment in the Cradle and Marshalling Yard area under licence issued by Scottish National Heritage. These were handed over to Hessilhead Wildlife Rescue Trust where they were incubated, hatched and fledged before being ringed and released off the Ayrshire coast.

This exercise, planned in conjunction with the Ministry of Defence Police Wildlife Crimes Officer, Babcock Environmental and Building Co-ordinator staff is planned to take place again during 2013 nesting season. The aim year-on-year is to improve access to vehicles, equipment and reduce the number of gulls returning to the Base whilst conserving the gull species.

Due to other on-going bird control programmes being conducted in specific areas, there has been a reduction in the amount of bird guano and subsequently this has reduced the health and safety issues associated with exposure of personnel within these areas.

### 8.3 Port Health

The Base continues to be represented at the Scottish Ports Liaison Network (SPLaN), which meets on a quarterly basis.

A Ship Water Management Training Day was provided for SPLaN members. Presentations were given by Royal Navy Environmental Health Staff and Ships' Company members who kindly hosted SPLaN for a ship visit to gain an appreciation of how the potable water system is managed on-board. The event was very successful and an article summarising all the activities was published in the Royal Environmental Health Institute of Scotland newsletter and journal.

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. 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.

Ship Sanitation Inspections of new-builds were undertaken together with Safety and Readiness Check Inspections following refit.

### 8.4 Awareness Campaigns

The Environmental Health Department participated in the HIE-Life Exhibition raising awareness of food and personal hygiene and pest control issues on the Base and the control methods to ensure a safe and healthy work environment.

## 8.5 Other Activities

The OEHD (Occupational and Environmental Health & Hygiene Department) 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.

A presentation on habitability and control of communicable disease on submarines was given at the Tri-Service Environmental Health Conference at RAF Wyton.

Class Occupational and Habitability Noise Surveys were undertaken on one P2000 Class ship and a submarine.

## 8.6 Legislative Impact

Following the UK Government's decision to reduce the scope of the UK-wide Food Standards Agency, an independent review panel has been convened in Scotland, which is recommending that a new body for food safety, food standards, nutrition, food labelling and meat inspection be created in Scotland. This may result in new legislation and impact on how food safety and trading standards are enforced in the future.

## 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) (as amended 2011 by SI 1885) 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 2012/13.

RNAD Couport	Class 1.1L (Explosives)	13200 kg
	Class 1.1D (Explosives)	385 kg
	Class 1.3C (Explosives)	<1 kg
	Class 1.4B (Explosives)	<1 kg
Medical Centre	Class 6.2 (Clinical Waste)	790 kg
Crombie (RS 29)	Class 2.1 (Flam Gas L/R/D)	115 kg
	Class 2.2 (Refrigerant)	594 kg
	Class 2.2 (Compressed)	248 litres
	Class 9 (Miscellaneous)	2200 kg
General Purpose Support Store	Class 2.1 (Flam Gas L/R/D)	1636.1 kg
	Class 2.2 (Non Flam Comp Gas)	7618.35 litres
	Class 2.2 (Refrigerant)	2495.57 kg
	Class 2.3 (Toxic Gas)	1 kg
	Class 3 (Flammable Liquid)	30175 litres
	Class 4.1 (Flammable Solid)	25 kg
	Class 4.3 (Dangerous When Wet)	7.5 kg
	Class 5.1 (Oxidizers)	9138 kg
	Class 6.1 (Toxic Substance)	23 litres
	Class 8 (Corrosive Liquid/Solid)	3349 litres / 2241 kg
Class 9 (Miscellaneous)	21945.3 kg	
Nuclear Compliance	Class 7 (Various isotopes/UN Nos)	39 Movements 33 Excepted Packages & 6 Fully Regulated Total Activity 309 GBq
Motor Transport Garage	Class 2.1 (Flam Gas L/R/D)	458 kg
	Class 2.2 (Refrigerant)	975 kg
	Class 2.2 (Non Flam Comp Gas)	1458 litres
	Class 3 (Flammable Liquid)	600 litres
	Class 5.1 (Oxidizers)	6800 kg
	Class 9 (Miscellaneous)	3000 kg

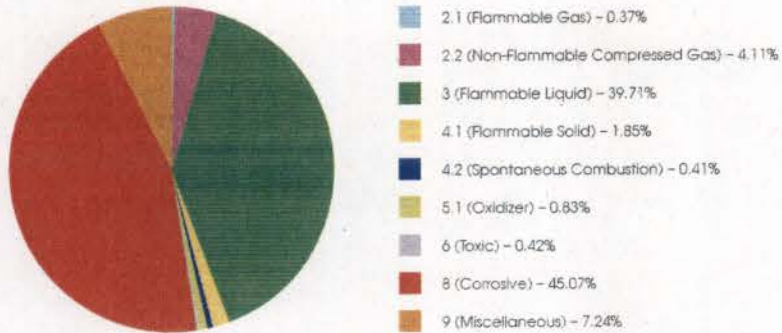


### 9.3 Material Assessment Centre – Hazardous Waste

HMNB Clyde produced 28,588 litres of liquid and 9,057 kilograms of solid waste subject to dangerous goods carriage legislation during 2012. In comparison to last year these figures represent a substantial 40% decrease in liquid waste while the amount of solid waste rose by around 57%. Overall there was a 27% decrease in hazardous waste. As with previous years, improved waste collection services, improved returns processes and customer awareness have driven down the amount of waste.

Similarly to 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.

## 10. Audit and Verification

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A total of five SHEF led audits were planned and conducted between April 2012 and March 2013.

External body, Lloyds Register Quality Assurance (LRQA) continues to review the effectiveness of HNMB Clyde's Management Arrangements on an on-going basis, with Quality (9001) and Environmental (14001) certifications being audited in tandem commencing April 2013.

The Base-wide corporate audit programme remains the vehicle with which to plan and conduct specific Safety, Health, Environment and Fire (SHEF) related audits or inspections. SHEF related issues are included in the scope of audits/inspections where applicable, with the audit and inspections information being managed via the Clyde "Assessment Suite".

The 2013/2015 corporate audit programme has been developed via input from each relevant stakeholder (Quality, Health & Safety and Environment Departments). The plan has been published and is currently being worked to.

## 11. Objectives and Targets 2013/14

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### 11.1 Introduction

The objectives and targets for 2013/14 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 and accident reporting. The following objectives and targets will underpin the cultural improvements already made under the banner of Our Challenge on Safety.

### 11.2 Systems and Processes

- Conduct a full review of Babcock/MOD Construction Design Management (CDM) arrangements
- Conduct a review of HMNB Clyde's Occupational Health & Safety Management System (SMS)
- Conduct a review and implement any changes of HMNB Clyde's Control of Substances Hazardous to Health (COSHH) arrangements
- Implement the pilot of the Self-Regulation model
- Conduct a full review of HMNB Clyde's Hand Arm Vibration Syndrome (HAVS) arrangements

### 11.3 Communications

- Review in conjunction with the Practitioner's role and the Audit Programme Site Compliance & Active Monitoring Checks (SCAMPS)
- Conduct a review of Near Miss Reporting within HMNB Clyde

### 11.4 Behavioural Safety

- Implement the requirements of the IIF® Phase III Plan

### 11.5 Occupational Health

- Develop a plan and schedule for six Occupational Health themed events throughout HMNB Clyde
- Set up a satellite Occupational Health provision to the ABL Alliance at RNAD Coulport
- Continue to support the review of HAVS, Work Related Upper Limb Disorders (WRULDs), Dermatitis and Respiratory Hazards

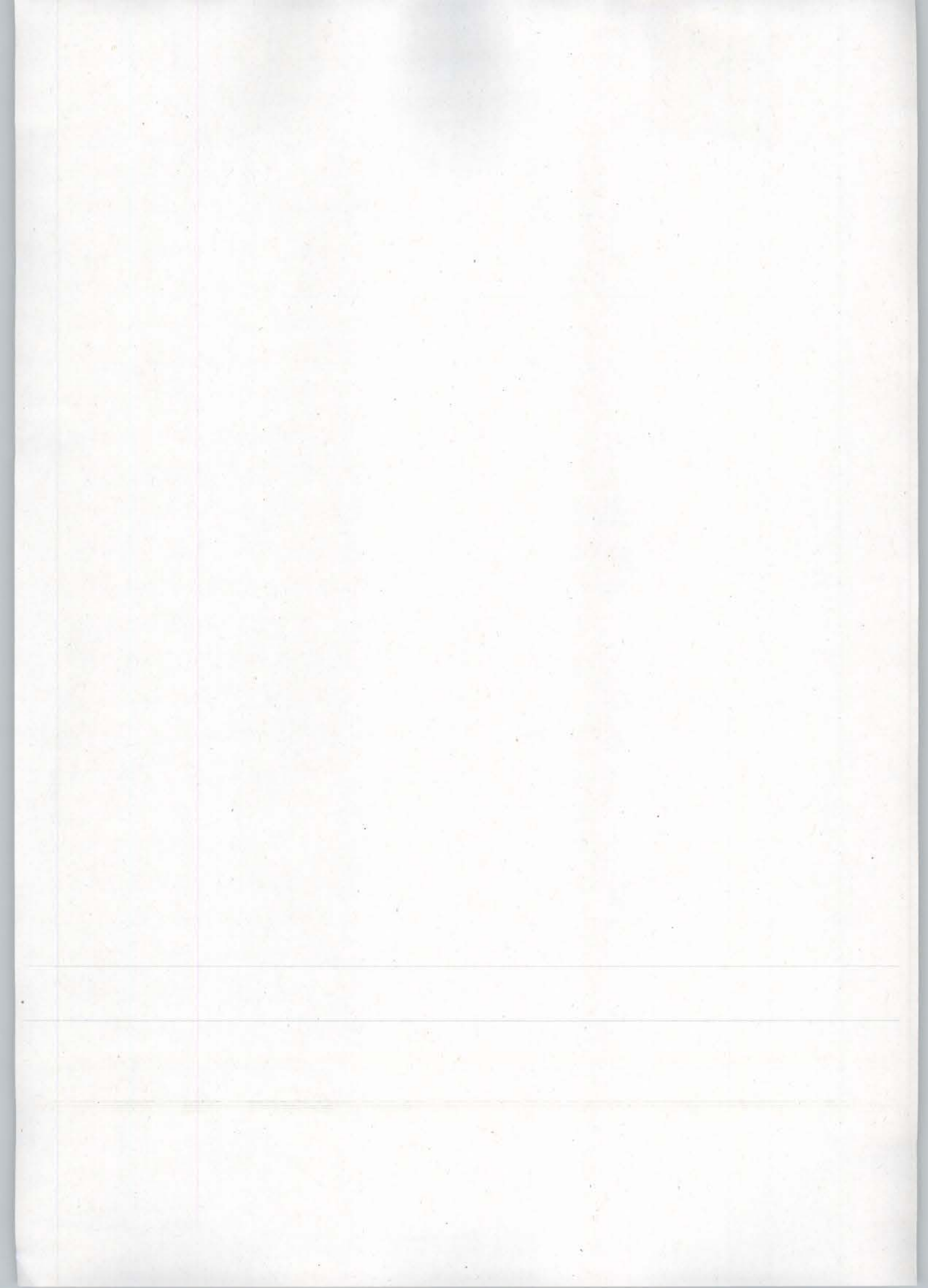
### 11.6 Environment

- Identify and record Astute Training Facility's environmental aspects in order to migrate the facility into HMNB Clyde's ISO14001 accreditation.
- Ensure the proposed environmental content of B audits for the newly published HMNB Clyde Corporate Audit Programme is fully completed over 2013/14.
- In conjunction with ABL Alliance at Coulport implement a programme to ensure all staff are fully aware and appraised of their EMS requirements at HMNB Clyde.

# Notes

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*(This section contains faint, illegible handwriting on lined paper.)*



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