



AEA group Safety Health and Environmental Report

November 2007

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1 Our Vision, Values and Approach

Andrew McCree, Chief Executive Officer for the AEA group, has encapsulated our vision for the company in the following statement:

“We will be the best at Safety, Health and Environment”

To achieve this vision, the AEA group has initiated a series of programmes designed to achieve excellence. The first of these programmes, on safety, started in October 2005.

In working towards excellence, AEA Technology will work within the framework set by its key values:

“We keep our promises”

“We build strong, long lasting relationships”

“We recognise and develop our people”

“We make a difference”

Safety and environmental control measures are derived from risk management techniques and form part of AEA's risk-based internal control system. This includes management arrangements implemented by suitably qualified and experienced staff, appropriately monitored and reviewed as part of the annual risk review process overseen by the Board. We provide training to employees who are required to have a detailed understanding of requirements affecting their work.

We measure all recorded accidents and absences from work for one day or more due to a work related accident or occupational health condition. Every accident is investigated by senior management with a view to learning from them. The most frequent causes are slips, trips and falls, and these areas continue to be priorities for accident reduction activities.

The Board and senior managers regularly review safety performance statistics and monitor a range of KPI's including near miss reporting, timeliness of reporting, speed of occurrence investigation and compliance with the scheduled programme of safety monitoring.

The AEA Board received a report on health, safety and environmental performance in June 2007. That report covered the health and safety performance for the 2006/07 financial year and the environmental performance for the 2006 calendar year. This report provides a summary of our performance for those parts of AEA that represent the on-going business (ie omitting those parts divested in the Autumn of 2006).

2 Our Policy

AEA's **SHE** vision is *"to be the best at Safety, Health and Environment"*.

We care for and are responsible for our employees, our contractors and all others affected by what we do. In working towards our vision of SHE excellence, we will follow AEA's values:

We keep our promises
We build strong, long lasting relationships
We recognise and develop our people
We make a difference

For Safety, Health and Environmental performance we will:

- Comply, as a minimum, with legislation
- Ensure that the way we work reduces the risk of harm to a minimum
- Constantly seek ways to improve towards our goal of excellence

To achieve this we will:

- Communicate our policies to our staff and stakeholders
- Set specific goals and use annual targets to help achieve these
- Maintain clear and simple management systems and procedures
- Drive a culture of ownership and excellence
- Monitor performance and report progress, aiming for continuous improvement

Everyone in AEA is responsible for meeting these commitments – directors, managers and all employees. And so we will:

- Ensure everyone knows and understands their responsibilities, are well trained and competent and are held accountable
- Ensure that we learn from accidents and near misses
- Recognise and reward staff for their initiative in driving improvement and excellence.

We will review our Safety Health and Environmental policies and performance every 12 months and revise as directed by the Board of AEA Technology.



Signed:
Bernie Bulkin

3 Safety and Health Report for 2006/07

3.1 Safety Performance

The AEA group establish safety KPIs at the start of each financial year and monitor performance against these. The performance for 2006/07 is shown in Table 1.

Table 1 Safety KPIs

Safety KPIs	
Key Safety Outcomes	2006/7
RIDDOR Incidents *	3
Lost Time Accidents (LTAs, inc RIDDORS))	10
Prosecutions, Prohibition Notices and Improvement Notices	0

Key Leading Indicators	2006/7
Near Miss Ratio	3.1
Reporting of Unusual Occurrences within 3 working days	92%
Investigation of Occurrences – Category D (minor) action Plan agreed within 10 working days	87%
Investigation of Occurrences – Category C (major) – Action Plan agreed within 20 working days	100%
% of phased schedule of safety compliance audits and inspections completed on time)	102%
% of planned defensive driving training completed within the year	188%

* RIDDOR Incidents* are incidents that are reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations. All three AEA RIDDOR incidents were LTA's of >3days.

Safety performance, as measured in the Key Safety Outcomes, fell below our aspirations, although the AEA group again had no prosecutions. There were 10 LTAs, including 3 RIDDOR incidents.

The 3 RIDDOR reportable incidents were:

- October 2006, injured back while attempting to lift pump,
- October 2006, injured wrist while attempting to prevent wheeled bin from falling off tail-lift of lorry,
- February 2007, injury to back while lifting drum.

In addition to the 3 LTAs that were reportable, the remaining 7 LTA's were:

- June 2006, bad headache and sore eyes following extended work at computer
- July 2006, shoulder pain as a result of manual handling
- August 2006, tripped over bag on floor and injured back
- January 2007, pain at top of leg as a result of pulling trolley
- February 2007, repetitive strain injury as a result of extended work at a work station
- February 2007, repetitive strain injury as a result of extended work at a work station
- March 2007, work related stress

Specific action plans have been put in place in parts of AEA where these more serious accidents were most prevalent.

The near miss ratio was well ahead of target, and significantly better than in 2005/6. This follows major awareness raising initiatives as part of AEA's Safety Excellence Programme. Collecting the near miss data also enabled us to take pre-emptive action in a number of areas to reduce hazards.

Despite improved reporting, the total number of accidents (including minor ones) reduced slightly (from 172 to 166).

Other leading indicators of safety performance (promptness in reporting, time to agree action plans after incidents, and implementation of audit/inspection programmes) were all above or close to target.

Driving was given a high priority within the Safety Excellence Programme. Table 1 shows that we exceeded our planned defensive driving targets (64 people were trained, compared with 39 in 2005/6). There were 6 driving accidents during the year, but none serious.

Major accommodation moves took place during the year. Lessons learnt during earlier moves were successfully applied to later moves, and all were completed without incident.

3.2 SHE Management

3.2.1 System Development

The AEA SHE Management System was rationalised during 2006/7 to account for the company restructuring/divestments in September 2006. This significant exercise was substantially completed, as were the majority of other actions in the Annual SHE Management Improvement Plan.

The annual review of the SHE Policy led to substantial change this year. The opportunity was taken to reflect the standard of excellence AEA seeks to achieve.

3.2.2 Safety Excellence Programme

Very significant management resources were committed to our 'Safety Excellence' programme during 2006/7, a programme aimed at creating lasting improvement in our safety performance. We are a relatively low risk business, but face the usual office based hazards (slips, trips, falls), driving hazards, and some special hazards (particularly manual handling) in our laboratory areas. The safety excellence programme was started in late 2005/6, and was rolled out fully in 2005/6. During the year we:

- simplified and clarified our policies and procedures, and importantly started to introduce mandatory standards of behaviour in key areas (e.g. driving).
- trained and updated all of our line managers in safety management, and in their personal responsibilities for it.
- ran a number of special awareness raising initiatives, with full employee involvement. This included, for example, the importance of reporting near misses, so that we learn from our mistakes. Near miss reporting improved by over 50% as a result.
- increased our focus on defensive driving training. We exceeded the number of people that we planned to train in this way by 88%, training 64 people during the year.
- launched annual detailed driver checks - mileage driven (both home and work) training, licence points, accident record etc, to provide information to inform future training and provide a performance baseline.

3.2.3 Safety Awards

AEA received two awards from RoSPA during 2006/7:

- the Gold Medal Award for Occupational Health and Safety as recognition of continued good performance over a five year period.
- the Behavioural Safety Best Practice Award. This new award established by RoSPA is designed to promote developments in behavioural safety specifically.

3.2.4 Training, Awareness and Competence

All induction courses for new employees in 2006/7 included sessions on safety and environmental management. Significant levels of safety training were delivered as part of Safety Excellence. This included safety training for managers, emergency management and control training for senior managers and the production of an online guide for SHE 2000. Other safety and environmental training was targeted to meeting individual training requirements including ongoing fire awareness, defensive driving and manual handling training.

3.2.5 Communications

The SHE Forum met three times during the year with the objectives of promoting a two-way dialogue on SHE performance across the business, and to promote best practice. The Forum has supported improvement initiatives and exchanging ideas across the company.

Four issues of 'SHE Matters' were published, with a special issue being devoted to environmental issues. Other regular internal newsletters included safety and environmental articles. Employees have also been consulted through staff representatives, employee satisfaction questionnaires and safety briefings. The launch of each Safety Standard as part of the Safety Excellence Programme also involved a significant staff consultation period.

3.2.6 Regulatory Matters

No prosecutions, prohibitions or improvement notices have been served in connection with the activities of AEA by the Health and Safety Executive (HSE), Nuclear Installations Inspectorate (NII), Environment Agency, DEFRA or the police authorities. The business continued to support the Environment Agency with consultancy and field services in a number of areas.

3.2.7 Environmental Aspects Register

The business Environmental Aspects Register and the Register of Legislation and Obligations were reviewed during the year as required under ISO 14001, and remained broadly unchanged for the on-going business.

3.2.8 Emergency Preparedness and Response

Following the company restructuring in September 2006 the procedures for emergency preparedness and response were reviewed. Our system was rationalised, and documentation was developed for Senior Managers. Emergency management and media management training were provided.

3.2.9 Monitoring and Measurement

Monitoring is conducted through the integrated environmental and quality audits carried out by AEA's internal audit team. External audits were conducted by LRQA in May and November 2006.

4 Environmental Report for 2006

4.1 Environmental Performance

AEA has shown improvement in the control and management of environmental impacts. We remain accredited to ISO 14001.

4.1.1 Energy

Energy consumption (as measured by building meters etc) reduced by 15% from financial year 2005/6 to calendar year 2006, because of investment building consolidation and in some cases moves to more energy efficient buildings. Consumption per head reduced by 10%.

The reduction in CO2 emissions from energy use was less marked (10%) because of an increase in the % electricity component, and emissions per capita reduced by 5%.

4.1.2 Air Travel

The distance travelled by air reduced by 7%.

4.1.3 Road Travel

The distance travelled by road reduced by 8%.

4.1.4 Water

Historic data are not available and so no trend can be reported. However the baseline was established for 2006 and so trends can be reported in future years.

4.1.5 Waste

Office waste (all categories) reduced in 2006: the overall reduction was 50% (partly due to large amounts of waste being produced in 2005 when particular buildings were vacated).

Arrangements are in place to sample discharge from B551.11 at Harwell to confirm whether this is within the Thames Water discharge consent levels. It is anticipated that this will be undertaken before the end of June 2007.

Hazardous waste increased, but this was because of a one-off clear-out of old chemicals during relocation of laboratories into a new smaller building.

Paper use per person reduced by 25%.

4.2 Environmental Initiatives

Actions within the Annual SHE Management Improvement Plan for 2006/07 included:

- Green Transport Fortnight
- Car Free Week
- National Tree Week
- One Bin Day
- Carbon offsetting for domestic flights.

Other initiatives through the year included:

- Gemini Building at Harwell transferring to a Green Electricity Tariff
- Schemes to encourage car sharers, cyclists, and public transport users
- Cycling to Work Day
- Car sharing support at Harwell (including co-ordination with the site landlord and other tenants) and at Glengarnock
- Reserved parking for car sharers at Harwell
- Recycling schemes, including the introduction of schemes for card, magazines, paper, metal cans, glass, and plastic at Glengarnock
- Best practice guidance for waste management was reviewed and updated
- Awareness raising schemes for good practice in energy use (e.g. shutting down computer monitors, turning equipment off over-night and at weekends)
- Awareness raising schemes for good practice in printing (e.g. photocopying reduction, double sided printing)
- Initiatives to ensure waste reduction following the move of 200 staff into the new Gemini building
- Awareness raising of benefits of video-conferencing between Harwell and Glengarnock.

4.2.1 BCE Environmental Leadership Awards

AEA has sponsored these national awards for many years. BCE (Business Commitment to the Environment) promotes and rewards Environmental Leadership, and is based strongly on 'business judging business'.

AEA is the lead sponsor, contributing about £20k of in-kind support - secretariat, marketing, running the judging panel, etc. A successful Awards ceremony took place in May 2006 in London, with David Cameron as the guest speaker.