



# AEA group Safety Health and Environmental Report

September 2008

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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. The second, on environment, started in April 2007. Our safety performance improved significantly in 2007/08 as a result of our safety excellence programme. Our environmental performance also improved and we are targeting further improvement as a result of our environmental excellence programme.

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.

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 2008. That report covered the health and safety performance for the 2007/08 financial year and the environmental performance for the 2007 calendar year. This report provides a summary of the report to the Board.

## 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 2007/08

## 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 2007/08 is shown in Table 1.

**Table 1 Safety KPIs**

Safety KPIs	
Key Safety Outcomes	2007/8
RIDDOR Incidents *	1
Lost Time Accidents (LTAs, inc RIDDORS))	2
Prosecutions, Prohibition Notices and Improvement Notices	0
Number of Actual Category D** Accidents (per person)	0.25
Number of serious or potentially serious work related driving incidents (that are AEA employee's fault)	1

Key Leading Indicators	2007/8
Near Miss Ratio	2.6
Reporting of Unusual Occurrences within 3 working days	92%
Investigation of Potential Category A+B+C*** (major) Incidents and Action Plan agreed within 20 working days	100%
% of phased schedule of safety compliance audits and inspections completed on time	93%
% of planned defensive driving training completed within the year	100%

\* *'RIDDOR Incidents' are incidents that are reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations.*

\*\* *Category D incidents are minor accidents.*

\*\*\* *Category A, B & C incidents are major accidents.*

Safety performance, as measured in the Key Safety Outcomes, improved considerably during 2007/8 compared with 2006/7. There were only 2 LTAs, including a single RIDDOR incident (compared with 10 and 3 respectively in 2006/7). Additionally, there were again no prosecutions.

The total number of incidents reported continued to increase over the previous year. This was associated with an increase in the number of minor accidents reported while the number of near misses remained approximately the same. Analysis suggests that awareness campaigns have encouraged the reporting of more minor accidents, including those that may not have been reported otherwise. There was little change in the injury profile with cuts and scraps, bruises and knocks, and sprains and strains being the dominant areas.

Work related driving is considered to be one of our higher risk activities and so driving continues to have a high priority under our SHE management processes. There was a single potentially serious work related driving accident where AEA was deemed to be at fault, although little harm was actually done. Several other near misses were reported, including some involving poor driving on AEA sites by non-AEA people. Where appropriate reports were passed to the relevant landlords for action.

## **3.2 Safety Management**

### **3.2.1 System Development**

The AEA Safety Management System was rationalised during 2006/7 to account for the company restructuring/divestments in September 2006. This significant exercise was completed in 2007/8, as were the majority of other actions in the Annual SHE Action Plan.

### **3.2.2 Safety Excellence Programme**

Very significant management resources continued to be committed to our 'Safety Excellence' programme during 2007/8, 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 essentially completed in 2007/8 with all relevant aspects being embedded within the normal SHE system. During the year we:

- Held a Safety Week which encouraged staff to consider the consequence of what they do and how this might represent a hazard to others in the work place
- Launched the Safety Responsibility Standard and Handbook
- Completed the Skills Training and Competence documents
- Completed the Risk Assessment Standard and Handbooks
- Reviewed our procedures for UNOR reporting and investigation
- Completed a benchmarking exercise through CHaSPI.

Improvements started during the Safety Excellence Programme will now be driven forward by processes that have now been embedded in the safety management system.

### **3.2.3 Benchmarking**

The AEA group was once more awarded the RoSPA Gold Medal for Occupational Safety which recognises six successive years of good safety performance.

An additional benchmarking exercise was undertaken as part of the Safety Excellence Programme to enable us to compare our safety performance with other companies. AEA registered with the HSE Corporate Health and Safety Performance Index (CHaSPI). The exercise shows that our current performance is in the top 25 % of companies registered with CHaSPI.

### **3.2.4 Emergency Preparedness and Response**

Two exercises were undertaken during 2007/8:

- One involving a local chemical spill which tested the effectiveness of the Spill Response Team.
- One involving an accident of a vehicle being driven by an AEA person which tested the effectiveness of our Gold/Silver Senior Management emergency response procedures.

Various reviews of the relevant documentation have been undertaken as a result of lessons learnt from these exercises.

A Business Continuity Plan was also published on the AEA intranet in February 2008.

### **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.

Only a single issue of 'SHE Matters' was published during the year as safety and environmental related messages are now included within the company's internal newsletter. Employees have also been consulted through staff representatives, employee satisfaction questionnaires and safety briefings.

# 4 Environmental Report for 2007

## 4.1 Environmental Performance

AEA's management systems aim to ensure that external requirements are met; that the environmental impact of AEA's activities are minimised; continuous improvement involving target setting and monitoring is driven forward; environmental benefits of AEA's products and services are maximised; and that AEA provides adequate resources, training and information.

AEA set up an Environmental Leadership task force at the beginning of the year and new KPIs will be set in the early phases of this project.

AEA's business activities mainly involve consultancy and so the Group is not an intensive user of energy or generator of large amounts of waste. AEA's primary environmental impacts are business travel, utilities consumption and office waste production.

The total CO<sub>2</sub> emitted as a result of current business activities fell by 7% compared with the previous year. Total CO<sub>2</sub> levels per person from business activities fell by 9% in 2007 compared to the 2006 levels (a significant benefit being gained from deliberately exiting one of our buildings which had a very poor energy performance). Gas consumption reduced by nearly 38% per head due to changes in accommodation.

Road travel (excluding van use for which comparative data are not available from the previous year) was down by 1% and air miles were down by 26%.

Total waste levels from Harwell reduced by 16%, with recycling increasing from 58% in 2006 to 68% in 2007.

Average paper consumption reduced by some 19%.

AEA is committed to reducing its environmental impact and this report confirms its success in meeting this commitment.

AEA continued to operate in compliance with the conditions and limits of authorisations under relevant environment discharge regulations; and maintained its ISO14001 certification.

## 4.2 Environmental Initiatives

An Environmental Leadership task force was established in 2007/8 which produced a scoping study, a sustainability review and action plan that was submitted to the CEO. It is anticipated that the implementation of aspects of the action plan will commence in early 2008/9.

Specific environmental actions during 2007/8 included:

- Carbon Offsetting for Domestic Flights
- Agreement to join the London Green 500 Scheme
- Consideration of the environmental performance when sourcing new offices premises.

Other ongoing initiatives include:

- Gemini Building at Harwell operating on a Green Electricity Tariff
- Electronic Christmas cards
- Schemes to encourage car sharers, cyclists, and public transport users
- 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

- 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)
- 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 significant in-kind support - secretariat, marketing, running the judging panel, etc. A successful Awards ceremony took place in June 2007 in London, with David Miliband as the guest speaker.