

excellence through innovation

Pell Frischmann



**HEALTH AND SAFETY  
MANAGEMENT REVIEW REPORT  
1 January 2017 – 31 December 2017**

# HEALTH AND SAFETY MANAGEMENT REVIEW REPORT

## 1 January 2017 – 31 December 2017

### 1. PURPOSE OF THE HEALTH AND SAFETY MEETING 2017

It is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996 that PF consults the Local H&S Co-ordinators with regards to H&S issues that affect the Company and its employees. Issues may include:

- Updating the H&S documents within BMS
- Accident/incident trends
- H&S training
- H&S consequences of new technology introduction
- Provision of all information required under H&S legislation
- Introduction of any measures that may affect H&S
- Arrangements for competent H&S assistance as required by the Management of Health and Safety at Work Regulations 1999 as amended 2006

This Report covers the period from the 1 January 2017 to the 31 December 2017.

The annual H&S Meeting is scheduled to take place on the 5 February 2018 at 11.00AM, by conference call.

### 2. REVIEW OF OUTSTANDING ACTIONS FROM THE LAST MEETING

There are no outstanding actions from the last meeting.

### 3. THE DEGREE TO WHICH THE HEALTH & SAFETY OBJECTIVES AND TARGETS HAVE BEEN ACHIEVED SINCE THE LAST MEETING

Objectives and targets set at last Meeting	Objectives and targets achieved by 31 December 2016
Maintain certification to OHSAS18001: 2007 (5 offices)	Achieved
No prohibition notices or enforcement orders	Achieved
Reduce the Company Accident Frequency Rate from 0.95 to 0.90 No RIDDOR accidents	AFR = 0.55. Achieved 1 RIDDOR accident (London office)
Zero non conformity arising from Evaluation of Compliance with Legal & Other Requirements (H&S audits)	Not achieved. 10 internal audits performed & 16 CARs issued (2016 – 8 internal audits & 19 CARs issued)
Comply with H&S legislation and other applicable standards Office Principals by: <ul style="list-style-type: none"> <li>➤ Monitoring changes in H&amp;S legislation and other standards and ensure that PF's register and processes are updated accordingly.</li> <li>➤ No enforcement notices.</li> <li>➤ No non-conformities from external auditors</li> </ul>	Achieved  Achieved Not achieved - 4 minor CARs issued
100% of First Few Days Induction Checklist and their Griffiths and Armour H&S training modules/tests; to be completed on time (within 30 days of joining the Company).	Not achieved – approximately 98% compliance achieved
100% of the refresher Griffiths and Armour H&S training modules/tests; to be completed on time (within 30 days of the training account being set up).	N/A

### 4. REVIEW HEALTH & SAFETY POLICY

The Health & Safety Policy meets the requirements of OHSAS18001: 2007. The Policy is linked to the Vision, Mission and Core Values.

# **HEALTH AND SAFETY MANAGEMENT REVIEW REPORT**

## **1 January 2017 – 31 December 2017**

### **5. UPDATING THE H&S DOCUMENTS WITHIN THE BMS**

- The H&S Director signed the H&S Policy on the 1 May 2017
- All H&S Work Instructions have been reviewed to ensure these meet the requirements of ISO9001: 2015 and ISO14001: 2015
- The Register of Legal and Other Requirements was last reviewed on the 1 December 2017

### **6. H&S CONSEQUENCES OF NEW TECHNOLOGY INTRODUCTION**

The new ERP System (timesheets, expenses and absences) is being introduced into the Company in January 2018. Analysis of working hours and business mileage incurred will be much easier and will be 'live' information. This will enable PF to ensure it complies with relevant H&S Regulations.

BIM Level 2 is currently being introduced for a Highways Sector bid. In time, all sectors will be BIM Level 2 compliant. BIM Level 2 can be programmed to ensure that the project's Design Risk Assessment (DRA) is uploaded into the project library within the common data environment. Any design issues that are raised when the clash detection programme is run, will identify if the DRA and H&S File requires further revision.

### **7. PROVISION OF ALL INFORMATION REQUIRED UNDER H&S LEGISLATION**

The provision of all information required under H&S legislation is achieved through:

- Safety alerts issued by clients and contractors
- Access to various websites such as BSI, HSE Direct and UK Parliament website
- The Company's Legal and Other Requirements Register
- Information received from Griffiths and Armour (Company's insurers), relevant professional institutions, the Company H&S Co-ordinator, IOSH and magazines
- Vendor information and presentations
- Overseas travel information on the Foreign and Commonwealth Office website

### **8. INTRODUCTION OF MEASURES THAT MAY AFFECT H&S AND ARRANGEMENTS FOR COMPETENT H&S ADVICE**

To satisfy the requirements of the Management of H&S at Work Regulations 1999 as amended 2006; the Company has appointed Caroline Roche as the Company's H&S Co-ordinator for office and construction sites H&S advice and Richard Fisher is handing over to Kamran Keenan all rail H&S advice.

H&S Audits of all PF offices are performed by the Quality Co-ordinator (Caroline Roche).

The Local H&S Co-ordinators (LHSCs) continue to undertake their roles and fulfil their responsibilities with regard to H&S.

The Express Medicals For Cause contract (random and for cause drug, alcohol and substance abuse tests) was renewed on the 1 April 2017.

### **9. IDENTIFICATION OF H&S DEPARTMENT RESOURCE NEEDS**

The necessary resources are provided by the H&S Director, the H&S Co-ordinator, Rail H&S Co-ordinator and Local H&S Co-ordinators. No additional resources are required at present, although under review due to existing and potential acquisitions.

### **10. INTERNAL HEALTH AND SAFETY AUDITS**

Ten internal H&S audits were performed between the 1 January 2017 and 31 December 2017 resulting in 16 CARs being issued (8 audits resulting in 19 CARs being issued during 2016). Average CARs Per Audit KPI = 1.60 (2016 = 2.375).

# HEALTH AND SAFETY MANAGEMENT REVIEW REPORT

## 1 January 2017 – 31 December 2017

The CARs are broken down as follows:

CAR	Bir	Exe	BS/ Lut	Lon	Wak	PFI	Total
DSE Risk Assessment not completed or actions from DSE Assessment not followed up	1	0	1	2	2	0	6
Workplace Environment – lack of tidyness	3	0	0	0	2	0	5
Lift Certificate – no current certificate in place or could be located during the audit	0	0	1	0	1	0	2
Electrical equipment not PAT	0	0	1	0	0	0	1
New Asbestos Management Plan required	0	0	0	0	1	0	1
No Site Preliminary Checklist in place before site visits took place	0	0	0	0	1	0	1
Total	4	0	3	2	7	0	16

In 2017, PF Luton and Desco's Sunderland office were included in the audit programme. During 2018 the following offices will need to be included in the audit programme:

- PF - Nottingham
- Desco - Croydon, Leeds and Manchester
- 4way Communication - Leamington Spa and Stockport

## 11. REVIEW EXTERNAL AUDITS

### BSI Audits

The OHSAS18001: 2007 certification has been maintained for PF's 5 UK offices during the year.

Eight audits had taken place resulting in 4 Minor CARs being issued (8 audits resulted in 3 CARs being issued in 2016). Average CARs Per Audit KPI = 0.50 (2016 = 0.375). The reason for the CARs are as follows:

Office	Nr of CARs	Reason for CARs
Wakefield	4	<p>IT equipment not PAT.</p> <p>Incorrect DSE form completed.</p> <p>Fire warden training not confirmed.</p> <p>CDM Principal Designer role not effective.</p>

### Achilles UVDB and RISQS Audits

During the year, the Achilles UVDB audit took place at the Exeter office, whilst the Achilles RISQS audit took place in Wakefield. One H&S CAR was issued during the Achilles RISQS Audit, as the BMS had not been updated by the Rail H&S Co-ordinator to meet new or revised Network Rail standard Office Principals. The Rail Sector Director is presently working to close this CAR out.

### CHAS Registration

CHAS registration has been renewed until 24 July 2018.

# HEALTH AND SAFETY MANAGEMENT REVIEW REPORT

## 1 January 2017 – 31 December 2017

### 12. HEALTH & SAFETY ACCIDENTS/INCIDENTS

There was one RIDDOR reportable accident in 2017. A member of staff based in the London office tripped over which resulted in a hairline fracture in an arm. The HSE was notified but has chosen not to investigate the accident.

There have been 4 accidents recorded during 2017 (6 accidents in 2016). The Accident Frequency Rate is 0.55 in 2017 (2016 = 0.96). These were:

Office	Nr of Accidents	Accident Mode
BS	2	Road traffic accident Cut finger
Exeter	1	Spilt hot tea over hand
London	1	Cut finger

There have been 9 incidents recorded during 2017 (2 incidents in 2016). These were:

Office	Nr of Incidents	Incident Mode
Birmingham	1	Tree uprooted in front garden. Caused by Storm Doris. Office evacuated
Exeter	2	Widespread power failure in Exeter, power surge resulting in small fire Large tree branch became unsafe in vicinity of rear car park
London	1	Part of ceiling light fell during demolition work in above office
Luton	2	Office front door jammed preventing access to office Office broken into
Wakefield	3	Driver's side window of van smashed by flying gravel Highway maintenance beacon 12 volt adapter overheated Suspected asbestos disturbance

Any necessary corrective actions from accidents and incidents have been implemented. Full details of accident and incident investigation can be seen in the various logs that are available on INNOV8 in the H&S Documents Library – Accident and Incident Records sub-directory and in the individual Accident and Incident Reports.

### 13. IDENTIFICATION OF HEALTH & SAFETY TRAINING NEEDS

It is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended 2006 and OHSAS18001: 2007 that all PF staffs receive adequate training. This is achieved through:

- Induction upon joining the Company and training identified in Personal Development Reviews
- Refresher training provided every three years
- Training identified as the need arises e.g project requirements, changes in legislation, planned/new activities for the Company

In May 2015; the Griffiths and Armour Interactive Training System replaced Croner Online. Every member of staff now has a training account with their own login (PF e-mail address) and password set up.

New starters are added to the Training System when they join PF. In December 2017, Desco staff were added to the Training System. Upon inquiries it seems that for 4way Communication, its Griffiths and Armour Interactive Training System is included free of charge when it's annual PI insurance is renewed. Therefore, 4way Communication staff will not be included in the Training System.

All permanent members of staff will be required to complete the following core modules and tests:

- Anti-bribery Awareness
- Environmental Awareness
- General Safety
- Display Screen Equipment
- Slips and Trips

# HEALTH AND SAFETY MANAGEMENT REVIEW REPORT

## 1 January 2017 – 31 December 2017

.Agency staff will complete the following modules and tests:

- General Safety
- Anti-bribery Awareness

The following modules will be completed by staff who undertake certain roles such as Office Manager, Caretaker and when staff are travelling overseas:

- Asbestos Awareness
- Hazardous Substances
- Working at Height
- Travelling Abroad

In 2017, Griffiths and Armour developed a system of automatic refresher training reminders. For PF and Desco staff, the reminders have been set up to remind staff that during their employment, refresher training is required every three years. The first reminders will be issued in May 2018.

It has been agreed to instruct Griffiths and Armour to develop a CDM2015 training module/test for PF and Desco designers, at a cost of approximately £2,000. If 4way Communication wish, the module/test can also be added to its account, free of charge. The draft module and test has now been written and it is anticipated that 'go live' will be in April/May 2018.

### 14. HEALTH AND SAFETY IMPROVEMENTS IN 2017

The following improvements were achieved:

- Monthly LHSC tours. These took place in the offices. Action completed.
- Deputy H&S Director tours – one office per month. Tours take place every six months. In 2017, the tours focused on general H&S duties and requirements and working away from the office. Action completed
- Expand eye test/lenses scheme (for either DSE or driving). Scheme is not being expanded. Action closed.
- H&S Awareness Briefings via INNOV8 Front Page. Completed.
- **H&S in Design Lessons Learnt via INNOV8 Front Page. No H&S in Design Lessons Learnt received.**
- **H&S Safety Alerts – via e-mail. None received during the year.**

### 15. SUGGESTED HEALTH AND SAFETY IMPROVEMENTS FOR 2018

The following improvements were not achieved in 2017 and have been carried forward into 2018:

- Quarterly Office Principal/LHSC office tour and meeting. To be confirmed with the LHSC's, at annual meeting. Ongoing.
- H&S to be an Agenda item at Management Meetings. To be confirmed at annual meeting
- **H&S Moment to be discussed at the start of all PF meetings**
- Advanced driver training for those who do significant business mileage per annum. G&A Driver Assessment launched. Those who score high risk of accidents will be offered advanced driver training. Ongoing.
- Instruct Griffiths and Armour to launch the CDM2015 module/test. Draft module/test written. Anticipate launch by 31 March 2018.
- Revise BMS to meet the requirements of ISO45001: 2018. Awaiting issue by BSI
- H&S in Design, modular design for manufacturing assembly, BIM Level 2

# HEALTH AND SAFETY MANAGEMENT REVIEW REPORT

1 January 2017 – 31 December 2017

## 16. SET HEALTH & SAFETY OBJECTIVES, TARGETS & PROGRAMME FOR 2018

Health and Safety Objectives	Action Required to achieve objective	Target date	Responsible
<p>Everyone makes safety personal and helps create a zero harm culture.</p>	<p>H&amp;S alerts issued</p> <p>H&amp;S Policy issued to all staff</p> <p>Ensure LHSC inspections are carried out every month and deficiencies are dealt with within three months. Any outstanding deficiencies are then escalated to the H&amp;S Co-ordinator</p> <p>Office Principals H&amp;S inspections are carried out, once per quarter</p> <p>100% of First Few Days Induction Checklist and the five Griffiths and Armour Interactive Training modules/tests to be completed within 30 days of joining PF</p> <p>100% of the refresher Griffiths and Armour Interactive Training modules/tests every three years; to be completed within 30 days of renewal notification being issued</p> <p>Ensure that all aspects of the PF H&amp;S management system are complied with</p>	<p>31 December 2018</p>	<p>H&amp;S Director</p> <p>H&amp;S Co-ordinator</p> <p>LHSC/Office Principals/ H&amp;S Co-ordinator</p> <p>Office Principals</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>
<p>Comply with H&amp;S legislation and other applicable standards</p> <p>Office Principals</p> <p>Zero non-conformity arising from Evaluation of Compliance with Legal &amp; Other Requirements.</p> <p>No prohibition notices or enforcement orders.</p>	<p>Monitor changes in H&amp;S legislation and other standards</p> <p>Office Principals and ensure that PF's register and processes are updated accordingly.</p> <p>No H&amp;S CARs issued by BSI</p> <p>Ensure that all aspects of the PF H&amp;S management system are complied with</p> <p>Monthly LHSC inspections and deficiencies addressed</p> <p>Internal audits</p> <p>Mentoring and training as required</p>	<p>31 December 2018</p>	<p>H&amp;S Co-ordinator</p> <p>Office Principals/All staff</p> <p>All staff</p> <p>Office Principals/LHSCs</p> <p>H&amp;S Co-ordinator</p> <p>Office Principals/All staff</p>

**HEALTH AND SAFETY MANAGEMENT REVIEW REPORT**  
**1 January 2017 – 31 December 2017**

Health and Safety Objectives	Action Required to achieve objective	Target date	Responsible
Maintain OHSAS18001: 2007 certifications. Seek ISO45001: 2018 Certification	Ensure those offices on the certificate are following all aspects of the PF H&S management system  No H&S CARs issued by BSI	31 December 2018	Office Principals/All staff  Office Principals/All staff H&S Co-ordinator
Prevent injury and ill health  Reduce the company Accident Frequency Rate from <b>0.95 to 0.50</b>  Zero RIDDOR accidents.	Occupational Health Work Instruction issued  Ensure that all aspects of the PF H&S management system are complied with  HazaOffice Principals are identified and appropriate risk assessments are in place  100% of First Few Days Induction Checklist and Griffiths and Armour Interactive Training modules/tests to be completed within 30 days of joining PF  100% of the refresher Griffiths and Armour Interactive Training modules/tests every three years; to be completed within 30 days of renewal notification being issued  Regular walk rounds in office undertaken and recorded  Health surveillance implemented; if required  Monitor H&S issues  Ensure that LHSCs are in place and are fulfilling their roles  Ensure LHSC inspections are carried out every month and deficiencies are dealt with within three months. Any outstanding deficiencies are then escalated to the H&S Co-ordinator	31 December 2018	H&S Co-ordinator  All staff  H&S Co-ordinator  All staff  LHSCs/Office Principals  Office Principals  H&S Director  Office Principals  Office Principals/LHSCs  LHSC/Office Principals/H&S Co-ordinator



**HEALTH AND SAFETY MANAGEMENT REVIEW REPORT**  
**1 January 2017 – 31 December 2017**

Health and Safety Objectives	Action Required to achieve objective	Target date	Responsible
Reduce the number of internal CARs raised for: <ul style="list-style-type: none"> <li>➤ H&amp;S Training – First Few Days Induction &amp; Griffiths and Armour Initial/Refresher Training to be completed within 30 days. <b>Zero CARs</b></li> <li>➤ DSE Risk Assessments to be completed within 30 days of joining the Company, 3 year renewal, when moving desk or an issue identified a new risk assessment is required. <b>Zero CARs</b></li> <li>➤ Workplace Environment. <b>Zero CARs</b></li> </ul>	Ensure LHSC inspections are carried out every month and deficiencies are dealt with within three months. Any outstanding deficiencies are then escalated to the H&S Co-ordinator Internal audits 100% of internal CARs raised are closed out by the target date Mentoring and training as required Ensure that all aspects of the PF H&S management system are complied with	31 December 2018	Office Principals/LHSCs H&S Co-ordinator All staff
Consult employees and seek their views on all matters affecting their H&S.	Staff presentation held in each office  Annual meeting with LHSCs H&S Director to distribute questionnaire to LHSCs seeking their feedback on H&S before meeting Consult with all staff regarding any H&S concerns Office/Unit/Department meetings	31 December 2018	Office Principals  H&S Director, H&S Co-ordinator & LHSCs
Safety management practice is a condition of employing third parties to assist with our operations.	Subcontractor and Agents Management Work Instruction issued  Internal subcontractor management audits performed	31 December 2018	All staff  H&S Co-ordinator