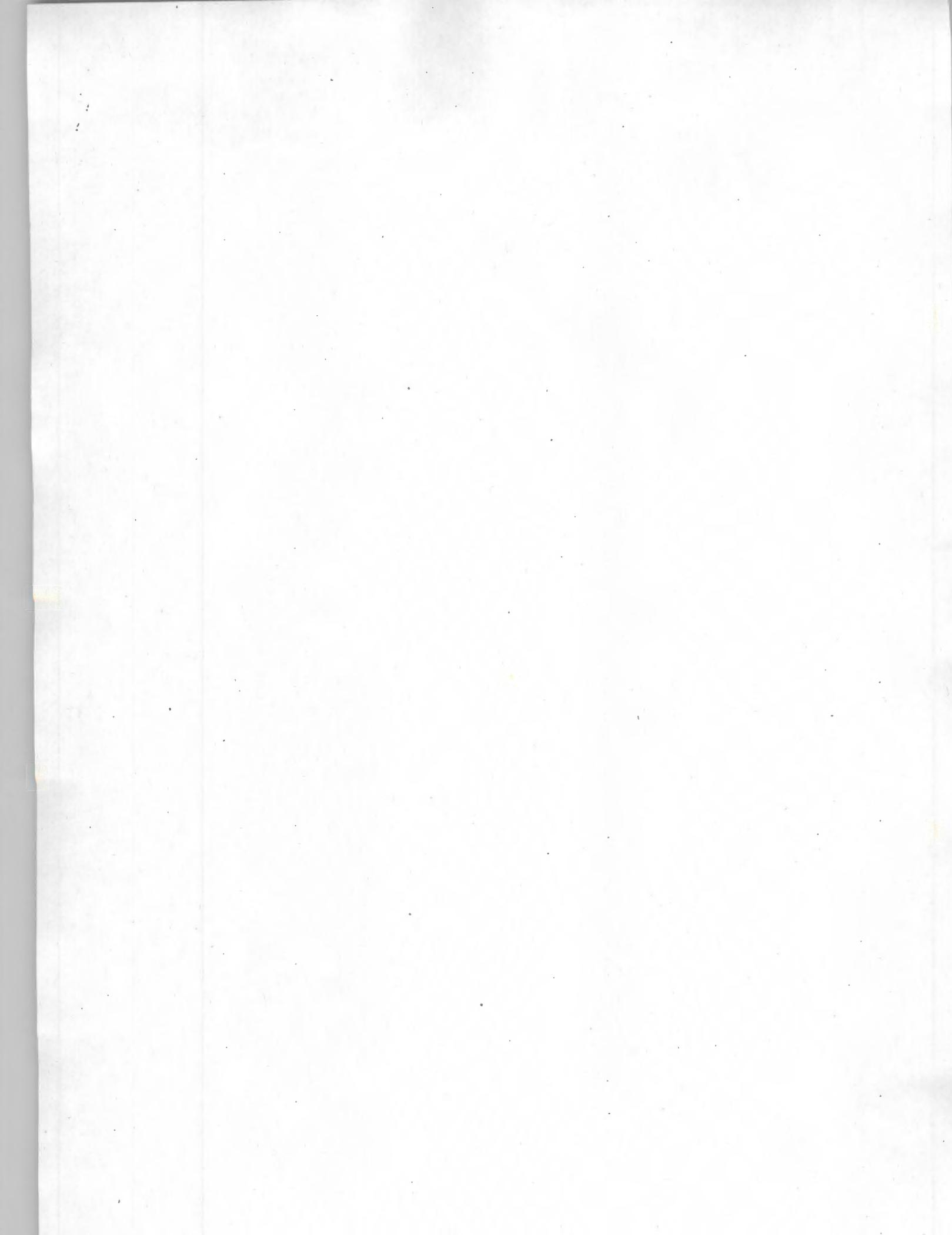


HM Naval Base Clyde

# Health and Safety

## Annual Report



## Progressing A Positive, Pro-active Safety Culture

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It is our aim to ensure that every person who enters HMNB Clyde, goes 'home safe every day'. During 2011/12 we continued to progress our Health and Safety objectives, driving towards an incident and injury free workplace.

- Our processes and procedures continued to be improved to reflect best practice such as ensuring our Safe Systems of Work (SSOW) are compliant with Joint Service Publication (JSP) 375 and the introduction of our Risk Assessment Toolkit.
- All areas now have robust, maturing Health and Safety improvement plans, however we continue to challenge ourselves across all areas of HMNB Clyde.
- We remain committed to ISO 14001 with a drive towards gaining re-certification.
- We continued to invest in developing 'Leaders of Safety' through our IIF® Programme which is the backbone of our behavioural approach to safety.
- A Submarine Enterprise peer review of Safety Culture at HMNB Clyde was conducted during 2011 and we are committed to act on the report by implementing the suggestions to further improve our safety performance.
- To demonstrate our commitment to a positive safety culture and reach audiences internally and externally, events such as our HIE-Life exhibition and roadshow and our apprentice safety conference have become annual events.

During the previous reporting period, we finalised our new Safety Strategy which sets out our long term objectives on Safety, Environment, Nuclear and Social practices. For 2012/13 our objectives continue to be prioritised to ensure the highest of standards

The Strategy will be addressed in three stages:

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

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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 in order to meet our aspiration for an incident and injury-free Base. Our safety initiatives include:

- A Single Control of Work Organisation
- Fully compliant Safe Systems of Work (SSOW)
- Full review of our Occupational Health outputs
- Accident/Incident investigation and reporting tool kit
- Re-certification of ISO 14001
- Further roll-out and development of our IIF® Programme

Throughout the year under review, our Incident & Injury Free® (IIF®) Programme continued to engage MoD/RN Base personnel, FASFL0T (Fastlane Flotilla) and Babcock employees in 'Orientation' Workshops as well the introduction of the Phase II Waypoint workshops.

A further Twelve people, who believe in everyone going home safe every day, were trained as Waypoint Facilitators to carry forward Phase 2 IIF® Programme and continue to educate and build an awareness of our drive to sustain a positive safety culture.

Overall we had another successful year in which accidents reduced by 24%. There has been a 6% drop in the number of near misses reported this year compared with 2010/11. One possible explanation is the fall in the number of adverse weather related reported compared with the previous year. Our challenge for 2012/13 is to ensure our people are still engaged in our 'positive' reporting culture.

## 1.1 Performance against Objectives and Targets (2011/2012)

### Combined Nuclear & Conventional Safety Culture

**Continue to Work towards a single Control of Work Organisation**  
Phase 2 complete.

**Accident/Investigation and Reporting**  
Complete.

### Communication

**Safety Campaigns and Communications**  
Ongoing.

**SHEF Committee Structure**  
Terms of Reference for all major SHEF Committees have been reviewed and re-issued.

**Launch Time Out For Safety (TOFS)**  
Complete.

## Learning and Development

### **Implement revised SHEF Training Strategy**

As part of the ongoing review of SHEF Safety Training and implementation of the Safety Training Strategy a course has been implemented for all Senior Managers and Directors to reinforce their responsibilities and duty of care under Health & Safety Legislation.

## Process Initiatives

### **Ensure Safe Systems of Work (SSOW) are fully compliant with JSP 375**

A review of all confined space processes took place resulting in the implementation and trial of a revised process which aligns confined space activities afloat and ashore. A training programme has been developed and implemented for Appointed Persons.

The next activity to be reviewed with regards to compliance with JSP 375 is Working at Height processes and procedures.

### **Full Review of Personal Protective Equipment (PPE)**

This is an ongoing objective assessing all the different criteria of PPE. Recently a gloves forum and trial was run in conjunction with a Hand Care Campaign. Currently Wet Weather Clothing is being assessed, with Clyde coming to the end of a trial period. Once completed the items which prove most favourable will be included on the Core Procurement List which will make up the Clyde's PPE profile.

### **Point of Work Checks (POW)**

Due to operational needs this has been re-assigned to 2012/13.

### **Self Regulation Safety Management Arrangements**

Due to operational needs this has been re-assigned to 2012/13.

### **Risk Assessment Toolkit**

Complete.

## Behavioural Safety

### **Develop, implement and rollout IIF® Waypoint for all other areas not involved in the IIF® Leaders of Safety Programme to complete Phase II**

Waypoint commenced rollout on 1 April 2011 and continued throughout the year as a follow-up to Orientation, forming the next step in people's understanding of behavioural safety. Twenty-two facilitators were trained throughout the year and the workshops were rolled out at Faslane and Coulport to just under 750 people from a range of organisations on-site.

### **Demonstrable Senior Management Commitment**

Commitment Visits continued across the Base, and continue to be a vital tool in engaging with areas that are harder to reach. This allows one-to-one feedback from people on how to improve the behavioural safety programme at Clyde.

### **Launch Time Out For Safety (TOFS)**

A standard Time Out For Safety template was designed and rolled out across the Base from August 2011. Issued monthly, the document contains information on Safety, Environment, IIF®, Occupational Health and other topics. This then instigates a two-way conversation about safety and well-being, for example driver safety, cycle safety and home safety. Random sample surveys have been introduced to ensure everyone is receiving a safety briefing in their area.

### **Launch Reward and Recognition Scheme**

Complete.

#### **Begin development of Phase III Plan**

The feedback received from Waypoint workshops, Commitment Visits and other avenues has allowed the development of planning for the next phase of our safety culture improvements at Clyde. It was recognised that some communication improvements are required to progress further. As such the year will start with an improved working relationship with the Trade Unions and a new poster campaign. This will enable us to engage with the workforce encouraging them to take ownership of the next phase, sustaining the changes we have made to our safety culture and continue to improve upon it.

#### **Deliver a Commitment Workshop**

Plans are underway to develop the safety leadership skills of our management population as part of Phase III.

#### **Deliver a 2nd Joint Safety/IIF®/Environment Exhibition**

Complete.

#### **Environmental**

##### **Re-certification of ISO14001**

Complete.

##### **Develop a methodology for calculative carbon footprint capture for HMNB Clyde**

Ongoing.

## **1.2 Continue to work towards a Single Control of Work Organisation**

Since the new Site Induction Process was introduced in May 2011 there have been further changes made in the ambition to achieve a Single Control of Work Organisation. The latest development includes the introduction of a revised Induction Presentation for families. This enhancement makes the information available to Royal Navy and Military Personnel families and others who visit the site regularly to use the facilities available.

## **1.3 Health Safety/IIF®/Environment Exhibition & Roadshow**

The second joint exhibition was held with great success in October 2011 and benefitted from more involvement from internal stakeholders such as the Sportsdrome, MoD Occupational Health and the Defence Fire and Rescue Service.

## **1.4 Accident/Investigation and Reporting**

Our Accident/Incident Reporting System (EMMA) has been replaced with a new system known as Aisweb which has been rolled out throughout Babcock International Group. Work has been ongoing to develop a system that covers the 4 sites which make up Marine & Technology (M&T) these being Bristol, Rosyth, Devonport and Clyde. A series of workshops, meetings and conference calls have taken place to bring the requirements of M&T together in the one system and provide commonality for reporting accidents and incidents on all sites.

It also brings commonality in terms of reporting and statistical information at Group level reporting throughout business units of Babcock International Group. The new system went live at HMNB Clyde in February 2012.

## 1.5 Safety Campaigns and Communications

### Hand Care Campaign

Due to a small rise in the number of hand injuries during 2010/11, a Hand Care Campaign was devised. The Campaign has been broken down into 4 component parts: Hand Hygiene – Creams & Soaps, Gloves; Knives and Machinery. Hand hygiene and gloves are leading the way in 2011/12 with the knives and machinery part of the campaign following on in 2012/13.

The hand hygiene element of the campaign is being developed in conjunction with Hotel & Catering with a plan being developed to have Skin Care Stations implemented in all the washing areas throughout the site.

The gloves element of the campaign began with a forum and trial of gloves applicable to the tasks performed for each section. Once the trial was completed, all those gloves that proved most favourable were included on the Procurement Team's Core List with a booklet produced detailing the gloves trialed and their properties which will be made available to all.

### Deliver an Apprentice H&S Conference in Conjunction with Trade Unions

In partnership with the Unite Trade Union, the Base Health & Safety team organised an Apprentice Safety Workshop which took place over a day and half in October 2011.

At what has now become an annual event, a total of 50 apprentices from both Clyde and Rosyth attended to hear how important Health & Safety is in their everyday lives.

This year's event was opened by Babcock Clyde's Managing Director, who talked about the Company's commitment to safety, the Convenor for Unite, also addressed the group, explaining the role of the Trade Union Safety Representatives.

## 1.6 Risk Assessment Toolkit

After the review of the Risk Assessment Module used on Clyde Management System (CMS) together with feedback from site employees and users of the system, it was decided that the system could be more user-friendly. It did not contain a reliable process to review and update new and old assessments.

To overcome this a new Risk Assessment Toolkit has been developed. This is an Excel programme which aims to make completion of risk assessments easier and provide help and information on hazards and risks along with guidance on how to complete a suitable and sufficient assessment.

Following a successful trial period, the Toolkit was introduced across HMNB Clyde and is available on the CMS. It also follows the same review and revision process as all other documentation held on the CMS.

## 1.7 Incident & Injury Free® (IIF®)

The reporting year started with the introduction of Waypoint to the IIF® Programme at Clyde, designed to follow on from and build on the initial awareness established by the Orientation workshop. Volunteers were sought from the workforce to be trained as facilitators, and across three tranches, twenty-two people were trained to deliver the workshops. At the end of the year there had been approximately 750 attendees through the Waypoint workshop, and the schedule continues into 2012/13.

Orientation attendance continues to be high, workshops were full in the latter half of 2011 and this continues in 2012. There was an upturn in attendance in 2011 from Royal Navy and Lodger Unit personnel, including two 'Super-Orientations' being carried out for some of the Vanguard Class submarine crews as part of their pre on-crew lecture week. There have been further requests for these large-capacity Orientation sessions for submarine crews in 2012.

Previous Posters that provide Health & Safety updates were re-introduced at the start of the 2011/12 reporting year as a joint venture between the H&S team and IIF® team. The design has been revised and the posters are displayed across the site to communicate progress on the main safety projects being undertaken and to provide an update on the incident statistics throughout the year. They are designed as a mostly visual communication tool adept at catching people's attention and giving a broad overview of site safety. More in-depth information is published through other communication channels such as SHEF Bulletins, Alerts, etc.

A new communication channel, Time Out For Safety (TOFS) was introduced across the Base in August 2011. A standard TOFS template was introduced, populated with statistics and information that can be used by all areas of the business to have a two-way conversation about safety. They are distributed on a monthly basis across the Base and are designed to be cascaded throughout the organisation to all employees. While they contain some high level information on statistics and initiatives, Heads of Department, Managers and Team Leaders are strongly encouraged to add their own local information to the brief for discussion. A survey was carried out after six months to determine if the TOFS information was reaching all areas of the business. The results of the initial survey were positive and to ensure these results remain consistent random sample surveys will be repeated on a regular basis.

In early 2012 the IIF® team were re-named the Safety Culture Improvement Team. This change was to reflect the progress the Base has made since the inception of our behavioural safety journey and how that the Incident & Injury Free® programme is now embedded as one of the tools that we use to improve our safety culture.

A new safety campaign has been devised in conjunction with the Trade Unions on-site, with the theme of One Base, One Team, One Safety Message. As we move into 2012/13 the working relationship with the Trade Union Representatives continues to improve and significant effort is being made to present a united front on all safety matters. Posters will be introduced across the site featuring people from the Base highlighting their reason for going home safe – some are with family members, some taking part in hobbies, and all tagged with the message 'another reason to go home safe'. These posters will be distributed throughout the Base to encourage others to think about the reason they go home safe and to reinforce safety as personal, relevant and important to everyone.

## 1.8 Launch Reward and Recognition Scheme

At the very end of the reporting year, the STARcard scheme was introduced at Clyde. STAR represents Safety Through Action and Recognition and the scheme is designed to recognise and reward positive contributions to safety. The purpose of the STARcards is to encourage the habitual and consistent development of positive safety behaviours, to encourage people to take pride in working safely, to make people feel valued and to encourage everyone to participate.

The STARcard scheme was finalised and launched in March 2012, with the cards being distributed by a rolling programme across the Base. The scheme has been designed in such a way that immediate recognition is given for positive safety behaviours, with a further option to recognise sustained performance in this area. The initial level of the STARcard scheme is open to all Base personnel, regardless of which organisation they work for, in order to achieve consistency in how we recognise positive contributions to our safety culture.

## 1.9 Re-certification of ISO14001

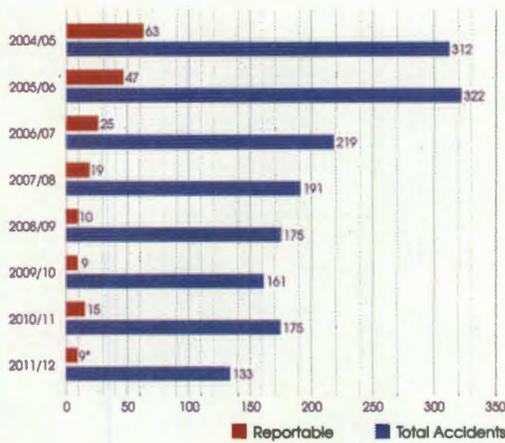
In September, Lloyds Register Quality Assurance carried out an audit at HMNB Clyde with a view to renewing the site's ISO14001 certification for environmental management. Five auditors over four days surveyed environmental management across a wide selection of activities in both Faslane and Coulport. The audit was very successful and the Base has had its certification renewed for another three years. The auditors especially commended the hard work of everyone in making sure that the environmental aspects of all the Base's activities are recorded, and that the significance of the environmental impacts are assessed for all those aspects.

## 1.10 Carbon Management Strategy Implementation

A Carbon Management Strategy is currently in development with the objective to facilitate the reduction of greenhouse gas emissions and reduce operational costs and environmental risks arising from Base activities in line with Babcock International Group policy and targets. A Carbon Footprint Model is being developed to capture carbon data, thereby targeting carbon reduction initiatives on areas with significant economic and environmental benefits. The Environmental Department will liaise with key stakeholders to more effectively manage authorised suppliers and resource use and promote sustainable management throughout product lifecycles with the long term objective of securing Carbon Trust Standard certification in line with Babcock International Group Policy.

## 2. Statistical Analysis

### 2.1 Injury Accidents



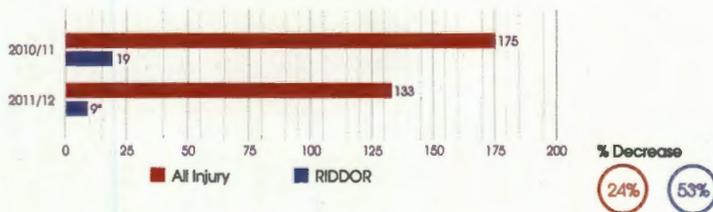
#### The HMNB Clyde Journey Long Term Comparator

This graph shows how far we have come on our journey towards an incident and injury free environment.

During the reporting period 1 April 2011 to 1 April 2012 HMNB Clyde recorded 133 accidents, of which were reported under the RIDDOR Regulations.

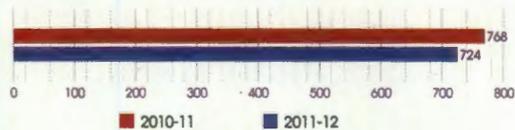
### 2.2 Comparing 2010/11 & 2011/12

We have reduced the number of recorded accidents in the All Injury and RIDDOR reportable categories as follows:



### 2.3 Near Misses

There has been a 6% drop in the number of near misses reported this year compared with 2010/11. One possible explanation is the fall in the number of adverse weather related unsafe conditions reported compared with the previous year.



## 3. Nuclear Safety Event Reporting (NSER)

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### 3.1 NSER Process Developments

The Nuclear Safety Event Reporting (NSER) system as part of the Single Event Reporting (SER) system continues to fulfil the requirement of Authorisation Condition 7 (AC7) – Incidents on Site. The Administration of these NSERs and their assessment is carried out by the Nuclear Safety Assurance Section (NSAS) who are part of the Directorate of Safety Assurance (DSA). Although the NSER system is part of the SER system, the SER only provides a reporting and recording function which is fulfilled by the Airswab event management database. The actual NSER investigation, reporting and assessment is a standalone process, however all reports, results and causation statistics are fed back into Airswab for recording and trending purposes. As the administration of the NSER is a separate process, Process Map (PM) (NSA-PM-007) is utilised to control the process and now covers both Nuclear Propulsion (NP) and Nuclear Weapons (NW) events. This PM is published on the Clyde Management System (CMS). To demonstrate authorisation compliance an Authorisation Condition Management Document (ACMD) details both the MoD compliance Policy and the Safety Management Arrangements & Organisation that support AC7. ACMD7 (Incidents on Site) was the first ACMD to go through Base Due Process and was formally published on the CMS in November 2011. To derive maximum understanding and comparison of the Nuclear Safety Event statistics for the last reporting year, NP statistics and trends are separate from NW as detailed later.

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

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

The Clyde Operator Experience Learning Group (COELG) is a forum which helps to ensure and improve safety performance through focused analysis of events and directed feedback. The group also drives LFE and OEF plans. This Group was established at the beginning of 2011 and holds quarterly meetings, the most recent of which took place on 14 March 2012. The group looks at all safety domains and has site-wide departmental representation including Fleet, lodger units and permanent contractors. It is chaired by Captain Base Safety (CBS). The COELG maintains 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 Operator Experience Learning Group (OELG) is already established at a national level with all nuclear operators both civil and MoD represented including Clyde membership by both MoD and Babcock. There is also a Submarine Safety OELG within Defence Equipment & Support (DE&S). OELGs are a focal point for the sharing of event and LFE information and establishing OEF best practice. To demonstrate our commitment to the OELGs Clyde will be hosting the summer 2012 meeting of the national group.

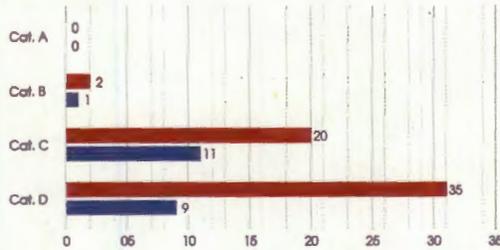
### 3.3 Statistics 2011/12

- A total of 52 NP and 7 NW NSERs were raised this reporting year (1 April 2011 to 31 March 2012) which are both from the site and vessels alongside.
- For NP 26 Category C events were reported and 26 Category D events. For NW there were 7 Category C/D events reported. No Category A or Category B events for either NP or NW were reported during this period. All reported events are below the level of the International Nuclear Event Scale (INES).
- 5 events were from berthed vessels which have also been raised as Nuclear Reactor Plant Event Reports (NRPER) as required by the Nuclear Reactor Plant (NRP) Authorisee's Safety Management Arrangements. Of note is the significant reduction in Submarine (S/M) NRP Event Reports for the reporting period, (2010-11 recorded 21 NRP events). This is a very positive indication that the learning and safety culture strategy is not only a strong message, but also starting to prove effective.
- There is an overall reduction in the total number of NSERs reported from last year (2010-11) and of note is the fact that there were no Category A or B events. This continued reduction in the number of events and the reduction in severity is an indication that the dedicated focus on site safety and safety culture is producing positive results.
- Any Nuclear Safety Events are reported routinely to the Clyde Nuclear Safety Committee (CNSC) and to the Defence Nuclear Safety Regulator (DNSR).

### 3.4 Breakdown of the NSER

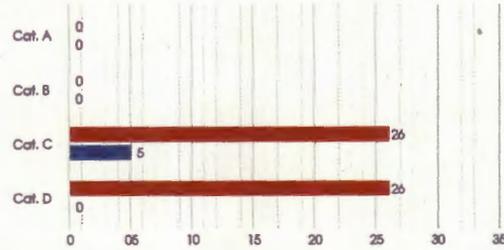
NSERs Raised 2010/11

57



NSERs Raised 2011/12

52



■ Quantity of NSER ■ Associated S/M IR ○ Total

## 4. Environment

### 4.1 Environmental Management System (EMS) Developments

HMNB Clyde secured ISO 14001 recertification following a Lloyd's Register Quality Assurance (LRQA) audit in September 2011. Significant progress was recognised within the environmental improvement programme particularly with regards to energy, waste and risk mitigation. Recommendations made in order to further develop the Environmental Management System and provide a basis for continual improvement are currently being applied.

The Environmental Management System continues to evolve through the HMNB Clyde Management System (CMS), with the objective of further mitigation of any environmental risks and the strict maintenance of legal compliance. The Environmental Compliance Module is currently under development to reflect the progress made in the Environmental Management System and effectively communicate requirements base wide.

### 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 any Scottish Environmental Protection Agency (SEPA) in January 2012. The development of the automated chlorination dosage system is ongoing. An agreement with the regulator is currently in place for a manual dosage system.

#### **Waste Exemptions**

SEPA also carried out a site visit to the Waste Segregation area and reviewed the assessment procedures in place for the removal of waste from vessels alongside. The procedures used were found to be compliant with current legislation and no concerns were raised.

#### **Oil Fuel Depot (OFD) Part A Permit**

The Oil Fuel Depot (OFD) is currently within the scope of ISO14001. Current changes within the MoD are likely to lead to this area being outwith the scope of Base operations. A site visit by SEPA in January provided assurance to the regulator that the operations of the facility were within permit conditions and that storage of fuel oils complied with Oil Storage (Scotland) Regulations 2006.

#### **Abstraction License**

Amendments to the abstraction volumes for crane testing were agreed under the Water Environment (Controlled Activities) (Scotland) Regulations 2005 licenses with SEPA.

#### **European Union Emissions Trading Scheme (EU ETS)**

2011 EU ETS Returns were successfully verified by Societe Generale de Surveillance (SGS) and submitted to SEPA. Both Faslane and Coulport were within their allocated carbon allowance. The EU ETS Programme is now entering Phase 3 and more stringent control measures will be implemented to meet these targets. Carbon allocation has been cut by 60% and will increase to 85% by 2020 from baseline data.

### 4.3 ISO Certification

#### **Maintain ISO14001 Accreditation**

Routine surveillance visits by LRQA in support of HMNB Clyde ISO 14001 certification will continue. The planned development of the Environmental Management System will provide demonstrable continual improvement of the system. The recommendations for improvement raised by LRQA will provide a platform from which these improvements will take place. All recommendations raised through the audit process currently in progress are on target for completion by the scheduled due date.

#### 4.4 Utility Policy and Strategy

The Energy Management Working Group (EMWG) monthly meetings track and review all energy related projects and initiatives, which are expected to result in significant savings. Through the EMWG, energy targets of 1% reduction year on year were agreed with MoD. Energy Initiatives over the last year have aided the achievement of these targets. Two Infrastructure Energy Engineer roles were created to provide a dedicated resource for delivering energy improvements. These initiatives include improved maintenance strategies, behavioural changes, operational improvements, lagging upgrades, lighting improvements, revised building control strategies, installation of sub-metering and feasibility studies on new technologies. The following year will continue these initiatives as well as implementing programmes to optimise voltage, upgrade heating systems, increase boiler efficiency, repair condensate, install energy efficient lighting, implement a programme of building energy audits and engage Base personnel in our ambition to increase energy efficiency awareness.

The role of the EMWG will be extended further over the following year with the proposed development and implementation of a Carbon Strategy.

#### 4.5 Sulphur Content of Fuel Survey

HMNB Clyde will continue participation in the Sulphur Content of Fuel Survey carried out by the Department of Environment, Food and Rural Affairs (DEFRA) for a third year. The data compiled for this survey will be used to inform the UK Annual Compliance Report to the European Commission in June and will then be made available on the DEFRA website.

#### 4.6 Water Environment (Oil Storage)( Scotland) Regulations 2006)

An independent survey carried out in June 2010 highlighted areas of importance for oil storage. The targeted project plan developed to address the work required is currently in progress. All recommendations reported have been completed or are in progress. There is currently a feasibility assessment to install gas in areas of the site previously reliant on stored oil, the study will review economic, logistical and environmental factors associated with this proposal. Legislative compliance of oil storage will continue to form part of Base internal and external audits.

#### 4.7 Scottish Pollution Release Inventory (SPRI)

Both Coulport and Faslane are required to report annual pollutant emissions due to on-site activities falling within Band A Premises within 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. Radioactive emissions continue to fall below the reporting threshold. Atmospheric emissions of CO<sub>2</sub>, NO<sub>x</sub> and SO<sub>x</sub> are also below the reporting thresholds. No fugitive emissions associated with SPRI activities were recorded.

## 4.8 HIE Life Exhibition

The Environmental Team took part in 2011 HIE-Life Exhibition hosting a stall providing information on energy and environmental efficiency on the Base with the objective to increase awareness of environmental impacts of localised energy consumption. To engage exhibition visitors, a competition was launched to submit energy and environmental efficiency suggestions. Approximately 20% of those attending the exhibition submitted a suggestion. Due to the success of the competition and the number of economic and practical suggestions submitted, the suggestions initiative will be continued as a means of engaging all personnel and will target specific areas where best practice can be improved.

The Energy and Environment stall at the 2012 HIE-Life Exhibition will continue to highlight energy reduction targets and incorporate carbon reduction objectives set out in the Carbon Management System.

## 4.9 Initiatives

### Increase Training and Awareness

The Environment Department in conjunction with local MoD training are progressing mandatory training to increase the knowledge and understanding of all Base personnel of HMNB Clyde's commitment to manage environmental risks through the Environmental Management System and the requirements of statutory compliance and ISO 14001 certification.

The revision of the HMNB Clyde Environmental Communications plan will improve engagement with key stakeholders and staff across the Base increasing awareness of environmental issues and targets and aiding the development of environmental improvement initiatives.

### Review Internal Auditing System

The Environmental Internal Auditing Programme will be reviewed alongside ISO 9001 Quality Management Standard to provide a robust, cohesive and streamlined internal auditing operation. The aim of this review is to reduce disruption to operations by combining both systems for auditing purposes and maximising use of Base Quality and Environmental resources.

## 4.10 Environmental Incidents

A breakdown of Environmental Incidents during 2011/12 at Faslane was as follows:

Year	Month												Total
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
2010-11	7	3	4	3	1	6	4	7	3	2	5	8	53
2011-12	2	2	2	3	5	5	4	3	0	5	12	2	45

## 4.11 Waste Management

HMNB Clyde is on target to meet MoD waste targets currently set at 20% waste reduction and 80% recycling by 2016/17 relative to 2010/11 levels. The current recycling rate is approximately 53%. This is an increase of 8% from the previous financial year.

The waste volumes for the 2010/11 financial year indicate that the waste initiatives implemented in the previous year have significantly reduced waste disposal to landfill and incineration and increased recovery rates for both non hazardous and hazardous waste.

Waste Management initiatives include improved reporting methods, introduction of weights for lead acid battery exchanges and increased engagement with staff. In addition the food waste recycling initiative implemented has resulted in the separation of approximately 7 tonnes of food waste per month. Further initiatives for the next year include trials of the food waste recycling scheme in smaller kitchen areas, the discontinuation of garbage disposal units for food waste in advance of legislative changes, the completion of a battery recycling scheme and the securing of a new waste contract to provide a consolidated management process for tanker waste, special waste and electrical and electronic waste.

## 5. Fire

### 5.1 Fire Risk Assessment

The Fire Risk Assessment (FRA) process has been developed further throughout 2011/2012 and is being managed and addressed in an extremely robust manner. During the last year changes were made to ensure ownership of the facilities and the corrective actions.

The Building Co-ordinators (BCs) have received training to provide a greater knowledge of the working process when dealing with FRA's and subsequently corrective action is being addressed and documented accordingly. The Fire Department is continuing to work closely with the BCs to ensure direction is given where needed and the Fire Station Manager (FSM) is taking a more proactive approach in catering for the needs of the BCs.

The BC's are now more aware of the documentation required prior to conducting a FRA and this has been met with appreciation from the Fire Department personnel. The BCs should be commended for welcoming the changes that have been made and further emphasis on improving the working relationship between the BCs and the Fire Department personnel should be encouraged.

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.

A breakdown of Fire Risk Assessments conducted during 2011/12 at Faslane was as follows:

High (Annually)	High/Medium (2 Yearly)	Medium (3 Yearly)	Medium/Low (4 Yearly)	Low	Total
3	1	37	0	12	53

### 5.2 Fire Incident Statistical Report

A breakdown of Fire incidents during 2011/12 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
2011-2012	15	149	10	3	220	397

There has been a small increase (2%) in fire related incidents from the previous year with actual reported fires remaining the same. Actual fire incidents caused only minor or superficial damage due to the alert actions of staff employed within the facilities which should be commended. Any observations identified during incident investigations have been raised with the relevant agencies to assist in reducing the number of reportable fire incidents.

We have seen a substantial increase in the number of incidents instigated through good intent. Although this may appear negatively in some quarters the Fire Department find this to be an encouraging statistic when related to personnel safety. FSM is keen to ensure all staff employed on the site remain vigilant and report any circumstances that are suspicious. Although most good intent reports were explained without any further action being required, the diligence of the workforce is appreciated.

The number of malicious fire calls remained constant as 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 the firm action taken on offenders has ensured this does not become a major concern for the Fire Department.

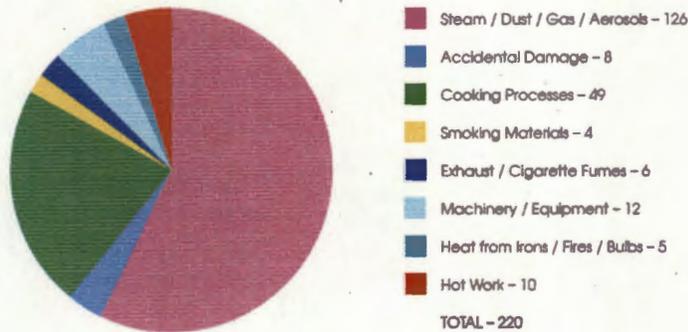
An extremely encouraging statistic is the reduction in unwanted alarms, where we have seen a 19% decrease. This may be attributed to a number of changes that have been made but predominantly it is felt the greatest cause is personal awareness of the detection systems and the actions that lead to activations.

SLA personnel are becoming much more vigilant in their activities. Cooking processes were a concern last year due to the introduction of Pay As You Dine but SLA personnel are showing encouraging signs that they are taking the necessary steps to prevent activations.

We will continue to work with all personnel on the site to reduce unwanted alarms but FSM is looking to develop an informative presentation to brief/update SLA personnel which will hopefully lead to further reductions

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

Main causes of unwanted fire alarms:



### 5.3 Summary

All personnel within the site have worked hard to reduce the number of fire related incidents which has been encouraging. We are committed to further reduction throughout 2012-2013 with the aim of ensuring a reduction in lost working hours due to alarm activations.

We are hoping the upgrade of a number of fire alarm systems within the site will lead to a fall in equipment related incidents.

It is testament to the good work being carried out that no major incidents have occurred within the Base during the reporting period and we must ensure this is continued.

## 6. Occupational Health - Babcock

### 6.1 Workplace Visits

It is a priority of Occupational Health (OH) to understand specific work areas and practices in order to build team knowledge, therefore a proactive programme of work place visits has continued to take place. This ensures the validation of the rolling health surveillance programme. The format of these visits was altered this year as it was identified that working alongside employees on a visit may provide further insight into role specific hazards and give the opportunity for employees to raise OH awareness of any work or non-work related health concerns.

During 2011/2012 there were 22 scheduled workplace visits throughout Coulport and Faslane covering Hotel & Catering, Estate Management, Submarine Training and Production areas.

A total of 11 unscheduled Work Place Visits have also taken place as a result of either management requests to assess employee's fitness for work, as part of a supported rehabilitation programme or due to musculoskeletal conditions with work related aggravating factors/causations 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. Mechanical Handling Equipment (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	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Lifestyle Screening (Voluntary)	120	21	22	8	25	14
Display Screen Equipment	4	0	2	0	7	3
Night/Lone Workers	12	16	4	0	1	24
Food Handler	3	5	4	11	17	11
Audiometry	18	134	182	215	327	349
Lung Function	77	31	118	205	208	199
Skin	2	147	198	295	318	369
Hand and Arm Vibration Syndrome (HAVS)	2	4	116	277	320	331
Visual Acuity	135	95	67	43	83	80
Confined Spaces Medical	66	120	185	181	210	270
Safety Critical Medical (Vocational Driving / MHE)	99	67	146	188	209	254
Radiation / HGV Medical	15	13	8	11	26	28
<b>Total</b>	<b>554</b>	<b>629</b>	<b>1052</b>	<b>1246</b>	<b>1751</b>	<b>1932</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
April	120	139	123	51	76
May	181	116	86	119	115
June	139	106	109	134	100
July	110	157	86	104	104
August	141	153	76	74	143
September	108	135	78	107	69
October	129	140	97	119	109
November	115	151	89	119	130
December	97	119	56	84	76
January	118	127	111	87	114
February	101	118	131	103	99
March	96	111	172	146	154
Total	1455	1572	1214	1248	1289

### 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 used a variety of media including; posters, leaflets, tool box talks and on site campaigns.

#### Health & Safety Notice Boards – Posters

Mental Health, Audiometry Advice, Drug & Alcohol Awareness, Health Affects of Dust, No Smoking Day, Prostate Health, Skin Cancer.

#### Interactive Sessions and Presentations

Mental Health Awareness, Life Outside Work Day & HIE-Life Exhibition, Depression Awareness, Digestive Health Awareness, Noise Induced Hearing Loss Presentations.

Six Days of drop-in clinics were provided at Faslane and Coulport for a "Fit for Summer" Campaign. Employees were given a mini-health check including blood pressure, weight and diet, and exercise advice for a 12 week programme. Over 75 employees attended in total. Several were identified as having blood pressure readings out with normal limits. They were given advice and asked to attend for a review. Employees were encouraged to attend a fortnightly assessment of their progress.

A total of 10 presentations were conducted at both Faslane and Coulport, in conjunction with Human Resources (HR), the focus being on raising health awareness of drugs and alcohol and to coincide with the implementation of Babcock's new Drug & Alcohol Policy. These presentations were generally well attended and generated lively discussion and debate.

Occupational Health participated in the HIE-Life Exhibition on 25 & 26 October – the theme was Respiratory Health and Driving Ergonomics. This event was well attended and resulted in a number of employees attending OH for further assessment and advice.

## 6.5 Counselling

Occupational Health has continued to facilitate counselling as a core service, utilising two counsellors who have lengthy and varied experience in many aspects including, Cognitive Behavioural Therapy (CBT), Neuro-Linguistic Programming (NLP) and Substance Abuse and Mediation. The referrals are co-ordinated in confidence via OH and with the employee's written consent. A total of 43 employees have attended counselling with 32 now completed. Work related issues have been identified as a contributing factor in 26% of cases, 16% had both work related and personal issues and 58% 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 Programme, in line with the policy, 20 employees are randomly selected on a monthly basis. Encouragingly there has only been one laboratory test confirmation of the presence of an illegal drug.

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

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### 7.1 Organisation

The MoD Occupational, 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 Physician, the department comprises of three specialist nurses, one Occupational Hygienist, two Environmental Health Officers, a certified Pest Control Officer, one First Aid Instructor and two administration staff.

### 7.2 Noise at Work

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

### 7.3 First Aid Training Outputs

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

Table 1: First aid training outputs:

Training Outputs	2010/11	2011/12
Service Personnel Full Course	129	164
Civilian Personnel Full Course	31	37

## 7.4 Statutory Medicals and Health Surveillance

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

**Table 2: Statutory Medicals and Health Surveillance:**

Statutory Medicals and Health Surveillance Activities	2010/11	2011/12
Audiometry	555	429
BASCCA	55	73
Bloods	3	0
Confined Space	46	71
DF&RS	19	28
Diving	16	11
ENG/MCA	100	108
Eye Testing	163	258
FLT/MHE	68	113
Large Goods Vehicle/Passenger Carrying	11	13
Medical Prelims	149	124
Vaccinations	21	28
Jetty Crane	2	6
Other Medical (Air Crew Grit Blasting)	25	43
Medical Prelims	149	149
Otto fuel/Thallium	22	11
Overhead Crane	29	42
Spirometry/Vitalograph	176	230

## 7.5 Health Promotion

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

**Table 3: Health Promotion Activities 2011 -2012:**

Date of Activity	Health Promotion Activity
January	Fitness Awareness Diet & Exercise
March	No Smoking Day
April	Orchid Male Cancer Awareness Week
May	Sun Awareness Week
June	Cervical Screening Awareness .
September	Sexual Health
October	Alcohol Awareness

## 7.6 Departmental Activity Statistics

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

Table 4: Summary of OEHHD Activity:

Activity	2010/11	2011/12
Fresh Cases/Referrals	359	413
Total Reviews	275	317
Returns to Work	64	69
Accidents at Work	18	9
Workplace Visits	14	16
Phone Consultations/Management Advice	309	326
Contractors	311	396

## 7.7 Other Issues

Office working conditions has remained a strong topic matter throughout the year for both the Base and in the area; additionally carbon monoxide fume emanation from diesel-engine plant or vehicles has also seen an increase in advisory visits.

Following on from a series of trials relating to changes in air pressure on submarines in 2009 and an external consultation visit 2011, the task of collecting information has ceased. Additional work late 2012 is envisaged.

## 7.8 Statistical Summary of Occupational Hygiene Activities

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

Table 5: OH Outputs for 2011 – 2012:

Summary of Occupational Hygiene Activity	2010/11	2011/12
Advisory work; area role, external to the Base	5	4
Advisory work; internal to the Base, MoD only	10	10
Advisory work; Base work	10	6
OH visits; area role, external to the Base	10	1
OH visits; internal to the Base, MoD only	10	2
OH visits; Base work	15	13
OH meetings policy work; MoD	17	2
OH meetings/policy work; Base only	16	2
Training/toolbox talks in OH; Base only	0	0

## 8. Environmental Health

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### 8.1 Food Safety

Food safety and trading standards inspections were undertaken in conjunction with the Local Authority Environmental Health Officer (LAEHO) from Argyll and Bute Council.

### 8.2 Pest Control

A Bird Control Policy has been produced outlining the strategy to control wild birds, in particular seagulls, with the aim of reducing health and safety incidents. The policy also outlines what to do if there is a wild bird or nesting birds on equipment required for operational reasons.

A programme of remedial proofing works was completed by May 2011 and has been carried out in conjunction with the implementation of the policy. The proofing has been fitted to the edges of buildings and on lamp posts adjacent to main pedestrian routes.

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

### 8.3 Port Health

The Naval Base continues to be represented at the Scottish Port Health Liaison Network, which meets on a quarterly basis in the Falkirk Council Offices. The Environmental Health Department has been issuing the Ship Sanitation Control Exemption Certificate (SSCEC), with certificates issued to Ships, Submarines and Royal Fleet Auxiliary Vessels in HMNB Clyde and at Glen Mallon and JSCS Crombie. The Ship Sanitation Inspection (SSI) required prior to the issue of this SSCEC certificate covers food safety and potable water management, habitability, communicable disease control and pest control management.

### 8.4 Awareness Campaigns

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

### 8.5 Emerging Issues

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

### 8.6 Other Activities

The Naval Environmental Health Officer assisted in a Captain Base Safety Legionella Audit at RNAD Cullinstown.

## 8.7 Legislative Impact

The Public Health etc (Scotland) Act 2008 updated the law on public health, enabling Scottish Ministers, Health Boards and local authorities to better protect public health in Scotland. It also assists Scottish Ministers to meet their obligations under the International Health Regulations. Part 2 and Schedule 1 of the Public Health etc. (Scotland) Act 2008 came into effect on 1 January 2010 providing supporting guidance to registered medical practitioners, directors of diagnostic laboratories and Health Boards on their duties under the Act with regard to the notification of infectious diseases, organisms and health risk states.

Current responsibilities under the Public Health (Notification of Infectious Diseases) (Scotland) Regulations 1988 and the Infectious Disease (Notification) Act 1889 ceased to apply on 31 December 2009. Notifications will be considerably reduced from pre-2010 levels because the list only contains diseases which may prompt urgent public health investigation and action, e.g. E-coli O157 infection, Measles and Meningococcal Disease. Ailments such as food poisoning and chickenpox, which constituted about 80% of all Scotland's notifications prior to 1 January 2010, have been removed as well as Bacillary Dysentery, Scarlet Fever and Viral Hepatitis.

## 8.8 Statistical Summary of Environmental Health Activities

Activity	2010/11	2011/12
Ship Sanitation Inspections <sup>1</sup> – Ships	10	11
Ship Sanitation Inspections <sup>1</sup> – Submarines	2	5
Ship Safety And Readiness Checks (Sarcs)	5	3
Food Safety Inspections – Shore Establishments <sup>2</sup>	2	2
Pest Control Visits <sup>3</sup>	413	0
Reactive Visits – Ships	2	0
Reactive Visits – Submarines	4	0
Reactive Visits – Shore Establishments	5	0
Potable Water Sampling – Shore Establishments	0	0
Ship Water Sampling Reports Issued <sup>4&amp;5</sup>	49	47
Lectures And Presentations	2	0

1. Formerly Naval Medical Officer of Health (NMOH) Inspections. Since June 2007 NMOH inspections have been combined with de-ratting exemption inspections under the new title of Ship Sanitation Inspections (SSIs) carried out in conjunction with base logistic inspections.
2. Conducted with Local Authority EHOs
3. Follow-up visits included
4. Routine water sampling on ships and submarines has now been delegated to the medical representative onboard
5. Reports issued by signal

## 9. Dangerous Goods

### 9.1 Introduction

All dangerous goods (including hazardous waste) transported by HMNB Clyde are classified, packaged, marked, labelled 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 2011/12.

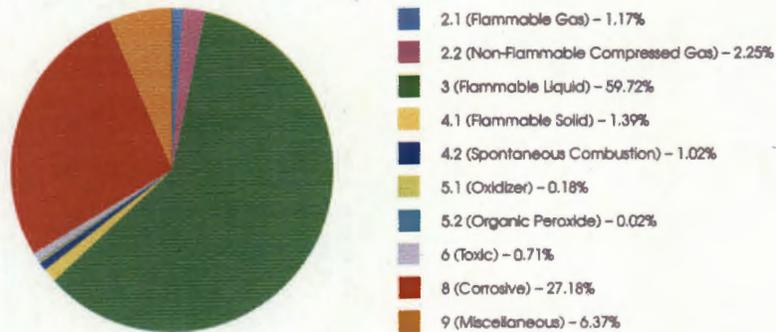
RNAD Coulport	Class 1.1 (Explosives)	12540 kg
	Class 1.3 (Explosives)	11 kg
	Class 1.4 (Explosives)	<1 kg
Medical Centre	Class 6.2 (Clinical Waste)	982.6 kg
Crombie (RS 29)	Class 2.1 (Flam Gas L/R/D)	125 kg
	Class 2.2 (Refrigerant)	744 kg
	Class 8 (Corrosive Solid)	176 kg
	Class 9 (Miscellaneous)	2468 kg
General Purpose Support Store	Class 2.1 (Flam Gas L/R/D)	2132 kg
	Class 2.2 (Non Flam Comp Gas)	8094.2 litres
	Class 2.2 (Refrigerant)	4468.8 kg
	Class 3 (Flammable Liquid)	12995.9 litres
	Class 4.3 (Dangerous When Wet)	23.5 kg
	Class 5.1 (Oxidizers)	11997.4 kg / 1 litre
	Class 5.2 (Organic Peroxide)	5 litres
	Class 6.1 (Toxic Substance)	400 litres
	Class 8 (Corrosive Liquid/Solid)	14055 litres / 3732.5 kg
Class 9 (Miscellaneous)	19698 kg / 50 litres	
Nuclear Compliance	Class 7 (Various Isotopes/UN Nos)	53 Movements <i>48 Excepted Packages &amp; 5 Fully Regulated</i>
Motor Transport Garage	Class 2.1 (Flam Gas L/R/D)	300 kg
	Class 2.2 (Refrigerant)	1050 kg
	Class 2.2 (Non Flam Comp Gas)	1398 litres
	Class 3 (Flammable Liquid)	305 litres
	Class 9 (Miscellaneous)	2000 kg

### 9.3 Material Assessment Centre – Hazardous Waste

HMNB Clyde produced 47568.27 litres of liquid and 3861.4 kilograms of solid waste subject to dangerous goods carriage legislation during 2011. In comparison to last year, these figures represent a slight increase of 0.5% in liquid waste whilst the amount of solid waste fell substantially by around 59.4%. Overall there was a 9.5% decrease in hazardous waste. As with previous years, improved waste collection services, improved returns processes and customer awareness has driven down the amount of waste produced.

Similarly to previous years, the vast majority of waste falls within two Hazard Classes, Class 3, Flammable Liquid and Class 8, Corrosive Substance.

Percentage of Hazardous Waste by Class:



### 9.4 Dangerous Goods Incidents

One near miss and three minor non compliances occurred during the reporting period:

- [REDACTED] failed to segregate oxidizers from flammables.
- Incoming consignment of Adhesive Epoxide not correctly labelled for road transport and not sufficiently secured to pallet.
- Chemical Closet Compound not properly marked and labelled for transport.
- Dishwashing Liquid (NSN 995230500) was incorrectly classified, marked, labelled and documented for transport.

All of the above were investigated, anomalies rectified and communicated to all concerned parties.

## 10. Audit and Verification

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A total of 6 SHEF themed audits were planned to be conducted from April 2011 to March 2012, 5 of which were completed to the schedule with one being cancelled.

Lloyd's Register Quality Assurance (LRQA) continues to review the effectiveness of the Clyde Management System (CMS) on an ongoing basis, with a successful BS EN ISO14001 re-certification taking place in 2011.

The Base-wide corporate audit programme continues to be the vehicle with which to plan and conduct specific Safety, Health, Environment and Fire (SHEF) related audits. SHEF related issues are also included in the scope of the standard audits where applicable. Control and management of the audit programme and subsequent audits continues to take place via the Clyde bespoke Assessment Suite.

The 2011/2012 corporate audit programme has been developed and published with key stakeholders from Quality and Health, Safety and Environment Departments providing the necessary information to allow the plan to be agreed and programmed for the coming year. The 3 year rolling programme is determined through a risk management process that identifies the topics to be audited and at what frequency.

## 11. Objectives and Targets 2012/13

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### 11.1 Introduction

The objectives and targets for 2012/13 will continue to build on the successes already achieved and to concentrate on areas where improvements can be made 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 encourage all staff to ensure robust near 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

- Develop plan/schedule including implementation for AIRSWEB Rollout
- Develop and implement a set of Self Regulation Safety Management Arrangements

### 11.3 Communications

- Develop and implement an over arching HS&E Communications strategy for HMNB Clyde
- Deliver a 3rd on-site exhibition covering health, safety and environmental issues for HMNB Clyde

### 11.4 Behavioural Safety

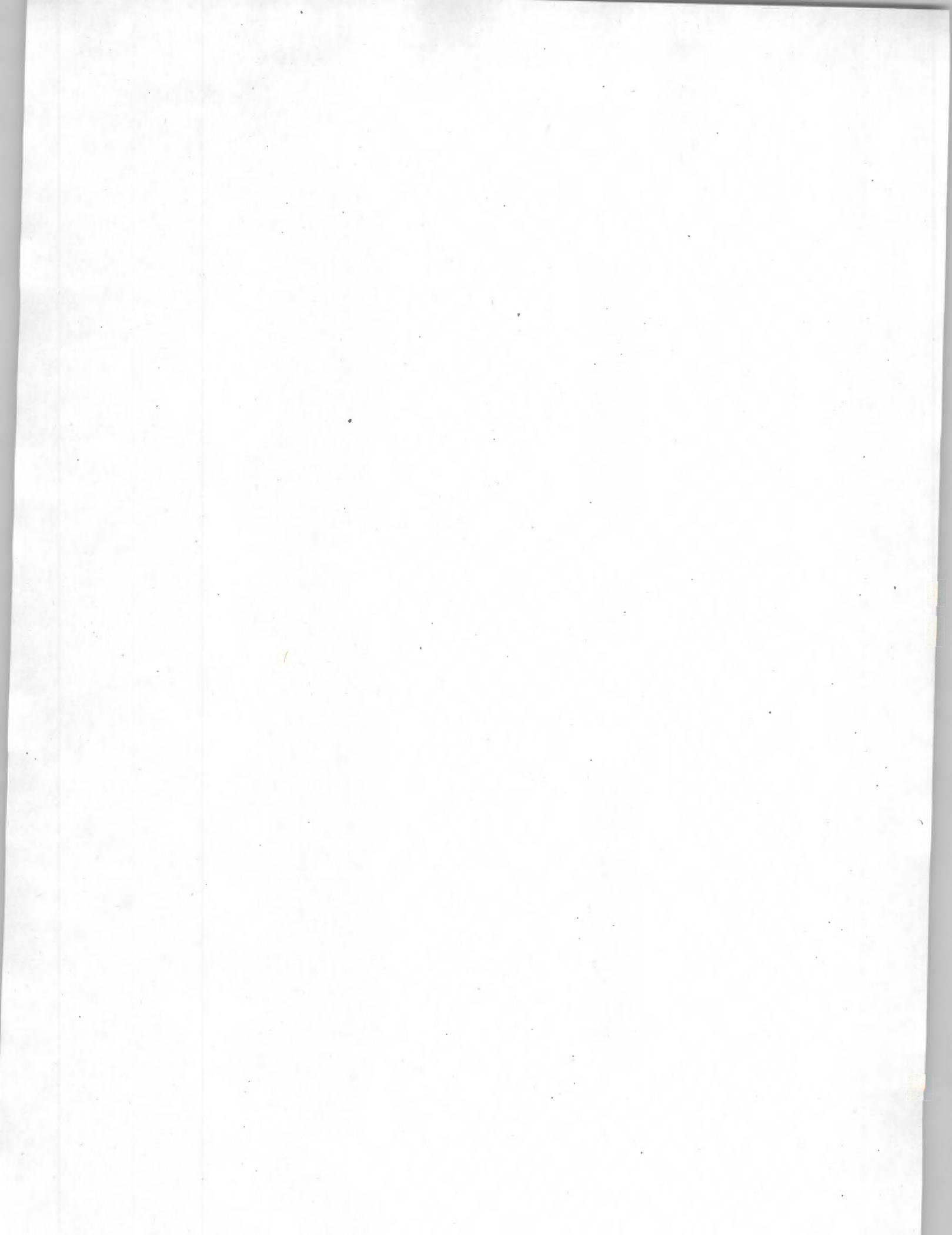
- Develop a Phase III Strategy & Plan for IIF® within HMNB Clyde
- Plan, co-ordinate and deliver an Inaugural annual HS&E Conference & Awards event for HMNB Clyde
- Conduct a 6 month review and report to evaluate the Safety Through Action and Recognition Scheme (STAR Card Scheme)
- Maintain support for and delivery of ongoing Phase 1 and II activities of the behavioural safety programme at Clyde (Orientation, Waypoint, Leaders of Safety)

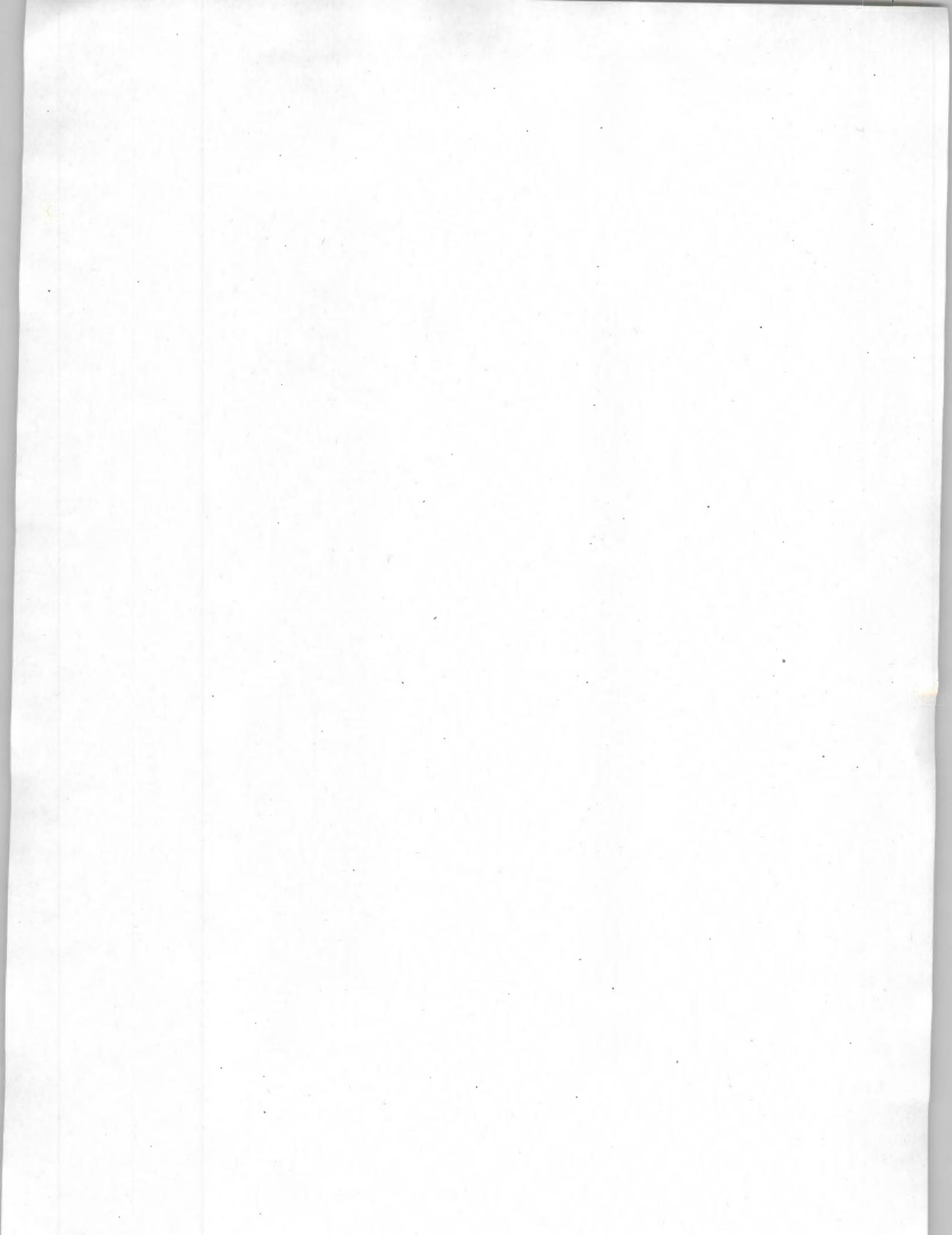
### 11.5 Occupational Health

- Develop, plan and schedule six different themed Occupational Health Events throughout FY12/13
- Enhance current Facemask Testing arrangements for all of Babcock at Clyde
- 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

## 11.6 Environment

- Implement the Carbon Management Strategy including an agreed methodology and plan for calculative carbon footprint
- ISO 14001 - Demonstrate continual improvement of Environmental Management Standard with support through external auditing programme
- Support development of Procurement system to incorporate into Carbon Management System in the future
- Develop targets for future carbon reduction initiatives in line with a long term objective to achieve Carbon Trust Standard certification
- Further develop energy reduction initiatives and implement a Building Energy Audit Programme
- Progress all environmental programme recommendations
- Continued development of Waste Management System to achieve long term waste targets





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