



HSE REPORT 2020-2021

Sarah Griffin March 2021

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HS&E Update:

Introduction

The H&S and Environmental objectives for 2021-2202 were reviewed and set in March 2021 SMT committee meeting.

We have continued to monitor our energy, fuel and paper consumption. We collect data and monitor our accident and near miss rates along with any other H&S issues and these are all reported in the HSE Committee meetings, and Directors meetings. We had a member of the non-management staff present for all HSE committee meeting in 2020 and 2021.

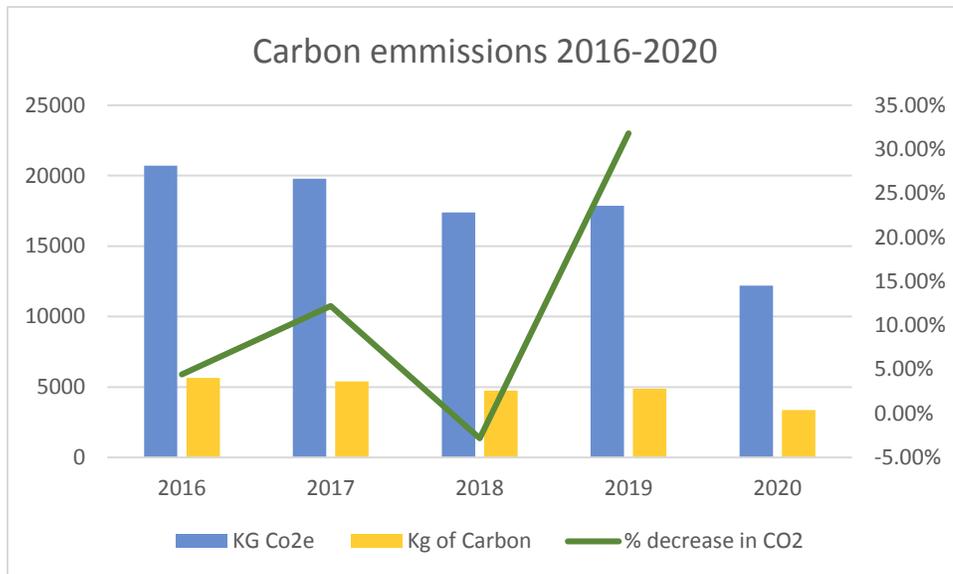
The COVID pandemic of 2020-2021 posed some challenges for the H&S department with new legislation and directives from the HSE to protect our staff during this period. We issued the following guidelines and training over the last 12 months companywide:

COVID BCP	Coronavirus Awareness Training
COVID H&S Policy	COVID 19 Preparedness
COVID Risk Assessment for all sites	COVID Returning to Work Training
COVID Tool Box Kit	COVID Staff Health Agreement
DSE Working from home	Guidelines for Site Manager – Social Distancing
FAQ Bulletins	Govt Guidance Updates

Carbon Emission Report 2020-2021

It is the policy of UniTrust Protection Services (UK) Ltd and its' employees to provide services which conform to the requirements of customers and clients whilst at the same time preserving the environment from which those products and services derive. To this end, on-time delivery and professional service form the centre of our efficiency aim. Our reputation is very important to us and as such we are fully committed to achieving a high standard of excellence at both a personal and corporate level. We firmly believe in continued growth and strive to achieve this as part of our commitment to continual improvement in environmental protection as an integral part of our operations. This can only be achieved by whole corporate involvement and, as such, responsibility for the environment rests with everyone in the organisation.

Our overall direct CO2 footprint for 2020 was **20,713 kgCO2e**, equivalent **3362 Kg** of Carbon. Given that we are a service industry, the main contributor in this figure was the running of our Head Office.



Objectives

These have been established as part of the ongoing EMS and these are implemented and maintained at relevant functions within the organisation. Personnel are specifically made aware of any potential impact associated with any aspect of their specified activities within the organisation and are made aware of the company's Environmental Objectives and Targets. These are as follows:

1. Reduce energy, waste, pollution and raw material usage.
2. Recycle all possible waste streams.
3. Improve the working environment.
4. Seek to achieve environmental excellence in our business objectives.
5. Review environmental issues periodically as part of our Environmental Management System at top management level.
6. Consult employees on good environmental practices.
7. Liaise with suppliers and customers and sub-contractors to facilitate improvement in environmental practices in the manufacturing and installation chain and to promote the recycling of materials.

Targets

These targets refer to ISO 14001:2015 (clause 4.3.3):

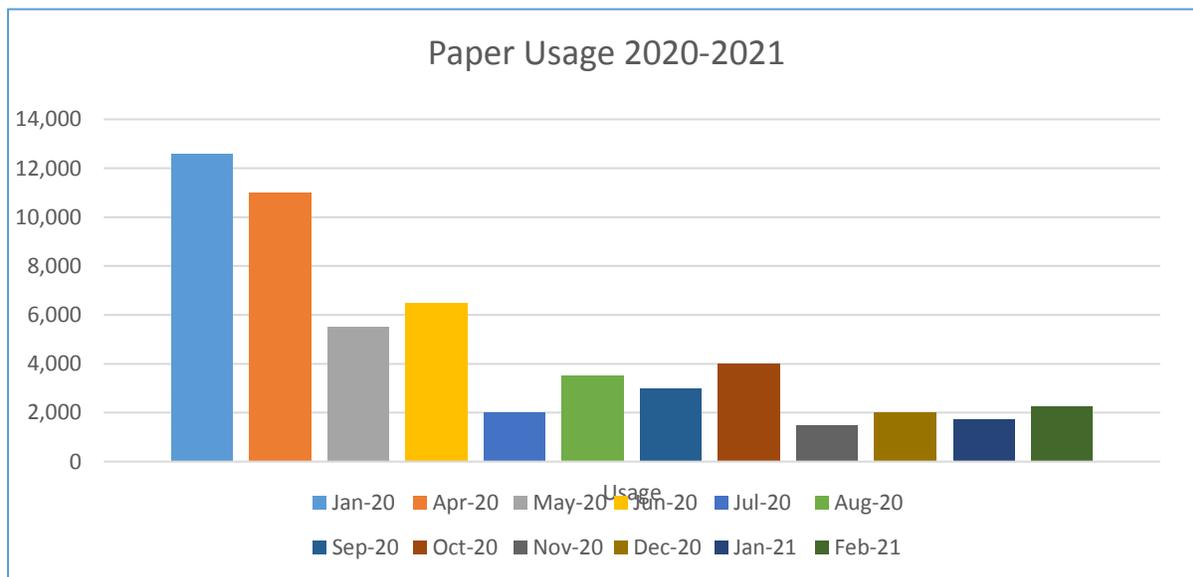
1. Reduce energy use wherever possible. Target reduction 10% in two years from 2020.
2. Review possibility of switching energy sources to sustainable resources and report feasibility to top management by the end of 2021.

3. Evaluate raw material sources and negotiate with suppliers to source products with minimal adverse environmental impact wherever possible.
4. Include environmental performance as a criteria when evaluating suppliers.
5. Divert waste material from landfill wherever possible by having in place end of life and recycling practices for appropriate items.

Waste Streams Data

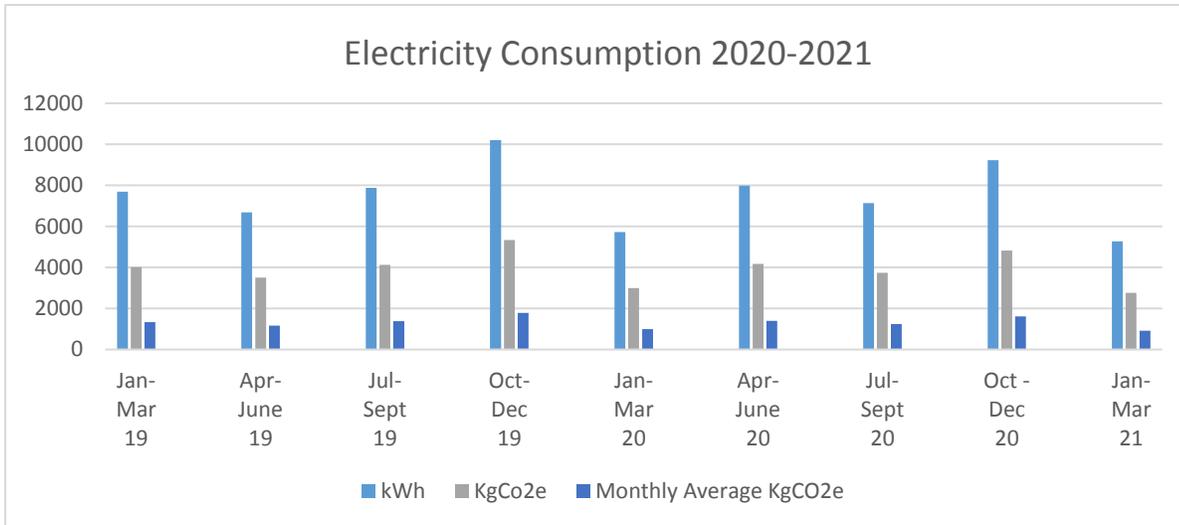
Paper –We have seen a significant decrease in paper consumption which was to be expected during the pandemic as much of the year staff partly worked from home We have introduced paper reduction initiatives such as Docusign but the major of the reduction will have been due to the WFH work pattern.

There was a slight increase in September and October 2020 as we came out of lockdown but a noticeable decrease when we went back into lockdown in November 2020. As we return to work there will be a steady increase in consumption. There is the hope that the objective for 2021 of a paperless HR department will offset some of this increase.

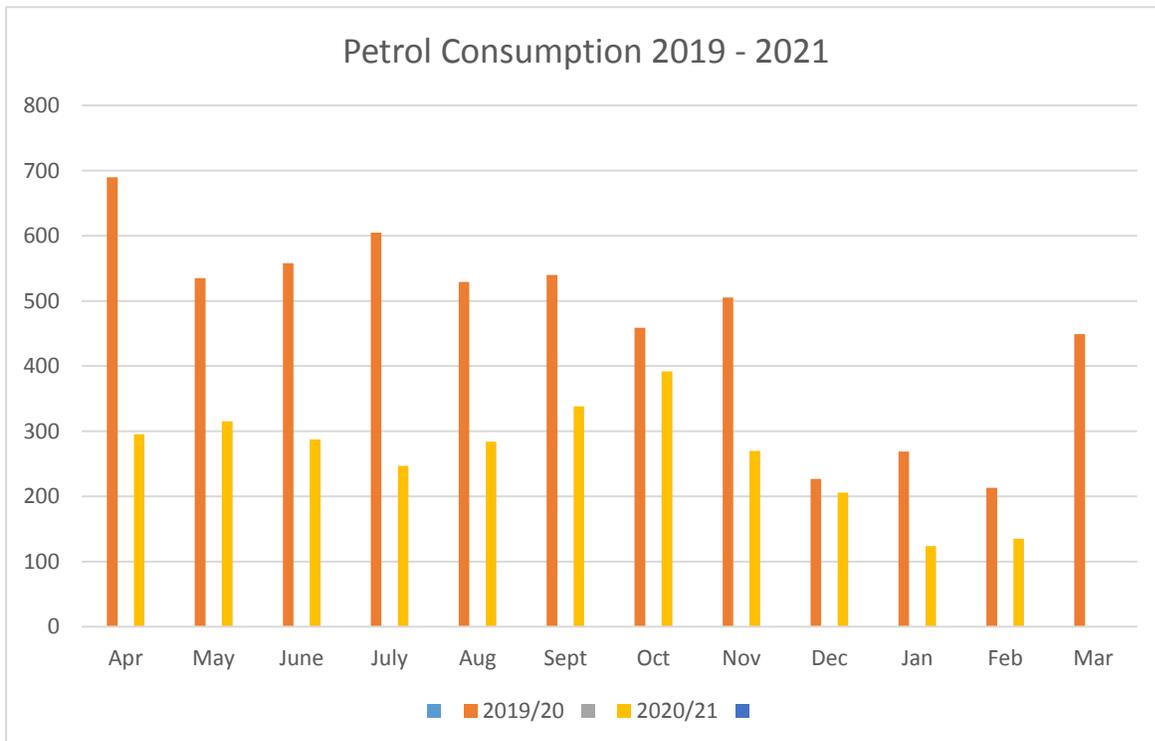


Electricity - We have seen a slight decrease in electrical consumption over the last 12 months, particularly Jan-March 21 compared to Jan –March 2020. This is probably due to the lockdown and restricted numbers at Head Office.

We will be introducing PIR sensors on our A/C heating and cooling units which should further reduce our usage along with 3 new energy efficient AC units that should have an impact on consumption.



Fuel – Petrol consumption has decrease dramatically over the last 12 months. We have divested our fleet of two petrol/diesel vehicles and converted two of our fleet to hybrid vehicles. We have carried out less site visits due to the pandemic which will also have had an impact on consumption.



Recycling Dashboard - Feb 2021

Download 

Services order over past 12 months



Results breakdown over 12 months (*monthly average)



Your recycling rate

65%

HS&E Committee Meetings:

We held our last HS&E Committee Meeting in March 2021 where it was noted that all previous action points had been completed

We rolled out the DSE ihasco training course for all staff that now contains a self-assessment to be completed by staff on site. The dashboard for any non-conformances is monitored regularly by the HSQE Manager and correctives action taken if necessary.

H&S Meeting Objectives:

- Standardisation of documentation on site – ie insurance, RA, GDPR. A small separate section in all A.I. concentrating on H&S.
- Roll out H&S Ihasco Training course
- H&S committee meeting to have more input from the CM's and site, including a zoom meeting from one site manager and one CM to attend on rota. At least one issue/ topic to be raised each meeting, which does not originate from myself.
- A quarterly training session/meeting on all aspects of H&S with operations.
- Control training sessions on CCTV, SERV REPORTING and H&S.
- Company training on Accident, illness and near miss reporting.
- More training topics rolled out under ihasco, COSHH and H&S basic training for example.
- Audit programme to start for other sites (non Key Accounts)

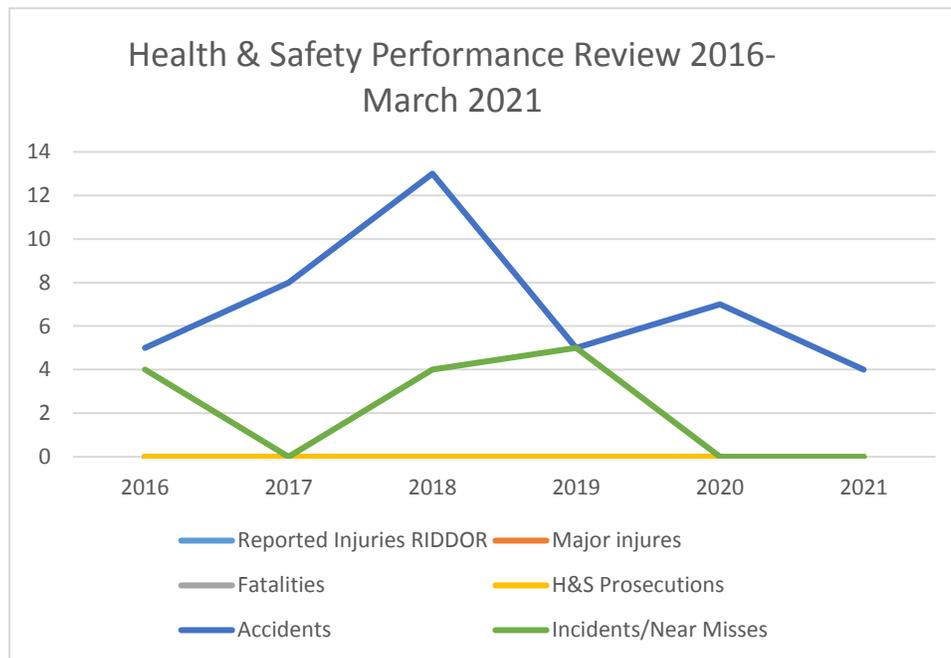
Near Miss Reporting

Although the issue of near misses is raised during the site visits we are still not getting many incidents reported. We had no near miss reports in the last 3 months. We continue to reinforce the importance of near miss reporting via the newsletter and near miss training on site.

Accidents:

We had 7 on site accidents in 2020. All reported and recorded according to our accidents reporting procedure. There is no visible trend in the type of accident. Preventative comms are sent out companywide when applicable. There were no RIDDOR accidents. We have had 4 accident from January to March 2021.

We reviewed and reissued an up dated Accident and Near miss reporting form to all staff in the first quarter of 2020.



H&S Legislation

All relevant legislation for H&S was reviewed by the H&S Champion and update accordingly include all new COVID related legislation.

- The Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020 (S.I. 2020/1374)
- Coronavirus Act 2020 (c. 7)
- Public Health (Control of Disease) Act 1984 (c. 22)
- The Health Protection (Coronavirus, International Travel) (England) Regulations 2020 (S.I. 2020/568)
- The Health Protection (Coronavirus, Restrictions) (No. 3) (England) Regulations 2020 (S.I. 2020/750)
- The Health Protection (Coronavirus, Wearing of Face Coverings in a Relevant Place) (England) Regulations 2020 (S.I. 2020/791)
- The Health Protection (Coronavirus, Collection of Contact Details etc. and Related Requirements) Regulations 2020 (S.I. 2020/1005)
- The Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020 (S.I. 2020/1045)
- The Health Protection (Coronavirus, Restrictions) (Local Authority Enforcement Powers) (England) Regulations 2020 (S.I. 2020/1375)

Update on HQ Environment

- Safe System at work – Access control and Fire Alarm contracts have been awarded to TASK as service from Johnsons had declined to an unacceptable level.
- New CCTV system has been installed and upgraded to be accessible remotely. Improving the Lone worker safety.
- Head Office workstations were all fitted with social distancing screen and reconfigured to observe social distancing guidelines.
- Hand sanitiser stations were fitted in reception, the kitchen and top floor open plan office
- Temperature gauge was installed in reception.
- COVID H&S signage was installed in Head Office
- COVID RA was completed for Head Office in March 2020 and issued to staff
- Work from Home DSE issued to all staff
- New working at HO procedures issued to staff
- Outside eating area set up
- Restrictions and alternations to break out area implemented to observe social distancing
- Lighting upgrade – no fluorescent lighting all LED.