



HSE REPORT 2021-2022

Sarah Griffin December 2021

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HS&E Update:

Introduction

The H&S and Environmental objectives for 2021-2022 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 Director's meetings. We had a member of the non-management staff present for all HSE committee meeting in 2021.

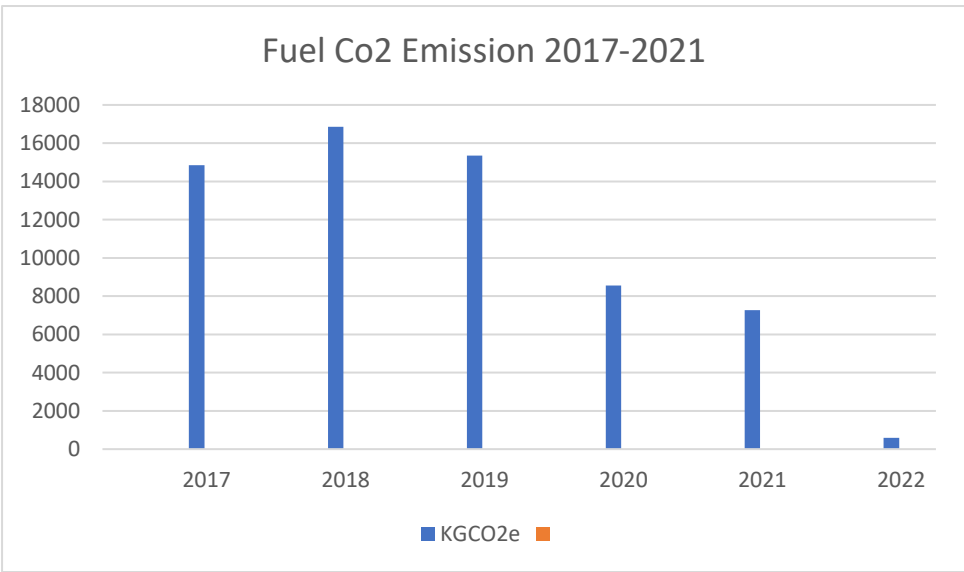
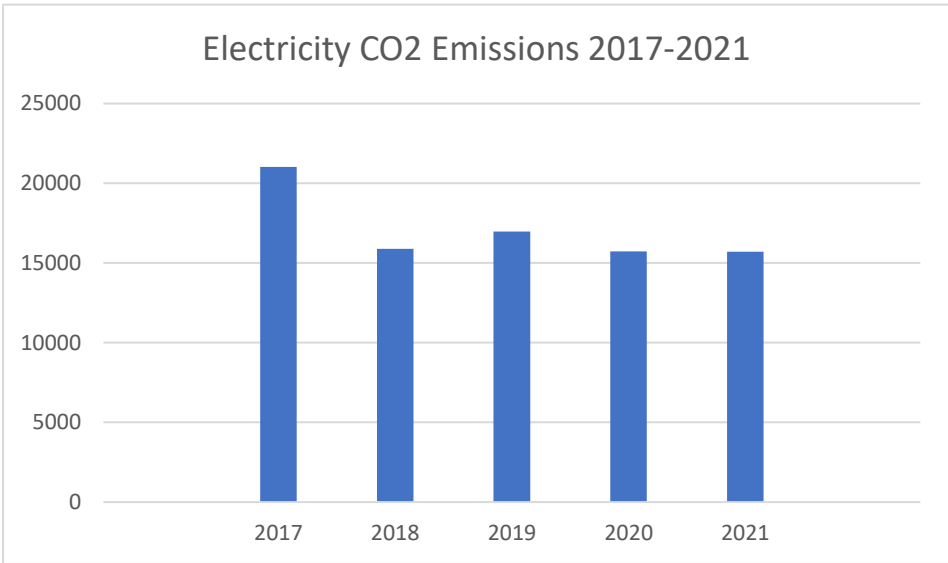
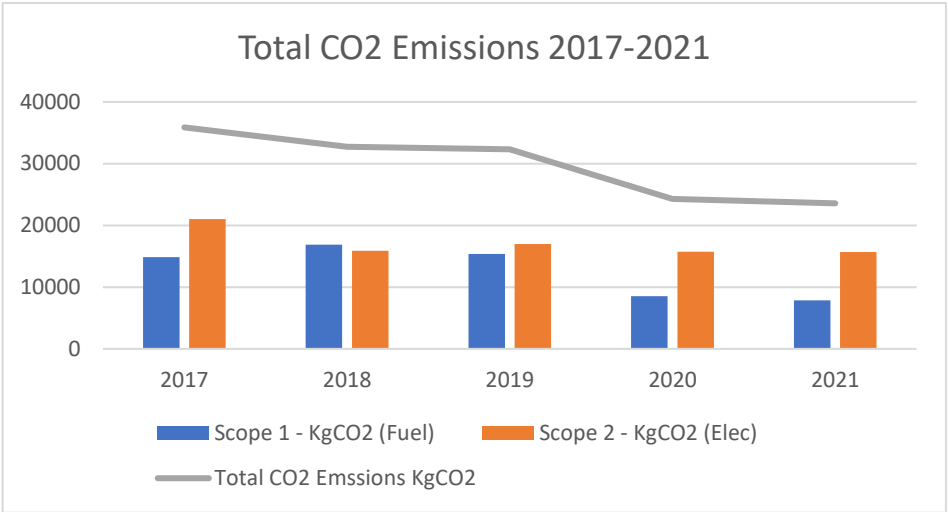
The COVID pandemic of 2020-2021 posed some challenges for the H&S department with new legislation and directives from the HSE to protect our staff during this period. We issued the following guidelines and training over the last 12 months companywide:

COVID BCP	Coronavirus Awareness Training
COVID H&S Policy	COVID Returning to Work Training
COVID Risk Assessment for all sites (reviewed 2021)	COVID Staff Health Agreement
COVID Toolbox Kit	COVID Govt Guidance Monthly Updates
DSE Working from home	

Carbon Emission Report 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 2021 was **23573 kgCO2e**, equivalent **3928 Kg** of Carbon. Given that we are a service industry, the main contributor in this figure was the running of our Head Office.



EMS 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 2021-2022

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

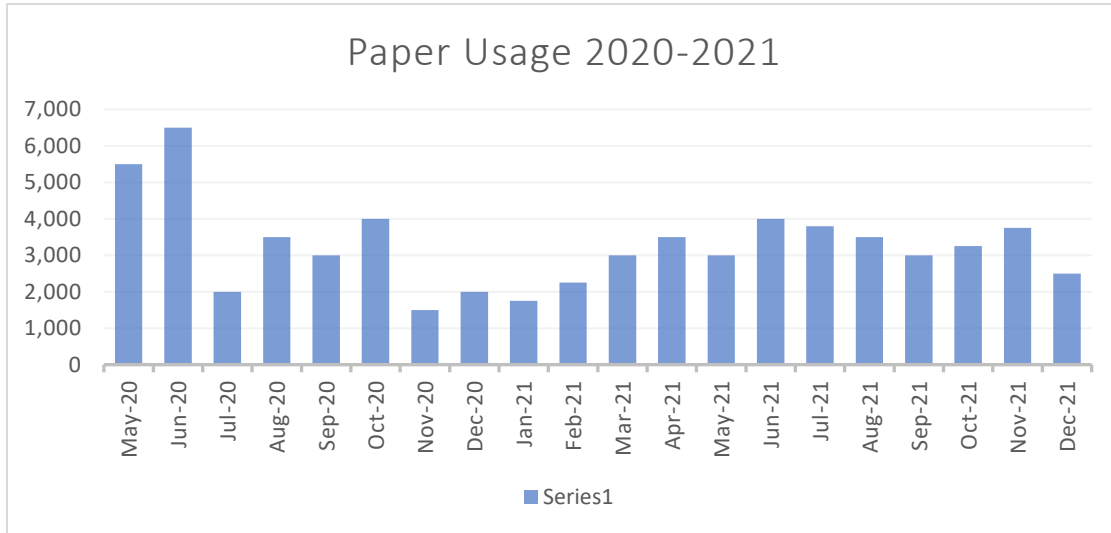
1. Reduce energy use wherever possible. Target reduction 10% in two years from 2020.
Results for 2021: There has been a 5% reduction in energy consumption so we are on target to a 10% reduction by the end of 2022. Review possibility of switching energy sources to sustainable resources and report feasibility to top management by the end of 2021.
Result: We are in the research stage of putting solar panels on our building
2. Evaluate raw material sources and negotiate with suppliers to source products with minimal adverse environmental impact wherever possible.
3. Reduce Carbon Emissions wherever possible
Result: We have reduced our CO2 emission year on year since 2017
4. Include environmental performance as a criteria when evaluating suppliers.
Results: all our suppliers have to complete an environmental suppliers questionnaire before they are approved.
5. Divert waste material from landfill wherever possible by having in place end of life and recycling practices for appropriate items.
Results: All waste is recycling and diverted from landfill. We have a 60% recycle rate for 2021.

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. We saw a 27% decrease in the use of paper from 2020 to 2021.

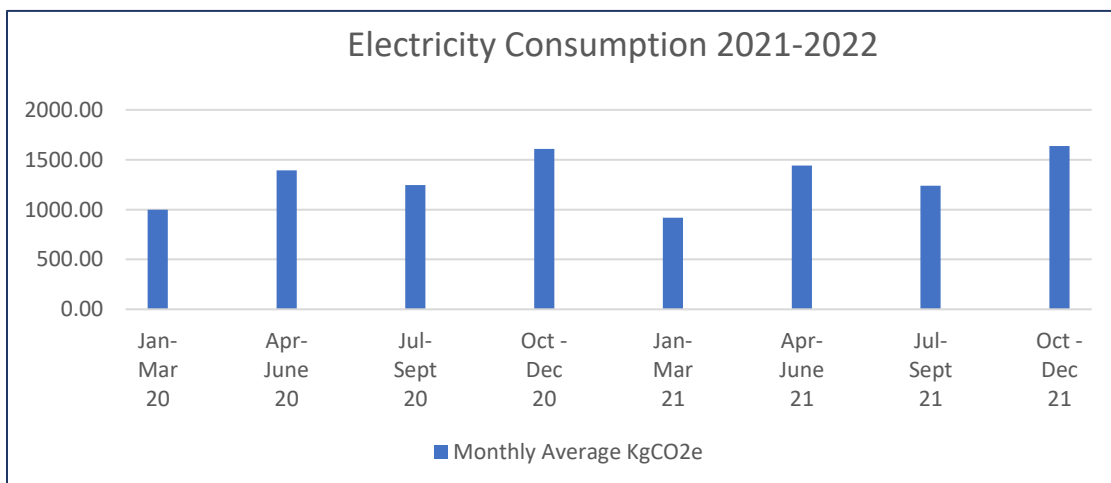
There is the hope that the objective for 2021 of a paperless HR department will see a further decrease in paper usage for 2022.



Electricity

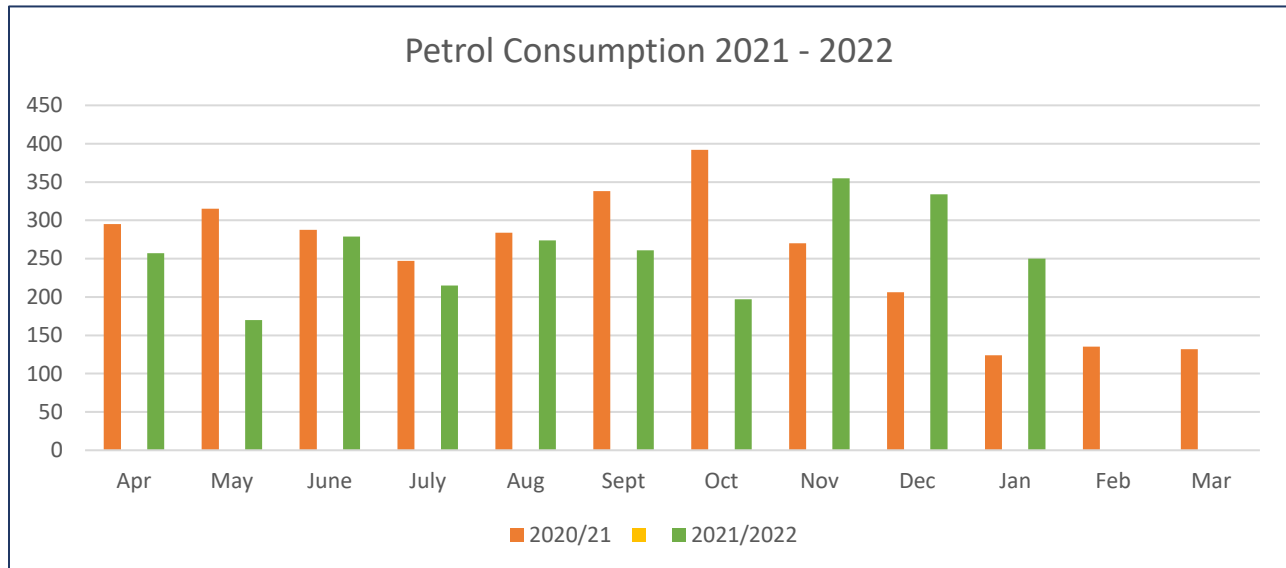
We have seen a slight decrease in electrical consumption over the last 12 months, particularly Jan-March 21 compared to Jan –March 2020. This is probably due to the lockdown and restricted numbers at Head Office. However, our energy consumption has been consistent over 2022 and 2021.

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.

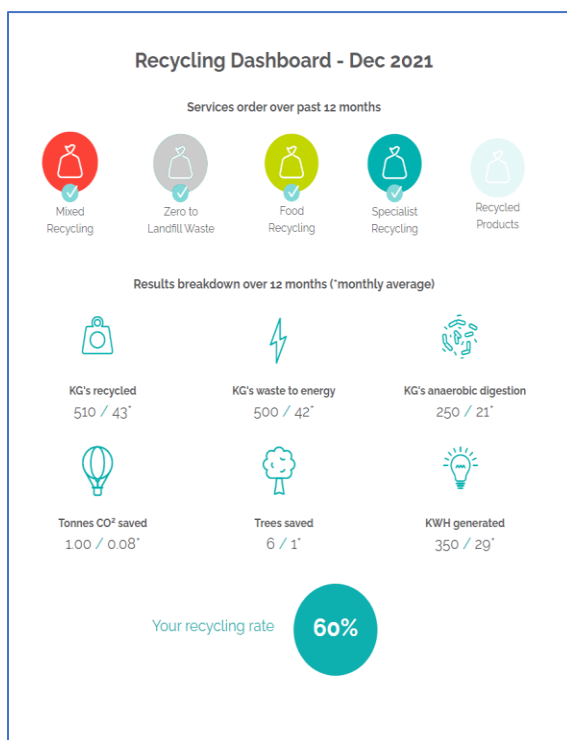


Fuel

Petrol consumption has decrease 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 in the earlier part of the year. As we have returned to work in the later half of the year consumption has increase.



First Mile and & Datashred Recycling.



HS&E Committee Meetings:

We held 4 HS&E Committee Meetings in 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 for 2021

Quarter 1

1. Welfare, sickness and reporting sheet form to be created.
2. Update Accident and illness form.
3. Staff with serious issues raised on accident and illness paperwork to be investigated and followed up in more depth and RA completed if required.
4. More input from committee and guest on new issues
5. Staff handbook update and paperwork for CCTV & Body cam's which record voice.
6. 'All user' email to be sent to all HO staff making them aware that when we go over to two teams next week that we keep up the standard we have implemented. For example, no sharing of pens on reception.
7. H&S newsletter to include a request to all site based for volunteers staff to put their name forward to be trained and join the team of Mental health champions on call 24/7.

Quarter 2

1. First aid training course to start being booked post COVID
2. Security at HO full lockdown process- awaiting budget/ works for side door as the process will change from mechanical to electrical
3. Check call process review.
4. Incentivizing near miss reporting.
5. Forward Covid-19 planning for full occupancy of HQ.

Quarter 3

1. PPE- hi vis to be issued to all and logged on the HR tracker for uniform also all other PPE to be logged on tracker. This must be checked yearly and PPE restocked if need be.
2. First aid kit, fire extinguisher and PAT testing to be checked on site.
3. Suicide training @ 160 to be investigated.
4. Missed check calls- Review to be completed by MK.
5. Reminders to all H&S committee members two weeks before next meeting regarding any new issues.
6. Mental Health Champion Training to be booked in for EW.

Quarter 4

1. Maternity RA Visits -importance of making HR aware of any expectant mothers -CMS to be trained on process.
2. Onsite weekly housekeeping safety checks to be implemented and carried out as is in place at Head office.
3. Covid-19 planning, discussion and updates for new Government guidance.

All H&S objections carried out and completed for 2021.

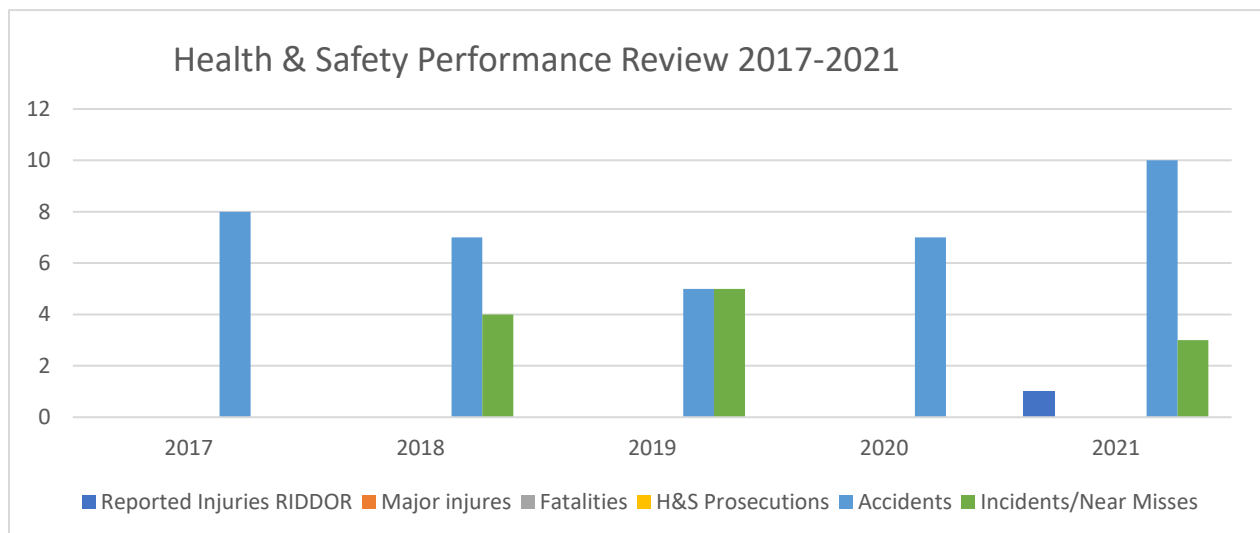
Near Miss Reporting

Although the issue of near misses is raised during the site visits, we are still not getting many incidents reported. We had 4 near misses reported in 2021. We continue to reinforce the importance of near miss report via our newsletter and near missing training on site.

Accidents:

We had 10 on site accidents in 2021. 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 was 1 RIDDOR accidents that was reported as the accidented resulted in more than 7 days absence.

We reviewed and reissued an updated Accident and Near miss reporting form to all staff in the first last quarter of 2021.



H&S Legislation

All relevant legislation for H&S was reviewed by the H&S Manager 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.
- Fire Alarm Control Panel upgraded and reviewed to British Standards with RED 240V Fire Rated Cable
- Side Fire Door upgraded and integrated into the access control system
- 2 x EV charges fitted into the Car Park
- Restrictions and alternations to break out area implemented to observe social distancing
- Lighting upgrade – no fluorescent lighting all LED in corridor to storeroom.
- Side door light fitted for night time safety and to utilize Controller locked out key system.
- Key System implemented outside building for total access control failure