

# Safety, health and environmental review

## Health and safety review

### Accident statistics

	2003–04	2002–03	Change
Accidents	79.0	92.0	-14.13%
Days absence due to accidents	51.5	94.0	-45.21%
Accident rate per 100 staff	4.1	4.9	-16.32%
Days absence per accident	0.65	1.0	-34.81%
Serious accidents reported to Health and Safety Executive	4.0	4.0	No change

Figures include all Ordnance Survey permanent staff, contractors and agency staff.

During this year a number of projects have been undertaken to strengthen the health and safety requirements at head office. Examples include the installation of a new electricity mains supply switchboard to provide a more resilient method of isolating parts of the building during major works. In addition separate mains supplies and transformers have been installed into an associated building to reduce the mains loading on head office.

To comply with the Control of Asbestos at Work Regulations 2002 a comprehensive Asbestos management plan and register have been developed and are now operational.

Regular staff health and safety training is ensuring staff are being kept up to date with changes in legislation in the workplace and new regulations. This regular staff health and safety awareness is also helping to reduce the accident rate year on year. As a result of this health and safety culture, the organisation is developing more risk-based analysis in its assessments, enabling easier control of high-risk activities whilst maintaining the appropriate controls on low-risk activities.

### Environmental review

We are continuing to integrate an Environment Management System (EMS) into the business to add value by delivering performance improvements, reducing costs, minimising business risk and reducing our business impact on the environment. In conjunction with the Health and Safety Team we are also updating a new electronic system called Envoy, which will be used as the tool for achieving an effective safety, health and environment system.

The main areas under the EMS are: Energy, Waste, Water, Travel Plan and Procurement. Historical and current data is being collated to

enable a future strategy to be put in place and targets set in accordance with the Sustainable Development in Government (SDIG) framework and targets.

### Waste

Our packaging waste remained under the Packaging Regulations of 50 tonnes. Of the 1 000 tonnes of other waste produced on site in 2003–04, 26% was recycled. We aim to make this percentage higher during 2004–05 by diverting more types of waste from landfill. Our longer-term aim is to prevent waste at source and minimise unavoidable waste disposal through effective reuse and recycling.

### Water

The results of our water efficiency survey are being used to produce a longer-term action plan to reduce water consumption and allow benchmarking against Government targets.

### Travel Plan

A site Travel Plan, carried out in conjunction with our tenants, has been finalised and used to set targets to reduce car usage and our impact on the local environment. The targets, which cover a three-year period, encourage the use of alternative forms of transport to our head office site. During 2004–05 we will be looking at ways of rolling out the Travel Plan to our field offices throughout the UK.

### Procurement

We have introduced an environmental questionnaire to our prospective supplier/service providers to include environmental criteria to measure performance as well as best value for money and minimising risk.