

excellence through innovation

Pell Frischmann



ANNUAL HEALTH AND SAFETY REPORT
1 January 2020 – 31 December 2020

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1. PURPOSE OF THE HEALTH AND SAFETY MEETING 2020

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

This Report covers the period from the 1 January 2020 to the 31 December 2020.

The annual H&S Meeting is scheduled to take place on the 19 January 2021 at 10.00AM, by Teams 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/TARGETS AND IMPROVEMENTS HAVE BEEN ACHIEVED SINCE THE LAST MEETING

Objectives and targets set at 2020 Meeting	Objectives and targets achieved by 31 December 2020
Maintain certification to ISO45001: 2018 (5 offices)	Achieved
No prohibition notices or enforcement orders	Achieved
Reduce the PF All Accident Frequency Rate from 2.27 to 1.00 No PF Reportable Accidents (RIDDORs)	PF AFR = 0.79. Achieved Achieved
Zero non-conformity arising from Evaluation of Compliance with Legal & Other Requirements (H&S audits)	Not achieved. 6 internal audits performed & 6 CARs issued
Comply with H&S legislation and other applicable standards by: <ul style="list-style-type: none"> ➤ Monitoring changes in H&S legislation and other standards and ensure that PF's register and processes are updated accordingly. ➤ No enforcement notices. ➤ Zero non-conformities from external auditors 	Achieved Achieved Not achieved - 3 minor CARs
100% of First Few Days Induction Checklist and their Griffiths and Armour or LMS 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 or LMS H&S training modules/tests; to be completed on time (within 30 days of the training account being set up)	Not achieved – approximately 98% compliance achieved

Improvements agreed at 2020 Meeting	Improvements achieved by 31 December 2020
Monthly LHSC tours	Achieved for January 2020 and February 2020 (see below)
Deputy Director tours every 6 months	This improvement could not be achieved due to Covid-19 pandemic and Central Government's Stay at Home guidance + all PF offices have been closed since the 23 March 2020
H&S safety alerts via e-mails and H&S Awareness Briefings via INNOV8 Front Page	Achieved
H&S in Design Lessons Learnt via INNOV8 Front Page	Not achieved – no lessons learnt received in 2020
Quarterly Office Principal/LHSC office tour and meeting	This improvement could not be achieved due to Covid-19 pandemic and Central Government's Stay at Home guidance + all PF offices have been closed since the 23 March 2020
H&S to be an Agenda item at Management Meetings	Achieved
H&S Moment to be discussed at the start of all PF meetings	Achieved

ANNUAL HEALTH AND SAFETY REPORT

1 January 2020 – 31 December 2020

4. REVIEW HEALTH & SAFETY POLICY

The Health & Safety Policy has been revised to meet the requirements of ISO45001: 2018. The Policy is linked to the Vision, Mission and Core Values.

HEALTH AND SAFETY POLICY STATEMENT **Health and Safety at Work etc. Act 1974**

The Company's policy on health and safety applies to all companies in the Pell Frischmann Consulting Engineers Ltd group including any subsidiaries.

It is important that every employee is aware of his or her obligations under this Health and Safety Policy Statement, and any queries should be addressed to the Managing Director or the Deputy Health and Safety Director.

Our statement of general policy is:

- Promoting an environment where everyone makes safety personal and helps to create a zero-harm culture. The Company provides and maintains safe and healthy working conditions, equipment, and safe systems of work for all our employees, and to provide such information, instruction, supervision and training, as they need for this purpose*
- The Directors are committed to the prevention of work-related injury and ill health for our employees and others affected by our work and to the promotion of the health and wellbeing of our employees*
- To ensure appropriate preventative and protective measures are implemented and maintained to eliminate or minimise any hazards and reduce health and safety risks to an acceptable level for our employees and others affected by our work, and the environment following the identification of work-related hazards and assessment of the risks related to them*
- To be committed to fully consult our employees and employees' representatives and seek their participation on all matters affecting their health, safety and wellbeing*
- To acknowledge our responsibility for the health and safety of other persons who may be affected by our activities and the need to maintain an effective communication system between interested parties*
- That evidence of professional safety management practice is and will remain a condition of our employment of third parties employed to assist with our operations*
- To comply with all current applicable health and safety legislation and other relevant health and safety requirements that relate to our health and safety hazards*
- The ultimate responsibility for health and safety is with the Pell Frischmann Board who ensure that adequate financial and physical resources are provided to secure a safe and healthy working environment for our employees*
- The Pell Frischmann Board is committed to this Policy and all staff are required to comply as a condition of their employment. They are encouraged to assist in the Pell Frischmann Board's further commitment to the continual improvement in our Health and Safety Management System and performance to improve our business*
- To ensure continual improvement in our health and safety performance, health and safety objectives are set by the Leadership Team at Management Review*
- This Policy will be reviewed annually or as required to ensure that it remains relevant and appropriate to the activities of the Company. The arrangements and processes for implementing this Policy are controlled through the Company's Business Management System*

ANNUAL HEALTH AND SAFETY REPORT

1 January 2020 – 31 December 2020

5. UPDATING THE H&S DOCUMENTS WITHIN THE BMS

- The H&S Director signed the H&S Policy (ISO45001: 2018) on the 1 March 2020
- All H&S Work Instructions have been reviewed to ensure these meet the requirements of ISO45001: 2018
- The Register of Legal and Other Requirements was last reviewed on the 15 October 2020

6. H&S CONSEQUENCES OF NEW TECHNOLOGY INTRODUCTION

Unit4 (timesheets, expenses and absences) was introduced into the Company in January 2018. Analysis of working hours report, and business mileage incurred is 'live' information due to enhancements that have been made to Unit4 during 2020. This will enable PF to ensure it complies with relevant H&S Regulations.

ISO19650-2 (BIM) certification was achieved in June 2020, for Exeter, London, Wakefield, Bishops Stortford and Birmingham offices. Once Luton, Manchester and Nottingham offices achieve ISO9001: 2015 certification, they will then be added to the ISO19650-2: 2018 certification.

In time, all sectors will be working to BIM. BIM can be programmed to ensure that the project's Design Risk Assessment (DRA) and the Pre-construction H&S File are 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, drawings and the pre-construction H&S File requires further revision.

7. COMMUNICATION, PARTICIPATION AND CONSULTATION

The Company ensures that communication, consultation and participation take place with all staff as follows:

- The Deputy H&S Director communicates H&S information to all staff through the LHSCs, directly by e-mail and H&S Awareness Briefings, and dealing with general matters that affect the H&S of staff
- LHSCs who are non-managerial workers attend the Annual H&S Committee Meeting. The meeting is held to ensure compliance with the Health and Safety (Consultation with Employee) Regulations 1996
- By seeking assistance in ensuring the Company appoints competent people to assist it with complying with H&S law
- H&S notice boards are used to communicate the H&S Policy and its objectives, local H&S issues and the names of the Deputy H&S Director, H&S Co-ordinator and the LHSC
- Issuing safety alerts
- Accident, incident and close call investigation
- Office inspections (recorded for January 2020 and February 2020 due to Covid-19 pandemic and the offices being closed)
- H&S consequences of introducing new or changes to existing premises, products, services, processes, technologies, knowledge or information being discussed
- H&S consequences of new and revised legal and other requirements being discussed
- Changes in knowledge or information about H&S hazards and risks being discussed
- Establishing needs and expectations (requirements) of staff (managerial and non-managerial), clients and other relevant interested parties
- Determining what needs to be communicated and how this shall be done
- Assigning roles, responsibilities and authorities
- In the development, review and continual improvement of Policies and the BMS
- People development – induction and refresher training, Personal Development Reviews (competency, training and objectives); H&S, BMS and job-related training, and career development
- Participation in risk assessments and method statements, to identify and eliminate aspects and hazards and to reduce impacts and risks
- Staff presentation and meetings such as in the offices with staff, sectors, management teams
- Suggestion scheme on INNOV8
- Internal audit programme, non-conformities and corrective actions including evaluating the need for these
- Management Review inputs and outputs

ANNUAL HEALTH AND SAFETY REPORT

1 January 2020 – 31 December 2020

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 provides general, occupational health and construction H&S advice
- Philip Johnson provides rail H&S advice

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

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

9. INTERNAL HEALTH AND SAFETY AUDITS

Six internal H&S audits were performed between the 1 January 2020 and 31 December 2020 resulting in 6 CARs being issued (8 audits resulting in 31 CARs being issued during 2019). Average CARs Per Audit KPI = 1.00 (2019 = 3.875).

Comparison of the CARs issued in 2019 (in brackets) versus 2020 are as follows:

CAR	Bir	BS	Edi	Exe	Lon	Man	Nott	Wak	Total
G&A modules/tests outstanding	0 (1)	0 (1)	0 (0)	0 (1)	0 (1)	0 (0)	0 (0)	0 (1)	0 (5)
Supplier management	0 (1)	1 (1)	0 (0)	0 (0)	1 (1)	0 (0)	0 (0)	0 (1)	2 (4)
Workplace Environment	0 (0)	0 (1)	0 (0)	0 (1)	1 (1)	0 (0)	0 (0)	1 (1)	2 (4)
DSE RAs overdue	0 (1)	0 (0)	0 (0)	0 (0)	1 (1)	0 (0)	0 (0)	0 (0)	1 (2)
Slips, trips and falls	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)	0 (2)
H&S inductions not completed	0 (0)	0 (0)	0 (0)	0 (1)	0 (1)	0 (0)	0 (0)	0 (0)	0 (2)
Legionella RA & water temperature testing required	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)	0 (2)
Control of records (PF)	0 (0)	0 (2)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (2)
Server noise	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)
LHSC inspections not recorded	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	0 (1)
NICEIC certificate out of date	0 (0)	1 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	1 (1)
Emergency response testing not carried out	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	0 (1)
Car lift certificate could not be located	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	0 (1)
PPE hard hats out of date	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	0 (1)
Office security arrangements not up to date	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	0 (1)
Equipment not PAT	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	0 (1)
Total	0 (3)	2 (6)	0 (0)	0 (3)	3 (14)	0 (0)	0 (0)	1 (5)	6 (31)

Legal compliance has not been met as proved by several of the CARs noted above. These CARs are followed up to ensure close out and are also considered when the next internal H&S audit is performed in the respective office.

ANNUAL HEALTH AND SAFETY REPORT

1 January 2020 – 31 December 2020

10. REVIEW EXTERNAL AUDITS

BSI Audits

The ISO45001: 2018 certification has been maintained for PF's 5 UK offices during the year.

Eight audits had taken place resulting in 3 Minor CARs being issued (8 audits resulted in 4 Minor CARs being issued in 2019). Average CARs Per Audit KPI = 0.375 (2019 = 0.50). The reasons for the CARs are as follows:

BSI CAR	Bir	BS	Exe	Lon	Wak	Total
DSE H&S Training outstanding for some time	0 (0)	0 (0)	1 (0)	0 (0)	0 (0)	1 (0)
Site Preliminary Checklist/Risk Assessment not completed prior to site visit	1 (0)	1 (0)	0 (0)	0 (0)	0 (0)	2 (0)
Accident/incident unique reference numbers not recorded correctly	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)
Emergency arrangements for first aid were not periodically tested	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	0 (1)
No evidence in place to show that the Young Person RA was communicated to school of work placement student	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)
G&A Driver Assessment module/test had been outstanding for a significant period	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)
Total	1 (0)	1 (1)	1 (3)	0 (0)	0 (0)	3 (4)

Achilles UVDB and RISQS Audits

During the year, the Achilles UVDB audit took place at the Exeter office. The score was 100% for quality, environment and H&S. However, one Corrective Action was raised – it was suggested that the Senior Leadership Team should accompany the LHSCs during their office tours.

The RISQS audit took place at the Bishops Stortford office from the 14 to 16 September 2020. No Corrective Actions were issued during this audit.

CHAS Registration

CHAS registration has been cancelled in agreement with the Major Bids Director, as PF was gaining no benefit from having this registration.

11. 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.

ANNUAL HEALTH AND SAFETY REPORT

1 January 2020 – 31 December 2020

12. HEALTH & SAFETY ACCIDENTS/INCIDENTS/CLOSE CALLS

There was no PF Reportable Accidents (RIDDORs) in 2020 (0 in 2019). The Reportable AFR is zero. There have been 5 accidents recorded for PF during 2020 (16 accidents in 2019). The All Accident Frequency Rate is 0.79 (2019 = 2.27). These were:

Accident	Bir	BS	Cro	Edin	Exe	Lon	Lut	Man	Notts	Wak	PFI	Total
Awkward leg movement	1 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)
Trip on same level	0 (0)	0 (0)	1 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)
Scald to arm	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)
Fell of chair whilst working at home	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)
Cut finger	0 (0)	0 (2)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	0 (1)	0 (1)	0 (2)	0 (7)
Burn to fingers	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (1)	0 (0)	0 (0)	0 (2)
Trapped finger	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	1 (1)
Fall on stairs	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (2)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (2)
Trip on uneven paving slab	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)
Contact with dust in eye	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)
Back injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)
Road traffic accident	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (1)
Total	1 (0)	0 (2)	1 (0)	0 (0)	1 (1)	2 (2)	0 (1)	0 (0)	0 (4)	0 (1)	0 (4)	5 (16)

Desco's and 4Way's Accident Frequency Rates are confirmed as zero for 2020.

There has been 1 incident recorded during 2020 (3 incidents in 2019). These were:

Incident	Bir	BS	Cro	Edin	Exe	Lon	Lut	Man	Notts	Wak	PFI	Total
Trip on stairs causing coffee that was being carried to spill	1 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)
Water ingress	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)
Masonry spalled away from windowsill at rear of building	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)
Member of staff sat on broken chair which collapsed	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)
Total	1 (0)	0 (1)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)	0 (0)	0 (0)	0 (0)	1 (3)

One close call was recorded in 2020 (3 in 2019) which was:

- At the Bishops Stortford office, an employee's PTS card was out of date. The WSP Controller of Site Safety (COSS) checked that all PTS cards were in date prior to the rail lineside structural inspection that was due to take place overnight. The WSP COSS refused PF's employee access to the rail lineside structural inspection he was due to undertake

Any necessary corrective actions from accidents, incidents and close calls have been implemented. Full details of accident, incident and close call investigation can be seen in the various logs that are available on INNOV8 in the H&S Documents Forum – Accident, Incident and Close Call Records sub-directory and in the individual Accident, Incident and Close Call Reports which are securely filed as required by data protection.

ANNUAL HEALTH AND SAFETY REPORT

1 January 2020 – 31 December 2020

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 ISO45001: 2018 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
- Emergency response practices such as the annual planned fire drills of all offices and unplanned emergency evacuations, as these arise. Records of the fire drills and emergency evacuations are maintained by Office Managers and any lessons learnt are communicated to staff

In November 2020, the Learning Management System (LMS) replaced the Griffiths and Armour H&S Interactive Training System. New starters when they join PF have received induction H&S training provided by either the LMS or G&A.

For PF staff, reminders have been set up to remind staff that during their employment, refresher training is required every three years. This will now be provided by the LMS which is already alerting staff accordingly.

14. SUGGESTED HEALTH AND SAFETY IMPROVEMENTS FOR 2021

These are:

- Wellbeing
 - Review ISO45003 Management of Psychosocial H&S at Work with regards to Covid-19 and staff's mental health
- Certifications
 - Seek ISO45001: 2018 certification for Luton, Manchester + Nottingham offices - achieving this will depend on the Covid-19 pandemic and these offices re-opening
- BMS
 - Convert Site Working Preliminary Checklists and Risk Assessment Template, Ladder Checks Template & LHSC Monthly Office Health, Safety and Environmental Inspections Template into Microsoft Forms
 - Create Team Occupational H&S Records site for the LHSCs, utilising current Teams LHSC site. Automate time limited occupational health records reminders
- Data Analysis
 - Health Safety and Wellbeing Metrics (gather monthly figures for accidents, RIDDORs, occupational health referrals etc) and link to H&S Dashboard
- Training
 - LMS – launch Working Away from the Office module/test
 - Practice What if Scenarios
 - Link individual H&S performance to PDRs

ANNUAL HEALTH AND SAFETY REPORT

1 January 2020 – 31 December 2020

15. SET HEALTH & SAFETY OBJECTIVES, TARGETS & PROGRAMME FOR 2021

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&S alerts issued</p> <p>H&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&S Co-ordinator</p> <p>Quarterly walk rounds in office undertaken and recorded</p> <p>Six monthly walk arounds in office undertaken and recorded</p> <p>100% of First Few Days Induction Checklist and the LMS H&S modules/tests to be completed within 30 days of joining PF</p> <p>100% of the refresher LMS H&S 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&S management system are complied with</p>	<p>31 December 2021</p>	<p>Deputy H&S Director/ H&S Co-ordinator</p> <p>H&S Co-ordinator</p> <p>LHSC/Office Principals/ H&S Co-ordinator</p> <p>Office Principals & LHSCs</p> <p>LHSC & H&S Director or BUDS</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>
<p>Comply with H&S legislation and other applicable standards</p> <p>Zero non-conformity arising from Evaluation of Compliance with Legal & Other Requirements.</p> <p>No prohibition notices or enforcement orders.</p> <p>No occupational health complaints.</p> <p>No client and relevant other interested parties' complaints.</p>	<p>Monitor changes in H&S legislation and other standards and ensure that PF's register and processes are updated accordingly.</p> <p>No H&S CARs issued by BSI</p> <p>Ensure that all aspects of the PF H&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 2021</p>	<p>H&S Co-ordinator</p> <p>Office Principals/All staff</p> <p>All staff</p> <p>Office Principals/LHSCs</p> <p>H&S Co-ordinator</p> <p>Office Principals/All staff</p>

ANNUAL HEALTH AND SAFETY REPORT
1 January 2020 – 31 December 2020

Health and Safety Objectives	Action Required to achieve objective	Target date	Responsible
Maintain ISO45001: 2018 Certification for Exeter, London, Wakefield, Birmingham and Bishops Stortford offices Seek ISO45001: 2018 Certification for Luton, Manchester and Nottingham offices	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 2021	Office Principals/All staff Office Principals/All staff H&S Co-ordinator
Prevention or work-related injury and ill health Reduce PF Accident Frequency Rate from 0.79 to 0.75 Zero RIDDOR accidents.	Occupational Health Work Instruction issued Ensure that all aspects of the PF H&S management system are complied with Hazards are identified, and appropriate risk assessments are in place 100% of First Few Days Induction Checklist and LMS H&S modules/tests to be completed within 30 days of joining PF 100% of the refresher LMS H&S modules/tests; to be completed within 30 days of renewal notification being issued. Refresher training takes place every 3 years Quarterly walk rounds in office undertaken and recorded Six monthly walk arounds 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 2021	H&S Co-ordinator All staff H&S Co-ordinator All staff LHSCs/Office Principals LHSCs & Office Principals LHSC & H&S Director or BUDS Deputy H&S Director Office Principals Office Principals/LHSCs Office Principals/LHSCs H&S Co-ordinator All staff

ANNUAL HEALTH AND SAFETY REPORT
1 January 2020 – 31 December 2020

Health and Safety Objectives	Action Required to achieve objective	Target date	Responsible
<p>Reduce the number of internal CARs raised for:</p> <ul style="list-style-type: none"> ➤ H&S Training – First Few Days Induction & LMS Initial/Refresher Training to be completed within 30 days. Zero CARs ➤ Completion of DSE Assessments within 30 days of joining the Company and annual review. Zero CARs 	<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&S Co-ordinator</p> <p>Internal audits</p> <p>100% of internal CARs raised are closed out by the target date</p> <p>Mentoring and training as required</p> <p>Ensure that all aspects of the PF H&S management system are complied with</p> <p>H&S Evaluation of Legal Compliance Audit in PF's 9 offices</p>	31 December 2021	Office Principals/LHSCs H&S Co-ordinator All staff
<p>Consult employees and seek their views on all matters affecting their H&S.</p> <p>Four online roadshows (replaces Deputy H&S Director tours):</p> <ul style="list-style-type: none"> • H&S Duties and Responsibilities • CDM2015 • Occupational Health • Wellbeing <p>12 H&S Awareness Briefings.</p>	<p>Online Staff Presentation held for each office</p> <p>Annual meeting with LHSCs</p> <p>Deputy H&S Director to distribute questionnaire to LHSCs seeking their feedback on H&S before meeting</p> <p>Consultation and participation with all staff regarding any H&S concerns</p> <p>Business Unit/Department meetings</p>	31 December 2021	Office Principals Deputy H&S Director, H&S Co-ordinator, LHSCs & BUDs
<p>Safety management practice is a condition of employing third parties to assist with our operations.</p>	<p>Subcontractor, Off-Payroll Worker and Agents Management Work Instruction issued</p> <p>Supplier Management Work Instruction issued</p> <p>List of Approved Subcontractors maintained</p> <p>Internal subcontractor management audits performed</p>	31 December 2021	All staff H&S Co-ordinator