

## **A spotlight on our activity**

Annual health and safety report

2018



# Summary statement from Keith Froud



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By providing a safe and healthy workplace we support our purpose of 'Helping our clients, our people and our communities to thrive'. It is imperative that we protect and support everyone affected by our business.

It is the duty of management to ensure that all processes and procedures are designed and maintained, to prioritise the health and safety of our employees and visitors/contractors whilst working in or visiting our premises.

We continually strive to improve the health and safety culture within our organisation and I am personally committed to the effective delivery and continual improvement of our health and safety framework. An embedded health and safety culture is not only good for our people, but is also good for business.







# Introduction

This is the eighth annual health and safety report produced by Eversheds Sutherland (International) LLP. The report is a summary of health and safety activities, performance and progress from across the organisation. The report covers the period from January 2018 to 31 December 2018 and, where appropriate, comparisons have been made with previous years' data.

Eversheds Sutherland's environmental performance for 2018 is reported separately in an annual environmental report.

**Executive summary**

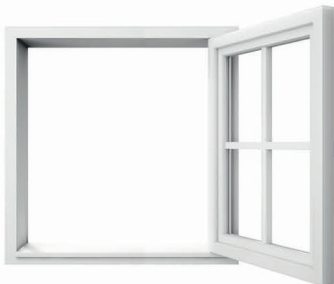
The health and safety performance of Eversheds Sutherland continues to be of a high standard and the number of accidents and incidents remains at a low level. There were no RIDDORs during the year.

Embedding health and safety within the culture of the firm remains a priority. This is shown in the number of health and safety training courses attended, the number of online health and safety modules completed and the number of health and safety meetings attended.

The policies and systems in place have enabled the organisation to either gain or retain several health and safety awards and certifications during 2018, and the objectives set for 2019 reflect the organisation's commitment to ensuring future continual improvement in this field.

**Business activities**

Eversheds Sutherland (International) LLP is one of the world's largest full-service international legal practices with 68 offices across Europe, the Middle East, Asia and Africa. The organisation provides services to the private and public sector business and finance community. Eversheds Sutherland combines local market knowledge and access with the specialisms, resources and international capability of one of the world's largest legal organisations. We have four main practice groups: company commercial, human resources, litigation and dispute management, and real estate. The industry sectors we advise include aerospace, defence and security, education, energy, financial institutions, food and drink, healthcare, central and local government, retail, telecoms and transport.



# Health and safety policy statement

Eversheds Sutherland is committed to high standards of health and safety management. The responsibility for establishing and maintaining policies on health, safety and environmental matters lies with the Executive of Eversheds Sutherland (International) LLP.

However, we all have a personal responsibility for observing safety policies, rules and procedures.

Ensuring safety awareness, positive attitudes and continual improvement in safety performance requires the commitment and active involvement of all Partners, managers, employees and regular contractors at all levels.

It is our policy to maintain high standards of health and safety management and to encourage everyone to contribute to their own welfare and that of their colleagues and other affected by our activities.

Effective health and safety management improves safety performance and reduces work-related injuries and ill health. Therefore, so far as is reasonably practicable, part of our objectives are to avoid accidents, injuries and ill health to our people, and to prevent damage to property and to conserve the environment.

To achieve this we are committed to the following principles:

- providing safe and healthy working conditions for the prevention of work-related injury and ill health
- eliminating hazards and reducing occupational health and safety risks
- establishing arrangements for the effective organisation, planning, monitoring and reviewing of health and safety policies and procedures
- continually improving our occupational health and safety system
- consulting, participating and communicating with all managers, employees and regular contractors on occupational health and safety issues
- complying with relevant health and safety legislation and other requirements
- encouraging the use of industry best practices wherever reasonably practicable

This Health & Safety Policy Statement, our Safety Management System and our objectives and targets will be regularly reviewed to ensure that they continue to improve safety performance and reduce work-related injuries and ill health.

Eversheds Sutherland (International) LLP will continue to raise and maintain awareness of this policy through guidelines, internal communications and staff training and will ensure it is available to internal and external parties through our intranet and website.

**Keith Froud**  
*Managing Partner  
(International)*  
May 2018





# Health and safety management system

Our Health and Safety Management System (HSMS) was recertified to OHSAS 18001 in November 2017 certification for our UK offices (Birmingham, Cambridge, Cardiff, Edinburgh, Ipswich, Leeds, London, Manchester, Newcastle and Nottingham).

The organisation is committed to continually improving its health and safety performance, and as such the structure of the HSMS is constantly under review and revised as appropriate.

The key elements of our HSMS are:

- a health and safety policy
- a register of health and safety legislation that is relevant to our business which is reviewed on an annual basis (available on request)
- regular internal and external audits to ensure the system is maintained and areas for improvement are identified and actioned
- regular health and safety management meetings which review and revise current performance, objectives and targets

## **Progress against health and safety plans/objectives**

Health and safety targets and objectives are monitored throughout the year with progress reported at the quarterly Health and Safety Steering Committee meetings.

The majority of targets and objectives for 2018 were met and those that were not met have been carried forward to 2019.

## **Regulator inspections and visits**

No office was inspected by an enforcement agency during 2018.



# Accidents and incidents

## Number of accidents

	2015	2016	2017	2018
Birmingham	10	6	4	8
Cambridge	5	2	2	7
Cardiff	7	11	5	3
Edinburgh	0	0	0	0
Ipswich	0	0	0	2
Leeds	9	9	6	2
London	3	2	1	2
Manchester	4	3	6	4
Newcastle	3	2	0	2
Nottingham	1	1	0	3
<b>Total</b>	<b>42</b>	<b>36</b>	<b>24</b>	<b>33</b>
RIDDORs	2	0	1	0

## Number of incidents

	2015	2016	2017	2018
Birmingham	5	6	5	5
Cambridge	0	2	1	2
Cardiff	4	0	1	3
Edinburgh	0	0	0	0
Ipswich	1	1	0	1
Leeds	4	8	1	6
London	3	1	4	3
Manchester	3	4	1	12
Newcastle	4	0	2	2
Nottingham	1	3	1	1
<b>Total</b>	<b>25</b>	<b>25</b>	<b>16</b>	<b>35</b>



# Accidents and incidents

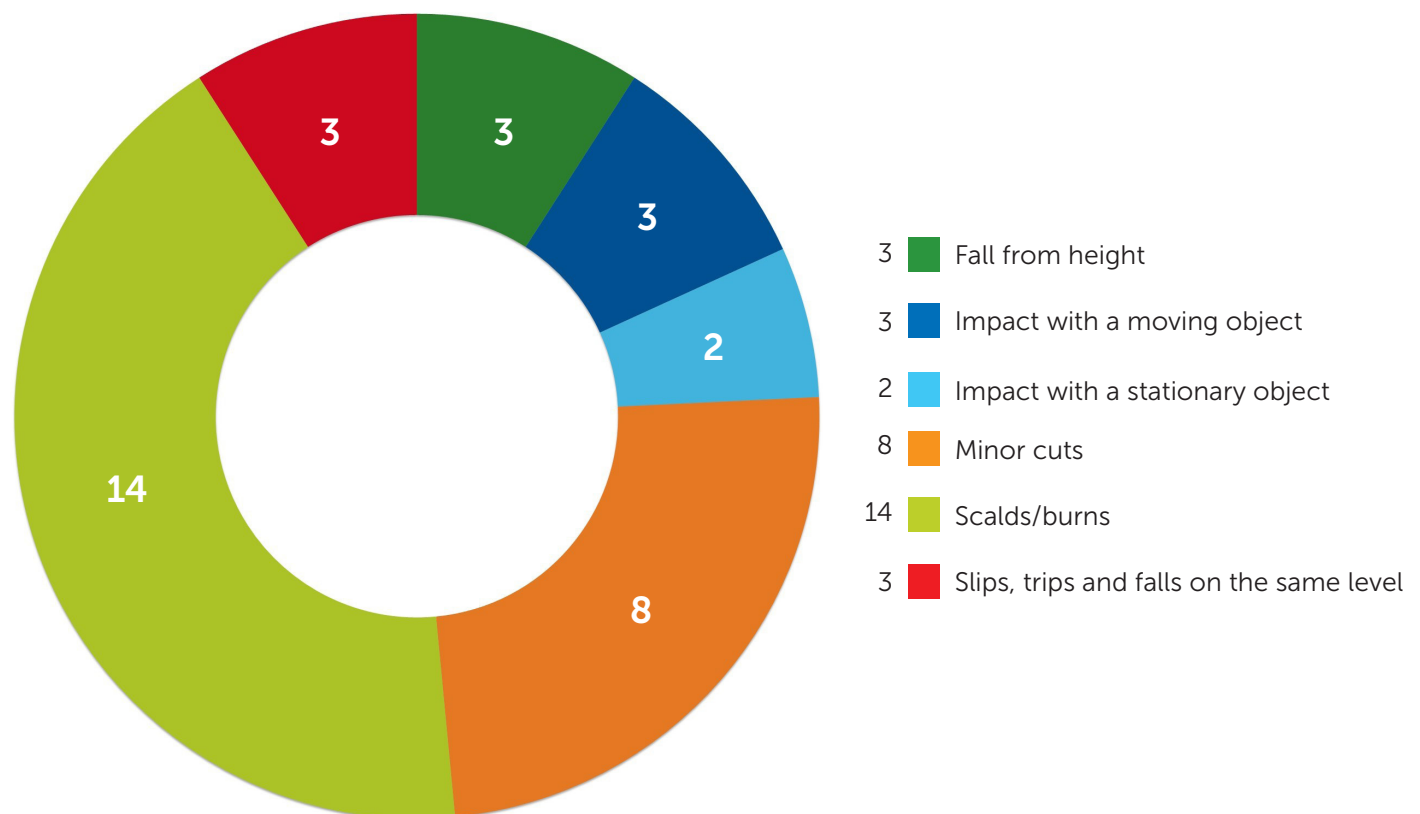
The category with the largest number of accidents was scalds and burns (14 cases), followed by minor cuts; slips, trips and falls on the same level; impact with a moving object; and impact with a stationary object. Investigation found that the main causes of these accidents were:

- scalds and burns – pouring, spilling or splashing hot water or soup onto hands
- slips, trips and falls on the same level – wearing inappropriate footwear, stumbling and tripping over items on the floor
- impact with moving or stationary objects – walking into objects
- minor cuts – paper and cardboard cuts due to handling large volumes of paper, and catering injuries

The graph below shows the breakdown of accidents in the UK offices during 2018.

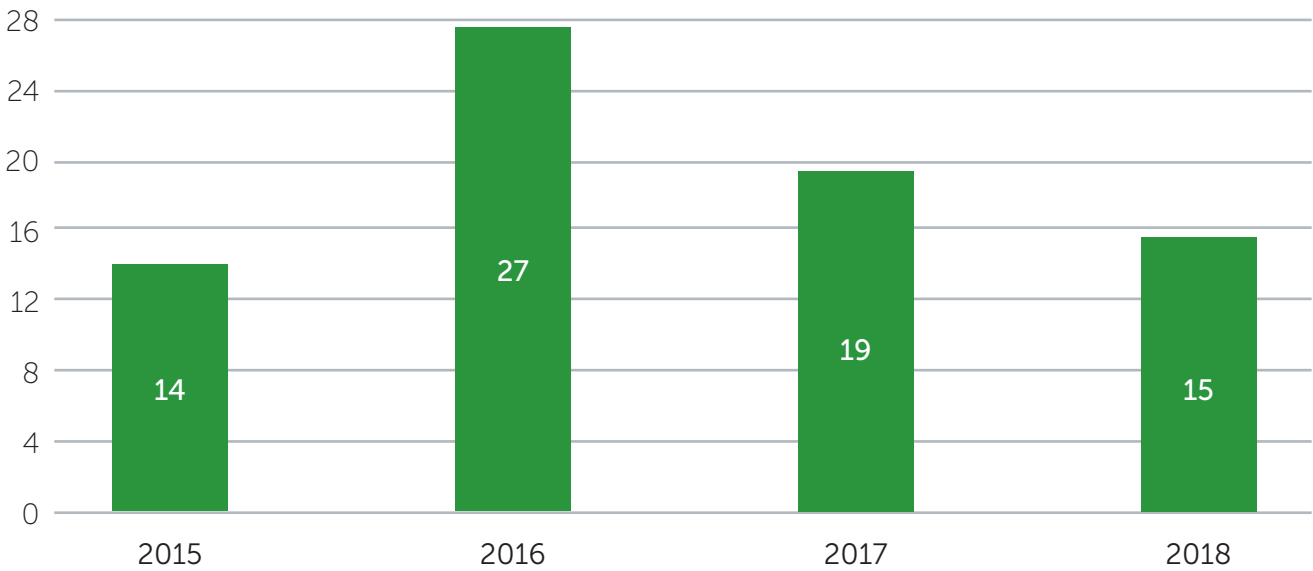
There were no RIDDORs during 2018.

Since 2010 accidents and incidents have been reported separately (incidents include administering first aid for persons who become unwell but do not have an accident, near misses and property damage). The number of near misses in 2018 increased due to the raised awareness of the requirement to report.



# Fire statistics 2018

During 2018, there were 15 unplanned fire alarm actuations in UK offices, compared to 19 in 2017, 27 in 2016 and 14 in 2015. The causes of the actuations were as follows:



	2015	2016	2017	2018
Accidental breakage of break glass	1	5	1	1
Catering	4	8	2	3
Contractors	0	2	1	2
Dust/aerosol	0	2	5	0
Electrical fault	0	0	1	0
Miscellaneous	4	1	0	0
Smoking	1	0	0	1
Retail units	0	3	1	0
System fault/error	4	6	8	8
Total	14	27	19	15

# Training

All new members of staff continue to complete an online health, safety and environmental induction. In addition, all new starters must complete three online safety modules – display screen equipment, manual handling and fire safety.

The number of floor marshals continues to be suitable and sufficient – with training and adequate cover provided in all UK offices.

The number of first aiders per office also continues at an appropriate level. Internal refreshers are provided in each UK office on a quarterly basis, and information sheets are circulated each month on a different first aid topic.

In total, 476 health and safety courses were attended in 2018, compared with 548 in 2017, 433 in 2016 and 526 in 2015.



	Birmingham	Cambridge	Cardiff	Edinburgh	Ipswich	Leeds	London	Manchester	Newcastle	Nottingham	Total
<b>CDM training</b>											
Defibrillator training	4	1	7	0	0	0	0	0	0	0	<b>12</b>
DSE Assessor Training	2	0	1	0	0	0	1	1	0	1	<b>6</b>
Emergency spill response – train the trainers	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Emergency spill response training	6	0	5	1	2	0	7	0	3	3	<b>27</b>
Epilepsy awareness	15	0	0	0	0	0	0	0	0	0	<b>15</b>
Evac Chair – train the trainers	0	1	0	0	0	0	0	0	0	2	<b>3</b>
Evac Chair training	5	0	0	0	0	0	0	8	0	2	<b>15</b>
First aid course – external	6	2	8	1	1	4	5	4	2	4	<b>37</b>
First aid course – internal	9	3	14	3	3	20	31	31	7	6	<b>127</b>
Floor marshal training – online	37	9	25	7	5	24	35	22	10	10	<b>184</b>
Floor marshal training – face to face	0	2	0	0	0	0	1	0	0	1	<b>4</b>
IOSH managing safety	0	0	0	0	0	0	0	0	0	0	<b>0</b>
IOSH working safety	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Legionella awareness	0	0	0	0	0	1	5	0	0	0	<b>6</b>
Manual handling	0	0	0	1	0	0	0	5	3	3	<b>12</b>
Mental health FA	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Visual awareness	0	0	28	0	0	0	0	0	0	0	<b>28</b>
<b>Total</b>	<b>84</b>	<b>18</b>	<b>88</b>	<b>13</b>	<b>11</b>	<b>49</b>	<b>85</b>	<b>71</b>	<b>25</b>	<b>32</b>	<b>476</b>



# Online training

Completion rates for all three online health and safety modules fell during 2018. The following offices either maintained or achieved 100% completion rates:

**DSE module:** Beijing, Edinburgh, Ipswich and Newcastle

**Fire safety module:** Baghdad, Doha, Edinburgh, Ipswich and Newcastle

**Manual handling module:** Beijing, Doha, Edinburgh and Ipswich

Senior management support will remain essential to ensure the outstanding training is completed.

	DSE		Fire Safety		Manual Handling	
	Number outstanding	% Completed	Number outstanding	% Completed	Number outstanding	% Completed
Abu Dhabi	5	58.3	4	63.6	6	50
Amman	11	69.4	10	70.6	12	64.7
Baghdad	6	33.3	0	100	6	25
Beijing	0	100	6	14.3	0	100
Birmingham	77	79.6	61	83.1	63	82.4
Cambridge	13	79.4	10	84.1	10	84.1
Cardiff	51	84.1	22	93.2	25	92.4
Doha	1	91.7	0	100	0	100
Dubai	33	44.1	22	55.1	33	44.1
Edinburgh	0	100	0	100	0	100
Hong Kong	48	63.4	58	49.1	65	48.4
Ipswich	0	100	0	100	0	100
Leeds	17	96.1	34	92.1	45	89.5
London	87	83.8	117	79.2	128	75.5
Manchester	1	99.6	12	95.1	18	92.6
Newcastle	0	100	0	100	1	94.4
Nottingham	3	94.7	9	87.7	2	96.5
Paris	93	19.1	63	40	64	41.8
Reading	20	4.8	17	19	17	19
Riyadh	28	15.2	17	33.3	23	25.8
Shanghai	3	70	3	66.7	3	66.7
Total	497	79.6	465	81.7	521	79.1

	DSE			Fire Safety			Manual Handling		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Previous completion rates	85.8%	84.5%	85.1%	90.1%	88.3%	88.1%	87.7%	85.8%	86.9%

# Consultation

Quarterly Health, Safety and Environmental Committee meetings were held in all UK offices. Attendance levels were as follows:



	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Birmingham	22	17	21	20
Cambridge	11	9	8	9
Cardiff	14	11	9	21
Ipswich	5	5	4	4
Leeds	15	–	–	–
London	20	11	14	14
Manchester	17	15	14	21
Newcastle/Edinburgh	9	10	14	15
Nottingham	6	11	10	11

### Disability

In 2014 Eversheds Sutherland founded the Inter Law Firm Forum on Disabilities. The Forum meets on a quarterly basis and aims to share best practice and improve the experiences of colleagues, clients and visitors within legal organisations. During 2018, the topics discussed were hearing impairment, mental health, dyslexia and autism.

### RoSPA gold award

The proactive approach of the health and safety team was rewarded with a sixth Gold medal by the Royal Society for the Prevention of Accidents (RoSPA). In achieving the award, the organisation had to demonstrate:

- an excellent occupational health and safety management system and culture
- high levels of compliance with control measures
- no fatal or major injuries due to employer negligence
- below sector average accidents and incidents

### British Safety Council International Award

The organisation attained a merit during 2015, 2016 and 2017. The award demonstrates the organisation’s commitment to keeping employees healthy and safe.

### OHSAS 18001

The UK offices retained certification to OHSAS 18001: a health and safety management standard.

The organisation’s health and safety management system was reviewed and revised, and each office in the UK was audited internally.

# Key projects



## Key projects for 2018

The main projects that the health and safety team worked on during 2018 were:

- retaining certification to OHSAS 18001, the RoSPA Gold medal, and a merit in the British Safety Council International Award – achieved
- improving completion rates of the three e-learning modules in all offices – not achieved
- completing the Disability Standard – not achieved
- improving Eversheds Sutherland's Disability Confidence – achieved

## Key projects for 2019

The main projects that the health and safety team will be working on during 2019 are:

- attaining a RoSPA Gold Medal and a British Safety Council International Award
- continuing to work at aligning our non-UK offices with UK H&S best practice
- improving completion rates of the e-learning modules. All new joiners must complete this training
- undertaking a gap analysis for the Disability Standard and working towards Disability Confidence Level 3
- undertaking an ISO 45001 gap analysis and seeking certification
- attain certification to CHAS





**For further information, please contact:**

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