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**Time  
Out  
For  
Safety**  
"Ensuring all our staff go home safe at the end of the day"

**HOME SAFE  
EVERYDAY**

Monday 29 February 2016

Week: 10



Please don't forget to enter attendance figures and any issues raised into the TOFS database!

The 'Feedback to Team' icon on the TOFS Database Main Menu provides updates to all issues you've entered into the database.

Help us to make TOFS thought-provoking. Send us your stories by email:  
~Marine.Devonport.Safety Culture Team  
or call in to the SCIT office, N081 North of the Red Brick Building.



- Healthy eating
- Building Controllers
- Office moves – please inform your Building Controller
- Accidents
- Ladder Working Group update
- And finally....

**REMEMBER** – TOFS is your team's opportunity to discuss safety issues and concerns – use your TOFS session to raise awareness of activities that have the potential to place staff at risk.

**HOME SAFE  
EVERYDAY**



# Healthy eating quiz

**Source: BBC iWonder website.**

You often hear people say "don't forget your five-a-day" when speaking of healthy eating. What exactly does eating five-a-day mean to your team.

The following quiz will help provide some clarity.

**There are 10 questions with 3 choices in each case.**

**Q1. How much is a single five-a-day portion of fruit or vegetables for an adult?**

- 60 grammes.
- 80 grammes.
- 100 grammes.



*An adult portion is approximately 80g. An easy way to check if you're eating the right amount is to see if the portion is about the size of the palm of your hand. Children don't need as much, a portion should be about their palm size.*

**Q2. How many of your five-a-day would one 400g tin of beans or pulses count as?**

- One portion.
- Two portions.
- None – it doesn't count.



*Beans and pulses do count. However no matter how many beans or pulses you eat, they never count as more than one portion. This is because although they are a good source of fibre they contain fewer nutrients than fruit and vegetables. The good news is that this means beans on toast and hummus count.*

**Q3. Potatoes don't count towards your five-a-day. Why is this?**

- Not enough minerals or vitamins.
- They are usually cooked with fat or salt.
- They contain too much starch.



*Potatoes contain too much starch, so unfortunately don't count. The good news is that sweet potatoes do count and they make great chips. Also try using cauliflower to make mash.*

**Q4. How many of your five-a-day portions is 300ml of 100% fruit juice?**

- None – it doesn't count.
- One portion.
- Two portions.



*No matter how much fruit juice you drink, it never counts as more than one portion because it is low in fibre. It is not recommended that you drink more than 150ml per day as it's high in sugar. In fact, some nutritionists argue that fruit juice shouldn't count at all. Smoothies count as two portions if they contain whole fruit or vegetables and 100% fruit juice.*

**Q5. Does dried fruit count towards your five-a-day?**

- No.
- Yes.
- Only if eaten with fresh fruit.



*Dried fruit does count because it contains plenty of fibre. However, the recommended portion size is 30g due to the density of calories and sugar. As a rule you should not eat more dried fruit than you would if it was fresh. So next time you are snacking on some raisins, think of each one as a grape.*

**Q6. How many portions of fruits and vegetables are people recommended to eat per day in Canada?**

- 6
- 8
- 10



*The Canadians are recommended to eat a whopping 10 portions a day. Our recommended five-a-day is widely thought not to be enough. It's important to say that our guidelines are 'at least' five a day, so it's best to treat it as a baseline rather than a target.*

**Q7. Do onions count towards your five-a-day?**

- Yes.
- No.
- Only spring onions count.



*Onions do count, but remember a portion is 80g. Sometimes we forget about the humble onion. They are eaten and grown in more countries than any other vegetable and they are a staple of every major cuisine.*

**Q8. Does salad in your sandwich count as one of your five-a-day portions?**

- Yes, always.
- No, never.
- Sometimes



*If your sandwich contains 80g of salad then it does count, but in reality, very few sandwiches do contain this much. For lunch try having a salad with a variety of vegetables to get on your way to five-a-day!*

**Q9. Can you combine different fruits and vegetables to make a single five-a-day portion?**

- Yes.
- No.
- Only in home cooked food.



*You can combine different fruits and vegetables to make a single 80g five-a-day portion.*

**Q10. What proportion of your daily foods should be fruits and vegetables?**

- One-third.
- Two-thirds.
- One-half.



*Fruits and vegetables should make up about a third of the food you eat in a day. This is consistent with NHS advice on healthy eating.*

## Five reasons to eat five portions of fruit and vegetables a day

- Fruit and vegetables are a good source of vitamins and fibre including folate, vitamin C and potassium.
- They're an excellent source of dietary fibre, which helps to maintain a healthy gut and prevent constipation and other digestion problems. A diet high in fibre can also reduce your risk of bowel cancer.
- They can help to reduce your risk of heart disease, stroke and some cancers.
- Fruit and vegetables contribute to a healthy, balanced diet.
- Fruit and vegetables taste delicious and there's so much variety to choose from.

# The role of the Building Controller

Provided by Will Bugden (Estates Department)

**Please discuss with your team:**

- what is a Building Controller?
- what do they do?
- how do their responsibilities affect you?

**Did you know?**

- Building Controllers (BC's) have a responsibility to look after the safety of their building and the people in it. Equally, everyone is responsible for personal safety – see it, sort it, report it.
- By understanding the responsibilities of your Building Controller, safety will be improved.
- During evacuations, the Building Controller is the point of contact for the emergency services and security service. Distinctive hi-vis is worn by BCs in emergency/evacuation situations to aid their identification.
- The Building Controller should be the point of contact and the centre of communication for all work to the building. Any repairs needed for your building should be reported directly to or via the Building Controller to the Estates Helpdesk (01752 32) 5555. If you report a fault, you must inform your Building Controller and give them the reference number, so they can track its progress.
- No work should be undertaken in or on a building without first contacting the Building Controller or Infrastructure Control Office (ICO), or the deputy in their absence. This ensures that work is carried out safely and with minimal impact to the occupants of the building.

- A standard format safety briefing hand-out has been developed for all visiting workers to buildings. This will be issued by the Building Controller. It includes important information about the building, evacuation details, contacts, locations etc. The hand-out should be kept by the worker for reference.
- All Babcock controlled buildings will have new signage (shown left) to aid visitors in identifying the building controller. Desk signage will also be provided.
- The responsibilities of the Building Controller have been clearly defined in a single document, which is now available on Agility (FM(D)-SD-040).

 <b>Building contacts</b>	
<b>Building Number</b>	<b>N000</b>
<b>Building Controller</b>	<b>Tel No.</b>
William Bugden	01752 320000
<b>Deputy Building Controller</b>	<b>Tel No.</b>
<b>Building Manager</b>	<b>Tel No.</b>
<b>Plant Manager</b>	<b>Tel No.</b>
<b>Fire Alarm Test Time</b>	
Every Tuesday at 11:00am	
<b>No building modifications or maintenance to be started without contacting the Building Controller.</b>	
Has the Technical Representative or Supervisor confirmed there are no asbestos risks associated with your work? Asbestos registers are available on the Estates website.	



Shown above: The new building information signage and Building Controller's desk sign.

# Staff re-location

## Please contact the Building Controller

Provided by Company Fire Officer, Tom Taylor.

Recent occurrences have highlighted that some staff have moved buildings without keeping the respective Building Controllers (BCs) informed. As a result, accounting for staff during building evacuations has become a problem and BCs have found it difficult to confirm if persons are missing or not.

Could all staff please ensure that when they move from one building to another they inform the relevant BCs. When leaving the building they should hand over all keys and inform the BC of their last date of occupancy.

When moving into a building they should contact the BC and provide all necessary details as well as identifying the new buildings fire actions, muster point location, and specific emergency instructions. They should then walk the building, identifying escape routes and alternative means of exit. They should familiarise themselves with any alarm sounds and weekly alarm testing routines.

**Any questions, please contact Tom Taylor (4303) or David Brooke (4981).**

## Accidents

**Total accidents 252 to date (3 in week) – Last year 305 (6 in week)**

**Lost Time Accidents 47 to date (2 in week) – Last year 55 (4 in week)**

### Lost Time Accidents

Location	Part of Body	Nature of Injury	Direct Cause of Injury	Type of Person	Brief Description of Accident
SRC - N016	Trunk / Back	Strain / Sprain	Other (incl Traffic)	Babcock Industrial	IP was moving a palletiser of poly blocks and as palletiser went over area of broken tiles it stopped, causing IP pain to his back.
SRC	Trunk / Back	Strain / Sprain	Lifting Strain	Babcock Non Industrial	IP was transporting RVI equipment in a case from 9 dock to SRC and felt twinge to his back and as he carried it up steps in SRC this aggravated the pain.

### Other Accidents

Location	Part of Body	Nature of Injury	Direct Cause of Injury	Type of Person	Brief Description of Accident
PRT/Vanguard brow	Arm / Wrist / Shoulder	Cuts & Bruises	Fall on the Level	Babcock Non Industrial	IP was exiting Vanguard via the fwd brow and slipped on steps sustaining graze to arm.

# Ladder safety Improvement Programme – Working Group updates



**Please ask your team:**

- Are you aware of the Ladder Working Group (LWG)?
- Who are the members of the team?
- Why was it formed?
- When did it begin?
- What are the aims of the Group?
- What improvements has it achieved to date?



The Ladder Working Group is led by Mike Donnington (Programme Manager – SBU). There were a number of reasons for its formation, although new legislation and investigation reports into recent falls from submarine access ladders have highlighted the need for ladder safety improvements.

Established during 2015, the LWG is made up of: Safety Support Managers from across the business, members of the Design Authority and Industrial and Non-Industrial Trade Union Safety Representatives.

**The LWG mission statement is:**

To review, develop and implement safe access/egress arrangements on all vessels and structures across the Devonport site, ensuring compliance with current regulations and to ensure ladders are ALARP.

This will be achieved by:

- developing a safe access and egress standard.
- reviewing current access and egress arrangements against agreed standards.
- developing a process that will comply with new access/egress regulations.
- developing an action plan to sentence areas of non-compliance.
- using learning from experience (Lfe) on other relevant projects whilst in the design phase of the life cycle
- developing a training module for all staff to demonstrate good and bad practice.

*There have been a number of improvements which have enhanced ladder safety within the Submarine Business Unit. Some of which can be seen on the ladder improvement poster which was sent to TOFS Team Leaders last week. This can also be found by selecting the hyperlink below:*

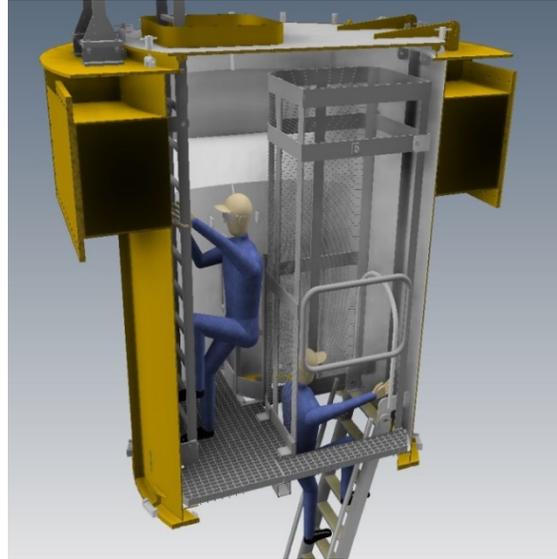
[Ladder improvements SBU OEF Poster Feb 16](#)

# Ladder safety

## Improvement Programme – Working Group updates



Some improvements have been relatively simple. For example, applying non-slip grip tape to ladder rungs (shown below, left) prior to the introduction of replacement ladders with design improvements, such as square ladder rungs and anti-slip paint. (Middle photos). Others will take more time and investment such as the V class cofferdam access ladders (shown below, right).



Work at Height is one of our 'Fatal Five' so please follow these steps to help keep you safe

1. Take care, be vigilant and don't be complacent when ascending and descending ladders.
2. Always face the ladder when ascending and descending.
3. Always maintain three points of contact.
4. Ensure your foot is firmly placed on each ladder rung.
5. Never carry anything in your hands when ascending and descending ladders.
6. Ensure there is only one person on the ladder at a time.
7. Always carry small items in a shoulder bag.
8. Larger items must be lifted, passed or slung, using an approved lifting system.
9. Ensure the ladders are in good condition and in date if applicable.
10. Ensure you are medically fit to ascend and descend ladders.
11. Ensure all PPE (footwear) is fit for purpose.
12. Take care when you are working in the vicinity of a ladder. Do not move or interfere with the ladder and do not work close to or underneath it.
13. Ladders must always be lashed or footed.
14. Never run services behind a ladder or where they could cause trip hazards or entanglement.
15. If ladder rungs are contaminated and/or slippery, report this immediately to your supervisor.
16. Follow the controls identified in the risk assessment for access and egress.

# ....and finally

## Rear view mirror!!!

