



RoSPA's National Occupational Safety & Health Committee (NOSHC)

**Minutes of the Meeting held on Tuesday 18<sup>th</sup> June 2013 at 11.00 am.  
at Room 7, BDO LLP, 55 Baker Street, London. W1U 7EU**

<b>ATTENDANCE</b>	
<b>Organisation</b>	<b>Representative</b>
BPIF	Simon Lunken
Co-opted	Sheila Pantry
ECA	Paul Reeve
EEF	Terry Woolmer
IOSH	Declan Gibney
RoSPA	Roger Bibbings
RoSPA	Charlotte Henderson
RoSPA	Errol Taylor
Safety Groups UK	Mike Nixon
UNITE	Bud Hudspith
Waste Industry S&H Forum	Chris Jones
<b>Guests</b>	
HSE	Paul Cook
RoSPA	David Rushton

<b>APOLOGIES</b>	
<b>Organisation</b>	<b>Representative</b>
APIL	Lorraine Gwinnutt
BOHS	Tracey Boyle
Co-opted	David Eves
Consultant	Howard Fidderman
ENA	Mike Leppard
HSE	Gill McElvogue
MPA	Martin Isles

<b>No</b>	<b>Work Activity</b>	<b>Background</b>	<b>Current Position</b>	<b>Action Required</b>
<b>1</b>	<b>Welcome</b>		Paul Reeve kindly agreed to Chair the meeting.	
<b>2</b>	<b>Apologies</b>		Listed	
<b>3</b>	<b>Minutes of the Meeting 08/02/13</b>	Mike Leppard had sent one amendment which had been actioned.	The Minutes were agreed as a true representation of the meeting held.	
<b>4</b>	<b>Review of Actions and</b>	Chris Jones and Terry Woolmer had attended the	Chris and Terry reported that it was a good guidance document and no suggested changes	

No	Work Activity	Background	Current Position	Action Required
	<b>Matters Arising</b>	IoD meeting to review the refreshed IoD/HSE guidance 'Leading Health and Safety at Work'	had been raised at the meeting. The POPMAR cycle had been replaced by Plan Do Check Act. Chris Jones commented that further guidance was needed on what leadership looks like for specific sectors, for example, in the waste industry.	
5	<b>Report from RoPSA</b>	Roger Bibbing's 'Report from RoSPA' dated 7th June 2013 had been circulated to members prior to the meeting.	<p><b>Public Health</b></p> <p>RoSPA had launched the new handbook <a href="#">'Delivering Accident Prevention at local level in the new public health system'</a></p> <p>The guidance had been commissioned by the Department of Health and was the 'Big Brother' to RoSPA's <a href="#">Big Book of Accident Prevention</a>. The guidance included a foreword by Anna Soubry, Minister for Public Health.</p> <p>The handbook was not prescriptive but was making the case for best practice based on 24/7 safety.</p> <p>Errol Taylor, Deputy Chief Executive was giving a presentation to the LGA and, going forward, RoSPA would be concentrating on specific LA areas where accidents were high with the aim of forming public-private partnerships.</p>	
6	<b>History of OS&amp;H</b>	'History of Health and Safety at Work' (HHSW) website <a href="http://www.aitisol.co.uk/prototypes/history/index.html">www.aitisol.co.uk/prototypes/history/index.html</a>	<p>Sheila Pantry reported:</p> <ul style="list-style-type: none"> <li>David Eves was continuing to write the Brief History of UK H&amp;S Law for the website. See Part 1: <a href="#">The origins of UK health and safety law</a></li> <li>He had suggested that this could be a 'wiki' style document, allowing interested parties to add and amend details. However, due to the work and monitoring it involved this was not an option at the moment.</li> <li>Although the HSE did not have funding available they had agreed to sponsor the project and to the use of the HSE logo which would add to the website's credibility.</li> <li>More people were needed to put down their histories and memories and Sheila was asking for biographies. The H&amp;S histories of companies and organisations needed to be captured before the knowledge was lost. Very little history had been written down</li> </ul>	

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			<p>and the information was not easy to find.</p> <ul style="list-style-type: none"> <li>Information on the history of standards was needed and Sheila asked if any NOSHC members were on standards committees. <b>ACTION:</b> Committee members able to help to contact Sheila Email: <a href="mailto:sp@sheilapantry.com">sp@sheilapantry.com</a></li> <li>The website was yet to be launched and Sheila suggested that once David's article was uploaded that Roger Bibbings could announce the website through his Parting Shots article. After the launch, hopefully a lot more information would be forthcoming.</li> </ul> <p>Roger Bibbings commented that at the moment the project was scoping the whole history of H&amp;S with a view to going into more detail in the future.</p> <p>Mike Nixon suggested that a company such as ARCO, which had been going for over 125 years, might have something to contribute. Arco were sponsors of SGUK and might be worth approaching with regards to funding. He also mentioned visiting the People's History Museum, Manchester which had a lot of information about Safety.</p> <p>The committee thanked Sheila for her valuable work and she said she was happy to keep it going.</p> <p>It was recognised that the work involved was extensive and it was suggested that Universities with departments of Social History be contacted to look into the possibility of help from a research student or MSc project. <b>ACTION:</b> Roger Bibbings agreed to contact Universities to look into the possibility of help with research</p>	<p><b>All</b></p> <p><b>RB</b></p>
7.	RoSPA Support for H&S in schools		David Rushton, Head of Education and Leisure, RoSPA, gave a presentation on RoSPA's support for H&S in schools.	

No	Work Activity	Background	Current Position	Action Required
			<p><b>Annex 1:</b> Presentation: RoSPA Support for H&amp;S in Schools</p> <p>The rapid rise in academies and other free schools had changed employer H&amp;S responsibilities from LEA to the governing body.</p> <p>RoSPA was concerned that with the loss of the LEA support the H&amp;S was reactive with no planned approach.</p> <p>RoSPA had produced two resources:</p> <ul style="list-style-type: none"> <li>• <a href="#">Managing Safety in Schools and Colleges</a> which was in two sections: <ul style="list-style-type: none"> <li>○ Teaching Safely</li> <li>○ Teaching Safety</li> </ul> </li> <li>• <a href="#">Planning and Leading Visits and Adventurous Activities</a> guidance for school trips</li> </ul> <p>The RoSPA website had been revised to make the resources more accessible and there was now a helpline which provided free advice and signposting.</p> <p>Bud Hudspith commented that the general trend towards deregulation was a worrying one. Schools would be run like small businesses and inevitably start cutting corners. He also highlighted the issue of asbestos in schools where the government's response had been unsatisfactory.</p> <p>Roger Bibbings agreed to keep the Committee informed of progress. He also asked that NOHSC members give any feedback to David Rushton and also pass on any personal experience of School H&amp;S.</p> <p><b>ACTION:</b> NOHSC Members to give feedback/ comments to David, Email: <a href="mailto:drushton@rospa.com">drushton@rospa.com</a></p> <p>Paul Cook commented that as a School Governor he was given access to a national programme of online support. The e-learning package included training to help understand the role of governor and led to accreditation.</p> <p>It was noted that the RoSPA guidance listed a NEBOSH National General Certificate for</p>	ALL

No	Work Activity	Background	Current Position	Action Required
			<p>Schools under the Training for schools and colleges section. David Rushton explained that although the Nebosh General Certificate was not specifically education based, RoSPA would tailor the qualification and make it relevant to the sector.</p> <p>The Committee asked whether Nebosh and IOSH should consider developing education sector specific courses similar to the Nebosh fire and construction certificates.</p> <p><b>ACTION:</b> Bud Hudspith agreed to raise the issue with Nebosh and Declan Gibney agreed to check with IOSH regarding Managing Safety Courses.</p>	BH DG
8.	HSE Guidance	<p>The following question had been put to the Committee in advance of the meeting “<i>What is your opinion of the new suite of guidance (accessible at <a href="http://www.hse.gov.uk/managing/help.htm">http://www.hse.gov.uk/managing/help.htm</a>) which the HSE is producing to replace HSG65, ‘Successful Health and Safety Management’?</i>”</p> <p>A response from Mike Nixon had been received and circulated to the committee prior to the meeting.</p>	<p>Paul Cook from the HSE’s External Guidance Review Team had been invited to give a short presentation to the Committee on the new suite of HSE guidance on ‘Managing for Health and Safety’</p> <p><b>Annex 2:</b> Presentation: HSG65- Managing for Health and Safety  <b>Annex 3:</b> Diagram - Successful health and safety management  <b>Annex 4:</b> HSG65 Refreshed</p> <p><b><u>HSG65 Part 3: Delivering effective arrangements</u></b></p> <p>The third part of the guidance (‘Delivering effective arrangements’) was not yet finalised and so comments from the Committee, especially if they could see any gaps, were invited up until mid July. The guidance was due to be published in hard copy by Autumn 2013.</p> <p>The key change of the refreshed HSG65 was the move from the POPMAR model to the Plan Do Check Act cycle, which was more flexible and was used in other areas of risk management not just H&amp;S.</p> <p><b><u>Guidance Review</u></b></p> <p>The aim of the guidance review was to rationalise publications and reduce duplication, this had led to the removal of approximately 180 documents. Consultations would be spread over the next two years, with the first out now for comment:  <a href="#">HSE Current consultations and discussions</a></p>	

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			<p>The IoD leadership guidance, 'Leading Health and Safety at Work', was in the pipeline for publication. The case studies and been updated and the POPMAR cycle had been replaced by Plan Do Check Act.</p> <p><b>Comments</b></p> <p>Paul Reeve commented that the 'Family of core guidance' outlined in the presentation was ok for organisations who managed their own H&amp;S but it missed out the supply chain, clients and major contractors who often dictated what was needed in the name of H&amp;S.</p> <p>Paul Cook responded that 'Managing contractors: A guide for employers' was available.</p> <p>Bud Hudspith voiced concern over the removal of the MHSW Regs Acop. Removing Acops and replacing them with guidance was a deregulation exercise and only increased the burden on employers who had to work harder to find information. He also voiced concern about the removal of useful documents such as 'Investigating accidents and incidents (HSG245)'.</p> <p>HSG65 provided an overview and the Committee highlighted the need for it to signpost to more detailed supporting material. Paul Cook responded that the underpinning guidance would be hyperlinked within the electronic copy of HSG65 and the Health and Safety Toolbox would give an overall picture. However, it was felt that a mind map of guidance was needed.</p> <p>Paul Cook asked the Committee for their feedback on the following:</p> <ol style="list-style-type: none"> <li>1. Were there any gaps in part 3 of the the refreshed HSG65 – <i>Comments needed by mid July.</i></li> <li>2. Ideas on potential promotion and targeting channels</li> <li>3. The final part of HSG65 guidance was the resources element. How best to advertise organisations and products</li> </ol> <p><b>ACTION:</b> NOSHC members were asked to contact Paul Cook directly Email:</p>	All

No	Work Activity	Background	Current Position	Action Required
			<a href="mailto:Paul.Cook@hse.gsi.gov.uk">Paul.Cook@hse.gsi.gov.uk</a> with any comments/feedback and to please copy in Roger Bibbings.	
9.	Triennial review of HSE	<p>'HSE triennial review, Note for meeting with Martin Temple' by Roger Bibbings had been circulated to the committee prior to the meeting.</p> <p>The review was being chaired by Martin Temple, Chair, EEF. Roger Bibbings and Errol Taylor, Deputy Chief Executive, RoSPA had met with Martin Temple on 5<sup>th</sup> June 2013.</p>	<p>The review had invited written evidence and was an opportunity to present a powerful and rounded argument for keeping the HSE as a non-departmental public body.</p> <p>Bud Hudspith stated that UNITE would be responding, emphasising the importance of HSE.</p> <p><b>ACTION:</b> Roger Bibbings asked Committee members to send him their views  <i>(The call sets a closing date of 26 July 2013 for the submission of evidence and an expected time of publication for the report of the Review of Autumn 2013.)</i></p>	ALL
10.	Consultation	<a href="#">HSE Current consultations and discussions</a>	<b>ACTION:</b> Roger Bibbings asked Committee members to send RoSPA the key points to their responses so they could be highlighted by others.	ALL
11.	Safety Groups	'Health Risks at Work – Do You Know Yours?'	<p>Mike Nixon updated the Committee on the Health Risks at Work (HRAW) campaign.</p> <p>An updated version of the DERM –“It’s in your hands leaflet” had been produced with support from Deb, Polycy and <a href="#">BSiF</a>. The guidance had been expanded to include skin cancer.</p> <p>Copies were available from Mike, email: <a href="mailto:treasurer.sguk@ntlworld.com">treasurer.sguk@ntlworld.com</a></p> <p>Further copies of the HRAW reference book for Champions had been produced and were available on request.</p> <p>Safety Groups UK (SGUK) was currently progressing a new constitution and mission and vision.</p> <p>SGUK as an organisation was pushing the health agenda, continuing to promote groups and helping to establish new groups.</p> <p>SGUK were keen to get involved in the <a href="#">Estates Excellence</a> programme but so far hadn’t been able to access any information on the areas where it was to be delivered.</p> <p>Looking to the future, as part of HRAW, SGUK was planning to revisit the <a href="#">Clean Air? Take</a></p>	

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			<a href="#">Care!</a> campaign.	
<b>12.</b>	<b>Reports from Members</b>			
<b>12.a</b>	Bud Hudspith UNITE		UNITE was promoting a Welding Hazards campaign later in the year with Ergonomics the topic for next year. They remained sceptical about Behavioural Safety programmes.	
<b>12.b</b>	Sheila Pantry Co-opted		As part of her work with the Fire Information Group, Sheila asked for the increase in product recalls to be highlighted. Roger Bibbings agreed to raise it within RoSPA. <b>ACTION:</b> Roger Bibbings	<b>RB</b>
<b>12.c</b>	Declan Gibney IOSH		Report delivered after the meeting due to time constraints, please see <b>Annex 5:</b> NOSHC update on IOSH – June 2013	
			<b>ACTION:</b> Roger Bibbings asked for any further reports from members to be forwarded for circulation.	<b>ALL</b>
<b>13.</b>	<b>Any Other Business</b>		None	
<b>14.</b>	<b>Date of next Meeting</b>	Wednesday 2 October – RoSPA, Birmingham		



## RoSPA Support for H&S in Schools



### Education Journey



### Background

- Radical change in the education sector with move towards academies and other free schools
- Over 25,000 schools in England with 8.2 million pupils employing and 674,000 teaching staff
- Now 2,768 academies in England – this has nearly doubled in the last year
- Change in Employer H&S responsibilities from LEA to the governing body
- Governing body may be an individual school or a multi academy trust
- RoSPA concerned about the potential risks of the loss of LEA support

*RoSPA's mission is to save lives and reduce injuries*

## RoSPA Support for H&S in Schools



### 2012 Research – what we found

- Health and safety often the responsibility of non-experts e.g. business manager, bursar, head teacher etc...
- Employer responsibilities of heads and Governors not fully realised
- Health and safety managed in an ad-hoc way
- Large shopping list for schools converting to academy status – safety is not high up on this list
- Some still buying in LEA expertise, others the LEA no longer offers any support
- ...Quite a lot of unconscious incompetence!

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### What did we do next...

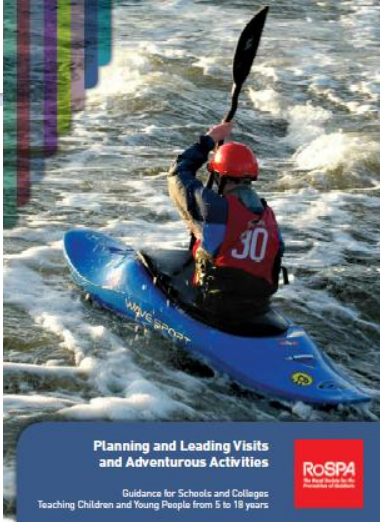
#### Formulating RoSPA's Education offer

- Developed our Blue Book, 'Managing Health and Safety in Schools & Colleges' – in synergy with the 'Red Book'
- Developed school visits guidance to fill a 'gap'
- Attended the Academies Show at the NEC in Nov 2012 and at Excel in April 2013 to launch our Blue Book
- Built a new Schools & Colleges section in our website which highlights our 'Teaching Safely' and 'Teaching Safety' approach and joins up our services
- Introduced [educationhelp@rospa.com](mailto:educationhelp@rospa.com) and telephone enquiry service similar to our leisure safety help resources

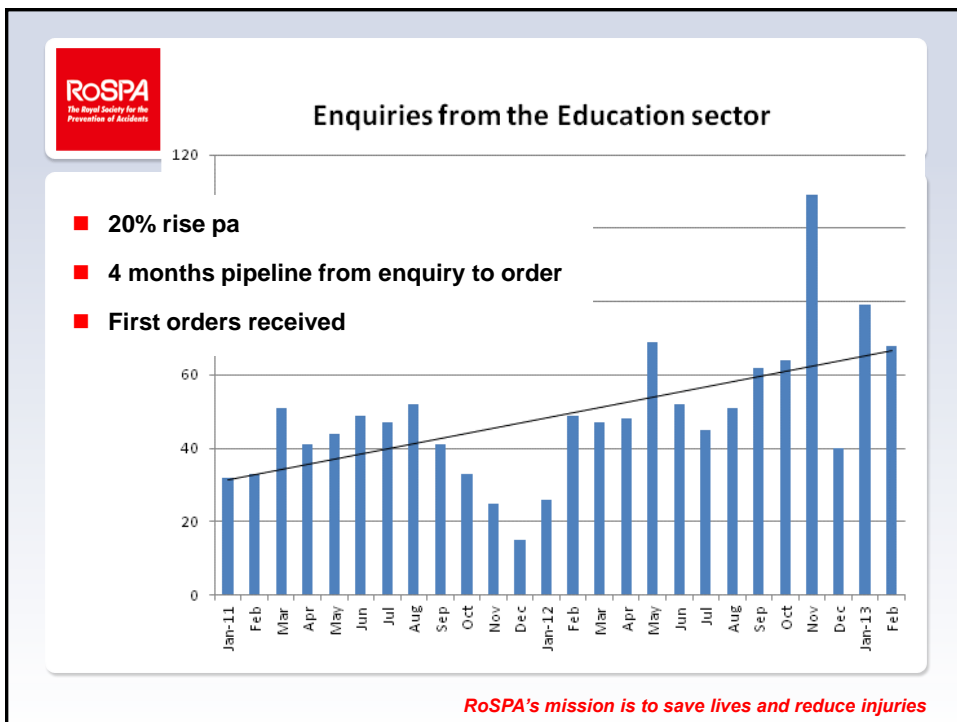
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## RoSPA Support for H&S in Schools





RoSPA's mission is to save lives and reduce injuries



## RoSPA Support for H&S in Schools



### What we're doing now

- Developing our policy offer, in particular “teaching safely”
- Engage with new policy stakeholders particularly Academy trusts and associated professional bodies
- Develop a different relationship with DfE where our policies are more in synergy with localism
- Recruiting Schools & Colleges Safety Manager
- Re-shaping our National Safety and Risk Education Committee

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### So where are we now?



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## RoSPA Support for H&S in Schools



**And where will we be next  
year?**



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Health and Safety  
Executive



## **NOSHC update 18 June 13**

### **HSG65- Managing for Health and Safety**

**Paul Cook**

External Guidance Review Team (EGReT)  
Health and Safety Executive  
Redgrave Court  
Bootle  
Merseyside

## **Managing for H&S**



NOSHC members question:

***“What is your opinion of the new suite of guidance which the HSE is producing to replace HSG65, ‘Successful Health and Safety Management’?”***

## Timings



- Original HSG65 first published 1991
- Need to refresh discussed with stakeholders over recent years
- Delphi study in 2009- evidence base for review
- Consultations during 2011.12
- HSE board gave approval in January 2013 for the phased publication of the refreshed HSG65 guidance
- HSG65 *Core Elements* (Part 1) and *Are you doing enough?* (Part 2) 'live' on web
- *Delivering Effective Arrangements* (Part 3) and *Useful Resources* (Part 4) will follow July 13
- The priced 'hard copy' publication is due to be published in late Autumn 2013

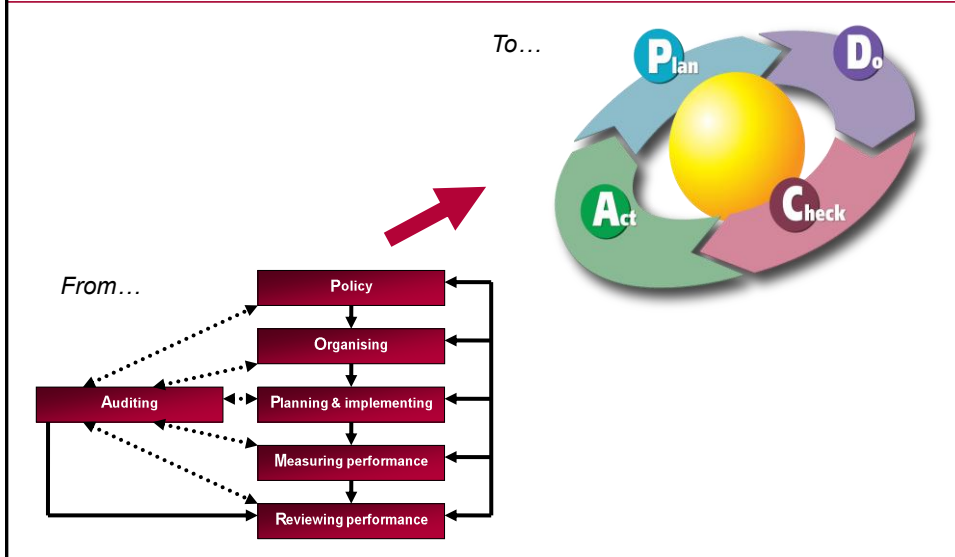
## Managing for H&S



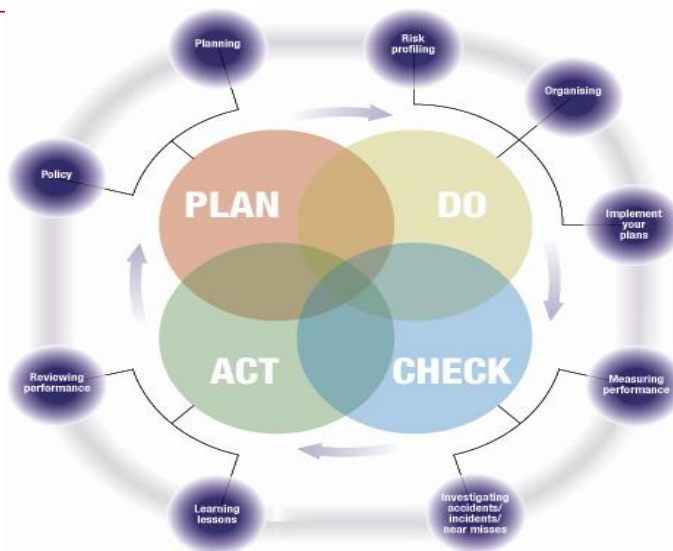
source: lucozade website – [www.lucozade.com](http://www.lucozade.com)

## Managing for H&S

– a ‘refreshed’ & ‘reduced’ HSG65

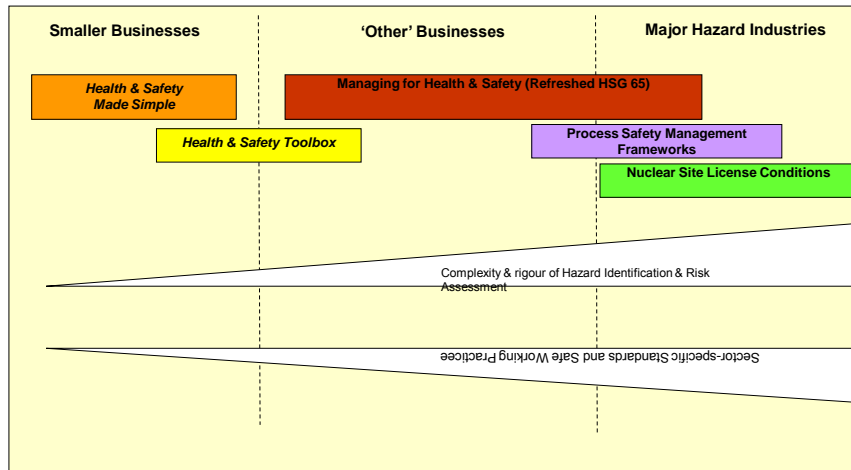


## Plan, Do, Check, Act





## Managing for H&S Family of core guidance



## Layers of guidance



- Health and Safety Made Simple and the Health and Safety Toolbox
- The '*brief guide to...*' hazard based leaflets which explain risks in more detail and provide information on effective control
- Guidance which goes into more detail and often includes case studies. This includes:
  - Industry Guidance (INDGs) which are industry or topic based guidance leaflets aimed at employers and workers.
  - Health and Safety Guidance (HSGs) which provide more comprehensive, detailed advice often including case studies and can be either topic or sector based
- HSG65 –health and safety management arrangements.
- Legal series guidance which present regulations, ACOP advice and guidance



"TYPICAL! -YOU EASE OFF ON  
THE SUPERVISION AND ALL  
THEY DO IS MESS ABOUT  
TRYING TO INVENT THINGS"

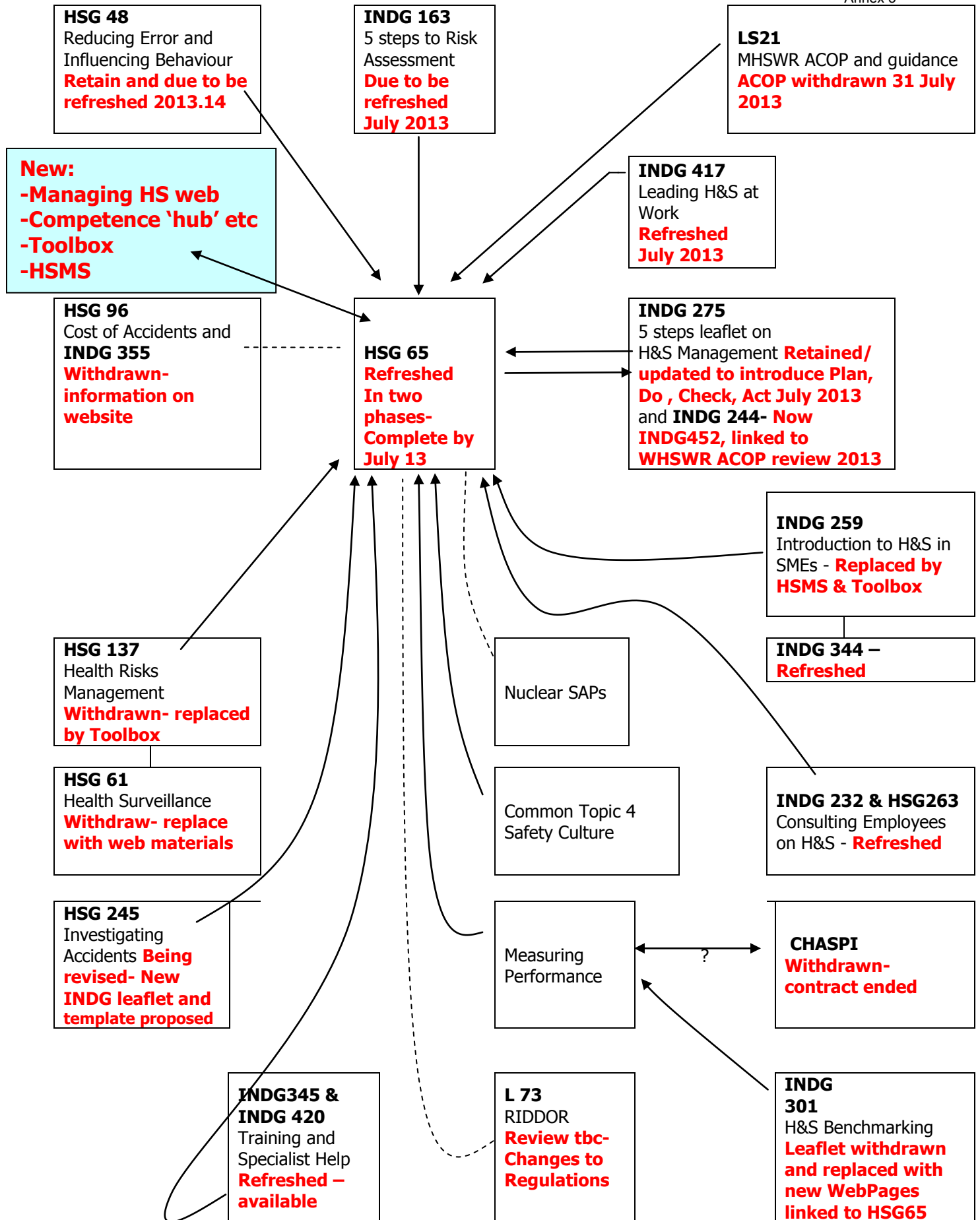


**Thank you and  
any questions?**

*Creativity, Innovation and change  
Open University*

## Successful health and safety management (HSG65) and related HSE guidance

Annex 3



- **News:**

- **IOSH e-petition** to save the 'management' ACoP – has over 9,250
- **Fit note reminder** – IOSH initiated a call to DWP (via POOSH) to include a reminder about reporting under RIDDOR, this is now on p.8 of the new [guide for employers](#).
- **Tax breaks** – IOSH has a long-standing campaign for tax relief for certain employer-provided therapies. So we welcomed the Budget announcement on this (as one of the measures to implement the Dame Carol Black recommendations on 'sickness absence')
- **Defibrillator campaign** – IOSH has a mini-campaign supporting the British Heart Foundation to promote the use of defibrillators in the workplace and public places.

- **Activities:**

- **Center for Safety and Health Sustainability (CSHS):**
  - Research into 'Current Practices in OHS Sustainability Reporting', launched IOSH13 <http://viewer.zmags.com/publication/cc7e8078#cc7e8078/1>.
  - OSH metrics and guidance are being produced
  - Advisory Council is being formed
  - International roundtable debate took place ahead of IOSH13 conference
- **Transport for London** – IOSH had a meeting to discuss TRL research about cycle deaths in London being caused by construction vehicles and about reporting under RIDDOR. Subsequently attended the launch event
- **Access Industry Forum** – IOSH is working with this group on a voluntary WAH reporting scheme and potentially establishing a Work at Height Institute
- **IRM stakeholder liaison meeting** – IOSH took part with many from financial sector in a mutual 'horizon scanning' workshop, promoting our thought leadership activity, including research on supply chains, sustainability activity and our Li£e Savings campaign.
- **IOSH Middle East conference** – IOSH has been active in the Middle East; in Qatar IOSH is supporting Q22; and our Oman Branch was officially launched April 2013
- **ASSE Conference (USA)** – IOSH President attending and speaking at this event in Las Vegas (24-27 June 2013)

- **Coming events:**

- **Piper Alpha 25<sup>th</sup>** – two IOSH parliamentary events: Holyrood and Westminster

- **Consultations:**

- **Company and Business Names consultation (BIS)** – IOSH strongly opposed the proposals
- **HSE triennial review** – 'call for evidence' now live; IOSH was interviewed by the review team as part of the initial evidence gathering and will be making a written submission.
- **EU OSH Policy Framework consultation** now live – IOSH will be making a submission