



**RoSPA's National Occupational Safety & Health Committee (NOSHC)  
Minutes of the Meeting held on Friday 26<sup>th</sup> June 2015**

**1130-1500hrs**

**at BDO, 55 Baker Street, London, W1U 7EU**

<b>ATTENDANCE</b>	
<b>Organisation</b>	<b>Representative</b>
NEBOSH	Teresa Budworth - Chair
MPA	Martin Isles – Vice Chair
RoSPA	Karen McDonnell – Secretary
RoSPA Partnership Consultant	Roger Bibbings
WISH	Chris Jones
HSE	Katherine Fuller
Safety Groups UK	Mike Nixon
Unite	Bud Hudspith
EEF	Terry Woolmer
ENA	Mike Leppard
Co-opted	Sheila Pantry
Co-opted	David Eves

<b>APOLOGIES</b>	
<b>Organisation</b>	<b>Representative</b>
NFU Learning & Development	Paul Reynolds
RoSPA	Tom Mullarkey
Visitor	Howard Fidderman
IOSH	Declan Gibney
BOHS	Tracey Boyle
ECA	Paul Reeve

<b>No</b>	<b>Work Activity</b>	<b>Background</b>	<b>Current Position</b>	<b>Action Required</b>
<b>1</b>	<b>Welcome</b>		Teresa welcomed everyone to the meeting and asked members to introduce themselves.	

No	Work Activity	Background	Current Position	Action Required
2	Apologies		Listed	
2.1	APIL	Michael Corley ; Head of Campaigns and Fundraising RoSPA in conversation with APIL.	Considering keys themes/topics.  <b>ACTION: KMcD to keep NOSHC updated.</b>	KMcD
3	Minutes of the Meeting 7 <sup>th</sup> February 2014	Tracey Boyle attended meeting adjusted meeting notes accordingly.	Proposed and seconded the minutes of the meeting were agreed as a true representation of the meeting held.	
4	Review of Actions and Matters Arising	<i>Updates on outstanding actions (circulated with the agenda) are covered under relevant items.</i>		Review of Actions and Matters Arising
4.1	MORR next steps	<p>Helman : <a href="#">Strategic Review of the management of occupational road risk</a> ' provides background to RoSPA activities in this area</p> <p>RoSPA have finalised and re-launched the <a href="#">Occupational Road Safety Alliance</a> (ORSA)website. Published a '<a href="#">How to evaluate MORR: a guide for employers</a>'. Reforming the ORSA steering group and developing an action plan during period 2015-16.</p> <p>In Scotland RoSPA funded through Scottish Government Road Safety Grant to further develop the <a href="#">Scottish Occupational Road Safety Alliance</a>. (ScORSA)Have developed an SQA level 7 qualification with a specific module on MORR, targeted at employers, and assists in evaluating current MORR policy and associated procedures.</p>	<p><b>Action: Update at October meeting.</b></p> <p><b>Raise awareness of Evaluation Tool and ScORSA Toolkit within sphere of influence.</b></p>	<p>KMcD</p> <p>ALL</p>

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		<p><a href="#">ScORSA toolkit</a> provides a range of interventions which can be used to improve understanding of MORR related issues. St Andrews Seminar this year will profile a mock trial to explain the 'paper trail' should there be an accident involving someone driving for work.</p> <p>ScORSA involvement in Health and Safety Review post Smith Commission. The Public Health Division within the Scottish Government are working with UK government in relation to the Smith Commission, a data gathering phase has been completed which has considered all relevant data, including that relating to occupational road safety. Data analysis will seek to identify the outcomes for health and safety that Scotland needs. Process slowed as a result of General Election in May.</p>	<p><b>Action: KMcD to provide an update at October meeting</b></p>	
4.2	<b>St John Holt Lecture</b>	Committee members will be invited to the lecture which will be held on 20 <sup>th</sup> October 2015.	Geoffrey Podger has accepted the invitation to speak, his topic ' <b>Health and Safety: is Britain going backwards?</b> '	<b>All</b>
4.3	<b>Submission of Written Reports in advance of meetings</b>	Thanks to those members who have provided reports, attached.	<b>Action: Members to provide a short written report in advance of meetings where possible.</b>	<b>All</b>

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4.4	<b>New HSE Director Dr Richard Judge</b>	An invitation to be extended to attend lunch at the October meeting.	<b>Action: KMCD to extend invitation</b>	<b>KMCD</b>
5	<b>Report from RoSPA</b>	<p>The meeting agenda covered the majority of RoSPA's work relevant to the committee.</p> <p>RoSPA have recruited Alison Stewart to provide support for NOSHC, SGUK and the St John Holt Lecture.</p> <p>Linkages established with RoSPA events and awards teams to grow awareness of NOSHC policy related activities.</p> <p>RoSPA drafting 'how to' guide on Accident Investigation. See item 10.</p> <p>Established a forward plan to communicate with stakeholders in relation to occupational health and safety matters, includes press and social media. Will re-establish 'thought pieces' in OSH in early 2016, committee members to consider making contributions.</p>	<p><b>Action: KMCD to circulate draft Accident Investigation guide, to liaise with HSE regards making 245 available via NOSHC pages on RoSPA website, and launch of new HSE guidance.</b></p> <p><b>Comments relating to Accident Investigation guide should be sent to <a href="mailto:astewart@rospa.com">astewart@rospa.com</a></b></p>	<b>KMCD</b>  <b>All</b>
6	<b>Work of NOSHC in 2015/16</b>	<p><b>Working with and through Higher Performing Organisations</b></p> <p>Scottish Higher Performer's Forum (SHPF) met in May. RoSPA has hosted 5 sessions regarding the establishment of an 'Awards Excellence Forum', to add value to the RoSPA Awards. Teresa Budworth had attended one of the sessions chaired by Tom Mullarkey.</p>	<p>There is a real interest in web-based case study sharing;</p> <ul style="list-style-type: none"> <li>• How to achieve compliance</li> <li>• What went wrong and how we fixed it</li> <li>• We went down this blind alley</li> <li>• This worked well for us</li> </ul> <p>Interest in being asked their opinion in relation to key issues/topics. Can link this to campaigning in relation to key themes see item 6.2</p>	<b>KMCD</b>

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			<p>SHPF members have sister companies in wider UK who will engage. SHPF members also expressed an interest in contributing to blogs, articles, press releases and twitter feeds.</p> <p><b>Action:</b> KMCD to meet with TB to discuss potential next steps and liaise with RoSPA Awards team. Update at October meeting.</p>	KMCD
6.1		World day for Safety and Health at Work , NOSHC Press release, joint approach very successful.	<p>Positive response from media, KMCD undertaking several radio interviews. Scottish Hazards Campaign have expressed an interest in working with NOSHC to further raise profile of World day for Safety and Health in 2016.</p> <p><b>Action:</b> Consider other opportunities for joint press releases. KMCD can co-ordinate with RoSPA comms team</p>	KMCD  All
6.2		DE asked what the committee can do to assist RoSPA to campaign in relation to occupational health and safety?	<p>RB provided an insight into the selection of 'one iconic campaign' for RoSPA to take forward.</p> <p>The short-list for OHS included, asbestos awareness, the health and safety needs of apprentices and the bigger vision for health and safety. Discussion paper attached.</p> <p><b>The health and safety needs of apprentices</b> was discussed in detail, organisations which engage and involve the workforce should'nt have issues. However apprentices often the least important people in the workplace so need some sense of how committed the organisation is in terms of meeting h&amp;s needs of this group.</p>	KMCD/RB

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			<p>Would be interesting to identify what 'good communication' looks like in terms of effective engagement with apprentices.</p> <p>Historically apprentices would have been linked through training officer to the college network, it is anticipated that this will be a gap this time around.</p> <p><b>Working time directive and EU negotiations</b> would be useful to establish a RoSPA view via NOSHC. This could encompass the issue of driver fatigue and worker fatigue in fixed workplaces. BH highlighted research relating to steelworker safety and fatigue.</p> <p><b>Action:</b> To consider how each of these topic areas can be taken forward with the support of NOHSC.</p>	<p><b>KMcD/RB</b></p> <p><b>All</b></p>
7.0	<p><b>'We are drowning in information but thirsty for knowledge where to access OSH information in your company'</b></p>	<p>Discussed how OSH related information is made available to workers, how they can discern its value and where would they go if they had an osh related issue and needed support</p>	<p>SP has reviewed a number of information sources used by students, studying OSH related qualifications. There would be value in establishing a portal to link information sources.</p> <p>It is often the case that when questioning workers about core health and safety related information there is scant understanding of the content.</p> <p>General opinion that the information supplied by HSE is too generic and there is an over reliance of employers providing information to workers.</p> <p>TW/BH The key is to provide information direct to worker representatives who cascade to the wider workforce. Critical to highlight key information, short and sharp in format.</p>	

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			<p>Unite achieve this for membership through signposting to relevant material via email.</p> <p>RB/CJ, How are people taught to search for information? Perhaps an element on 'searching skills' in both health and safety and worker representative training.</p> <p>SP, simple guidance available via <a href="http://www.OSHworld.com">www.OSHworld.com</a>, however from a review of UK university information services it is apparent that very few provide a competent array of resources for students.</p> <p>TB offered to liaise with SP regards how to further assist training providers to develop the abilities of students to find information.</p>	TB/SP
8.0	Preventing Occupational Disease	<p>NOSHC's contribution to preventing occupational disease.</p> <p>There is a commonality between the OH agenda's of partners at the current time.</p>	<p>Karen McDonnell continued to encourage NOHSC members to share information through the <a href="#">HSE's Tackling Occupational Disease on-line community</a>.</p> <p>RB had done some research into the number of parallel campaigns on OH topics, suggesting that NOSHC should bring these together in the form of a webpage on the main RoSPA site.</p> <p>Those present queried if there was a joined up approach with evident overlaps between existing campaigns.</p> <p>Alison Stuart to identify who is the lead for each of the campaigns and what the target audience for each is, then co-ordinate the web page design.</p> <p>KMcD reiterated that the HSE very much see their role as a catalyst in providing a hub for OH related information/data,</p>	<p>AI</p> <p>RB</p> <p>AS</p>

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			<p>and that their focus for the next 5 years will be OH.</p> <p>Key to success will be the successful evaluation of such initiatives, as an understanding of 'what works' is fundamental in terms of making a contribution towards improving OH related performance. NOSHC members encouraged to share.</p>	<b>All</b>
<b>9</b>	<b>Recent/Current HSE Consultations</b>	Members' views are sought of recent consultations	<p>RoSPA had responded to recent consultations as follows;</p> <p>(EU Directive on Safety and Health at Work) (Scotland) Bill</p> <p>Inquiries into Fatal and Sudden Deaths</p>	



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			<p>etc (Scotland) Bill.</p> <p><b>Karen McDonnell</b> encouraged members to share their consultation responses with RoSPA. It would also be valuable for members to flag up what's on the horizon within their own area of expertise.</p> <p>TW advised that there has as yet been no report produced summarising consultation responses linked to the proposed changes to the Sentencing Guidelines.</p>	<b>All</b>
<b>10</b>	<b>Accident Investigation</b>	At previous meetings had discussed withdrawal of 245, and HSE making it available to a range of partners.	<p>RB has drafted a 'how to' guide linked to accident investigation. This can sit alongside the revised HSE guidance.</p> <p>RB to circulate for comment aim is to encourage organisations to take an holistic approach with a view to developing a proactive investigation culture within organisations</p> <p>KMcD in contact with Paul Cook of HSE regards revised 245 and probable launch date (autumn 2015), also securing access to original 245 with a view to making available via NOSHC webpages.</p> <p>DE/BH it is fundamental that businesses seek to find the cause or causes of accidents then share findings. Small businesses often don't know how to approach accident investigation, and in many organisations the focus of an accident investigation is to apportion blame.</p>	<b>All</b>  <b>KMcD</b>

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10	SGUK Update	MN provided an overview of recent activities achieved by <a href="#">SGUK</a> working in partnership with their network of volunteers.	See attachment	
11	<a href="#">Progress with History of OSH project</a>	SP ongoing increase in the amount of information available via the site.	<p>Agricultural sector health and safety archive added.</p> <p>British Library holds 57 million items and is interested in sharing relevant information through the HOSH website.</p> <p>BH urged everyone to link to the website and to share relevant information.</p>	All
12	Reports from members	Written reports tabled in advance where practicable	<p>Reports from Unite, ENA, IOSH, MPA, BOHS and WISH attached.</p> <p>EEF, primary focus policy work, Brussels based, involved in EU Commission simplification and consolidation of regulations. There may be a role for NOSHC in influencing this process.</p> <p>Developing specific guidance on CDM regulations.</p> <p>HSE, focus on OH related issues and long latency disease. Established <a href="#">Workplace Health Expert Committee</a> chaired by Professor Sir Anthony Newman-Taylor.</p> <p>The WHEC will provide independent expert opinion to the Health and Safety</p>	KMCD/RB

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			<p>Executive,</p> <ul style="list-style-type: none"> <li>• New and emerging workplace health issues;</li> <li>• New and emerging evidence relating to existing workplace health issues;</li> <li>• The quality and relevance of the evidence base on workplace health issues.</li> </ul> <p>Concerns expressed that some tripartite committees focussing on same topics have been disbanded which may lead to issues not being considered from all perspectives.</p> <p><b>TB, OSCR</b> meeting in early July, move towards becoming a charity</p> <p><b>TB NEBOSH</b> Diploma Syllabus under revision, out for consultation until mid August. New Syllabus examinable January 2017.</p>	
13		AoB	Chair thanked those present for their input and wishes everyone a safe journey home.	
14		Date and time of next meeting	8 <sup>th</sup> October 2015, RoSPA Calthorpe Road.  1030-1500hrs	