

**Scottish Higher Performers Forum
'Influencing health and safety within Scotland'
12th Meeting**

Held at the Hilton Hotel, Glasgow

Thursday 23rd September 2010 from 0830hrs

Attendance

Karen McDonnell	RoSPA
Mark Ashby	HSE Scotland
Allan Brown	Spirit Aerosystems Europe Ltd
Alan Crawford	Scottish Government
David Patrick	Morgan Sindall
J.R.Brownlie	RoSPA NOHSC
Robert Atkinson	SCHWL
Andrew Kennedy	Scottish Power
Alan Crawford	Telford College
Ian Norton	The North British Distillery Company Ltd
Martin Boyers	The North British Distillery Company Ltd
Billy Byrne	Balfour Beatty
Norman Stevenson	Robertson Group Ltd/ScOS
Peter Campbell	Halcrow Group
Graham Campbell	Renfrewshire Council
Kevin Maguire	John Wheatley College
Roger Bibbings	Occ Safety Adviser, RoSPA
Errol Taylor	Asst CEO, RoSPA
Rob Burgon	RoSPA
Frances Richardson	Head of Workplace Safety, RoSPA
Tom Mullarkey	RoSPA Chief Executive

Apologies

Rosina Waterson	Motherwell College
Sarah Jones	Head of Directors Office HSE Scotland
Alan Harwood	FMC Technologies
Mary Ellen Powell	Scottish and Southern Energy
Rory Reed	Scottish Government
Thomas Leigh	The North British Distillery Company Ltd
P Smillie	The North British Distillery Company Ltd
Charles McBreen	North Ayrshire Council

Background

Since September 2004, RoSPA has assisted the development of a 'Scottish Higher Performers Forum' (SHPF), the principle objective of such a forum being to establish a community of best practice in relation to health and safety within Scotland. Forum members commit to extending their influence out-with 'traditional' boundaries, to think more expansively in relation to health, health promotion and safety related issues, and through the Forum make input to the Partnership on Health and Safety in Scotland (PHASS)

Meeting Purpose

Agenda circulated prior to the meeting incorporated: SHPF and PHASS update, reports on progress linked to both Health Risks at Work; do you know yours? and the Scottish Occupational Road Safety Alliance , an overview of RoSPA's Big Workplace Discussion initiative, the RoSPA [Safe at Home](#) and [CSEC](#) initiatives concluding with a 'round table' Meeting the Challenge session.

Meeting Note

Russell Brownlie (Chair) welcomed members to the meeting, and provided an overview of the emergency and domestic arrangements for the Glasgow Hilton Hotel.

Matters arising

There were no matters arising from the previous meeting.

SHPF Update

K.McDonnell presented a short paper to update members in relation to activities undertaken since the last meeting. The central proposition underpinning SHPF was reviewed, and the core 'commitment to communicate' reinforced. KMcD stressed the importance of sustaining this community of interest in health and safety matters within Scotland and reinforced the opportunity for organisations to sign-up to the SHPF challenge. In the current climate agreeing common approaches to tackling common health and safety related issues is even more important.

RoSPA had continued to raise awareness of the SHPF out- with the SHPF community, including HWL Award winners ensuring that where appropriate information was communicated to POOSH Scotland and PHASS.

The number of organisations eligible to participate in the SHPF had increased by 29, as there had been 26 new organisations in Scotland successful in the RoSPA awards plus 3 organisations based in Scotland had assisted in the development of case studies linked to the RoSPA/HSE FOD Scotland Worker Involvement Research. Highland Spring also contributing a case study to the 2010 RoSPA Scotland Congress.

Since the May meeting a number of connections had been established between forum participants particularly those within the Further Education sector. Bob Cummins of TiE is presenting at the 2010 RoSPA Scotland Congress, Alan Brown of Spirit Aerosystems is presenting REACH/ROHS at Edinburgh IOSH in November and KMcD is participating in the forthcoming Roberston Construction Step-change Workshop.

RoSPA/HSE FOD Scotland Worker Involvement Research

RoSPA and HSE FOD Scotland had now concluded the initial phase of the research project investigating 'what works in worker involvement' within non-unionised workplaces.

The full RoSPA report '[Worker Involvement : What works](#)' is accessible via the HSE Scotland website, the RoSPA website home page, and is included on the RoSPA Scotland Congress CD alongside speakers presentations.

KMcDonnell provided an insight into the potential next steps linked to this research (subject to funding) which includes the development of a short/simple worker involvement toolkit based on the Health Risks at Work model. It is proposed that up to 4 paid champions with an HR background are recruited to demonstrate and deliver the toolkit from late 2010 onwards. Links will be forged between the [HSE Safe and Sound Do your Bit](#) campaign, in order that the toolkit may be used to reinforce learning and encourage implementation in the workplace. Participating organisations will be encouraged to add to bank of case studies and consider becoming worker involvement champions, acting as mentors for other organisations. These steps will build momentum around the issue of worker involvement and create a legacy from initiatives linked to this agenda.

Any support available from SHPF members in relation to this initiative would be most welcome.

PHASS / HSE Scotland

The meeting was addressed by Mark Ashby, HSE the minutes of the PHASS [August](#) , meeting available via the HSE Scotland website.

Danny Carrigan stood down as PHASS Chairperson a role that will be taken up by [Hugh Robertson](#), HSE Board, demonstrating the Board's continuing commitment to PHASS.

Mark drew attention to the first ever [HSE Scotland Business Plan](#) which would be laid in parliament, and is a high level document mapped against the HSE GB business plan.

At the May meeting SHPF members discussed the review of PHASS, this review had now been concluded and the way forward agreed as follows;

- PHASS should change its three meetings a year into three **events** in different locations, around Scotland open to a wider audience.
- Meetings would be **publicised as open** – with a request to register
- PHASS should focus each event broadly on a **theme(s) in the health and safety strategy** – themes and associated topics could be proposed by anyone;
- Each event would review the previous one and prepare ideas and agree contributions for the next one. The **event programme would become in effect a PHASS action plan**;
- The purpose would be to **showcase respective contributions by PHASS-member constituencies and to seek collaboration in improving performance**;
- PHASS members would therefore be expected to make short presentations and lead discussion appropriate to the event theme;
- **PHASS and HWL NAAG could decide to hold joint events** where there is an overlapping strategy – eg reaching SMEs;

- PHASS members should help **target invitations** to the wider audience – tapping into their own memberships and networks – according to the theme and location.
- Events would follow an **informal format** of short introduction/presentations led by relevant PHASS members followed by discussion;
- The open session of each event would last **no longer than 2 hours** and consideration would be given to timing to maximise the opportunity to attend;
- PHASS would retain a **private session** for steering committee members to raise topical issues concerning operational matters or partnership projects in Scotland, as currently;
- PHASS events and communication would continue to be **administered by HSE** but through an **online community** – mirroring the system for HSE’s GB-wide Small Business Trade Association Forum;
- **Information on HSE’s activity** would no longer be compiled and presented for PHASS meetings but will be **accessible on the HSE website and the HSE Scotland website**;
- **Venues and catering for PHASS events would, as far as possible, be provided free** via local authorities and businesses and contributions from member-organisations – perhaps on a rota basis.

Note: Since the PHASS meeting the first open event has been scheduled for 17th November in Dumfries, SHPF members will be updated as information becomes available.

Health Risks at Work: Do you know yours? Robert Atkinson

Partnership project between HSE, SCHWL, RoSPA, SCoS, targeted at the non-safety professional providing them with support to identify common health risks and health hazards with the potential to cause long latency disease. Since the launch in September 2009, 150 champions primarily h&s professionals have signed up. (Champions may use the toolkit within their own organisation in addition to cascading information to SME’s within their sphere of influence). There are currently 62 participating organisations

All SHPF members have the potential to become champions and encourage participation within their supply chain. Participating organisations may also be signposted to the SCHWL Advisers network for additional support. The toolkit includes a DVD and accompanying short guidance intended to be used as rapid reference cards. The DVD is designed to introduce common health risks and to signpost users to additional help and support.

An appraisal of the initiative is currently underway, the key purpose of this being to expand the evidence base linked to the use of the toolkit within Scotland. There is huge interest from the wider UK and there are a number of preliminary discussions underway about rolling out this programme.

There was broad agreement that this resource could be widely used by SHPF, any members with specific interest in using eg for induction purposes should contact Robert Atkinson. robert.atkinson@nhs.net

Scottish Occupational Road Safety Alliance (ScORSA)

This project had evolved from the SCHWL/RoSPA MORR events, an example of a multidisciplinary approach bringing together OHS and Road safety disciplines. The website promotes occupational road safety focussing on the business benefits of effectively managing the risk and provides organisations with an opportunity to influence Scotland's road safety statistics. Organisations who sign up gain access to free resources; MORR guide, driver handbook, risk assessment model, gray fleet guide etc . SCHWL advisers and a network of Road Safety Advisers across Scotland are also signposted for those organisations who require additional support. SCoRSA is referred to in the Scottish Government's Road Safety Strategy towards 2020, as is the medium term goal that 'all contractors working for the Scottish Government to have a MORR policy in place'.

RoSPA is funded through their Scottish Government Road Safety Grant to support and develop ScORSA, additional funding has been provided during 2010-2011 to develop a ScORSA Toolkit which will be of interest to SHPF members. This will consist of free training materials to assist organisations and individuals to understand the range of issues associated with driving for work.

ScORSA will formally sign –up to the [European Road Safety Charter](#) at RoSPA Scotland 2010, SHPF members asked to consider whether their own organisations can participate in this initiative.

Details of SCoRSA activities are encompassed within a bi-monthly newsletter <http://www.scorsa.org.uk/newsletter/index.htm> should you wish to be included in the circulation list please advise sirvine@rospa.com

RoSPA Big Workplace Discussion: Leading Teams Safely

Roger Bibbings provided an overview of the above initiative identifying its 'fit' as a RoSPA key issue alongside Managing Occupational Road Risk, Accident investigation, Director leadership, SME's, and workforce involvement. It is RoSPA's opinion that team leadership is UK plc's 'weakest link', and that research activity requires to be undertaken to identify what Team Leaders need to feel, think, understand, know, say and do to be effective in their role.

RoSPA launched this initiative at the NEC in May 2010 since when RoSPA has;

- circulated a 'Parting Shot' ('Team leading')
- Talked to stakeholders
- Reviewed the literature
- Developed a webpage
- Written to top award winners
- Issued a challenge to Safety Committees
- Asking Safety Committees
 - What makes a good safety leader?
 - What has your experience (good and bad) taught you in this respect?
 - What are some of the barriers to be overcome?
 - What are some of the opportunities for change and improvement? and
 - What might help to achieve these?
 - The main messages may be captured under the following headings;
 - To motivate, lead, support safe working, communicate, understand needs and problems, Competent, know 'what good looks like', Understands 'reasonable' H&S, Prioritise H&S , Accepts H&S as a component of role, Challenges unsafe behaviours and Leads by example

The BWD scheduled for 28th October to which all SHPF members are invited seeks to distil down whether or not we should set clearer expectations for team leaders; creating consensus guidance around core actions and signposting good practice.

It is anticipated that the event will also afford the opportunity for RoSPA to seek out further opportunities to extend work in this area and to forge partnerships with key stakeholders.

Any comments offers of support should be channelled through rbibbings@rospa.com

RoSPA Injury Prevention in Leisure Time

Errol Taylor provided an overview of the Safe at Home project which RoSPA is delivering in England and Wales through a network of delivery partners, progress made to date was highlighted

- 130 schemes established
- 1500 Children's Centers participating
- Over 30,000 (50%) sets of equipment installed
- Over 150,000 families educated
- Nearly 400,000 height charts
- 7000 DVDs distributed
- 3500 staff trained

The CSEC (Child Safety Education Coalition) project targeted at leisure accidents in young people promotes the concept of 'as safe as is necessary based upon the 5 R's, Recognise, Remove, Reduce, Recover, and Remember.

- Target thru' 112 member organisation's
- As safe as is necessary: the 5 Rs*
- Pilot interventions in High Quality Safety Education
- Communicate learning from pilots
 - csec website, newsletters
 - Membership seminars and training
 - New management tools and resources

It is anticipated that this initiative will be promoted nationally and internationally as it progresses, full details accessible via www.csec.org.uk

R. Atkinson asked if organizations in Scotland can get involved in CSEC. The outputs will be accessible to all and can be used by any interested organization. Following an independent evaluation of the Safe at Home scheme, and depending on the scale of its success it is hoped that subject to funding, this pilot is rolled out across the country.

The Chair thanked Roger and Errol for their input and emphasized RoSPA's role in influencing the wider health and safety agenda.

Meeting the Challenge

Allan Brown, Spirit Aerosystems Europe Ltd

Their next event is an open day focussing on healthy living, involving employees, clients, contractors and tenants. The business have contracts in place until 2020, the introduction of robotics to the workplace has raised a number of interesting issues and in particular highlighted

the differences in attitude to health and safety across Europe and the wider world. The attitude towards guarding of machinery was given as an example.

Norman Stevenson, Robertson Group Ltd/ScOS

The Robertson Group are holding a 1 day Step-change in Safety Workshop on the 19th of October to 'revitalise' a range of safety related topics. ScOS are holding a 1 day seminar on 24th of February 2011, the programme is under development currently and will be circulated to SHPF members when available.

Kevin Maguire, John Wheatley College

The college are taking forward the Health Risks at Work Toolkit, have used with estates and building co-ordinators. College libraries which are accessible to the public have copies available for information purposes. Have recently introduced child safety topics into the information made available to pregnant workers, and are continuing to embed health and safety messages into teaching resources.

Alan Crawford, Scottish Government

Lone worker strategy in the final stages of development and will be taken to corporate committee for decision before the end of 2010. Alan expressed concern that the Lord Young report and the messages contained within may influence the attitudes of employee's towards health and safety.

Peter Campbell, Halcrow Group

Halcrow have recently embarked upon the Bronze Healthy Working Lives award and are formulating their action plan, the intention being to extend the initiative world-wide. PC is participating in a consultant's forum sharing ideas and strategies between businesses. PC is also in the process of drafting guidance for clients in relation to worker involvement.

Martin Boyers, The North British Distillery Company Ltd

Key issues currently are stress and health awareness with a view to reducing absenteeism. Interested in the concept of defensibility in relation to litigation losses to organisations, believes that health and safety leadership requires to be strengthened through more effective management training.

Ian Norton, The North British Distillery Company Ltd

Interested in the RoSPA Big Workplace Discussion, had used RoSPA to deliver worker involvement training as one component of an initiative which had resulted in changed attitudes and beliefs in relation to health and safety within the business.

Highlighted the [SWA model](#) which encourages the sharing of non-commercially sensitive health and safety related information between organisations linked to the whisky industry.

Billy Byrne, Balfour Beatty

BB provided an update on the Zero harm initiative, have introduced interactive induction sessions to ensure worker involvement from the outset. Currently developing a strategy to improve the quality of supervision within the business, this will build on human factors (errors and violations) to get to the root of problems then use the 'enhanced' supervisor to identify and prevent recurrence.

Rob Burgon, RoSPA

RB echoed the importance of training to make a difference, what can 'you' do on return to the workplace with the knowledge gained in a formal setting.

Alan Crawford, Telford College

College is proactively involved in knowledge transfer across the FE sector, currently have a funded graduate post focussing on business improvement.

Andrew Kennedy, Scottish Power

Reviewing health risks linked to contractor activities building training pack which brings together safety and health topics. Scottish Power health and safety management system more centralised based on Spanish model. The business has achieved ISRS level 5 and working with DNV to develop a level 8 audit. Currently raising the profile of accidents in the home within employee population, and providing access to their hsms and associated documentation to contractors.

Discussions were drawn to a close through reflection on the current coalition government, not many positive signs in relation to health and safety. Accident prevention not on the UK public health agenda, many of RoSPA's partners under financial pressure and anticipating funding cuts, eg Fire and Rescue Service. Department for Education are for example considering the funding cuts linked to the RoSPA Safe at Home project, which is in essence a 'Big Society' initiative.

Concern expressed that the Lord Young report will damage the health and safety brand and reputation, which will require us all to be visible and maintain our health and safety related performance.

Next meeting will be held in May 2011, date and venue to be confirmed.