

Delivering higher standards of workplace health and safety in Scotland

Development of a Health and Safety Committee for Scotland:
Report of a stakeholder conference on 23rd February 2005

Introduction

This report presents the outcome of discussions on the practical arrangements for a new health and safety partnership for Scotland.

A conference held on 23rd February at the Hilton Hotel, Edinburgh Airport brought together over one hundred influential stakeholders within Scotland's health and safety system. A list of participants is at Annex A. Margaret Burns, Health and Safety Commissioner chaired the day.

The objectives were to:

- develop the remit, values, representation and organisational arrangements of the committee; and
- begin discussion about priority areas of work based on the evidence.

Outcomes included:

- better understanding of the Health and Safety Commission's (HSC) Workplace Strategy for Health and Safety and its links with Scottish Executive's Healthy Working Lives Strategy;
- shared understanding of the role of the partnership and the context in which it needs to operate;
- agreed remit of the committee/partnership – putting detail on broad aims already agreed by HSC and Ministers;
- agreed representational arrangements;
- shared understanding of the Scottish evidence base and how work can be prioritised and evaluated;
- ideas for priority work;
- enthusiasm, commitment and a willingness to make a contribution.

Delegates heard from Bill Callaghan, Chair of the Health and Safety Commission on HSC's Strategy for Workplace Health and Safety to 2010; Graeme Scobie from NHS Health Scotland on Scotland's health record and the aim of Healthy Working Lives in improving it; Alan Spence from HSE on occupational health and safety statistics for Scotland; and Margaret Reid on some findings of communications research into the relationship between work and health.

Stewart Campbell, HSE Director, Scotland led delegates into workshop discussions by explaining the background to the case for a Scottish health and safety forum and offering some challenges and ideas for how it should operate.

Two sets of workshops were held: one looked at the role of

a new forum and representational arrangements for a core steering committee; and the second looked at ideas for priority action. The discussion has been distilled into a set of recommendations in this report.

Delegates were generally enthusiastic about the development. In addition, broad consensus emerged around the following themes: that the body should provide leadership and co-ordination for the health and safety community in Scotland; avoid a traditional 'talking shop' model; empower all parts of the system to make a difference; not detract from HSE and Local Authorities (LAs) role in seeking compliance with, and where appropriate enforcing, the law; offer something new particularly to businesses who are not yet interested in the benefits of health and safety, or who don't really know where to start; use business itself more effectively as a key source of influence; use workers' involvement more effectively; and, finally, that a new body should be realistic about what it can take on.

Just over half of delegates completed feedback sheets. The results are at Annex B.

Recommendations

(to be refined and confirmed by the first meeting of the steering committee)

- 1 This development should be called *Health and Safety at Work in Scotland, (HASWIS)* to give it a distinct but complementary identity, for example, to Healthy Working Lives.
- 2 A central **steering committee, chaired by Health and Safety Commissioner, Margaret Burns** should meet at least three times a year and involve representatives of constituencies on the basis of:
 - two private sector employers;
 - the STUC;
 - a private sector trade union;
 - a public sector employer;
 - a public sector trade union;
 - two regulatory bodies: one LA and one HSE;
 - the Scottish Executive;
 - Healthy Working Lives;
 - one from a health and safety/health professional organisation.

Members should be appointed every three years, for approval by HSC. Representation may however be flexible allowing for deputising when necessary.

Initially, HSE and LAs will provide secretariat support with a view to involving other people and organisations as HASWIS evolves.

- 3 The **role of the steering committee**, collectively, will be to:
 - decide a programme of priorities for action based on the available evidence;
 - lobby people and relevant bodies to contribute expertise and resources including funding;
 - receive reports on the evidence including where further research is needed to address gaps in knowledge;
 - manage the relationship and joint working with Healthy Working Lives;
 - report to Ministers through HSC on action taken and the evaluation of its impact;
 - innovate approaches for implementing and managing action on priorities.

Meetings will usually be held over half a day in alternating venues.

If the committee agrees, a **benchmarking and monitoring tool for high performing partnerships** will be introduced to measure progress in achieving successful joint working.

- 4 Individual **steering committee members'** participation will be on the basis that they should be able to:
 - engage the broadest range of people and organisations within their constituency in the work of HASWIS;
 - consult and communicate with, and make decisions on behalf of, their constituency interests via existing networks and structures, creating new ones where necessary (Annex C);
 - act as a spokesperson and champion for HASWIS;
 - propose and develop ideas and issues for action supported by evidence.

The **time commitment** of individual members will be for discussion at the first meeting.

Reimbursement for travel expenses and loss of earnings will be payable on the same basis as set out in the guidance on managing HSC Advisory Committees.

- 5 Action on priorities may be pursued, for example, through **short life working groups** bringing together relevant people and organisations to **manage specific projects**.

- 6 Co-ordination of action in specific sectors may be managed through **sector-specific groups**, to avoid duplication of effort, for example, along the lines of the Site Safe Scotland model in the construction industry.

- 7 The steering committee will also **establish links with existing health and safety forums and other key stakeholders** to seek their views on achieving the best working relationship with HASWIS.

- 8 Further examination and research into the evidence including all causes of absences from work, benchmarking and evaluation of specific initiatives, will be developed and proposed by a **research and evaluation group** - reporting to the steering committee. This is already being organised jointly with Healthy Working Lives. Among its next tasks will be to consider the specific needs of Scotland in implementing **HSE's Workplace Health and Safety Survey (WHASS)**.

- 9 The **steering committee** will need to prioritise and select issues to take forward in its first year. It could be helpful to view potential action, and to select a balanced mix, from three broad categories:

- enabling activity;
- communicating health and safety messages; and
- action with the potential to deliver higher standards in specific areas.

Some ideas are:

Enabling

- establish a web-based functional directory of occupational health and safety expertise in Scotland;
- establish a sub-group jointly with Healthy Working Lives to examine the range and mix of competencies needed to deliver strategies in Scotland;
- develop an approved model for building health and safety into contract negotiations;
- strengthen the health dimension of training for workers' health and safety representatives;
- set targets for, and take action to, increase coverage of workers' health and safety representatives across Scotland;
- research the impact of Scottish culture and attitudes to personal health on workplace behaviour;
- research characteristics of workplaces where employees feel their well-being is treated as being important and they are respected (ie what makes a healthy 'psychological contract' at work);

- research the relationship between workplace health and safety and social exclusion and deprivation;
- research the impact of occupation on less-well understood MSD problems;
- review the provision of health and safety training in Scotland.

Communicating

- produce a map of Scotland's health and safety system;
- establish a clear communications infrastructure for the health and safety system in Scotland;
- support events for business run by business led by a 'higher performers' forum';
- develop and market a Scottish business case with Scottish Enterprise and high performers - building on the HSE campaign;
- promote case studies in financial terms;
- explore communications routes to learn from and share best practice with permissioning regime industries;
- develop a communications strategy for HASWIS;
- develop Scotland pages on the HSE website to support and promote HASWIS work.

Delivering

- explore with Healthy Working Lives, the application of the Working Backs Scotland model to mental ill-health;
- establish a taskforce to reduce musculo-skeletal problems and improve health and employment within the floor-laying industry;
- establish a mentoring scheme for small firms;
- develop best practice for protecting the health and safety of outside workers exposed to cold and wet weather conditions;
- sponsor development of 'safety by design' guidance;
- set up pilot projects to involve workers in health and safety management;
- contribute to work with the Scottish Executive's preventing violence and abuse towards workers campaign;
- promote implementation of the Stress Management Standards in selected large organisations.

Next steps

Margaret Burns, HSE and LAs officials will meet organisations listed at recommendation (2), as well as representatives of the broader health and safety community over the next few months. The aim will be to have agreed membership and acceptable representational arrangements and/or communications links with the broader group of stakeholders in preparation for a first meeting in summer 2005.

This report has not yet been the subject of consultation outside HSC/E. Comments are very welcome. They should be sent by e-mail to Sarah Jones, Head of HSE Director's Office, Scotland: sarah.jones@hse.gsi.gov.uk by Tuesday 10th May 2005 to allow time for any amendments before the first meeting of the HASWIS steering committee.

HSE, April 2005

Annex A

List of delegates

Mr Jim Adamson

Health and Safety Adviser
NHS Argyll and Clyde

Anne Armstrong

Head of AIECC Team
Employment,
Communications and Culture

Ian Armstrong

Manager, NE Scotland
Scottish Council for Development of
Industry

Ernest Barbour

Procurator Fiscal Oil and Gas,
Procurator Fiscal's Office

Grahame Barn

Director. Federation of Master Builders,
Scotland

Fiona Begbie

Lecturer, Robert Gordons University

Dorothy Bell

Occupational Health Manager
Occupational Health Department

Ian Bell

Shop Steward/Health and Safety
Representative, TGWU

Tom Bennett

Health and Safety Manager, Menzies
Distribution

Alex Black

Regional Advisor (Grampian)
Safe and Healthy Working

John Blackburn

Services, HSE

Douglas Blackwood

National Semiconductor (UK) Ltd

Andrew Blake

Environmental Health and Trading
Standards Manager
West Lothian Council

Irene Bonnar

Occupational Health Service Manager
NHS Borders Occupational Health
Service

Ian Bowie

Multigroup, HSE

Charles Boyd

COSLA

Colin Boyd

Industrial Safety Manager
British Energy Generation Ltd

Ken Bramham

Change Manager, Jobcentre Plus

Andy Brown

Head of Health and Safety
Bovis Lend Lease

David Brown

Health and Safety Adviser
Scottish Engineering

Bobby Buirds

Regional Officer, AMICUS

Margaret Burns

Commissioner, HSC

Jim Caldwell

Scottish Secretary, FDA

Sandra Caldwell

Head of Field Operations, HSE

Bill Callaghan

Chair, HSC

Dr Iain Cameron

Head of Construction Management
and Economics
Glasgow Caledonian University

Stewart Campbell

Director Scotland, HSE

Danny Carrigan

Commissioner, HSC

Abdul Chowdry

Commissioner, HSC

Dr Nick Clack

Policy Officer, LACORS

Mr Gordon Clark

Health and Safety Advisor, UCATT

Les Common

Director of Human Resources
Crown Office and Procurator Fiscal
Service

Sylvia Craik

Health and Safety Adviser
Glasgow School of Art

Allan Davies

Head of LAU, HSE

Matt Dick

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Peter Dodd

Partnership Manager, HSE

Dr Stephen Doherty

Medical Director
Allied Occupational Health Ltd

Iain Duff

Chief Economist
Scottish Council for Development and
Industries

Ronnie Dunn

Manager Health and Safety
Dundee City Council

Steve Dunn

Chair, HASCOG

Michael J Durnan

Policy Adviser
Enterprise and Lifelong Learning
Department

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Crown Office and Procurator Fiscal
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Eleanor Eade

Health Safety and Environment Manager
NHS Ayrshire and Arran Community
Health Division

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Environment Protection Services

Tom Featherstone

Shop Steward/District Committee Chair
TGWU

Dr Gillian Fletcher

Chairman
Society of Occupational Medicine

Ali Ford

Director's Office, HSE

James Fowlie

Policy Manager, COSLA

Harry Frew

Scottish Regional Secretary, UCATT

Mairi Gaffney

Occupational Health Advisor
Scottish National Blood Transfusion
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Mr Colin A Graham

Secretary
Scottish Occupational Health Nurses'
Forum

Jonsen Green

Branch Secretary, UCATT

Douglas Greig

Head of Enterprise and Industry
Division
Scottish Executive

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Health and Safety Awareness Officer
HSE

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Policy Manager, COSLA

Nancy Hamilton

EMAS, HSE

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HM Fire Service Inspectorate for
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Scottish Organiser
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Paul Hopson

Lead Steward, Royal College of
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Consultant in Environmental Health
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Bovis Lend Lease

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Institute of Occupational Medicine

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Midlothian Council

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The Association for Project Safety

Brian Lawrie

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The Highland Council

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RAF Kinloss

Richard Locke

Head of Health and Safety
Scottish Water Solutions

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Director
SALUS Occupational Health and Safety

Dr Fiona Macdonald

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Health and Safety Officer
GMB Scotland

Dr Colin McHardy
Policy Advisor, Scottish Executive

Callum McKay
Health and Safety Co-ordinator
Scottish Building

Alex McLeod
Chairman, HASCOG

Alistair McNab
Hazardous Installations Directorate,
Chemical Industries 1B, HSE

Garry Miller
Agriculture and Wood, HSE

Brian Mitchell
Personnel Manager (Health and Safety)
Refrewhire Council

Richard Morgan
T/Head of Operations, HSE

Val Morgan
Government News Network

Andrew Morrison
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Aberdeen City Council

Jim Murray
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Jim Neilson
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UK Health and Safety Officer
Standard Life

Albert Oswald
Head of Environmental Health/Trading
Standards
Dundee City Council

Robert Paterson
HSE

Cathy Peattie
MSP

Mike Petrie
QHSE Manager
Northern Lighthouse Board

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First Group Plc

Rory Reed
Head of Corporate Responsibility,
Scottish Executive

Margaret Reid
Presenter, Margaret Reid Research and
Planning

Thom Riddell
Responsible Care Cell Member
Chemical Industries Association

Brian Ritchie
Health and Safety Officer, SCOTMID

Graham Robertson
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Royal Environmental Health Institute of
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Manufacturing Manager, FMC
Technologies UK

Dr Ian Robertson
Safety Officer, RJ McLeod
(Contractors) Ltd

Neal Robertson
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Scottish Borders Safety Forum

Ruth Robertson
Environmental Health Adviser
Health Protection Scotland

Terry Rose
FOD Wales and West Division Director
HSE

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British Occupational Hygiene Society

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Dunfermline Building Society

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John Shannon
National Committee Member
Prison Officers Association (Scotland)

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Brendan Smith
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Colin Smith
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Balfour Beatty Construction

Grahame Smith
Deputy General Secretary, STUC

John A Smith
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Scotland

Ken Smith
Construction Adviser
Scottish Executive

John Speed
National Committee Member
Prison Officers Association (Scotland)

Alan Spence
Statistician, HSE

Jim Spence
Treasurer, Scottish Chamber of Safety

Bob Steel
EHS&S Manager
National Semiconductor (UK) Ltd

Norman Stevenson
Secretary
Safety Health and Environmental Forum

John Sumner
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Councillor Jim Swan
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Graham Whitelocks

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Stagecoach UK Bus

Dr Keith Wiley

Policy Adviser, HSE

Dr Terry Williams

Multigroup, HSE

Peter Williamson

Stand Down Officer
TGWU

Billie Wilson

Director's Office, HSE

Calum Wilson

Group Safety and Environment
Manager
Scottish and Southern Energy

Louise Wilson

National Officer
Educational Institute of Scotland

Dr Phil Woodhead

Chief Executive
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Selina Woolcott

Occupational Health and Safety
Advisor
NHS Ayrshire and Arran

Jim Young

Agriculture and Wood, HSE

Annex B

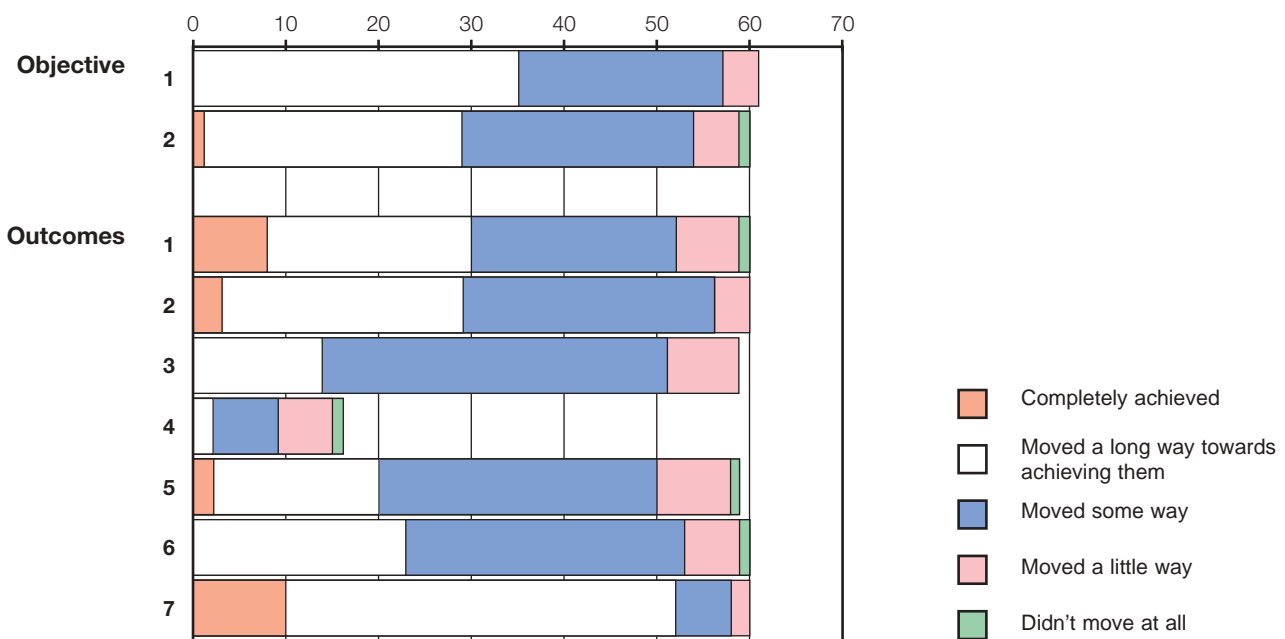
Conference feedback and evaluation: Delivering higher standards of workplace health and safety in Scotland

Objective

- 1 To develop the remit, values, representation and organisational arrangements of the committee
- 2 To begin discussion about priority areas of work based on the evidence

Outcomes

- 1 Better understanding of the HSC’s Workplace Strategy for Health and Safety and its links with the Scottish Executive’s Healthy Working Lives Strategy
- 2 Shared understanding of the role of the partnership and the context in which it needs to operate
- 3 Agreed remit of the committee/partnership – putting detail on broad aims already agreed by the HSC and Ministers
- 4 Agreed representational arrangements
- 5 Shared understanding of the Scottish evidence base and how work can be prioritised and evaluated
- 6 Ideas for priority work
- 7 Enthusiasm, commitment and a willingness to make a contribution



NB Evaluation form 'Outcome 4' printed without tick boxes hence the low response.

90% thought the conference organisation and facilities were 'Good'. 10% had no strong views.

Additional Comments

- Workshops a good idea, as ever too little time to develop ideas. However some worthwhile discussion from varied group
- The committee should strive to see resources meeting needs to improve H&S, not activities tailored to available resources as at present
- Need for greater links with primary care as part of the organisation
- Too large a group to come to 'full' agreement
- The network of occupational H&S groups can only help in implementing and must not be forgotten. They can be used as an effective delivery mechanism to ensure effective communication and assist in the future development and success of the committee's aims and objectives
- I felt that the workshops addressed the main issues they also raised other discussion areas. Worthwhile
- Good positive attitude from all I met. If you preprint questions for the workshop some were disappointed that workshop1 was restricted to one question
- A very exciting opportunity for H&S. Further information on work of group would be very welcome and how Health Protection Scotland can assist. Well organised event
- We need to concentrate on the small firms that are presently unable or unwilling to manage H&S
- A very worthwhile day, now let's get on with the job of making it all happen. Lack of healthy options in food
- Name: SCOSH Scottish Commission for Occupational Safety and Health
- Handouts for the speakers were not complete. Graeme Scobie OHPs were missing and/or duplicated [The delegate has since been sent a corrected version]
- Start of conference too early - made it difficult to travel from distance for start - I missed start
- Parking charges even as resident! [Parking charges were intended to be met by HSE]
- Workshops were probably not long enough, understandable under the circumstances
- The desired outcomes may have been a bit ambitious for the time available
- A good way to go for it
- A challenging remit, well managed and largely delivered
- Perhaps some validation needed but generally an excellent and very effective way, providing a lot of useful material for the new body
- Good presentations set the context well but I'm still a bit unclear about how HSE sees the scope of the new committee particularly with respect to health promotion and improvement
- More precise guidance from HSE would have helped to better focus the discussion groups.

Annex C

Health and safety networks in Scotland

