

**PARTNERSHIP ON HEALTH AND SAFETY IN SCOTLAND
NOTE OF THE 6th MEETING OF THE STEERING COMMITTEE
ON 6th JUNE 2007**

In attendance:

Danny Carrigan, HSC (Chair)
Steve Bell, SCHWL
Stewart Campbell, HSE Director, Scotland
Harry Frew, UCATT and STUC
Douglas Greig, Scottish Executive, Enterprise, Energy & Tourism
John King (East Dunbartonshire Council – deputising for David Evans)
Ian Lavery, Glasgow City Council (Local Authorities as employers)
Dr Karen McDonnell, representing Occupational Health and Safety professionals
Linda Shanahan, STUC & FBU
Ian Tasker, STUC
Jackie Woods, GNN Scotland
Sarah Jones, HSE, Director's Office, Scotland (Secretary)

Apologies:

Russel Griggs, CBI Scotland, Alistair Dodds, Highland Council (Local Authorities as employers), Rory Mackail, Scottish Federation of Small Businesses, David Evans (East Lothian Council & SoCOEH),

Welcome and introductions

1. Danny introduced himself as the new Chair and said he was very much looking forward to his new role. Apologies had been received as listed above.

Minutes

2. These were agreed as published on the HSE website.

Matters arising

Establishing a sub-group on the Scottish evidence base

3.1 One meeting of a fledgling group had been held. Stewart and Steve would discuss the role and membership and agree next steps in the context of what would be most helpful to the work of PHASS and the Scottish Centre for Healthy Working Lives.

Action: Stewart and Steve

Producing a directory of the activities of OHS bodies

3.2 Karen and Sarah had agreed a covering introduction setting out the origin and purpose of the publication. A further meeting would be held to agree a date for publication on appropriate websites as soon as possible. They would include Ian and SCHWL in developing the next steps – and identify wider stakeholder involvement - using the document as a starting point for debate about OHS resources across Scotland. Karen asked members again for any comments and would circulate the document once more before publication.

Action: Sarah, Karen and Ian to arrange a meeting.

Good neighbour scheme with businesses and colleges

3.3 Russel and Stewart had now discussed the draft report of the pilot exercise between Dumfries and Galloway college and the health and safety officer at Faslane naval base to share experience and best practice. It required a bit of editing before it would be suitable as a "lessons learned" record. The intention was then to use the report as the basis for a checklist/guide for businesses wishing to set up partnering/good neighbour schemes. The RoSPA High Performers' Forum had offered to take this on.

Action: Stewart to edit the report and pass to Karen for the High Performers' Forum

Update on HSC/E developments in Scotland

4. HSC/07/30 – presented to the HSC meeting in March at its meeting in Aberdeen - had been circulated to members. The paper was wide-ranging and had been well received by HSC members; they had endorsed the report of PHASS' work and discussed the potential for similar partnerships in other parts of GB.

5. A submission to the UK Health and Safety Minister Lord McKenzie would now be prepared reporting on the activity of PHASS and also looking forward at its forthcoming work plan. Danny would write in similar terms to new Scottish Ministers, introducing PHASS and reiterating support for delivering the Scottish Executive's Action Plan on Health and Safety.

6. Danny had asked for a similar update covering significant operational developments in Scotland to be a regular item on the PHASS agenda. Members agreed that this would be useful.

Action: Sarah to commission short update paper for each future meeting and to draft communications to Ministers.

Review of PHASS' membership and the role of members

7. Members discussed the proposals in PHASS.06.03 for new members representing the Scottish Council for Voluntary Organisations, the Scottish Hazards Campaign and the Scottish Executive as corporate body. They also noted Alistair Dodds new appointment to Chief Executive of Highland Council meant that he had resigned from PHASS. SOLACE/COSLA had been asked to propose a replacement. Members endorsed the changes to the membership and asked for a letter to be sent to Alistair to thank him for his contribution to PHASS.

Action: Sarah to consult organisations on the names of their nominees and arrange for appointment by HSC. Danny to write to Alistair.

8. Ideas for improving the wider engagement of members' own organisations and their wider constituencies were agreed as follows:

- Members would be asked to nominate deputies whenever they could not attend PHASS meetings. Action: All
- A short briefing/article to be prepared for placing in organisation's magazines and newsletters. Action: Linda to draft for trades unions

- PHASS to write to member organisations' Chief Executives/policy departments outlining our forward work plan. Action: Sarah to prepare a document
- Members to seek discussion of PHASS and its work at relevant policy meetings. Action: All
- Press releases to be issued after each meeting from HSC as well as other organisations' press offices. Action: Jackie (GNN) to draft and liaise with press offices

Forward work plan for PHASS

9. Paper PHASS.06.04 listed HSC Business Plan priorities against related actions in the Scottish Action Plan on Health and Safety and other relevant initiatives. There was strong read across. Members discussed specific action against each area of work, and who would take the work forward. The outcome so far is attached at the Annex. This would be a PHASS' working document. Further work would be done to define the detail of PHASS contribution to the LA/HSE campaigns listed in the paper throughout the remainder of 2007/08.

Action: Members to start or continue work as shown in the Annex. Sarah to put members in touch with appropriate staff in HSE where necessary to share objectives and align activity.

Other sector-specific stakeholder activity

10. PHASS.06.05 provided information on groups in three different sectors: offshore oil and gas, construction and fish farming/aquaculture. Members felt that it would be useful to hear from these groups in more detail and agreed to invite a representative from the Fish Farming/Aquaculture Health and Safety Committee to the next meeting.

Action: Sarah to extend an invitation via HSE's Agriculture and Food Sector

Date of the next meeting

11. Members would be consulted on dates in the second half of August. Members would arrange meetings in between to progress issues in the forward work plan as necessary.

Action: Sarah to canvass for dates and preferred location via e-mail.

Any other business

12. Karen raised a couple of items of interest:

(1) Child safety week 18 – 20 June would see the launch of a Child Safety Strategy for Scotland. Child Safety Action Plans are being developed in 18 European nations. Within the UK, Scotland is the only nation that had the foresight to seize this opportunity to prevent unintentional injuries. All the necessary next steps are outlined clearly in the Strategy, beginning with the Government's commitment to complete a more detailed *national plan of action* by the end of 2007.

(2) Environment and Health Strategic Framework - A New Approach. This paper had been issued for consultation. It sets out the proposed arrangements to support a new approach to improve and protect the health of people in Scotland. Greater attention to the linkages between environmental conditions (both positive and negative) and health have the potential to enhance health protection and effect health improvement. The paper also suggests, that if the approach to environmental factors is not broadened, Scotland may be prevented from realising the power of the Community Planning Agenda and from effectively tackling health inequalities. The general health of the Scottish people is an important driver in having a healthy workforce. The first wave of health priorities includes asthma and cardiovascular disease, and the consultation process is seeking comment on the inclusion of unintentional injuries within this first wave. PHASS members were asked to respond positively to question 9 to influence its inclusion.

Responses to be sent to Vikki Milne Analytical Services Division ERAD Science and Analysis Group, Scottish Executive, victoria.milne@scotland.gsi.gov.uk

Action: Members to respond the consultation.

June 2007

Co-ordinating action across a range of plans and initiatives: what can the Partnership and its constituencies deliver?

Scottish Action Plan section	HSC Business Plan, campaigns and ongoing 'FIT3' programmes	Other relevant initiatives	Next steps/suggested action by
Part 1, 4. Improving the evidence base - scope a study to map existing data sources & explore feasibility of links to better inform future action	Annual statistics; ¼ ly data; trend data for injuries; + better analytical support from within HSE of Scottish data	PHASS sub-group on evidence and evaluation	2006/07 fatal injury statistics were due to be published in July by HSE statistics. Analysis of the causes and sectors would be requested and referred to the sub-group to consider further research. Action: Stewart
Part 2, A: Improving information, advice, support and training 5.7 - PHASS and SCHWL to review OHS capacity in Scotland to meet future business needs	HSE programme to improve advice to SMEs – revamp of HSE's business webpages - spring 2007	POOSH Scotland's mapping exercise of OHS bodies is starting point for debate	Electronic publication date to be agreed and suitable publicity arranged. Karen, Sarah, Ian to meet to discuss next steps for further work based on the mapping document. Russel to clarify whether IOM have been asked to review full version of document for gaps in Scotland's future OHS needs.
7. Promoting worker involvement	Updating SRSC 'Brown Book' Encouraging more H&S especially women – starting with stakeholder group in the retail sector More joined up work between HSE and Acas Strengthening worker involvement in health initiatives – eg via liP healthy workplace standard	SCHWL worker advisers – their role within operational delivery model and work plan Worker involvement models under the new HWL award SE to seek support from sectoral/trade associations for developing and promoting worker involvement case studies	STUC about ready to put forward nominees for worker adviser secondments into SCHWL. Ian Sarah to arrange liaison between STUC, SCHWL and HSE worker involvement team. Consider Scotland's involvement in HSE retail project eg Scottish Retail Consortium.

<p>7.4 Business to business support - Scottish Enterprise and HIE to work with PHASS to disseminate business cases for health and safety.</p> <p>Business events and partnering</p>	<p>Business involvement programme. Promoting the benefits of sensible health and safety management.</p> <p>“Sign up to sensible risk” HSE/LA Chief Execs launch</p> <p>New guidance by IoD for directors on their h&s responsibilities by autumn 2007</p> <p>Promotion of CHaSPI</p> <p>Improving h&s info on Business Links website (England)</p>	<p>Industry/college ‘good neighbours’. Learning the lessons from the Imes Ltd / Dumfries & Galloway project</p> <p>Using the RoSPA higher performers’ forum & HWL gold award winners</p> <p>Scottish Council for Development of Industry offer to organise events around the country</p> <p>Business Gateway (Scotland) – matching improvement with Business Links</p>	<p>Russel and Rory to be asked to identify a lead co-ordinator for working group looking at strands of business to business support involving RoSPA Higher Performers and Scottish Enterprise and SCDI – who had already offered to arrange regional events across Scotland.</p> <p>Stewart to refer good neighbour pilot report to RoSPA High Performers Forum to be asked to develop generic checklist</p> <p>Sarah to seek support and advice form HSE business involvement team.</p>
<p>8.4 Migrant workers</p>	<p>HSC/E external diversity objectives - communications toolkit, translation framework and aide-memoire</p>	<p>HSE/SCHWL report of a 1st stage in a process to develop inter-agency interventions to address h&s needs of migrant workers Next stage: stakeholder conference?</p>	<p>SCHWL/HSE event currently out for consultation. SCHWL and Sarah to consider next stage event. Also keep in touch with HSE works with other regulators.</p>
<p>8.5 Children and young workers</p>		<p>Unions into schools programme – inclusion of h&s STUC, CBI, FSB, LAs and HSE to consider how to improve risk education and h&s induction</p>	<p>Ian to circulate ‘ Unions into Schools’ material on h&s. Need to overcome barriers to work placements for pupils.</p>
<p>11. Public sector role</p>	<p>HSE Public Services programme – cont. of Healthy Workplace Solutions – embedding stress management standards in public & finance sectors</p>	<p>Communications role for Partnership members?</p>	<p>HSE to write to Scottish Executive seeking nominee for PHASS and to set up support for an SE action plan.</p>

11.4 Health & sickness absence management in the health services	HSC/E public sector programme DWP/HSE/Health - Health, Work and Well-being strategy Ministerial Taskforce on Productivity	SE and SCHWL to develop exemplary OH contract for the public sector	The LA Forum had already developed a model contract for the LA sector. HSE/IOM SAM tool take up was now being supported by SE and SCHWL.
11.5 Procurement activity – ensuring Scottish public sector compliance	Launch of CDM Regulations and promotion		
12. Better regulation	HSE & SOCOEH involvement in Regulators' Forum in Scotland Rogers Review of national priorities for LAs in England and Wales	COSLA initiative to develop Scottish proposals in response to Cabinet Office BRE initiative What role for the Partnership? What national regulatory priorities for Scotland?	Scotland's approach would need to integrate with the new administration's public sector reform agenda. Developments would be monitored – Douglas and Stewart, David
Part B: Regulation, investigation, prosecution, sentencing etc	HSE/COPFS/ACPOS/British Transport Police COSLA/LAs – making the Work-Related Deaths Protocol for Scotland work	Any role for the Partnership? Eg in calling for more appropriate and consistent sentencing?	
	3 rd major campaign on musculoskeletal disorder. Inspection phase in Jan/Feb 08	Partnership's role in delivery/communications/media activity	} } }
	Continuation of Moving Goods Safely – aimed at reducing falls from vehicles	Partnership's role in delivery/communications/media activity	} More detail to be } circulated the activity and } timing of campaigns - for PHASS to decide } how to support delivery – } Danny, Stewart, Sarah
	Workplace Transport campaign in Autumn 2007	Partnership's role in delivery/communications/media activity	} }
	Initiatives throughout the year to reduce injuries and ill health in building and facilities management, waste and recycling and contract cleaning.	Partnership's role in delivery/communications/media activity	} } } }

