

**PARTNERSHIP ON HEALTH AND SAFETY IN SCOTLAND  
NOTE OF THE 7<sup>th</sup> MEETING OF THE STEERING COMMITTEE  
ON 24<sup>th</sup> AUGUST 2007**

**In attendance:**

Danny Carrigan – Chair  
Steve Bell – SCHWL  
Stewart Campbell – HSE Director, Scotland  
Michael Durnan – Scottish Executive Enterprise, Energy, and Tourism  
David Evans – SoCOEH  
Ralph Garden – Scottish Executive – corporate facilities management  
Russel Griggs – CBI Scotland  
Kathy Jenkins – Scottish Hazards  
Ian Lavery – Glasgow City Council H&S  
Karen McDonnell – POOSH Scotland  
Iain Duff – Scottish Council for Development and Industry – item 6  
Carol Young – SCVO  
Sarah Jones – HSE Director's Office, Scotland (Secretary)

HSE: Percy Smith LA/HSE Partnership Manager; Trevor Johnson – new Head of Director's Office; Anne Chesney – new admin officer for PHASS

**Apologies received from:**

Harry Frew – STUC and UCATT  
Rory Mackail – FSB  
Ian Tasker – STUC  
Linda Shanahan – STUC & FBU

**Welcome and introductions**

1. Danny asked everyone to introduce themselves as there were several new members of the committee. PHASS was moving into a new phase of integrated working with other developments in Scotland – such as the Scottish Action Plan. Additional representation was very welcome and would support its forward work plan.

**Minutes of the meeting on 6<sup>th</sup> June 2007**

2. These had been agreed and published on the Partnership section of HSE's Scottish webpages.

**Matters arising from the minutes**

**Scottish evidence and evaluation sub-group**

3. Stewart presented a paper (PHASS.07.08) updating the committee on work to establish a group to look at the Scottish evidence base and evaluation of interventions such as the work of the Scottish Centre for Healthy Working Lives (SCHWL).

4. The original drivers for such a group in Scotland had ranged from the need to understand the so-called “Scottish anomaly” (historically higher rates of fatal and major injury in Scotland) to communicating risk sensibly to avoid damaging “elf and safety” publicity.

5. There had been several developments since an initial meeting to try to scope the work in 2006. For example, HSE’s thinking on evaluation had moved forward as outlined in the Annex to the paper and SCHWL had developed a framework for evaluating its work.

6. Academic thinking on the methodology for evaluation, choice of outcomes, appropriate and realistic indicators, sources of evidence etc was moving in different directions all the time. There was however a need to bring a representative group of stakeholders together to agree an approach which would command confidence amongst practitioners, researchers, commentators and politicians.

**Action: Stewart and Steve to organise an event.**

#### **POOSH Scotland mapping document – launch**

7. Paul outlined the arrangements for the launch and Karen explained the multiple purposes of the document. It can be found on HSE’s website at: <http://www.hse.gov.uk/scotland/mapping.htm>. POOSH Scotland was willing to build on this work. Danny asked PHASS members to publicise its availability and to report feedback. (The next steps were discussed under agenda item 5.)

**Action: PHASS members to promote POOSH Scotland mapping document**

#### **Good neighbour pilot**

8. A decision was needed on the future use of the report and the lessons of the pilot exercise set up by Russel. Stewart would consider how to play in the RoSPA Higher Performer’s Forum in taking this forward.

**Action: Stewart to discuss with Karen and consider wider circulation of the report**

#### Wider engagement of PHASS members’ organisations and constituencies

9. Members noted the letter that had been sent from Danny to Scottish Minister Jim Mather MSP seeking, amongst other things, support for a Scottish Parliamentary reception for MSPs and health and safety stakeholders. Members noted that IOSH would be launching its health and safety guide for MSPs on 29<sup>th</sup> October at the Parliament.

10. Sarah asked for comments on the draft letter to Heads/Chief Executives and its proposed recipients. In discussion, it was agreed to amend the version to LAs to mention their role as employers and regulators; to add the SCVO Chief Executive to the list; to make the distinction between operational devolution (eg Scottish LAs enforcing h&s regs) and policy/legislative devolution; and to add the environment to the list of devolved policy areas. An advance copy of each letter would be sent to the relevant PHASS member to allow them to ensure it receives adequate attention.

**Action: The Secretary to amend and prepare letters for Danny's signature and issue advance copies to PHASS members**

Sector-specific stakeholder activity

11. It was agreed to invite a representative of Site Safe Scotland to give a presentation on its work at the next meeting.

**Action: Secretary to arrange via HSE's Construction Division**

**Update on developments in Scotland**

12. Paper PHASS.07.03 contained details of recent published statistics. Discussion focused on construction fatal injuries – there had been an increase on the previous year across GB but not in Scotland. The increasing number of migrant workers and their vulnerability was also of particular interest in Scotland. HSE analysis of the statistics did not show a difference in the rate of fatal injury for migrant workers compared to other workers. The position with respect to major and other injuries was not known. It was agreed to take stock of HSE, SCHWL and other stakeholder activity to address the particular circumstances of migrant workers at a future meeting. Members noted that the Gangmasters Licensing Authority would be merging with HSE.

**Action: The Secretary to commission/prepare a paper and invite a presentation for a future meeting**

13. Stewart provided an update on the ICL explosion, both ICL Plastics Ltd and ICL Tech Ltd pleaded guilty to two breaches of Health & Safety at Work etc Act 1974 and each was fined £200,000. The cause of the explosion was a leak of LPG from a corroded buried pipe that entered the basement of the building and when ignited caused a massive overpressure that caused the building to collapse.

**Action: Stewart/Trevor will provide an update on any Inquiry in Public at the next meeting**

**PHASS Forward Work Plan**

14. The committee discussed and updated each item in the forward work plan (updated at Annex 1). Sarah outlined progress on delivering the Scottish Action Plan including clarification of the allocation of Scottish Executive funding.

**Action: Please see Annex 1. PHASS members to action items against their names. Chair and Secretary to consider inviting Co-ordinator of Scottish Action Plan to future PHASS meetings.**

**For business by business support**

15. There was broad agreement for the proposal in PHASS.07.05 for a programme of events around the country as part of delivering this area of work within the Scottish Action Plan. Iain Duff from SCDI explained their experience in marketing and running such events. In discussion, it was agreed that speakers and topics would need to attract "the unconverted"; timing and location would be important; and that it would probably be realistic to plan the programme for early next year. A small working group would meet to plan the detail consisting of HSE, SCHWL, and SCDI representation and other interested parties such as RoSPA.

**Action: Sarah to arrange a meeting in her new role as co-ordinator of the Scottish Action Plan at the Scottish Executive**

#### **Forthcoming launch of leadership guidance on health and safety**

16. Danny commended the new draft IoD guide to members. It would be launched on 29<sup>th</sup> October 2007. PHASS.07.06 sought PHASS members help in promoting the guidance.

**Action: PHASS members to consider how they can support. GNN Scotland to liaise with PHASS organisations.**

#### **Scotland's "National Conversation"**

17. PHASS.07.07 alerted members to the references in the white paper to the possibility of devolving health and safety regulation - recognising that its formal enforcement is already devolved through the Scottish justice system. The existence of PHASS was also mentioned. Stewart reported that HSC/E had been informed and advice sought as to how and when to respond.

**Action: Watch this space!**

#### **Date of next meeting**

18. This would be arranged for November at a venue in Edinburgh.

**Action: The Secretariat to consult members on dates**

#### **Any other business**

19. Danny announced that Judith Hackitt, Director General of the Chemical Industries Association [check] and a former HSC member would shortly take over Bill Callaghan as Chair of HSC. It was agreed that Danny would write on behalf of PHASS thanking Bill for his support and his good work as HSC Chair.

**Action: Secretary to draft a letter.**

20. David announced that the date of the next HSE/LA partnership event would be 12 November. This would be a good opportunity to promote the work of PHASS and the Scottish Action Plan.

21. Danny thanked Sarah for her energy and enthusiasm in organising PHASS and Ali Ford for her excellent administrative support. He wished Sarah well in her new role on secondment from HSE to the Scottish Executive.

**August 2007**

## Annex 1

Version 4 – 29 August 2007

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

Scottish Action Plan section	HSC Business Plan, campaigns and ongoing 'Fit3' programmes	Other relevant initiatives	Next steps/suggested action by
<p><b>Part 1, 4. Improving the evidence base</b> – scope a study to map existing data sources &amp; better explore feasibility of links to better inform future action</p>	<p>Annual statistics; ¼ly data; trend data for injuries;  + better analytical support from within HSE of Scottish data</p>	<p>PHASS sub-group on evidence and evaluation</p>	<p>See paper PHASS.07.08  PHASS to develop spec for scoping research. £50k available from Ent and Ind Division  Stewart and Steve to organise event for stakeholders to discuss research.</p>
<p><b>Part 2, A: Improving information, advice, support and training</b></p>	<p>HSE programme to improve advice to SMEs – revamp of HSE's business webpages – spring 2007</p>		<p>SCHWL – develop and test fast track (Dundee pilot) rehab and return to work services  SCHWL sectoral tools for SMEs – especially to improve OH interventions</p>
<p><b>5.7</b> – PHASS and SCHWL to review OHS capacity in Scotland to meet future business needs</p>		<p>POOSH Scotland's mapping exercise of OHS bodies is starting point for debate</p>	<p>Karen to consult POOSH Scotland to see if they will consult OSH bodies on creating a common vision amongst professional bodies to support health working lives, building this into CPD; and to consult Scottish Universities on same and on related ideas for research.  HSE to consider role of CHASTE (who are looking at HSE and FE bodies' H&amp;S performance) in promoting common vision amongst colleges corporate bodies.</p>
			<p>PHASS to develop spec for research under Scottish Action Plan to review existing OSH resources (info available in full version of mapping doc) against future</p>

			<p>demand – ie likely trends in public health and Scotland's sectoral/economic structure. Involve RoSPA Higher Performers and HWL award winners as advisers and interviewees in such research. Funding from Community Health Improvement Branch.</p> <p>SCHWL review of OH pathway for SMEs and gaps in provision SCHWL – to develop adviceline ie remote assistance</p>
<b>6. Protecting public service workers</b>		Public Services Partnership conference planned for 27 <sup>th</sup> February	SCHWL – secondee for one year to mainstream protecting public sector worker activity
<b>7. Promoting worker involvement</b>	<p>Updating SRSC 'Brown Book'</p> <p>Encouraging more H&amp;S reps especially women – starting with stakeholder group in the retail sector</p> <p>More joined up work between HSE and Acas</p> <p>Strengthening worker involvement in health initiatives – eg via liP healthy workplace standard</p>	<p>Worker involvement models under the new HWL award</p> <p>Glasgow University proposal on competences needed as a practitioner</p>	<p>SCHWL to develop model for involvement and worker advice services – 2 secondees from STUC identified; draft action plan produced.</p> <p>SCHWL, STUC and HSE to meet to align thoughts on the role, competences and impact of Workers Advisors.</p>
<b>7.3</b> SE to consider potential for sectoral/trade associations to develop agreements on worker involvement			PHASS to consider how to encourage
<b>7.4</b> Business to business support – Scottish Enterprise and HIE to work with PHASS to disseminate business cases for health and safety. Business events and partnering.	<p>Business involvement programme. Promoting the benefits of sensible health and safety management.</p> <p>Promotion of CHaSPI.</p>	<p>Industry/college 'good neighbours'. Learning the lessons from the Imes Ltd/ Dumfries &amp; Galloway project</p> <p>Scottish Council for Development of Industry offer to organise events around the country</p>	<p>Stewart to refer Good Neighbour pilot report to RoSPA Higher Performers to develop generic model.</p> <p>Russel and Rory – to identify lead co-ordinator for working group on business to business support See proposal in paper PHASS.07.05</p>
	Improving h&s info on Business Links	Business Gateway (Scotland) – matching	SE Ent & Ind Division contact with ScotEnt

	website (England)  New guidance by IoD for board members on h&s responsibilities by autumn 2007	improvement with Business Links	on range of issues – to be followed up by Sarah as Action Plan Co-ordinator  Request for PHASS support in promoting leadership guidance – see PHASS.07.06
<b>8. Improving provision of H&amp;S info and risk awareness &amp; training</b>			SCHWL – to develop online course and competences STUC course; link to Learn Direct Scotland
<b>8.4 Migrant workers</b>	HSC/E external diversity objectives – communications toolkit, translation framework and aide-memoire	HSE/SCHWL report of a 1 <sup>st</sup> stage in a process to develop inter-agency interventions to address h&s needs of migrant workers	Range of communication activity to improve awareness of h&s and employers' duties. Stakeholder conference in 2007. SCHWL Action Plan funding c£38k
<b>8.5 Children and young workers</b>		Unions into schools programme – inclusion of h&s STUC, CBI, FSB and HSE to consider how to improve risk education and h&s induction eg through “Determined to Succeed”	[STUC to update from Unions into Schools initiative]  HSE to advise if health and safety content of workplacement guidance is standardised. (Some evidence that best practice not being universally followed).
<b>11. Public sector role</b>  11.2 Scottish Executive to develop model for public sector h&s management	HSE Public Service Programme – continuation of Healthy Workplace Solutions workshops – embedding stress management standards in the public sector (and finance sector)		“Sensible risk” campaign – communications role for Partnership members and LAs  HSE to approach SE to support developments of an action plan based on a relatively low risk profile
<b>11.4 Health and sickness absence management in the health service</b>	HSC/E public sector programme (see above)  DWP/HSE/Health – Health, Work and Well-being strategy  Ministerial Taskforce on Productivity	SE developing an exemplary OH contract for the public sector – NHS Extra – a proactive OH model via a Working Well working group. SE likely to provide a hub for an OH contracts across NDPBs  LA Forum has already developed a model contract for LA sector	SCHWL – to promote take up of HSE/IOM SAM tool
<b>11.5 Procurement activity – ensuring</b>	Launch of CDM Regulations and	HSE to continue to liaise with Scottish	See update paper PHASS.07.03

<b>Scottish public sector compliance</b>	promotion	Procurement Directorate	
<b>12. Better regulation</b>	HSE involvement in Regulators' Forum in Scotland  Rogers Review of national priorities for LAs in England and Wales	COSLA/Improvement Service initiative to develop Scottish proposals under Cabinet Office BRE initiative  What are the national regulatory priorities in Scotland?	Any role for PHASS?  Await further meetings of the Regulators' Forum initially convened by Stewart
<b>Part B: Regulation, investigation, prosecution, sentencing, etc</b>	HSE/COPFS/ACPOS/British Transport Police – making the Work Related Deaths Protocol for Scotland work		HSE and COPFS to deliver training conference on WRDP £12k funding held by? Health and Safety Lawyers Association have offered to organise conference.  STUC to provide steer on wider 'justice' event
	3 <sup>rd</sup> major campaign on musculoskeletal disorder. Inspection phase in Jan/Feb 08		HSE staff have been asked to actively involve PHASS members and their organisations in delivering HSC/E campaigns in Scotland. PHASS members can keep up to date with HSE's website and propose action their organisations could take to support campaigns. Events in Scotland are advertised at <a href="http://www.hse.gov.uk/scotland/events.htm">http://www.hse.gov.uk/scotland/events.htm</a>
	Continuation of Moving Goods Safely – aimed at reducing falls from vehicles		As above
	Workplace Transport campaign in autumn 2007		As above
	Initiatives throughout the year to reduce injuries and ill health in building and facilities management, waste and recycling and contract cleaning		