

## **National HESAC – Electricity Industry Health & Safety Committee /September 2022]**

### **Aim and objectives:**

National HESAC is the body established within the UK Electricity Industry (generation, transmission, distribution and supply) for the consideration of health, safety and operational environmental issues where appropriate (i.e. where they impact on health and safety). It has the following aims and objectives:

- To oversee and support the Electricity Industry's H&S strategy; Powering Improvement;
- To oversee and support individual initiatives set out in the Powering Improvement annual strategy;
- To propose Industry working groups or task forces as required;
- To promote health and safety throughout the Electricity Industry;
- To review the application of existing health and safety legislation;
- To oversee draft national legislation and European policy proposals; and
- To provide a forum for HSE to raise issues of operational policy that may impact on the Electricity Industry.

National HESAC shall develop as a mechanism for improving the sharing of H&S information across the whole electricity sector and shall:

- Receive information on national, European and international H&S developments and promulgate good practice; and
- Submit joint responses to HSE (and other government departments) consultative documents in appropriate cases.

Where agreed, National HESAC shall receive presentations from speakers external to the Electricity Industry.

Minutes of meetings shall be disseminated as widely as possible and placed on the National HESAC webpages.

### **Terms of Reference**

The primary role of National HESAC is to provide a forum for companies, trade unions and key stakeholders to influence and promote improved standards of health and safety within the Electricity Industry. This will include:

- The implementation, delivery and monitoring of the Electricity Industry H&S Strategy *Powering Improvement*;
- The identification of issues of significance, in particular new hazards and risks, and sharing and exchanging of relevant information;
- Making recommendations to HSE and other government bodies as appropriate on relevant matters;
- Producing an annual report highlighting outputs and achievements; and
- Developing industry guidance as appropriate.

These Terms of Reference should be reviewed at least once every two years.

### **Membership**

The committee shall be tripartite with representation drawn from companies, trade unions and HSE. Representation is as detailed at Appendix 1.

The committee shall have the authority to expand membership if a need is identified, provided that there is agreement of all three tripartite components.

Named individuals shall be formally appointed as members (with named alternates) to encourage consistency and improve debate. List of members and alternates can be found in Appendix 2

Those attending should have authority to make decisions.

### **Governance**

National HESAC will formally liaise with the ENA SHE Committee, Energy UK H&S Leaders Group and company HESACs;

Meetings of the committee shall be regarded as quorate for the purposes of making decisions when there is representation present from at least four individual ENA and/or Energy UK companies, four representatives from trade unions and a representative from HSE;

The committee shall be empowered to establish working parties and ad hoc groups as needs are identified. In setting up any such body the committee will ensure that it is established with clear terms of reference and deliverable objectives.

### **Chair**

The chair shall rotate between the employers and the trade unions. The term of the chair is two years.

### **Joint secretaries**

ENA, Energy UK and the trade unions shall nominate a joint secretary whose role is to develop a draft agenda for each meeting to be agreed by the chair and to progress actions between formal meetings. The role of joint secretary is to ensure that items for discussion are raised in the appropriate format as set out in appendix 3.

### **Secretariat**

ENA shall provide secretariat.

### **Finance**

The work of the Committee shall be co-funded by ENA and Energy UK.

### **Frequency**

The committee shall meet not less than three times each year at the ENA offices and the Energy UK offices rotating on an annual basis, or other venues as agreed.

## Appendix 1

### **National HESAC Membership**

- All ENA (transmission and distribution) companies are entitled to become formal members;
- All Energy UK (generation and supply/retail) companies are entitled to become formal members;
- The trade unions (Prospect, Unite, GMB and Unison) are entitled to 2 members each in addition to the Chair and Joint Secretary. Further members may attend as agreed;
- Health & Safety Executive

By invitation on an as need basis: The Secretariat will be responsible for inviting these organisations.

- Contractors' associations
- EU Skills
- G+ (offshore wind)
- Renewable UK (Wind, Wave & Tidal)
- Safety On (onshore wind)
- Solar Trade Association
- Ofgem
- Energy Institute
- Others as agreed

**Appendix 2 - HESAC Member List 2022 - 2024****Electricity Company Members**

| <b>Organisation</b>                           | <b>Representative</b>              | <b>Alternate</b> |
|---|------------------------------------|------------------|
| Drax  | Vanessa Forbes                     | Tbc              |
| EDF Energy                                    | Agnes Parpaillon                   | Tbc              |
| Electricity North West                        | Paul Turner                        | Tbc              |
| ESB   | Mark Madigan                       | Tbc              |
| National Grid Electricity Transmission (NGET) | Graham Smith                       | Tbc              |
| Northern Ireland Electricity Networks         | Brian Sinclair                     | Tbc              |
| Northern Powergrid                            | Gareth Pearson                     | Tbc              |
| OVO Energy                                    | Tbc                                | Tbc              |
| RWE   | Tbc                                | Tbc              |
| ScottishPower Energy Networks                 | Derek Bell                         | Tbc              |
| Scottish Power (Gen & Retail)                 | Andrew Kennedy                     | Tbc              |
| Scottish & Southern Electricity Networks      | Peter Vujanic                      | Tbc              |
| SSE (Gen & Retail)                            | Mark Patterson                     | Tbc              |
| National Grid Electricity Distribution (NGED) | <b>Lee Wallace</b><br><b>CHAIR</b> | Tbc              |
| UK Power Networks                             | Kai Patel                          | Tbc              |
| Uniper  | Tbc                                |                  |
| Utilita                                       | Lyndsey Wade                       | Tbc              |

**Full Time Trade Union Representatives**

| <b>Trade Union</b> |                             |
|--------------------|-----------------------------|
| GMB                | Dan Shears                  |
| Prospect           | Chris Warburton / Sue Ferns |
| Unison             | Matt Lay                    |
| Unite              | Simon Coop / Luke Collins   |

**Trade Union Lay Representatives**

| <b>Trade Union</b> |                                |
|--------------------|--------------------------------|
| GMB                | TBC                            |
| GMB                | TBC                            |
| Prospect           | Neil Freeman (UKPN)            |
| Prospect           | Fasar Ali (Uniper Energy)      |
| Unison             | Will Docherty (Scottish Power) |
| Unison             | Tracy Kellegher (NGED)         |
| Unite              | Dominic Fletcher (ENW)         |
| Unite              | David Hall (UKPN)              |

**Others**

|           |                |
|-----------|----------------|
| HSE       | Adelle Davies  |
| ENA       | Jamie Reeve    |
| ENA       | Mike Leppard   |
| ENA       | Alfie Mayfield |
| Energy UK | Candice Orr    |

### **Appendix 3 - How to run HESAC**

National HESAC will be chaired by a member company or TU representative as set out in the main body of this paper. Energy Networks Association will provide secretariat however will be supported by appointed joint secretaries who are representatives of both the companies and trade unions respectively, this is to ensure that items are raised, discussed and actioned appropriately.

An agenda will be coordinated by ENA secretariat in advance of each meeting and feature all items formally and appropriately raised for discussion.

#### **How to raise items**

Items of national interest that attendees wish to be discussed at National HESAC should be formally raised in the form of a 'discussion paper' which will outline the issue or concern and also provide suggested/recommended outcomes to either discuss, resolve or raise awareness of the issue. The paper should be written by the person who will formally present the paper at the National HESAC meeting if agreeable. These papers should be drafted and escalated to the chair and secretariat at least 2 weeks in advance of the meeting for consideration.

General updates from companies, trade unions or regulators should be provided in the form of an 'update paper' which should also be shared with the chair and secretariat at least two weeks in advance of the meeting. An 'update paper' should not include any items that need to be discussed, addressed or actioned however should highlight existing or ongoing work or progress being made from the particular party that is on interest to be shared across the electricity industry National HESAC platform.

It will be the responsibility of the secretariat to request such papers from the appointed joint secretaries in advance of each meeting, these will form the 'meeting papers' for the meeting. If a paper is not received for discussion or for an update, it will not be included on the agenda.

An agenda and meeting papers will be coordinated via the secretariat and sent out to all National HESAC attendees at least one week in advance of the meeting.

Any items not formally raised as described above may be discussed or raised under 'Any Other Business' during the meeting. Time permitting, the Chair can decide whether to discuss the item under 'AOB' or be request the it be included as an agenda item at the following meeting. This should be followed by an appropriate paper to be presented at the following meeting and presented accordingly.

#### **Chairperson**

The Chair of National HESAC should be reviewed every two years. It is for members of National HESAC to recommend suitable replacement chairpersons whenever appropriate. The chair will be agreed by members of National HESAC by vote and if successful, that person will be formally invited by the secretariat to attend the meetings and announced at the first meeting of the year or start of their tenure by the preceding chair.

### **Meeting Dates**

Meeting dates for National HESAC should be agreed in advance of the next year at the last meeting of the current year. It is the responsibility of the secretariat to ensure this is actioned accordingly at the end of each year.