

**NATIONAL JOINT**  
**HEALTH, SAFETY AND ENVIRONMENT COMMITTEE MINUTES**

**Attendees**

Sue Ferns (Chair)	SF	Prospect
David Spillett (Joint secretary)	DS	ENA
Jamie Reeve (Joint Secretary)	JR	ENA
Candice Orr (Joint Secretary)	CO	Energy UK
Mike McDonald (Joint Secretary)	MMc	Prospect
Andrew Kennedy	AK	ScottishPower
Gareth Pearson	GP	Northern Powergrid
Graham Smith	GS	National Grid
Lee Wallace	LW	WPD
Mark Patterson	MP	SSE
Vanessa Forbes	VF	Drax
Paul Turner	PT	ENWL
Brian Sinclair	BS	NIEN
Kai Patel	KP	UKPower Networks
Bud Hudspith	BH	Unite
Bill Gant	BG	Unite (National Grid)
Chris Warburton	CW	Prospect
Simon Coop	SC	Unite
David Hall	DH	Unite (UKPN)
Matt Lay	ML	Unison
Neil Freeman	NF	Prospect (UKPN)
Tracy Kellegher	TK	Unison (WPD)
Lindsay Wade	LiW	Utilita

**Apologies**

Phil Swift	WPD
Dan Shears	GMB
Pete Vujanic	SSE Networks
Adele Davies	HSE

Item	Title
1.	<p><b>Welcome, introductions and apologies</b> SF welcomed all members to the 144<sup>th</sup> meeting of the Electricity Industry National HESAC. Apologies were noted.</p> <p>SF noted that some members were able to make it to the ENA Offices for the first face to face meeting of HESAC for over 2 year</p>
2.	<p><b>National HESAC – COVID-19 Update</b></p>
2.1.	<p>SF handed over to LW to chair the first part of the meeting dedicated to COVID-19.</p> <p>LW gave a brief update on behalf of the Network Companies and explained that broadly companies are still maintaining certain controls for COVID-19 where these have been valued and supported better working (this includes such things as segregation in control rooms, increased hygiene measures and hybrid styles of working for staff). In most cases however a slow and gradual reduction in controls has been taking place over recent months with increased capacity starting to be seen in offices although companies continue to encourage more regular face to face engagements where appropriate. ENAs SHE Committee COVID-19 group will continue to meet until at least October 2022 to allow member companies to discuss and share best practice.</p> <p>CO explained that due to changes within Energy UK, the COVID-19 and Health and Safety Groups have not been meeting recently and as such there is no significant update however echoed comments made by LW on behalf of the retail and generation companies.</p>
2.2.	<p>LW invited the Trade Unions to introduce their questions to be addressed one by one.</p>
2.3.	<p>MMc asked the first question relating to reducing segregation of business critical zones: <i>During the pandemic, many business critical activities, such as control and dispatch centres, were split with segregated teams to reduce the business risks of high COVID absence rates in these functions. How quickly have Companies moved to return to integrated teams and what steps have been taken to manage the increased risk of infection that results from this change?</i></p> <p>In summary the companies each described that the management approach to COVID-19 remains a robust and based around risk assessment follows government advice. That said, as previously mentioned companies did explain that certain controls for COVID-19 are remaining in place and from a Networks perspective it was noted by some companies that a segregated operation for control rooms is still being maintained as this also supports business continuity. No significant changes to this approach are envisaged by members at this stage. Some companies explained how plans to maintain certain controls will be in place until at least spring 2023 allowing for companies to sensibly and pragmatically mobilise should any changes to government advice be made in the near future or if transmissions of COVID-19 appear to rise again later in the year. COVID-19 risk assessments at workplace remain an integrated part of process for many of the companies.</p> <p>MMc thanked companies for their feedback.</p>

<p><b>2.4.</b></p>	<p>Supporting the return to office, especially for non-operational staff: As COVID controls have become far less onerous, we have seen a significant increase in the number of staff working from office locations. What steps have we taken to support this, including:</p> <ul style="list-style-type: none"> <li>• Familiarising staff with office layouts and controls such as ventilation and hygiene;</li> <li>• Protection for vulnerable individuals;</li> <li>• The provision of testing where appropriate.</li> </ul> <p>A comment was also made by SC relating to this around sickness absence and how it is often understood there is a disparity between office staff and field staff; Office staff generally when ill (whether COVID-19 or other general sickness) have an ability to remote work or hybrid work, when operational staff would need to take sick leave, the TUs wanted to understand what companies were doing to record COVID-19 sickness yet ensure messaging around sickness absence is clear to all staff that presenteeism is discouraged when working remotely. It was clear that companies were keen to move measures into business as usual around COVID-19 sickness absence reporting however were mindful that messaging around these matters of sickness/absence and presenteeism need to be clear and consistent for all.</p> <p>In light of the first half of the question, companies broadly explained that a cautious and gradual return to office locations has always been sustained with some companies having no intention of reaching full capacity for the time being in offices and buildings particularly as hybrid solutions appear to work better. Workplace locations are different to public settings and staff are minded of this regularly to ensure that key controls and policies introduced within the workplace environment are adhered and maintained where appropriate. This includes the continuation of messaging and provisions for hygiene, ventilation and protection for vulnerable persons as some key initiatives introduced through COVID-19 will remain common practice.</p>
<p><b>2.5.</b></p>	<p><b>Capturing Lessons from COVID:</b> We have reached a consensus that the joint working and engagement generated by COVID-19 has been helpful, what steps do we intend to take at Company and national level to maintain this and apply it to other issues?</p> <p>Companies were keen to look at this through HESAC and local HESACs to ensure key learning from the pandemic is captured, this includes maintaining a continuous collaborative approach to managing risk through sustaining company and TU engagement.</p> <p>It is likely that a review will be undertaken of all best practice exchange, incident/case study investigations and collating examples of all collaborative work undertaken at National HESAC level during the pandemic with a view to produce a summary report. It was agreed that the review should be undertaken collectively and coordinated centrally. An action was taken for the item to be raised at ENAs SHE Committee to propose how this can be taken forward.</p>
<p><b>Action:</b></p>	<p>DS/JR to raise with ENA SHE Committee to seek support to coordinate a review and produce a summary report.</p>
<p><b>3.</b></p>	<p><b>Minutes and actions of meeting held on 27<sup>th</sup> January 2022</b></p>
	<p><b>3.1. Accuracy</b></p>

	<p>The members agreed that the minutes from the last meeting were accurate. These will be made available on the <a href="#">Powering Improvement Website</a>.</p> <p><b>3.2. Actions</b></p> <p>Most actions from the previous meeting were marked complete or on the main agenda for further discussion. For completeness the actions are referenced below.</p>
<b>3.3.</b>	Item 3.3 – Action for CO to provide an update on behalf of Retail and Generation companies for the welfare arrangements spreadsheet circulated in September 2021. CO explained as per item 2.1, as such no progress has been made in this area. The action will be discarded and CO/MMc will discuss how to address this offline.
<b>3.4.</b>	Item 3.6 – CO to update on a letter written to HSE regarding a concern with incorrect alterations and connections being made following electric vehicle installations which is affecting meter arrangements. CO updated that the issue is still being actively discussed internally within Energy UK members. A Distribution Connection and Use of System Agreement (DCUSA) i.e. multi-party contract between licensed electricity companies is being considered. A letter had been issued and a response received from HSE.
<b>Action:</b>	CO to share correspondence with ENA colleagues for their information.
<b>3.5.</b>	Item 3.8– Concern relating to ‘Lone working’. MMc explained that this matter appeared to be a company specific issue and as such the action was discarded from National HESAC minutes and was to be addressed offline.
<b>3.6.</b>	Item 4.3 – Short summary of the previous meeting was put together in a powerpoint (PPT). Action marked complete and to be continued following today’s meeting. <a href="#">To be uploaded to the PI Website</a> .
<b>Action:</b>	PPT to be drafted by joint secretariat function post meeting and disseminated.
<b>3.7.</b>	Item 7.1 – Update to PI incident template. DS to provide an update on main agenda item 8. Items had been circulated with the meeting notes. Template still to be placed on the PI website (Ongoing). Bulletins of significance or for wider learning will continue to feature as discussion items for future HESAC meetings.
<b>3.8.</b>	Item 8.1 – DS explained that following the last meeting, it was discussed as to how collaborative projects for joint working should be convened through HESAC moving forward. Some draft terminology has been added for consideration within the HESAC ToRs. See below.
<b>4.</b>	<b>National HESAC Terms of Reference (ToR)</b>
<b>4.1.</b>	<p>DS raised that since the last meeting, some subtle updates had been made to the ToR for consideration, including some aspects relating to HESAC governance. It is proposed that moving forward, ‘Update Papers’ should be raised in advance of each meeting which should highlight progress being made to tackle certain issues and promote positive actions being carried out to help address issues either individually or collaboratively within the sector. The papers can be raised by ENA and its member companies, Energy UK and its member companies, Trade Unions or HSE.</p> <p>For areas where further work is required or there is an item with which a party wishes to raise with HESAC, an ‘Issues Paper’ should be prepared for discussion, this should be presented with potential solutions to be</p>

	<p>considered and agreed by members of HESAC on how to address the matter at the upcoming meeting/s. Both papers are to be drafted through the joint secretaries moving forward.</p>
4.2.	<p>In addition to this, DS highlighted that as a result of the regular COVID-19 HESAC calls which have been organised over the last 2 years, the membership of National HESAC has grown. To ensure National HESAC remains a constructive forum to deliver outputs for the electricity sector, it was proposed for each party to review the list of attendees from their respective organisations and ensure that the right people are kept in contact moving forward for attendance and participation.</p> <p>Following a discussion, it was agreed that the HESAC membership would include a representative from member companies (which can be rotated to ensure a fair representation from all companies yet be mindful to not overcrowd the forum), and for each Trade Union to identify two health and safety lay reps to be supported by one full time official to attend future meetings. In addition to this, two HSE representatives are able to join the meetings and other interested stakeholders of National HESAC can attend through invitation.</p>
<b>Action:</b>	<p>TUs and Company (ENA/EUK) secretaries to identify the appropriate people to attend moving forward and review the ToR list of attendees by <b>COP 29<sup>th</sup> July 2022</b>.</p> <p>Those identified will receive invites for all future meetings and engagements.</p>
<b>Action:</b>	<p>The latest draft ToR (HESAC Paper 881) were circulated with the meeting papers. All members were invited to provide their comments/feedback on the draft to ENA Secretariat by <b>COP 29<sup>th</sup> July 2022</b>.</p>
<b>5.</b>	<b>Open Forum – Members feedback on issues</b>
5.1.	<p>Several issues were voiced during the discussion however one of particular interest for all parties was the current energy crisis within the UK. It was noted that there are increased reports of threats/violence made towards members of energy company staff who are operational (i.e. working in the public domain) which is contributing consequence of the energy crisis as the public grows increasingly frustrated and seemingly take out this frustration with staff in the street.</p> <p>DS highlighted that although this had not been escalated as a concern by Network companies, what does appear to be on the rise is energy theft (meter tampering, cannabis cultivation and electrical supply bypassing) according to latest figures being released by HSEs Electrical Incident Database which again appears to correlate with the energy crisis and rising energy bills. In response to this, ENA is planning to promote a campaign later in the year around the dangers of wilful interference with electricity and gas supplies. ML of Unison explained that gas theft was also on the rise which has been raised with the regulator and that the trade unions would be keen to support the ENA campaign into this.</p> <p>In response to the first item around threat and violence to staff, it was proposed that a joint statement from National HESAC could be issued to explain to members of the public that key workers working in the community are there to keep the lights and gas on in people’s homes and have no impact or influence on the energy crisis and cost of energy.</p>

<b>Action:</b>	DS to draft a joint statement to be coordinated through ENAs Press and Public Affairs team. The statement can be shared with Energy UK and TU Comms teams in preparation.
5.2.	<p>It was noted that a joint approach on guidance for staff should also be considered, particularly where staff may experience threats or violence or indeed come across situations in their day to day activities which may make them feel uneasy (an example being cannabis farms where engineers may be called upon to attend to isolate supplies).</p> <p>In response, companies explained that broadly there are processes and procedures in place to deal with this and for isolated incidents of threats or violence, the police are informed and action is taken. LiW noted that Utilita had guidance on this that she would be happy to share with 'definitions of unacceptable behaviour'.</p>
<b>Action:</b>	LiW to share guidance document.
5.3.	<p>It was noted that ENA also intend to hold a Public Safety Event later in the year which will invite a number of stakeholders including the emergency services to attend promoting safety messages and guidance on the avoidance of underground pipes and cables, Overhead powerlines lines and what to do in emergency situations. It was noted that the event would be an opportunity to escalate this matter and work with the emergency services around educating the public. A zero tolerance approach to violence towards staff should be supported. There is also a need for collective engagement on how to address these issues and deal with them on a case by case basis.</p>
<b>Action:</b>	DS/JR to raise issue with ENAs SHE Committee to work on a solution.
<b>6.</b>	<b>Powering Improvement Update</b>
6.1.	<p>PV as chair of the Powering Improvement Strategy Steering Group (PISG) sent his apologies in advance of the meeting. JR provided a verbal update on his behalf.</p> <p>ENAs Occupational Health Committee will be responsible alongside the Powering Improvement Strategy steering Group (PISG) for delivering the outputs set out within the Powering Improvement 2021 Delivery Plan for the theme of Managing Occupational Ill Health Risks. Gareth Pearson (NPG) has taken over as Chair of ENAs Occupational Health Committee following the departure of Frank Monaghan (SPEN) earlier in the year.</p> <p>Health Update A Committee Healthy Workplaces Framework document has been finalised and shared with HESAC, setting out both the Committee aims and objectives for 2021-23. Outline annual work plan and priorities to be completed. The Occupational Health Committee agreed to separate the Framework into two sections; the first a high level policy document that should only need to be revised periodically, and the second a more detailed Committee workplan to shape the work of the group each year and ensure objectives are in line with company and industry wide programmes.</p> <p>A data survey questionnaire has been circulated to collate companies' current health reporting capabilities so that a collective industry template can be developed for future internal reporting; Some companies have completed the survey, but it has now been revised slightly and so further discussion is needed prior to completion by all of the companies. The feedback will then need to be reviewed in order</p>

	<p>to help develop a new health reporting template. Timescales for producing the template and collating health data are unclear at present and so separate health data maybe required from the companies to feed into the 2021 PI SHE Review and Progress Report which will be made available at the upcoming ENA Safety, Health and Environment (SHE) Conference.</p> <p>Companies being canvassed for information, guidance and case studies in support of the six areas set out in the PI 2021 Delivery Plan (COVID-19, mental health, occupational health management, communications, health and wellbeing, and fatigue management). The information will form the basis of a 2021 SHE Review and Progress Report.</p> <p>New work started on collating companies' Diversity &amp; Inclusion policies with respect to vulnerable staff, work in support of ENA 2022 SHE Conference health session, and consideration of new HSE 'Working Minds' health campaign to support as an industry.</p> <p>SHE Conference health session complete. Session will be chaired by Vicky Phillips (SPEN), and feature presentations on COVID (Lee Wallace (WPD) and Mike MacDonald (Prospect), Mental health/resilience (Dr Sarah Jackson (EDF Energy), and Fatigue management (Dr Paul Jackson (Fresh Air Training). Extended Panel session will include the speakers and Panos Stavrakakis (HSE).</p> <p>Fatigue Management: the Task Force has been reconvened and have agreed to meet quarterly from 2022. The group are tracking company progress against ENA Position Paper 10. The group remains keen to support the HSE research (approved by SHE Committee), however this research has since been delayed as HSE were unable to secure the funding for the project from ESRC but will continue to look at other avenues to progress the research. Continue to monitor work of GDNs and support where appropriate. Group have now invited senior Trade Union representatives to sit on the Task Force in a joint effort to bring about improvement specifically around ensuring a better and more cohesive dialogue takes place at company level on the issue of occupational fatigue management.</p> <p>The Powering Improvement Strategy Steering Group have finalised the 2022/2023 Delivery Plan which will be formally launched on the week commencing 6th June and made available via the Powering Improvement Website, this will also reference the industry's commitment to supporting HSE's 10 year H&amp;S Strategy 'Protecting People and Places'. The theme is 'promoting a positive health and safety culture' with a principle aim of promoting better engagement, collaboration and communication across the sector on health and safety practices.</p> <p>Chris Burchell (Managing Directors of Scottish and Southern Electricity Networks Distribution) has volunteered to be the PI Champion for the 2022/2023 theme and a PI Culture subgroup which will be set up to work on delivering the objectives within the delivery plan.</p>
<p><b>7.</b></p>	<p><b>SHE Developments and Updates</b></p>
<p><b>7.1.</b></p>	<p><b>ENA Update</b> Referencing paper HESAC 882 DS provided a short update on the main issues being looked at from an ENA SHE perspective in addition to updates on Powering Improvement and Occupational Health they included progress on:</p>

	<ul style="list-style-type: none"> <li>- ENA working groups – PCBs, Plant &amp; Vehicles, SF6, Public Safety, Fatigue Management, Model Distribution Safety Rules (MDSRs) review completion, EMFs, Training and Competency and Environment.</li> <li>- Update on ENA SHE Conference – now to take place on 29<sup>th</sup> &amp; 30<sup>th</sup> June 2022 in Brighton hosted by UKPN with a theme on ‘sustainability’.</li> </ul>
<b>7.2.</b>	<p><b>Energy UK Update</b></p> <p>There was no paper for reference. No EUK H&amp;S groups are meeting currently as EUK is undergoing a restructure.</p> <p>-</p>
<b>7.3.</b>	<p><b>TU Update</b></p> <p>Referencing paper HESAC 884, MMc provided an update on behalf of the TUs.</p> <p>In addition to the paper and COVID, the following items were raised:</p> <ul style="list-style-type: none"> <li>• Looking to develop a process and campaign on how better TUs can assist and support company campaigns.</li> <li>• Out of COVID-19 – Safety Rep training is being looked at. A seminar was held by Prospect recently on Stress and Fatigue.</li> <li>• Collective effort to improve briefings from all four TUs moving forward.</li> </ul>
<b>8.</b>	<p><b>Learning points from Accidents and Incidents 2022</b></p>
<b>8.1.</b>	<p>DS went through four health and safety bulletins raised for information and sharing at local HESACs. These will be embedded within the HESAC presentation packs.</p> <p>The bulletins related to: Safe Storage, Safe use of hand tools, loss of wheel incidents and driving awareness particularly around weight limits of vehicles.</p>
<b>9.</b>	<p><b>AOB</b></p>
<b>9.1.</b>	<p>The meeting in September it was noted would be the last meeting for Sue Ferns to be the Chair as it would then, as per the HESAC governance be handed over to a Company representative to chair for the next two years’.</p>
<b>Action:</b>	<p>DS to discuss the chair replacement with ENAs SHE Committee.</p>
<b>9.2.</b>	<p>It was also noted that David Spillett would be retiring at the end of the year and his last meeting will be in September. ENA have started the process to recruit the replacement Head of SHE.</p>
<b>10.</b>	<p><b>Next Meeting</b></p>
	<p>29<sup>th</sup> September 2022 – The meeting will be held at ENAs Offices in London.</p>

Referenced Papers



HESAC 882 - ENA update - May 2022 f884\_TU\_Update\_May



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Terms of Reference J