

NATIONAL JOINT
HEALTH, SAFETY AND ENVIRONMENT COMMITTEE (HESAC)
MINUTES

Attendees

Sue Ferns (Chair)	SF	Prospect
Lee Wallace	LW	WPD
David Spillett (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
Adele Davies	AD	HSE
Bill Gant	BG	Unite (National Grid)
Mark Patterson	MP	SSE
Chris Warburton	CW	Prospect
Simon Coop (MS Teams)	SC	Unite
David Hall	DH	Unite (UKPN)
Neil Freeman	NF	Prospect (UKPN)
Fara Ali	FA	Prospect (Uniper)
Lindsay Wade (MS Teams)	LiW	Utilita

Apologies

Phil Swift	PSw	WPD
Dan Shears	DSH	GMB
Pete Vujanic	PV	SSE Networks
Gareth Pearson	GP	Northern Powergrid
Graham Smith	GS	National Grid
Vanessa Forbes	VF	Drax
Paul Turner	PT	ENWL
Brian Sinclair	BS	NIEN
Kai Patel	KP	UKPower Networks
Bud Hudspith	BH	Unite
Tracy Kellegher	TK	Unison (WPD)
Matt Lay	ML	Unison

Item	Title
1.	<p>Welcome, introductions and apologies SF welcomed all members to the 145th meeting of the Electricity Industry National HESAC. Apologies were noted.</p> <p>SF noted that this was now the second first face to face meeting of HESAC and welcomed more members who were this time able to join after 2 years – DS ran through housekeeping arrangements.</p>
2.	<p>National HESAC – COVID-19 Update</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 by employees and promote safer and healthier working (this includes such things as segregation in control rooms, increased hygiene measures and hybrid styles of working for staff). No further COVID Calls were held over the summer, as cases seem to have reduced drastically over the past 6 months.</p> <p>It was felt that with autumn and winter seasons (cold and flu seasons) fast approaching it may be of value to hold a short call of the COVID-19 HESAC group to monitor the climate and ensure there is no need for further action collectively. This would also allow companies to share best practice in advance of Winter and ensure critical functions are being monitored and maintained.</p> <p>It was agreed that a short call would be convened in later October, early November if required.</p>
Action:	DS to canvass a short call if required.
3.	<p>Minutes and actions of meeting held on 27th January 2022</p>
	<p>3.1. Accuracy There were two minor errors noted in previous meeting attendance list. The notes were then agreed as accurate and will be placed on the Powering Improvement Website.</p> <p>3.2. Actions 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>
3.3.	<p>DS noted that there is an ongoing piece of work looking into carrying out a high-level review of the work conducted at industry level throughout COVID-19 pandemic to capture significant learnings. JR noted a short summary was available in the recent SHE Review. S to update at a later date.</p>
Action:	DS ongoing - COVID-19 summary report.
3.4.	<p>Item 3.4 - CO provided an 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. CO shared letter with ENA, no further action to date on the matter.</p>

3.5.	Item 3.6 – Short summary of the previous meeting was put together in a powerpoint (PPT). Action marked complete and to be continued following today's meeting. To be uploaded to the PI Website.
Action:	PPT to be drafted by joint secretariat function post meeting and disseminated – Complete.
3.6.	Item 4.2 - TUs and Company (ENA/EUK) secretaries to identify the appropriate people to attend moving forward and review the ToRs. On agenda.
3.7.	Item 5.1 – Ongoing action – ENA to look to promote a joint statement on addressing violence towards employees (particularly seeing increase during energy crisis) and endorsing a zero-tolerance approach.
3.8.	Item 5.2 – LiW informed of some guidance against violence generated in Utilita that she would share. Action marked complete.
3.9.	Item 5.3 – DS noted that an ENA public safety workshop has been canvassed for 1 st November on the avoidance of utility strikes. It was noted that the event would also be an opportunity to raise the matter as per 3.7 around promoting general awareness and principles against zero tolerance of violence against staff and overall worker safety. LW iterated the importance of this issue that warranted collective focus to share best practice and raise the profile of workers safety overall.
Action:	Work through ENA SHEC to look at how this can be promoted further with ENA member companies with feedback at HESAC at a later date.
3.10.	DS also noted an ENA campaign being launched to promote awareness of the increase in 'wilful interference' activity and energy theft incidents to highlight the significant dangers associated with illegal tampering activity, which will be launched in October as part of ENAs collective winter readiness campaign.
Action:	Above initiative would also be used as an opportunity to promote collective messaging around zero tolerance to violence against staff. ENA to look for support from ENA Comms colleagues and look to engage TUs and EUK where appropriate. Complete
3.11.	Item 9.1 – DS noted thanks to SF who had chaired the HESAC group diligently for the last 2 years and explained that due to HESAC governance protocol, it was time in 2023 to rotate the chair person, which would now be for a company representative. DS was delighted to note that LW has agreed to chair the HESAC group from 2023 for the next two years. There were no objections to this proposal and as such LW would chair HESAC from 2023 for 2 years.
4.	National HESAC Terms of Reference (ToR)
4.1.	DS raised that since the last meeting, some subtle updates had been made to the ToR for consideration, including some aspects relating to HESAC representation. DS ran through paper 888, no significant observations were made. Members were asked to ensure that Company and TU representation was firmed up and approved in advance of the next meeting.
Action:	Joint secretaries to ensure representatives of companies and TUs were agreed and documented via Secretary within the annex of the ToR, to be completed by end October.
4.2.	CO updated that no significant agreement had been made regarding Energy UK's continuous involvement in HESAC and Powering Improvement (PI) engagements post 2023 however was able to update that at least in the interim, a member company was able to fund the

	collective EUK input for participation at 2023 meetings. CO will liaise with ENA offline to set this in place.
Action:	CO to liaise with DS/JR offline.
5.	Open Forum – Member’s feedback on issues
5.1.	<p>AD provided an update, noting that there had been four fatal incidents sine 2017 related to live cable jointing work, three of which have occurred since August 2020. These incidents are being investigated by inspector colleagues in HSE to focus on the specifics of those individual incidents.</p> <p>At the same time, the Utilities Policy team are trying to understand from a wider perspective what factors contribute to work being carried out live. The purpose of which is to drive improved safety standards with live work given the backdrop of the net zero agenda where this type of activity is likely to increase on a significant scale. HSE was looking for collaboration opportunities with industry stakeholders to understand the factors that contribute to work being carried out live as a critical function to ensuring practicable improvements to safety standards of underground cable work. AD explained that HSE would also like to understand how the industry has responded to recent incidents.</p> <p>DS asked if AD could share details offline and ENA through the SHE Committee would look to engage and support the work moving forward.</p>
Action:	ENA/AD to liaise and discuss issue offline and feedback where appropriate. Complete
	MP noted of some work being looked at through SSE to better learn and raise awareness of significant incidents in real time which would support work to promote awareness and learning from incidents at a national perspective. SSE have developed an ABC approach (Alert of initial incident, Brief important facts and consideration points from the incident in good time, Close out Information with further detail post investigation). MP to share more information at a later date where appropriate.
	<p>The group also discussed the energy crisis and the rise in energy theft being a consequence, concerns were echoed by members particularly associated with the increased dangers to the members of public associated with illegal tampering with electricity systems. DS noted that ENA is looking at doing some proactive campaigning to highlight the dangers in hope to deter the activity however it was noted much more needs to be done in terms of proactively engaging across the sector and with other third parties (Emergency Services etc.) to further raise awareness.</p> <p>There is also scope to educate and promote awareness with internal colleagues to support proactive reporting of poor and malpractice and provide support on what to do when employees may be exposed to dangerous situations. ENA to look at this from SHE Committee and feedback to HESAC.</p>
Action:	ENA to raise at ENA SHEC and look at what more can be done proactively. Complete
6.	Powering Improvement Update
6.1.	<p>JR provided an update of the work ongoing through the Powering Improvement Steering Group.</p> <p>ENAs Occupational Health Committee is responsible alongside the Powering Improvement Strategy steering Group (PISG) for delivering the</p>

	<p>ongoing outputs set out within the Powering Improvement 2021 Delivery Plan for the theme of Managing Occupational Ill Health Risks. A Powering Improvement SHE Review documenting progress and case study initiatives in support of the occupational health theme was published in July and is available to view via the PI Website.</p> <p>A joint Occupational Health Committee and Fatigue Management Task Force took place on 7th September 2022 where colleagues from Hull University were in attendance and provided an insight into some work they are looking into across a variety of sectors, researching fatigue risk factors and developing solutions. JR noted ongoing work of the Fatigue Management Task Force now looking to develop an awareness toolkit on fatigue and the work of the occupational health committee into other risk areas and company communications and campaigns looking to be shared more widely.</p> <p>The SHE Review documents a high-level summary of collective and collaborative work done in response to COVID-19, a further review of this work is also planned to take place during the course of 2022 and into 2023 to help capture any best practice and learning to be taken forward in future pandemic planning and to benefit future business health and safety initiatives.</p> <p>2022/2023 – Promoting a Positive Health and Safety Culture The Powering Improvement Strategy Steering Group have finalised the 2022/2023 Delivery Plan which was formally launched on the 6th June and made available via the Powering Improvement Website.</p> <p>JR also noted that a workshop on ‘Promoting Positive Health and Safety Culture’ was held at ENAs Offices on 6th September where Chris Burchell spoke as the PI champion and representatives across the industry came together to discuss the strategy and how to implement the collective outputs over the next 18 months and into 2024.</p> <p>The next steps include the subgroup to meet and start to make progress against delivering the outcomes as set out within the delivery plan.</p>
7.	SHE Developments and Updates
7.1.	<p>ENA Update Referencing paper HESAC 889, DS provided an update on the top items from the paper.</p>
7.2.	<p>Energy UK Update There was no paper for reference. No EUK H&S groups are meeting currently. CO reiterated EUK aspiration to continue to support the work of PI and National HESAC.</p>
7.3.	<p>TU Update Referencing paper HESAC 890, MMc provided an update on the top items from the paper.</p>
8.	Learning points from Accidents and Incidents 2022
8.1.	<p>DS went through four health and safety bulletins raised for information and sharing with local HESACs. These will be embedded within the HESAC presentation pack for September.</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>

9.	AOB
9.1.	<p>A note of thanks was recorded for members of the committee who were in attendance for the last time before either retiring or moving on to another role away from work involved with National HESAC.</p> <p>Bud Hudspith – Unite – who joined the HESAC forum in 2012. Members noted to wish Bud a happy retirement.</p> <p>Mike MacDonald – Prospect – Thanks noted for Mikes significant contributions to the work of PI and HESAC over the years and as joint secretary. It was noted that CW would be the full time representative for Prospect moving forward.</p> <p>Bill Gant – National Grid – Members wished Bill the best of luck and a happy retirement and thanked him for his contributions to the work of HESAC.</p> <p>David Spillett – Members wished DS the best of luck in his retirement and thanked him for his contributions as secretary of the group over the last 4 years as he takes retirement in December 2022.</p> <p>DS noted that from January 2023, JR would be taking up the role of secretary for the group.</p>
10.	Next Meeting
	9 th February 2023
Action:	JR to canvass a dates for 2023 offline with members. Complete