

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

Location: New Prospect House, 8 Leake St, London SE1 7NN

Time: 10:30-14:00

Attendees

Gareth Pearson	GP	Northern Powergrid (NPg)
Brian Sinclair	BS	Northern Ireland Electricity Networks (NIEN)
Derek Bell	DB	Scottish Power (SPEN)
Kai Patel	KP	UK Power Networks (UKPN_
Andrew Grant	AG	BUUK (GTC)
Paul Woodward	PW	National Grid Electricity Distribution (NGED)
Andrew Mundy	AM	Pod-Point
Chris Warburton (Joint Secretary)	CW	Prospect
Richard Clatworthy	RC	Prospect (NGED)
Will Docherty	WD	Unison (SPEN)
Simon Coop	SC	Unite
Luke Collins	LC	Unite
Kelly Reeve	KR	Unite (NGET)
Dominic Fletcher	DF	Unite (ENWL)
Adele Davies	AD	HSE
Jamie Reeve (Secretary)	JR	ENA
Mike Leppard	ML	ENA

Apologies

Alan Kelly	AK	ESB Networks
Alan Taylor	AT	Electricity Northwest Ltd (ENWL)
Ben Coulsdon	BC	National Grid Electricity Transmission (NGET)
Graham Smith	GS	NGET
Peter Vujanic	PV	Scottish and Southern Electricity Networks (SSEN)
Joanne McDermott	JMc	SSEN
Yasharn Smith	YS	NGED
Dan Shears	DS	GMB
David Hall	DH	Unite (UKPN)
Dave Hodgson	DH	Unite (ENWL)
Neil Freeman	NF	Prospect (UKPN)
Sue Ferns	SF	Prospect
Alfie Mayfield	AM	ENA

Item	Title
<p>1.</p> <p>1.1.</p>	<p>Welcome, introductions and apologies.</p> <p>CW welcomed colleagues to New Prospect House to host the meeting and GP ran through the housekeeping arrangements.</p> <p>GP opened the meeting and conducted a round table of introductions.</p> <p>New members were welcomed and introduced. AG would be representing GTC as an ENA member on the group moving forward.</p> <p>It was noted that it was the first meeting with new representation from both ENA and Energy UK membership as Energy UK decided to pull away from the Powering Improvement Strategy and National HESAC in 2023, as such an invitation had been given for one representative to sit on the group from Energy UK. AM of Pod-Point explained that he would be representing Energy UKs Health and Safety Forum at the meeting.</p> <p>Apologies were received and noted.</p>
<p>1.2.</p>	<p>A note of thanks were recorded for members of the group who were no longer engaged such as previous representatives of Energy UK including Mark Patterson (SSE), Andrew Kennedy (SP), Fasar Ali (Uniper) and thanks were also recorded for Matt Lay (Unison) who was the previous lead representative for Unison and actively engaged at National HESAC. It was noted that Matt had left the organisation in 2023. A replacement for Matt is being canvassed and will be approached to be engaged through National HESAC in due course.</p>
<p>1.3.</p>	<p>A note of thanks was also recorded for Lee Wallace (previously of National Grid ED) who had recently retired but had chaired the group previously and had been an active member for a number of years.</p>
<p>2.</p>	<p>Minutes and actions of meeting held on 28th September 2023</p>
<p>2.1.</p>	<p>Accuracy</p> <p>The notes were agreed as an accurate record of the meeting and will be placed on the Powering Improvement Website.</p>
<p>2.2.</p> <p>2.2.1.</p>	<p>Matters Arising/Actions</p> <p><u>Action 1</u> - JR updated that during 2023 an outstanding output from National HESAC to deliver was to produce a 2020-2021 COVID Summary Report which documented all industry actions and learning taken from the Pandemic and HESAC programme of initiatives during that period.</p> <p>JR noted that since the last meeting, this action has been completed and the Report published.</p>
<p>2.2.2.</p>	<p><u>Action 2</u> - JR/GP/CW were to coordinate offline with a view to write an invitation to other sectors across the electricity industry to seek whether there is an appetite to engage via invitation at future HESAC meetings to share best practice and collaborate on collective H&S risks areas. It was noted that the action is in hand but ongoing with offline discussions due to take place to invite interested stakeholders to attend and present at future meetings. Ongoing</p>

2.2.3.	<u>Action 3</u> – Action to ensure HESAC remain updated on the work of the Occupational Health Committee at ENA into Fatigue Risk Management – On main agenda item 4.
2.2.4.	<p><u>Action 4</u> - HESAC members to review HESAC 908 'Joint Statement (JS) on Violence and Harassment' and provide comments to JR by COB 13th October. The JS was approved through HESAC and indeed ENA in November 2023 however given that Energy UK had removed itself from the strategy, JR asked whether the JS could be progressed through the Powering Improvement (PI) Initiative and part of the 2024 themed outputs. Trade Union (TU) colleagues present did not feel this would effectively cover the required aims of the JS and for the intent for it to still be managed and progressed through National HESAC as a collective HESAC output, separate from PI.</p> <p>JR suggested re-circulating the JS via National HESAC for final approval. This would then need to progress through HESAC stakeholder communication (External Affairs) teams to then promote the JS via approved means. This should include the promotion through National HESAC into local HESAC forums and company communities. Ongoing.</p>
Action 1	JR/CW to facilitate coordination of the JS and progress through the approval process to ensure effective communication through Company and TU channels.
2.2.5.	<p><u>Action 5</u> - JR to add HESAC TU Colleagues to ENAs monthly bulletin distribution list. Added and have received bulletins from November-February. Action marked complete.</p> <p>Some TU colleagues at the table suggested they had not been added, JR noted that only those who were present at the previous meeting will have been added by name to a distribution list. JR will add all HESAC TU attendees to the distribution list.</p> <p>AD during the meeting noted that as a HESAC member could she too receive the monthly bulletins, there were no objections motioned during the meeting.</p>
Action 2	JR to add TU colleagues and AD to ENAs monthly bulletin circulation.
2.2.6.	<u>Action 6</u> - Related to representation from Companies who have suffered recent significant incidents to be present at National HESAC meetings to alert sector colleagues and give a brief update where appropriate. On main agenda item 3.
2.2.7.	<u>Action 7</u> - JR to coordinate 2024 meetings offline and circulate calendar invites in due course. Meetings in the calendar for 2024. Action marked complete.
3.	National HESAC Governance – Terms of Reference (ToRs)
3.1.	<p>JR ran through HESAC paper 915, a revised DRAFT ToRs for 2024 which it was noted was required due to the change in chairmanship and change in membership.</p> <p>There were a series of comments noted during the meeting around how, generally, the governance of HESAC ought to be refreshed to ensure the</p>

	<p>lines of communication between National and local/company HESACs are re-visited and maintained.</p> <p>A review of how joint work is initiated and governed also needed to be reviewed and that Companies and TUs were keen to note that National HESAC remained the industry forum to ensure tripartite collaborative work is convened with support and input from the regulator (HSE).</p> <p>AD noted that HSE would be an advisory party in support of National HESAC and provide input where appropriate however would not contribute to the quorum or have a veto over initiative agreed by employers and/or trade unions.</p>
3.2.	<p>JR made adjustments to the ToRs based on comments made during the meeting. It was then agreed that the latest version would be circulated with comments invited by all parties by COB 29th March 2024. JR noted that the 'TBC' representatives from each organisation need to be affirmed.</p>
Action 3	<p>Members to review ToRs and provide feedback by COB 29th March 2024.</p>
4.	<p>Powering Improvement Update – Powering Improvement Steering Group (PISG)</p>
4.1.	<p>Culture</p> <p>BS as chair of the Powering Improvement Culture Subgroup provided an update into progress being made towards the 2023 Theme of 'Promoting a Positive Health and Safety Culture'.</p> <p>BS noted that to ensure the group gathers and maintains momentum two sub/subgroups have been formed from one overarching main group, one has focussed on how to ensure effective 'Leadership Engagement' takes place across the sector which will be complemented by the development of an e-guide with a series of complimentary animations. In tandem with this the other group has focussed on developing an Industry e-guidance pack on maintaining and developing a Safety Culture which touches on the 5 pillars of safety culture as prescribed by James Reason.</p> <ul style="list-style-type: none"> • Informed Culture • Flexible Culture • Learning Culture • Just Culture • Reporting Culture <p>The content for the two outputs have been completed and are at present being developed into interactive materials to be published and disseminated into companies for best practice by a consultant. The overall 'Culture' theme and programme will become enduring, and the subgroup will continue to meet into 2024. A time frame has been agreed and the e-book, animations, and material will be ready by Mid-May and launched at ENAs SHE Conference in June.</p> <p>BS noted that the focus on the group over the coming months will be to develop and embed the materials but equally look to establish some form of measures to help assess how effective the outputs will be at developing businesses in the two areas.</p>

	<p>The TUs were keen to ensure that although at a level they have been involved in the subgroup and indeed the Powering Improvement Strategy Steering Group (PISG), ratification of the materials developed, and dissemination should be gauged through National HESAC as a joint venture. This was agreed.</p>
<p>4.2.</p>	<p>Fatigue</p> <p>GP provided an update into the main piece of work that the Occupational Health Committee is looking into at the moment on Fatigue Management with the EFRIN (Exploring Fatigue Risk in Networks Project) which is a unique and joint industry initiative allowing companies to explore ways to collectively address fatigue in the sector rather than at an individual level through enhanced awareness of risk.</p> <p>It was noted that the EFRIN project deliberately engaged an independent expert in Hull University to conduct the research and develop the outputs to remove any level of bias. Phase one engaged over 60 members of staff from across a variety of fields in the UK and Ireland Electricity Network sector including a significant number of TU Safety representatives via workshops. Hull University conducted the workshops and have since provided a set of summary feedback slides to all participants. Hull University are now using the feedback to develop bespoke and targeted training material into 6 key areas and 6 modules each around 1-2 hours in length to be delivered via dedicated training sessions.</p> <p>GP iterated that the consensus views are for the modules to be delivered via companies in face-to-face style sessions which will naturally need to be coordinated by each individual company.</p> <p>GP noted that the ENA Occupational Health Committee are overseeing the project however not prescribing or influencing the content, this is based on Hull University interactions with the sector. A summary meeting with Hull University took place in early February to monitor progress of the project, to date 2 modules have been produced so far which look really informative and insightful. The remaining 4 are due to be completed by Easter 2024. The materials once developed will be promoted and it will likely need to engage National HESAC and Local HESAC and utilise the support and expertise of TU safety reps and Safety teams at company levels to help to disseminate the messaging in an effective manner.</p> <p>SC noted that Fatigue is a significant risk topic area for the sector currently with a number of arrangements and variations to working patterns and various FRM policies being discussed and negotiated within the various companies. That said, it is a health and safety risk, and the industry needs to ensure that it works collaboratively and effectively wherever possible to drive improvement. Involvement from the design phase of training is crucial and SC suggested that National HESAC be engaged during the development of the fatigue management training packages to be delivered to ensure they are effectively communicated and ensure TU endorsement.</p> <p>This motion was agreed by members and a joint workshop with National HESAC and the Occupational Health Committee (Fatigue Group) was suggested for when the 6 modules are to be presented and finalised by Hull University.</p>

	<p>The work on Fatigue and EFRIN would remain on the agenda of HESAC.</p> <p>GP also noted that the Occupational Health Committee has completed its update of the Powering Improvement Occupational Health Roadmap, and the next steps are to populate on the new areas/topics which will take place throughout 2024.</p>
Action 4	<p>GP/JR to engage National HESAC members once products are finalised.</p> <p>GP/JR to engage Professor Fiona Earle and Dr Léa Fréour of Hull University to attend the next meeting of National HESAC.</p>
4.3.	<p>Powering Improvement 2024 Theme Supporting Individuals Working Alone</p> <p>In the absence of Peter Vujanic, JR provided an update from the Powering Improvement Strategy Steering Group (PISG)</p> <p>The group continues to meet quarterly with the last meeting on the 22nd February. The minutes will be shared with members for information, currently in DRAFT with the PISG.</p> <p>The new theme has been agreed as ‘Supporting Individual Working Alone’ and is due to be launched at an evening reception event on 29th February at ENAs Offices. The event will include presentations from Lawrence Slade (CEO, ENA), the 2023 Champion for ‘Promoting a Positive Health and Safety Culture, Chris Burchell (MD, SSEN) and the two incoming Champions for 2024 both Company and TU, Cordi O’Hara (President, NGED) and Simon Coop (National Officer Energy & Utilities, Unite). The delivery plan for 2024-25 has been finalised (HESAC Paper 916) and was circulated with the notes for the meeting and has been published on the PI Website.</p> <p>JR noted that a subgroup, similar to the one set up for the work on the theme of ‘Culture’ has been suggested to report into the PISG. Representatives from Companies and TU are currently being canvassed.</p>
4.4.	<p>Powering Improvement in 2025 and Beyond</p> <p>The group has initiated conversations around the future of PI very much with an agreement that a Review, Refresh & Re-Launch is required. A collective workshop for stakeholders to discuss the future of PI is being proposed to be held in Q4 2024, further information will follow in due course. It was noted that a paper from National HESAC as the governing group would be welcomed to reflect on the PI Initiative over the last 15 years and provide input to help shape and summarise the effects of the initiative.</p> <p>JR noted that the PISG recognises the Phase 3 strategy aims developed in 2020 and metrics are currently being collated and will be published within the Phase 3 Progress Report to demonstrate how the industry has monitored success via KPIs. The PISG and sector has however recognised that these metrics are lagging in nature and the view from the PISG was to explore more leading metrics to monitor and define success moving forward. DF explained that its important for PI to capture the parallels and success factors that is has supported the sector on through its themes and initiatives.</p>

	Further conversations were held around how PI needs to measure impact and ensure that the initiative promotes collaboration and ensures the messages from Powering Improvement are embedded into businesses and its monitors its effectiveness and value to the sector.
4.5.	It was suggested that the PISG consider engaging external support to be brought in to the discussions to advise on the designing of the PI Initiative moving forward and help to assess areas for improvement for the sector to consider. It was noted that this would be shared with the PISG.
5.	Welfare Provisions
5.1.	<p>CW took the opportunity to revisit an issue that had previously been raised at National HESAC around the suitability of welfare provisions for peripatetic and operational field staff within Networks.</p> <p>CW noted that within Prospect alone, a survey had been conducted and the results suggested that welfare provisions across the sector were variable with evidence of poor standard facilities and practices still in operation. Most notably was that some sites frequented by operational personnel (mainly substations) were still in operation but were evidently substandard, unhygienic or insufficient with pockets of poor practice.</p> <p>Although companies noted that investment is required at some locations to upgrade welfare arrangements, in some circumstances it may not always be justified or an effective solution particularly where footfall at a location (secondary substations for example) and surrounding areas is very infrequent and often to prohibit the use of the facilities is more sensible with the promotion to use public facilities in the surrounding areas as more sensible solution. Some companies referenced promoting the use of public welfare facilities via phone apps to locate the nearest services that can be accessed and to be planned into daily routines.</p> <p>Several comments were made from personal and company reflections during the meeting. It was suggested that a piece of work was warranted to carry out at an industry level to identify the various roles across the networks sector and to document best practice minimum standards that should be applied for welfare provisions. Although compliance with the Workplace Regulations and indeed CDM for fixed or temporary sites were highlighted, it was agreed within National HESAC that the aspiration of the sector should be to provide above and beyond minimum compliance.</p> <p>It was also noted that when reflecting on where the sector would like to promote diversity and inclusivity more broadly, ensuring representation for all operational and field type roles and all needs and requirements should be considered which include specific needs for different genders and indeed for different religious or personal beliefs.</p>
5.2.	<p>Following discussion, it was agreed that a small subgroup of National HESAC would be set up under a defined Terms of Reference (ToRs) to deliver against an agreed set of outputs which were proposed during the meeting as:</p> <ul style="list-style-type: none"> - Establish a set of principles that highlight minimum standards to be expected across network businesses for welfare provisions. - Help to design an audit criterion which will enable companies and TUs to measure and assess current standard levels against.

	<ul style="list-style-type: none"> - Provide engagement for local/company HESACs to help ensure individual company provisions and expectations are championed where appropriate and help ensure that suitable mechanisms are in place to escalate local concerns or issues to be addressed. <p>KR, PW and DF offered to be part of a small subgroup to make a start on the above. JR offered ENAs support to provide secretariat and facilitation and to draft a set of ToRs for HESAC to consider.</p>
Action 5	Secretariat to help set up a subgroup to meet offline between now and the next meeting of National HESAC to address outputs as detailed above in 5.2.
5.3.	<p>Legislative Changes</p> <p>JR introduced HESAC paper 917 and noted that there were references to legislative changes at the back of the ENA Update which were pertinent to the sector.</p>
6.	Members upward feedback on issues of concern or significance
6.1.	GP noted that this item is an opportunity for HESAC members to raise anything additional not currently covered on the main agenda.
6.2.	<p>CW noted that it was appropriate for National HESAC to acknowledge that two fatalities had occurred in the networks sector during 2023 to direct employees and although investigations are ongoing it's important that key information and learnings are communicated via National HESAC as soon as reasonably practicable.</p> <p>TU colleagues noted that Legal Professional Privilege should not be a blocker to share important learnings of incidents. GP explained that all significant incidents are notified to ENAs SHE Committee via the members within a few days of significant incidents occurring, these are usually followed by a brief bulletin that contains very broad learnings from significant events and these are circulated via ENA in the monthly bulletins. It was noted that TUs are always engaged during internal investigations into significant incidents.</p> <p>It was agreed that the process of communicating learning could be more formalised via National HESAC.</p> <p>It was also noted that previously, members of an affected organisation would attend National HESAC meetings to provide a presentation into a significant event to share learning, although these were usually once investigations had concluded and legal proceedings had finalised, and the full learning and information of the event is known. Nonetheless it was aired that this should be revisited.</p>
6.3.	<p>Following discussion, it was agreed for an agenda item to be included at subsequent meetings for any significant incidents to be notified.</p> <p>There was a suggestion for presentations to be given by the affected company wherever practicable and at a suitable time slot for future HESAC meetings. This will need to be convened through the joint secretaries and chair and documented within the ToRs.</p>

	In relation to significant incidents and for fatalities especially, it was noted that it would be helpful for affected company representatives to ensure representation is present at the following HESAC meeting post event to share any available details or learning as soon as practically possible, even verbally without interfering with legal proceedings.
Action 6	Secretariat to include on next meeting agenda.
6.4.	<p>SC asked whether there were any Health and Safety industry learnings from recent storm events and government enquiries into recent storms such as Arwen. SC noted that the TUs were disappointed to note that the regulator (Ofgem) had not covered workforce resilience within its reports post event when naturally the workforce across the industry had continued to work tirelessly to ensure that supplies were restored under challenging circumstances.</p> <p>Company members noted that Ofgem and adaptation meetings have usually centred around asset protection and preparatory investments into resilient infrastructure but agreed that workforce dedication at company level does not go unnoticed and that resilience in workforce renewal forms a key part of company's regulatory price control investment strategies.</p> <p>However, from a Health and Safety perspective which the National HESAC can and should influence, it was noted that an action be taken to ENAs SHE Committee to raise the challenge around workforce resilience and understand what collectively can be brought to National HESAC to inform and work collectively on.</p>
Action 7	GP to raise with ENA SHE Committee and feedback at the next meeting.
7.	Lunch
8.	SHE Developments & Updates
8.1.	JR provided an update on behalf of ENA. Main updates are documented within HESAC Paper 917.
8.2.	<p>CW provided an update on behalf of Trade Unions. Main updates are documented within HESAC Paper 918.</p> <p>CW took the opportunity to highlight results from a recent Prospect survey which interviewed its members and from respondents in distribution and transmission networks, headline findings included:</p> <ul style="list-style-type: none"> - 33% said there were occasions in the previous year when they had felt too tired to work safely, with only 35% of these people saying they felt comfortable telling their employer about it - 74% described their workload as "heavy" or "extremely heavy" - 42% said they have to work more than their contracted hours every day or most days to get all their work done - 34% said they usually feel overwhelmed or highly stressed at work <p>Other companies noted that they too were carrying out their own climate surveys and it was recognised there are significant areas for improvement across a variety of avenues within the sector and some company specific. It was noted that work at industry level on the key areas such as Fatigue, Culture, Occupational Ill Health and this years theme of supporting individual working alone, must continue to be endorsed and convened through joint forums.</p>

9.	AOB
9.1.	<p>AD took the opportunity to note that she was disappointed that the engagement she had had with companies over recent months was not covered or updated to wider HESAC members on the agenda in relation to Fatigue and Resource management. The notion was somewhat challenged by companies as work on fatigue being conducted at an industry level had been covered off during the discussions however the specific note around AD attending ENAs SHE Committee in December 2023 to highlight regulator concerns was not specifically covered as an agenda item. GP explained that this was not deliberately omitted from the constructive discussions or indeed the agenda.</p> <p>Some TU members were aware through internal engagements however the majority were not and so following the discussion, it was agreed that the presentation that was given by AD to ENAs SHE Committee in December would be shared with all HESAC members by the HESAC secretariat. Equally ENAs SHE Committee response to the questions posed by the presentation would equally be shared for transparency.</p> <p>GP explained that a significant piece of work was stemmed into action following AD's note to ENAs SHE Committee at an industry and company level and although the points were noted to the company representatives via ENAs SHE Committee included areas specific to Health and Safety management, it was also noted that the challenges also had wider implications around specific business resource management. There would be no objection to sharing relevant content with National HESAC on matters of Health and Safety. However, where conversations challenge business models and exploring the need for increased resources across organisations or for different working arrangements or patterns to be considered for staff and businesses individually, these issues are likely to not be addressed through a National HESAC forum and would need to be taken to individual businesses or elsewhere to be discussed.</p> <p>AD explained that she would expect any significant interventions made to the sector to be an agenda item at subsequent National HESAC meetings moving forward. It was explained that there were no deliberate omissions of information and engagement sharing, and that any comments aired, or challenges raised are taken seriously between TUs, HSE and Companies and should be included for discussion.</p> <p>Companies will continue to engage extensively to look at ways to improve including engaging with other sectors referenced as being leading examples.</p>
Action 8	HSE presentation on Fatigue and Resources to be shared with National HESAC and the industry response sent to HSE.
9.2.	The group agreed that the agenda is always put together and circulated in advance of National HESAC meetings, and all members should, wherever appropriate, highlight any issues or specifics they feel has been missed or not suitably covered on the agenda and to follow the governance as set out within the HESAC ToRs.
9.3.	ML noted that a significant piece of work is being undertaken at a national level in researching potential impacts of Electromagnetic Fields (EMFs) via a long-standing mortality study steering group and asked if

	there was interest for HESAC members to receive a presentation from the lead in the work from ENAs EMF Strategy Group. HESAC members agreed.
Action 9	ML to arrange for chair of the EMF Strategy Group and lead into the work on EMFs to attend and present at the next meeting of National HESAC.
9.4.	<p><u>ENA SHE Events and Conferences</u> ENA will hold its 2024 annual Safety, Health and Environment Management Conference at the Radisson Blu Hotel in St Helier on the Isle of Jersey on the 5th and 6th June 2024. Bookings are now live. Register here.</p> <p>ENA is also hosting its 'Public Safety Stakeholder Conference on 24th April 2024 at The ICC Birmingham UK'. The first of its kind, we are looking to engage with wider audiences to raise awareness of underground gas & electricity network infrastructure: cables, gas pipes and overhead powerlines to explore the latest best practice for helping to inform of the risks. REGISTER FOR FREE HERE - Summary - ENA Public Safety Conference (cvent.com)</p>
10.	Next Meeting
	<p>JR thanked CW for hosting the meeting at Prospects offices and explained that the remaining meetings for 2024 would be held at ENAs Offices London for the remainder of 2024 unless communicated otherwise.</p> <ul style="list-style-type: none"> • 4th July 2024 • 5th September 2024