

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

**Attendees**

Sue Ferns (Chair)	SF	Prospect
David Spillett	DS	ENA
Bud Hudspith	BH	Unite
Candice Orr	CO	Energy UK
Chris Warburton	CW	Prospect
David Morgan	DM	Unite
Ellen Richardson	ER	ENWL
Gareth Pearson	GP	NPg
Graham Smith	GS	NGrid
Jamie Reeve	JR	ENA
Lee Wallace	LW	WPD
Mark Patterson	MP	SSE
Mike McDonald	MMc	Prospect

**Apologies**

Alan Feakins	EDF
David Lefever	HSE
Dave Morgan	WPD
Graham Smith	GS
Iain Graham	SSEN
Mark Patterson	SSE
Pete Vujanic	UK PN
Phil Swift	PS
Tracy Kellegher	TK
Vincent Edwards	VE
Dan Shears	DSh
Neil Freeman	NF
Paul Turner	PT
Stephen Smith	SS

Item	Title
1.	<p><b>Welcome, introductions and apologies</b> SF welcomed all members to the 140<sup>th</sup> meeting of the Electricity Industry National HESAC. Apologies were noted.</p>
2.	<p><b>Minutes and actions of meeting held on 30<sup>th</sup> October 2020</b></p> <p><b>2.1 Accuracy</b></p> <p>The members agreed that the minutes from the meeting held 30 October 2020 accurately reflected the discussion of that meeting. Section xx of previous minutes to be amended.</p> <p><b>2.2 Actions</b></p> <p>With the exception of the following the majority of actions were noted as being included on the agenda and will be picked up during the course of the meeting.</p> <p><b>2.3 Peter McCormick Award</b></p> <p>Referencing paper HESAC 849 MMc provided the members with an update on the award criteria that he, DS and PV have been devising.</p> <p>It is agreed that the award should be awarded to an individual who has made a significant impact on health and safety across the electricity supply industry and will be awarded annually and presented to the winning recipient at one of the Industry's Annual Health &amp; Safety Conference. There are three characteristics individuals need to display to be considered for this award and these are as follows:</p> <ul style="list-style-type: none"> <li>• Leadership on national safety issues.</li> <li>• Advocacy at a Company level to promote Powering Improvement objectives; and</li> <li>• Promoting partnership and joint working.</li> </ul> <p>An overview of nomination, stakeholders and timeline processes was also provided.</p> <p>LW responded by fully endorsed the nomination for 2021 and the selection criteria.</p> <p>Following short discussion there were no objections and the members endorsed the criteria.</p> <p><b>Action: DS suggested that the award should be presented for example first year ENA annual Conference, following year at EUK conference and then a TU annual conference. MMc will look at this and reference this in the process timeline.</b></p> <p><b>Action: CO will confirm with EUK if the award can be presented at a future EUK H&amp;S Conference.</b></p>

3.	<b>On Site Facilities</b>
3.1	<p>Action from previous meeting. SF invited MMc to lead on the discussions. MMc expressed a concern regarding consistency when it comes to welfare arrangements for on-site staff, stating how it was clear there were areas of excellence and areas for certain improvement as staff were unhappy with the inadequate provision at some sites. There was a need to focus on the worst performing sites and check standard for new or renovated sites. It was proposed that further work is required across member organisations through planning and inspections to address areas of poor quality when it comes to providing suitable and sufficient welfare facilities.</p> <p>Generally it was agreed that there are some historic remedial issues where the quality and standards have been below standard however these are reducing and there are plans in place to address these.</p> <p>A spreadsheet documenting individual member company positions was circulated post last meeting for companies to populate. A number of network companies have responded and some still have to. The paper HESAC 850 provides the latest response by network companies including a new entry for NIEN.</p> <p>LW responded to MMc that this issue isn't an issue that is generally discussed at local level certainly not at WPD. From a National Grid perspective this is not an issue for his company. MMc suggested and based on feed back from his members that Wind businesses and mobile staff may have an issue and maybe this is something that he could be pick up with Energy UK.</p> <p><b>Action: All network companies to update 2018 spreadsheet with individual company position and to be discussed and shared at the next meeting.</b></p> <p><b>Action: DS to raise this issue with the ENA SHEC committee with a view to preparing a position paper on welfare facilities.</b></p> <p><b>Action: MMc and CO to agree course of action relating to possible welfare issues associated with Wind businesses.</b></p>
4.	<b>Occupational Health Updates</b>
4.1	<p>JR provided an update on behalf of ENAs Occupational Health Committee. Last meeting of OH committee was held 2 December with attendance including representatives from Energy UK. It is recognised that there will be areas that will be of specific interest to Generation and equally to Retail and Networks but there will no doubt be areas that will be common for all three and it is felt that there will be ways in which all can collaborate going forward as a forum/group and deliver some good valuable outputs that will help us collectively.</p> <p>Much of the focus of the group over recent months has continued to be the sharing best practice exchange on dealing with health issues associated with the COVID pandemic, with a focus on supporting staff from a mental health perspective. Further work is needed to refresh the OH roadmap and the committee are keen to see the road map utilised more by stakeholders.</p> <p>Feeding into the 20201 delivery plan (Please see Paper HESAC 852) the committee are looking at specific areas key to the industry and are effecting us all. Three key areas of concern;</p>

	<ol style="list-style-type: none"> <li>1. Mental Health and Wellbeing</li> <li>2. MSDs</li> <li>3. Fatigue</li> </ol> <p>These three areas are included in the 2021 OH delivery plan. The delivery plan for 2020/2021 has been approved the Powering Improvement Steering Group. Aims have been set for the next 12-18 months.</p> <p>Next meeting of OH Committee is 16 March where each company will benchmark where they are at and understand how they are going to achieve the deliverables and how the committee works collectively including the Trade Unions to achieve the deliverables.</p> <p>On behalf of Energy UK MP thanked JR for his comprehensive update. Energy UK are very happy that their OH reps are attending the meetings. He agreed with the point made earlier by JR as to the challenge it is to get to an end solution on some of these issues.</p>
<b>5.</b>	<b>ENA Fatigue Management Task Force Update</b>
<b>5.1</b>	<p>JR provided a progress update on the work of the ENA task force. Following discussions at last HESAC meeting in October the task force were pulling together a high level guidance document. CW and BH were invited to represent the TUs and this was very helpful and they actually provided a lot of insight into perhaps to where the group were going wrong with the initial drafting of the document.</p> <p>At present the group considers that better planning and management of staffing at companies through local standby and shift arrangements will reduce the risk of fatigue developing. It was noted that both hours of rest and the type of work undertaken contributed to fatigue.</p> <p>The group is in the process of finalising an industry position statement which will set out several key overarching principles that companies should incorporate into their overall safety management system to help manage the risk of fatigue developing across the workforce.</p> <p>It is important to say that although a position paper has been submitted to the ENA SHE Committee for consideration it is still work in progress and need to keep fatigue management on the agenda going forward to see how effective the position paper is. The document sets out 10 principles companies should consider incorporating into their own respective policies and procedures. Once the document is approved it will be shared with the National HESAC.</p> <p>CW offered his thanks for being invited onto the task force group and agreed a lot of hard work went into the document and if it is followed improvements will be made in management of fatigue. BW agreed with CW but ultimately the test will be how the different companies implement the guidance. Like CW not entirely happy with all of the contents but it is a good framework to work from. As JR suggested this should be revisited in 6 months or so. BH also raised the issue of phone Apps and whether this is something that the industry should look at in the future. Key is risk assessment and the measures that are put in place to control the risks.</p> <p>JR responded by agreeing with CW and BH comments.</p>

	<b>Action: Further updates will be provided at the next HESAC meeting.</b>
<b>6.</b>	<b>Powering Improvement Update</b>
	<p>DS provided a short update on the work of Powering Improvement.</p> <p><b>6.1 PI Phase 3 Strategy – Web version</b></p> <p>Referencing HESAC paper 851 DS informed the members that a refreshed web version Phase 3 2020-2025 Strategy can be found on the Powering Improvement Website. No changes have been made to the content.</p> <p><b>6.2 Local programmes to follow up the HSL Study Report</b></p> <p>MMc set the context of this session relating to the 2019 HSL report. One of the important issues the committee had with the report was that it was more encouraging than initially feared and that the report pointed to some excellent practices, but there was an underlying message that we needed to maintain the good performance and address the findings in particular the dozen or so opportunities for improvements. When the committee were looking at this at the end of 2019 this was one of the key priorities under Powering Improvement and the committee were keen to see the work through to reinforce the good practice so it fitted with the committee's long term goals of staff engagement, corporate memory and increasing competence. Unfortunately as a result of COVID this work has taken a back seat, it's been impracticable for us to organise a face to face follow up session. That said it is planned to undertake a review of the Study findings and recommendations via an Industry workshop later September 2021 subject to COVID.</p> <p><b>Action: Powering Improvement Steering Group to arrange an industry workshop in September 2021 to review progress of implementation of the findings of the HSL report.</b></p> <p><b>6.3 Powering Improvement OH Delivery Plan</b></p> <p>Referencing paper HESAC 852 JR provided the committee with the latest developments. Most of this OH delivery plan was discussed earlier in OH update. JR also confirmed that the delivery plan will be made available on the Powering Improvement website following the Powering Improvement Launch on 25/2.</p> <p><b>6.4 Powering Improvement PH 3 Launch</b></p> <p>DS updated the committee on the progress of the Powering Improvement Launch. The launch for the Phase 3 strategy will be held via MS Teams and will take place on Thursday 25 February from 1000 -1200 hrs.</p>

	<p><b>6.5 Corporate Memory</b></p> <p>DS reminded all committee members regarding the ongoing action to provide and examples of corporate memory that can be posted onto the new section of the Powering Improvement website.</p> <p><b>Ongoing action: DS asked members to continue sending documentation or communications in alignment with corporate memory for the industry to continue to send to DS, these will be collated and again shared via the PI website.</b></p>
7	<p><b>SHE Updates</b></p>
7.1	<p><b>ENA Update</b></p> <p>Referencing paper HESAC 853 DS provided a short update on the top items 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 – Asbestos, Plant &amp; Vehicles and SF6</li> <li>- Update on ENA SHE Conference</li> </ul> <p>Further details on each of the above matters can be found in paper 853.</p>
7.2	<p><b>Energy UK Update</b></p> <p>Referencing paper HESAC 854 CO provided a short update on behalf of Energy UK and included updates and progress from the following:</p> <ul style="list-style-type: none"> <li>- Energy UK Safety Leaders Group</li> <li>- Energy UK Retail and Generation Health and Safety Forums</li> <li>- Energy UK COVID-19 Policy Coordination Group</li> <li>- Energy UK's 2021 Health and Safety Conference</li> </ul> <p>Following a question from MP on how these updates are presented DS informed the committee that it is expected that these papers and minutes etc from the HESAC meetings will be published on the PI Website once the website overhaul is complete and this is expected end of next week (26/2).</p> <p><b>Action: DS to ensure all relevant HEASC meeting papers and above updates are posted to the PI website.</b></p> <p>Further details on each of the above matters can be found in paper 853.</p>
7.3	<p><b>TU Update</b></p> <p>Referencing paper HESAC 854 MMc provided a brief update from TUs perspective however most had been covered on the main agenda.</p> <p>Other issues included:</p> <ul style="list-style-type: none"> <li>- Lone Working</li> <li>- Safety rep communication and training</li> <li>- Consultation with Ofgem (ED2)</li> </ul> <p>On behalf of Unite BH confirmed he was happy with the update provided by MMc.</p>

	<p>CW also confirmed that Prospect are going to produce guidance for their members on fatigue and this will published in due course.</p> <p>Further details on each of the above matters can be found in paper 853.</p>
<b>7.4</b>	<p><b>HSE Update</b></p> <p>DS updated the committee that discussions are being had internally at ENA as to how to engage HSE on ENA's concerns of the limited engagement by the HSE with both the HESAC and PI Steering Group</p> <p><b>Action: DS to update the committee on progress at the next meeting.</b></p>
<b>8</b>	<b>ENA and Energy UK Data</b>
<b>8.5</b>	<p><b>8.5.1 ENA Update</b></p> <p>JR confirmed that due to the ongoing review of databases at ENA and specifically changes being made to ENA's accident database there would be no presentation for this meeting. A presentation will hopefully be provided at the next meeting in May.</p> <p>It was noted also that ML and JR have completed pulling together health data on behalf of ENA members for a progress update for Phase 2 of PI. The progress report will be available on the Powering Improvement website.</p>
	<p><b>8.5.2 Energy UK update</b></p> <p>CO highlighted in terms of Energy UK data; the safety leaders' group will be engaging to discuss high level Safety Data to demonstrate at future meetings which include High Potential data up to January 2020. ENA has offered to share with Energy UK the data sets template that will allow a concise similar aligned report to be presented at future meetings.</p>
	<p><b>8.5.3 Learning points from Accidents/Incidents 2021</b></p> <p>MMc provided background and context on this issues of how to we best share learning points from accidents/incidents that occur across the Industry. It is agreed that when we can share and summarise key points from accidents/incidents (subject to of course any Legal Privilege) this is a very effective way of updating staff with statutory safety responsibilities particularly helpful to SAPs to drive increased operational safety competence.</p> <p>The committee would review a limited number of incidents (do not want to introduce bureaucracy) and focus on National learning points</p> <p>MMc offered four suggestions on how we could share information that would benefit the work we are trying to do:</p> <ol style="list-style-type: none"> <li>1. Early notification of potential issue;</li> <li>2. An update of significant national issues so committee can reflect on mitigation;</li> <li>3. Key learning points; and</li> <li>4. How the committee integrate the information into Powering Improvement.</li> </ol> <p>BH supported this proposal and agreed that this should be a topic for discussion going forward. He has also contacted HSE on this issue of</p>

	<p>sharing information. Regarding legal privilege this should not be a block to releasing basic information on an incidents and hopefully stops the rumour mill.</p> <p>There was a suggestion that it could be helpful to discuss key safety bulletins shared within ENA and its members. DS will discuss this proposal with the ENA SHE committee.</p> <p>MP suggested we should consider the concept of High Potential events (HiPo) - <i>An event with the realistic potential to cause major harm to People, the Environment, Asset or Organisation's Reputation</i>. It was suggested that the HiPo concept be considered in MMC's proposal.</p> <p>GS confirmed that National Grid had a similar concept entitled HPCE (High Potential Controllable Event) and subsequently informed the committee how this process work.</p> <p><b>Action: MMC to share with the committee his written proposal on how to better understand share and communicate the learnings from Accidents and Incidents. Comments on the proposal are requested from committee members in advance of the next meeting in May. DS and MP offered to assist MMC with his proposal/paper.</b></p>
	<p><b>8.5.4 National HESAC – Local HESAC Comms</b></p> <p>Referencing paper HESAC 856 MMc provided an overview of a proposed communication process between national and local HESACs</p> <p>Communication is essential to ensure that the national HeSaC operates effectively. The proposal aims to improve awareness of the issues discussed at the National HeSaC, agreed actions to deliver the goals of the HeSaC members and to stimulate feedback from local committees.</p> <p>As part of this process, it is proposed that an agreed briefing communicates progress and can be used at local HeSaC meetings to start discussion about the National HeSaC objectives. This briefing should also seek feedback.</p> <p>Key elements of the progress are as follows:</p> <ul style="list-style-type: none"> <li>• Introduction;</li> <li>• Key issues discussed;</li> <li>• Agreed actions;</li> <li>• Feedback sought from HESACs</li> <li>• Summary</li> <li>• Approval</li> </ul> <p>Further details and approval process is included in paper 856.</p> <p><b>Action: DS, MMc and JR to develop a process for circulation of briefings between the National and Company level HESAC.</b></p>
9	<b>AOB</b>
10	<p><b>Date of next meeting</b></p> <p><b>Thursday 27 May 2021.</b></p>