

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

**Attendees**

Sue Ferns (Chair)	SF	Prospect
David Spillett (Secretary)	DS	ENA
Jamie Reeve	JR	ENA
Candice Orr	CO	Energy UK
Mike McDonald	MMc	Prospect
Frank Monaghan	FM	SPEN
Nigel Watkin	NW	NIEN
Gareth Pearson	GP	Northern Powergrid
Lisa Baines	LB	National Grid
Lindsay Wade	LWd	Utilita
Lee Wallace	LW	WPD
Mark Patterson	MP	SSE Group
Bud Hudspith	BH	Unite
Bill Gant	BG	Unite (National Grid)
Chris Warburton	CW	Prospect
Pete Vujanic	PV	UKPN
Andrew Kennedy	AK	ScottishPower

**Apologies**

Adele Davies	HSE
Iain Graham	SSEN
Matt Lay	Unison
Roger Henderson	NIEN
Simon Willis	Centrica
Kim Marie Mortimer	OVO Energy
Graham Smith	National Grid
Matt Richardson	EDF Energy
Phil Swift	WPD
Tracy Kellegher	Unison
Vincent Edwards	OVO Energy
Dan Shears	GMB
Stephen Smith	SSE Thermal
Neil Freeman	Prospect (UKPN)
Matt Lay	Unison
Paul Turner	ENW

Item	Title
1.	<p><b>Welcome, introductions and apologies</b> SF welcomed all members to the 142<sup>nd</sup> meeting of the Electricity Industry National HESAC. Apologies were noted.</p>
2.	<p><b>National HESAC – COVID-19 Update</b> SF asked LW to lead the session relating to updates on Covid-19.</p> <p>A separate set of meeting notes were taken to record the discussions and actions from this section of the agenda.</p> <p>*To be attached once approved.</p>
3.	<p><b>Minutes and actions of meeting held on 27<sup>th</sup> May 2021</b></p> <p><b>3.1. Accuracy</b></p> <p>The members agreed that the minutes from the meeting held on 27<sup>th</sup> May reflected the discussions of that meeting. Now available to view on the PI Website.</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>
3.3.	<p>Item 4.1 - An outstanding action from the last meeting following a request by the TUs into the welfare arrangements from each member company to be documented. A spreadsheet of positions by the Networks companies had previously been provided. CO was to provide a similar update on behalf of retail and generation companies. This action is outstanding.</p>
<b>Action:</b>	<b>CO to follow up.</b>
3.4.	<p>Item 5.1 - PI Occupational Health webinar will be facilitated by ENA and Energy UK. An agenda will be developed over the next few weeks and a date of Wednesday 24<sup>th</sup> November has been set for a virtual session to be hosted during Energy UKs annual H&amp;S conference. The session will be chaired by Mark Patterson (PI Champion for 2021).</p>
<b>Action:</b>	<b>ENA and Energy UK to keep National HESAC informed with regards to this event.</b>
3.5.	<p>Item 6.2 – Action marked complete. A successful HSL Feedback event was facilitated on 23<sup>rd</sup> September 2021. Update under main agenda.</p>

<b>3.6.</b>	Item 6.3 - Ongoing action: DS asked members to continue sending documentation or communications in alignment with corporate memory for the industry, these will be collated and again shared via the PI website.
<b>Action:</b>	<b>Ongoing as above.</b>
<b>3.7.</b>	Item 7 – Action for DS and LW to discuss the sharing of safety, health and environmental (SHE) bulletins with National HESAC members. Key incident learning and near miss incident summaries were discussed and agreed to be shared with wider industry stakeholders through National HESAC in the form of a PI Bulletin. To be discussed on main agenda.  Members encouraged to continue to share Corporate Memory material to populate PI website and for future best practice sharing.
<b>3.8.</b>	Item 8 - DS informed that subject to no disagreements to HESAC paper 866 – Proposal for quarterly HESAC comms updates to be shared with wider stakeholders, a short summary of the meeting and future meetings will be pulled together by the acting National HESAC secretariat with a view to be approved and published for wider dissemination via the Powering Improvement Website. Action covered further under main agenda item 7.
<b>3.9.</b>	Item 9 – BH raised a query relating to offshore and onshore wind with the potential of bringing associated companies on board with National HESAC engagement. DS highlighted that some initial contacts had been made with Safety On.  JR highlighted that since the last meeting ENA had engaged with representatives of Safety On to gauge an appetite to be involved in future Powering Improvement work. It was noted that there is scope to share learning at this stage however both Safety On and G+ groups are still in their infancy and as such will not likely join Powering Improvement formally at this stage. This will be revisited at a later date.
<b>4.</b>	<b>Occupational Health Updates</b>
<b>4.1.</b>	FM provided a short update on behalf of ENA's Occupational Health Committee as Chair. In terms of governance, the Committee Terms of Reference (ToRs) have been updated and a new Healthy Workplaces Programme (formerly Committee Business Plan) has been revised and reissued to cover the work programme for 2021-2023.
<b>4.2.</b>	Energy UK Retail and Generation member company representatives are now actively taking part in the committee discussions and feeding into the work to be delivered for PI.
<b>4.3.</b>	HSE (Health and Safety Executive) /Fatigue management  HSE approached ENA over a proposed occupational fatigue research project they plan to start in March 2022 and were looking for input from high risk industries including the electricity sector. At present they have invited ENA to join its advisory board to provide input into the research. This was raised at a recent ENA SHE Committee with broad support from the companies to back the research. ENAs Fatigue Management Task Force members joined an Occupational Health Committee call on 29th September to further consider and understand how to take the request

	from HSE further. A further call was being held between ENA and HSE on 30 <sup>th</sup> September to gain further clarity on the project and scope.
4.4.	<p>BH indicated that Unite had also been invited to support this work and offered to further support and be a stakeholder of the ENA FMTF moving forward. TUs further expressed their opinion that Fatigue Management is a key topic for the sector to which they are happy to support any collective work moving forward.</p> <p>*Updates on progress and information will be shared with HESAC members in due course.</p>
4.5.	Gareth Pearson (Northern Powergrid) offered to take up the Chair role of the ENA Fatigue Management Task Force which has recently reconvened. The committee welcomed this offer. Future meeting dates will be agreed and set at their first formal meeting which is due to take place in November.
4.6.	The Fatigue Management Task Force (FMTF) will be meeting soon to provide a preliminary summary of their company implementation of the principles as set out within the ENA Position Paper 10, which was approved by the SHE Committee in July and disseminated to members of National HESAC. This is also available via the PI website under 2021.
4.7.	<p>The ENA Occupational Health Committee are looking at the following six priority areas through the PI delivery plan and working towards producing a series of outputs against each.</p> <p>The Delivery Plan (2022/2023) and its outputs had been discussed at length in the last few meetings, leading to agreement on the specific aspects to be addressed for each of the main health priorities as follows:</p> <ul style="list-style-type: none"> <li>• COVID-19 – Return to work issues, ventilation, transmission routes, long COVID implications;</li> <li>• Mental health – Training programmes and numbers trained;</li> <li>• Health management - Data associated with fitness to work, health surveillance, reportable diseases;</li> <li>• Communications – National campaigns and promotion of company initiatives;</li> <li>• Fatigue management – Promotion of ENA Position Paper and implementation of company policies/practices;</li> <li>• Health &amp; Wellbeing (HWB) - Review HWB Framework &amp; Matrix and develop generic guidance principles.</li> </ul> <p>Work is progressing and the group are now determining a series of deliverables in response of the topics outlined above. An update will continue to be given at National HESAC on progress.</p>
4.8.	Initial outline for a round table health event in support of Powering Improvement 2021 had been raised earlier in the meeting. The suggestion is to hold a joint ENA/EUK webinar during the Energy UK H&S week and the date set is Wednesday 24th November. Discussion on the format and event are ongoing and an update will be provided later.
5.	<b>Powering Improvement Update</b>
5.1.	<p>PV as chair of the Powering Improvement Strategy Steering Group (PISG) provided a progress update.</p> <p>It was highlighted that a successful HSL Feedback seminar was held on 23<sup>rd</sup> September, a number of useful presentations and updates on</p>

	<p>progress against the recommendations set out within the 2019 research study report were highlighted by each of the Electricity Network Companies. A series of presentations were given on a variety of campaigns and initiatives being delivered. There were also challenges raised and highlighted during the session which will be taken on board and fed into future outputs of PI. A summary report of the event and subsequent list of future challenges will be produced and circulated to National HESAC in due course.</p>
<b>5.2.</b>	The theme for 2021 was sufficiently covered by FM during item 5.
<b>5.3.</b>	The PISG held a successful meeting on 28 <sup>th</sup> September to discuss and agree future outputs for the PI strategy and discuss the theme for 2022 – Maintain and improve a ‘Positive Health and Safety Culture’. A delivery plan is being considered and draft by the PISG and will be shared with National HESAC in due course.
<b>6.</b>	<b>SHE Developments and Updates</b>
<b>6.1.</b>	<p><b>ENA Update</b></p> <p>Referencing paper HESAC 869 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 –Plant &amp; Vehicles, SF6, Public Safety, 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> <p>Further details on each of the above matters can be found in paper 869.</p>
<b>6.2.</b>	<p><b>Energy UK Update</b></p> <p>There was no paper for reference. 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 is reviewing its structure and impact to Retail and Generation Health and Safety Forums. This will affect how it supports national initiatives moving forward.</li> <li>- Generation Companies are implementing Safety Rules guidance as developed through the Generation Health and Safety forum.</li> <li>- Retail members had been supporting a Gas Safe campaign following national policy updates.</li> <li>- Looking into RIDDOR reportable incidents for gas escapes and how they have been reported and are in consultation with HSE to ensure accurate reporting to BEIS.</li> <li>- Further information regarding the EUK H&amp;S conference (23-25 Nov) will be disseminated in due course.</li> <li>- EUK members have written to HSE regarding a concern with the use of certain incorrect alterations and connections being made from EV installations affecting the meter arrangements of domestic properties. A letter has been written to HSE regarding the issue and response received on a course of action.</li> </ul> <p>DS shared concerns over this issue in relation to the cut-out and potential effects this could have and stressed that ENA would like to be kept informed of any work in this area.</p>

<b>Action:</b>	<b>CO to share letter written to HSE on the above issue with HESAC members for information. Discussions to be followed up offline on this issue.</b>
<b>6.3.</b>	<p><b>TU Update</b></p> <p>Referencing paper HESAC 871, MMc provided an update on behalf of the TUs.</p> <p>In addition to COVID, the following key issues discussed were:</p> <ul style="list-style-type: none"> <li>• Fatigue Management – TUs keen to be involved in any collaborative work looking into Occupational fatigue;</li> <li>• Occupational health;</li> <li>• SAP Competency;</li> <li>• Safety rep communication and training;</li> <li>• ED2</li> <li>• Lone working – personal security</li> </ul>
<b>Action:</b>	<b>MMc raised a query in relation to ‘lone working’ and were companies expressing any concerns in this regard. DS shared that this has not been raised as a concern by ENA members to indicate a national focus. Context of the concerns to be addressed offline to seek if any further work is required nationally.</b>
	Further details on each of the above matters can be found in paper 871
<b>7.</b>	<p><b>National HESAC – Local HESAC Comms</b></p> <p>Referencing paper 872 DS updated members on his and MMc’s proposal to introduce a process for ensuring effective communications between National and member Company HESACs. It was agreed that the proposed template presented during the meeting was suitable and sufficient and would need to be drafted shortly after each meeting and disseminated via company HESACs and TU forums. Comments were made on the general appearance of the slide deck update to be used to ensure that any imagery used was to be inclusive and representative of the industry particularly in relation to diversity and inclusion.</p> <p>This would be drafted by the joint HESAC secretariat post meeting and disseminated for comment.</p>
<b>Action:</b>	<p><b>DS/MMc/CO to compile a short summary post meeting to share.</b></p> <p><b>Comments and feedback were welcomed from all members to justify the value of the communication for future versions.</b></p>
<b>8.</b>	<p><b>Learning points from Accidents and Incidents 2019</b></p> <p>DS provided a short update on latest developments on a proposed format to share information and learning relating to several recent accidents and incidents that have occurred in the industry on a periodic basis. Using a basic Powering Improvement Bulletin template, the key facts of an incident can be documented and any company or IP names anonymised for significant near miss and significant incidents that can be shared in advance each meeting to be discussed. Key points for consideration would also be documented within the bulletins for reference and action. Not to be documented a ‘Learning Points’ more keys points to consider.</p>

<b>8.1.</b>	Members of HESAC broadly agreed on the draft template illustrated during the meeting by DS. Some minor comments were picked up on the format. It was made clear that the templates would be populated and shared under the umbrella of best practice sharing through the Powering Improvement Initiative not ENA, Energy UK or company led.
<b>Action:</b>	<b>DS to further develop the template and circulate to members to populate where appropriate.</b>
<b>Action:</b>	<b>ENA to review quarterly SHE bulletins as shared by their member companies and pick out any of particular note to be developed into a PI bulletin for dissemination to HESAC in advance of each meeting.</b>
<b>Action:</b>	<b>ENA to place template on PI website in word format.</b>
<b>9.</b>	<b>AOB</b>
<b>9.1.</b>	<p><b>Cannabis farms and safety of first responders</b></p> <p>BH raised an issue relating to the consideration of safety first responders as illegal cannabis farms appear to be on the rise with an increasing demand for members of the electricity industry to attend sites to ensure supplies are cut and made safe. This issue was raised in 2019, BH was seeking further clarity on what companies can do to support the issue and ensure staff are not put in further danger or at increased risk.</p> <p>Broadly it was explained that Supplier operatives are usually first in attendance, Network operator operatives often follow with requests to disconnect supply, usually carried out away from site, outside the property or remotely. This work is very rarely done alone (i.e. not lone working) with a risk assessment in place in any event to ensure necessary support is identified and planned for in advance. Broadly companies have policies and procedures in place to manage these situations as and when they take place.</p>
<b>Action:</b>	<b>Members to feedback via local HESACs and ensure local safety reps can be engaged and support work in this area where appropriate.</b>
<b>9.2.</b>	MMc highlighted that a piece of HSE Safety notice STSU2 - 2021 on Lubrication of circuit breakers had recently been issued, essentially that a lubricant sold for use on circuit breakers has its limits for what it can and cannot be used for. This was noted for information.
<b>Action:</b>	<b>MMc to share guidance note for information. Broadly companies on the call were aware of the notice issued however it was noted that this is not perceived to be an issue for DNOs.</b>
<b>9.3.</b>	It was noted that ENA will now hand over secretariat duties for National HESAC over to Energy UK as per the terms of agreement.
<b>10.</b>	<p><b>Date of next meeting</b></p> <p><b>Dates of future meetings to be confirmed by EUK.</b></p>

## Referenced Papers



10. HESAC866 -  
National to local He

HESAC866-HESAC Comms process



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HESAC869 – ENA Update



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HESAC871 – TU Update