

**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
Adele Davies	AD	HSE
Andrew Kennedy	AK	ScottishPower
Gareth Pearson	GP	Northern Powergrid
Graham Smith	GS	National Grid
Lee Wallace (Deputy Chair)	LW	WPD
Mark Patterson	MP	SSE
Pete Vujanic	PV	SSE Networks
Paul Turner	PT	ENWL
Nigel Watkins	NW	NIEN
Bud Hudspith	BH	Unite
Bill Gant	BG	Unite (National Grid)
Chris Warburton	CW	Prospect
David Hall	DH	Unite (UKPN)
Matt Lay	ML	Unison
Neil Freeman	NF	Prospect (UKPN)
Tracy Kellegher	TK	Unison (WPD)

**Apologies**

Simon Willis	Centrica
Kim Marie Mortimer	OVO Energy
Matt Richardson	EDF Energy
Phil Swift	WPD
Vincent Edwards	OVO Energy
Dan Shears	GMB
Stephen Smith	SSE Thermal
Frank Monaghan	SP Energy Networks
Domonic Fletcher	ENWL
David Vince Edwards	OVO Energy
Lindsay Wade	Utilita

Item	Title
1.	<p><b>Welcome, introductions and apologies</b> SF welcomed all members to the 143<sup>rd</sup> meeting of the Electricity Industry National HESAC. Apologies were noted.</p> <p>SF also wanted to note condolences to Energy UK colleagues following the passing of Audrey Gallacher on the weekend prior to the meeting. Audrey was a supporter of National HESAC and advocate of the Powering Improvement Strategy.</p>
2.	<b>National HESAC – COVID-19 Update</b>
2.1.	<p>SF asked LW to lead the session relating to updates on Covid-19.</p> <p>LW provided a brief overview on behalf of the Networks companies following the SHE Committee COVID-19 call which had been held two days prior. In summary, LW highlighted that most companies had seen a spike in cases and the number of staff self-isolating following the festive period, however these numbers and cases have since reduced quite drastically. Despite changes to government guidance in relation to control measures, most companies have not made any significant changes to workplace covid requirements for both office and operational staff with a number of companies waiting until March before any controls will be removed. A very cautious and careful approach to removing of protocols will be adopted by the companies, communication and consultation remains a key part of company plans with both staff and TU colleagues in the coming months as companies will look to gradually reduce controls and requirements in place for COVID-19. Many companies will continue to keep certain controls in place for a longer period, specifically for staff of a critical nature (i.e. control room centre staff).</p>
2.2.	<p>CO provided a similar update on behalf of Energy UK, Generation and Retail companies adding that regular engagements are being facilitated with BEIS (Business for Energy and Industry Strategy) on a monthly basis and that companies did experience supply issues for LFT (lateral flow tests) during the first week of January however this has since improved.</p> <p>The general consensus was for companies to adopt a cautious and sensible approach to moving of any COVID-19 controls over the coming months and for a mixture of hybrid working arrangements being looked at remaining in place for the foreseeable future for roles where this is practicable.</p>
2.3.	<p>The discussion led to a call for action on companies and TUs to work together over the coming months as gradually industry returns to a new BAU and for organisations to consider documenting significant achievements that ought to be recorded from the experiences we have learned as a sector dealing and working throughout the pandemic.</p>
2.4.	<p>It was also noted that a session dedicated to Occupational Health will feature at the annual ENA Annual SHE Conference, scheduled to take</p>

	place on the 29 <sup>th</sup> &30 <sup>th</sup> June 2022 at the Hilton Metropole in Brighton, hosted by UK Power Networks. JR noted that as part of the session, COVID-19 would also feature on the agenda within the Health session. It is here where perhaps any significant learnings could be aired and shared.
<b>Action:</b>	JR and DS to raise the above items at the upcoming SHE Committee meeting and seek company support in collating best practice and case study examples of managing COVID-19 in the workplace along with capturing highlights from the COVID-19 HESAC Calls and the momentum gained from regular engagements during the pandemic. With a view to produce a high level summary report.
<b>Action:</b>	JR to speak to the ENA SHE Organising Committee regarding a session dedicated to COVID-19 at the ENA Annual SHE Conference. Feedback will be given offline to the group on progress.
<b>3.</b>	<b>Minutes and actions of meeting held on 29<sup>th</sup> September 2021</b>
	<p><b>3.1. Accuracy</b> 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> 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 informed that this action was still ongoing.
<b>Action:</b>	CO to follow up members on welfare arrangements to populate spreadsheet.
<b>3.4.</b>	Item 3.4 – Energy UK facilitated Occupational Health Webinar in November. Action marked as closed.
<b>3.5.</b>	Item 3.6 - Ongoing action for members to continue to share content on corporate memory to be displayed on the PI Website.
<b>3.6.</b>	Item 6.2 – CO to update regarding letter written to HSE regarding a concern with incorrect alterations and connections being made following electric vehicle installations which is effecting meter arrangements. CO updated that the issues is still being actively discussed via Energy UK's Retail Health and Safety Forum. A Distribution Connection and Use of System Agreement (DCUSA) i.e. multi-party contract between licensed electricity companies is being considered.
<b>Action:</b>	Ongoing discussions. Update at a later meeting on progress/outcome.
<b>3.7.</b>	Item 6.3 – Concern relating to 'Lone working'. MMc to provide an update at a later date. Action ongoing.
<b>Action:</b>	MMc to follow up and feedback if appropriate at a later date.
<b>3.8.</b>	Item 7.1 – 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>3.9.</b>	Item 8.1 – 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).
<b>3.10.</b>	Item 9.1 – There was no further update or action relating to cannabis farms and illegal connections.

3.11.	Item 9.2 – Action marked complete, MMc shared safety notice on Lubrication of circuit breakers.
4.	<b>Occupational Health Updates</b>
4.1.	FM was unable to attend the call due to an error with calendar invite. JR provide an update on Occupational Health in FMs absence.
4.2.	<p>Communications have been and continue to be issued by ENA and member companies in support of national health awareness days. For example, World Mental Health Day on 10th October 2021 and National Stress Awareness Day on 3rd November 2021.</p> <p>A Powering Improvement webinar was held in conjunction with Energy UK on 24th November 2021 which provided an opportunity for the Occupational Health Committee (OHC) to showcase some of the company's work and initiatives in support of the PI 2021 health priorities;</p> <p>A Committee Healthy Workplaces Framework document has been finalised, setting out both the Committee aims and objectives for 2021-23. Outline annual work plan and priorities will be completed in due course. This document will be shared with the National HESAC members for information.</p>  <p>Healthy Workplaces Programme 2021-23</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. A benchmarking exercise is currently taking place to gather data to be showcased for 2020 and 2021 in the upcoming Powering Improvement SHE Review. This will also feature industry safety data.</p> <p>In support of the PI SHE Review, companies are also 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 to be published end of Q1 2022;</p>
4.3.	JR took the opportunity to ask whether CO could also share the request with Energy UK colleagues for their input. CO to follow up.
<b>Action:</b>	CO to share request with EUK colleagues for input.
4.4.	<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.</p> <p>Finally from a Fatigue Management perspective, ENAs Task Force has been reconvened and are due to meet quarterly (next meeting in March). The group are tracking company progress against ENAs 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 Economic and Social Research Council (ESRC) but will continue to look at other avenues to progress the research.</p>
5.	<b>Powering Improvement Update</b>
5.1.	PV as chair of the Powering Improvement Strategy Steering Group (PISG) provided a progress update.

	<p>2021 – Occupational Health Committee are currently delivering items against the 2021 Occupational Ill Health Risks delivery Plan (As outlined above).</p> <p>2021 – Safety and Health Data is being collated and will be completed end of Q1 2022. A PI SHE Review for 2021 on Occupational Health is also currently being drafted as set out above which will feature the data to monitor progress against the PI aims and will showcase a series of company case studies in support of the objectives.</p> <p>ENAs SHE Committee are currently submitting suggestions for the 2022 PI Delivery Plan. The theme has been agreed to be ‘Promoting Positive Health and Safety Culture’. The PISG will seek to draft a delivery plan for consideration in due course.</p> <p>A separate Culture sub group will be set up to report into the PISG to deliver against the objectives as set within the delivery plan.</p> <p>The next meeting of the PISG will be 1<sup>st</sup> March 2022.</p>
<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, Fatigue Management, Model Distribution Safety Rules (MDSRs) review, 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> <p>Further details on each of the above matters can be found in paper 877.</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 have rolled out their Safety Rules guidance toolkit as developed through the Generation Health and Safety forum.</li> <li>- Retail members are looking at an issue relating to line tap connections.</li> <li>- Following the tragic death of Audrey Gallacher (Director of Policy at Energy UK) matters relating to Safety, Health and Environmental for Energy UK members will be dealt with in the interim by Daniel Alchin and Marta Krajewska (Policy Deputy Directors).</li> </ul>
<b>6.3.</b>	<p><b>TU Update</b></p> <p>Referencing paper HESAC 878, 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 – A major issue that TUs are keen to be support any collaborative work looking into Occupational fatigue moving forward. MMc referenced work from the National Air Traffic Services (NATS) that may be worth sharing. Specific</li> </ul>

	<p>interest following Storm Arwen on fatigue management. More feedback required from ENA Task Force.</p> <ul style="list-style-type: none"> <li>Occupational health – Continued updates from OHC and commitment to support work against the delivery plan.</li> <li>SAP Training and Competency – The need to reinforce messages from the HSL study through the 2022 PI theme. Better role clarity and responsibility expectations required across the sector.</li> <li>Safety rep communication and training – looking to support and promote joint management and TU rep inspections across the sector.</li> <li>COVID-19 – Long Covid and management thereof.</li> </ul>
<b>Action:</b>	Long Covid to be discussed at ENAs Occupational Health Committee. JR to write to Frank Monaghan and Mike Leppard to table at their upcoming meeting.
	Further details on each of the above matters can be found in paper 878.
<b>7.</b>	<b>Learning points from Accidents and Incidents 2019</b>
<b>7.1.</b>	<p>DS highlighted 4 Networks safety bulletins that had been circulated for information in advance of the meeting. DS went through each incident in brief detail allowing for feedback where appropriate.</p> <p>Members of HESAC broadly agreed on the draft template illustrated during the meeting by DS. Some minor comments were picked up on the format and acronyms used however it was noted that the audience of such bulletins would understand the abbreviations used within the templates.</p> <p>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.</p>
<b>Action:</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. Energy UK were encouraged to retrieve the same from its members. CO took an action to follow this up.
<b>8.</b>	<b>AOB</b>
<b>8.1.</b>	<b>ENA / TU joint update issues</b>
	It was noted that similar updates were featured within the TU and ENA update papers with clear signs for further collaborative working to tackle specific issues.
<b>Action:</b>	DS to raise at upcoming ENA SHE Committee to review both update papers and look for priority joint working opportunities. DS to feedback to MMc offline and discuss a workplan.
<b>9.</b>	<b>Next Meeting</b>
	It was agreed that the next meeting would be held face to face at the ENA Offices in London on Thursday 26 <sup>th</sup> May 2022 (COVID-19 permitting).
	To be confirmed by DS in due course.

### Referenced Papers



HESAC878 - TU  
Update - Jan 2022.dupdate - Jan 2022.d



HESAC877 - ENA