



**Minutes of the
POOSH Committee Meeting**

Held on 8 October 2012

RSPH, John Snow House, 59 Mansell Street, London E1 8AN

Present:

Ms Susanna Everton	AOHNP	SE
Ms Sharon Brunt	BOHS	SB
Mr David Kidney	CIEH	DK
Mr Reg Sell	IEHF	RS
Mr John Holden	IOSH	JH
Ms Carolyn Williams	IRM	CW
Ms Ann McFadyen	IRM	AMcF
Mr Harry Hopkins	SARS (Chair)	HH

Invited Guest:

Ms Kate Haire	HSE	KH
---------------	-----	----

Secretariat:

Mrs Anna McNeil	Secretariat	AM
-----------------	-------------	----

1. Welcome and apologies

Harry Hopkins welcomed everybody to the meeting and thanked Paul Madgwick and RSPH for hosting the meeting. It was noted that KH was deputising for CMcN.

Apologies had been received from:

Mr Roger Bibbings	RoSPA	RB
Ms Caroline Minshell	RCN (Public Health Forum)	CM
Mr Barry Holt	IIRSM	BH
Ms Clare McNicholas	HSE	CMcN
Paul Madgwick	RSPH	PM

2. Invited Guest – Ms Kate Haire

Senior HSE Policy Advisor, Small Business Trade Association Forum, HSE

HH welcomed Ms Kate Haire (KH) and thanked her for coming to speak to the POOSH Group. He added that KH's attendance came out of a wish for POOSH to try and engage with small businesses and offer information and guidance as appropriate.

KH stated that she was the policy adviser to the Small Business Trade Association Forum, and part of the Strategic Interventions Division. HSE has identified that SMEs struggle with the volume and complexity of regulations and identifying health and safety

issues relevant to their business; 50% do not seek advice on health and safety, and 40% seek advice on line. SMEs are more prone to accidents and needed help getting started with basic health and safety management. It was noted that many are regulated by Local Authorities.

Based on the annual business survey in 2010, the top three sources of advice for small businesses were:

1. Accountant
2. Consultant
3. Business link local services

HSE then focussed on how they could help SMEs and decided to simplify guidance in the form of *Health and Safety Made Simple*, provide a health and safety toolbox and signpost SMEs to OSHCR. The crucial factor was to highlight to businesses what they did, and did not need to do, in simple language, low risk businesses could simply follow the guidance provided. The front end of the HSE website has been changed to reflect this approach. The main purpose of this change was to educate the user. The presentation of topic specific information was still in progress.

HSE had identified 1000 items of guidance, this was being reduced to 600. KH highlighted one particular initiative, the Ladder Exchange, which was set up in 2007 following the HSE and Local Authority Height Aware campaign. Since then over 10,000 unsafe ladders had been removed from Britain's workplaces. The Ladder Association and partners will run this initiative from 2012.

KH informed the group of the ways that HSE engaged with SMEs and these included contact with:

- Small Business Trade Association Forum
- Estates Excellence (industrial estates)
- Safety and Health awareness days
- Local Enterprise partnerships
- Social media (circulation of e-bulletins have increased the numbers of subscribers by thousands, but it was still very difficult to reach those not subscribing)
- Awareness Days (mainly agricultural)
- Stakeholder networks

KH stressed that consistency of message was crucial, together with sharing knowledge and experience. Myth busting (through Challenge Panels) was vital in making it clear what was and was not a health and safety issue.

Group discussion followed and the following points made:

JH raised the matter of fee for intervention (FFI) and the perception that if HSE visited a business it would cost, KH responded that this would only be the case where a material breach was identified. This message needed to be put over to small businesses. DK added that Local Authorities did not charge for their advice.

KH stated that the Interdepartmental Business Register (IDBR) had identified there were 4 million businesses registered and of those about 60% were considered to be low risk workplaces. In response to CW KH reported that revised guidance for charities and the voluntary sector had been prepared. AMcF asked whether non verbal guidance e.g. cartoons was included, KH replied that it was.

Consideration was given to how you get someone to change their behaviour and it was felt that highlighting employee responsibilities would be a key factor.

DK asked how the Challenge Panels were dealing with consistency of message and KH responded that many cases had been put to the Myth Buster Panel and they were working well to clarify what is, and is not, a health and safety issue.

HH asked what POOSH could do and KH responded that it was down to consistency of message, circulating information to businesses and if POOSH held events the HSE would be happy to supply information for distribution.

SB added that the HSE website could signpost the RoSPA (Roger Bibbings) initiative reported in their report, RB was to promote this at the next Forum meeting. In addition she asked about involving banks in this process. KH replied that that avenue was currently being pursued, however there were potential commercial conflicts.

RoSPA were bidding for funds for a small business H&S campaign and were also raising the issue of the 'fifth employee', seen as the trigger for H&S legislation.

A suggestion from CW was to position leaflets with companies like B&Q and Wickes at their trade counters.

DK asked if the HSE view was that low-risk companies did not need a consultant and KH confirmed that was the case. DK was not happy with that line and cited the case of a shop with a spa and the potential for legionella which may not be identified without professional expertise.

KH stated that the HSE measures for success are the number of web hits, stakeholder links to the HSE website and awareness.

The membership of the Small Business Trade Association Forum includes representatives of:

- EEF
- FSB
- CBI
- IoD
- Glazers
- Builders
- Printers
- Lift and escalator companies
- Steel workers
- Construction

3. Minutes of the POOSH committee meeting held on 11 June 2012:

The minutes of the meeting held on 11 June 2012 were agreed as an accurate account.

4. Matters arising from the minutes not covered by the agenda

(2) It was noted that a paragraph on the Fit Note had been prepared and sent to James Wolfe, but no further response had been received. It was also noted that AM would circulate feedback on the DWP meeting with stakeholders held on 11 June and circulate it to the Group.

Action: AM

(12.b) It was agreed that AM would circulate the link to the Olympic Delivery Authority – Health and Safety Lessons learned to the Group.

Action AM

5. Reports from member organisations

It was noted that the following reports had been circulated prior to the meeting:

HSE, RoSPA, IOSH

The following reports were tabled and copies are attached to the minutes:

AOHNP, BOHS, CIEH,

6. Future speakers – update

It was noted that Diana Kloss, Chair of the Council for Work and Health, had agreed to attend the POOSH meeting on 28 January 2013.

Consideration was given to future speakers and it was agreed to ask Professor Richard Taylor to attend the May 2013 meeting to update the group on the IIG/HSE workgroups and a possible POOSH/ Hazards Forum meeting, and Adam Marshall to the October 2013 meeting (contact details to be obtained from KH).

In addition KH informed the Group that there were a couple of large European OSH reviews taking place in 2013.

Action: AM to contact KH for further information

7. Council for Work and Health

AM agreed to re-circulate the tabled report of the February 2012 meeting to the Group. It was noted that the Council for Work and Health were currently forming a Company Limited by Guarantee. Following the slightly disappointing uptake of the Leicestershire Fit for Work Team pilot of the Fit Note, the Council planned to put the Fit Note letters on their website and ask users to give feedback on their efficacy.

Action: AM

8. IIG Joint working with the HSE

It was noted that working groups had been set up covering three topics.

1. Competence Group
2. Business Case Group
3. Risk Communication Group

It was noted that Robin Smith of BOHS was the POOSH representative on the Business Case Group. RJ was the lead and HH was also a member. RS was on the Competence Group.

A paper on “Life long learning for H&S risk management for IIG Institution members version 3” had been circulated to the Group for information and any comments to be given to John Brazendale by 18 October 2012.

CW commented that the document was completely within the health and safety area and did not extend to cover wider aspects. It was suggested that the date of the document should be amended as it currently says 2008.

It was agreed that AM would contact Professor Dick Taylor and obtain copies of the IIG meeting minutes for circulation to the POOSH Group.

Action: AM

HH informed the meeting that the Business Case group needed good examples of good practice showing business benefits. SB stated that the IES report on the Olympics showed good business impact.

9. Consultants' Register - update

KH stated there were currently 2199 consultants on the register. 600 consultants had not renewed their registration. An exit survey had been carried out and the main reasons for not renewing were because they were no longer consultants or they were not getting business through OSHCR. It was noted that members of the British Psychological Society (BPS) would be able to join the register from the end of October 2012. The annual fee to be on the register is £60.

KH added that the search feature on the register will be randomised from January 2013 and therefore will not be purely alphabetical.

It was noted that marketing in the trade press and forthcoming events would be taking place in 2013.

A complaints procedure was to be introduced in 2013.

DK asked whether insurance companies could recommend OSHCR members, KH responded that it was referred to in BIA guidance.

10. Health and Safety Legislation - Lofstedt Report

KH reported that good progress was being made on the delivery of the Lofstedt recommendations.

Over 400 responses to the ACOPs consultation had now been received and analysis was underway. The proposed length limit of the ACOPs (32 pages) was still under review. JH stressed that ACOPs guidance for small businesses was crucial and must be clear and concise.

Consultations on RIDDOR and Self-Employed was on-going, the end date was 28th October, and consultation on First Aid would be issued shortly.

The HSE Board had agreed to revise guidance on Work at Height, rather than change the regulations.

11. POOSH Chair 2013

It was noted that a Chair for 2013 should be identified at this meeting. After discussion SB agreed to check with Steve Perkins (her Chief Executive) to see if he would be willing for her to be the Chair for 2013. SB would confirm back to AM.

Action: SB

12. Any other business

12.1 BIS Newsletter

DK stated that he was offended by the BIS newsletter regarding the slashing of regulations, which would exempt small businesses from H&S regulations.

12.2 BOHS

SB informed the meeting that BOHS were close to receiving Chartered status. At that stage Faculty members would be able to use the post nominal 'Chartered Occupational Hygienist'.

SB thanked everyone for their support during the application process.

12.3 IRM

CW stated that AMcF (Training and Events Manager) would now be sharing the POOSH role with her.

The IRM were launching a risk culture document in mid-October and a short version of the document would be on their website.

The IRM were launching a new website at the end of 2012.

The Annual Lecture will take place on 7 December and the Guest Speaker will be John Beddington.

POOSH members were encouraged to apply or send nominations for a Global Risk Award, which could be an innovative product, initiative or partnership.

Deadline for on-line applications was 12 October 2012.

12.4 IEHF

RS stated that IEHF were still pursuing Chartership.

12.5 IOSH

JH reported that Hazel Harvey would be retiring shortly and Rob Strange (CE) would be retiring in April 2013.

12.6 AOHNP

SE stated that the CIPD would be releasing a report on absence management on 10 October at their conference. SE would report back to the next meeting.

13. Date, time and venues of the next meeting

The meetings for 2013 were confirmed as follows:

Monday 28 January 2013

1100 – 1500

Host - IRM

Tuesday 14 May 2013

1100 – 1500

Host - BOHS (to be confirmed)

Thursday 10 October 2013

1100 – 1500

Host - CIEH (to be confirmed)