

National Health & Safety Groups Council Reorganisation

Safety Groups UK

Terms of Reference

- Open to all Health & Safety Groups
- No change to their own constitution & arrangements

Structure

- Regional organisation
- Right to choose region
(needs rather than geographical)
- Based on NW Region model
- Regional representative for all affiliated groups attends
Management Committee

Mission

To ensure that Health & Safety Groups are **KEY** players in
the UK Health & Safety System

Objectives

- To promote the membership & work of UK Health & Safety Groups, especially amongst small & medium enterprises
- To advance and promote education, to assist the groups in all aspects of health & safety
- To promote, encourage and assist groups to debate key issues and to influence key stakeholders in the formulation of health and safety strategy and policy
- To exchange information with member health and safety groups on health and safety matters of potential interest and best practice
- To enter into partnerships with other health and safety agencies and organisations, including specific topic and industry groups having similar objectives, including their role in outreach and raising awareness

Funding

- The organisation will initially be funded by periodic appeal to the groups, voluntary contribution and sponsors

Committee composition

- A management committee shall be formed to manage the affairs of the organisation
- The committee will consist of: Chairman, Vice Chairman, Treasurer, Secretary and an elected representative from each region
- The Chairman, Vice Chairman, Secretary and Treasurer shall hold office for a three-year period, with elections being carried out an Annual General Meeting (AGM)
- The management committee shall meet on a regular basis, where the quorum will be at least two officers and six members. Minutes of the meetings will be maintained for presentation to group representatives of the Association

Committee composition

- The management committee will have the power to co-opt additional members for special purposes, and to replace a committee member who is unable to fulfil their term of office
- Representatives of partner organisations will be invited to attend/contribute to meetings
(Invited guests would not have voting rights)

Rules/Meetings

- Safety Groups UK will establish such rules and procedures when necessary to ensure the smooth running of the organisation
- Meetings of the management committee will be four times per year plus one AGM
- AGM business will consist of programme of works, activity reports, audited financial reports, elections to office, changes to terms of reference, and any other competent business.
- Notice of motion to amend the terms of reference must be formally submitted to the secretary at least two months prior to an AGM

Changes to take effect

- These terms of reference are effective from the 2005 AGM
 - Subject to modifications sent in by groups
 - On a majority vote at AGM

Feedback

- The basic details have been circulated to group members electronically or in the post (Nov 04)
- Members are requested to make comments, suggest changes
- Please send your feedback by e-mail to:
kerry.ross@warburtons.co.uk
- Closing date: 28th February 2005

National Health & Safety Group Council

Proposed partnership with HSE

Initial partnership

- With the assistance of Dr Bob Rajan, HM Principal Specialist Inspector
- To Control Skin Disease at Work
- Working Party
 - Neal Davis, Peterborough Group
 - Charles Tracey, North West Region/Lancashire Group
 - Norman Stevenson, Scotland
 - Mike Nixon, Manchester Group

Working party - Outline details

- Part of HSE strategy to 2010 and Public Sector Agreement to reduce ill health in the workplace
- Groups to be informed of details
- Details to be discussed by WP and finalised Q1 2005
- Roadmap to be developed
- Participation requested from Groups, member companies and other interested bodies

Timetable

- November 2004 - Set up working party
- March 2005 – Project scope completed & groups informed
- May 2005 – Information sent to groups
- May 2005 - Roadmap finalised
- July 2005 Sign up of participants
- July to November 2005 - Preparation with participants
- December 2005 - Start of project
- 2006 – 2008 - Data collection
- 2009 - Publication of data and results

Key issues

- 14% reduction in ill health caused by chemicals
- Chemicals Programme
- 7 sub programmes 1 being 'Skin Disease'
- Proposed title "DERM – AT – WORK"

Possible methodology

- Establish detailed information on
 - How chemicals come into contact with hands/skin
 - The reason hands/skin are allowed to contact chemicals
 - Practicality of handling chemicals without touching them
 - Factors inhibiting the use of non-contact handling methods
 - Identification of most problematic chemicals/products
 - Types of glove in use
 - Selection procedure for gloves
 - Use of HSE's recommended selection procedure for gloves
 - Does this identify the gloves already in use
 - Current training procedures for putting on and removing gloves
 - Does this collate with HSE guidance

NHSG are requesting

- Willing participation from members & companies and any other interested party
- Your group signing up when full details have been provided
- Participants are not revealed to HSE unless voluntarily
- All data will be treated anonymously