



Minutes of the 216th meeting of the organisation
Held on 14th October 2008

Venue: Training 2000 Ltd, Netherfield Rd, Nelson, Lancashire, BB9 9AR

Hosted by the East Lancashire Occupational Health and Safety Group

Mike Sagar, Chairman of the East Lancashire Occupational Health and Safety Group welcomed everyone everyone on behalf of the Group

Attendance list (Annex 1)

- 08/03/01 Kerry Ross welcomed everyone to the meeting of Safety Groups UK. He passed on the sad news that Jim Flynn, a long standing member of the Management Committee and a member of the Coventry & Warwickshire Occupational Health & Safety Group had passed away at the end of September.
He asked for everyone to enter a one minute silence.
Safety Groups UK had sent their condolences to Jim's family and made a donation to Cancer Research UK on his behalf.
- 08/03/02 Minutes of the last meeting (24th January 2008) agreed.
- 08/03/03 Apologies
(Annex 2)
- 08/03/04 Safety Groups UK
- **New Topic: Moving Goods Safely**
Norman Stevenson reported that the next Safety Groups UK initiative to follow the DERM project would be Moving Goods Safely.
The Management Committee had set up a working party and there were already Groups interested in getting involved, SHEF (Scotland) and BHSEA and also interest from an outside organisation, the Freight Transport Association.
He asked that Groups who were interested in taking part to register their interest with Charlotte Henderson, email: chenderson@rospa.com
 - **Re-establishing Groups and helping Ailing Groups**
Mike Nixon went through the suggested protocol for re-establishing ailing/failed Groups. (Annex 3 – ppt)
He asked that any information or ideas be forwarded to Charlotte Henderson, email: chenderson@rospa.com
Safety Groups UK were trying to provide support and looked forward to hearing Group's ideas.
Kerry Ross reported that Roger Bibbings had started the re-establishment process in Oxfordshire by meeting with representatives from Oxfordshire county council. Although

they were happy to help in re-establishing an Oxfordshire Group they were not prepared to lead the project.

He then went on to say that this was an example of what Safety Groups UK needed a part-time resource for and one of the main functions would be to regenerate Groups. In the meantime Safety Groups UK would provide what help and support it could.

Kerry Ross asked that the topic be added to the agenda of the next Management Committee meeting.

- **Current HSE Consultation:**

- **Removing forms and record keeping requirements**

- Kerry Ross went through a summary of the consultation and some of the key questions. (See Annex 4: ppt)

- Kerry Ross asked that all Groups make a response to HSE and if possible copy in Safety Groups UK by sending information to Charlotte Henderson. chenderson@rospa.com

Kerry Ross would collate all the responses received and send in a response from Safety Groups UK.

- Comments

- It was asked why the form F9 should be abolished, it was still a useful tool.

- It could be removed as law (it had not been enforceable anyway) but should still be available to use. The form could then still be used by Health and Safety training companies to help register its clients and keep the communication with the HSE. Many training companies worked closely with SMEs and put into place Health and Safety structure. These training companies should be used more effectively by the HSE, for example providing them with information packs to send out to businesses.

- **Funding and Sponsorship**

- John Cairns gave an update on Safety Groups UK funding and sponsorship. (See Annex 5: ppt)

- He reported that over 70% of employment was in SMEs and by nature most of these organisations did not have a full-time Safety professional.

- Safety Groups UK had the potential to fill the gap of getting Health and Safety knowledge to SME's by facilitating communication with the HSE and helping SMEs to understand the financial impact of Health and Safety.

- He felt that at the moment Group subscription to Safety Groups UK was not an option, Safety Groups UK needed to get outside funding and this should be used to support the Groups.

- Sponsors were looking for a way to engage with SMEs and Safety Groups UK could help them to reach them.

- In the short-term Safety Groups UK was looking to find 10-12 national sponsors for 2009. This could provide up to £25,000 and this was only one potential revenue stream, there were also exhibition stands for national sponsors at national seminars.

- **Discussion**

- Bob Rajan commented that in the past HSE had provided inspectors for Safety Group meetings but now with limited resources they were no longer able to do this.

- There needed to be an established relationship between Safety Groups UK and the Safety Groups. Sponsors would only give money if Safety Groups UK and Safety Groups were working together to promote Health and Safety nationwide.

It was suggested that the Safety Groups UK ebulletin could be used to increase the awareness of the organisation. The ebulletin was currently sent to all Group secretaries, if

they then sent it on to all their members and their members circulated it to their work colleagues this would widen the scope of Safety Groups UK.

The Scottish Chamber of Safety and the Healthy Working Lives in Scotland were running a project, with RoSPA and the HSE, to help get Health and Safety knowledge to SMEs. This was a project that Safety Groups UK needed to get involved with.

It was suggested that the Moving Goods Safely seminars could be held by the failing groups, this would help to promote the group to the local Health and Safety community. It was also suggested that ailing Groups could work together with more successful Groups in the area to run a joint seminar.

It was agreed that a motivated enthusiastic committee was essential for any Groups success.

Kerry Ross summed up that the key areas for the Safety Groups UK Management Committee were: Funding, Re-establishing failed groups and the Moving Goods Safely campaign.

- **Alan Butler Awards 2008 - Timeline**
 - **Awards Luncheon – House of Lords**
- (see Annex 6)

Any other business:

RoSPA young drivers at work questionnaire.

RoSPA was running a project designed to get a better understanding of the risks faced, and created, by young (17-24 years) drivers at work. They were asking for organisations that employed young drivers to complete an online questionnaire (taking around 10 minutes to complete). www.rosipa.com/RoadSafety/youngdriversatwork/questionnaire.htm

Neobosh / BHSEA scholarship

NEBOSH in partnership with Birmingham Health, Safety and Environment Association (BHSEA) had agreed a scheme that gave scholarships for some NEBOSH qualifications. Mark Hoare from the Birmingham Group reported that the Group had now sponsored two people one locally and one nationally.

Kerry Ross suggested that Safety Groups UK looked into the option of doing something similar.

NWRA Conference

The successful two day NWRA seminar had taken place on 3rd and 4th October, the seminar would be moved to June for 2009.

Date of Next meeting: **22nd January 2009, London (House of Lords, London)**

Presentation: **Making Health Work for Corporate £££s**

Bob Rajan, Safety Groups UK Management Committee member and Senior HSE Inspector

ANNEX 1

Safety Groups UK

Meeting held on 14th October 2008

Venue: Training 2000 Ltd, Netherfield Rd, Nelson, Lancashire, BB9 9AR

Hosted by the East Lancashire Occupational Health and Safety Group

Present:

Graham	Bell	Nottinghamshire Occupational Safety & Health Association
Mike	Brotherton	Merseyside Occupational Health & Safety Group
Richard	Collman	Cambridge Occupational Safety Group
John	Cairns	Safety Groups UK Management Committee
Ken	Dodd	Manchester Occupational Health & Safety Group
John	Edmonds	Merseyside Occupational Health & Safety Group
Gary	Fisher	Cambridge Occupational Safety Group
Keith	Fitton	Manchester Occupational Health & Safety Group
Bill	Greville	North West Regional Association of Occupational Health & Safety Groups
Mark	Hoare	Birmingham Health, Safety & Environment Association
Eddie	Miles	North West Regional Association of Occupational Health & Safety Groups
Cathy	Nixon	Manchester Occupational Health & Safety Group
Mike	Nixon	Manchester Occupational Health & Safety Group
Bob	Rajan	Safety Groups UK Management Committee, HSE
Kerry	Ross	Chairman, Safety Groups UK Management Committee
Mike	Sagar	East Lancashire Occupational Health & Safety Group
Geoff	Simms	Manchester Occupational Health & Safety Group
Margaret	Stevenson	Scotland
Norman	Stevenson	Safety Groups UK Management Committee, IIRSM
Charles	Tracey	North West Association of Health & Safety Groups
Zygy	Turek	Manchester Occupational Health & Safety Group
Kelvin	Ward	Manchester Occupational Health & Safety Group

ANNEX 2

Safety Groups UK

Meeting Held on 14th October 2008

Apologies

East Anglia Construction Safety Group
Edinburgh and Lothians Group
Isle of Wight Health and Safety Group
London Health and Safety Group
Northern Ireland Safety Group
Sheffield Occupational Health and Safety Association
South Cumbria Occupational Health and Safety Group
West & North Yorkshire Construction Safety Association

Roger Bibbings	Safety Groups UK Secretary
Neal Davis	Safety Groups UK Management Committee
Jane Howie	Bradford Area Occupational Health & Safety Forum
Roger Monaghan,	Safety Groups UK Management Committee



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**Suggested protocol for
re-establishing ailing/failed groups**

Phase one: Initial networking

Initial sounding with:

- existing group members
- remaing members of the Committee
- funds,
- constitution,
- remaining contacts

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Phase two : Mapping

Identify all members of the H&S community in the area:

- RoSPA member companies/award winners,
- Local H&S professionals,
 - colleges, lecturers, training companies, past students,
- Local H&S consultants,
 - schools, NHS staff, Fire and Rescue, LA EHOs, HSE contacts, etc

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Phase three: Consultation

Convene a consultation meeting, take soundings, seek support/sponsors

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Phase four: Planning

Establish an initial Committee:

- Develop a programme,
- Plan a launch event,
- Seek assistance,
- Funding,
- Develop communications and marketing

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Phase five: Delivery and evaluation

- Publicise first event,
- Seek follow up support,
- Examine local response,
- Feedback lessons learned

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HSE Consultaion:

Removing Forms and Record keeping requirements

- **Response to HSE** required **no later than 14 November 2008**
- **Response Charlotte Henderson**, at Safety Groups UK **no later than 5th November 2008.**
- Kerry Ross, Chair of SGUK will send a collated response to HSE

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What is being proposed by HSE?

1. Abolish requirements to submit premises (factories) notification **form F9**

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What is Form 9:

Helps to create and maintain a register of premises by HSE and Local Authorities; provides early notification of new premises.

Why abolish F9 (HSE's reasons):

Collect the same information on F9 via other sources; F9 approach is no longer reliable; limited value in assessing the risks of the notified factory, multiple premises at times.

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Questions to you:

Q1.1. Do you agree with this proposal to abolish F9?
Yes/ NO

Q1.2. If No, why should F9 be kept and law enforced?
Reasons.

Q1.3. What are the H&S benefits of not abolishing the F9?

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2. Abolish requirements to submit notification form **OSR1** (offices, Shops and Railway premises).

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What is Form OSR1:

Helps to create and maintain a register of offices, shops and railways premises by HSE and Local Authorities; provides early notification of new premises.

Why abolish OSR1 (HSE's reasons):

Collect the same information on OSR1 via other sources; OSR1 approach is no longer reliable.


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Questions to you:

Q2.1. Do you agree with this proposal to abolish OSR1?
Yes / No

Q2.2. If No, why should OSR1 be kept and law enforced?
Reasons

Q2.3. What are the H&S benefits of not abolishing the OSR1?

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3. Abolish the General Register requirement.

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What is General Register:

It consists of 5 forms; original purpose to record information about employer's compliance with certain aspects of Factories Act- records of employee accidents, poisoning and disease

Why abolish General Register (HSE's reasons):

Information on forms associated with the general register is collected through modern regulatory requirements (e.g. RIDDOR); removing outdated paper work; reducing burden on start-up businesses, they will have to send information associated with general register a month before the factory starts to function. HSE will make other arrangement for high risks issues such as gasholders inspection records.


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Questions to you:

Q3.1. Do you agree with this proposal to abolish General Register?
Yes / No

Q3.2. If No, why should General Register be kept and law enforced?
Reasons

Q3.3. What are the H&S benefits of not abolishing the General Register?

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Finance Group
Update - Oct 08

John Cairns
Mike Nixon
Ian Combes

Business Plan Review

- Short term Next operational year
- Medium term Years 2 & 3
- Long term Years 4 & 5



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Safety Groups (SG) UK

What will drive Safety Groups UK over the next few years ?

We need finance in place & sustainable to meet the needs of the objectives of Safety Groups UK ?

Tie in the financial funding to support the strategic objects in the short , med & long term



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Objectives & Strategy

- Reaching out to small businesses in local communities.
- Providing low-cost h&s help through seminars, advice lines, meetings, publications, awards etc.
- Assisting H&S Groups and helping to form new ones.
- Working with other key stakeholders.
- Influencing and contributing to the development of UK H&S strategies.



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Potential sources of Finance could include :-

- 1) Supporters
- 2) Sponsors
- 3) Donations
- 4) Subscriptions



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Supporters

ROSPA
HSE
IOSH
NEBOSH
IIRSM
BRITISH SAFETY COUNCIL
BT



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Supporters in general provide either administrative support, financial support for specific events, or facilitate communications that support the strategic objectives of SG UK.

In general they do not expect a quantifiable return for their support

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Sponsors in general provide financial support for a specific event, series of events or package and do expect a quantifiable return for the investment of their support.

They expect to have an outline of “what is in it for them” before any commitment to provide support.

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Sustainable Revenue

Sponsorship needs to be sustainable otherwise we will be chasing our tails year on year.

After discussion with various potential sponsors a three year package is likely to achieve the best response with National Sponsors

Regional potential sponsors should be discussed within the regions .

(Local groups can negotiate with local sponsors)

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SUSTAINABLE REVENUE
for discussion :-

SG UK News Letter Incorporate the logo & website details of National Sponsors onto the front page of the news letter.

Cost would form part of the National Partner package - & could include 1 “advertorial” per year in the newsletter.

Potential National Sponsors -

3 year’s sponsorship £7.5k payable @ £2,500 per annum

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National Sponsor Benefits:- “Gold Package”

- 1) Logo on web page & link to sponsors site
- 2) Logo on the e-bulletin & link to sponsors site
- 3) 1 x advertorial page per year
- 4) Advance notification of any National seminars which are being planned , first choice of exhibition space & discounted prices if a number of events are attended.
- 5) Circulation of details of speakers who would be available for local group presentations.
- 6) Use of Safety Groups UK logo on stationary, company literature, adverts etc

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Actions -

Short term - (2 months)

- 1) Structure the benefits package to Sponsors, identify target sponsors & send offer by end Oct
- 2) Establish future level of support from supporters ... financial etc

Med Term - (12 months)

- 1) Review approach & financial returns.

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Alan Butler Awards 2008

Timeline

Closing Date for entries:

31st October 2008

Winners Announced:

1st December 2008

Awards Presentation:

22nd January 2009,
Awards Luncheon, House of Lords

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Select the category you wish to enter:

Each Group can enter only ONE category.

- Category 1: Best Overall Programme
- Category 2: Best support for HSE Priority Topics
- Category 3: Best Seminar/ Workshop
- Category 4: Best Communication

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Please read through the Guidance notes for the awards:

All information is available at:
www.safetygroupsuk.org.uk/awards/index.htm

Please send your entry to:
Roger Bibbings, Secretary, Safety Groups UK
C/o RoSPA, 353 Bristol Rd, Birmingham B5 7ST

If you have any questions about the awards please contact Roger Bibbings Tel: 0121 248 2095 Email: rbibbings@rospa.com

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Awards Luncheon, 22nd January 2009

The Awards will be presented at a luncheon in the Chomondeley Terrace, House of Lords, hosted by Safety Groups UK President Lord Brougham & Vaux.

Tickets for the luncheon will be £60

Booking details and more information will be circulated next week.

Award Winners will receive two complimentary tickets to the presentation luncheon.

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The next meeting of Safety Groups UK:

22nd January 2009
Committee Room 4, House of Lords

The morning meeting will be followed by the Alan Butler Awards luncheon.

During the day there will also be an opportunity to go on a tour of Parliament and to climb the clock tower.

Places are limited so please indicate your interest as soon as possible.
Full details will be circulated next week.
All enquiries: contact@safetygroupsuk.org.uk

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