



Minutes of the 213th meeting of the organisation
Held on 26th September 2007

Hosted by the Manchester Occupational Health & Safety Group
At Trafford College, Stretford, Manchester

07/03/01 **Kerry Ross, Chairman of Safety Groups UK welcomed everyone to the meeting.**

He passed on the sad news that Mike McMahon, member of the Safety Groups UK Management Committee and a member of the Marches Health, Safety & Fire Group had passed away at the end of August. Safety Groups UK had sent their condolences to his family.

Also condolences had been sent to Maurice Adamson, a member of the Teesside Safety Group, who had recently lost his wife.

07/03/02 **Apologies**
(Attachment 1)

07/03/03 **Minutes of the last Meeting.**
The minutes of the Safety Groups UK meeting on 25th January 2007 held at One Queen Annes Gate, London were agreed as an accurate record.

07/03/04 **Safety Groups UK update**

DERM Project:
Report from Neal Davis, Chairman, DERM Steering Group
(Attachment 2)

Reminder that the next planned DERM seminars are taking place on:

18th October
Hosted by the South Cumbria Occupational H&S Group
Venue: The Netherwood Hotel, Grange over sands

28th November
Hosted by the Nottinghamshire Occupational Safety & Health Association
Venue: Brian Clough Stand, Notts Forest Football club

Details and booking forms can be found at www.safetygroupsuk.org.uk

There were copies of the DERM tool kit in CD format available for anyone

who wanted one.

(Please contact Charlotte Henderson: Tel: 0121 248 2011
chenderson@rospa.com if you would like a copy).

Alan Butler Awards

Report from Jim Flynn, Co-ordinator, Alan Butler Awards
(Attachment 3)

Andy Chappell (BHSEA) requested that the Safety Groups UK Management Committee contact the groups who do not usually enter the Awards and encourage them to enter, the personal approach would be appreciated. The awards were a high profile activity for Safety Groups UK and the organisation should be building on its strengths.

It was pointed out that there were promotional opportunities with the Awards that were not being used.

Kerry Ross said that a lot had been learnt from the last few years of the awards and progress had been made and Safety Groups UK were still learning.

ACTION All Groups

Please send any suggestions you have about the Alan Butler Awards to Jim Flynn (james@flynnjames.wanadoo.co.uk)

HSE Priority Topics

Roger Monaghan, HSE had sent his apologies for the meeting.
Report to follow.

Safety Groups UK Meetings:

Next meeting would be the annual London meeting on 24th January 2008 (venue to be confirmed) to be followed by the Alan Butler Award Ceremony in the afternoon in the House of Lords.

Safety Groups UK Website:

Charlotte Henderson requested that members browsed the Safety Groups UK website www.safetygroupsuk.org.uk and sent feedback, including what else could be added, navigation problems etc.

Please contact: chenderson@rospa.com

Safety Groups UK had four dedicated pages in RoSPA's OSH Journal, it was requested that groups contact the editor of the Journal, Rebecca Spencer with any group news or events they would like included.

Contact: rspencer@rospa.com

ACTION All Groups

Management Committee Responsibilities

Kerry Ross explained that the Management Committee were being allocated responsibilities for specific areas within the Safety Groups UK Business plan. Each member would be held accountable for that area and would give feedback to Safety Groups UK on progress.

Provisional arrangements as follows:

Regionalisation	Norman Stevenson
Setting up new groups	Neal Davis and Mike Nixon
Working/partnership agreements and promotional liaison	Charles Tracey and Frank Miller

Alan Butler Awards	Jim Flynn
Sponsorship and fund raising	John Cairns
Consultation exercises	Roger Bibbings
HSE priority topics	Roger Monaghan
David Bryant's Report	Kerry Ross
DERM	DERM Steering group
Annual seminar/workshop	Roger Bibbings

The Management Committee had discussed whether Safety Groups UK should be championing a specific Health and Safety topic to raise the profile of Safety Groups UK and could lead to generating revenue, holding seminars etc.

Kerry Ross put the proposal to the meeting and requested that groups suggested any subjects that they thought would be appropriate.

ACTION

All Groups (Please send any ideas to Kerry Ross: Kerry.Ross@warburtons.co.uk)

Some ideas given at the meeting included:

- **Road Deaths of People at work**

Charles Tracey suggested that this was an issue that Safety Groups UK should be presenting to West Minster.

After the review of RIDDOR this still had not been included as it was regarded as a police issue. The police however had commented that they do not have the resources.

- **Increase in Construction Fatalities since increase in overseas workers.**

Neal Davies commented that both the suggested issues were high priorities for the HSE.

- **Health and Safety Management Chain**

Neal Davis commented on the problem that lies with the Management Chain and Risk Management.

This issue had a wide reach and included all Health and Safety issues. It would be more appropriate for the National organisation.

Kerry Ross thought that Safety Groups UK needed something unique that did not link the organisation to any one else.

Kerry Ross would report on this item in January.

It was agreed that influencing issues on a senior level would give the integrity and respect the organisation deserved however it was commented that Safety Groups UK should concentrate on influencing Health & Safety at a local level.

Andy Chappell (BHSEA) told the meeting about the BHSEA working with Working Well Together (WWT) and how this had let to the group making contact and working with other local groups in their area.

Making Groups useful at a local level was important and groups should be encouraged to get involved with WWT with other groups in their region.

Don Barnes (NOSHA) agreed that the people groups needed to reach were at a local level and Safety Groups UK should be focused on a local approach not a national campaign.

Groups needed to reach SMEs but the question was how.

It was agreed that Safety Groups UK should look into how Groups could get to SMEs.

Don Barnes asked groups, if they were reaching SMEs, that they shared how they had achieved this with other groups.

ACTION
All Groups

Groups send in any examples of how they successfully reach SMEs (chenderson@rospa.com)

Trevor Fletcher (North Staffs) commented on his group's experience of WWT. It had not meant a lot of extra work, it was not difficult to run a CHAS and was a very effective way of getting the H&S message out.

The formats were similar from year to year and funding was available. He asked whether groups knew how easy it was and encouraged them to make contacts and get involved.

With WWT the North Staffs group were reaching the Small Enterprises. See WWT website: <http://wwt.uk.com/>

Kerry Ross agreed that it was very important for Safety Groups UK to influence on H&S locally but it also needed to have an impact nationally.

07/03/05

Safety Groups UK funding appeal

Attachment 5 – Power Point Presentation, Kerry Ross

Kerry Ross asked the meeting whether they wanted to help Safety Groups UK and drive it forward. The organisation needed a resource, voluntary contributions were no longer enough.

Discussion:

▪ **Assistance to ailing groups.**

Andy Chappell suggested that simple links at a local level could lead to helping other local groups and maybe help towards creating new groups. BHSEA worked closely with North Staffs and the Worcester Group. There was a lot of activity that other groups could get involved in locally and there was a high potential for success at a local level.

It was pointed out that this was a very good argument for regionalisation, but it was argued that this was regional activity it happened naturally and was not imposed, the idea of regionalisation was still rejected as unnecessary bureaucracy.

Groups should be encouraged to communicate with other groups in their areas and go to each others meetings.

▪ **David Bryant Report:**

The Management Committee had looked at recommendations and had decided which to take forward.

It was commented that the David Boulton report from 1995-1997 and David Bryant's report 2006 were similar in their conclusions. This showed that the organisation had not progressed or changed significantly through those 10 years.

General Discussion

Norman Stevenson pointed out that the Management Committee were not Safety Groups UK, it was the groups that were Safety Groups UK and the Management Committee were their representative.

Chris Minta who was representing NEBOSH on behalf of Ed Ferret explained he taught Health and Safety at college, but he had not been aware of the Groups. He had contact with over 1200 companies and 600 students, all with an interest in Health and Safety who should be given details of their local safety group as a very useful place to receive support, info and advice. There were NEBOSH course running in every region and they needed to be promoting the local groups to their students.

Neal Davis commented that he could confirm that this had worked for PEOSH. The Group had gained 12 members (20%) of their membership that year from college contacts. H&S instructors told students about the local group and encourage them to become members as it be helpful to them.

Funding Appeal

Kerry Ross requested that all Groups gave feedback on the Safety Groups UK funding appeal whether good, bad or indifferent.

ACTION All Groups

It was pointed out that there may be complications with the charity commission with Charities donating to other Charities and that this could be looked into.

ACTION: Management Committee

Any other business

John Edmonds, programme organiser for Merseyside Occupational Health & Safety Group requested help from groups with speakers and topics.

ACTION

All Groups Please contact John with any suggestions email: jedmonds42@tiscali.co.uk

Thanks were given to MOHSG for hosting the meeting.

Kerry Ross closed the meeting and reminded everyone of MOHSG's invitation to attend their Group meeting after lunch.

Date of Next meeting: **24th January 2008, London (venue tbc)**

To be followed by the annual Alan Butler Awards Ceremony in the House of Lords.

Safety Groups UK

Meeting held on 26th September 2007
Hosted by MOHSG
At Trafford College, Stretford, Manchester

Present:

Chair: Kerry Ross, Chairman of Safety Groups UK

Don	Barnes	Nottinghamshire Occupational Safety & Health Association
John	Cairns	Safety Health & Environment Forum (Scotland)
Andy	Chappell	Birmingham Health, Safety & Environment Association
Neal	Davis	Peterborough & District Fire, Health & Safety Group
John	Edmonds	Merseyside Occ H&S Group, MOHSG, NWA H&S Groups
Trevor	Fletcher	North Staffs Health & Safety Group
David	Floyd	MOHSG
Jim	Flynn	Coventry & Warwickshire Occ Health & Safety Group
Charlotte	Henderson	RoSPA
Darren	Honeyford	MOHSG
Mike	Kershaw	Merseyside Occ H&S Group, MOHSG, NWA H&S Groups
Eddie	Miles	North West Association of Health & Safety Groups
Frank	Miller	Lancashire Occupational Health & Safety Group
Chris	Minta	NEBOSH
Mike	Nixon	MOHSG
Ron	Powell	MOHSG and North West Assoc of H&S Groups
Norman	Stevenson	Safety Health & Environment Forum (Scotland)
Charles	Tracey	North West Association of Health & Safety Groups
Brian	Wilkinson	MOHSG

Safety Groups UK

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Apologies

Warwick	Adams	Birmingham Health, Safety & Environment Association
Roger	Bibings	RoSPA
Ed	Ferrett	NEBOSH
John	Haddon	Peterborough & District Fire, Health & Safety Group
Hazel	Harvey	IOSH
Roger	Monaghan	HSE

Cambridge Occupational Safety Group
Cardiff & South East Wales Occupational Health & Safety Group
East Anglia Construction Safety Group
Isle of Wight Health & Safety Group
Kent Health & Safety Group
London Health and Safety Group
North Lincs Health & Safety Group
Wiltshire Occupational Safety & Health Association

DERM Report:

Neal Davis, DERM Project Steering Group Chairman

The Project continues on track albeit with some modification.

We are disappointed that we have been let down by a couple of Groups in organising DERM seminars, but there is still the target to hold 10.

It is possible that the two last seminars will be held in 2008.

We have been promised assistance from the North Lincs Group and the Peterborough Occupational Safety & Health Group will be able to help if needed with this and also SHEFS in the West Scotland.

The Working DERM Toolbox has now been circulated to members who ran seminars. This is in CD format. A large part of the sponsorship monies have been aid and the DERM Group are grateful to Bob Rajan, Norman Stevenson and Mike Nixon for progressing this.

Further Residual sponsorship is expected.

Alan Butler Awards:

Jim Flynn, Co-ordinator for the Alan Butler Awards

At this late stage in the year I am sure you will agree that any changes to the awards would not be helpful, so I propose to carry on as last year.

Documentation will be sent to all groups within the next month, dates are as follows:

1st October 2007 – Awards application form sent out to groups and added to the website

Late October 2007 – Groups will be reminded / encouraged to enter the awards

30th November 2007 – Closing date for entries.

Looking to next year and the awards 2008 a number of changes are in mind these are:

Charles Tracey has suggested a new category “Most improved Group”

A further suggestion has been an education award

Over the past few years only 20% of all groups have entered for the awards, and it has been suggested the reason for this is that smaller groups feel overshadowed by the larger groups.

Well that I do not agree with, because if the programme for the year meets with judging criteria and is well balanced, say with HSE initiatives as well as local needs, etc, the matter of large and small is not relevant.

More important however is a lack of objective communication from the Management Committee plus ambiguity in the instruction given to groups. Eg. Coventry group were advised to give a global account of their communication – they did – only to find the winner of the category offered information on a single type of communication they use!

We need to produce a syllabus this would reduce the ambiguity presently felt by some groups.

A comment on the number of words to be used with the usual penalties for too many or too few words.

A marking scheme designed to match the syllabus should also be produced. This would be similar to the NEBOSH certificate approach where everyone knows exactly what is expected of them – naturally on a lesser basis.

I would ask all groups to send me their ideas on what they feel about the way this subject should be approached. I will then try to put a package together which will be acceptable to all and put forward a proposal at the AGM in 2008.

Jim Flynn.

Email: james@flynnjames.wanadoo.co.uk



Safety Groups UK
PROMOTING SAFETY & HEALTH NATIONWIDE

Funding Appeal 2007/8

Why we need a professional resource

Kerry Ross
Chairman

The National Groups Movement was successfully re-launched as Safety Groups UK in January 2005

Mission

'...to ensure the health and safety groups are key players in the UK health and safety system and in the delivery of UK health and safety strategy.'

Vision

'a powerful and thriving network of health and safety groups in every part of the UK, working to disseminate vital information to the grass roots.'



Progress so Far

- Partnership Agreement with HSE, MoU with IIRSM, talks with IOSH
- Recommendations from David Bryant
- Meeting with Lord McKenzie
- Better communication with groups
- DERM project
- Promotional – NEC / OSH Journal / Website
- Recognition of good practice - Alan Butler Awards



Safety Groups UK 2007 / 2008

The Management Committee has been restructured giving members nominated responsibilities.

These include: Regionalisation, Sponsorship, Awards, Consultations, Setting up New Groups among others

A major Safety Groups UK seminar is being organised for 12th March 2008
(It will be directed towards the Safety Groups and their members, also open to the wider Safety Community, raising the profile of the Safety Groups movement, providing a valuable learning experience.)



However there is still much work to be done.



Help needed

Safety Groups UK has been contacted by Groups requesting help

Groups are:

- Struggling to retain members
- Struggling to reach out to new members - especially SMEs
- Struggling with developing a programme
 - finding speakers
 - finding a venue



Help needed (continued)

- Struggling with admin
- Struggling to find sponsorship
- Struggling with IT, PR etc etc

Some Safety Groups are no longer in existence!

Many groups have faced these issues and overcome them, others would benefit greatly from SGUK input and support.

Safety Groups UK

PROMOTING SAFETY & HEALTH NATIONWIDE



Development Adviser

Safety Groups UK's target is to secure funding to employ and support a development adviser to take forward important work including:

- Developing a regional structure for Groups
- Enhancing the Safety Groups UK website
- Promoting the Alan Butler Awards
- Disseminating 'How to..' guidance and advice

Safety Groups UK

PROMOTING SAFETY & HEALTH NATIONWIDE



- Establishing links with key 'signposters'
- Helping to develop nationwide awareness
- Enhancing activity in groups on priority themes
- Seeking out new funds and opportunities
- Improving Groups' input to HSE consultations and
- Helping ailing groups

Safety Groups UK

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Funding Appeal

- Groups have been asked for donations towards a development fund
 - to help other Safety Groups by showing support and sharing experiences and resources.
- Funding from other sponsors will be sought but groups donations would show potential sponsors the commitment of Groups to the UK wide Groups movement.

Safety Groups UK

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Support Safety Groups UK

- Target £45k for salary and expenses
- Groups are being asked to contribute £5 per member
 - Other donors being approached

Safety Groups UK

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What's in it for groups?

- For established groups
 - Profile, Contacts, Advice, Links
- For struggling groups
 - Dedicated help, advice, contacts profile, success, survival and growth!

Safety Groups UK

PROMOTING SAFETY & HEALTH NATIONWIDE



Things to consider

- What else to spend money on?
- Can Groups afford it?
- Will it deliver?
- Charitable development?
- Profile at national level?
- No other option!



Give us your money

- You know it makes sense!

