

# Hot Topics

January 2009

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SBTAF Secretariat

- 
- Health & Safety (Offences) Act 2008
    - Royal Assent granted 16<sup>th</sup> October 2008
    - comes into effect 16<sup>th</sup> January 2009
    - Existing legal duties on business unchanged

<http://services.parliament.uk/bills/2007-08/healthandsafetyoffences.html>

- 
- Asbestos E-Tool
    - Free alternative to HSG 227
    - SME orientated
  
  - COSHH Website – Redesign
    - SME orientated
    - SBTAF consultation

- 
- 1<sup>st</sup> Draft now complete
  - Any thoughts and feedback welcome
  - Is the right information included?
  - Is the format accessible?
  - Does it portray the right image for SBTAF?

## Health and Safety Executive



Group Photo from SBTA Forum Meeting at HSL Buxton, 9<sup>th</sup> July 2008



**Back Row (L-R):**  
Tony Bandle (Head of HSE's Business Involvement Unit), Ron Bonner, Tim Webb, Michael Britten, Declan Moore, Paul Bloot, Pete Walker, Doug Leech

**Middle Row (L-R):**  
Claire Lonsdale (SBTA Secretariat), Richard Aspland, Linda Gowling, Geoffrey Podger (HSE Chief Executive), Malcolm Tagg, Gerald Day, Ray Engley, Steve Hodgson, Moira McMillan

**Front Row (L-R):**  
Pat Stanley, John Morecroft, Judith Donovan, CBE (SBTA Chair), Eddie Morland (HSL Chief Executive)



<sup>1</sup> This leaflet can be downloaded free from:  
<http://www.hse.gov.uk/pubns/indg420.pdf>  
<sup>2</sup> Ibid: <http://www.hse.gov.uk/pubns/externalproviders.pdf>  
<sup>3</sup> For more information, see:  
<http://www.hse.gov.uk/business/competent-advice.htm>



**The Small Business Trade Association Forum (SBTAF) is the voice of small business in HSE**

### What is it?

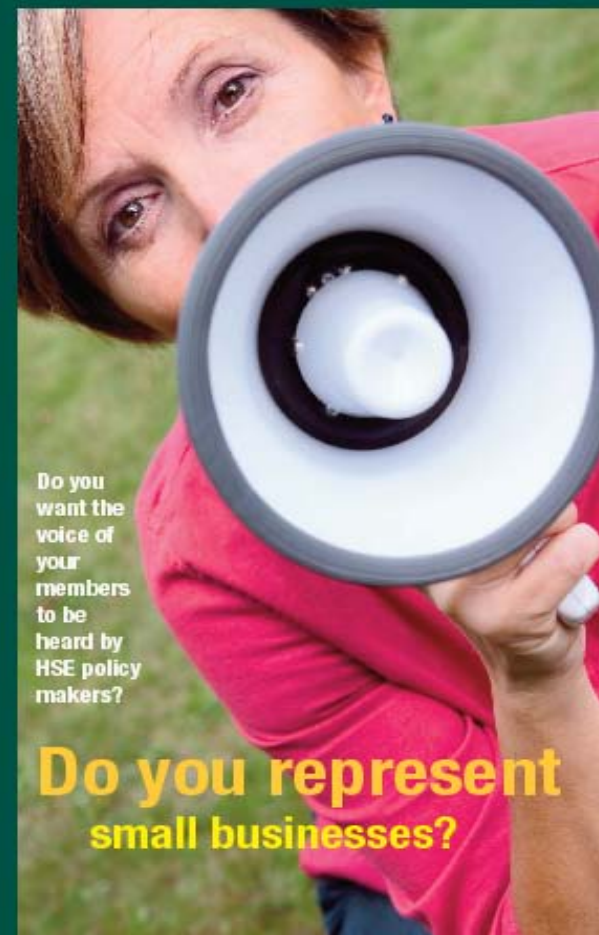
Formed in 2004, SBTAF aims to ensure that HSE hears the concerns of small business. Through the sharing of information and expertise (and a fair bit of lively debate!) it improves the way HSE communicates with small businesses.

The Forum acts as a 'sounding board' for the development of policy, guidance, new initiatives and proposed legislative changes – and ensures HSE takes full account of any impact on small businesses.

**Do you want the voice of your members to be heard by HSE policy makers?**

**Do you represent small businesses?**

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## Ten reasons to be part of SBTAF:

- 1 You have the opportunity to influence HSE policy-making.
- 2 It makes the best use of your time. The Forum meets four times a year to discuss current health and safety issues and their likely impact on SMEs.
- 3 It's not always London-based. Locations vary to help those based around the country. For example, the July 2008 meeting was held at the Health & Safety Laboratories in Buxton and included a tour of the facility. A meeting is also planned for HSE's new headquarters in Redgrave Court, Borehamwood, during 2009.
- 4 Attendance at meetings is not compulsory (though regular attendance is encouraged so everyone reaps full benefit).
- 5 Meetings last up to three hours. There are usually up to three brief presentations by HSE officials/SBTAF members on the latest health and safety issues of relevance to members.
- 6 You can keep in touch with SBTAF activities via the Forum's e-community; a special website open only to SBTAF members.
- 7 You have the chance to give your views on proposed legislative changes and guidance.
- 8 The meetings are a good way of receiving updates on HSE activities and of networking with other organisations.
- 9 You are part of a powerful network mainly consisting of trade associations which represent over 900,000 UK businesses.
- 10 And you have a genuine opportunity to meet and influence senior HSE officials and policy-makers. SBTAF meetings are chaired by HSE Board Member Judith Donovan, the representative of small business at board level. Recent attendees have included: Lord McKenzie of Luton: Lords' Minister for the Department of Works & Pensions; Dame Carol Black: Non-Executive Director of NHS Institute and the Health at Work Programme; Judith Hackitt: HSE Chair; Geoffrey Podger – HSE Chief Executive; Jenny E astbrook and Elizabeth Hodgkinson : Joint Heads of HSE Cross Cutting Division; Tony Bandle: Head of HSE's Business Involvement Unit.

## Three key areas where SBTAF helps HSE develop initiatives in line with government policy:

**HSE Simplification Plan** – reviewed annually, this aims to reduce health and safety-related administrative burdens by 25%. SBTAF is an important consultation tool for HSE as it attempts to deliver better regulation and reduce unnecessary administrative burdens on small businesses.

**HSE's "Think Small First" initiative** – aims to encourage HSE policy-makers to consider small business needs first when devising/revising policy. The goal is to ensure that guidance and legislation requirements/changes are clear. It also aims to reduce legislative, enforcement and administrative burdens without reducing worker protection.

**Government Enterprise Strategy** – aims to make the UK the best place in the world to start and grow a business by improving the SME skills base and reducing administrative burdens.

## Examples of SBTAF achievements

So how has SBTAF influenced HSE policy and improved health and safety advice for the benefit of small businesses? Here's some examples...

**HSE Guidance on obtaining competent external health and safety advice:** During October 2006 – 2007, SBTAF contributed to the development of two HSE publications advising SMEs how to obtain competent health and safety assistance from external consultants. Members advised that the first draft of "Getting Help With Health & Safety!" was not formatted to be useful for SMEs, as the guidance provided was too general to be of practical use. The guidance was subsequently revised to produce a more suitable format of short, simple questions SMEs could ask themselves when considering whether to employ a health and safety consultant. The second piece of guidance; "HSE Statement to External Providers of Health and Safety Assistance", was aimed at external consultants and was produced as a direct result of SBTAF feedback.

**Example Risk Assessments:** SBTAF is playing an ongoing part in the production of example risk assessments for small businesses. The aim is to create a series of example risk assessments, each specific to a different business sector, to show SMEs the kind of approach they might take to manage health and safety risks in their industry. To date, feedback from the Forum has contributed to the production of 29 example risk assessments, covering a wide range of industrial sectors from bookmaking to poultry farming. HSE is continuing to work with SBTAF to ensure that the assessments meet the needs of the industry they are tailored for and to distribute them to SMEs.

**RIDDOR review:** In 2006, SBTAF advised HSE during the review of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR). Members emphasised the need for clear, accessible guidance to make it easy for small businesses to comply. HSE subsequently revised all RIDDOR related information on its website into a simpler, more accessible format, showing how easy it is to comply. This contributed to a reduction in the administrative burdens of complying with RIDDOR, saving UK businesses an estimated £16.5 million compared to previous years.

These form only part of the Forum's involvement in HSE activities since 2005. Membership of SBTAF offers a real chance to influence official policy for the benefit of the small business community.

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## Typical meeting

To give you an example of a typical SBTF gathering, here are some of the subjects which appeared on the agenda of the January 2008 meeting:

- How HSE is working together with trade associations to promote the new leadership guidance and messages: Geraint Day from the Institute of Directors gave a brief overview of the new Directors guidance;
- Sensible risk management including example risk assessments;
- How HSE works with local authorities: a discussion of how HSE and Trade Associations can work together to improve the effectiveness of operational activity;
- Information Exchange – an opportunity for members to air any health and safety issues of concern.

The Forum is proud to have(?) access to the expertise of representatives from a wide range of industrial sectors. This ensures it has informed influence over HSE policy and projects.

### Current members of the SBTF:

Agriculture Association  
 Association of Charity Shops  
 British Association of Chemical Specialists  
 British Chambers of Commerce  
 British Coatings Federation  
 British Constructional Steelwork Association Ltd  
 British Dental Association  
 British Glass Manufacturer's Confederation  
 British Hospitality Association  
 British International Freight Association  
 British Retail Consortium  
 British Woodworking Federation  
 Chemical Business Association  
 Cleaning and Support Services Trade Association  
 Confederation of British Industry  
 Confederation of Paper Industries  
 Construction Confederation  
 Construction Plant - Hire Association  
 Electrical Contractors' Association  
 Engineering Employers Federation  
 Federation of Master Builders  
 Federation of Small Business  
 Federation of Tour Operators  
 Federation of Window Cleaners  
 Forum of Private Business  
 Glass and Glazing Federation  
 Hair and Beauty Industry Authority  
 Heating and Ventilating Contractors Association  
 Institute of Directors  
 National Association of Master Bakers  
 National Association of Shop-fitters  
 National Care Homes Association  
 National Farmers Union  
 National Federation of Demolition Contractors  
 National Federation of Retail Newsagents  
 National Handtrussers Federation  
 National Society of Allied & Independent Funeral Directors (SAIF)  
 PCCO  
 Professional Contractors Group  
 Professional Lighting and Sound Association (PLASA)  
 Property Care Association  
 Quarry Products Association  
 Radio, Electrical Television Retailers Association (RETRA)  
 Registered Nursing Home Association  
 Road Haulage Association  
 Royal Institute of Chartered Surveyors  
 Rural and Industrial Design and Building Association  
 Small Business Bureau  
 The Vehicle Builders and Repairers Association Ltd  
 Timber Trade Federation  
 United Kingdom Warehousing Association

*"SBTF has certainly facilitated effective communication between HSE and SMEs. Representation at Forum meetings and via the website gives us a great opportunity to raise both practical suggestions and concerns with key HSE staff and to be involved in what happens next..."*  
 Paul Reeve, SBTF representative and Head of Safety, Electrical Contractors Association

*"I believe that the Forum is vitally important to policy development and its delivery, helping to inform and reality check our thinking, improve the quality of our work and ensure that we benefit from an SME perspective."*  
 Tony Bandle, Head of Business Involvement Unit, HSE.

*"I was greatly impressed by the range of trade associations represented and the issues that were covered. It was very interesting, enlightening and certainly thought provoking."* - Lord McKenzie of Luton, Lords Minister for Department of Work & Pensions

*"The Forum enables us to keep ourselves better informed regarding health and safety issues, which helps us to get our members onside to the business benefits of health and safety."*  
 Robert Hudson, SBTF representative for the Shop-Fitters Association

*"SBTF is the only way forward to effectively get to SMEs and help them understand how to comply with health and safety legislation."*  
 Michael Lee, SBTF representative for the British Woodworking Federation

*"The number of SMEs is increasing and reaching smaller organisations is a challenge for HSE. It needs help to communicate effectively with SMEs and the Forum greatly assists with this."*  
 Judith Hackett, Chair of the HSE Board

# Health and Safety Executive



## SBTAF is chaired by Judith Donovan CBE, a non-executive member of the HSE Board.



Judith is a Yorkshire businesswoman, who ran her own specialist advertising agency from 1982 to 2000. During this time she was also chairman of Bradford TEC and the first ever female president of the Bradford Chamber of Commerce. Since selling her business she has also become vice-chair of Postwatch and a UK Board member of the Big Lottery Fund. She is also a trustee of the Northern Ballet Theatre and was Chair of the Yorkshire Tourist Board until this year. In HSE she is champion for both small firms and agriculture. Her drive and commitment to the Forum has secured its prominent role in HSE policy-making and in promoting health and safety as an integral part of business management.

### Terms of reference

- 1 HSE to use the forum as a high-level consultation resource, available for additional consultation on:
  - the effects of proposed new or amended legislation on the small business sector;
  - UK/EU scenario planning;
  - small business marketing and outreach, particularly communications.
- 2 Trade Associations to utilise the Forum as a counseling body for:
  - proposed legislative effects;
  - emerging scenario impact, particularly early warnings;
  - improvements to type and nature of small business marketing and outreach.
- 3 HSE to support the Trade Associations with access to:
  - HSE specialists;
  - other Government Departments and non-Government bodies.
- 4 Trade Associations to support HSE with advocacy to:
  - explain the health and safety business case;
  - act as champions in public debate;
  - improve the perception of HSE and its relationship with the small business sector.
- 5 HSE and trade associations to share intelligence such as:
  - statistical information;
  - research on small business.



## E-Community

As a member of SBTAF, you will have access to the Forum's e-community; a closed online website, available solely for the use of SBTAF members to facilitate discussion and the exchange of information between meetings. It enables users to engage in and establish new online discussions and receive updates from HSE, check the dates of forthcoming meetings, view papers from past meetings and suggest potential agenda items. When you join, the SBTAF Secretariat will e-mail you an invitation. (If you do not receive an invitation, please contact Claire Lonsdale on 0151 951 3377 or e-mail [claire.lonsdale@hse.gsi.gov.uk](mailto:claire.lonsdale@hse.gsi.gov.uk))

The Secretariat advises that you save the group's web address to your 'favourites' list after logging in, to avoid losing the link.

## Related Links

The links listed provide access to further information on items contained in the Briefing Pack. Please contact the Secretariat if you require any further details.

<http://www.hse.gov.uk/aboutus/meetings/facts/sbtaf/index.htm>  
SBTAF web pages on the HSE internet site.

<http://www.hse.gov.uk/simplification>  
HSE's Simplification Plan

<http://webcommunities.hse.gov.uk/soverni/soverni.tl/system/home>  
SBTAF e-community log-in page

<http://www.berr.gov.uk/bb/enterprise-smes/enterprise-framework/index.html>  
Government Enterprise Strategy summary on BERR website

<http://www.hse.gov.uk>  
HSE website

<http://www.hse.gov.uk/riddor/index.htm>  
RIDDOR web pages

<http://www.hse.gov.uk/risk/casestudies/index.htm>  
Example Risk Assessments

<http://www.businesslink.gov.uk/bdotg/actions/hsapi>  
SME Performance Indicator

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Thank you  
Any Questions?