

Health and Safety Executive Board Minutes

Meeting Date:	7 May 2003	Open Gov. Status:	Fully Open
Type of Paper:	Minutes	Paper File Ref:	
Exemptions:	None		

HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of meeting of HSE Board held on Wednesday 7 May 2003, in the Globe Room, Rose Court

Present

Sandra Caldwell
Paul Davies
Vivienne Dews
Adrian Ellis
Peter Graham
Justin McCracken
Alan Osborne
Nick Starling
Kate Timms
Timothy Walker
Chris Willby
Laurence Williams

Also attending

Item 5 - Dave Morris
Item 6 - Kevin Allars
Ged Malone
Dennis Toohey

Shahmeen Sheikh – Secretariat
Apologies: Robert Humm
Sian Lewis – Press Office

- 1 Draft minutes of the HSE Board meeting held on 2 April 2003**
 - 1.1 The minutes of the previous minutes were agreed without change.
- 2 Health and Safety in HSE. Report by Justin McCracken**
 - 2.1 Incident and ill health reports for 2002/3. Broad trends indicate rise in stress related incidents. This is thought to be due to better reporting arrangements and higher levels of awareness. Slips & trips also rose which is considered to be disappointing. The setting of targets to reduce incident levels was proposed.
 - 2.2 The following points were raised in the discussion:
 - i Some DSE cases are linked to pre-existing conditions
 - ii Holistic approach required where people are made aware of outside work activities and their impact on health and safety e.g.

how home PC's are set up

- iii Board members to lead by example with appropriate personal behaviour, and to comment on others' behaviour (both good and bad). This will particularly help with issues such as slips and trips where personal awareness and behaviour play a large role in injury prevention
- iv Rehabilitation is an important issue and it is important that people return to work even if special arrangements are required to accommodate this
- v Progress towards any reduction targets will be reviewed after six months

2.3 The Board endorsed the setting of targets to reduce RIDDOR reportable incidents. DSE related injuries/ill health, and number of slips and trips.

Action Justin McCracken to progress setting of targets and associated action plan

Action Justin McCracken to circulate guidance on setting up home PC's

Action Justin McCracken to circulate guidance to managers on rehabilitation

3 Board Stress Risk Assessment. Presented by Justin McCracken (B/03/031)

3.1 Justin McCracken introduced the paper. Stress risk assessments are now complete with main stressors identified.

3.2 This matter was discussed by the Board, key points included the following:

- i Mainly internal stressors that had been identified
- ii A process is required to allow the Board to input to key projects at an early stage, this would allow the Board to give a clear steer at the start (to give the Board the opportunity to contribute to the setting of direction, principles and goals, so that it can have greater influence on HSE's work
- iii It was agreed that efforts would be made to hold Board meetings at Bootle to reduce travel for Bootle based Board Members
- iv Emails are being sent without reference to the email protocol
- v It was agreed to hold a Board away day in early July to discuss strategy

Action Shahmeen Sheikh to arrange for Board meetings to be held in Bootle

- Action** Shahmeen Sheikh to circulate email protocol to Board Members
- Action** Shahmeen Sheikh to arrange Board away day
- Action** All Board members to make space for more informal exchanges with colleagues on the Board

4 Change Programme: Work with Star Alliance. Presented by Peter Graham (B/03/033)

- 4.1 Peter Graham introduced the paper as being primarily a progress report on those aspects of change activity that involved the Star Alliance. There are three main areas namely behavioural/values, communications and SCS leadership. Kate Timms gave an oral presentation on communications. Justin McCracken and Vivienne Dews introduced additional SCS leadership issues. The following points were discussed:
- i Star Alliance proposal to develop framework for communications strategy
 - ii It will be necessary to bring together different strands of communications together to improve strategy. Important to define what is required
 - iii Important to realise the two-way nature of communications, it is as important to inform as it is to listen
 - iv Board members who wish to contribute to communications strategy development should contact Kate Timms
 - v SCS leadership workshops have been developed. These are linked to the SCS competencies
 - vi The possibility of leadership training for staff outside the SCS was discussed
- 4.2 In conclusion, the Board noted the developing work and endorsed the general direction of that work.

5 Railways Prior Role Inquiries Review. Presented by David Morris (B/03/030)

- 5.1 Justin McCracken introduced this paper. The following points were raised in discussion:
- i Recommendation 2 relates to recruitment problems particularly a skills shortage within specialist areas such as signalling

- ii For recommendation 6, the Board PRI's should deal with the wider context within which Operational Directorates operate

5.2 The Board noted the recommendations made in the paper.

Action Alan Osborne & Vivienne Dews to discuss technical skills shortage

6 Implementation of Corporate Support Review. Presented by Kevin Allars (B/03/032)

Vivienne Dews introduced the paper which related to the implementation of recommendations arising from the review of HSE's corporate support activities.

The Board agreed the following:

- i Content of the initial Project Initiation Document (PID)
- ii Open release, within HSE, of the table associated with the PID

The Board also requested monthly highlight meetings and a report presented to the Board in July.

Action Kevin Allars to provide monthly reports and to return to the Board in July with a progress report

8 Any Other Business

Adrian Ellis reported on provisional statistics relating to FOD inspection and enforcement.

8 Feedback by Adrian Ellis.