

| Health and Safety Executive Board Minutes | | HSE/07/M9 | |
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| Meeting Date: | 5 September 2007 | FOI Status: | Open |
| Type of Paper: | Above the line | Trim Ref: | 2007/236803 |
| Exemptions: | None | | |

HEALTH AND SAFETY EXECUTIVE
Minutes of the HSE Board meeting held on Wednesday
5th September, Hope Room, Rose Court, London

Present

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|-----------------|----------------|-----------------|------------------|
| Geoffrey Podger | Jonathan Rees | Alex Brett-Holt | Sandra Caldwell |
| Giles Denham | Vivienne Dews | Colin Douglas | Patrick McDonald |
| Kevin Myers | Mike Weightman | Jane Willis | |

Apologies

Justin McCracken, Eddie Morland, Peter Baker and Bill Gunnyeon

Also attending

Steve Dennis, Peter Buckley (all items), Gaynor Coldrick (for items 2 and 3), Alison McKenzie-Folan (Item 2), Lesley Cooper (item 3) and Tim Beaumont (Item 4), Anthony Lees and Andrew Curran (Item 5) and Jim Neilson (Item 6).

Minutes Neal Stone.

1 Minutes of the HSE Board held on 1st August and the Action Points

- 1.1 The minutes of the last meeting were agreed with the following amendments:
- a. Open Minute 3.2.b – to read “complement” rather than “compliment”;
 - b. Closed Minute Action Point 74 – insert full stop after “...Treasury”. Delete rest of the sentence.

2 Agenda item 2 – Monthly Finance and Staffing update – July out-turn (Paper B/07/89 – Closed)

2.1 This section of the minutes is closed.

3 Agenda item 3 – Pay 2007 (Paper B/07/90 – Closed)

3.1 This section of the minutes is closed.

4 Agenda Item 4 – Health and Safety – annual report (Paper B/07/91 – Open)

- 4.1 Vivienne Dews and Tim Beaumont introduced the report with the following comments:
- a. the 2006/7 report was intended to give the Board a view of the progress that has been made on internal health and safety measured against the 2006/7 health and safety plan. The report would be made available externally via the HSE website;
 - b. the 2006/7 report revealed an improved picture compared to previous years. HSE met its main health and safety targets for

2006/7 – including incidents causing injury, slips and trips causing injury, work related ill health and DSE related ill health;

- c. there had been a significant reduction in the number of health and safety incidents. HSE's rate of incidents reportable under RIDDOR compared favourably with the overall rate for public service organisations.

4.2 In response the Board made the following points :

- a. Geoffrey Podger congratulated Tim Beaumont and colleagues for the excellent report;
- b. solid progress had been made in reducing the number of incidents resulting in injury to staff but working days lost through sickness remained a cause for concern;
- c. the presentation of the three themes, set out in the three year strategic framework, that ran through all health and safety activity in HSE – culture, coherence and compliance – could be sharpened. As drafted it did not leap out and grab the reader;
- d. the annual report could well be the vehicle for setting out that HSE's health and safety performance compared favourably with other organisations including public service comparators;
- e. HSE launched its lone working guidance in 2005/6 and had put in arrangements in place to check adherence across the organisation. The work done by North West Division involving random checks to make sure staff left clear information concerning visiting plans was important in managing the risks associated with lone working.

4.3 Following discussion the Board agreed :

- a. to approve the report for publication subject to the following amendments :
 - in comparing HSE performance with other organisations it would be important to spell out the numbers of incidents as well as the incident rate;
 - to look again at the wording of the lone working section of the report in respect of the use of the phrase "incapacitation whilst alone" which might be misunderstood;
 - the report needed to make clear that the Board received a formal report about health and safety management and performance in HSE at each monthly Board meeting;

Action Point 83 Board members were invited to send any additional comments they may have on the report to Tim Beaumont by 7 September.

5 Agenda Item 5 – Corporate Medical Capabilities Review (Paper no B/07/63 - Closed)

5.1 This section of the minutes is closed.

6 Agenda Item 6 – Workplace health connect: the future of the pilot service (Paper No B/07/94 – Closed)

6.1 This section of the minutes is closed.

7 Agenda Item 7 - Draft Agenda for the October 07 meeting

7.1 Agenda agreed with the meeting on 3 October commencing 9.00am.

8 Any other business

8.1 Sir Bill Callaghan

The Board agreed that Geoffrey Podger should write to Sir Bill Callaghan on its behalf to mark the end of his eight years as HSC Chair and place on record its appreciation of his contribution to the work of HSC/E and health and safety during that time and send him best wishes for the future.

8.2 Hampton Implementation Review

- a. Geoffrey Podger reported back on a recent meeting with the Hampton Implementation Review team. The Review team, comprising Ed Humpherson (NAO), Derek Allen (LACoRS), Reema Shah (NAO) and Paul Drabwell (BRE). The Review team was appreciative of HSE's work to help the review run smoothly. The overall conclusion was "a successful review of an effective organisation". The Review team considered that HSE under-used its field force as providers of useful intelligence to assist our planning and strategic processes. They observed that if anything HSE did too few inspections rather than too many in Hampton terms. They were keen to explore further and better understand the discretion of Inspectors. The Review team and HSE were agreed about the need to balance central direction with professional discretion and getting this balance right. HSE had agreed to provide the Review team with copy of the Fine Tuning Review;
- b. Geoffrey Podger confirmed that HSE has the opportunity to formally respond to the conclusions set out in the report which it will do in due course once received;
- c. BRE also made clear that they were not convinced that Agencies and NDPBs should be subjected to the Capability Review that the Cabinet Office had proposed and would making their position known.