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**Meeting Date:** 25 March 2004

**Type of Paper:** Above the line

**Exempt material:** The public version of this paper will have exempt material removed from paragraph 8 and Annex 2. The section is withheld under Exemption 12 of the Code of Practice on Access to Government Information – ‘information that would cause unwarranted invasion of personal privacy’.

**Paper File Reference:** HD/350/1005/03

## **Advisory Committee on Toxic Substances**

### **Progressing the work plan: Liaison with other committees**

#### **A Paper by Peter Tanczos**

**Cleared by John Thompson on 4 March 2004**

#### **Issue**

1. Development of the ACTS' work plan as a result of identification of initiatives during ACTS members visits to other advisory committees.

#### **Timing**

2. Routine

#### **Recommendation**

3. That ACTS considers extending the programme of visits to the additional committees identified in annex 1.

It is suggested that the members who have visited other committees come together for a one - off meeting to discuss and agree which of the potential joined – up initiatives should go forward onto the ACTS' work plan.

A proposed way forward is set out in more detail in paragraph 13 of this paper.

## Background

### March 2003 (ACTS/03/2003)

4. Members agreed to the proposals outlined in the paper 'First steps in progressing the work plan'. It was proposed that between 6 and 9 other advisory committees should be visited by volunteer members of ACTS. The intention was to stimulate joint initiatives that can contribute to either meeting HSC's Revitalising targets or assist with implementing the chemical strategy.

### July 2003 (ACTS/21/2003)

5. ACTS agreed the list of committees identified for volunteers to visit and the material developed to assist volunteers when visiting other committees. The list was expanded to include additional AC's that dealt with the key asthmagens.

### October 2003 (Agenda item 3)

6. Two of the volunteers presented feedback from their visits to other committees with positive results on a number of potential initiatives identified. The committees visited were the Rubber Industry Advisory Committee (RubIAC) and the Shipbuilding and Ship-Repairing Health and Safety Consultative Committee (SSHSCC).

### Update on progress of the programme of visits

7. Of the committees originally identified as suitable, 12 committees have so far been visited [see annex 2].
8. Another 2 visits have been arranged [Local Authority Forum on 30 March 2004 - **→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information** and the Foundries Industry Advisory Committee (FIAC) visit on 22 April 2004 - **→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information**].
9. A further 3 committee visits require arranging [Textile Industry Advisory Committee (TEXIAC), Occupational Health Advisory Committee (OHAC) and the Health Services Advisory Committee (HSAC)].
10. Potential initiatives identified from completed visits are outlined in annex 2

## Argument

11. The currently agreed programme of visits to other advisory committees is drawing to a close.
12. An additional 5 committees have been identified as worthy of a visit. These committees and their relevance to the chemical strategy are outlined in annex 1.

## Proposed way forward

13. That ACTS extends the programme of visits to include (some or all of) the additional committees.

At the end of the programme of visits:

- A special meeting of the volunteers is held to review the benefits, prioritise the initiatives and discuss the way forward.
- The proposals that result from the special meeting will be put forward to the next ACTS meeting for a decision.

### **Consultation**

14. Members have been consulted about the development of this work plan.

### **Presentation**

15. Feedback from the questionnaires shows that the visits to other advisory committees have been very well received and have certainly raised the ACTS' profile.

### **Costs and Benefits**

16. Costs are envisaged to be Travel and Subsistence costs for visiting ACTS members and production and distribution costs for the Communications Packs to accompany the visits

17. The major cost is the ACTS member's time. An estimate of the time involved for a member when visiting another advisory committee is around 2 days.

18. It is hoped that the benefits will include the progression of specific initiatives that can be added to the ACTS' work plan and will significantly contribute to the fulfilment of ACTS' aim of stopping people being made ill from exposure to substances at work.

### **Financial/Resource Implications for HSE**

19. A total of 16 visits have been planned. The T&S spend for the first 8 visits (2003/2004 budget) was £11116. The further 8 visits will come out of the 2004/2005 budget. Spend is envisaged to be similar.

20. In deciding which initiatives to take forward, consideration should be given to the amount of Secretariat resource needed to assist members

### **Evaluation**

21. The programme of visits to other committees will be evaluated by the number of initiatives taken forward onto the ACTS' work plan. Feedback questionnaires are sent to the ACTS' member visiting the Advisory Committee as well as to that committee's secretariat. The completed questionnaires are then analysed to identify initiatives to take forward.

### **Environmental Implications**

22. Not Applicable.

## **Other Implications**

23. None.

## **Action**

24. ACTS' members are invited to discuss the recommendations in paragraphs 3 & 4 and endorse the proposed way forward, outlined in paragraph 13.

## **Contact**

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**List of potential Advisory Committees to visit**

**1. Broadcasting and Performing Arts Joint Advisory Committee: (BJAC)**

Chair: Barry Baker (521 3052)  
 Secretary: Gavin Howat (521 3094)  
 Meetings: 2 yearly meeting (April, November)

**Relevance to Chemical Strategy:** Hairdressing, Make up and special effects (Latex work), Other special effects (smoke & fog machines), Set building (woodwork and MDF) **NB.** The impetus for the review of MDF came from this sector (Set builders union)

**2. Offshore Industry Advisory Committee (OIAC)**

Chair: Nick Starling  
 Secretary: Graham Collins (6365)  
 Asst. Sec: Scott Tubbritt (6307)  
 Meetings: 3 yearly meetings,  
 4 March 2004(scheduled), 4/5 August (Scheduled and open session),  
 21 Oct 2004 (scheduled)

**Relevance to Chemical Strategy:** The Oil Industry Advisory Committee was requested by one of the ACTS' members for inclusion on the list of committees to be visited. The Oil Industry Advisory Committee has been reconstituted. Most of the work of the Oil Industry AC has been taken over by the Offshore Industry Advisory Committee, some has been transferred to the Chemical and Downstream Oil industries Forum.

**3. Chemical and Downstream Oil Industries Forum (CDOIF)**

Chair: Kevin Allars (523 3127)  
 Secretary: Gill Chambers (523 4078)  
 Meetings: 3 yearly meeting (Feb, July, Oct)

**Relevance to Chemical Strategy:** As per committee above

**4. Higher and Further Education Advisory Committee (HIFEAC)**

Chair: John Cullen  
 Secretary: Lorraine Shepherd (507 6261)  
 Robert Parkes (507 6264)  
 Meetings: 3 yearly meetings  
 22 Jan 2004, (July/August???)

**Relevance to Chemical Strategy:** Science and Woodwork teachers can be at a higher risk from exposure to substances at work. Awareness of Health & Safety can be introduced to future employees before they leave school.

## 5. School Education Advisory Committee

Chair: John Cullen  
Secretary: Lorraine Shepherd (507 6261)  
Robert Parkes (507 6264)  
Meetings: 3 yearly meetings  
20 Jan 2004, (July/August???)

**Relevance to Chemical Strategy:** Science and Woodwork teachers can be at a higher risk from exposure to substances at work. Awareness of Health & Safety can be introduced to future employees before they leave school.

**Progressing the Work Plan - Working in Partnership with Other Committees**  
**Committees identified for ACTS volunteers to visit: Progress as at 26 February 2004**

Committee	HSC committee?	Meeting date <sup>1</sup>	ACTS member	Feedback form completed? <sup>2</sup>	Possible initiatives/activity arising out of ACTS member visit <sup>3</sup>
Advisory Committee on Dangerous Substances (ACDS)	Yes	<b>24 /02/ 04</b>	<b>→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information</b>	No	<p><b>ACDS</b> - ACDS members are already involved with Chemical Essentials and this is seen as an ongoing involvement and viewed with enthusiasm.</p> <ul style="list-style-type: none"> <li>ACDS's future is under consideration and the new Secretary will investigate areas for potential collaboration with ACTS</li> <li>The possibility of a joint Open meeting was suggested.</li> </ul>
Health and Safety in Bakeries Liaison Committee (HSBLC)	No	<b>10.12.03</b>	<b>→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information</b>	Yes	<p><b>HSBLC</b> - The industry has been gathering significant data on flour dust, for some time. The committee has produced various documents on COSHH, a document on dust and a video for the industry called "Breathe Easy". There is also significant data collected by individual companies on dust levels and health surveillance. This information can be made available.</p> <p>One proposal, that met with widespread approval, is for the formation of a working group, set up under the auspices of ACTS, that would represent all groups using flour, with particular attention paid to recruitment from ethnic bakeries.</p>

<sup>1</sup> Bold type indicates that the visit has already taken place.

<sup>2</sup> This section is only applicable in the case of committees that have been visited.

<sup>3</sup> This section is only applicable in the case of committees that have been visited.

**Progressing the Work Plan - Working in Partnership with Other Committees**

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					The suggestion was that they park the problems with the MEL and concentrate on good practice  - This proposal is presented in more detail as part of agenda item 7 of March 2004 ACTS meeting
HELA Technical Sub Committee	Yes	20.11.03	→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information	Yes	<b>HELA Technical Sub-Committee</b> - There is a proposal to include the 3 lead asthmagens in the work programme for Local Authorities - → ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information is rewriting the FOD Inspection Pack to include this area of work
Motor Vehicle Repair Health and Safety Forum	Yes	26.11.03	→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information	Yes	<b>MVR Forum</b> - are already engaged with the Chemical Strategy and contributed to the development of the MVR Control Guidance Sheets for e-COSHH Essentials.  • There will be a BODYSHOP working group meeting on 17 March 2004 specifically to discuss the issues raised from → ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information visit.*  *(BODYSHOP are a working group of the MVR forum. The chair of the working group didn't think



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					that this particular meeting would benefit from the presence of an ACTS member.)
Paper and Board Industry Advisory Committee (PABIAC)	Yes	01.07.03	→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information	Yes	<p><b>PABIAC</b> - Like PIAC (below) → ← already sits on these committees, therefore good links already exist. Initiatives identified were;</p> <ul style="list-style-type: none"> <li>• → ← was invited to do a similar presentation at the South West Safety Conference during the European Week for Safety &amp; Health 2003</li> <li>• An ad hoc working group was set up to decide the priority health issues for the industry.</li> <li>• Following the meeting of the working group, there was an action for → ← in consultation with industry representatives to produce a "COSHH Essentials" control guidance sheet for one of the commonly used chemicals in the papermaking industry.</li> </ul>
Plastics Processing Health and Safety Liaison Committee (PPHLSC)	Yes	28.01.04	→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information	Yes	<p><b>PPHLSC</b> -</p> <ul style="list-style-type: none"> <li>• The committee has asked for information on the production of e-COSHH Control Guidance Sheets for the industry.</li> <li>• The committee also asked for information on supply chain stewardship.</li> <li>• They also want to investigate how LA's can assist them with their work plan.</li> </ul>

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Printing Industry Advisory Committee (PIAC)	Yes	17.07.03	→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information	Yes	<b>PIAC</b> - PIAC fully supports the chemical strategy and the ACTS work plan. An e-COSHH Essentials for printers project is already underway as a parallel development. A work plan involving chemical awareness is already fairly well developed, so there aren't really opportunities for new initiatives.
Rubber Industry Advisory Committee (RUBIAC)	Yes	16.10.03	→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information	Yes	<b>RUBIAC</b> - also contributed to developing e-CE Control Guidance Sheets <ul style="list-style-type: none"> <li>• They would like to explore the possibility of joint Trade Association/Trade Union workshops with an ACTS input</li> </ul>
Shipbuilding and Ship repairing Health and Safety Consultative Committee	Yes	17.09.03	→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information	Yes	<b>SSHSCC</b> - 3 issues were identified where ACTS could get involved, <ul style="list-style-type: none"> <li>• Control of exposure to hexavalent chromium in primer paints</li> <li>• Control of airborne substances in confined spaces</li> <li>• Safety Data Sheets to include end use &amp; disposal risks</li> </ul>
Working Group on Health in Agriculture (HIAG)	Yes	10.11.03	→ ← This section is being withheld under	Yes	<b>HIAG</b> - are already engaged with the Chemical Strategy, but they do want to improve links with

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			withheld under Exemption 12 of the Code of Practice on Access to Government Information		ACTS' Secretariat. 2 initiatives identified, <ul style="list-style-type: none"> <li>• Establish hyperlinks between e-COSHH and the electronic risk assessment in agriculture project</li> <li>• Participate in relevant Core Topic groups and Communities of Interest</li> </ul>
Ceramics Heavy Clay Refractories and Glass Joint Health and Safety Advisory Committee (CHARGE)	No	03.02.04	→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information	Yes	<b>CHARGE</b> – are keen to formalise the links between ACTS & CHARGE. They are already contributing to Silica Essentials. <ul style="list-style-type: none"> <li>• CHARGE are investigating potential areas for production of control guidance sheets</li> </ul>
Construction Industry Advisory Committee (CONIAC) Occupational Health Working Party	Yes	28.01.04	→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information	Yes	<b>CONIAC</b> – Want to review e-COSHH Essentials' suitability for construction following the introduction of the direct advice control guidance sheets. <ul style="list-style-type: none"> <li>• The committee have expressly asked for guidance on working in confined spaces.</li> <li>• Also requested ACTS support for speeding up the process of change from solvent – based to water – based paints and the addition of iron salts to cement</li> </ul>
Local Authority Forum	Yes	30.03.04	→ ← This section is being withheld under	No	

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			Exemption 12 of the Code of Practice on Access to Government Information		
Foundries Industries Advisory committee (FIAC)	No	22.04.04	→ ← This section is being withheld under Exemption 12 of the Code of Practice on Access to Government Information	No	
<b>COMMITTEE VISITS STILL TO BE ARRANGED</b>					
Health Services Advisory Committee (HSAC)		TBA			Next meeting date will be announced after 27 Feb 2004 meeting.
Occupational Health Advisory Committee (OHAC)		On hold			On hold until reconstitution/raison d'etre issue solved.
Textile Industry Advisory Committee (TEXIAC)		11/05/2004			

**Progressing the Work Plan - Working in Partnership with Other Committees**  
**Committees identified for ACTS volunteers to visit: Progress as at 26 February 2004**

**Potential initiatives for the ACTS work plan from other sources**

1. At the ACTS Communications Working Group (CoWG) meeting, held 12 February 2004, it was proposed that an ACTS member together with a health specialist and a good practice employer could work as an outreach team to promote the health messages to targeted audiences.
2. Another proposal is for the appointment of ACTS “champions” for the different programmes of the Chemical Strategy. Ideally, this would be a formalisation of roles that ACTS members currently perform as members of other committees, working groups etc. It is proposed that ACTS members nominate “champions” for the following roles;
  - ACTS Champion for asthma
  - ACTS Champion for skin disease
  - ACTS Champion for cancer
  - ACTS Champion for respiratory diseases
  - ACTS Champion for e-COSHH Essentials
  -