

Date: 9 June 2016	Location: BGS, Keyworth, Nottingham, NG12 5GG	Taken by: Nick Sangha
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Subject: AGRICULTURE INDUSTRY ADVISORY COMMITTEE (AIAC) MEETING

<p>Present: HSE Rick Brunt (Chair) Andrew Turner Nick Sangha (Committee Secretary)</p> <p>Observer Judith Bootwood (HSE)</p> <p>Guest Paul Cook (HSE)</p>	<p>AIAC Members Thomas Price (NFU) James Chapman (NFU) Mark Smith (NFU Mutual) Marcus Potter (Lantra) David Knowles (IOSH RIG) Ian Beeby (Unite) John Burbridge (Unite) Matthew Belsey (Unite) James Brown (AFAG)</p>
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Item No	Description
1	<p>Welcome and Opening Remarks</p> <p>Chair welcomed everybody to the BGS site and in particular John Burbridge and Matthew Belsey from Unite as new committee members. Apologies had been received from Jennifer Donn (NAAC); Gillian Littlewood (BRC); Gerald Davies (LANDEX); and James Eckley (NFYFC).</p>
2	<p>Matters arising and actions outstanding from previous meeting</p> <p>The actions from the previous meeting had either been discharged or were listed as agenda item for this meeting. One outstanding item from the last meeting has been carried forward:</p> <p>(7.9) At the 9 June 2015 meeting Tim Englefield had informed members that the level 3 NVQ had been revised to include a 30 hour compulsory module on health and safety but parts of the qualification required more content. At the 3 November 2015 meeting Gerald Davies informed members that he had attempted to contact Tim for an update without success but will follow this outstanding action up in his role as the new Landex AIAC committee member.</p> <p>Action: Gerald Davies to share NVQ level 3 module and invite members to contribute on developing content material.</p>
3	<p>Update on key topics and issues</p> <p>AIAC membership</p> <p>(3.1) Following discussions at the last meeting members had volunteered to assess their own organisation against the agreed membership criteria and to share their views with the Chair. No responses had been received by the Chair and consequently any re-drafting of the Terms of Reference (TOR's) had been delayed. In discussion at the meeting members reported that they had assessed their organisation, and believed they sat comfortably within the committee membership criteria. All members agreed that on balance the criteria are fit for purpose and suited for both new and existing members. Chair will now move forward with re-drafting the TORs so that they are more concise and focused on delivery and outcomes.</p> <p>Action: Chair to condense TOR's set out in AIAC paper 15/11/01 in annex 3 and then forward amended version to members.</p> <p>(3.2) The other action, delayed in absence of a response from members was to test the matrix against land agents.</p> <p>Action: Chair and David Knowles to test criteria against land agents via teleconference or meeting</p> <p>Fatal Alerts</p> <p>(3.3) Following the last meeting HSE had developed and initiated a system of initial notification of fatal injuries to AIAC and FSP members. The process started in February and a total of 13 alerts had been sent out to date. The action on members had been to disseminate agreed messages and to provide feedback to HSE as they utilised these alerts, but this had been sporadic.</p>

In discussion members provided the following feedback:

(3.4) David Knowles advised that IOSH used their micro Rural Industries Group (RIG) news webpage to cascade key messages to its members. In addition David also disseminated bespoke messages within the safety forums that he attended and with IOSH committee members. IOSH RIG had also managed to secure some additional resource to further develop content and messages.

(3.5) James Brown was concerned that there may be some tensions with using this information and the role of the Procurator Fiscal during an investigation of a fatal incident in Scotland. In particular the potential for legal challenges when sharing information. Chair agreed to approach COPFS via HSE's office in Scotland for further clarification on the Scottish legal landscape.

Action: Chair to approach COPFS via HSE's office in Scotland with regards to the Scottish legal system

(3.6) Tom Price advised that the alerts were adapted to add value and expand the key messages on the NFU and Farm Safety Partnership (FSP) micro website. Analysis showed that the micro news site had attracted a lot of web traffic and had fell within NFU's top 10 ten page web hits. The site promoted both FSP and HSE guidance to both members and non-members with further links to the HSE and agriculture micro site. There was also the application of careful selection depending on nature of incident and relevance to farming community. Regional NFU Networks were also informed of a local incident to help highlight and cascade bespoke messages to local members. Notifications were also sent to FSP members but it was felt that more work was needed to help engage and interact with members and their respective organisations.

(3.7) NFU Mutual also sent out details with their monthly bulletin to all staff covering internal large losses / claims and shared messages with clients and members through various IT communication channels including their in house Yammer social platform.

(3.8) Unite the Union had also circulated details within regional committees and had promoted messages through the landworker in house union magazine. Although Unite members welcomed the fatal notification and thought that the content was useful, had some reservations on the summary detail. AIAC members were reminded that the level of detail was an initial indication only.

(3.9) Marcus Potter informed members that Lantra shared details with instructors and training providers and that the notification was well received. All members agreed that the notification system was welcomed and an invaluable and worthwhile source of messaging and acknowledged the added value in promoting the safety message and guidance over the actual detail of the incident.

(3.10) Chair reminded members that the initial notification was a means of promoting guidance and not comment on the causes of specific incidents. All were reminded that these notifications were not for cascade in their original format, and that members should seek to add value to the messaging as the advice is disseminated throughout their networks. Also no conclusions should be drawn about the incidents from the initial notification.

Action: ALL members to review how they use the initial notification and ensure that they meet the agreed principles of adding value and promoting relevant messages.

Post meeting note: Feedback received from BRC representative requests further discussion and indicates that the notifications have been circulated within BRC and met with a response "**that this information is already available, at this time the focus is on other areas**". Given that BRC were very vocal about the importance of developing these alerts, and appear now to not see any value in them, this matter will be included as an agenda item on the November 2016 meeting.

Action: Secretariat to include fatal notification as an agenda item at November 2016 meeting

(3.11) Tom Price enquired on whether members could also receive details of all prosecutions taken by HSE. Chair informed members that not all prosecutions taken by HSE are widely publicised through a press release but will explore alternative methods of cascading details to members.

Action: Chair to explore methods of cascading details of prosecutions taken by HSE to members

Farm Safety Week 2016

(3.12) Tom Price updated members on the 2016 Farm Safety Foundation's (FSF) farm safety week. Similar to last year, five safety topics will be featured throughout the week, one for each day (4-8 July 2016). The themes will be on: falls; machinery; livestock crush injuries (animals); transport and child safety. New case studies are being developed and this includes identifying more injury victims and or their families that are prepared to share their story and personal experience. Tom Price encouraged members to approach Stephanie Berkeley, FSF campaign manager who would welcome further details on a range of new case studies for the campaign week.

(3.13) FSF have also set up a panel debate during the Livestock event to help engage dialogue with the industry. Tom Price circulated the farm safety week timetable listing the various activities proposed throughout the week. Marcus Potter mentioned ministerial input at the lantra stand to help promote some new qualifications and suggested an approach be made. Members commented on the rationale for having a 5 day week over a 7 day week. It was agreed that this was a matter that is for FSF to consider and was not within AIAC's remit. HSE are supporting the week, and noted the synergies with the system strategy and use of HSE's strategy #HelpGBWorkWell. Tom Price confirmed that an email logo will be produced for members to help promote the 2016 farm safety week. Members were encouraged to contact Stephanie Berkeley for more details of the events.

Action: Members to forward details on any new potential case study to Stephanie Berkeley

SHAD business model

(3.14) Chair informed members that the 2016 SHAD programme was being scheduled for delivery. Building on AIAC's November discussions Lantra and HSE have started exploring options for securing sponsorship. HSE's commercial team are also helping to explore what needs to be done to attract potential sponsors including ensuring that the SHAD model is more effective and sustainable for future years.

(3.15) HSE research was underway to assess changes in behavior following SHAD attendance. Two questionnaires had been developed to capture farmers views followed up by telephone contact. Findings from the research study will be published in September. For long term behavioral change, a suggestion was made to develop a community of discussion where farmers could engage with each other. James Chapman mentioned the NFU industry specific event organised on the request of some local farmers that followed a SHAD type format.

EU/OSHA funded event

(3.16) Tom Price introduced the EU funded event considering healthy working lives and older workers in agriculture. The event will be held on 14 July at the Great Yorkshire Show. HSE and NFU were working in partnership to develop content and campaign material for the programme. Invitations had been sent out to FSP and AIAC members but wider industry participation was also required to help the event become more efficient and effective.

Farmers Weekly Safety features

(3.17) Tom Price updated members on contact from 'Farmers Weekly'. They had approached HSE regarding a campaign using a series of safety based features that they will be running. HSE had connected FW with NFU/FSP. Tom Price and Rick Brunt met the editorial team to discuss some of the issues that could be part of the feature. AIAC members may be contacted and were also encouraged to provide some input on articles from their own experience and industry knowledge.

4 Ag fatal statistics report 2015/16

(4.1) Chair updated members on HSE proposals to bring forward and re-design the ag fatals report. This will now use more Infographics and be more suitable for current communication channels. The report and a poster will be launched following the national HSE statistics release on Wednesday 6 July during farm safety week to help support the event and increase social interaction. Members welcomed the suggested graphical digital presentational changes to the report.

5 The H&S System Strategy

System strategy

(5.1) Chair summarised the launch events for the Health and Safety system strategy and outlined the six components (acting together; tackling ill health; managing risk well; supporting small employers; keeping pace with change; and sharing our success) which formed the strategies strategic themes. Supporting material is available on the HSE website including case studies and a social media kit. Chair encouraged members to join in the conversation by signing up as member and to download the logos and Social media imagery.

(5.2) Some AIAC members had attended the strategy road shows. Chair invited members to share what their organisations were doing to support the strategy and #HelpGBWorkWell. NFU felt that it was a worthwhile day and a good opportunity to interact and learn what other industry stakeholders were doing to support the strategy. Members discussed what would be next after the road shows to keep up interest. David Knowles mentioned the wealth of resource made available on the IOSHH website that fits well into the HSE strategy.

	<p>(5.3) Chair acknowledged that tacking ill health was outstanding and the need to re-convene a health working group ought to be considered. Members discussed the long working hours in the industry especially during the silage making season and associated risk in accidents and ill health problems and employer responsibilities in managing the risks. Members also discussed casual and relief workers to help back fill jobs whilst experienced workers had time off work and the challenges with training and skill shortages within the industry.</p> <p>Sector strategy, Implementation and communications plan</p> <p>(5.4) Chair updated members on plans to review the agriculture sector strategy and to refresh it to take account of progress and the revised system strategy. The implementation and communication plan will be drafted after the sector strategy. AIAC members may be contacted as part of the consultation process.</p>
6	<p>Involvement of insurance industry in reducing hazards and on farm inspection & monitoring</p> <p>(6.1) John Burbridge (Unite) raised the involvement of insurance industry in reducing risks and on farm inspection and monitoring. Mark Smith (NFU Mutual) reminded members that NFUM had developed a safety hub for farmers and also provide a free consultancy service on farm hazards and risks. AIAC acknowledged the fine balance between insurers offering free or priced services, and the businesses operating in a very competitive market.</p>
7	<p>Report back</p> <p>Farm Safety Partnership (FSPs) in England, Scotland and Wales</p> <p>(7.1) Tom Price, Chair of FSP reported back on the work of the partnership. The cattle group were considering some further guidance. Machinery Group had also been proactively drafting some additional guidance including further use of the safe delivery of feed check list. Following a number of requests NFU had trialled a 'mini SHAD' training event for farmers. The sessions included OHPL and ATV's. A newsletter had also been produced by the partnership to help promote better communication. More focus will be on what each member can bring to the partnership and drive forward.</p> <p>(7.2) Chair reported back on the Scotland FSP. A meeting had been held in December to discuss widening membership to other organisations. Since then there had been no apparent activity by the Scotland FSP.</p> <p>(7.3) The Wales FSP had also met and considered a proposal to reconvene as a standing committee under the Welsh Government's strategic framework. This would enable the Wales FSP to develop a focussed strategy for improving on farm safety and to devise a more structured and coherent approach.</p> <p>AFAG and FISA</p> <p>(7.4) Andrew Turner presented on overview and update to the AFAG meeting held on 17 May 2016. For full details see AIAC paper 16/06/01.</p> <p>(7.5) Andrew also provided an update on progress with FISA and the eight working groups looking specifically at forest safety issues. For full details see AIAC paper 16/06/02. In discussion around the FISA AGM members noted FCA's stance on rules and articles, and passed comment that, to an external observer, FCA appears to be aiming to thwart progress within FISA, and could even be interpreted of wishing to cause FISA to fail. Chair to consider discussing this at AFAG.</p> <p>Action: Chair to include AIAC action point (7.5) as an AFAG agenda point for further discussion</p>
8	<p>Any other business</p> <p>(8.1) James Chapman informed members that he was successful in securing a Nuffield Scholarship and may approach AIAC members for some advice and support. David Knowles mentioned that IOSH also do mentoring.</p> <p>(8.2) Chair referred to the livestock paper on cattle incidents that had been taken at last June's meeting. In incident investigations that have been initiated since last April, HSE had aimed to collect additional data about the incident for future analysis. Due to timing of data release, particularly national fatal injury statistics, an updated analysis will be prepared for the November 2016 meeting, with the intention of being an annual item for consideration, particularly in relation to incidents involving members of the public, to keep guidance under review.</p> <p>(8.3) Chair also drew attention to the likely review of the H&S Enforcing Authority Regulations as part of HSE's Local Authority Unit review of LA delivery of health and safety regulatory services. A short survey will be launched in June and members agreed that they wish to participate and express their views. Secretary to forward the LAU note on the consultation process, and to pass members contact details to</p>

	<p>LAU for further consultation.</p> <p>Action: Secretariat to send LAU note to members and to pass members' details to LAU in readiness for the short survey</p>
9	<p>Date of next meeting:</p> <p>The next AIAC meeting will be held on Thursday 03 November 2016 at NFU HQ, Agriculture House, Stoneleigh Park, Stoneleigh, Warwickshire, CV8 2TZ.</p>

Notes Item No	Description of Actions	Progress
7.9	Gerald Davies to share NVQ level 3 module and invite members to contribute on developing content material.	Outstanding
3.1 and 3.2	Chair to condense TOR's set out in AIAC paper 15/11/01 in annex 3 and then forward amended version to members. Chair and David Knowles to test criteria against land agents via teleconference or face to face meeting	
3.5	Chair to approach COPFS via HSE's office in Scotland with regards to the Scottish Legal System	
3.10	All members to review how they use the initial notification and ensure that they meet the agreed principles of adding value and promoting relevant messages Secretariat to include fatal notifications as an agenda item at the 3 November meeting	
3.11	Chair to explore methods of cascading details of prosecutions taken by HSE to members	
3.13	Members to forward details on any new potential case study to Stephanie Berkeley, FSF Campaign manager	
7.5	Chair to include AIAC action point (7.5) as an AFAG agenda point for further discussion	
8.3	Secretariat to send LAU note to members and to pass members details to LAU in readiness for the short survey	