



**HEALTH AND SAFETY COMMISSION**  
**ARBORICULTURE AND FORESTRY ADVISORY GROUP**

**Terms of Reference and Work Programme 2005-2008**

**Issue**

1. Terms of reference and a three-year programme of activities for the Arboriculture and Forestry Advisory Group (AFAG).

**Recommendation**

2. AFAG's current terms of reference (as per AFAG 04/03) and the finalised version of the AFAG Workplan, as presented to and accepted by the Health and Safety Commission's (HSC) Agriculture Industry Advisory Committee (AIAC) in May 2005, is attached at Appendix 1 for information and discussion. This summary table incorporates revisions made to the original draft Plan (AFAG/04/08), following discussions at the 7<sup>th</sup> and 8<sup>th</sup> AFAG meetings.

**Background**

3. The HSC's "Strategy for workplace health and safety in Great Britain to 2010 and beyond" recognises the value and importance of partnerships such as those forged through the AIAC and AFAG in improving health and safety. HSC has also identified hazards for particular attention. These are workplace transport, musculoskeletal disorders, falls from height, slips and trips, and stress. The AFAG work plan aims to address these cross-sector hazards as well as industry specific problems.
4. Advisory Committees are required to prepare an overarching strategy and plan of work detailing the projects it will carry out. Normally a new work programme is prepared every three years and reviewed annually. This is required to reflect HSE's three new Public Service Agreement (PSA) targets, ie to reduce fatal and major injuries (by3%), work-related ill health (6%) and days lost due to work-related injuries and ill health (9%), all by 2007/08. The current Terms of Reference for AFAG are given in the attached Appendix 1.

5. A paper presented to the AIAC entitled “Strategy for Delivery of the PSA Targets: Agriculture” outlining the revised structure and arrangements in HSE is attached as Appendix 2. This describes how HSE’s activities are now project-based and how its work in agriculture and related industries contributes to HSC’s Strategy and to HSE’s “Fit for work, fit for life, fit for tomorrow” (Fit3) Strategic Programme and its associated projects.

## **Discussion**

6. HSE is in the process of discussions and further change to implement Programme and Project Working and is currently reviewing its allocation of resources, in order to contribute more effectively and to help deliver its PSA targets. This will be outlined at the meeting.

7. This may have some implications for work items proposed in the original paper (AFAG/04/08). As agreed, each ‘product’ has been assigned a ‘champion’ (ie an AFAG member to lead on each item) and also given a priority, either A (high), B (intermediate), or C (low), and grouped under one of four broad headings:

- Examination of underlying and root causes of serious accidents to identify cultural and behavioural implications, and develop strategies for risk reduction
- Operational best practice – Improving and maintaining standards
- Occupational Health – Improving and developing strategies for risk reduction
- Communication – Promoting best practice and maximising the potential for change.

## **Action**

8. Members are invited to: -

- i. Consider the revised items and areas of work in Appendix 1 in the light of discussions at the 9<sup>th</sup> meeting;
- ii. ‘Champions’ are asked to report on progress with each item, and
- iii. Agree to extend the current terms of reference to incorporate the 4 Aims and Objectives listed in Appendix 2.

**HSC AGRICULTURE INDUSTRY ADVISORY COMMITTEE**

**ARBORICULTURE AND FORESTRY ADVISORY GROUP**

**TERMS OF REFERENCE AND SUMMARY OF WORK PROGRAMME 2005-2008**

**Current Terms of Reference (ref AFAG 04/03)**

Following the reconstitution of the Health and Safety Commission's (HSC) Agriculture Industry Advisory Committee (AIAC), the AIAC agreed that the Arboriculture and Forestry Advisory Group (AFAG) will continue to consider and make recommendations to the HSC and the AIAC on:

- (a) Identifying and controlling all major areas of risk to health and safety arising from work activities in forestry, arboriculture and the transport of timber in the forest, and
- (b) Implementing the HSC strategy for workplace health and safety in Great Britain to 2010 and beyond.

## Summary of AFAG Work Programme 2005-2008

### Examination of underlying and root causes of serious accidents, and develop strategies for risk reduction.

	Champion	Priority
Examination of underlying and root causes of serious accidents over the past 5 years to identify cultural and behavioural implications and strategies for reduction of risk.	<b>Emily Ramsay - FC</b>	A
Training and Certification	<b>Bruce Hatton, Gerald Bonner</b>	B

### Operational best practice – Improving and maintaining standards

Identifying and promulgating precautions for steep slope working by forestry machines	<b>Neil McKay</b>	A
Improving management of work at height, including <ul style="list-style-type: none"> <li>• Implementation of the Work at Height Regulations.</li> </ul>	<b>Paul Elcoat – arb’ Forestry Commission- forestry</b>	A
Examination of feasibility of welfare provision on forestry work sites	Unassigned	C
Rigging and dismantling techniques in arb’	<b>Frances Hirst</b>	A
Forces encountered using winches to assist with felling, and development of systems of work	<b>Jim Dewar</b>	A
Chainsaw ppe	<b>Simon Richmond</b>	B
Market surveillance (product design)	<b>Jim Brown</b>	B

### Occupational Health – Improving and developing strategies for risk reduction

Promotion of rehabilitation services	<b>Garry Miller</b>	A
Identifying the prevalence and causes of musculoskeletal disorders and develop strategies for risk reduction	<b>Bruce Hatton</b> Paul Elcoat – tree climbing	A

### Communication – Promoting best practice and maximising the potential for change.

Promotion of arboricultural best practice amongst key client groups.	<b>Bruce Hatton</b>	A
Guidance production, review and maintenance, including: <ul style="list-style-type: none"> <li>• AFAG 401</li> <li>• AFAG 203</li> <li>• Dismantling guide</li> </ul>	<b>Bruce Hatton</b>  Simon Richmond Simon Richmond Frances Hirst and Jim Dewar	A A B

**STRATEGY FOR DELIVERY OF THE PSA TARGETS: AGRICULTURE**

**HSE TARGETS & STRATEGY**

In 2000, the Government and HSC set national targets for health and safety improvements by 2010 as part of 'Revitalising Health and Safety' (RHS). The RHS indicators have been adopted as part of a new Public Service Agreement (PSA), committing HSE's parent department, the Department of Work and Pensions to:

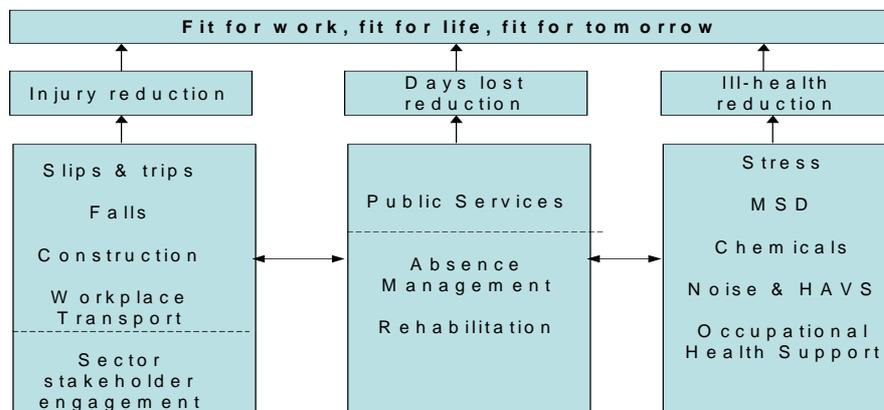
**“By 2008 improve health and safety outcomes in Great Britain through progressive improvement in the control of risks in the workplace.”**

The PSA is underpinned by a number of targets including:

- A 3% reduction in the incidence rate of work-related fatal and major injuries;
- A 6% reduction in the incidence rate of cases of work-related ill health;
- A 9% reduction in the incidence rate of days lost due to work-related injuries and ill health to be achieved by 2007/08 against a baseline of 2004/05.

Following a review, HSE's Director General announced in September 2004 that delivery of the PSA targets would in future be addressed by two strategic programmes: “Fit for work, fit for life, fit for tomorrow” (Fit 3) and “Major Hazards”.

“Fit 3” based on an analysis of injury and ill health data across known hazards and sectors, in businesses large and small, is designed to reflect more clearly the link between programme activity and intended outcomes. More focussed on delivery, it allocates resource to what works and scales back activities that make lesser contributions towards the PSA targets.



We believe the industry's contributions to Fit3 will largely be through the 'Injury' and 'Ill-health' programmes. The agricultural community's point of contact and liaison with the Fit 3 programme and its component programmes will continue to be the Agriculture & Food Sector.

Previously, as part of its response to delivery of the RHS strategy, the Agriculture Industry Advisory Committee agreed that the industry should seek to make the following contributions to the RHS targets:

- A reduction in fatal accident incident rate to **employees** - 5% by 2004 & **30%** by 2010;
- A reduction in fatal accident incident rate to **self employed** - 5% by 2004 & **10%** by 2010;
- A reduction in major accident incident rate to **employees** - 5% by 2004 & **30%** by 2010;
- A reduction in child fatal accidents to zero by 2010.

The AIAC may want to revisit these in the light of the HSE's new three-year PSA targets.

## **HSE's VISION FOR AGRICULTURE**

Our vision for the industry remains unchanged, namely that of one which:

- recognises high standards of health and safety as an integral part of business practice;
- achieves a sustainable downward trend in fatal/major accident incident rates to workers, and in the number of farm accident deaths to members of the public and children;
- is saved from associated pain, grief and suffering; and
- reduces consequential costs to society and the economy (e.g. lost outputs, damage, medical, insurance, widows/disability /benefits/pensions/rehabilitation). £142m in 2003/04.

## **AIMS AND OBJECTIVES**

Our objectives over the next 3 years are:

1. To contribute to the Fit3 strategic programme through implementation of an interlinked 10-point strategy (Table 1) delivered by a series of projects (see Table 2 for current list) directed toward achieving a fundamental culture change amongst farmers, targeting the self-employed/family farms in particular.
2. To exploit synergies in the supply chain and through joint working across government and with industry stakeholders to improve the well-being of workers in agriculture and the fresh produce sectors.
3. To develop, implement and evaluate innovative and cost-effective intervention methodologies to deliver the Fit3 programme.
4. To implement an effective communication strategy for the industry.

## **SUPPORTING EVIDENCE**

The strategy is the result of:

- An evidence based strategic review in 2002; updated in 2004.
- Professional assessment of the industry's health and safety priorities by sector staff supported by the independent Influence Network Model (2002):endorsed in 2004 by research using farmer groups and behavioural studies.
- Factoring in the projected changes in the industry.
- Independent evaluation of the key elements e.g. SADs, E-form self assessment tool, advertising campaigns
- Development of a new evaluation tool, the "Barometer of Culture Change in Agriculture" available in 2005 to evaluate a wide range of interventions
- An emphasis on communication and outcomes rather than on inspection and outputs per se.

**Table 1: 10 Point Intervention Strategy for Agriculture**

<b>Elements</b>	<b>Outcomes / what it will look like</b>
<b>1.</b> Engagement of key stakeholders including the social partners, major companies and OGDs who can influence the industries	The commitment of key organisations and individuals in the agriculture and fresh produce supply chain to contribute to achievement of PSA targets / Numerous partnerships formed to contribute to delivery of the Fit3 programme.
<b>2.</b> Extend knowledge, skills and competences of those in the industry.	Persons working in the industry have the skills and knowledge necessary to work safely and those who manage work activities are capable of applying the best practice health and safety standards / Wide uptake of a new suite of land based NVQs.
<b>3.</b> A targeted communications strategy providing information, advice, guidance, learning materials and targeted publicity campaigns.	Best practice standards are readily available, disseminated and widely used in the industry / Industry best practice publications will be the norm, HSE communications will be mainly web based.
<b>4.</b> Innovative interventions, targeting the employed sector.	Stimulate compliance amongst duty holders to address priority hazards e.g transport, falls from heights, MSDs etc. and ensure the protection of workers / Blitz and project based inspection contributing to the Fit3 programme. Advice and guidance delivered through the peripatetic Health and Safety Awareness Officer (HSAO) system. Health and safety built into farm assurance schemes and the fresh produce supply chain.
<b>5.</b> Innovative interventions to influence the self-employed / family farm sector.	Stimulate positive action amongst self-employed / family farms / Widespread uptake of HSE's E-form for self-assessment, linked to Defra's Whole Farm Approach. Farmers group inspections to maximise cost effectiveness. 50% of target clients will have attended a SHAD. Development of influence networks in partnership with the WFU and similar stakeholders.
<b>6.</b> Promoting the safety of work equipment through design and the supply chain	Equipment purchased by the industry will have a high level of initial health and safety integrity / Grants or subsidies to upgrade or replace old equipment maybe available.
<b>7.</b> Promoting occupational health and rehabilitation provision and uptake.	Achievement of the Securing Health Together targets / Rural occupational health advice and rehabilitation provision will be available through one or more agricultural / rural portals and widespread uptake will reduce chronic ill health in the industry.
<b>8.</b> Promoting child safety through partnership working.	Achievement of the aspirational target to reduce the number of fatal accidents to children due to work activities on farms to zero / Effective partnerships formed with key stakeholders including the social partners to secure awareness and action.
<b>9.</b> Fit-for- purpose evaluation	An effective work programme which achieves value for money, linking inputs to impacts and outcomes / Barometer of culture change will be widely applied to evaluate comparative effectiveness of a wide range of interventions.
<b>10.</b> Casual and temporary labour including migrant working	Determination of the scope, extent, health and safety problems and appropriate controls for indigenous and migrant casual and temporary labour. Good and effective working relationships established with the Gangmaster Licensing Authority and OGDs with related interests / Reduced levels of risk, injury and ill health experienced by casual, temporary, migrant and other vulnerable workers in agriculture and the fresh produce supply sector.

**Table 2: Agriculture Projects involving operational resource 2005-2008**

<p><b>1. Transport</b></p> <ul style="list-style-type: none"> <li>i) Influencing safety and improving vehicle maintenance through the supply chain.</li> <li>ii) Peak activity transport campaign</li> <li>iii) Enforcement initiative with partners</li> </ul>
<p><b>2. Falls from Height</b></p> <ul style="list-style-type: none"> <li>i) Falls from height blitz.</li> <li>ii) Awareness raising and enforcement campaign of existing standards, including a focus on bale stacking.</li> <li>iii) Local interventions to be agreed with the sector.</li> </ul>
<p><b>3. MSD</b></p> <ul style="list-style-type: none"> <li>i) MSD Blitz - Targeted inspection of high risk activities in the employed sector</li> <li>ii) Promotion and enforcement of guidance, including training in good manual handling techniques in mainstream farming.</li> </ul>
<p><b>4. Self-employed / family farms</b></p> <p>HSAO activity:</p> <ul style="list-style-type: none"> <li>i) SHAD's (with minimal support from B3/4).</li> <li>ii) Local initiatives to be agreed with the sector.</li> </ul>
<p><b>5. Arboriculture</b></p> <p>HSAO activity:</p> <ul style="list-style-type: none"> <li>i) Four engaging competent contractors SADS: audience commercial clients and local authorities.</li> <li>ii) HSAOs to undertake a 3-year programme of contact with arboriculture businesses looking at awareness of Work at Height Regulations, ELCI, training records, LOLER examination reports and AFAG/industry guidance.</li> </ul>
<p><b>6. Forestry</b></p> <p>Forestry blitz - focussing on forestry site management in Scotland, Wales and the North East</p>
<p><b>7. Casual, temporary and migrant working</b></p> <ul style="list-style-type: none"> <li>i) Divisional support for regional Operation Gangmaster Forums and/or the Government Agencies Intelligence Network (GAIN): sharing information and participating in joint exercises.</li> <li>ii) Proactive enquiry about the use of casual labour and health and safety controls at any preventive or project based inspection in ag/food premises where such labour is employed.</li> <li>iii) Divisional projects targeted at reducing the level of risk experienced by casual &amp; temporary (especially migrant) workers.</li> </ul>
<p><b>8. Education, Skills &amp; Competences</b></p> <ul style="list-style-type: none"> <li>i) Engagement with local stakeholders to promote the new H&amp;S VQs as core competences for managers.</li> <li>ii) Assistance to colleges in developing the H&amp;S of curricula. To inc provision of information/advice &amp; learning support materials.</li> </ul>
<p><b>9. Working with OGD's</b></p> <p>Work with SEERAD and Welsh Assembly</p>