

## Agriculture Industry Advisory Committee (AIAC)

### Project Group: Temporary and migrant working

### Minutes of 9<sup>th</sup> Meeting: 12 June 2007 (HSE Stoneleigh)

#### Present:

Madge Moore - Lantra  
Ivan Monckton - TGWU  
Michael Britten - NFU  
Graeme Walker - Secretary  
Chris Molde - HSE

James Potter - NFU (Senior Legal Adviser)  
Nick Sangha - HSE

#### Apologies:

Martin Swinney - Home Office: Work Permits (UK)  
James Eckley - NFYFC  
Jill Hewitt - NAAC

#### Agenda

1	Welcome and introduction	
2	Minutes and Actions Arising	<ul style="list-style-type: none"><li>• Minutes of 8<sup>th</sup> meeting (23/04/07) agreed</li><li>• Actions arising dealt with under the agenda</li></ul>
3	Migrant worker pocketcard	<p><b>CM:</b> updated members on the position:</p> <ul style="list-style-type: none"><li>• Electronic translated versions of the pocketcard were placed on the HSE website at the beginning of May.</li><li>• An initial print run of 80k printed copies of the pocketcard, available from HSE Books, was published in mid-May.</li><li>• Reviewed actions taken by stakeholders under the communications strategy</li><li>• Advised that at the request of the Home Office a promotional poster has been printed for use at ports of entry/by stake-holders. Copies available from CM/GW</li></ul> <p><b>Actions</b></p> <ul style="list-style-type: none"><li>• CM to forward copies of the poster to IM and MM</li><li>• CM to monitor electronic uptake and hard copy distribution in July.</li></ul>
4	Migrant worker website	<p><b>NS, CM, GW:</b> updated members on the position:</p> <ul style="list-style-type: none"><li>• HSE still plans to go live at the beginning of July</li><li>• The site is cross-sectoral but will focus initially on agriculture and construction. Guidance for other</li></ul>

		<p>sectors will be added over time.</p> <ul style="list-style-type: none"> <li>Confirmed the site will be accessible by potential migrants in their own language from abroad</li> </ul>
5	Guidance for SMEs	<ul style="list-style-type: none"> <li><b>GW</b> reminded members the leaflet was part of HSE's Working in the UK series. Discussion on the title. <b>Agreed</b> leaflet should focus on/target 'Agriculture and Related Industries'.</li> <li><b>GW</b> advised there had been no response from members by 31 May or prior to the meeting. <b>IM</b> confirmed he had copied the draft widely within UNITE and was disappointed at the lack of response</li> <li><b>GW:</b> reminded members that a condition of HSE's agreement to proceed was that the product would need to be 'tested/evaluated' before going to print/launch. HSE would want to do this in-house and would not accept/rely on external stakeholder evaluation.</li> <li><b>GW:</b> re-tabled the first draft of the SME guidance. In discussion</li> <li><b>JP</b> suggested minor changes but advised that on balance the draft was fit-for-purpose. <b>JP</b> to confirm/forward suggested amendments electronically.</li> <li>Discussion on the inclusion of guidance on diversity. <b>Agreed</b> to retain it in the revised draft/mock-up.</li> <li>Discussion on the inclusion of references. <b>Agreed</b> that in providing references the guidance should take account of the fact that the target audience was not necessarily IT literate. See also agenda item 6.</li> </ul> <p><b>Actions</b>  <b>JP:</b> to submit suggested amendments asap.  <b>IM:</b> to again invite comments from UNITE officers  <b>GW:</b> to prepare final draft and submit to HSE's Comms. Directorate to develop mock-up.  <b>ALL:</b> future consultation with/by members to be carried out electronically.</p>
6	SME guidance – Comms. strategy/plan	<ul style="list-style-type: none"> <li>Reviewed Comms.Strategy for the workers' pocketcard. <b>GW</b> suggested many of the same stakeholders - with the exception of Home Office departments - would be important in helping disseminate the guidance.</li> <li>Discussion on the comparative value of electronic –v- hard copy publication/distribution. <b>Agreed</b> the leaflet should be made available in both forms. Stakeholders would be able to download/print off hard copies for distribution to their membership as necessary.</li> <li>Discussion on timescale. <b>Agreed</b> we should seek to publish the guidance by the next AIAC meeting (end of October).</li> </ul> <p><b>Actions</b>  <b>ALL:</b> to provide information to support business case for print run</p>

		<p><b>HSE:</b> to develop revised comms. strategy.</p> <p><b>HSE:</b> to progress leaflet with a view to launching leaflet at end of October.</p>
7	Future work– what/where next?	<p><b>MM:</b> reminded members that AIAC working groups were envisaged as ‘task and finish’ groups.</p> <p><b>MM:</b> referred members to the group’s initial aims and objectives – see Annex 1 attached. The main outstanding issue was that of raising management competences. Members need to consider if there is further work the group could/should do.</p> <p><b>GW</b> reminded members of possible future involvement in promoting worker involvement in the industry. AIAC had agreed this focus should replace that of promoting roving safety representatives in the industry. AIAC had further agreed that it was important to promote migrant worker involvement.</p> <p><b>Actions</b></p> <p><b>ALL</b> to consider any further work for the group.</p> <p><b>MM</b> to report back to AIAC on the group’s outcomes and any possible future work.</p> <p><b>Members</b> invited to let GW know if they would be interested in joining/supporting the Worker Involvement Group.</p>
8	<b>AOB</b>	No additional business
8	Date of future meeting	<ul style="list-style-type: none"> <li>• No date agreed for any further meetings</li> <li>• Consultation on the SME leaflet to be co-ordinated electronically.</li> </ul>

## **AIAC Project Proposal: Casual, temporary and migrant working**

### **N.B. Revised following 1<sup>st</sup> meeting of the Working Group (23 September 2005)**

#### **AIM**

To reduce the levels of risk, injury and ill health experienced by casual, temporary, migrant or other vulnerable workers in agriculture, horticulture and related on-farm food processing sectors through the provision of authoritative advice and guidance.

#### **CONTRIBUTION TO PSA TARGETS**

Links directly with the HSC's strategy on migrant working and HSE's reactive work programme with respect to the investigation of reported injury and ill health amongst the target groups.

Given gross under-reporting of work-related injury and ill-health amongst the casual, temporary and migrant work force in the industry it is not possible to estimate the potential contribution of this project to the PSA targets for reducing fatal and major injuries or ill health in agriculture.

#### **OBJECTIVES**

- 1). To develop basic, generic guidance for employees on their rights and responsibilities under health and safety in agriculture and horticulture ( Q: Do we want to extend the guidance to include primary on-farm food processing?) which:
  - Identifies and gives information on the key health and safety risks to which casual, temporary and migrant workers are likely to be exposed;
  - Identifies relevant control measures and standards e.g. need for instruction, training and supervision and for appropriate authorisation/ licensing for operating workplace transport
  - Provides guidance on duties and responsibilities; and
  - Directs workers to sources of further advice, guidance and enforcement agencies.
- 2). To explore the scope for and promote the translation of key advice into the most appropriate foreign languages; and
- 3) To develop best practice guidance for small scale labour users (farmers/ growers) employers on managing health and safety in these sectors in conjunction with key stakeholders e.g. Home Office (SAWs), the Gangmaster Licensing Authority etc.
- 4). To develop a communications strategy to promote and disseminate the guidance for employees within the industry. Partner organisations might include the Gangmasters Licensing Authority (GLA), Defra (in particular the Whole Farm Approach initiative), the Association of Labour Providers (ALP), the National Association of Citizens' Advice Bureaux (NACAB), stakeholders within the fresh produce supply chain and the farming press.

Future objectives/work streams might include:

- . Reviewing and exploiting the outcomes of current HSE-sponsored research into the best mechanisms for delivering key messages to foreign workers in agriculture ;
- Reviewing viable mechanisms – including the fresh produce supply and retail chains - for raising the skills, knowledge and competences of labour providers and users in managing health and safety in the industry;
- Exploring the potential for disseminating information on employees rights and responsibilities under UK health and safety legislation through the recruitment and labour supply chains based on the European mainland.

## **PRODUCTS AND OUTCOMES (Deliverables)**

Initially:

- Basic guidance for casual and temporary workers (translated as appropriate and necessary) on key health and safety issues and controls, legal duties and responsibilities and sources of further information and guidance.

Subsequent workstreams:

- Good/best practice guidance for small scale labour users (farmers/growers) on managing the health and safety of casual, temporary and migrant workers in agriculture and horticulture
- Developing guidance on the provision of information, training and supervision in those sectors e.g. pack houses/on-farm, primary food processing where guidance is currently not available;
- Projects for raising the skills, knowledge and competences of labour providers and users in managing health and safety in the industry;

## **COMMUNICATION**

The project should seek:

- To identify and actively seek opportunities to promote health and safety messages relevant to the target sectors
- To ensure and promote consistent interpretation of regulations, codes of practice, information and advice
- To communicate key messages on HSC/E's health and safety priority topics e.g. falls from height, workplace transport, musculo-skeletal disorders and occupational health;
- To coordinate and exploit communication opportunities with HSE, Defra, the GLA and industry stakeholders to maximise impact
- To ensure that all products/services developed reflect and comply with HSE's Race Equality Scheme/Strategy

## **TASKS AND MILESTONES**

Initially we envisage the project as having four stages:

1. Identification of existing work on good/best practice to avoid duplication of effort. It is important that the project should 'add value' and exploit the advantages and status of the AIAC's relationship with the Commission.
2. Explore the potential and willingness of future partner organisations, both:
  - Project group partners/co-optees; and
  - Communications partners.
3. Workstreams to develop:
  - Generic guidance for employees on their rights and responsibilities under UK health and safety legislation

- Guidance for small scale labour users on employing, casual, temporary and migrant labour.
4. Development and implementation of the project's communications strategy

Timescales have yet to be agreed by the group.