

## Small Business Trade Association Forum Minutes

<b>Meeting Date:</b>	12 November 2009	<b>Open Gov. Status:</b>	Fully Open
<b>Type of Paper:</b>	Above the line	<b>Paper File Ref:</b>	
<b>Exemptions:</b>			

### Small Business Trade Association Forum

#### Minutes of the Meeting of the Small Business Trade Association Forum, Held on 12 November 2009 in the Cardiff Suite, Premier Inn Kings Cross, London.

**Present:**

Judith Donovan CBE,	Chairman
Andrea Baron	British Retail Consortium
Paul Bogle	National Federation of Builders
Michael Britten	National Farmers' Union (NFU)
Robert Cummings	Confederation of British Industry
Michael Davison	UK Warehousing Association
Ray Engley	Road Haulage Association
Linda Gowling	Association of Charity Shops
Niki Hayward	National Federation of Retail Newsagents
Sara Higham	Federation of Small Business
Tony Hutchinson	Rural & Industrial Design and Building Association
Phil Marsh	British Glass Manufacturers' Association
Kevin Minton	Construction Plant Hire Association
Bettine Pellant	PICON
Paul Reeve	Electrical Contractors' Association
David Ursell	Registered Nursing Home Association
Steve Walter	EEF – The Manufacturer's Organisation
Tim Webb	PICON
Andrew Willis	Federation of Window Cleaners

**Apologies were received from other members.**

**HSE Officials Present:**

Clive Fleming	Head of Strategic Interventions Division
Tony Bandle	Head of Business Involvement Unit
Stephen Williams	Chair of SME Strategy Action Team (SAT)
Katherine Fuller	Secretariat to SME SAT
Kate Haire	Head of Ionising Radiation Policy Team
Rob Ellis	Occupational Health Unit
Claire Lonsdale	Small Business Trade Association Forum Secretariat
Viv Mellor	Small Business Trade Association Forum Secretariat

<b>1.</b>	<b>Introductions and apologies</b>
1.1	Judith Donovan welcomed the attendees and introduced Andrea Baron, Niki Haywood and Andrew Willis, who were attending their first meeting.  This was also Claire Lonsdale's last meeting as SBTAF Secretariat. Judith and members thanked Claire for her work with the Forum since May 2008.
1.2	<u>Secretariat's Note:</u> Please refer to the appropriate slides on the e-community for more information on the presentations.
<b>2.</b>	<b>Minutes of the last meeting</b>
2.1	It was agreed that the minutes reflected an accurate and true description of the July 2009 meeting.
<b>3</b>	<b>Introduction to Clive Fleming</b>

3.1	<p>Clive Fleming spoke briefly to introduce himself to the Forum as the new Head of Strategic Interventions Division (formerly Cross-Cutting Division). Clive previously worked for the Better Regulation Executive and has previously worked very closely with stakeholders on a range of projects since joining the civil service. He believes that it is essential for HSE to work in partnership with stakeholders in order to improve health and safety in Great Britain. This is especially true in relation to SMEs and Clive was looking forward to working closely with SBTAf in the future.</p>
4	<p><b>Hot Topics</b></p>
4.1	<p>Claire Lonsdale provided members with an update on current health and safety initiatives, together with an insight into possible items for future Forum meetings:</p> <p><u>Health &amp; Safety Law Poster Misselling</u>: The Advertising Standards Agency (ASA) have conclude their investigation into alleged misselling of the poster by Seton UK. HSE's complaint was upheld in all respects and the adverts have now been withdrawn. Forum members were thanked for their help in forwarding examples of the misselling to HSE.</p> <p><u>Combined Health &amp; Safety Policy Statement and Risk Assessment Template</u>: The template launched on 1 September and aims to reduce the amount of time spent by small businesses on form-filling by combining the requirements of written risk assessment and health and safety policy statement into one document. Members were thanked for their help in developing and publicising the template.</p> <p><u>Work At Height Access Information Tool (WAIT)</u>: HSE is now developing WAIT in an alternative, online format, as it has not proved feasible to develop an e-tool that provides quality, consistent responses for the vast range of scenarios involved in work at height. The new guidance will still aim to provide key information to (mainly) small businesses who occasionally work at height in a straightforward format. HSE will be consulting on the development of this tool and this is planned to take place between 20 – 27/11/2009. SBTAf will be informed as soon as the draft version becomes available for feedback.</p> <p><u>Safety Schemes In Procurement (SSIP)</u>: SSIP Forum Ltd officially launched on 4 November. The launch was attended by Lord McKenzie and a mixture of industrial and government representatives. SSIP acts as an umbrella organisation to facilitation mutual recognition between health and safety prequalification schemes in the construction industry. Members of SSIP will all recognise and accept each others' accreditations as proof of health and safety competence, thereby reducing the need for businesses to complete multiple prequalification schemes in order to compete for different contracts. Founder members include CHAS, EXOR and NHBC and the scheme is fully supported by HSE, who hope that it will develop successfully in the future.</p> <p><u>Liquefied Petroleum Gas (LPG) Consultation on the Recommendations of the Gill Report</u>: Members were advised that if they had not yet responded to the consultation they had until 19 November to do so. The web-based guidance described to members at the July meeting has also become available for feedback at: <a href="http://hse2009.dev.mandogroup.com/gas/safeuse.htm">http://hse2009.dev.mandogroup.com/gas/safeuse.htm</a></p> <p>It aims to help users of LPG in small to medium size installations understand the risks involved in how to manage them effectively. Members were asked to help provide feedback for the guidance via the SBTAf Secretariat by COB on 20 November 2009. HSE is keen to ensure that this guidance is accessible and of value to the people likely to use it. Members who had already responded to the request for feedback were thanked for their help.</p> <p><u>Guidance for Disabled People and Their Employers</u>: The Diversity Team are working to review guidance that was written with the Disability Rights Council in 2007. The guidance provides a simple introduction to disability discrimination and how it fits in with health and safety law. It includes advice for people on how to incorporate any requirements of disabled employees into</p>

risk assessment and provides links to further information – such as any grants or financial assistance that might be available to help businesses who are adapting their workplace to meet the needs of any disabled employees.

The guidance can be found at: [www.hse.gov.uk/disability/index.htm](http://www.hse.gov.uk/disability/index.htm) and HSE would be very grateful if the Forum could send any feedback to [Diversity@hse.gov.uk](mailto:Diversity@hse.gov.uk)

Musculoskeletal Disorders (MSD) Directive: Since this was discussed at the July 2009 meeting, a 3<sup>rd</sup> draft of the Directive has been prepared and is currently being discussed by a working group of the Advisory Committee on Safety and Health (ACSH). This will be considered at a Plenary Meeting on 10 December and will then be forwarded to the College of Commissioners for adoption as a basis for negotiations, whether or not the text is agreed in December. The text is expected to be published and sent to member states for consideration in April 2010. Both the European Parliament and Commission need to agree the joint-text before it becomes law, so new British regulations are realistically a minimum of two years away. HSE will be consulting with stakeholders throughout the negotiation process and the Forum will be provided with regular updates on this issue. Further information can also be found at:

<http://www.hse.gov.uk/aboutus/europe/euronews/dossiers/msd.htm>

Artificial Optical Radiation (AOR) Directive: The consultation was launched on 9 November 2009 and includes the consultation document, impact assessment and also a draft copy of HSE's proposed guidance on this issue. The consultation can be found at:

<http://www.hse.gov.uk/consult/condocs/cd227.htm>

HSE are very keen to receive feedback on the guidance, which aims to help businesses understand the Directive and what it means for them. It takes a positive approach and provides examples of what businesses may already be doing to control AOR-related risks. HSE recognises that the majority of businesses will already be dealing effectively with the risks associated with this area and so they shouldn't have to do any more as a result of the Directive. Any feedback and thoughts on any aspect of the consultation would be greatly appreciated and can be given via the HSE website.

Electromagnetic Fields (EMF) Directive: Since this was last presented to SBTAF in 2006, the Directive has been delayed and now aims for implementation in 2012/13. EMFs are produced whenever electrical energy is used and usually there are no discernable effects. Some circumstances, such as resistance welding and the use of MRI equipment in hospitals, result in higher exposures that can lead to some reversible, short term effects. The Directive is intended to prevent them.

The first draft of the Directive is expected to be published in Spring 2010 so negotiations are entering their earliest phase. HSE is very keen to liaise with stakeholders on this issue, to ensure that a wide range of views and circumstances are considered during the negotiation process. As always, HSE will attempt to balance the need to ensure worker protection with ensuring that the Directive will result in definite, clear benefits that outweigh any associated burdens. To facilitate discussion of this issue, HSE will be establishing an online EMF community on the HSE website. Anyone interested in joining should contact Tim Beaumont at: [tim.beaumont@hse.gsi.gov.uk](mailto:tim.beaumont@hse.gsi.gov.uk)

Tim has also volunteered to provide an update on EMF at a future SBTAF meeting, should members wish him to do so.

Risk & Regulation Advisory Council (RRAC) Report on Health & Safety in Small Organisations: The RRAC published their report into "Health & Safety in Small Organisations: Reducing Uncertainty, Building Confidence, Improving Outcomes" on 21 July 2009. RRAC is a temporary independent advisory body that was set up to investigate the ways in which risk is managed in society. Their report makes recommendations on how HSE and other organisations could help small businesses to understand and comply with health and safety legislation. A full copy of the

	<p>report can be viewed at: <a href="http://www.berr.gov.uk/files/file52340.pdf">http://www.berr.gov.uk/files/file52340.pdf</a></p> <p>The findings are all well argued and consist broadly of what those working with small businesses would expect; that SMEs are often uncertain of health and safety requirements due to the influence of many different factors, including possibly conflicting advice of insurers, consultants and the media, together with the suitability of current guidance. Most of the recommendations fit in with initiatives that HSE is already planning under its new strategy and it is now important to ensure that HSE works in partnership with industry and other regulators to ensure the delivery of this work.</p> <p><u>Ways of Working: SBTAF Proposal Document for Contributions to the New Strategy:</u> With the assistance of several Forum members, the Secretariat has been considering ways in which SBTAF could contribute to the delivery of the new HSE strategy for health and safety in Great Britain. This is not an attempt to change the Forum's remit, but reflects continuing work to evaluate and improve SBTAF for the benefit of both its members, small businesses and HSE staff. A document has been drawn up that contains ideas for ways in which SBTAF could contribute to the new strategy and it was emphasised that the ownership of it would rest with Forum members. For the document to mean anything, it should be drawn up by members, for members. Attendees had received a copy of the document as part of their paperwork for the meeting and an up to date version would shortly be published on the e-community. Members were requested to consider the ideas in the document and to forward any initial thoughts to the Secretariat in preparation for a more detail discussion at the January 2010 meeting.</p>
4.2	<p>Members discussed the items featured in the presentation with particular comments as follows:</p> <ul style="list-style-type: none"> <li>• Paul Reeve emphasised the Electrical Contractors' Association's support for SSIP, which they hoped would help address health and safety issues in the construction industry more effectively than the previous reliance on the influence of the supply chain. Paul Bogle advised that some local authorities in London were already supporting SSIP by requiring businesses competing for their contracts to hold a prequalification issued by SSIP member organisations. HSE were thanked for their work in supporting SSIP and the Forum agreed that it was important for the initiative to progress successfully in the future. Judith Donovan undertook to feed the Forum's support for SSIP to the HSE Board.</li> <li>• Rob Cummings advised that due to the last-minute inclusion of social arrangements into the 3<sup>rd</sup> draft of the MSD Directive, the text was unlikely to be agreed at the ACSH Plenary Meeting on 10 December. There is still plenty of work to be done in refining the provisions of the Directive and the negotiation process is likely to be protracted for this piece of legislation.</li> </ul>
5	<p><b>SME Strategic Theme – Possible Approaches and Initial Thinking</b></p>
5.1	<p>Stephen Williams provided the Forum with an overview of HSE's plans for responding to the SME goal of the new strategy. Stephen is the Chair of the SME Strategy Action Team (SAT), a group of interested, senior HSE personnel, together with local authority representation, which was established to generate ideas for work to deliver this goal.</p> <p>Members were advised that:</p> <ul style="list-style-type: none"> <li>• Although there is lots of health and safety guidance available, HSE needs to ensure that it is suitable for SMEs.</li> <li>• There should be a 'gold standard' of guidance that is easily identifiable with the HSE brand, which provides SMEs with the basic information required to comply with health and safety law.</li> <li>• HSE is currently conducting a pilot review of guidance available to 3 high risk sectors; woodworking, printing and plastics, in order to amend existing publications, where necessary, to ensure that they are suitable for SME use. This is projected for completion by March 2010.</li> <li>• The SAT would eventually like to try and 'market' the revised guidance to an SME</li> </ul>

	<p>audience, in order to test and evaluate the material. One avenue would be through an official 'London 2012 Olympics' site that has been established for SMEs who want to compete for Olympic contracts.</p> <ul style="list-style-type: none"> <li>• Once this phase is completed, HSE will then consider its general guidance and whether an SME version of each is required.</li> <li>• Face to face engagement with SMEs will be crucial to the success of this project and to influence and provide information for small businesses. It was emphasised that HSE needs the assistance of organisations such as SBTAF to ensure that this happens.</li> <li>• The SAT also recognises the importance of tackling 'rogues' and difficulties that this can present; Should HSE specifically look for rogues or deal with them as they are found as part of normal work? Previously, HSE has undertaken targeted inspection campaigns designed to identify rogues in high risk sectors of industry such as maintenance and refurbishment. However, this won't always succeed in picking up rogues.</li> <li>• There is a need for HSE to work together with other regulators to identify and deal with rogues across a range of sectors. Effective data-sharing will be very important to success in this sphere.</li> <li>• The SAT has already published its 'destination statement', or definition of what success in delivering the SME goal will look like. Ideally, this would include SMEs viewing HSE as the definitive source of good, usable and easily accessible advice for small businesses, together with a general decrease in injury and ill health rates among SMEs.</li> <li>• The 'destination statement can be viewed as part of an open paper on the work of the SAT, which can be found on the HSE website at:</li> </ul> <p><a href="http://www.hse.gov.uk/aboutus/meetings/hseboard/2009/251109/pnovb09104.pdf">http://www.hse.gov.uk/aboutus/meetings/hseboard/2009/251109/pnovb09104.pdf</a></p>
5.2	<p>Forum members were supportive of the work being undertaken by the SAT, believing that the review of guidance was an excellent initiative. Tim Webb hoped that it would help to increase health and safety awareness and understanding among those who run SMEs. It was agreed that the relative lack of time that small businesses have to spend on health and safety is a major deterrent to them using bulky or complicated guidance. Targeted, relevant advice would be much more helpful and would encourage more business owners to invest the time necessary to read it.</p> <p>The problem of rogues was discussed and it was advised that most trade associations know who they are. Many trade associations would be prepared to share this information with HSE if they were confident that HSE would act on it. Stephen Williams informed members that HSE's FOD Complaints procedure has recently been reworked around a risk-based approach to following up complaints, which should make the process more efficient. Inspection initiatives will also be run alongside the launch of new guidance. It was acknowledged that the best way of enabling people to inform HSE about rogues was something that would have to be considered as part of the strategy work. The importance of working with Local Authorities to tackle rogues was also emphasised. The Local Better Regulation Offices (LBROs) have developed their own strategies for dealing with this issue and HSE will need to discuss possible approaches with them before arriving at a suitable practice.</p> <p>It was agreed that SBTAF should receive an update about the new complaints procedure after it receives approval by the HSE Board, which is expected in January or February. The update will be issued via the Forum's e-community.</p>
6	<b>Workplace Temperatures Review</b>
6.1	<p>Kate Haire provided the Forum with a brief background to the Workplace Temperatures Review, together with an overview of HSE's thinking for possible future approaches to this work. The Secretary of State has asked HSE to conduct a review of workplace temperature regulations, principally in order to:</p> <ul style="list-style-type: none"> <li>• Consider whether relevant legislation and guidance (from 1992) has kept pace with the changing workplace and work patterns; and</li> <li>• Consider there is justification for having a recommended minimum workplace</li> </ul>

	<p>temperature but no maximum recommendation.</p> <p>The first phase of the review was conducted by an external contractor and the full report can be found at: <a href="http://www.hse.gov.uk/aboutus/meetings/hseboard/2009index.htm">http://www.hse.gov.uk/aboutus/meetings/hseboard/2009index.htm</a></p> <p>Consultation during the review incorporated the views of many stakeholders across a range of different industries and included small, medium and large businesses. There was no general consensus about whether a maximum workplace temperature should be introduced. Feedback appeared to indicate that a significant number of SMEs are unaware of existing HSE guidance. The report made 3 recommendations:</p> <ul style="list-style-type: none"> <li>• No change to current approach</li> <li>• Amend ACoP to include upper temperature limit (of 27C for strenuous activities) in addition to the lower limit</li> <li>• Engage with stakeholders and amend guidance</li> <li>• Amend the ACoP to include an upper temperature action level or an 'acceptable zone of thermal comfort'.</li> </ul> <p>HSE advised the Secretary of State that further work was needed to clarify a number of issues, not least establishing the true scale of the problem. It is difficult to obtain data on this as many incidents related to workplace temperature may not be viewed by duty holders as reportable under RIDDOR. The intention is to focus on sectors which are most affected, such as baking/retail, warehousing and road haulage and hopefully to work with industry to produce guidance on how to manage risks associated with workplace temperatures.</p> <p>Kate finished by asking the Forum:</p> <ul style="list-style-type: none"> <li>• Whether they had any information about accidents that had taken place as a result of high workplace temperatures;</li> <li>• How businesses tend to manage workplace temperatures;</li> <li>• For examples of good practice;</li> <li>• Ideas for how HSE could/should take this work forward;</li> <li>• Whether they would be prepared to contribute to sector-specific guidance.</li> </ul>
6.2	<p>Forum members discussed the issue and it was agreed that there were many variables concerning the effects of workplace temperatures that were difficult to account for. The number of exceedingly hot days in the year that would be likely to lead to discomfort are impossible to predict. Thermal comfort is also individual; what might be an acceptable temperature for one person would not necessarily be so for another. Michael Britten also raised practical problems of controlling working temperatures for employees who work outside. Kate advised that currently regulations only apply to indoor activities and requested the Forum's opinion on whether HSE should continue to use guidance tools to help advise businesses on comfortable workplace temperatures.</p> <p>Paul Reeve highlighted the fact that there were 2 issues with regard to workplace temperatures:</p> <ol style="list-style-type: none"> <li>1) Thermal Comfort</li> <li>2) Heat Stress - This represents a greater risk to workers, especially for people working in confined spaces or using PPE, which can be a major contributor to heat stress. This problem is more serious than, for example, an office where the temperature regime is poorly managed, leading to discomfort and irritability among staff.</li> </ol> <p>It was agreed that the distinction between the two was not clearly understood, but Kate advised that HSE did not want to produce hundreds of different guidance leaflets for different sectors. In this case, there was a need to think 'outside the box' in deciding the best way to communicate</p>

	<p>with businesses over the issue of workplace temperatures. Both HABIA and NFU have had success with innovative approaches to discussing and improving health and safety with businesses in their sectors.</p> <p>The issue of whether businesses found the current lower temperature limit useful was also discussed and it was suggested that this could provide a basis for the decision on whether to introduce an equivalent upper limit. Kate advised that whilst the catering and warehousing industries found that a lower temperature limit worked well in practice, it is easier to control cold temperatures than high ones and so the practicality of a lower limit could not guarantee an upper one would work as successfully.</p> <p>Judith Donovan concluded that there were many different issues to be considered for this topic and advised that members should submit further, formal feedback via the e-community or to contact Kate directly at: <a href="mailto:kate.haire@hse.gsi.gov.uk">kate.haire@hse.gsi.gov.uk</a></p>
<b>7</b>	<b>SME Respiratory Protective Equipment (RPE) Project</b>
7.1	<p>Rob Ellis presented an overview of HSE's new Respiratory Protective Equipment (RPE) project. Research has show that long-latency respiratory disease remains a problem for industry and the RPE project is looking to contribute to reducing the number of people (currently 12,000/year), who die from related illnesses. The FIT 3 survey estimates around 200,000 businesses at risk from respiratory disease at present, with 50% of those businesses using RPE to protect workers from the risks of respiratory illness. Ideally, RPE should be used as part of a much wider control regime, but HSE appreciates that for many businesses, particularly SMEs, RPE is the most practical and common way of controlling the risks. The problem is that many employers don't know how to use RPE properly resulting in no or very little protection – a behavioural study of 20 businesses revealed that only half knew how to use the equipment correctly. This project will therefore aim to raise awareness and competence among businesses in the selection, use and maintenance of RPE.</p> <p>This is a long-term project that will run until 2013 and will target a range of industries and sectors. HSE realises that lots of good work is already being done by stakeholders and that HSE continues to target respiratory disease in areas such as Local Exhaust Ventilation (LEV) and asbestos awareness through the long latency health risks division projects. This project aims to compliment this work.</p> <p>The project is currently in its earliest phases, but it is clear that HSE will need to work with stakeholders if it is to succeed. To facilitate this, Rob is setting up a steering group and has already invited SBTAF members FSB, EEF and the Mineral Products Association. The first meeting took place in October and discussed the following issues:</p> <ul style="list-style-type: none"> <li>• Research to discover why employer understanding of RPE is generally so poor;</li> <li>• Possibly reviewing existing HSE guidance HSG53 to make it more 'user-friendly';</li> <li>• Looking at how comfortable existing RPE is to wear and if this affects people's decisions about whether or not to use it and if developments can be made with manufacturers;</li> <li>• Development of a model simulator to demonstrate face fit and misuse. A prototype 3D RPE simulator to demonstrate the effects of RPE and how it should be used could be demonstrated at a suitable event, HSE is seeking stakeholder advice on how the prototype could be developed.</li> </ul> <p>Rob finished by emphasising that these are only the first ideas for delivering this project, which is still at a very early stage. Forum input would be welcomed, particularly regarding ideas for how HSE could engage with employers on this issue, or any information about suitable events and comments for the development of the RPE simulator. Stakeholder assistance is crucial to the success of the project, so any feedback or offers of partnership working would be invaluable.</p>
7.2	<p>Members discussed the issue, together with the difficulty of actually evaluating how many people are still dying from work-related respiratory conditions, due to the long-latency of the diseases. Tony Hutchinson advised that people are certainly still dying from the effects of exposure to asbestos, mainly because existing regulations are being ignored.</p> <p>Rob advised that HSE will be circulating research into employer behaviour more widely in January 2010, which splits employers into 4 groups:</p>

	<ul style="list-style-type: none"> <li>• Proficient – Those competent in the use of RPE;</li> <li>• Developers – Those improving their knowledge and who are prepared to do so;</li> <li>• Fortuitous – Not aiming to break regulations, but who are getting by on luck;</li> <li>• Learners– Not competent and not interested in improving.</li> </ul> <p>Judith Donovan asked if the fortuitous category included the rogue employers identified by Stephen Williams in his earlier presentation. R Ellis said that research conducted by the Institute of Occupational Medicine for HSE showed that employers tried their best to achieve good standards and that this term was not recognised from that study. A notable outcome from the research conducted so far was that good RPE programmes were achieved where there was worker involvement. It was agreed that the RPE project would rely heavily on worker involvement to succeed and that the problem of rogues was one that required further consideration. Members were asked to post any ideas or comments on the project via the e-community.</p>
<b>8</b>	<b>Information Exchange/AOB</b>
8.1	<p>Rob Cumming informed members that the Corporate Manslaughter Sentencing Guidelines have recently been published for consultation. These are now looking much more balanced and ‘user-friendly’ than previous versions. Fines for offences committed under the HSWA (1974) are looking much more realistic and are at a lower level than those imposed for offences under the Corporate Manslaughter Act. The consultation will run until January 2010 and members can find more details on the Sentencing Guidelines Council website:</p> <p style="text-align: center;"><a href="http://www.sentencing-guidelines.gov.uk/">http://www.sentencing-guidelines.gov.uk/</a></p> <p>Tim Webb asked whether HSE was doing any work on the potential link between night-shift work and the risk of developing cancer. Medical research on the subject is due to be completed in 2010. Katherine Fuller advised that HSE was in the early stages of looking at shift work and that further information would be posted on the e-community, when it became available</p> <p>Paul Reeve advised that RoSPA had now concluded their review of Trade Association activity regarding the provision of health and safety guidance. They would be pleased to discuss this with the Forum at a future meeting if the members and HSE were happy for them to do so. Tony Bandle advised that HSE would be happy to consider it for inclusion in a future SBTAF meeting. Phil Marsh advised that BGMA had participated in the RoSPA study and that it might be useful to circulate and discuss as part of wider Forum considerations of ways to contribute to the new HSE Strategy.</p>
<b>9</b>	<b>Meeting round up and close</b>
9.1	Judith thanked the members for attending and advised them of the time and date of the next meeting.
<b>10</b>	<b>Date of next meeting – 26 January 2010, 14:00 – 16:30 (Please note this is an afternoon meeting), Brighton Suite, Premier Inn Kings Cross, London</b>
<b>11</b>	<b>Actions</b>
	<p><b>Secretariat to:</b></p> <ul style="list-style-type: none"> <li>• Post details of WAIT consultation on the e-community when they become available.</li> <li>• Post a link to the AOR consultation on the e-community. <i>The consultation may be found at: <a href="http://www.hse.gov.uk/consult/condocs/cd227.htm">http://www.hse.gov.uk/consult/condocs/cd227.htm</a></i></li> <li>• Post a link to the RRAC report on the e-community. <i>The report can be found at: <a href="http://www.berr.gov.uk/files/file52340.pdf">http://www.berr.gov.uk/files/file52340.pdf</a></i></li> <li>• Investigate what work HSE may be doing on the possible carcinogenic risks of shift-work and report back to the Forum. <i>An update will be provided as part of the Hot Topics presentation at the January 2010 meeting and posted on the e-</i></li> </ul>

***community afterwards.***

- Provide an update/briefing about the new FOD complaints procedure after it has been approved by the HSE Board. (Expected Jan – Feb 2010).

**Forum members to:**

- Provide feedback on the draft version of WAIT, when requested.
- Respond to requests for feedback on the LPG Guidance Tool via the Secretariat.  
*The test version can be found at:*  
<http://hse2009.dev.mandogroup.com/gas/safeuse.htm>
- Send any feedback on the HSE/DRC Disability Health & Safety Guidance to:  
[Diversity@hse.gsi.gov.uk](mailto:Diversity@hse.gsi.gov.uk)
- Participate in the AOR Consultation by COB 5 February 2010. Link:  
<http://www.hse.gov.uk/consult/condocs/cd227.htm>
- Advise the Secretariat if they would like to receive an update on EMF at a future SBTAF meeting.
- Contact Tim Beaumont at: [tim.beaumont@hse.gsi.gov.uk](mailto:tim.beaumont@hse.gsi.gov.uk) if interested in joining the online EMF community.
- Provide formal feedback and thoughts on the issue of workplace temperatures via the e-community or directly to Kate Haire at: [kate.haire@hse.gsi.gov.uk](mailto:kate.haire@hse.gsi.gov.uk)
- Contact Rob Ellis at: [Robert.ellis@hse.gsi.gov.uk](mailto:Robert.ellis@hse.gsi.gov.uk) with feedback or for more information about the SME RPE project.
- Consider the SBTAF Proposal Document and ways in which the Forum could contribute to the delivery of the new HSE Strategy in preparation for a more detailed discussion at the January 2010 meeting.

To contact the Small Business Trade Association Forum Secretariat, please email [claire.lonsdale@hse.gsi.gov.uk](mailto:claire.lonsdale@hse.gsi.gov.uk) or telephone 0151 951 3377 or access the e-community at <http://webcommunities.hse.gov.uk/inovem/inovem.ti/sbtafcommunity/grouphome>