

HSC Small Business Trade Association Forum

Tuesday 15th January 2008
In the Fortune Room, Rose Court, 2 Southwark Bridge
Starting at 14.00 pm

Agenda

- 1 Introductions and apologies** **14.00 – 14.05**
Judith Donovan, Chairman
- 2 Minutes of the last meeting** **14.05 – 14.10**
Forum members are invited to agree the minutes of the last meeting and note developments.
Judith Donovan, Chairman
- 3 Directors Leadership of Health and Safety – How HSE is working together with Trade Associations to promote the new leadership guidance and messages** **14.10 – 14.40**
Geraint Day will provide a brief overview of the new Directors Leadership guidance. He will explain the history of its development, in particular how the Institute of Directors worked in close partnership with the HSE and others to develop the guidance. Yasmin Chopin will then tell us how the Property Care Association plans to;
 - disseminate and promote the guidance to its members
 - enable its embedding/provide advice and support
 - monitor its uptake and impactFollowing the presentations the topic will be opened up for discussion.
Geraint Day, Institute of Directors and Yasmin Chopin, Property Care Association
- 4 Sensible Risk Management - Example risk assessments** **14.40 – 15.00**
Follow up to October 2006 agenda item 'Better Regulation/Sensible Risk Management'
Since this was last on the SBTAF agenda HSE has continued to develop example risk assessments for a wide variety of industries and work activities. HSE has worked with a number of trade associations and other interested bodies (e.g. Trade Unions, Local Authorities) in the development of the example risk assessments, which have been widely welcomed. By the end of 2007 we expect to have published 17 example RAs. In the new year we are looking to evaluate the success of the work and wish to discuss with SBTAF members the example RAs in practice, and whether they are working to reduce the time and paperwork associated with risk management in SMEs.
Helen Smart, Better Regulation Team
- 5 How we work with local authorities (LAs)** **15.00 – 15.30**
This presentation will provide members with a general overview of the role of LAs. Sandy Blair and Tony Hetherington will provide an update on the partnership and work underway. This will cover some brief facts on the HSE/LA responsibility split,

guidance and advisory services and also some examples of HSE/LAs providing a joined up approach to regulation. The new head of LAU is interested to hear feedback from SBTAF members about the 'on the ground' realities of partnership working.

Sandy Blair, Health and Safety Commissioner and Tony Hetherington, Head of HSE Local Authorities Unit

6 Field Operations Directorate (FOD) Intelligence 15.30 - 15.45

HSE is reviewing its need for intelligence to improve the way inspections, seminars and other interventions are targeted. We would like to discuss with members how HSE and Trade Associations can work together to improve the effectiveness of operational activity. This item is accompanied by a paper explaining the background and potential approaches in greater detail.

Please find paper attached as Annex 1

Shirley Williams, FOD Targeting and Intelligence Team

7 Information Exchange 15.45 - 15.50

An opportunity for Forum members to air any health and safety issues that are currently concerning their membership.

8 AOB 15.50 - 15.55

Judith Donovan, Chairman

9 Meeting round up and close 15.55 - 16.00

Judith Donovan, Chairman

10 Date of next meeting – 9th April 2008