

Minutes of Safety Group Fife Meeting

Held 9th November 2009 at

**Dunfermline Building Society, Caledonia House
Carnegie Avenue, Dunfermline.**

Present

Colin Sparling	Carnegie College
Andy Martin	Fife H&S Consultants
John Johnston	FMC Technologies
William Millar	Strath Safety
Dot Smith	Broxburn Bottlers
Ian Norton	North British Distillery
Richard Wilson	Queen Margaret University
Linda Bell	Business Medical
David Jones	Velux Co Ltd
Mark Russell	Dunfermline B. S.
Dougie Potter	Fife Council
Shona Robertson	Fife Council

Apologies

Apologies were received from Martin Brown, Stephen Kerr, Davie Cant, Alan Harwood and Sheena Johnston.

Minutes of last meeting

The minutes of the previous meeting dated 12th October 2009, require to be adjusted to reflect apologies from Mark Russell, Peter Ager, Linda Bell and Stephen Kerr.

Chairman's Opening Remarks

Peter Ager stood in for Davie Cant in his absence. PA welcomed everyone along and introduced the evenings speakers before handing over to them.

Presentation

Dougie Potter introduced himself and expanded on his role as Emergency Planning Officer for Fife Council, he also introduced Shona Robertson and explained her role as Business Continuity Manager for the Council. He highlighted that part of their role was to educate business in planning, business continuity and disaster recovery.

The aim of their presentation was to explain the legislative contextual background of emergency planning and business continuity and to explain the principles of business continuity management and emergency planning.

DP gave a run through of the Fife Council emergency planning unit explaining how the team was set up and structured. He gave a background into how the function was developed as a response to the Civil Contingencies Act (2004). All category 1 organisations eg emergency services, NHS and local authorities had to comply.

Seven duties were placed on Category 1 organisations;

- To carry out emergency planning
- To have business continuity arrangements in place
- Specifically for local authorities – BC Promotion
- Mobilise the necessary services it needs to deal with and emergency
- Keep the impact of an emergency on the organisations day-to-day activities to a minimum.
- Maintain vital services for the community at an appropriate level
- An expected or unexpected event
- Causes an impact on the delivery of your business

DP highlighted some real life incidents that had affected Fife Council – Loss of corporate IT network, i.e. loss of IT. Loss of primary school due to a dangerous building structure. Fire at one of the Council buildings i.e. loss of buildings.

Other incidents could include – Swine Flu (staff shortages/impact), Royal Mail strikes (loss of service), loss of Carlisle Town Hall during 2005 floods.

Shona Robertson took over at this point and expanded on some of the terminology used regularly in BC.

Critical Activities – Those activities that have to be carried out to allow an organisation to meet its most important and time sensitive objectives. The Council identified three critical activities – residential care, meals on wheels and refuse collections.

Resources – what is needed to carry out the critical activities – this includes staff, buildings/equipment, IT, Information and Suppliers/partners/interdependencies

BC Plan – the BC plan includes, actions to take to continue to provide critical activities at an acceptable level to your stakeholders. Roles and responsibilities on managing the BC incident. Contact details of appropriate stakeholders. Sign off by management.

Shona went on to explain that business continuity now had a BS standard – BS25999. Under this standard a lifecycle has been developed which allows a circular process – understand the organisation – determine the BCM strategy – Develop and implement the BCM response – Exercise, maintain and review the plan – leading back to understand the organisation.....

Shona explained the benefits to a business of adopting a business continuity based approach

- Reduce impact of a disruption to your organisation
- Protect reputation

- Builds stakeholder confidence

Dougie Potter took over at this point and went on to explain what is a major emergency?

An event or situation which

- Threatens serious damage to human welfare or the environment of a place in the UK.
- Or war or terrorism which threatens the security of the UK

That....

- Requires the implementation of special arrangements by one or more of the emergency services, the NHS or the Local Authority.

Some recent examples of Major Emergencies are –

Natural Disasters – Floods: most recently in N.E Scotland and Fife.

Foot and Mouth: Cumbria, Scottish Borders

Major Incidents - Lockerbie, London Bombings, Grayrigg Rail Crash

Industrial Accidents - Buncefield, Stockline

Major Social Disruption – BP Drivers strike, FBU

DP explained that the Civil Contingencies Act 2004 established a new legislative framework for civil protection. The Contingency Planning (Scotland) Regulations 2005 describe how provisions of the Act are to be implemented in Scotland – Preparing Scotland Guidance.

Civil Contingencies Act

Assigns Civil Protection duties to Category 1 organisations who are required to:

- Assess risks of emergencies
- Prepare emergency plans
- Put in place BCM arrangements
- Warn and inform public in event of an emergency
- Share information with other local responders
- Co-operate with other local responders
- Provide BCM advice (local authorities only)

Cycle of Emergency Planning

Emergency planning is a systematic continuous process, preparing organisations how to respond to emergencies. It evolves as a lesson learned and circumstances change.

1. Take direction from risk assessment
2. set objectives
3. Determine actions and responsibilities
4. Agree and finalise
5. issue and disseminate
6. Train key staff
7. Validate in exercises and in response
8. Maintain, review and consider revision

DP went on to explain that Fife Council has a number of emergency plan in place and proceeded to list them;

- Major Emergency Plan
- Pandemic Influenza Emergency Plan
- COMAH/MACR Regs. Off-Site Contingency Plan
- M.A.H.P Emergency Response Plan
- Oil/Chemical Pollution Contingency Plan
- Emergency Support Centre Plan
- Animal Disease Outbreak Contingency Plan

He highlighted that the Role of the Council in emergencies, the Fife Council Emergency Planning Team will co-ordinate efforts to;

- Support the Emergency Services
- Care for the general public
- Provide resources to mitigate the effects of any emergency
- Lead the recovery of the community, and
- Restore the environment

DP listed some useful websites if people wished further information.

- BCM Toolkit – www.direct.gov.uk
- Business Continuity Institute Good Practice Guidelines – www.thebci.org/gpg.htm
- Scottish Government – www.civilcontingenciesscotland.gov.uk
- British standards Institute – www.bsigroup.com

Dp concluded his and Shona's presentation and opened the floor for questions, a general discussion followed.

PA thanked Dougie and Shona for their presentation and presented them both with an embossed folder with the groups logo on it.

Presentation

Ken Haig from Carnegie College gave a presentation on "Health & Safety Training in Schools", a copy of Ken's presentation is attached for reference. His scheme wishes to promote partnership working in schools, particularly in the Levenmouth area, promoting manual handling skills to the pupils.

The Group listened to Ken's presentation and applauded him on his concept. Initially his idea was to present training across the school from Years 1 to 4 and conclude with some form of accredited certificate. He was looking for support and potential trainers from within the Safety Group.

A general discussion was held around the presentation and it was suggested that Ken should focus his concept on the Year 3 pupils who would be undertaking work placements. It was suggested that if Ken focus his proposal, the Safety Group would be happy to note their support.

SGUK Update

MR highlighted that Safety Groups UK, through SCOS were looking to generate some local involvement in a couple of events that were planned for 2010.

Firstly, it was planned to hold a “Moving Goods Safely” seminar in Scotland in April/May 2010, SCOS are looking for individuals with the relevant experience to get involved and help organise, plan and run the event, this event will be run in conjunction with the HSE.

Secondly, the “Health and Safety 10” exhibition will take place in Ingleston in September 2010, this event has run successfully at a couple of venues down South. Again, SCOS are looking for volunteers to help man the SGUK/SCOS/ Fife Chamber of Safety Stand and to help out with running the event.

Anyone interesting in helping should pass their details to Mark Russell in the first instance.

HSE Derm Books and DVD

MR highlighted the each Safety Group had been issued by Safety Groups UK, two free copies of “Controlling skin exposure to Chemicals and wet-work”. A practical guide by Dr Bob Rejan and two copies of the supporting DVD training module.

These were available for anyone within the group to borrow, again if you wish to have access to this resource, contact MR.

SGF Leaflets and Banner

MR passed round copies of the Group leaflet and encouraged everyone to take some for distribution to others. The order had been placed for the banner.

MR – Note of apology to Andy Martin, his details were omitted from the Executive Committee list on the back of the leaflet. This was an oversight and not intentional.

Healthy Working Lives Update

Due to the time it was agreed that the update on this item would be carried over to the next meeting.

Forklift Safety

A short video clip was shown of a forklift incident in a warehouse in Russia (taken from the BBC website). The incident showed a forklift running into the corner of a storage racking system leading to the collapse of the whole storage system.

Sharing Best Practice

Colin Sparling highlighted the sharing best practice section and encouraged everyone to share systems and procedures so that others could learn.

Date of Next Meeting

The next meeting will be held at 7.30pm on Monday 14th December, speaker for the evening will be Mr Bruce Pirie of Knockhill Racing Circuit, Bruce will be discussing Event Safety.

Mark Russell
Secretary
Safety Group Fife.