

<p style="text-align: center;">PROCESS SAFETY FORUM Minutes 13 February 2014 – AWE, Aldermaston</p>		
Role / Trade Association	Present	Apologies
Chair	Paul Thomas	-
British Aerosol Manufacturers Association	Paul Jackson	
Chemical Business Association	-	-
Chemical Industries Association	Phil Scott	Steve Elliott
CBI Explosives Industry Group	Tom Smith	-
Engineering Construction Industry Association	-	-
Energy Networks Association	-	-
Nuclear Industries Association Safety Director's Forum	Graham Finn	-
Oil & Gas UK	-	Robert Paterson
RSSB	George Bearfield (by phone)	
Tank Storage Association	Barrie Salmon	Kevin Shepherd Hugh Bray
UK Onshore Pipeline Operators' Association	-	Tony Stonehewer
UK Petroleum Industries Association	Peter Davidson	-
UK Liquid Petroleum Gas	Richard Hakeem	Ian McCluskey
Scotch Whisky Association	-	Alison Galbraith
Mineral Products Association	Ian Gibson	-
Secretary	Nick Shaw	-

The Key Notes and Actions of this meeting of the Process Safety Forum were prepared by Mr. Nick Shaw (Secretary).

Key Notes and Actions approved by:

Paul Thomas
Chairman of the Process Safety Forum

Date approved:

Ser	Item	Action
1	Arrivals and tour	
1.1	<p>Tour of the AWE Historical Collection:</p> <p>At an earlier PSF meeting it was recommended that periodically a meeting be held at an installation or site of a member company of one of the represented member associations. This meeting was held at the UK's Atomic Weapons Establishment in Aldermaston. The meeting commenced with a tour of AWE's historical collection which provided the members with a brief overview of the history of the nuclear deterrent programme.</p>	
2	PSF website demonstration	
2.1	<p>Demonstration of website capabilities:</p> <p>Tom Smith gave an overview of the website capabilities. The website provides a platform that PSF members can use to share information (minutes, major incident reviews and other PSF generated reports). The website can also be used to publish information that is available for viewing by anyone, such as safety alerts and learning briefs. It was agreed that prior to information being published to the general public, PSF members should have the opportunity to review and comment upon the material.</p> <p>The website utilises WordPress and guidance on its use is widely available on the internet. Tom offered to produce a short guide for use by PSF members.</p>	
3	Safety Message and Minutes of last meeting	
3.1	<p>Safety Message:</p> <p>Peter Davidson and Ian Gibson shared a number of safety messages with the members. A topical message on the importance of preparing for flooding was shared by Peter who informed the Forum that a CDOIF guide: "Preparing for Flooding" is available for download on the HSE's website (www.hse.gov.uk/aboutus/meetings/committees/cif/resources.htm).</p> <p>Phil Scott noted that other guidance exists on extreme weather events such as flooding, winterisation and climate change, and that the Chemical Industries Association has published a safety alert titled: "Managing extreme weather events at chemical businesses" which is a signposting document to these other guides. Phil offered to publish this CIA safety alert on the PSF website [ACTION].</p> <p>Peter Davidson also offered to issue a number of learning briefs to announce the availability of recently published CDOIF guides [ACTION].</p>	<p>Feb/14/001 P. Scott</p> <p>Feb/14/002 P. Davidson</p>
3.2	<p>Minutes of last meeting and matters arising:</p> <p>The committee reviewed the minutes of the last meeting which were accepted.</p>	

4	Forward Plan	
4.1	<p>Letter from HSE Chair:</p> <p>The draft response to the HSE Chair's letter, prepared by Nick Shaw and Peter Davidson, was reviewed by the Forum. It was felt that the letter needed amending to further strengthen the explanation of the PSF's role. Phil Scott offered to amend and re-distribute a draft of the letter based upon the feedback received [Action].</p>	<p>Feb/14/003 P. Scott</p>
4.2	<p>Results of PSF Survey:</p> <p>A survey of the PSF membership had been undertaken to establish (1) how each of the 15 member associations share PSF information with their member companies, and (2) what the strategic priorities should be for the Forum going forward. Of the 15 member associations, 8 responses had been received:</p> <p>The PSF member associations represent a broad range of organisations, from 9 (UKPIA) to 480 (Mineral Products Association). Each member association represents between 75% and 100% of their industry sector. All 8 respondents share safety alerts, 6 share learning briefs, 3 share major incident reviews, and 2 share PSF progress reports. 2 organisations gather feedback from their member companies on the effectiveness of learning briefs and/or safety alerts. A number of others recognise that whilst they do not have a mechanism in place to gather feedback, it is something they should consider doing.</p> <p>The mechanisms by which each member association shares information vary significantly. Some member associations share information electronically by email or sending out links to documents, whereas others have one or more committees, forums or meetings at which PSF information is shared.</p> <p>The Secretary will re-send the survey link to the representatives of those member associations that are yet to respond, and will collate the results into a more formal report once more responses have been received. It was noted that whilst representatives of the nuclear industry are present at PSF meetings, there is not yet a direct link to the Safety Directors' Forum (SDF). The Chairman will write a letter to the Chair of the SDF to address this matter [Action].</p> <p>The top three strategic priorities (base upon the 8 response received so far) are:</p> <ol style="list-style-type: none"> 1. Investigate how to access and share information from major accidents that have occurred within the EU and have been reported to the Commission as required by the Seveso II Directive. 2. Promote process safety management to smaller companies. 3. Build the relationship with the COMAH Strategic Forum. <p>Phil Scott noted that the European Commission has a Major Accident Reporting System, known as eMARS (http://emars.jrc.ec.europa.eu), that contains reports of accidents and near misses provided to the Major Accident and Hazards Bureau of the European Commission's Joint Research Centre. Peter Davidson offered to</p>	<p>Feb/14/004 Chair</p> <p>Feb/14/005</p>

	<p>create and publish a learning brief giving an overview of eMARS [Action].</p> <p>It was discussed how to best promote process safety management to smaller companies. It was felt that a first step could be to produce a learning brief that provides a simple definition and background as to 'what is Process Safety', that may be useful for small businesses [Action].</p> <p>The Chairman recognised the importance of building the relationship with the COMAH Strategic Forum and plans to arrange a meeting with the Chair.</p>	<p>P. Davidson</p> <p>Feb/14/006 P. Scott</p> <p>Feb/14/007 Chair</p>
5	Sharing of Best Practice	
5.1	<p>It was noted that a number of learning briefs are due to be published and actions have been raised accordingly. Members should also consider whether any incidents have occurred in their respective sectors for which a safety alert may be raised.</p> <p>The survey tool shall be used as a mechanism to periodically gather information from the PSF membership on the effectiveness of safety alerts and learning briefs.</p>	
6	Closing statements	
6.1	<p>Any other business:</p> <p>At the next meeting George Bearfield will provide a presentation on work that the RSSB is doing with Network Rail on 'horizon scanning' for new emerging risks.</p> <p>The Chemical Industries Association is hosting a conference on SEVESO III on 2nd April. Details are available from the CIA website. The cost for non-CIA members is £180.</p>	
6.2	<p>Date and venue for the next meeting: The next meeting will be hosted by the British Aerosol Manufacturer's Association. Date and location will be sent out in due course.</p>	

ACTION LIST			
No.	Description	Owner	Target
Apr/13/001	Send letter to Chair of HSE summarising the work of the committee.	Chair	Closed
Apr/13/002	Include a review of the terms of reference and a discussion on measuring the committee's performance as an item on the next agenda.	Secretary	Closed
Apr/13/003	Revised to: Each PSF member to provide the secretary with a brief description of how they share information received from the PSF with their members.	All	01 Nov 2013
Apr/13/004	Update Learning Brief #004 to include an 'attention grabber' up-front to identify the key learning themes.	G Bearfield	Closed
Aug/13/001	Send letter to Chair of HSE summarising the work of the committee in early September	Chair	Closed
Aug/13/002	Secretary to revise and distribute the Terms of Reference as described above	Secretary	Closed
Aug/13/003	Robert Paterson to develop Safety Alert(s) based on the key messages from Learning Brief 005	R Paterson	Closed
Aug/13/004	Tony Stonehewer to convert Learning Brief #005 into a Process Safety Alert	T Stonehewer	Closed
Nov/13/001	The Secretary was asked to re-send the request for each member association to provide a summary of how they share information with their member companies.	Secretary	Closed
Nov/13/002	Establish a mechanism for evaluating the effectiveness of learning briefs and safety alerts.	Secretary	Closed
Nov/13/003	Send out a questionnaire to a representative of each member association to rate in order of priority the proposed focus areas for 2014 and beyond.	Secretary	Closed
Feb/14/001	Publish CIA safety alert: "Managing extreme weather events at chemical businesses" on PSF website	Phil Scott	30 April 2014
Feb/14/002	Publish learning briefs to announce the availability of recently published CDOIF guides	Peter Davidson	30 April 2014
Feb/14/003	Amend and re-distribute a draft of the letter to HSE Chair based upon the feedback received	Phil Scott	30 April 2014
Feb/14/004	Write a letter to the Chair of the SDF regarding representation at PSF	Chair	30 April 2014
Feb/14/005	Publish a learning brief giving an overview of eMARS	P Davidson	30 April 2014
Feb/14/006	Produce a learning brief that provides a simple definition and background as to 'what is Process Safety'.	P.Scott	30 April 2014
Feb/14/007	Arrange a meeting with the Chair of the COMAH Strategic Forum	Chair	30 April 2014