

PROCESS SAFETY FORUM

Minutes

5 June 2014 – BAMA, Stevenage

Role / Trade Association	Present	Apologies
Chair	Paul Thomas	-
British Aerosol Manufacturers Association	Paul Jackson, John Morris	
Chemical Business Association	Peter Newport	Doug Leech
Chemical Industries Association	-	Phil Scott, Steve Elliott
CBI Explosives Industry Group	Tom Smith	-
Engineering Construction Industry Association	-	-
Energy Networks Association	-	-
Institution of Occupational Safety and Health	Luise Vassie	-
Nuclear Industries Association Safety Director's Forum	-	-
Oil & Gas UK	-	Robert Paterson
RSSB	Kevin Thompson	George Bearfield
Tank Storage Association	Barrie Salmon	Kevin Shepherd Hugh Bray
UK Onshore Pipeline Operators' Association	Danielle Willett	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	Peter Davidson	-

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

Key Notes and Actions approved by:

Paul Thomas
Chairman of the Process Safety Forum

Date approved:

Draft

Ser	Item	Action
1	Introductions Minutes and Actions	
1.1	<p>Introductions</p> <p>PSF welcomed Luise Vassie (IOSH), John Morris (BAMA) and Danielle Willett (Representing UKOPA) to the meeting.</p>	
1.2	<p>Minutes and actions from 13th February</p> <p>The minutes from the 13th February 2014 were accepted without comment.</p> <p>Actions Feb/14/001 – Feb/14/005 have been completed.</p> <p>(Note for action Feb/14/003, Peter Davidson will check to ensure that PSF's response to Judith Hackitt's letter of the 11th December has been received.</p> <p>Action Feb/14/006, delayed due to absence.</p> <p>Action Feb/14/007, Peter Davidson will arrange a meeting between Paul Thomas and Ken Rivers (Chair of the COMAH Strategic Forum).</p>	
2	Safety Messages	
2.1	<p>Human Factors</p> <p>Human factors are still a key issue for all sectors, and often the cause of many incidents and near misses.</p> <p>Peter reminded PSF of the CDOIF Guidance on 'Human Factors Review of Procedures', which will be circulated with the minutes. Companion guidance is shortly to be commissioned by CDOIF which will look at techniques to reduce human failure, and raising awareness of human factors with contractors. PSF advised that they would be pleased to become involved in this work.</p> <p>Luise advised that IOSH has produced a general note on behaviours, and she would share a link to this with PSF.</p>	
2.2	<p>Statutory Caution issued by ONR</p> <p>Paul advised that the ONR has issued its first statutory caution to an employee at Sellafield. More information can be found here:</p> <p>http://news.onr.org.uk/2014/05/formal-cautions-issued-to-contamination-incident-workers/</p> <p>Failure to accept and act on the caution may result in prosecution under health and safety law.</p>	

<p>2.3</p> <p>2.4</p>	<p>This process has not generally been seen in other sectors, but the situation should be monitored.</p> <p>SPC/51 - Management of instrumented systems providing safety functions of low / undefined safety integrity</p> <p>Peter highlighted a recent HSE Semi Permanent Circular 51 'Management of instrumented systems providing safety functions of low / undefined safety integrity' and how it implies that IEC 61511 should be applied to non-SIL systems.</p> <p>Peter has raised this with the Institute of Measurement and Control Safety Panel who are gathering feedback and will make a formal response. This is one example of 'mission creep' amongst UK regulators, and should be monitored by the forum.</p> <p>Other learning points</p> <p>Early reports of an explosion at a refinery in the Netherlands were reported, more information here: http://www.nlimes.nl/2014/06/04/shell-refinery-explosion-injures-two/</p> <p>The French Rail issue regarding trains too wide for rural stations was highlighted as an example of what can go wrong without good procurement processes.</p> <p>Tom highlighted that recent guidance on the Explosion Regulations had a very short consultation period (11 days) – this is inadequate to allow detailed review and comment to take place.</p> <p>Kevin advised that the RSSB resource centre may be a useful source of information for PSF members, more information is available here: http://www.railcommunitysafety.com/Pages/default.aspx</p>	
<p>3</p>	<p>Progress on Forward Plan</p>	
<p>3.1</p>	<p>Strategic Priorities and Further Action</p> <p>With reference to Appendix 1 of the Agenda:</p> <p>Item 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</p> <p>Complete, a Learning Brief has been issued to PSF with reference to the eMARS database.</p> <p>Item 2: Promote process safety management to smaller companies</p> <p>Ongoing, refer to action Feb/14/006</p>	

	<p>PSF to also investigate other methods and resources to promote the work of PSF to smaller companies, for example, HSE, LinkedIn</p> <p>Item 3: Build the relationship with the COMAH Strategic Forum</p> <p>Ongoing, refer to action Feb/14/007</p> <p>Item 4: Publish a best practice guide on a process safety topic</p> <p>PSF will work with CDOIF on the development of further Human Factors Guidance (refer to minute2.1)</p> <p>Item 5: Produce learning briefs to coincide with anniversaries of major events</p> <p>The following anniversary learning briefs will be developed:</p> <p>2004: Ghislenghien Explosion – Danielle [ACTION]</p> <p>1974: Flixborough – Phil [ACTION]</p> <p>2005: Buncefield – Peter [ACTION]</p> <p>1976: HMS Glasgow – Barrie [ACTION]</p> <p>Item 6: Take on a more active role in reputation management at industry level</p> <p>This item was not felt to be within the terms of reference of the PSF, and will be removed.</p> <p>Item 7: Undertake an activity/project to further identify and overcome barriers to sharing and learning</p> <p>This is a continuous activity for the PSF, refer also to the hazards Forum event, minute 4.1</p> <p>Item 8: Host a Forum event in partnership with another group</p> <p>Refer to minute 4.1</p> <p>Item 9: Publish a newsletter after each meeting</p> <p>Peter Davidson will develop a simple newsletter based on the minutes of meeting to test effectiveness with PSF members [ACTION]</p>	<p>Jun/14/001</p> <p>Jun/14/002</p> <p>Jun/14/003</p> <p>Jun/14/004</p> <p>Jun/14/005</p>
4	Events	
4.1	<p>Hazards Forum</p> <p>Hazards Forum will be holding an event on the 17th June, more information is available here:</p>	

	<p>https://tockify.com/the.hazards.forum/132/140302260000</p> <p>PSF members can attend free of charge if they contact Paul Thomas.</p> <p>Suggestions for future topics for Hazards Forum events are welcome from PSF</p>	
5	Sharing of Best Practice	
5.1	<p>Learning Briefs and Safety Alerts</p> <p>Four Learning Briefs are proposed, refer to minute 3.1</p> <p>No Safety Alerts are planned, PSF asked to consider any suitable candidates from within their sector.</p>	
6	Regulation	
6.1	<p>COMAH Better Regulation Review</p> <p>There are four key themes of the review that may be of interest to PSF members</p> <p>Theme 1 (COMAH Intervention Manager, CIM)</p> <p>A single point of contact for all COMAH related regulation. Draft CIM User Manual has been developed and is currently under review/</p> <p>Theme 2 (Industry Challenge Mechanism)</p> <p>A three phase challenge mechanism starting with resolution at local level with the CIM (see above), then with area managers/inspectors and with the help of trade associations where requested, and the final stage utilizing the HSE Independent Review Challenge Panel (IRCP)</p> <p>Theme 3 (Earned Recognition)</p> <p>Determining how good performance, and the adoption of third party verification can have a positive impact on intervention plans.</p> <p>Theme 4 (COMAH Threshold)</p> <p>Helping duty holders understand the transition into COMAH and from a lower tier to upper tier COMAH site</p> <p>Peter Davidson advised that he would be happy to talk through the details of the better regulation program with PSF members if needed.</p>	
6.2	<p>Seveso III Consultation</p> <p>PSF were reminded that the Seveso III consultation is now active and that</p>	

	responses are due by the 27 th June	
7	Closing statements	
7.1	<p>Any other business:</p> <p>Kevin Thompson gave a brief overview of the work that RSSB is doing with Network Rail on 'horizon scanning' for new emerging risks. This includes looking at passenger numbers, environment, media, emerging technologies, demographics, skills and planning and how each of these elements is managed.</p> <p>RSSB will give a presentation to PSF on one of these elements to give an update on progress and what the outcomes look like.</p> <p>CEOs to consider Paul Thomas' continues chairmanship of the PSF, and if they are happy for him to remain in this role</p>	<p>Jun/14/006</p> <p>Jun/14/007</p>
7.2	<p>Date and venue for the next meeting:</p> <p>The Date and location of the next meeting will be agreed through a doodle poll.</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	Closed
Feb/14/002	Publish learning briefs to announce the availability of recently published CDOIF guides	Peter Davidson	Closed
Feb/14/003	Amend and re-distribute a draft of the letter to HSE Chair based upon the feedback received	Phil Scott	Closed
Feb/14/004	Write a letter to the Chair of the SDF regarding representation at PSF	Chair	Closed
Feb/14/005	Publish a learning brief giving an overview of eMARS	P Davidson	Closed
Feb/14/006	Produce a learning brief that provides a simple definition and background as to 'what is Process Safety'.	P.Scott	1 Aug 2014
Feb/14/007	Arrange a meeting with the Chair of the COMAH Strategic Forum	P. Davidson	1 Aug 2014
Jun/14/001	Learning Brief – 2004: Ghislenghien Explosion	D. Willett	30 Jun 2014
Jun/14/002	Learning Brief – 1974: Flixborough	P. Scott	30 Jun 2014
Jun/14/003	Learning Brief – 2005: Buncefield	P. Davidson	30 Jun 2014
Jun/14/004	Learning Brief – 1976: HMS Glasgow	B. Salmon	30 Jun 2014
Jun/14/005	Develop a simple newsletter based on the minutes of meeting to test effectiveness with PSF members	P. Davidson	30 Jun 2014
Jun/14/006	RSSB will give a presentation to PSF on one of these elements to give an update on progress and what the outcomes look like	G. Bearfield	September 2014
Jun/14/007	CEO's to consider Paul Thomas' continues chairmanship of the PSF, and if they are happy for him to remain in this role	CEOs	September 2014