

# PROCESS SAFETY FORUM

Minutes

29 November 2013 – UKPIA Offices, London

Role / Trade Association	Present	Apologies
Chair	Paul Thomas	-
British Aerosol Manufacturers Association	-	Paul Jackson
Chemical Business Association	-	Doug Leech
Chemical Industries Association	Phil Scott	Steve Elliott
CBI Explosives Industry Group	Tom Smith	-
Engineering Construction Industry Association	-	Richard Ash
Energy Networks Association	-	-
Nuclear Industries Association	Graham Finn	-
Oil & Gas UK	Robert Paterson	-
RSSB	Ben Gilmartin	Kevin Thompson George Bearfield
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	Ian McCluskey Richard Hakeem	-
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).

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Key Notes and Actions approved by:

Paul Thomas  
Chairman of the **Process Safety Forum**

Date approved:

Ser	Item	Action
1	<b>Introductions and welcome</b>	
1.1	<p><b>Minutes of last meeting and matters arising:</b></p> <p>The Chairman welcomed the members, including the newest member: Ian Gibson who represents the Mineral Products Association (MPA). Ian gave an overview of the role of MPA and introduced the Mineral Products Health and Safety Hub: 'Safe Quarry' (<a href="http://www.safequarry.com">www.safequarry.com</a>). Apologies received are listed on page one. The committee reviewed the minutes of the last meeting which were accepted.</p> <p><b>ACTION:</b> 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.</p>	Nov/13/001 Secretary
1.2	<p><b>Safety messages:</b></p> <p>Robert Paterson gave an overview of a helicopter accident that occurred in the North Sea. He explained the challenges in re-building the confidence of the workforce to fly in this particular type of helicopter.</p> <p>The Chairman also chairs the Hazards Forum and recommended that members familiarise themselves with upcoming events as some may be of interest to PSF members. Further details can be found at <a href="http://www.hazardsforum.org.uk">www.hazardsforum.org.uk</a>.</p> <p>Graham Finn shared a safety message, emphasising the importance of giving adequate consideration to the implications that Fire Service strikes may have on fire safety at high hazard installations.</p>	
2	<b>Sharing of best practice</b>	
2.1	<p><b>Better Regulation Executive (BRE):</b></p> <p>Peter Davidson gave an overview of the BRE work and shared a five theme model (distributed with these minutes):</p> <ul style="list-style-type: none"> <li>• Single Face of the Competent Authority</li> <li>• Cost Recovery and Appeals</li> <li>• Recognition and Performance</li> <li>• COMAH Threshold Effect</li> <li>• Safety Report Working Group</li> </ul> <p>The work is scheduled to be completed by October 2014, and will consist of a series of guidance to help Competent Authority inspectors and industry apply each of the themes above. It was noted that any changes to Safety Reports would be implemented as part of the Seveso III implementation.</p> <p>Peter also gave an overview of the role of the recently established Strategic Forum, and how PSF could interact in the future. The first job of the Strategic Forum is to oversee implementation on the BRE work, but would in future be industry's voice at</p>	

	a senior level with the Competent Authority, liaising directly with the Competent Authority Strategic Management Group.	
2.2	<p><b>Chemical and Downstream Oil Industries Forum (CDOIF):</b></p> <p>Peter Davidson gave an overview of CDOIF activities for the benefit of the new members who may not be familiar with its role. An overview of current guidance is as follows:</p> <ul style="list-style-type: none"> <li>• Process Safety <ul style="list-style-type: none"> <li>○ Automatic Overfill Prevention systems for terminal loading racks <b>(Published)</b></li> <li>○ Terminal loading operational hazard awareness <b>(Published)</b></li> <li>○ Demonstrating 'Prior Use' <b>(Published)</b></li> <li>○ Overfill Protection for other products in scope of the PSLG final report <b>(Published)</b></li> <li>○ Leak detection <b>(Published)</b></li> <li>○ Human Factors review of Operating Procedures <b>(Published)</b></li> <li>○ Ageing Plant – Using third party expertise <b>(Work to start Q1 2014)</b></li> <li>○ Human Factors – Improving Safeguards <b>(Proposal and Terms of Reference currently being drafted)</b></li> <li>○ Process Hazard Analysis and HAZOP <b>(Proposal and Terms of Reference currently being drafted)</b></li> </ul> </li> <li>• Environment <ul style="list-style-type: none"> <li>○ Preparing for flooding <b>(Published)</b></li> <li>○ Environmental establishment risk assessment <b>(Published)</b></li> </ul> </li> <li>• Legislation <ul style="list-style-type: none"> <li>○ Adaption of PSLG final progress report to other sectors <b>(Publication Q1/Q2 2014)</b></li> </ul> </li> <li>• Occupational Health <ul style="list-style-type: none"> <li>○ Occupational Disease - level of ill health and relationship to skin disease/asthma <b>(Publication 2014)</b></li> </ul> </li> <li>• Occupational Safety <ul style="list-style-type: none"> <li>○ No current projects</li> </ul> </li> </ul> <p>All CDOIF publications will be available on the HSE website here: <a href="http://www.hse.gov.uk/aboutus/meetings/committees/cif/">http://www.hse.gov.uk/aboutus/meetings/committees/cif/</a> or by contacting Peter Davidson.</p> <p>The recently published CDOIF guidance on Environmental Risk Assessment will be the subject of a joint UKPIA/TSA/CIA launch event and workshop which will take place on 04 March 2014.</p>	
<b>3</b>	<b>Review of objectives and forward plan</b>	
3.1	<p><b>Review of objectives and forward plan:</b></p> <p>The committee reviewed its performance against the outcomes defined in the Terms of Reference:</p> <ol style="list-style-type: none"> <li>1. A shared understanding of the current initiatives in place and immediate</li> </ol>	

	<p>future plans in all sectors on process safety; <b>Ongoing</b></p> <ol style="list-style-type: none"> <li>2. Identification of barriers to sharing of best practice and incident learning in sectors, and facilitating the development of recommendations for improvement; <b>Partly met</b></li> <li>3. Identification of initiatives to enhance process safety leadership across sectors; <b>Achieved</b></li> <li>4. A shared understanding of effective process safety performance indicators; <b>Achieved</b></li> <li>5. Stakeholders (including the Regulator) are informed and engaged. Messages are collective where appropriate and individual where necessary. <b>Achieved</b></li> </ol> <p>The committee also undertook a workshop type activity to identify its focus for 2014 and how its visibility and communications can be improved. As a result of this workshop it was acknowledged that a strategic vision should be drafted which identifies the Forum's priorities for 2014 and beyond, and how they will be achieved. It was also agreed that a repository of information is needed to improve access to, and sharing of, information. Tom Smith kindly agreed to create a website on behalf of the Forum.</p> <p>It was also recognised that a mechanism needs to be established for evaluating the effectiveness of learning briefs and safety alerts. The Secretary offered to look into this. Other improvements that can be implemented immediately were the inclusion of a horizon scan of EU law as an agenda item at each meeting and inviting a guest speaker to Forum meetings. The members are asked to give some consideration to potential guest speakers.</p> <p>A number of other areas of focus were identified and it was agreed that a questionnaire will be distributed asking the members to rate these in order of priority. The proposed focus areas are listed below:</p> <ul style="list-style-type: none"> <li>• Investigate how to access information from major accidents that have occurred within the EU and reported to the Commission as required by the Seveso II Directive</li> <li>• Promote process safety management to smaller companies</li> <li>• PSF to take on a more active role in reputation management at industry level</li> <li>• Produce learning briefs to coincide with anniversaries of major events</li> <li>• Publish a best practice guide on a process safety topic (perhaps via CDOIF – jointly published with the PSF)</li> <li>• Build the relationship with the COMAH Strategic Forum in respect of Seveso III</li> <li>• Undertake some form of activity/project to further identify and overcome barriers to sharing and learning</li> <li>• Host a Forum event (roundtable discussions/workshops), perhaps in partnership with another group</li> <li>• Publish a newsletter after each meeting</li> </ul>	<p>Nov/13/002 Secretary</p>
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	The Secretary will send this questionnaire out to a representative of each member association.	Nov/13/003 Secretary
<b>4</b>	<b>Closing statements</b>	
4.1	<p><b>Any other business:</b></p> <p><i>Since the meeting the website is now live at <a href="http://www.p-s-f.org.uk">www.p-s-f.org.uk</a>. Members are asked to trial the website and provide any feedback to:</i></p> <p><i><a href="mailto:nicholas.shaw@awe.co.uk">nicholas.shaw@awe.co.uk</a> and <a href="mailto:tom@carndu.com">tom@carndu.com</a></i></p>	
4.2	<p><b>Date and venue for the next meeting:</b> The next meeting will be held at AWE Aldermaston during the week commencing 10 February 2014. The precise date 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	06 Sept 2013
Aug/13/002	Secretary to revise and distribute the Terms of Reference as described above	Secretary	01 Nov 2013
Aug/13/003	Robert Paterson to develop Safety Alert(s) based on the key messages from Learning Brief 005	R Paterson	01 Nov 2013
Aug/13/004	Tony Stonehewer to convert Learning Brief #005 into a Process Safety Alert	T Stonehewer	01 Nov 2013
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	31 Dec 2013
Nov/13/002	Establish a mechanism for evaluating the effectiveness of learning briefs and safety alerts.	Secretary	31 Dec 2013
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	31 Dec 2013