



Birmingham Health, Safety & Environment Association

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Newsletter

November 2012

Monthly Meeting 12th November 2012

Tim Prestage, BHSEA Vice-Chair, welcomed Members to the meeting and extended a particularly warm welcome to Dan Piff from Faithful & Gould, who is attending following the recent retirement of Mr.G. Harvey. Tony Power, Internal Audit Manager at Birmingham Airport, introduced himself to the Group. Tony is attending today in place of Russel Drakeley and Louise Kelly.

Apologies were received from Dally Masaun, Tony Hall, Cheryl Caladine, Russel Drakeley and Louise Kelly.

Tim went on to introduce the Speaker for today and his presentation:

Dr. James Glockling



*Technical Director,
Fire Protection Association
ROBUST On-line Business Continuity*

Planning Toolkit

Dr. Glockling explained that ROBUST (Resilient Business Software Toolkit) is a free Business Continuity Software package. It was created to help the (Small and Medium Enterprise) SME market to produce effective Business Continuity Plans quickly and efficiently and manage incidents to recovery in a timely fashion. Dr. Glockling explained that the Toolkit came out of his completion of the FPA's Business Continuity Plan.

The Toolkit was funded and supported by a group of 24 UK insurance companies through the RISC Authority Scheme, and managed on their behalf by the Fire Protection Association (FPA), ROBUST is now used by over 6000 companies in the UK.

Dr. Glockling believes that business continuity should be at the heart of every Director's activity. Employees should be involved and should be encouraged to sign up to the aims and objectives of business continuity. ROBUST is basic, not threatening and is easy to use. Dr. Glockling is happy for anyone to use the Toolkit free of charge provided that there is no attempt to re-charge for it.

The software is available in complete form entirely FREE from the launch site <https://robust.riscauthority.co.uk> together with all supporting documentation, training videos and a significant portion of relevant parts of the RISC Authority risk control document library.

The recent update of the Toolkit has been made in response to feedback received from users over the course of the last year, and introduces a range of new features to improve speed of completion, upkeep, usability and guidance.

The Toolkit is a 'living' management tool that should not be left on a shelf to gather dust. The Business Continuity Manager (BC Manager) has to be a nominated individual. In Dr. Glockling's experience, the BC Manager is often a personal assistant (PA). And this is not an issue because the design of the Toolkit is such that the PA should do very well.

Want to know more.....?

ROBUST distribution site: <https://robust.riscauthority.co.uk>

RISCAuthority site: www.riscauthority.co.uk

Fire Protection Association site: www.thefpa.co.uk

For the future? Dr. Glockling plans to produce a series of business continuity Guides. Another plan is to make the Toolkit industry standard format.

Members' Questions

George Allcock, BHSEA Management Committee Member, queried the measuring of severity and probability in qualitative rather than quantitative terms. Dr. Glockling said that this is basically about keeping the Toolkit simple, and focussing on the activity and what's high, medium and low, helps to do this.

Mark Hoare, asked whether the information collected is held on computer/and or the network? Dr. Glockling said that the information can be kept on computer or off-site on the server. Employees within the organisation should have easy access to the Plan by, for example, using the 'Drop Box' facility.

Tim Prestage asked about incidents which result in a loss of business continuity, where the hierarchy of responsibilities becomes irrelevant. Dr. Glockling noted that it is important to re-form relationships within the Plan.

David Hughes BHSEA Committee Member, asked whether there are any restrictions placed upon the inputter of the information? Dr. Glockling said that the Business Continuity Manager has to be the principal inputter. There needs to be a single point of entry to allow for the system to be set up smoothly. The Manager can bring continuity and consistency to the production of the Plan.

Dr. Glockling went on to show Members on screen, how the ROBUST system is populated and the B/C Plan produced. Organisations can insert their own headings to make the Plan more relevant. There is a series of headings with tick boxes. When the box is ticked, the relevant screens appear. Once you add something, it starts to populate drop down menus, and these are used to build the Plan. Dr. Glockling compared it to 'painting by numbers'!!

Should any Member want a separate and specific in-company briefing on the use of the Toolkit, Dr. Glockling can be contacted via his colleague Charlotte Reay at: creay@thefpa.co.uk
Further information about the Business Continuity Toolkit can be found on the BHSEA website: www.bhsea.org.uk

David Hughes asked whether the information would be lost if the server goes down. Dr. Glockling said that it is advisable, as always, to keep a copy in another location e.g. memory stick etc.

George Allcock asked whether the Toolkit has any provision for the identification of high severity/high impact activities, and putting in place mitigating actions. Dr. Glockling confirmed that there is no provision within the Toolkit for mitigating actions but he may develop a module to cover this aspect. As things stand currently, the user would have to cover mitigating actions outside of this software.

Roger Caleb, from the National Grid, noted the mention of Transco within the demonstrated screen, and advised that this need to be changed to 'Gas Emergency Services'.

Steve Parton from Axa Insurance asked Dr. Glockling what time, in his experience, is taken up in producing the average Business Continuity Plan? Dr. Glockling replied that where there is good company discipline, it can be completed quickly. The ROBUST software represents the minimum that companies need to put in to produce the Plan. Where senior employees are involved, they often begin to enjoy the process and are keen to maintain it for the future.

This concluded Dr. Glockling's presentation and Members were asked to show their appreciation in the usual way.

November Members' Corner



*Peter Bowers of
International Construction Design and Management Ltd.
BHSEA Council Member*

Topic - 'How's Your Han Chinese?'

Following Peter's roaring success at a recent BHSEA/RoSPA presentation given to a Chinese Government delegation, Peter agreed to deliver a shortened version about communication, at Member's Corner.

Peter gave us an entertaining and informative session including a number of slides used to illustrate his point. Peter began by explaining that he first encountered with the Chinese when he worked on the removal of the Longbridge plant to China. Peter soon recognised the need to learn some basic Chinese and he found that we share a similar sense of humour.

Peter talked about how we all learn in different ways, using different techniques. The US military learn by rote: 'I see it, I do it'...etc. Repeating tasks over and over again until the individual knows *exactly* what to do. The Chinese are good

at accepting responsibility, and doing what they're supposed to be doing. The Chinese employment culture and environment is dictatorial, and workers react automatically according to what they have been told. Good communication is crucial. Remember.....the designer isn't the man on the ladder...s/he's the one at the drawing board.

Finally, Peter commented that sometimes we are so busy looking for something that we've been asked to look for, that we miss the obvious!

Tim thanked Peter for a lively and interesting presentation. Members thanked Peter in the normal way.

Hot off the Press....

CONSTRUCTION: THE LATEST.....

- **Notification of Conventional Tower Cranes Regulations 2010:**
These Regulations are expected to be repealed in 2013 and the repeal is not expected to cause any significant issues.
- **Construction (Head Protection) Regulations 1989 (CHP):**
These Regulations are expected to be repealed in 2013. The disapplication in the Personal Protection Equipment at Work Regulations 1994 (the PPE Regs) of the requirements for the provision and use of PPE where the CHP applies will also be repealed at the same time, in effect transferring the requirement to use head protection over to the PPE Regs. Existing exemptions for turban wearing Sikhs comes from employment legislation and remains in force.
Construction Members should make sure that the importance of making the industry workforce aware that the legal requirement to use head protection (hard hats) remains in force, despite the repeal of the Regulations.
- **Construction (Design and Management) Regulations 2007 (CDM):**
Work continues on the proposed revision of the CDM Regulations. The new Regulations will most likely be simpler and align more closely with the EU Temporary or Mobile Construction Sites (TMCS) Directive. The new Regulations are expected to come into force on one of the common commencement dates (April or October) in 2014 and the next steps include:
 - *Submission of the proposed new regulations along with proposals on any supporting guidance to the HSE Board for approval. (late 2012),
 - *Consultation on the new Regulations in 2013.
- **Cost recovery (FFI):**
A reminder that....HSE's cost recovery programme; Fee for Intervention (FFI) came into force at midnight on October 1 2012. BHSEA has earmarked a meeting on the 10th June 2013 to update BHSEA Members on the implementation of FFI. Peter Galsworthy will be bringing us up to speed.

- **Code of Practice for In-service Inspection and Testing of Electrical Equipment 4th Edition**

Is published this month. Taking into account the HSE view of promoting a proportionate, risk-based approach when assessing the safety of electrical equipment and appliances, the 4th Edition follows the findings of Professor Löfstedt's research into the widely misunderstood requirements of PAT.

Peter Brown Head of H.S.E.'s Work Environment Division has stated:

"We welcome this revised Code of Practice. It complements HSE's guidance on maintaining portable electrical equipment and provides sensible, proportionate advice so that those who create the risks know how to manage them effectively.

By emphasising a balanced risk-based approach to determine how frequently equipment should be maintained, it should help reduce the likelihood of businesses wasting money on unnecessary portable appliance testing."

Pre-order now for £46.75 (RRP: £55). IET Members enjoy a 35% discount on the RRP, paying just £35.

Order your copy today: www.theiet.org/cop-inspection

Job Wanted:

Peter Bowers informs me that he has a colleague who is currently job hunting. Brief details are as follows:

David E SPILSBURY BSc, DMS, Dip2OSH, CEng, MIMMM, CMIOSH, MCFI, FCQI, CQP.

From 2007 to the present, David worked for COFELY- GDF SUEZ Limited, as a Safety Health Environment & Quality Manager in Energy and Facilities Management. David has extensive leadership experience in the international engineering, manufacturing, engineering construction and service sectors, and has led Health & Safety, Environmental and Quality programmes for multi-national companies in European and Global roles; these assignments have been at senior management and board level. David has additional experience of managing a successful consultancy practice.

For full CV details, please contact the Secretary on secretary@bhsea.org.uk or email David direct at despilsbury@gmail.com

Job Opportunity:

Jonathan Williams, Principal Consultant at Direct Safety Solutions Ltd. (DSS), has an opportunity for part time / full time associate to work in a general health & safety consultancy role. DSS has a variety of clients across the Midlands and are looking to add to their small team due to continued growth. They are looking for someone with a NEBOSH Diploma, NVQ 4 in Occupational Safety and Health or Occupational Safety & Health Degree as a minimum, ideally CMIOSH but would consider someone working towards Chartered Status.

<mailto:jonathan@directsafetysolutions.co.uk> 0845 4671693 / 07506 230365

www.directsafetysolutions.co.uk

Safety at Inland Water Sites – RoSPA:

RoSPA are looking at renewing their 'Safety at Inland Water Sites' [guidance document](#). The scope of the document is wide, but essentially covers the management of inland water sites for public use.

A survey is currently being conducted and SGUK safety groups (including BHSEA), are invited to take part. The initial survey phase will take place from now **until 7th December 2012**.

Link to the survey: <http://www.rospa.com/surveys/saiw/>

Further information can be obtained from:

David Walker, Leisure Safety Manager,
The Royal Society for the Prevention of Accidents
email: djwalker@rospa.com

Tel: 0121 248 2020 | Mob:07967748511

....and finally.....

- Remember to check the BHSEA website www.bhsea.org.uk for copies of Speaker's slides and any notes supporting the presentations.
- If you know anyone who would like to join either BHSEA or any of the national safety groups, get in touch with the Secretary or go direct to the BHSEA website for an application form and for further information about what BHSEA can do for you...www.bhsea.org.uk

Dates for your diary.....the final version of the 2013 BHSEA programme will be circulated with the December Newsletter. However, meeting dates have already been agreed, and most of the topics planned. Dates and topics confirmed so far:

- Monday **14th January** 2013 (Rosi Edwards – H.S.E. update & plans 13/14)
- Monday **11th February** 2013 (GKN 'think SAFE' – Martin Smith)
- Monday **11th March** 2013 Temporary Works
- Monday **8th April** 2013 'Fire Matters – What's New?'
- Monday **13th May** 2013 TBC
- Monday **10th June** 2013 'FFI – Eight months on....' (Peter Galsworthy – H.S.E.).
- Monday **9th September** 2013 'The Benefits of a Robust Environmental System'.
- Monday **14th October** 2013 TBC
- Monday **11th November** 2013 Electrical Safety – Duties of the Duty holder and Changes in PAT testing Requirements.
- Monday **9th December** 2013 Fleet Safety & 'Driver Aware' Project.

Pencil these in your diary so you don't miss out!

Reminder Subscriptions.....

2012/13 BHSEA Membership subscriptions are now due.

Don't forget the buffet lunch and hot mince pies

at 1.15 pm!

Date of the next Meeting

2.00 pm on Monday 10th December 2012
at the Birmingham Medical Institute

*How Your Personality Selects You for Your
Best Work!*

Andy Cole, 3 Minute Mile Ltd.

*Your personality traits will enhance safe working capabilities to
reduce risk.*

And

Members' Corner

Use of RPE/PPE – Your Duty of Care

- *Role & responsibilities of the main contractor*
- *Role & responsibilities of the sub-contractor*

*Phil Mist
Hire Trade Alliance Ltd.*