**Process Safety Working Group Meeting held on**

**19th June 2018 at the BPA Offices, Kingsbury**

**Attendance:**

Nikki Barker UKOPA (Secretary)

YanYun Chen Uniper Energy

John Ferrari Essar (Chairman)

Kehinde Makinde National Grid (Telephone)

Shailesh Purohit CLH-PS

David Ransome Cadent

Matthew Spare BPA

David Tidball WWU (Telephone)

**Apologies:-**

Scott Baird Shell

James Brown Penspen

Graham Canty GNI

Michael Daniel National Grid

Noj Sehmar National Grid

Andrew Worth NGN

Iffy Wood CLH-PS

1. **Attendance, Apologies and Membership**

Attendance and apologies were noted as above.

JF took the opportunity to welcome everyone to the meeting and thanked MS for hosting. The agenda was slightly amended before the start of the meeting with agreement of all present.

1. **Safety Moment**

JF shared an integrity safety moment with the group – which he is to send the group and produce a Safety Alert / Learning Brief from.

**Action 19.2.1 JF Share Safety Moment Information**

**Action 19.2.2 JF Produce Learning Brief**

A 42” pipeline which ran close to a wall had been noted as being ‘un-inspectable’ due to its location. Although, it had been noted as suffering from corrosion, and had in previous years, been drained-down, shot-blasted and repaired, it had been recommended for a bypass; thus no further inspections had taken place. The wall had a parapet and in the years since its construction, the pipeline had suffered with regular water drops cascading onto it when it rained. The pipeline leaked and was eventually by-passed.

Learning: Just because a pipeline has been identified for by-pass, inspections, even if only visual, should take place up until the diversion takes place.

1. **Minutes of Last Meeting and Matters Arising (not covered elsewhere on agenda)**

The minutes of the last meeting held on 6th February 2018 were agreed and the outstanding actions have been updated in the table at the end of this document.

1. **What is the remit of PSWG**

PSWG-18-003 spreadsheet was reviewed by the group with the focus being on tab 2 and agreement on how to prioritise the work areas,

It was agreed that the Behavioural Safety should be moved from the grouping that it was originally in, into the group that contained Human Performance, Human Factors and Competence.

The prioritisation was agreed as follows:

1. – Process Hazard Reviews
2. – Behavioural Safety / Human Factors
3. – Safety Culture and Leadership
4. – Management of Change (focusing on leadership / avoiding catastrophes)
5. – Process Safety KPIs

The spreadsheet has been updated to reflect these changes

During the discussion regarding Process Hazard reviews, SP shared CLHPS methodology, using the BS Checklist from BS EN ISO 17776:2002 – Petroleum and natural gas industries. Offshore production installations. Guidance on tools and techniques for hazard identification and risk assessment, which although specifically for offshore installations, much of the information is also relevant to onshore installations. They then use a bow tie analysis on each of the hazards identified. DT reminded the group that the lifecycle process (HAZOP / HAZID during design phase) and other process would need to be included. It was also pointed out that if a GPG was produced, it should point out tried and tested methodologies, that PSWG could include pipeline examples for.

It was agreed that PHR would be the initial focus for the group and members are requested to bring examples of the methodologies they use / are aware of to the next meeting along with details of specialist companies / consultants within this field.

**Action 19.4.1 All Bring examples of methodologies to the next meeting**

**Action 19.4.2 all Identify consultants with relevant knowledge / experience in this area**

It was agreed that the group should set a target of May 2019 to prepare this first GPG.

During lunch, SP showed an example of software CLHPS use provided by CGE Risk Services (Services (https://www.cgerisk.com/) and also highlighted Step Change in Safety website <https://www.stepchangeinsafety.net/> which provides many insightful learning briefs and also spoke about Humber Chemical Focus’s training for plant operators.

1. **2016 and 2017 Annual Reports**

NB informed the group that she had sent out requests for both 2016 (to those who had not returned that data) and 2017 Annual Report Questionnaires to all members. Information had been requested for return by the date of the meeting. At this time, returns we as follows: 14 for 2016 and 10 for 2017.

It was agreed that NB should give outstanding members until the end of July to provide the data and then prepare the reports based on the returns to that date. It was noted that a number of companies represented on PSWG were in the ‘outstanding’ data group.

1. **Safety Alerts and Incident Awareness Raising**

SP had kindly shared a learning brief with the group before the start of the meeting and took the group through this – the freezing of an overfill protection valve and its inability to close when required. NB is to transpose this into a UKOPA learning brief and get agreement from CLHPS for its publication.

**Action 19.6.1 NB Produce Learning Brief**

Members were reminded to share safety alert / learning information and the NB could make these into anonymised UKOPA briefs for sharing amongst the wider membership.

For information, SP informed the group that IOSH were running a ‘beginners guide to process safety’ presentation at Nottingham University on 20th September and YC noted that she had also seen a very useful U-Tube process safety training video <https://www.youtube.com/watch?v=20-z4d_vrTE> DT spoke about an incident that he had been made aware of via a gas companies meeting regarding the death of a worker who had been trapped between – this was subsequently shared with NB to produce a UKOPA learning brief from.

**Action 19.6.2 NB Produce Learning Brief**

1. **PSAT Review – the way forward**

NB informed the group that herself and MS had made arrangements to speak with a benchmarking company, Juran Brenchmarking, on 4th July, regarding different approaches to carrying out PSAT in the futures.

These minutes have been prepared following on from that meeting, in order that an update could be provided. The main points of the meeting:

* Juran provide a secure platform for carrying out benchmarking in the oil and gas sector and have been used by MS before
* They would not recommend producing a new electronic process for providing data – more a spreadsheet (populated with previous data for those members who have already completed PSAT before) that could be reviewed and updated (as appropriate) or completed for the first time and this would include some validation checks.
* The information would be loaded back to the secure website, for the analysis to be conducted
* Individual reports would be produced based on the data that had been submitted and the specification provided by PSWG.

NB and MS suggest that the group agree whether or not to take this forward by preparing a scope of work and requesting Juran provide a cost to carry out PSAT for the PSWG moving forward.

**Action 19.7.1 All Provide thoughts on the proposed project**

1. **Process Safety Forum**

NB had attended the last Process Safety Forum meeting that had taken place in February, although there was nothing major to report to the group (a reminder however that their website is <http://www.p-s-f2.org.uk/>). The next meeting was scheduled to take place on 5th July and outside of the meeting YC had agreed to attend on behalf of the PSWG. This meeting was however postponed. They are trying to arrange an alternative date for late August, however if this does not happen the next meeting is scheduled for 24th October 2018.

1. **Dates, Venue and Agenda for Next Meeting**

Following discussion, and agreement from MS, it was agreed that the next meeting would take place on

Tuesday 3rd October 2018 at the BPA offices in Kingsbury.

It was also agreed that NB should schedule the next 2 years meetings for the same dates in 2019 and 2020 as the PSWG has met in 2018. The following invitations will be sent out

2019 2020

Tuesday 5th February Tuesday 4th February

Tuesday 11th June Tuesday 9th June

Tuesday 8th October Tuesday 6th October

Meeting closed 13.00 hrs.

**Summary of Actions from this meeting and outstanding actions from previous meetings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Who** | **Summary** | **Update** | **Status** |
| 19.2.1 | JF | Share Safety Moment pictures of corrosion |  |  |
| 19.2.2 | JF | Turn Safety Moment into a Learning Brief |  |  |
| 19.6.1 | NB | Turn CHLPS frozen valve alert into a Learning Brief |  |  |
| 19.6.2 | NB | Turn crush fatality into a Learning Brief |  |  |
| 19.7.1 | All | Comment on proposal for PSAT project |  |  |
|  |  |  |  |  |
| 18.2.1 | All | Be prepared to find a share safety moments at the start of future meetings | This is now on the meeting agenda and members are to be requested to provide each meeting | **CLOSED** |
| 18.4.1 | All | Review PSWG-18-003 priority list and collate information regarding what is already available to members on these subjects outside of UKOPA | 19/6/18 Action ongoing: prioritised list agreed at meeting and focus is to be on Process Hazard Review first. PSWG-18-003 to be updated to reflect discussion | **Ongoing** |
| 18.7.1 | NB | Prepare overview of PSAT feasibility project and share with members for comment | 19/6/18 This item has not yet been progressed | **Ongoing** |
| 18.7.2 | NB / MS | Look at options for benchmarking being carried out by external company | 19/6/18 Initial teleconference held with Juran and notes included in section 7 of the notes | **Ongoing** |
| 18.8.1 | All | Let JF / NB know if you would like to attend a future PSF meeting | Item closed | **CLOSED** |
|  |  |  |  |  |
| 17.2.1 | NB | Find out if Sabic are willing to share the Safety Moment information | Sabic are willing to share the information from the September 2017 safety moment. NB / JF to turn this into a SA | **Ongoing** |
| 17.5.2 | JF | Draft TBN based on the use of PSAT and productions of action plans | Ongoing | **Ongoing** |
|  |  |  |  |  |
| 016.8.1 | All | Review Annual Report Questions | 14/9/17 - Questions had been prepared but not circulated. NB sent out on 19/9/17  19/6/18 request for 2017 and 2016 again sent and to be followed up by NB for data before end July 2018 | **Ongoing** |
|  |  |  |  |  |
| 014.7.1 | NB | Prepare final version of GPG/003 and send to governance group for approval to publish | Replaces action 013.7.1  15/3/17 - Comments received from GR prior to meeting.  Reviewed by PR and YYC at the meeting on 15/3/17. Members given until the next meeting to make final comments.  14/9/17- NB to resend the document out with these minutes for people to comment on, in particular, the leading / lagging examples in the appendix | **Ongoing** |