**Process Safety Working Group Meeting held on**

**5th February at the BPA Offices, Kingsbury**

**Attendance:**

Nikki Barker UKOPA (Secretary)

Shagufta Barker National Grid

Graham Canty GNI

YanYun Chen Uniper Energy

John Ferrari Essar (Chairman)

Chris Mattocks SGN

David Ransome Cadent

Matthew Spare BPA

David Tidball WWU

Iffy Wood CLH-PS

**Apologies:-**

John Healy Penspen (replacing James Brown who has left)

Scott Baird Shell

Michael Daniel National Grid

Noj Sehmar National Grid

Andrew Worth NGN

1. **Attendance, Apologies and Membership**

It was noted that James Brown had now left Penspen and was to be replaced by John Healy who had had to tender his apologies for this meeting. Unfortunately, due to changes in roles in NG Minoj Sehmar would no longer be able to support the group. JF, and in particular NB, wanted to note a vote of thanks for the sterling work and support Noj had provided, particularly with respect to PSAT, over the last 10 years.

Other attendance and apologies were noted as above and introductions were made.

JF took the opportunity to welcome everyone to the meeting and thanked MS for hosting. JF also took the time to explain the changes that would be happening imminently between Essar and Shell, with Shell taking back a number of pipelines, currently operated by Essar.

1. **Safety Moment**

DR provided an insight to an incident that had occurred at the end of 2018 where a contractor knocked the top off a standpipe, in land they had been excavating and then attempted to stop the leak with a broom handle. Although this incident will be recorded as an infringement, the group noted that there were a number of process safety layers of protection that had been breached and this would make an excellent process safety learning brief.

NB and DR are to work together to prepare an anonymised brief and issue via the Safety Alert system.

**Action 21.2.1 NB/DR**

SB pointed out that NG were currently looking at risk profiling of land and trying to raise awareness of the issue across their business. NB noted that in the IWG agricultural brainstorming workshop held recently, the HSE had spoken about profiling of the agricultural sector and how this probably could be replicated across the contracting community. The link to the HSE report is here <http://www.hse.gov.uk/research/insight/farmers-research-summary.pdf>

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

The minutes of the last meeting held on 2nd October 2018 were agreed and the outstanding actions have been updated in the table at the end of this document.

1. **PSWG Work Programme**
2. Process Safety Methodology

JF circulated v1 of a proposal for the development of a GPG for process safety tools and methodologies relevant for pipelines (PSWG-19-03), which the group reviewed. Outside of the meeting a small subgroup (SB, GC, JF, CM, MS and IW) met to refine the proposal document and this is to be sent out with the minutes for review and comment prior to issue (by end March)

**Action 21.4.1 All**

A list of potential companies to approach regarding quoting for the work was established:

QEM solutions (Moffat)

DNVGL

Rosen

Penspen

Hayden Freeman Risk

ABB

Risktech

HSL

Bureau Veritas

Members are asked to identify any potential contacts within these organisations that might be approached, along with identifying any other potential providers before the end of March.

**Action 21.4.2 All**

1. Behavioural Safety

During the discussion, it was noted that the focus for this piece of work should be ‘how behavioural safety applies to pipelines and what it means to us’. CM suggested that perhaps an appropriate name should be ‘integrated process safety behavioural issues’.

It was agreed that a future meeting time should be spent discussing the meaning and requirements of what the group meant and a PSWG Brainstorming workshop should be held. Thus identifying, what would be output from this work area and what should be included in it.

1. **2016 and 2017 Annual Reports**

NB had prepared both Annual reports and these were presented to the group. It was noted that the results needed normalising in order to provide a better representation of what was happing across the members, given the different number of companies submitting data.

**Action 21-5-1 NB Normalise date and resubmit reports for final comments the reports**

There was a discussion about the purpose of the reports and the benefits of doing the annual report on top of the biennial PSAT report. JF agreed to seek the views of the members at the next members meeting with regards to this.

**Action 21-5-2 JF Ask members about the Annual PSWG Report**

1. **Review of Annual Report 2018 Questions**

Given the discussion in 5 above, it was decided to put on hold the 2018 Annual Report until feedback had been sought from the members meeting

1. **Safety Alerts and incident awareness raising**

(I am really sorry, but I did not write the names of who provided details of these, so could you please get back to me picture and a few words in order to put Alerts together if these were yours)

1. Loss of containment due to vibration causing the wrong fitting to fracture
2. Loss of containment when contractors were in a pit; access and egress missed off risk assessment, thus hitting

Alerts are to be produced for these incidents

1. **PSAT Review – the way forward**

JF shared a proposal sent in by Juran, along with the details of the call he had had with them. Juran would be not an option for the group given the proposed price – upto £60K for a single years reporting. They were proposing a lot more ‘statistical’ analysis and personal interaction than is really required. JF is to feedback to Juran, thanking them for their proposal but stating that PSWG would not be taking this any further.

**Action 21-8-1 JF Feedback to Juran**

The group agreed that thoughts about how to proceed with PSAT should be sought from the Board and the wider membership, but initially for 2019, then perhaps a spreadsheet version of the questions should be used.

Outside of the meeting, JF raised this at the February Members Meeting and the agreement was to go with the current spreadsheet, to establish time and cost of carrying out / preparing the reports and a more informed decision of how to proceed moving forward could then be made.

1. **Process Safety Forum**
2. Feedback from 19th January Meeting – SB attended the meeting on behalf of the PSWG and her report was circulated prior to the meeting. The main points of note were:
   * Grenfell review – members should consider reading the executive summary (if nothing else) and considering how the findings relate to the pipeline sector
   * Purpose of PSE, its remit and where HSE fit
   * Current considerations – cyber security, SIL / SIS and CDoF

It was agreed that NB should upload information from the PSF into the PSF folder (in the PSWG folder) of the members centre so that people can see the information that is circulated from them should they require it.

1. Attendee for next meeting on 12th March at Aldermaston – CM agreed to attend on behalf of the group.
2. Outside of the meeting the following date have been set for the PSF for the rest of the year. If anyone can attend on behalf of the group please let NB know.

30th July – venue to be confirmed

30th October – venue to be confirmed

1. **PS Definitions**

YC informed the group that Uniper were currently looking at changing its reporting systems and would be interested to know what other companies PS definitions (observation / Near miss / incident / accident) were. It was noted that the HSE has defined definitions and it would be most appropriate not to divert from these.

1. **Leading KPIs (does GPG/003 need updating further)**

YC also asked about Leading KPIs as many of the Uniper KPIs are lagging ones. GPG/003 contains both leading and lagging indicators that could be used as a starting point.

1. **Items for February Members Meeting**

JF suggested that the discussions that had taken place during the meeting provided enough information for him to feedback on at the next UKOPA members meeting.

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

Tuesday 11th June 2019 at the BPA offices in Kingsbury.

2019 2020

Tuesday 4th February

Tuesday 11th June Tuesday 9th June

Tuesday 8th October Tuesday 6th October

Meeting closed 13.30 hrs.

As per item 4, a number of members stayed on after the close of the meeting to work on further developing the PSWG Process Safety Methodology Framework quotation document.

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

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| --- | --- | --- | --- | --- |
| **Action** | **Who** | **Summary** | **Update** | **Status** |
| 21.2.1 | NB / DR | Prepare learning brief from the standpipe incident safety moment |  |  |
| 21.4.1 | All | Provide comments on Framework quotation document |  |  |
| 21.4.2 | All | Advise of any other contractors to add to the list for sending Framework quotation to |  |  |
| 21.5.1 | NB / All | Update the 2016 and 2017 Annual reports with normalised data and members to provide comments |  |  |
| 21.5.2 | JF | Seek members view of Annual report vs PSAT |  |  |
| 21.8.1 | JF | Inform Juran on the intention not to proceed |  |  |
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|  |  |  |  |  |
| 20.4.1 | All | Volunteers to help scope the PS Framework document | JF drafted the initial document and this was updated during the meeting | **CLOSED** |
| 20.5.1 | NB | Prepare 2016 and 2017 Annual Reports | Reports prepared and circulated | **CLOSED** |
|  |  |  |  |  |
| 19.4.2 | All | Recommendations of consultants who may be able to prepare GPG / Framework document | Feb 2019 - A list has been prepared in these minutes  Oct 2018 - No consultants as yet recommended to follow up with. | **CLOSED** |
| 19.6.1 | NB | Turn CHLPS frozen valve alert into a Learning Brief | Not yet actioned | **Ongoing** |
| 19.7.1 | All | Comment on proposal for PSAT project | Juran proposal discussed and it was agreed not to progress  Proposal not yet developed | **CLOSED** |
|  |  |  |  |  |
| 18.7.1 | NB | Prepare overview of PSAT feasibility project and share with members for comment | 5/2/19 – It was agreed that for 2019 the PSAT survey would be carried out by spreadsheet and reviewed further following publication  2/10/18 Awaiting feedback from action 18.7.1 before this item can be progressed  19/6/18 This item has not yet been progressed | **CLOSED** |
| 18.7.2 | NB / MS | Look at options for benchmarking being carried out by external company | 5/2/19 – It was agreed that for 2019 the PSAT survey would be carried out by spreadsheet and reviewed further following publication  2/10/18 Further discussion have taken place with Juran and awaiting feedback to JF during November 18  19/6/18 Initial teleconference held with Juran and notes included in section 7 of the notes | **CLOSED** |
|  |  |  |  |  |
| 17.5.2 | JF | Draft TBN based on the use of PSAT and productions of action plans | 2/10/18 – this is to be produced in time for the 2019 PSAT survey being carried out  Ongoing | **Ongoing** |
|  |  |  |  |  |
| 016.8.1 | All | Review Annual Report Questions | 5//2/19 – this item has been closed given that the Annual Report may no longer be required  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  2/10/18 This is to be carried out as part of the Feb 2019 meeting | **CLOSED** |
|  |  |  |  |  |
| 014.7.1 | NB | Prepare final version of GPG/003 and send to governance group for approval to publish | This item is to be closed and a further review taken next year  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 | **CLOSED** |