

**PROCESS SAFETY LEADERSHIP GROUP
STEERING GROUP MEETING
Friday 30 May 2008
Redgrave Court, Bootle
Minutes**

Attendees:

Tony Traynor – Chair

Richard Clarke (EA)

Chris Hunt (UKPIA)

Martyn Lyons (TSA)

Bud Hudspith (Unite)

Diana Montgomery (CIA)

John Burns, SEPA

Peter Davis, BPA

Ian Travers (HSE)

Peter Baker (HSE)

Jane Lassey (HSE)

Jill Wilday (HSL)

Colette Fitzpatrick (HSE)

Apologies received from: Steve Elliott, CIA

Tony opened the meeting and welcomed Diana Montgomery, attending on behalf of the CIA, John Burns representing SEPA, and Peter Baker the new Head of HSE's Chemical Industries Division.

1. Actions from last meeting:

- xi and xii – sites' progress returns to be discussed under item 4.
- xiii – report on MIIB mtg – Ian met with the MIIB as the CA on 16 May and reported that discussions centred around leadership with industry and the PSLG. They have some concerns about industry commitment to carry things forward.

All other actions had been completed.

2. Introduction to Peter Baker, Head of Chemical Industries Division

Tony introduced Peter Baker, who has now taken over from Kevin Allars as Head of HSE's Chemical Industries Division. Peter said that he fully supports the work of the PSLG, which he believes is a successful group, and would like to see industry and TU further develop ways of working with the regulatory. He would also like to get a view on what the chemical industry should look like in 5 years time, ie looking at the way in which we re-structure COMAH.

Tony thanked Peter for his encouraging remarks and looked forward to working with him.

3. Leading from the Top Leadership Conference:

Peter asked for feedback from everyone following the leadership conference.

Comments from members:

- The conference was very useful - the workshops could have benefited from a little more time.
- A lot of issues around process safety – this is the No 1 priority. Bill Coley had struck a chord in his speech, which mentioned process safety. Industry is asking for a lot of help and support.
- How does a site manager put in the right KPIs to report to his CEO? How do we help them do this?
- Clear indication that all members would like to repeat this process with a better timeframe.
- Good opportunity to peer review some of this work.
- Concentrate on the issues raised at Workshop 1, taking account of the Texas City incident which sent out the best messages.
- Get people together again to discuss process safety, KPIs, common issues etc at venue in London. Jane mentioned the site progress returns on PSPIs and that people are struggling to get their heads around this.
- Not just a UK problem - some of these issues need to be taken forward at European level.
- Look at our interface with decision-makers in other organisations. We need to go out and talk to people to see what the problems are.
- A consistent view came out from the conference. The message from Judith Hackett was very positive. We have to get some momentum now and start some engagement as soon as possible. This will be a challenge getting the key people.
- Everyone recognised that the PSLG was a good forum for taking forward some of the issues, sharing experiences with other sectors.

- Another issue was training and competence. Things to lead on and things to contribute to.

Tony rounded up by saying there were 3 basic issues here: (i) leadership; (ii) sharing/networking; (iii) a clear message about what we should be measuring and what this will mean for us.

PSLG agreed to hold a repeat workshop with Process Safety practitioners to take forward the actions from the process safety leadership workshop in order to develop a package of measures to support the CEO forum. Chris and Ian would organise. HSE would host this event in London in September. Invitees would be the delegates who attended the April workshop to see if they were interested. HSE to prepare potential delegate list, then TAs to send out invites to member companies. Organise workshop – September - Chris/Ian to draw up agenda. **Action: Chris/Ian**
Send invites out by end of June – **TAs?**

PSLG also agreed to host a meeting with CEOs and Board members of 46 large scale petroleum sites, primarily to get a clearer understanding on the points raised at the conference. This would be to identify the ways they would wish to share good practice and improve their understanding of process safety leadership and management. This would follow the September workshop. UKPIA/TSA/CIA to jointly host this event. Look for CEO champion to set the scene. HSE will circulate list of 46 Buncefield sites to respective TAs who would then identify the most senior UK person with responsibility for Process Safety. Tony to work up outline proposal for the event. Possible options include some further guidance on some basic approaches to process safety risk management; clarity on terminology; use of the business risk tool and help for CEOs and board members on how to be intelligent customers for process safety performance indicators. Tony and Ian agreed to put together a plan for this event. **Action: Tony/Ian**
TAs need to identify the right people. **Action: Chris/Martyn/Diana**
Martyn mentioned a risk assessment method used recently by Simon Storage, as part of corporate governance in response to Enron and could provide details. Martyn, Tony and Ian could use this as the basis for a corporate risk assessment tool. Martyn agreed to provide background information on the system – **Martyn**

John Burns mentioned a presentation from BP which he suggested might provide useful information for this event. **Action: John to provide information on BP presentation**

4. Progress with Working Group

Jane fed back progress from all Working Groups as follows:

WG1 – Human Factors

This group has not yet met but group membership has been agreed. Jane has spoken to the group leader, Graham Reeves, to agree the scope of this work. The Energy Institute have agreed to host all WG1 meetings. Jane would discuss with Chris Hunt intervention with BP on this WG.

Action: Jane to speak with Chris Hunt re: intervention with BP

WG2 – Scope

WG2 had produced an update note on progress. This has gone out to WG members for comment by end of June and includes information on sites with tanks storing other liquids which will be brought into scope for further work. This also identifies further work and issues which could be picked up by WG5. Jane agreed to circulate this note by email to PSLG members.

Action: Jane to circulate WG2 report to PSLG members

WG3 – Control & Instrumentation

Ian has circulated a CA draft standard on safety integrity for overfill protection systems around PSLG members for comment. Any comments will be fed back to WG3 and will be picked up at a proposed industry workshop later in the year. Ian said we need to share the CA findings of the LOPA studies - Jeff Pearson will do this.

WG4 – Containment

Still some outstanding containment issues. Some further work has been identified and some issues will be picked up by WG5.

WG5 – Emergency Arrangements

This has now been split into 3 sub-groups – Core, COMAH and Mutual Aid. David Pascoe hopes to have some draft recommendations for the main core group by the end of June, with draft proposals for the other 2 groups by the end of August. A more substantial report will be provided for the next PSLG meeting.

WG6 – Mechanical Integrity

First meeting of this group was held on 19 May, which was a very positive meeting. Any issues arising will be referred to the PSLG. A question was raised as to whether any further work was being done by the explosion mechanism group. Jane replied that the group would not be doing any more work on tank design.

WG7 – Co-ordination

WG7 held their first meeting on 19 May and copies of the agenda and minutes were circulated to SG members. WG7 agreed that all working groups would get a steer on how long their work will take, ie 12-18 months.

Site Progress reports

Still some issues with regard to some of the recommendations, ie on SIL assessment, containment and emergency arrangements. Of those who do not fully comply some are at least saying that they are doing something. Some of the responses will be followed up via the CA. Jane agreed to produce a breakdown on the responses and send out a report to members. A note will also be put out to the field inspectors for their information.

Action: Jane to produce report for members and HSE inspectors

5. Process safety incident index – Jill Wilday, HSE

Jill Wilday, from HSE's Health and Safety Laboratory in Buxton, attended to give a presentation on proposals for the development of process safety indicators across the major hazards sectors, based on interpretation of CCPS (Centre for Chemical Process Safety) guidance. To help provide a consistent approach HSL could develop a benchmarking system at an organisational and industry level across all of the major hazard sectors. This suggestion could be discussed with key industry stakeholders by means of 4 half-day focus groups arranged by HSL.

Following the presentation Tony asked if this is work that needs to be done. Martyn agreed that it was a good idea, especially the benchmarking aspect. The TAs agreed to take this information back to their members. Chris suggested amending the presentation so it was not primarily focussed on CCPS KPIs, but more about what people are doing now and sharing best practice. Jill agreed to send the presentation to Chris who would make some amendments and send to PSLG members for approval by 6 June.

Action: Jill to send slides to Chris, Chris to amend slides and circulate to members by 6 June

TA members were asked to recommend people for the focus groups.

Action: TA members to recommend participants for focus groups

Estimated costs for this work would be around £25k – Ian would explore possibility of HSE co-funding this work with CIA.

Action: Ian to consider funding possibilities

6. AOB

None.

Summary of Agreed Actions:

- i. Organise repeat process safety workshop – September - Chris/Ian to draw up agenda. **Chris/Ian**
- ii. Send invites out by end of June – **TAs?**
- iii. Tony and Ian to put together a plan for follow-up industry event. **Tony/Ian**
- iv. TAs to nominate people for the follow-up event. **Chris/Martyn/Diana**
- v. Provide information on self audit tool - **Martyn**
- vi. Provide information on BP presentation – **John Burns**
- vii. Jane to discuss issue of BP intervention on WG1 with Chris Hunt – **Jane/Chris**

- viii. Jane to circulate WG2 report to PSLG members - **Jane**
- ix. Jane to produce report for members and HSE inspectors - **Jane**
- x. Jill to send slides to Chris; Chris to amend slides and circulate to members by 6 June –
Jill/Chris
- xi. TA members to recommend participants for focus groups on PSPIs – **Chris/Martyn/Diana**
- xii. Ian to consider funding possibilities for HSL work - **Ian**

Next meeting: Friday 18 July, Rose Room, Rose Court – 10.30 am to 3pm