



## MINUTES OF ASG Meeting

**Date & Time:** Wednesday 7<sup>th</sup> September 2022 @ 10:00 Hours

**Location:** HSE Office Inverness, Longman House, Industrial Estate, 28 Longman Road, Inverness, IV1 1SF (Team's video will be provided)

### **Attendees:**

Tobias Esdar (TE)	Kames (Chair)
David McKeown (DMcK)	Loch Duart (LD) (Vice-chair)
Kathy Gostick (KG)	Health & Safety Executive (HSE)
John Meaney (JM)	Loch Fyne (LF)
Lee Groundwater (LG)	Ferguson Transport
Neil Crawford (NC)	Aqua Pharma (AP)
Colin Findlay (CF)	Aqua Pharma (AP)
Leigh Simpson (LS)	Cooke Aquaculture (CA)
Alec Hands (AH)	Lantra
Alister Wallbank (AW)	Health & Safety Executive (HSE)
Chris Hempleman (CH)	Otter Ferry Seafish Limited (OFS)
Darren Martin (DM)	Health & Safety Executive (HSE)
Dave Hutchens (DH)	WJ Knox (WJK)
Dee MacDonald (DMD)	Loch Duart (LD) (minute taker)
John McMullen (JMCM)	Bakkafrost (BF)
Kerrie Forster (KF)	Workboat Association (WA)
Karl Davies (KD)	Northern Lighthouse Board (NLB)
Russell Ferguson (RF)	Fish From (FF)
Stuart Graham (SG)	Scottish Sea Farms (SSF)
Tracy Farquar (TF)	Health & Safety Executive (HSE)
Stephen O'Neill (SON)	MOWI

### **Apologies:**

Gerry McCormick (GMcC)	Scottish Sea Farms (SSF)
Colin Lindsay (CL)	GSS Plant
Ian Wilson (IW)	Dawnfresh (DF)
Bill Forsyth (BF)	MCA
Chris Floyd (CF)	Scottish Sea Farms (SSF)
Stephen Mark (SM)	Pulsea
Allan MacIsaac (AMacI)	Kames
Frank Davidson (FD)	Ferguson Transport
Ian Armstrong (IA)	Pulsea
Lee Smith (LS)	Inverlussa
Connor Mays (CM)	MOWI
Tony Dunn (TD)	Organic Sea Harvest

TOPIC	ACTION
<p><b>Opening Remarks (TE)</b></p> <p>TE welcomed everyone to the meeting and gave apologies for those unable to attend, confirmed above.</p>	
<p><b>Minutes of Last Meeting and Matters Arising (TE)</b></p> <p>The Chair noted that the minutes from the meeting held on Wednesday 15<sup>th</sup> June 2022 had been circulated and were accepted as a true and fair reflection of the meeting. This was agreed by the group.</p>	
<p><b>ASG Website (DMcK)</b></p> <p>DMcK gave an update on the website, KF &amp; TB have been working on the website alongside him and is ready to go active and will provide a platform for information, chat and discussion and a platform for people to contact the group. To confirm website address is below:</p> <p><a href="https://aquaculturesafety.org">https://aquaculturesafety.org</a></p> <p>TE requested to add a section for hosting industry guidance and documents. No current feedback from the group.</p>	
<p><b>Electrical Installations Standard Update (JMCM)</b></p> <p>JMCM summarised there is no further update on the document itself. Document was circulated early July and asked for comments before the end of July, some comments received and actioned.</p> <p>Question over main point 110v question by MOWI does this leave us open to criticism/enforcement action in future – 110v issue was in the original document, working added to document gives an option to members to give a Risk Assessment(RA) on the system if going to deploy on a farm or farming assets. Over to the group to decide if we change anything.</p> <p>DM was asked by TE to provide input as he was involved in the original document. DM confirmed 110v section is not really a change, it is a recommendation. The option is there not to use 110v by RA. Enforcement point of view justification needs to be shown in the decision making process if to use or not to use.</p> <p>JMCM confirmed the original document was dated 1997 and is in existence. The current document updates/enhances this document and updates other standards.</p> <p>KG asked on wording justification to DM, asked should be more described as reasonable practicality and decision made by competent person to advise and confirm in RA. DM confirmed this was correct.</p> <p>TE happy with wording and nothing to change on the document. TE asked for general views on how we can get the document launched/timescales. JMCM realistically and from previous experience in industry changes launching the document early 2023 gives time if any more changes needed to document and imbed into our companies, giving time depending on the size of a company. Standard already exists just need to implement it and incorporate in our companies Safety Management Systems.</p> <p>KG confirmed it is not a current code of practice. It is industry guidance and individual company decision to make changes on this guidance and would be important to have the document available on the website and ask for feedback. JMCM mentioned SELECT are</p>	

<p>also keen to put it up and drafted up the version and needs to be available for contractors. JMCM wants to clean up the document and asked if anyone has any general fish farm photos to add and confirm locations.</p> <p>KG advised publishing widely and not just on the website. JMCM actioned himself to clean up document by end of September and go live October 2022.</p>	<p><b>JMcM</b></p>
<p><b>PFD Working Group Update (SON)</b></p> <p>SON not available at the beginning of the meeting. TE confirmed guidance document ready for launching and available on website for group members once SON gets the final document to us.</p>	<p><b>SON</b></p>
<p><b>HSE Update (KG/TF)</b></p> <p>KG thanked TF for drawing up the document shared with the group. KG discussed the statistics on the document, showing the normal trends and document will be circulated with the minutes. Slips and trips high across all industries. Less lifting incidents as they have been as high previously, will look into a lifting incident for benefits/learning but not investigating it.</p>	
<p><b>MCA Update (BF):</b></p> <p>BF not in attendance. TE confirmed was sent the latest M notices and will share at the end of the meeting.</p>	<p><b>TE</b></p>
<p><b>Aquaculture SHAD (RF):</b></p> <p>RF shared a document re Oban Aqua SHAD 2023, confirmed a meeting with GMCK to see what was planned for 2022 and looking to have a meeting to plan 2023 SHAD. SAMS have availability in June 2023, asked the group for preference on dates 7<sup>th</sup>, 14<sup>th</sup> or 21<sup>st</sup> June 2023?</p> <p>RF discussed scenarios of what was previously agreed, suggestions and others used in the past.</p> <p>CH asked for focus on land-based facilities eg manual handling, access in and out of tanks, working with vehicles, working at night, hatcheries that are land-based.</p> <p>KG would like to focus on prevention to falling into water.</p> <p>RF asked if we can establish a group and go from there with a date and see about a named body to take responsibility/names party to fund venue, catering, trainers, insurance etc</p>	<p><b>RF</b></p>
<p><b>Workboat Association (KF):</b></p> <p>KF updated there are two major updates. Safety Conference going to be held in Inverness 11<sup>th</sup> &amp; 12<sup>th</sup> October 2022, approx. 30 already signed up (site manager and higher level managers) which this is aimed at so to feed the H&amp;S information down through their companies.</p>	

<p>DMcK thanked KF for the help with the website.</p> <p>KF continued Workboat code 3 does not have parliamentary approval to go ahead yet, public consultation will then take place once signed off and TE &amp; DMcK will let you all know to get involved as it's what will be happening for the next 5 years so important that we all get involved and have your say.</p>	
<p><b>Knox Nets – Lifting Compliance (DH):</b></p> <p>DH brought the group up to speed after a visit from HSE back in May 2022. Visit went well with a request to do a follow up. Lifting slings were brought up, they were customer slings and without certificate should not be used. Contacted customers outlining the result of the visit and decided unless certificate received for customer slings then we should use our own slings. Asking group members to provide certification on slings sent in with nets so they can be used.</p> <p>KG thanked DH for the summary, confirmed if Kathryn Wilson (KW) as the investigator, DH confirmed KW did the follow up on the slings Lorna MacIntyre (LMI) did the 1<sup>st</sup> visit. KG &amp; KW have been out on site and discussed the number of the slings, to clarify LOLAR (needs to be captured in an ASG document), how do you identify the slings to be able to manage the system, if companies have their own identification on the slings.</p> <p>KF added that there are other industries in the same situation with 1000s of slings from different companies GPLUS could share their system, they have metal tags and if there is no tag then the sling is cut and not used. KG will be getting in touch with GPLUS.</p> <p>TE asked if DH has a specific procedure, he'd prefer companies to use. DH continued bigger nets leave the slings on but smaller nets cargo nets are OK (anything less than 100m and anything over 100m slings) but slings are OK for smaller nets too with the certification.</p> <p>KG asked about the eyes on cargo net can fail, DMCK confirmed LD check the cargo nets along with the slings as accessories every 6 months.</p>	
<p><b>NLB (KD):</b></p> <p>KD introduced himself and has replaced Finn McKiernan who left NLB, been with the company since April 2022. Trying to kick start the inspection register for renewals and existing sites. KD primary role is to get out and inspect sites. Since April he has covered 117 sites getting out and inspecting lights, making appointments and facilitate by various operators and assess against what they have on record against, guidance and what's on site. Checks can be bagged manually but there is a safer Bluetooth light that will simplify and mean weekly checks can be done safer. Looking to change guidance for what suitable for various sites of where to attach lights to for cages eg cushion buoys. KD shared a picture of a recent installation, which keeps the lights away from nets and areas where boats may come along site the cages and avoid damage. KD focusing on getting visits back on track after the pandemic, currently not as involved in the ASG as FMcK was but wanted to introduce himself and let everyone know of what he is busy with, sites to be visited every 2 years. On his visits so far has found issues with lights in summer months, not always easy to check in daylight as operations are not at night in some sites/companies. KD stated Shetland council have been working hard and doing visits, has asked to do the visits together to ease pressure on operations.</p> <p>TE asked if he'd be interested in a slot for the SHAD. KD happy with this, will be more flexible then and will be able to ask NLB regarding life rafts/equipment needed for the demonstrations/scenarios.</p>	

**Working at Height Presentation (DMcK & KG):**

KG screen shared presentation Aquaculture Safety Focus 2022. Confirmed visits are for both HSE and companies to learn. Focusing on Preventing people falling into the water, various regulations HSE/MCA if unsure of which to comply with Memorandum of understanding (MOU) between HSE MCA MAIB to help/advise.

KG continued with the presentation, showing stats and confirming the importance of improving safety. Showed examples of edge protection through photos and explained the need to justify not having it and stated just because it wasn't there previously doesn't mean it shouldn't be added. Working at height and work place regulations both need to be considered when looking at this. Fendering needs to be maintained. Condition of edge protection should be checked regular in audits and noted in procedures.

KG shared current regulations and guidance, reminder company's responsibility to ask it's not all up to the manufacture/supplier. HSE happy to help with RA and guidance.

DMcK continued with the presentation. Asked to assist with Working at height and what we do when someone goes into the water. DMcK showed photo's showing chain over ladder access/egress, MOB hyper hoist system explained & PLD issued to high-risk operators. PLD's coded slightly different, alarm will sound 15 seconds and gets picked up on LD radio's, then onto the AIS and sends a signal out to other boats in the area and Coastguard who are aware of the system and have been understanding with a couple of false alarms when called to confirm.

Advisory note RA/work instruction/procedures and industry guidance Safety Over Water: Advice on personal Floating Devices will be the 1<sup>st</sup> advisory note for the website, DMcK thanked SON for his help with this. KG asked for other company's pictures for good and bad systems discussed above.

SON asked if DMcK had trialed the poles for MOB and asked if there are any black spots on PLD's. DMcK confirmed this is untrue, it is an internal delay, alarm sounds 15 seconds internally and then externally after that the alarm sounds.

JMcM asked regarding guidance for internal edge protection on cages is there any push for handrail on the external. KG confirmed it is really down to the companies and their safety and logistical issues whether it caused more risk or not. Not a simple issue.

JMcM believes lifejacket is last resort, it's a risk area which is completely out of our control. KG advises to look at the risks and HSE can work with them.

RF agrees with JMcM and KG would be worth thinking about/looking into. TE advises raising this with manufacturers. KG advises we should have discussions first in the persons falling in the water group and then go to manufacturers. Working at height regulations should be reviewed to make sure all complying.

SON believes it would be more worthwhile to focus on the higher levels of incidents that this may take up too much time. KG mentioned she spoke about this in the presentation (SON was not present at the beginning of the meeting), and suggests risks are put in order of what to concentrate on.

TE confirmed it's for the industry to decide.

SON pleased to see the website is getting launched and pleased to have contributed. SON thanked everyone for helping and explained this would be his last ASG meeting.

KG also happy about the website and explained it'll have a huge benefit to the industry, sharing ideas and capturing guidance. Well done and a huge step forward.

<p><b>Any Other Business (ALL):</b></p> <p>DMcK requesting a slot in next meeting for divers – SCUBA vs Surface Supply.</p> <p>TE mentioned the need for Regulation 4 to be covered again.</p> <p>AW will speak to the inspectors who did the visit with DMcK and will have a joined-up discussion about it for the next meeting.</p> <p>KG query lifting slings asked LG regarding the chain of command for the slings as a transport company and what are they using to lift the nets if it's HIAB? Whoever is in control of the nets at the time would need all the relevant safety information and believes a database would be helpful.</p> <p>TE Introducing a 5 phased approach for issuing guidance. Following KG confirming earlier no more codes of practice will be issued it will just be guidance, will remove one of the phases. TE looking for feedback if this is the right approval process. KG requested a need for good document control versions, dates and reference for documents and number paragraphs for ease of editing when in draft.</p> <p>TE Question raised of how we conduct the meeting's if virtually or in person. Asking what the favored approach moving forward. JM stated coming from a smaller business prefers meeting in person and believes the website will be useful for getting information.</p> <p>DMcK suggested 1 in person and 1 hybrid meeting.</p> <p>KD stated he would not have been able to attend today if it wasn't for a hybrid meeting. Thinks we should embrace the technology and if we have the facilities, we should embrace it.</p> <p>RF prefers face to face, learn more, body language and have the discussion before and after but the option of travel being reduced is good, maybe one meeting in Inverness and one in Oban.</p> <p>JM stated options for different parts of the country are good, preference face to face but understand the option of teams/hybrid is beneficial for people who need to travel further.</p> <p>KG organises the meetings and asked about the possibility of locations in Edinburgh. KD mentioned this building is going to go under a refurb but could look at other locations nearby that might be available (refurb will take a year starting November 2022).</p> <p>JMcM can ask if Bakkafröst could provide a location for Edinburgh.</p> <p>KG asked for a poll for Edinburgh 8 Inverness 5 Oban 0</p> <p>Decision to keep the meeting's hybrid.</p> <p>Date for the SHAD confirmed Wednesday 14 June 2022 in Oban. RF will speak to SAMS about what's been suggested so far. TF asked if we had got the deposit back, both TF &amp; RF will look into it.</p>	<p><b>RF &amp; TF</b></p>
<p><b>Date of the Next Meeting (TE):</b></p> <p>Wednesday 1<sup>st</sup> March 2023 in Edinburgh ( TBC Bakkafröst Office)</p>	