

Port Skills and Safety Port Safety Group (PSG) Terms of Reference

1. Introduction

This document provides the Terms of Reference for the PSS Port Safety Group

2. Definitions / abbreviations

PSG – Port Safety Group

PSS – Port Skills and Safety Ltd.

Secretariat – PSS Health, Safety and Culture Lead supported by other PSS employees

Executive – PSS CEO and Board Chair

3. The PSG mission and purpose

3.1 Mission and purpose

The Safety Group is established to:

- Share best practice and resources.
- Collaborate on projects, training, and technologies.
- Develop consistent standards and language.
- Engage experts on specialist areas that impact health and safety.
- Benchmark and measure industry-wide progress.

All with the aim of supporting PSS's mission to drive continuous improvement in safety and help make UK ports among the safest places to work.

3.2 Meetings

The group will meet quarterly, with two online meetings and two in-person meetings.

In-person meetings will be hosted by member organisations and should, where possible, include a port tour

Meeting will follow a fixed core agenda (refer to 5.2) with additional items to include topical areas of mutual interest across the membership.

Participants in the group will include representatives of the member organisations who are:

- Best placed to report on the agenda items.
- Able to present requested information.
- Able to drive related change in their host organisations and across industry forums.
- Able to provide learned guidance to the group and wider membership.

Outcomes will be shared with all member organisations, with the expectation that identified improvements deliver measurable benefit for the industry.

Key to the outcomes is that they should not be limited to 'management system' style documents but should also be suitable for practical use and cascade to all workers.

3.3 Anti-competition

PSG activities must not involve discussions or agreements between members on confidential and / or commercially sensitive issues.

Competition law recognises that trade associations exist for the benefit of their members. The PSG Mission and Purpose are focused solely on improving health and safety, with incident reduction as its core remit. As such no commercial or confidential topics can be accommodated within group discussions.

4. PSG implementation

PSG service delivery will follow two key complementary approaches: the overarching PSG itself and, where required, Working Groups established to progress specific projects agreed by the Group.

4.1 Core PSG

The primary meetings of the Safety Group will consist of suitable representatives of the full PSS membership organisations (see 3. above).

4.2 Chair and Vice Chair selection

The Vice Chair will be selected by the PSG membership. After completing a two-year term, the Vice Chair will automatically assume the role of Chair for the subsequent two-year period, ensuring continuity and sustained leadership.

Candidates for Vice Chair may be nominated by PSS secretariat, member organisations or may volunteer to stand. Each candidate will provide a short presentation outlining their interest in the role and the value they intend to bring as both Vice Chair and future Chair. Selection will be made through a vote of the PSG membership.

To support balanced sector representation, the Secretariat will aim for the Chair and Vice Chair roles to alternate between representatives of larger ports and smaller ports (e.g., if the Chair is from a larger port, the Vice Chair should ideally be from a smaller one).

Throughout their tenure, the Chair and Vice Chair will hold regular planning meetings with the PSS Health, Safety & Culture Lead to monitor progress on actions, review the proposed agenda for upcoming meetings, and ensure effective oversight of Group activities.

4.3 PSG working groups

The PSG may establish working groups when needed to address specific issues relevant to particular types of ports, operational areas, or emerging safety challenges.

Working groups will operate under the direction of the main PSG and may be tasked with progressing agreed action plans or contributing to the development, review, or improvement of PSS “Safety in Ports” (SiP) guidance documents.

Working groups which are convened to review industry guidance or set standards will only be open to full members of PSS. The working group may request the attendance or support of a Training Provider or Affiliate member where their expertise is considered essential to its development. Where this is the case, input in to the working group should be restricted to areas of subject matter expertise and not used for commercial or development purposes.

5. Port safety group administration

5.1 Annual Plan

The Health, Safety and Culture strategic plan, will form the basis of the PSG Annual Plan and an update of the plan will be presented annually. Additionally, the PSG may request new or emerging issues to be covered by the plan as part of this annual review.

5.2 Planning

A programme of meetings will be determined each January for the ensuing year. The basis is quarterly meetings; two in-person and two held online.

The planning process will cover:

- Internal planning meetings.
- Meeting format (online or in-person).
- Agenda development (see Section 5.2).
- Meeting announcements and associated information.
- Administrative requirements, including venue and catering for in-person meetings.
- Organisational arrangements, including chairing, minute taking, session facilitation.
- Required resources, including support personnel, equipment.

5.3 Agenda

The core agenda and organisation for the meetings will include:

- Chair's welcome.
- Safety moment.
- Approval of previous minutes.
- Review of action status.
- PSS update, including relevant developments, guidance, and initiatives.
- Data review, including key trends, insights, and areas requiring attention.
- Member presentations and group discussions, sharing best practice, safety initiatives and information on key incidents.
- Horizon scanning, including input from members and invited experts on specialist areas relevant to the current health and safety climate.

The PSS Secretariat will support the PSG by facilitating delivery of the agenda and recording meeting outcomes.

5.4 Action tracking

The Secretariat will ensure that meeting outcomes are accurately captured. This will include:

- Preparing concise minutes that clearly reflect the issues discussed.
- Recording all actions in an Action Tracking Register, maintained on an ongoing basis for all PSG and Working Group meetings.

5.5 Terms of Reference review

The terms of reference will be reviewed at least every two years, following a change in Chair, or where there are significant changes affecting the Port Safety Group.