



Briefing 19/20

April 2019

# **SWITCH (Scottish Waste Industry Training, Competency, Health & Safety) Forum & Safety, Health & Environment Awareness (SHEA) Passport Scheme**

To: All Chief Executives, Main Contacts and APSE Contacts in Scotland

For information only to England, Northern Ireland and Wales

## Key Issues

The purpose of this briefing is to provide information on the multi-partnership SWITCH forum.

- Background to SWITCH
- 2019 work plan
- SHEA Passport Scheme
- Links to APSE

## **1.0 Introduction**

The SWITCH forum is a multi-partnership consisting of a number of organisations in Scotland from across all sectors within the resource management industry. The forum is split into two main areas of focus, these are:-

- **Health & Safety**
- **Education, Training & Competence**

The forum's main aim is to provide leadership by working collaboratively to help raise the standards of health and safety, training, learning and development, technical competence and also to promote the Scottish resource management industry as an attractive career choice.

## **2.0 Update provided by the SWITCH forum**

Members of the SWITCH forum have kindly provided an update for APSE members on the background to SWITCH. This update is as follows:-

### **Who makes up the SWITCH Forum?**

Over 30 organisations of varying types from the waste management industry are represented in the Forum. Delivery partners include professional associations, national and local government bodies, private waste management companies, trade associations and unions, third sector representatives and education and skills development organisations:

- Aberdeenshire Council
- Albion Environmental
- Angus Council
- Association for Public Service Excellence
- Barr Environmental
- Biffa
- Binn Group
- Chartered Institution of Wastes Management (CIWM)
- Community Resources Network Scotland (CRNS)
- City of Edinburgh Council
- Clearwater Ltd
- Dundee City Council
- Dumfries and Galloway Council
- East Dunbartonshire Council
- East Lothian Council
- East Renfrewshire Council
- Energy and Utility Skills
- Energy Skills Partnership
- Enva Ltd
- Fife Council
- Fife College
- FCC Environment
- Highland Council
- Health and Safety Executive (Advisory)
- Inverclyde Council
- Keenan Recycling
- Moray Council
- North Lanarkshire Council
- NHS Health Scotland
- NT Waste
- Orkney Council
- Resource Association
- Royal Society for the Prevention of Accidents
- Scottish Borders Council
- Scottish Government (Advisory)
- Scottish Qualifications Authority
- Scottish Trade Union Congress
- Scottish Union Learning

- Scottish Environment Protection Agency (SEPA)
- Scottish Environmental Services Association
- Shetland Council
- Skills Development Scotland
- SLR Consulting
- Stirling Council
- Taylor Industrial Services Ltd
- TradeBe Healthcare Ltd
- Valpak
- Viridor
- Waste Management Industry Training & Advisory Board
- West Lothian Council
- Zero Waste Scotland

### 3.0 Governance

SWITCH is currently working towards becoming a Scottish Charitable Incorporated Organisation (SCIO). As a “free to join” group run on a voluntary basis by the members this will allow SWITCH to demonstrate its public benefit and access support through the charitable third sector.

As such the governance structure of SWITCH will be reviewed to align with the required governance for members, board members and trustees. To join the network name and organisation details can be emailed to: [switch@zerowastescotland.org.uk](mailto:switch@zerowastescotland.org.uk)

### 4.0 2019 Objectives and Workplan

SWITCH has agreed its 2019 objectives will focus on the following areas from which a full work plan has been developed and shared:

<b>Executive Working Group</b>
1. To establish new governance system for SWITCH based on becoming a Scottish Charitable Incorporated Organisation (SCIO) with accountability to the Office of the Charity Regulator in Scotland (OSCR).
2. To review the Constitution to ensure fit with the criteria of becoming a SCIO.
3. To review and develop an overall communication and engagement plan for SWITCH including an improved website.
4. To oversee the development of a sustainability plan for SWITCH.
<b>Health &amp; Safety Working Group</b>
1. WISH 4 (Safe Collection Practices) has just been reviewed and republished. SWITCH is to review and agree how and what to promote this WISH Guidance in Scotland using the website, SWITCH Network and annual event.
2. The HSE Waste & Recycling Sector Working Plan - SWITCH to review and promote this, particularly site traffic management plans and segregation of pedestrians and vehicles.

3. WISH has drafted a guidance document on vehicle specification. SWITCH to review this and consider how we can influence standards and what's available.
4. Health & Wellbeing is a theme that SWITCH wishes to develop and introduce a few case studies
5. Possible Annual Theme – with the aim of prioritising it
<b>Education, Training and Competence Working Group</b>
1. To continue to develop the SWITCH Passport Scheme for the waste and resources sector.
2. To participate fully in the National Occupational Standards (NOS) Review for the sector which will take place September 2018 to March 2019 led by Energy and Utility Skills. Once completed the NOS can be reconciled with the existing SWITCH Competence Framework and to ensure it is reviewed and up to date and fit for purpose.
3. To review the CF once NOS review is complete to see how it can be built on (it is currently based on only 6 key roles within the industry)
4. To start to promote how the circular economy relates to a range of common qualifications and accredited courses eg SHEA Passport Scheme, Manual handling, H&S, and particularly the FLES Award. A series of supporting documents to be produced for this.
5. To establish a mentor and mentee program to support managers/ team leaders through the process of and to also provide support for those being assessed.

## 5.0 SWITCH SHEA Resource Management Passport Scheme

Launched by SWITCH and administered by Energy and Utility Skills the Safety, Health and Environmental Awareness, or SHEA Waste and Resource management scheme is designed for all persons who require access to operational sites, both permanent and temporary, including all levels of operatives, supervisors and management.

This new Passport scheme aims to further support and promote health and safety in the resource management industry in Scotland. The SHEA SWITCH passport scheme has been designed to provide on-site evidence that an individual has demonstrated an appropriate level of knowledge on health, safety and environmental awareness issues. In addition to the goal of keeping the resource management workforce safer, the passport scheme ensures an industry wide standard and a focus on consistency in safety training and reduced duplication / repetition of core health and safety training.

Comprising of eight modules it is has affiliation to the Construction Skills Certification Scheme.

“Approved Trainer” workshops are available for those who wish to deliver the passport scheme. Information on the scheme and an application form can be requested from Energy & Utility Skills ([Quality@euskills.co.uk](mailto:Quality@euskills.co.uk))

For further information on the scheme please [click here](#)

## 6.0 APSE Comment

APSE welcomes this forum and its work which aims to help make this industry safer and healthier. As well as being represented on the Executive steering group through our Scottish Waste & Recycling Secretary, Charlie Kelly of South Lanarkshire Council, APSE will continue to ensure that our membership is updated on all developments through our Scottish Waste & Recycling advisory group.

As part of the upcoming APSE Scotland Fleet, Waste & Grounds conference there will be a presentation from Adrian Bond, Vice Chair SWITCH H&S Working Group. This will provide further information on SWITCH and the SHEA Passport Scheme. Please [click here](#) to access the full event programme and [here](#) to book online.

For more information on our Scottish Waste & Recycling advisory group please contact the APSE Scotland office on 01698 459 051 or email [Lmelville@apse.org.uk](mailto:Lmelville@apse.org.uk) or for more information.

Louise Melville  
Principal Advisor