

Safety, Health and Environment Leadership Team (SHELT)

30 May 2014

10am

Estates Meeting Room 1, Sherfield Building
South Kensington

Minutes

Present: Michael Lytrides – Director of Estates Projects
Denis Murphy – Estates Projects Construction Safety Manager
Stephen Hughes – Head of Safety – Estates Facilities
Bob Barnett – Russell Cawberry
Danny Brittin – Longcross
Kevin Sheridan – Balfour Beatty
Richard Wilson – Lowe Build
Mike Graystone – Skanska
Dominic Glyde – Morgan Sindall
Sara Muir - Head of Energy and Environment
Simon Camps –ISG
Mike Morrison – SPIE
Andy Smith – LOR

Apologies: Richard Byrne - Laing O'Rourke
Brendan Kelly – Graham Construction

<u>Agenda Item</u>	<u>Action</u>
1. Item 1 – Attendance and apologies	
(a) Michael Lytrides (ML) and Denis Murphy (DM) welcomed everyone to SHELT's fifth meeting.	
(b) Apologies were noted as above.	
2. Item 2 - Agree minutes from last meeting	
The minutes of SHELT's fourth meeting held on 25 April 2014 were agreed as a correct record.	
3. Item 3 - Actions arising from last meeting	
(a) DM and ML are still actively pursuing the issue of an Occupational Health Scheme for construction workers at South Kensington. It was noted that Laing O'Rourke were currently using the scheme across all sites.	DM/ML
(b) Behavioural Safety Training (BST) statements were requested to be sent through by all SHELT members.	ALL

DM explained the purpose of this was to raise awareness of personal and organisational responsibilities for health and safety and build confidence of those working on sites. ML added that this would aid establish common standards.

The reports required should give a brief overview of the BST being used and the benefits that each company has derived since its introduction. This information could then be provided to other members of the group and help pave the way for those that have not yet developed their own BST. DM suggested organisations collaborate on this and share costs and resources. DM added there was a need to get our M&E contractors on board also.

The information could also be passed to the Approved Suppliers list to ensure standards were being met by all. ML added that suppliers would need to demonstrate commitment to SHELTS, before they are added to the list.

SHELTS members declared if their companies currently had a BST in place and recorded as below:

Name	Company	System in place (yes/ no)	Name of system
Mike Graystone	Skanska	Yes	Injury Free Environments
Danny Brittin	Longcross	Yes	
Kevin Sheridan	Balfour Beatty	Yes – currently in process of amalgamating several into 1 system	
Bob Barnett	Russell Cawberry	No	
Carlos Griffiths	Bouygeus UK	Ongoing	
Richard Wilson	Lowe Build	No- but looking into	
Simon Camps	ISG	Yes	ABC
Mike Morrison	SPIE	Yes	Nobody gets Hurt
Andy Smith	LOR	Yes	
Dominic Glyde	Morgan Sindall	Yes	100% safe

DM reiterated the need to ensure the correct supervisors are on site and possess the right training and motivation for safety management duties.

DM posed the question if Daily Activity Briefings were useful and feedback would be helpful.

It was discussed that when statements are formulated, developed and objectives listed, the success of the scheme should be reviewed in order to identify best practise.

Stephen Hughes (SH) suggested that we consider producing a video of good safety management for the use of contractors and partners. This could also be a readymade tool at inductions and perpetrate key messages. Stephen informed members that a Fire Safety video had been produced and was easily accessible to all online and via other platforms. ML and DM agreed that this was a good idea and would be a beneficial aid, not just for reiterating safety standards but also for strengthening the correct attitudes.

4. **Item 4 – Environmental Policy for SHELТ**

Richard Wilson (RW) Lowebuild presented a spreadsheet to the group, that identified key materials used on ICL projects and noted best practice controls for storage and use and how to deal with spillages, excess materials and waste. This spreadsheet was the result of collaboration with Bob Barnett (BB) of Russell Cawberry and Mike Graystone (MG) of Skanska.

ML explained that the intention behind the document is to establish a common standard and involve supply chains for input. DM noted that this was a good starting point for the development of a broader environmental policy for SHELТ and advised the group that he would be discussing this with Sara Muir, ICL Environmental Manager.

DM stated that the idea behind SHELТ is to push boundaries of construction excellence and that the document would be sent out to all contractors, with comments fed back to DM before the next meeting. ALL

A copy of the document and CD to be provided.

As attached
RW/ BB/ MG

ML added that common practice was to link the Risk Assessment to industry best practice guidance, with reference to the Construction Safety Plan.

SHELТ members discussed abandoned materials around sites and how this should be managed. DM suggested that this should be built into the Process Map for PMs to refer to.

Post meeting note-Additional information available online:-“Construction Spills Prevention Matters”, commissioned by the Environment Agency in partnership with the British Safety Industry Federation and published by Clear Path Analysis.

5 **Site Monitoring Pro-forma for SHELТ**

DM stated the basic concept behind this was to measure information on month to month bases, with results and data being analysed and trends identified. Consequently meaningful and up to date data should be provided.

DM stated that it was important that contractors implement and proactively manage a positive intervention or near miss programme and include the outcomes in the monthly reports.

BULLETIN - CS/14/001 Monthly Accident/Incident Report was sent out to all with the Proforma and should now be being used and returned by the 7th of each month. Starting from 1st June, the new proforma should be returned to DM by 7th July. ALL

ML added that all contractors on the Approved Suppliers List should be provided with the Proforma, ensuring those who are not members of SHELТ, receive a copy and use it.

6 **Construction Better Health**

DM provided a hand-out from Construction Better Health (CBH) titled “Corporate Overview” that outlined the background to the organisation,

its mission statement for the industry and a strategic over-view of how it works.

CBH is self-funded, which means that the service has to be paid for by employers and the Self-Employed. It is the first UK wide national scheme that focuses on providing expert advice to employers and employees, regarding an individual's "Fitness for Work", based on tests undertaken by independent and accredited "Health Service Providers".

DM stated that as ICL were members of the Construction Clients Group (CCG) and that membership of CBH was mandatory for CCG members, we would like to invite all contractors to participate in this nationwide scheme.

ML added that ICL were not looking to impose a prescriptive approach, but this scheme was an assurance that construction workers health was now being taken seriously.

SHELT members then discussed the issues concerning them regarding signing up to CBH. Some contractors complained of the corporate costs of the scheme (£6000), that the service was not convenient enough and that the SMART card information could lead to discrimination. SHELT members also discussed that it was important to prevent the risk issues happening in the first place and prevention was better than cure. It was generally agreed that the real drive in business is to avoid risks in the first place, eliminating exposure and supplementing with an in-house occupational health scheme.

ML explained that a general feedback regarding an individual's health profile was being sought and confidentiality was key to success. Our understanding is that the only information available to employers, would be that specifically required to determine an individual's "fitness to work" and employers required this information to meet their legal obligations for health surveillance for high risk activities.

ML added that those directly employed should do a health declaration and should highlight any health concerns and identify clear duties. Sub-contractors should also have access to the information.

7 AOB

DM spoke of the CDM Construction Consultation Process and how the Government and HSE were proposing big changes to the current regulations. The proposed changes are targeted mainly at Client duties and the replacement of the CDM Coordinator, with a new role of Principle Designer (PD). The PD will be a Client appointment and is likely to be the lead designer and/or his organisation. The PD will take over the responsibilities of the CDM-C, with the rationale being, that health and safety management should be embedded within the team from the start and add value to the pre-construction phase of a project.

It seems likely that in design and build contracts, where ICL novate the lead designer to the contractor's team, it seems likely that the Principal Contractor will then be nominated by the Client, as the Principle Designer for the construction phase of the works.

The contractor's responsibilities are anticipated to remain pretty much as CDM 2007, although with the express removal of Appendix 4, guidance on specific competence is expected to be removed, with the fall-back

position being the requirements within the H&SAW Act 1974 and The Management of Health and Safety at Work Regulations 1999.

It is anticipated that the industry will continue using the existing competency standards and ICL will not be changing its requirements for competence, when the new Regulations come into force, in April 2015.

- 8 **Presentation on WAH Regulations 2005 and industry best practise – A** As attached
presentation by Dominic Glyde, Morgan Sindall.

Post meeting note: it was agreed that Richard Wilson (Lowe Build) would provide a presentation on Dust Control and Danny Brittin (Longcross) would present on Noise Control.

However, DM has now invited Rent-A-Vent, who specialise in noise and dust engineering solutions, to present to the group at 11.30, as an alternative.

Next meeting will take place on Friday 27th June at 10am in meeting Room 1, Level 5 Sherfield Building, South Kensington Campus, SW7 2AZ.