



**HBF HEALTH AND SAFETY COMMITTEE  
AND  
HOUSEBUILDERS' HEALTH AND SAFETY FORUM**

**0900 for 0930 A.M. THURSDAY 15<sup>th</sup> July 2010**

**McCARTHY AND STONE, BOURNEMOUTH**

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**AGENDA**

1. Welcome and apologies
2. Notes of last meeting 22<sup>nd</sup> April 2010 and Matters Arising
  - CSCS cards – Dave Mitchell
  - Roof truss handling – All
  - Dust Exposure in the Workplace - feedback
3. Health and Safety Group, sub-groups and working parties
  - Charter List – Dave Mitchell
  - Contact List and Groups summary – Dave Mitchell
  - Silica Working Group - Dave Hickman
  - CDM – Steve Acaster/Dave Hickman/Dave Mitchell
  - CONIAC - HSE pledge - Paul Haxell
  - Subcontractor Supervision - Group Leader
  - Timber Frame group – Group Leader
4. Accident Statistics
  - Accident Stats update – Dave Mitchell
  - Slips and Trips review – where to now – Paul Haxell
5. Electric Shocks & Electrical lock off – John Madden HSE/All
6. HSE matters - Nic Rigby
7. Environmental Issues – All
8. Dates for 2010 meetings

Wednesday 27<sup>th</sup> October Taylor Wimpey Offices, High Wycombe

Future meetings 2011

9. Any Other Business



## HBF HEALTH AND SAFETY COMMITTEE

### AND HOUSEBUILDERS' HEALTH AND SAFETY FORUM

9.00 for 9.30 A.M. ON THURSDAY 22nd APRIL 2010  
CREST NICHOLSON, TAMWORTH  
NOTES OF MEETING

#### PRESENT:

Andrew Locker	Bloor Homes	(AL)
Bob Sayers	Redrow	(BS)
Andrew Kingscott	HSE	(AK)
Cameron Jones	Bellway	(CJ)
Chris Lucas	HSE	(CL)
Dave Hickman	Miller	(DH)
Barry Oliver	Berkeley	(BO)
Stephen Finnigan	Galliford Try	(Sfi)
David Hudson	Countryside	(DHu)
Nic Rigby	HSE	(NR)
Glyn Neasham	Yuill Homes	(GN)
Ken Millar	CALA	(KM)
Steve Foley	Gladedale Group	(SF)
Martyn Price	Crest Nicholson	(MP)
Steve Allix	Fairview	(SA)
Matthew Stubblefield	Croudace Homes	(MS)
Robert Maddox	TaylorWimpey	(RM)
Vince Coyle	Barratt	(VC)
Mark Murphy	Donaldson Timber Eng:	(MM)

#### IN ATTENDANCE

Dave Mitchell	HBF	(DM)
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#### APOLOGIES

Chris Epps	NHBC
Edward Woods	Taylor Wimpey
Ian Viveash	Berkeley
John Smith	McCarthy and Stone
Mark Starling	Kier
Paul Haxell	Bovis
Steve Acaster	Persimmon

**1. Welcome and apologies**

DH welcomed everyone to the meeting and apologies were accepted from those listed above. DH also thanked Crest Nicholson for providing the venue for the meeting and welcomed Nic Rigby (NR), Chris Lucas (CL) both from HSE and Mark Murphy (MM) from Donaldson Timber Engineering to the meeting.

**2. Notes of the last meeting 03 February 2010 and Matters Arising**

Taken as read.

- **Purpose, Vision and Aims.**

Recent review shows these to be up to date. List of members on charter to be looked at with a view to later in the year see if non signatory companies might wish to sign up.

- **CDM – Sub contractor levels of supervision.**

DHu said his site managers were all signed up and sub contractors were doing the 2 day training course. Buy-in was good once the training had been undertaken and accident rates have been seen to reduce. Also measuring KPIs on site performance in this area are improving.

After discussion around this topic the decision was made to set up HBF group to look further at this and report back. Volunteers to join this group are SF/SA/DHu/GN.

- **CSCS cards.**

It was reported that there were instances where these cards were not being renewed and people being turned away from site. It was also reported that some workers did not have the appropriate card. Members need to police this on their developments. The new smart card was not able to be printed by site. DM to check and advise.

- **Electric Shocks – Electrical lock off**

A Guidance note surrounding this had been issued. Costs surrounding this were discussed.

- **Party Wall collapse**

This was reported at the last meeting. HSE re-emphasized the need for this work to be carried out in the correct temperature with the correct spec for mortar.

### 3. Health and Safety Group, sub-groups and working parties

- **Contact List and Groups summary.**

DM produced a draft document of the Health and Safety committee internal groups and external groups members attended on behalf of HBF. Also a draft contacts list has been produced. To be circulated with these notes is an update of these lists. Can all members check through this and advise of any changes/updates so that this can be finalised ahead of our next meeting.

DM

- **Dust exposure in the workplace**

This is a topic that had been the subject of presentations at the previous meeting.

CL gave a presentation on this focusing on Silica dust and the cutting of roof tiles. CL would like any feedback before the next meeting.

ALL  
DM

Copies of presentation to be sent out with these notes

CL also handed out an HSE document entitled '*The Control of Silica Risks associated with the Cutting of Concrete and Clay Roof Tiles and Single-Lap Artificial Slates*'

- **CDM**

DH talked about CDM. SA is on the working group and we need to feedback our thoughts to CONIAC.

A questionnaire has been prepared to send out to obtain feedback. Discussions took place as to who in member companies this should be sent to. Technical Heads, Commercial Heads or MDs.

This is to be sent out to MDs in the top 30 companies

DM

- **HBF safety cards for domestic clients**

This item has now been completed and circulated.

- **CONIAC**

PH unable to attend this meeting asked if DM if group could consider whether HBF should sign up to the HSE pledge. CONIAC's view is that as we are a member of CONIAC representative body HBF should sign up.

DM

- **Utilities code of conduct**

This has now been agreed and completed for the N/E. Copies to be sent round with these notes.

DM

This could be used for a national model.

- **Plasterboard**  
No further discussion

#### 4. Accidents Statistics

- **Accidents Stats update**  
DM took the group through the up to date accidents stats for the first 3 quarters. Copies of these to be circulated to the group with these notes.

DM

Once all the final quarter stats are in, a meeting is to be set up with MP/DH/RH/DM to review the year.

- **Slips and Trips Review**  
This is a completed body of work. DH suggested that perhaps manual handling should be the next area for some work.

- **Future work-Good work, Environment and Workplace**

BO gave a presentation on his company's work surrounding this entitled '*Good Work Initiative 2009/2010*'

A version of this will be circulated with these notes - BO to further this with the group at the next meeting.

BO/DM

#### 5. HSE matters

- **Roof Truss Handling**  
AK and MM gave a presentation on '*Unloading of Trusses*'. A copy of this is to be circulated with the meeting notes.

DM

Information pack was handed out to the group. Members were asked to bring feed back progress to the July meeting on this issue.

- **Other Issues**  
NR gave a short presentation on HSE priorities and workstream copies of which are attached to these notes

DM

#### 6. Gas boilers, flues in voids update

- It was agreed that this item should no longer an agenda item for this committee at this time

## **7. Environmental Issues**

- Nothing to report at this time.  
This is to remain an agenda item.

## **8. Government Response to the Rita Donaghy Report**

- It was noted that this response was now available. Due to time this was not discussed any further.

## **9. Dates for 2010 meetings**

Thursday 15<sup>th</sup> July                      McCarthy and Stone at Bournemouth  
Wednesday 27<sup>th</sup> October      Taylor Wimpey at High Wycombe

Need to think about 2011 dates and venues

**ALL**

## **10. Any Other Business**

- CJ talked about timber framed construction regarding fire prevention, protection etc; and the problems his company were experiencing in this area. Prohibition notice being issued for alarms not being interlinked and the need for smoke alarms to be linked into these. Also, the need for two escape routes which must be protected from flames. This has a significant cost implication in timber frame flats.

The message is that you really need to plan your timber frame construction carefully and allow for the extra costs involved.

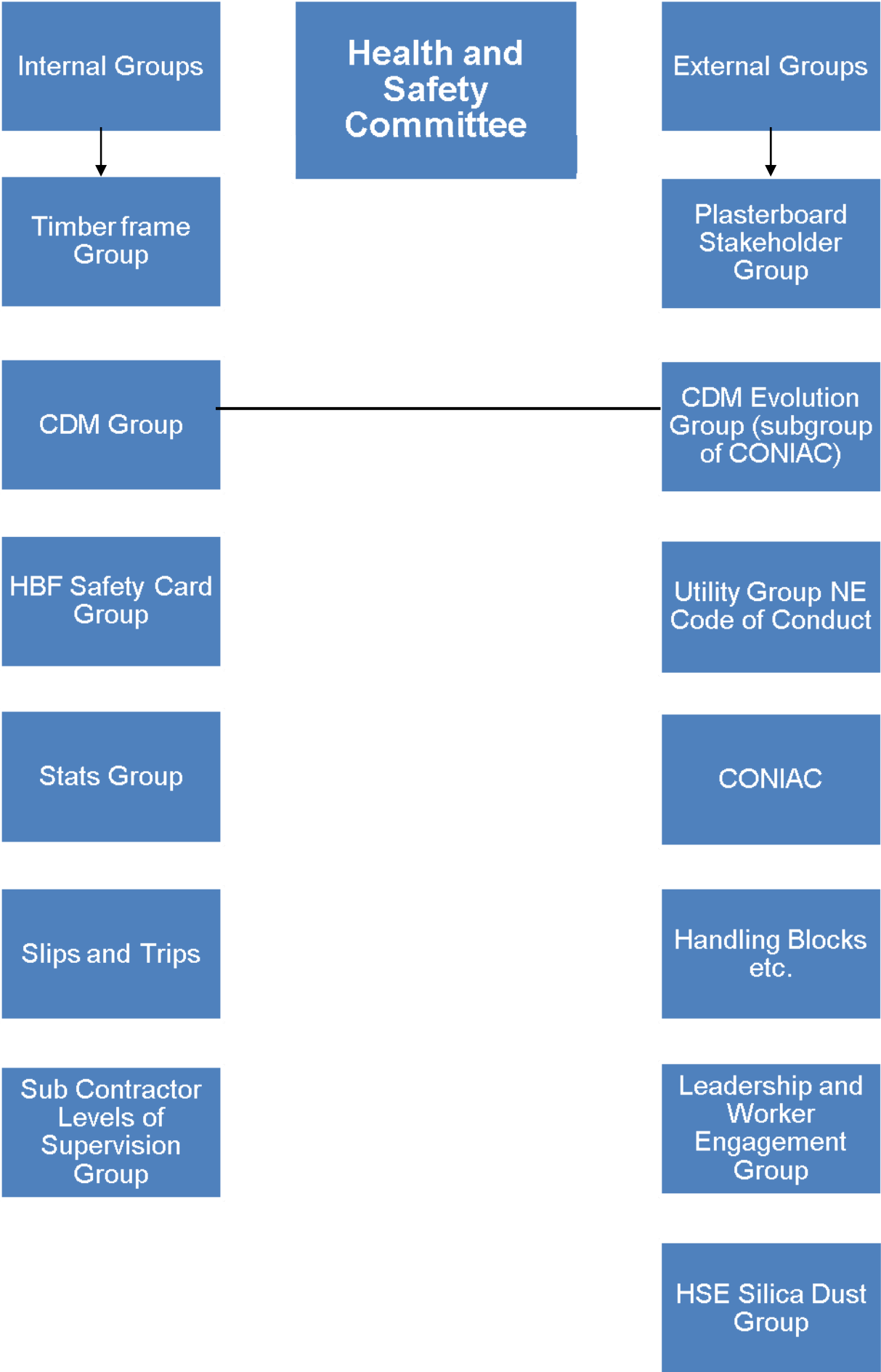


## Charter Signatories

1. Barratt
2. Bellway
3. Benfield
4. Berkeley
5. Bovis
6. Cala
7. Centex
8. Country and Metropolitan
9. Crest Nicholson
10. David Wilson
11. Fairgrove
12. George Wimpey
13. Gleeson
14. Linden
15. McCarthy & Stone
16. Miller Homes
17. Morris
18. Persimmon
19. Redrow
20. St James
21. Stamford Homes
22. Taylor Woodrow
23. TDS
24. Westbury
25. Yuill

Name	Job title	Company	Postal address	Email address	Phone number	Mobile number	Fax number
Andrew Locker	Group Head of Health & Safety	Bloor Homes	Ashby Road, Measham, Swadincote, Derbyshire, DE12 7JP	<a href="mailto:andrew.locker@bloorhomes.com">andrew.locker@bloorhomes.com</a>	01530 270100	07739 001359	
Barry Oliver	Group Executive for Health & Safety	The Berkeley Group Holdings plc	Berkeley House, 380 Queensway, Londn SW8 4PE	<a href="mailto:barry.oliver@berkeleygroup.co.uk">barry.oliver@berkeleygroup.co.uk</a>	020 7720 2600	07776 161535	
Bob Sayers	Group H&S Director	Redrow plc	Redrow House, St David's Park, Ewloe, Flintshire, CH5 3RX	<a href="mailto:robert.sayers@redrow.co.uk">robert.sayers@redrow.co.uk</a>	01244 520044	07501 470827	01244 527404
Brian Stanton	Divisional Health and Safety Advisor	Gleeson Homes	Ormskirk Road, Knowsley Village, Liverpool, L34 4AR	<a href="mailto:BStanton@mjgleeson.com">BStanton@mjgleeson.com</a>	0151 703 2081	07919 168199	0151 703 2082
Cameron Jones	Safety Manager (Southern)	Bellway Homes	Home Office, 23 Beaconsfield Avenue, East Cosham, Portsmouth, Hampshire, PO6 2PS	<a href="mailto:cam.jones@ntlworld.com">cam.jones@ntlworld.com</a>		07976 902824	02392 384451
Chris Epps	Health & Safety Standards & Technical Co-ordinator	NHBC	NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FP	<a href="mailto:cepps@nhbc.co.uk">cepps@nhbc.co.uk</a>	01908 746852	07770 470798	
Chris Tisi	Group OHS & S Executive	Berkeley Group	Berekely House, 19 Portsmouth Road, Cobham, Surrey, KT11 1JG	<a href="mailto:chris.tisi@berkeleygroup.co.uk">chris.tisi@berkeleygroup.co.uk</a>	07881 516649		
Dave Bell	Health and Safety Consultant	Kier Group	Lysander House, Tempsford Hall, Sandy, Bedfordshire, SG19 2BD	<a href="mailto:d.bell@kierresidential.co.uk">d.bell@kierresidential.co.uk</a>			
Dave Leibrick	Regional HS & E Manager	Galliford Try	Wolvey, Hinckley, LE10 3JD	<a href="mailto:david.leibrick@gallifordtry.co.uk">david.leibrick@gallifordtry.co.uk</a>	01895 855122	07968 573622	01895 855119
Dave Hickman	Divisional Safety, Health & Environmental Manager	Miller Homes	Lapwing House, Peel Avenue, Calder Park, Wakefield, West Yorkshire, WF2 7UA	<a href="mailto:david.hickman@millier.co.uk">david.hickman@millier.co.uk</a>	0870 336 4637	07718 516 492	
Dave Mitchell	Technical Director	HBF	1st Floor Byron House, 7-9 St James's Street, London, SW1A 1EE	<a href="mailto:dave.mitchell@hbf.co.uk">dave.mitchell@hbf.co.uk</a>	020 7960 1600	07795 658761	020 7960 1601
David Bolton	Health and Safety Director	Morris Homes	Morland House, Altrincham Road, Wilmslow, Cheshire, SK9 5NW	<a href="mailto:dbolton@morrishomes.co.uk">dbolton@morrishomes.co.uk</a>	01625 544 444	07900 278 250	0845 833 1845
David Hudson	Chartered Safety & Health Practitioner	Countryside Properties Plc	Countryside House, The Drive, Brentwood, Essex, CM13 3AT	<a href="mailto:marie.stolworthy@cpplc.com">marie.stolworthy@cpplc.com</a> ; <a href="mailto:David.Hudson@cpplc.com">David.Hudson@cpplc.com</a>	01277 690565 or 01277 690534	07912 068991	
David Scott	Group Health, Safety & Compliance Director	Gladedale Group Ltd	1-3 Colvilles Place, Kelvin Industrial Estate, East Kilbride, G75 0PZ	<a href="mailto:david.scott@gladedale.com">david.scott@gladedale.com</a>	01355 598 900		
David White	Group Health Safety and Environmental Director	Galliford Try	Wolvey, Hinckley, LE10 3JD	<a href="mailto:david.white@gallifordtry.co.uk">david.white@gallifordtry.co.uk</a>	01455 222 777		01455 222 713
Dirk McCaffrey	Director of Health & Safety	Banner Homes	Penarth House, Otterbourne Hill, Otterbourne, Hampshire, SO21 2EZ	<a href="mailto:mccaffrey@bannerhomes.co.uk">mccaffrey@bannerhomes.co.uk</a>	07843 1978 840		
Edward Woods	Director of Health, Safety and Environment	Taylor Wimpey UK Ltd	Unit C, Grd Floor Cirrus Building, Glasgow Airport Business Park, Marchburn Drive, Abbotsinch, Paisley, PA3 2SJ	<a href="mailto:edward.woods@taylorwimpey.com">edward.woods@taylorwimpey.com</a>	0141 849 5525	07771 842223	
Garry Rapson	Building Director	Croudace Homes Ltd	Croudace House, Caterham, Surrey, CR3 6XQ	<a href="mailto:garry.rapson@croudace.co.uk">garry.rapson@croudace.co.uk</a>	01883 346464		
Glyn Neasham	Health & Safety Manager	Yuill Homes	Cecil House, Loyalty Road, Hartlepool, Tyne & Wear, TS25 5BD	<a href="mailto:Glyn.Neasham@yuill.co.uk">Glyn.Neasham@yuill.co.uk</a>	01429 851168	07739 819757	
Ian Viveash	OHS&E Operations Manager	Berkeley Group	Berkley House, 380 Queenstown Road, London, SW8 4PR	<a href="mailto:ian.viveash@berkeleygroup.co.uk">ian.viveash@berkeleygroup.co.uk</a>	020 7501 4858	07771 844237	020 7819 4624
John Smith	Health and Safety Manager	McCarthy and Stone	Homelife House, 26/32 Oxford Road, Bournemouth, Dorset, BH8 8EZ	<a href="mailto:john.smith@mccarthyandstone.co.uk">john.smith@mccarthyandstone.co.uk</a>	01202 508031		
Ken Millar	Group Health & Safety Manager	CALA Group Limited	Adam House, 5 Mid New Cultins, Edinburgh EH11 4DU	<a href="mailto:kmillar@cala.co.uk">kmillar@cala.co.uk</a>	0131 535 5200	07879 435714	0131 535 5255
Kendrick Jackson		KJ Technical Services Limited	Honeysuckle Cottage, 126 Devizes Road, Hilperton, Nr. Trowbridge, Wiltshire, BA14 7QJ	<a href="mailto:jackson.kendrick@btinternet.com">jackson.kendrick@btinternet.com</a>	01225 760755	07717 293575	
Mark Starling	Safety, Health & Environmental Manager	Kier Partnership Homes	1a Abbey Wood Road, Kings Hill, West Malling, Kent, ME19 4YT	<a href="mailto:mark.starling@kier.co.uk">mark.starling@kier.co.uk</a>		07791 719343	0845 0947626
Martyn Price	Group Health & Safety Manager	Crest Nicholson	Crest House, Lime Kiln Close, Stoke Gifford, Bristol, BS34 8ST	<a href="mailto:martyn.price@crestnicholson.com">martyn.price@crestnicholson.com</a>	0117 923 6600	07909 687828	

Name	Job title	Company	Postal address	Email address	Phone number	Mobile number	Fax number
Nigel Squires	Group Safety Manager	Bellway Plc	Seaton Burn House, Dudley Lane, Seaton Burn, Newcastle Upon Tyne, Tyne & Wear, NE13 6BE	<a href="mailto:nigel.squires@bellway.co.uk">nigel.squires@bellway.co.uk</a>	01661 842781		
Paul Haxell	Group Health Safety & Environment Director	Bovis Homes	The Manor House, North Ash Road, New Ash Green, Longfield, Kent, DA3 8HQ	<a href="mailto:paul.haxell@bovishomes.co.uk">paul.haxell@bovishomes.co.uk</a>	01474 876203	07739 087479	
Richard Lockwood		Health and Safety Executive	900 Pavillion Drive, Northampton Business Park, Northampton, NN4 7RG	<a href="mailto:Richard.Lockwood@hse.gsi.gov.uk">Richard.Lockwood@hse.gsi.gov.uk</a>	01604 738378		
Simon Mantle	Health & Safety Services Manager	NHBC	NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FP	<a href="mailto:smantle@nhbc.co.uk">smantle@nhbc.co.uk</a>	0844 633 1000		0844 633 0022
Stephen Finnigan	Safety Adviser	Galliford Try	Safety Department, Leicester Road, Wolvey, Leicestershire, LE10 3JH	<a href="mailto:stephen.finnigan@gallifordtry.co.uk">stephen.finnigan@gallifordtry.co.uk</a>		07966 561698	
Steve Acaster	Group Health & Safety Director	Persimmon Plc	Persimmon House, Fulford, York, North Yorkshire, YO19 4FE	<a href="mailto:steve.acaster@persimmonhomes.com">steve.acaster@persimmonhomes.com</a>	01904 642199	07957 837652	
Steve Allix	Health and Safety Manager	Fairview New Homes Ltd	50 Lancaster Road, Enfield, Middlesex, EN2 0BY	<a href="mailto:steve.allix@fnhltd.co.uk">steve.allix@fnhltd.co.uk</a>	020 8366 1271	07799 342500	
Steve Foley	Group Health & Safety Manager	Gladedale Group Ltd	Health & Safety Dept., Regency House, Crossgates Road, Halbeath, Dunfermline, Fife, KY11 7EG	<a href="mailto:steve.foley@gladedale.com">steve.foley@gladedale.com</a>	01383 745560	07977 281292	
Vince Coyle	Group Head of Safety, Health & Environmental	Barratt Homes	900 Pavillion Drive, Northampton Business Park, Northampton, NN4 7RG	<a href="mailto:vince.coyle@barrattplc.co.uk">vince.coyle@barrattplc.co.uk</a>	01604 664058	07738 311448	01604 687376
William Cameron	Safety Manager	Keepmoat Homes	The Waterfront, Lakeside Boulevard, Doncaster, DN4 5PL	<a href="mailto:William.Cameron@keepmoathomes.co.uk">William.Cameron@keepmoathomes.co.uk</a>	07816 277331		



## Health and Safety Committee

### Internal Groups:

- Timber Frame Group  
Dave Hudson (Countryside)  
Barry Oliver/ Ian Viveash (Berkeley Homes)  
Dave Lieberick (Galliford Try)  
Mike Ackling (Persimmon)  
Stephen Finnigan (Galliford Try)
- CDM Group  
Steve Acaster (Persimmon)  
Dave Hickman (Miller Homes)  
Bob Sayers (Redrow)
- HBF Safety Card Group  
Bob Sayers (Redrow)  
Jane Puncher (Countryside)  
Paul Beesley (Barratt)
- Stats Group  
Martyn Price (Crest Nicholson)  
Dave Hickman (Miller Homes)  
Rosie Hinchliffe (HBF)  
Dave Mitchell (HBF)
- Slips and Trips  
Paul Haxell (Bovis)  
David Hudson (Countryside)  
Chris Epps (NHBC)  
Ian Viveash (Berkeley)  
Georgina Spake (HSE)
- Sub Contractors Levels of Supervision Group  
Steve Foley (Gladedale)  
Steve Allix (Fairview)  
Dave Hudson (Countryside)  
Glyn Neasham (Yuill Homes)  
Barry Oliver (Berkeley Homes)

## External Groups

- Plasterboard Stakeholder Group  
Cameron Jones (Berkeley)  
Dave Hickman (Miller Homes)
- CDM Evolution Group (subgroup of CONIAC)  
As CDM group above
- Utility Group NE Code of Conduct  
Glyn Neasham (Yuill)
- CONIAC  
Paul Haxell (Bovis)
- Handling Blocks etc.  
Dave Bolton (Morris Homes) at HSE group  
in London representing HBF
- Leadership and Worker Engagement Group  
Names needed
- HSE Silica Dust Group  
Chris Contsworth (Barratt)  
Dave Hickman (Miller Homes)

# Silica Dust & the Cutting of Roof Tiles

Chris Lucas



First of All:

**Thank You**

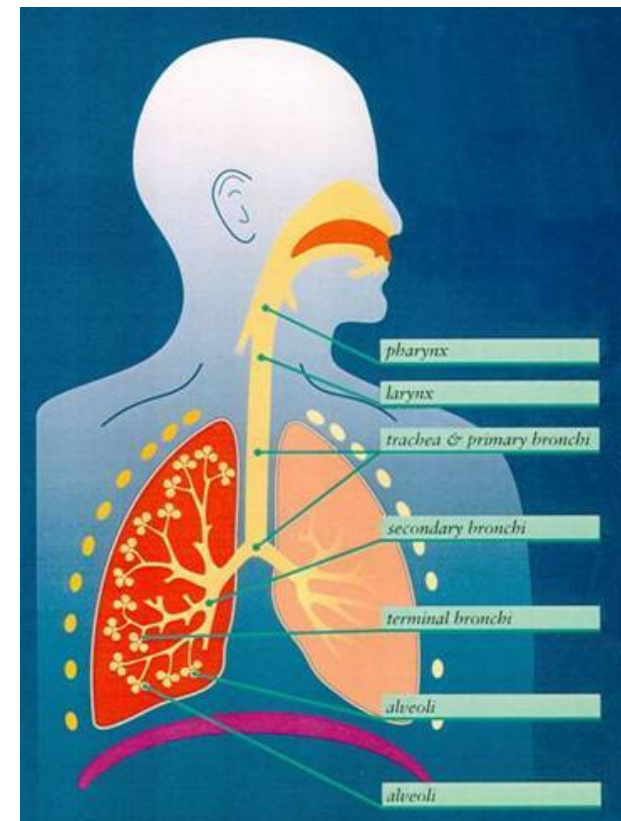
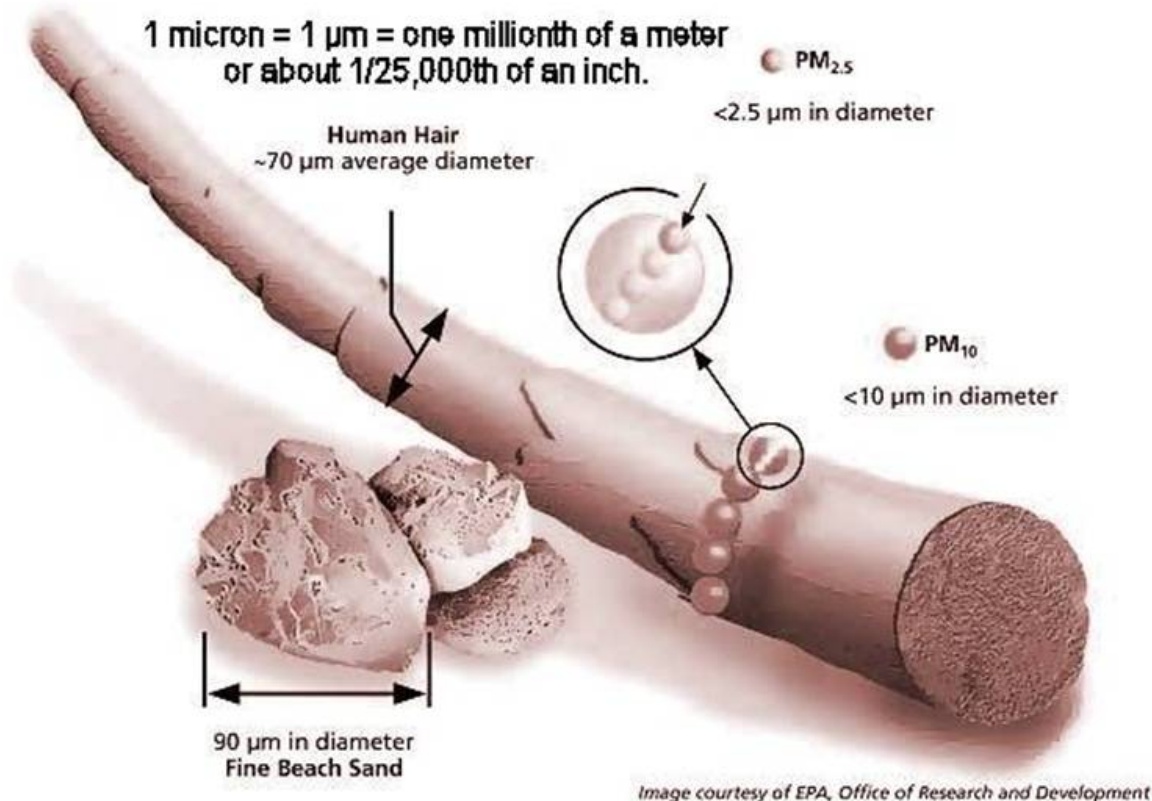


## How did we get here?

- Construction Supply Chain Projects
  - kerb, paving and block cutting
- Inspection priority 09/10
- Reinforcement through advice work
- Led to numerous queries about dust suppression in relation to roof tile cutting

# Re-Emphasising the Problem

- A micron is one millionth of a meter.
- Human hair varies between 40 to 100  $\mu\text{m}$  thick.
- Respirable dust = 10  $\mu\text{m}$  or less



# Re-Emphasising the Health Risks

**Repeated Exposure to Silica cause serious health effects:**

- Lung disease & reduced lung function
- Disease continues to develop when exposure has stopped
- Silicosis, COPD and lung cancer
- Can cause death



# Control Solutions

- Interim Standards
- Operational Guidance – SIM 02/2010/01

# Interim Control Solutions

## Verge and Ridge

- Cut with water suppression on scaffolding

## Hip

- Rough cut in situ or water suppression on scaffolding



# Interim Control Solutions

Wet Cutting =

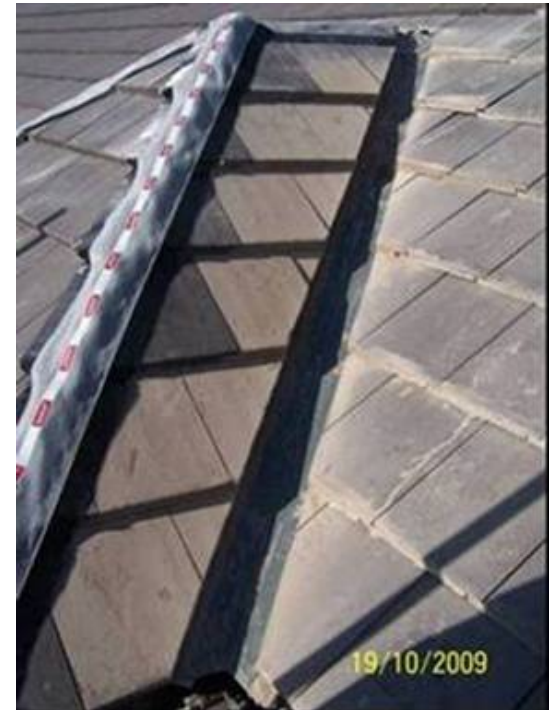
- Dedicated cutting area
- Adequate supply of water
- Scaffold board protection
- Associated RPE use



# Interim Position

## Valleys

- Cut in-situ using Protection Factor 20 RPE



# RPE

**Disposable**



**Half Mask**



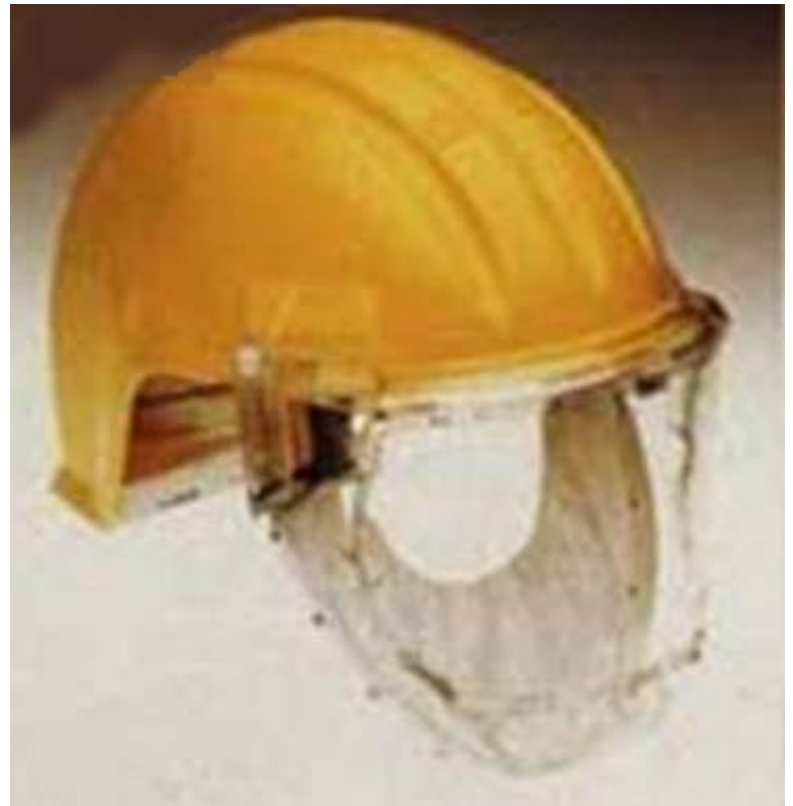
FFP3    Protection Factor = 20



# RPE

Importance of:

- Face fit testing
- Wearing and using correctly



# HSE Expectations

## Principal Contractors:

- Select competent contractors
- Co-ordination over cutting areas and water provision

## Roofing Sub Contractors

- Use required control measures

# HSE Expectations

Where a Principal Contractor has appointed a competent contractor, they are not required to undertake detailed supervision of them as specified in paragraph 175 of the CDM Approved Code Of Practice (ACOP)

# Looking Long Term

Stakeholder Working Group comprising:

- HBF
- Scottish House Builders H&S Forum
- NFRC
- CTMA and Clay Roof Tile Council
- UCATT
- Construction Skills
- Regional Roofing Training Groups
- Social Housing representative to be added

# Looking Long Term

Will need to initially agree:

- Main issues to be progressed
- Outputs wanted



# More information

- Operational Instructions on kerb and block cutting  
<http://www.hse.gov.uk/foi/internalops/sectors/construction/020901.htm>
- Time to Clear the air – free leaflet  
<http://www.hse.gov.uk/pubns/misc830.pdf>
- Time to clear the air! Using cut-off saws for cutting kerbs and flag paving – DVD  
<http://www.hse.gov.uk/construction/cleartheair/index.htm>
- RPE and Fit Testing  
<http://www.hse.gov.uk/news/2009/fit-testing-poster.pdf>  
<http://www.hse.gov.uk/pubns/fittesting.pdf>

**Thank You**

**Any Questions?**



**Evaluation of the Construction (Design & Management) Regulations  
2007: FAO Rosie Hinchliffe**

Your organisation:.....

Your role:.....

<b>Objective 1. CDM 2007 is clearer making it easier for duty holders to know what is expected of them</b>							
Strongly Agree		Agree		Disagree		Strongly Disagree	

What would make them clearer and easier to you as a duty holder?

<b>Objective 2. CDM 2007 is more flexible and accommodating the the wide range of contractual arrangements to be found in the construction industry</b>							
Strongly Agree		Agree		Disagree		Strongly Disagree	

What would make CDM more flexible?

---



What change to CDM would improve the flow of information during construction work?

<b>Objective 3.</b> <b>CDM 2007 emphasizes the need to plan and manage work, rather than treating the paperwork as an end in itself</b>							
Strongly Agree		Agree		Disagree		Strongly Disagree	

What change to CDM would minimise bureaucracy and improve the planning of construction work?

What change to CDM would minimise bureaucracy and improve the flow of information both pre-start and during the construction work?

What could each of the duty holders do better to manage health and safety?

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<b>Objective 4.</b> <b>CDM 2007 emphasises the communication and co-ordination advantages of duty holders working in integrated teams</b>							
Strongly Agree		Agree		Disagree		Strongly Disagree	

What could be improved in the coordination, cooperation and communication between all the duty holders?

<b>Objective 5.</b> <b>CDM 2007 simplifies the way duty holders assess competence</b>							
Strongly Agree		Agree		Disagree		Strongly Disagree	

What could be improved during the selection process to assess competency?

Are competence assessments too bureaucratic under CDM?

How could competence assessments be improved under CDM?



e) What do you feel are the 3 key success of CDM?

f) What do you feel are the 3 key problems of CDM?



# Health & Safety Service Level Agreement Code of Conduct



HBF/CECA (NE) Commitment and Duties	Process	Utilities Commitment and Duties
<p>Site induction will be provided by the Site Management within a maximum of 20 minutes of Operatives reporting to the site office.</p> <p>Emergency contact details will be provided to Utility providers for any out of hours requirements.</p> <p><b>Note:</b> It is accepted that Utility Operatives have a general understanding of construction site health and safety issues therefore operatives will be informed of specific site hazards at time of the site induction.</p>	<p><b>Signing In/Out &amp; Induction</b></p>	<p>All operatives will report to the Site Management to sign in on arrival.</p> <p>The Site Manager or Supervisor will agree the work activities to be undertaken with the Utility gang's Senior Representative.</p> <p>When work has ceased for the day and/or work is complete the utility gang's Senior Representative will report to the site office and sign out.</p>
<p>Site Management will outline the site permit to work systems with the Utility Senior Representative and where necessary these will be issued accordingly.</p>	<p><b>Permits</b></p>	<p>Any specific site permits to work will be accepted by the Utility company's Senior Representative.</p> <p>All such permits will be returned at the end of the day and/or when work has ceased.</p>
<p>Competent Site Management will be available at all times during normal operational site hours.</p> <p>All operatives including sub-contractors on-site will follow and comply with site rules, policies and health and safety procedures.</p> <p>Other operatives will be made aware of the utility work being carried out to ensure a safe working area is maintained at all times.</p>	<p><b>Competency</b></p>	<p>All operatives will be trained and competent for the work to be carried out; this will include proof of competence. Trainees will be given adequate supervision by a competent person.</p> <p>Risk assessments will be made available for inspection. Method statements will be made available where applicable.</p> <p>All utility operatives on-site will follow and comply with site rules, policies and health and safety procedures.</p>
<p>Safe access and egress will be provided to and from the work area.</p>	<p><b>Traffic &amp; Equipment Management</b></p>	<p>All vehicles will be parked responsibly so as not to cause obstruction or access issues. All machinery and hand held plant will be maintained as required, inspected as appropriate and safe to use.</p>
<p>Work areas will be prepared and ready for work to commence. Current and up to date drawings will be provided where available.</p>	<p><b>Excavations</b></p>	<p>Utility drawings are used and referred to as an indication only and safe digging practices will be adhered to. Colour coded drawings will be provided where available.</p>
<p>All working areas will be in a safe and controlled condition with barriers erected, signs displayed so as not to present hazards to utilities visiting site.</p> <p>Site boundary fence will be maintained intact.</p>	<p><b>Site Security</b></p>	<p>All working areas will be barriered, supported and signed correctly. Once work is complete totally or for the day, the working area will be left in a safe and controlled condition with barriers erected, signs displayed and excavations backfilled/covered as appropriate. If site boundary fencing has been removed and or disturbed this will be replaced correctly. All waste produced will be removed from site.</p>
<p>PPE requirements will be displayed on entry to site and reinforced during site induction.</p>	<p><b>Use of PPE</b></p>	<p>Appropriate PPE will be worn at all times. Site specific PPE requirements will be adhered to; minimum of hard hat, toe/midsole protection footwear and hi-vis vest.</p>
<p>Adequate welfare facilities will be provided and available for use to ensure good hygiene practice is maintained.</p>	<p><b>Welfare</b></p>	<p>Site welfare facilities provided for use on site will be used where appropriate to ensure good hygiene practice is maintained.</p>
<p>The Site Management Company's internal audit systems will be used to ensure adherence to health and safety processes and procedures.</p> <p>The Site Management Company will support any investigation of accidents and incidents that have been reported in relation to utility work activities on site, issue non-conformance notes and written reports to the utility company in question as appropriate.</p>	<p><b>Performance Monitoring</b></p>	<p>The Utility company's internal audit systems will be used to ensure adherence to health and safety processes and procedures.</p> <p>All accidents and incidents on site will be reported to the site manager for further investigation/action. Reports will be provided for both parties (where appropriate).</p>
<p>The site will have arrangements in place for emergency situations which will be communicated on induction.</p>	<p><b>Emergencies</b></p>	<p>Method statements will detail emergency arrangements and will embrace site emergency procedures as appropriate.</p>

**Footnotes**

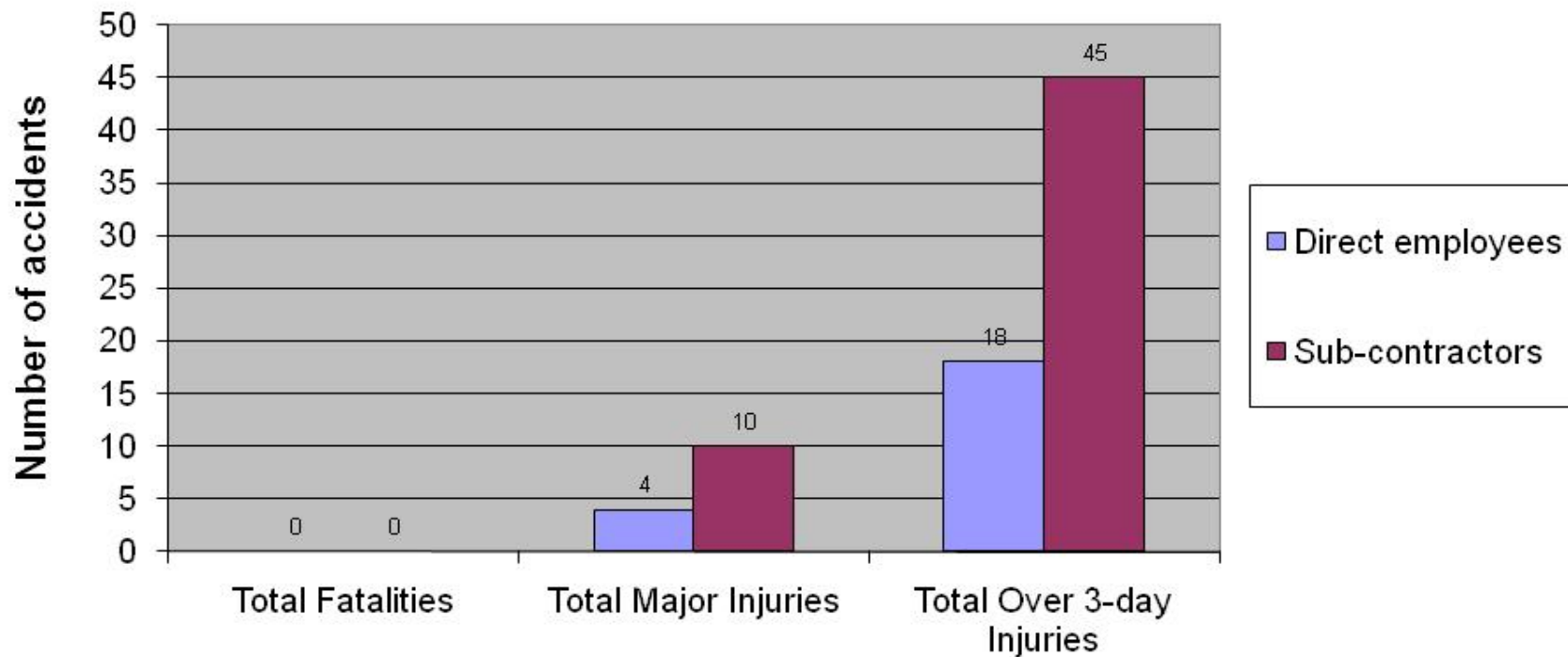
- This document has been agreed between representatives of HBF, CECA (NE), CE-Electric UK, Northern Gas Networks, Northumbrian Water, Open Reach, and Virgin and with the support of the HSE.
- The commitment made by all parties refers to both direct employees and any contractors employed to carry out work on their behalf.
- This document has been developed as guidance for ensuring required H&S standards are maintained. It is not intended to compromise or impact upon any customer service or pre tender agreements.





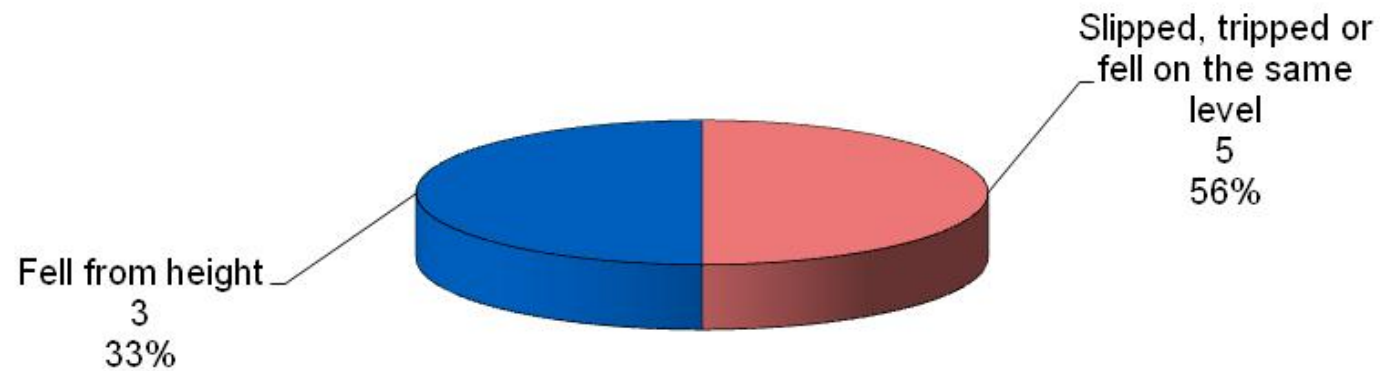
# **Health and Safety: Reportable Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) results April 2009 - June 2009**

### Charter Signatory Organisations - total recorded RIDDOR accidents between April 2009 - June 2009



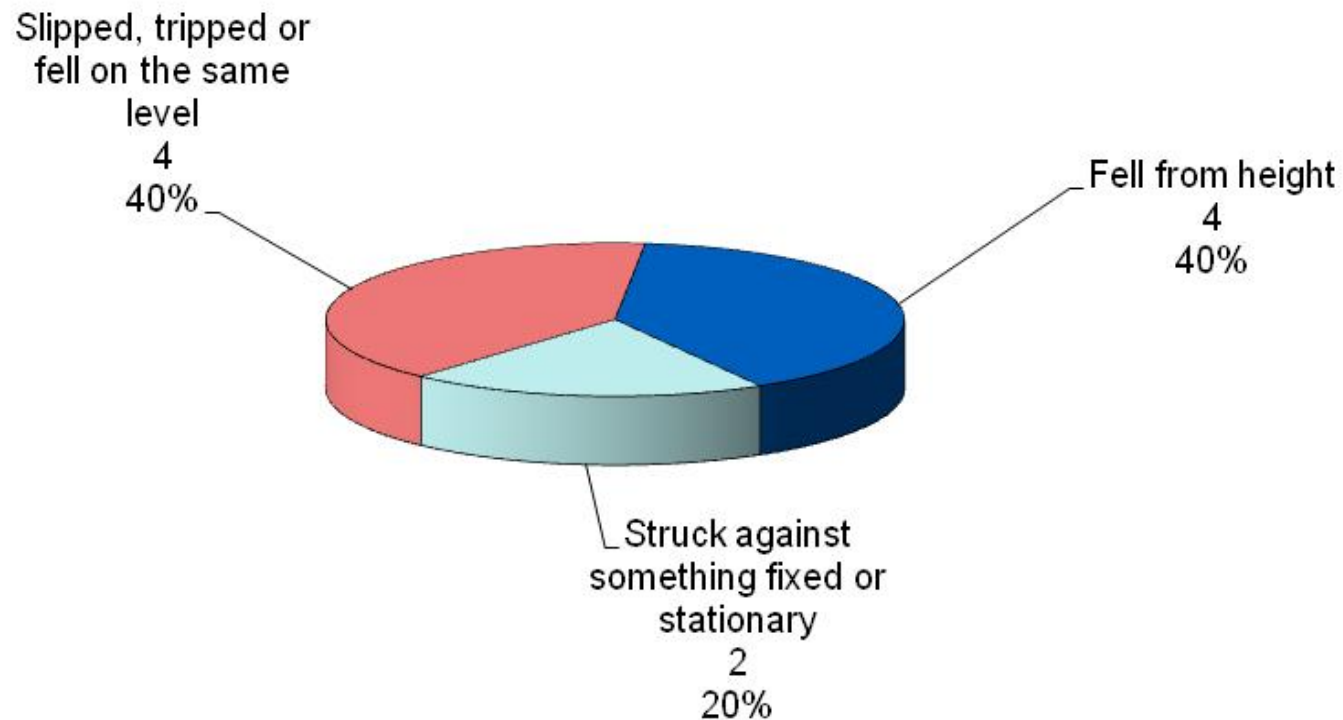
No fatalities from Charter Signatories April 2009 - June 2009

### Charter Signatory Organisations - major injuries to *direct employees* between April 2009 - June 2009

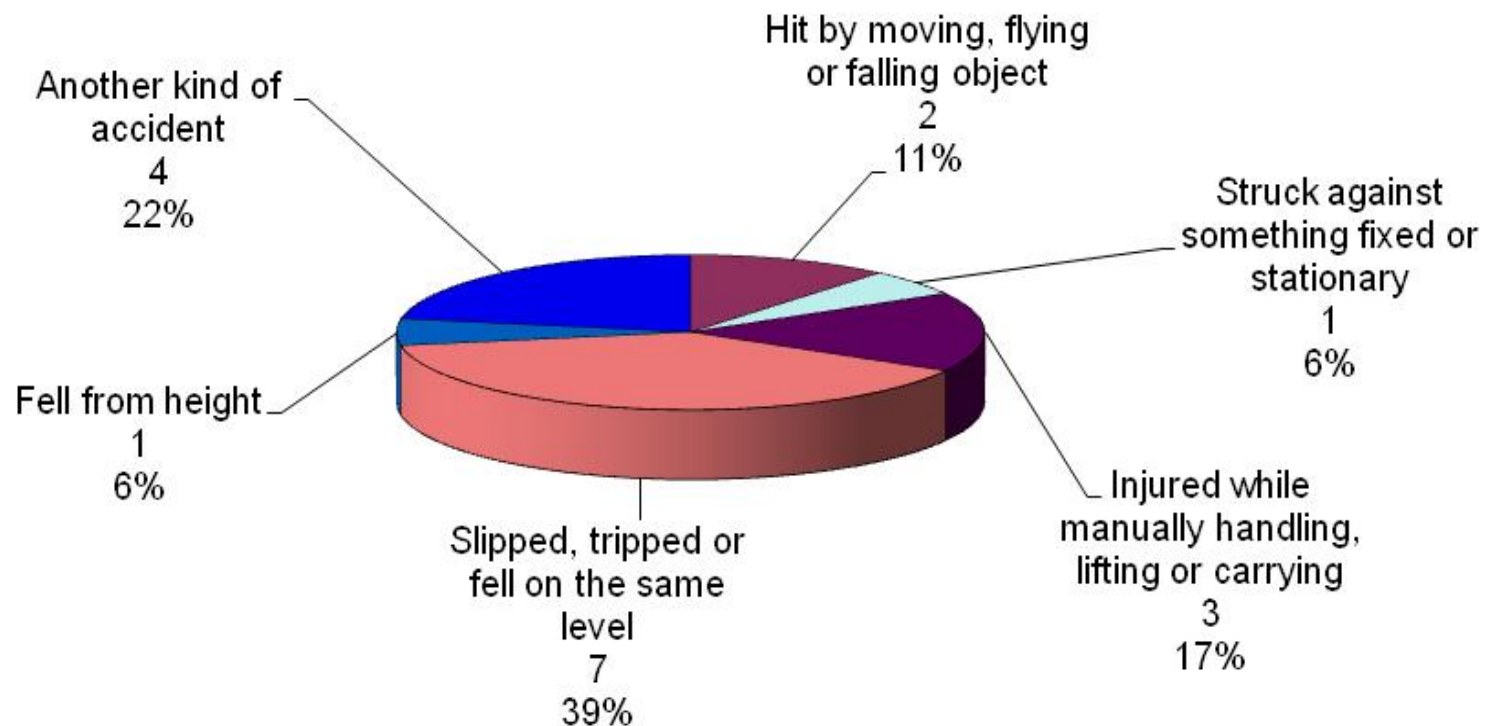




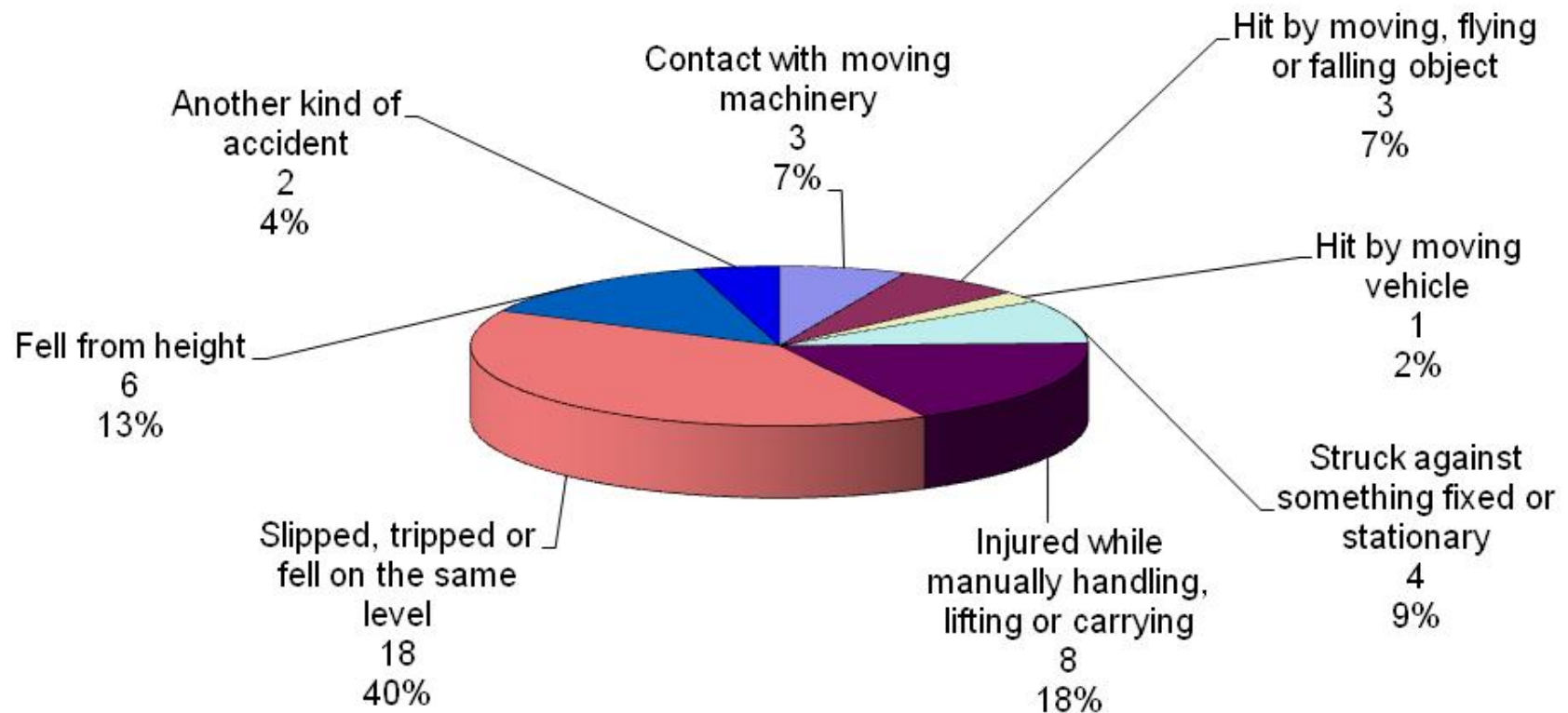
## Charter Signatory Organisations - major injuries to sub-contractors between April 2009 - June 2009



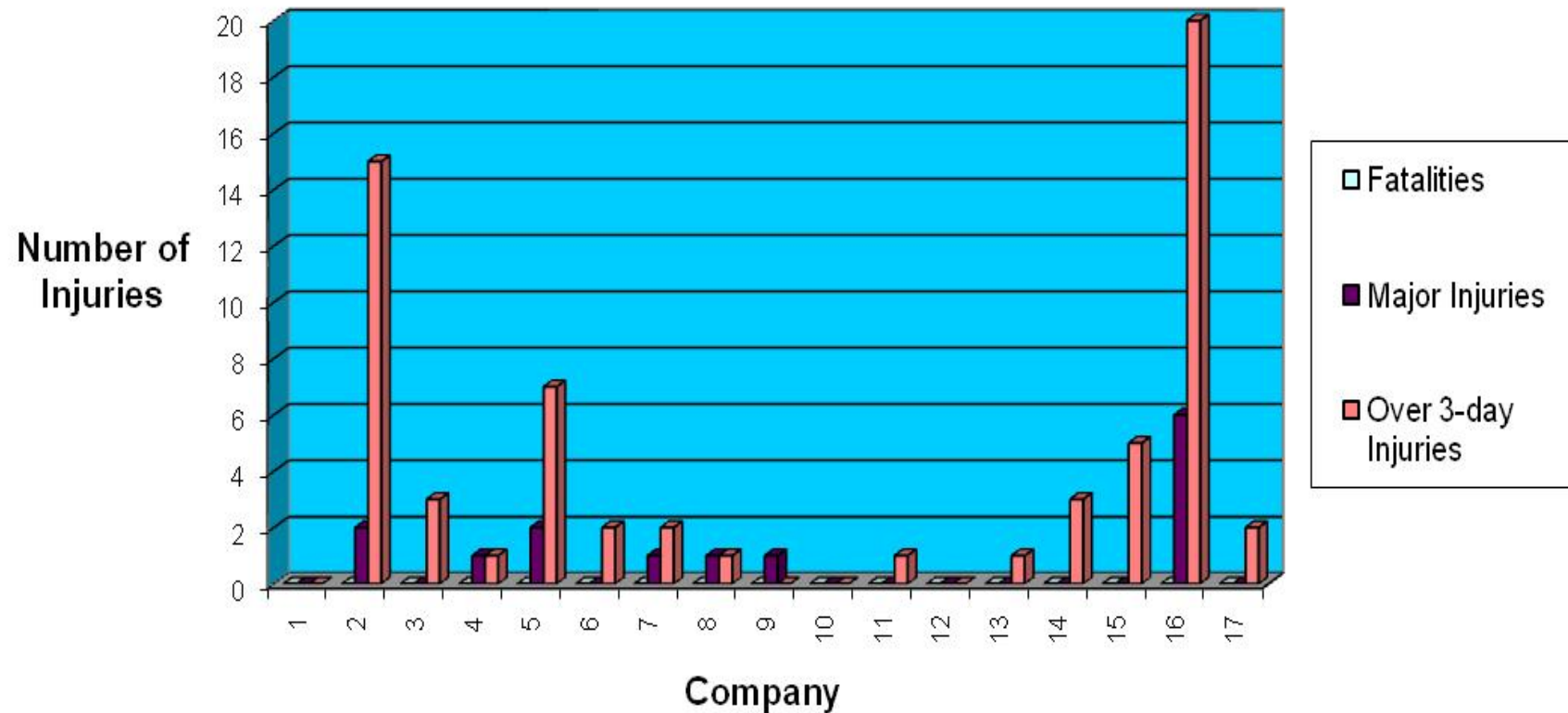
### Charter Signatory Organisations - Over 3-day injuries to *direct employees between April 2009 - June 2009*



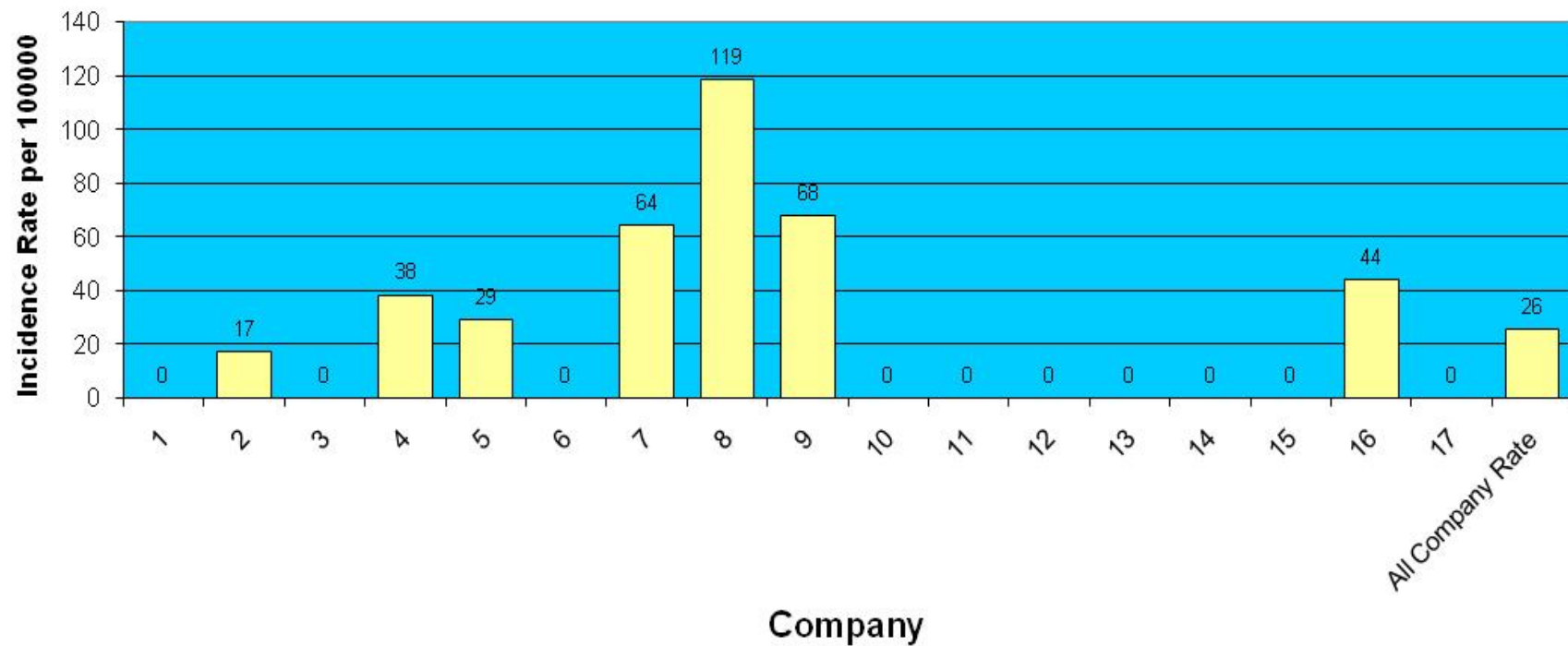
### Charter Signatory Organisation - Over 3-day injuries to *sub-contractors* between April 2009 - June 2009



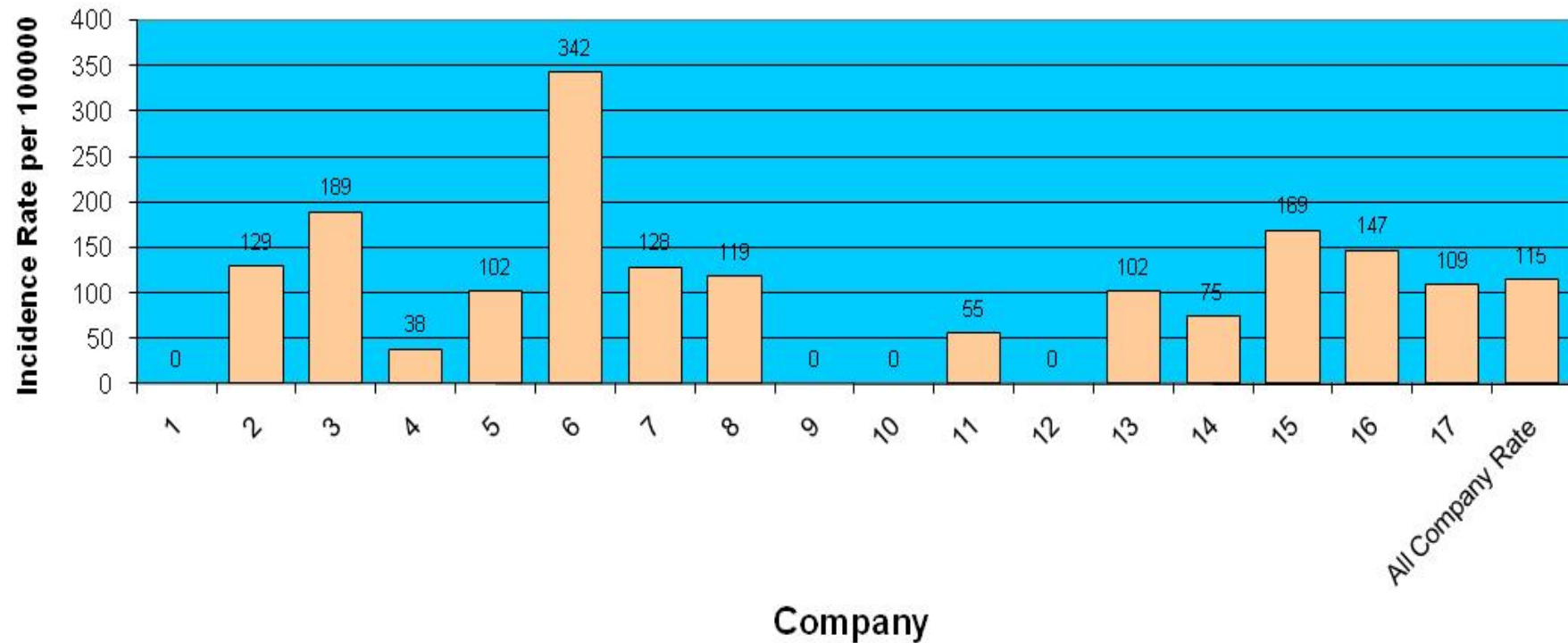
### Reportable Injuries per Organisation April 2009 - June 2009



### Major Injuries & Fatalities Incidence Rate for All Workers April 2009 - June 2009

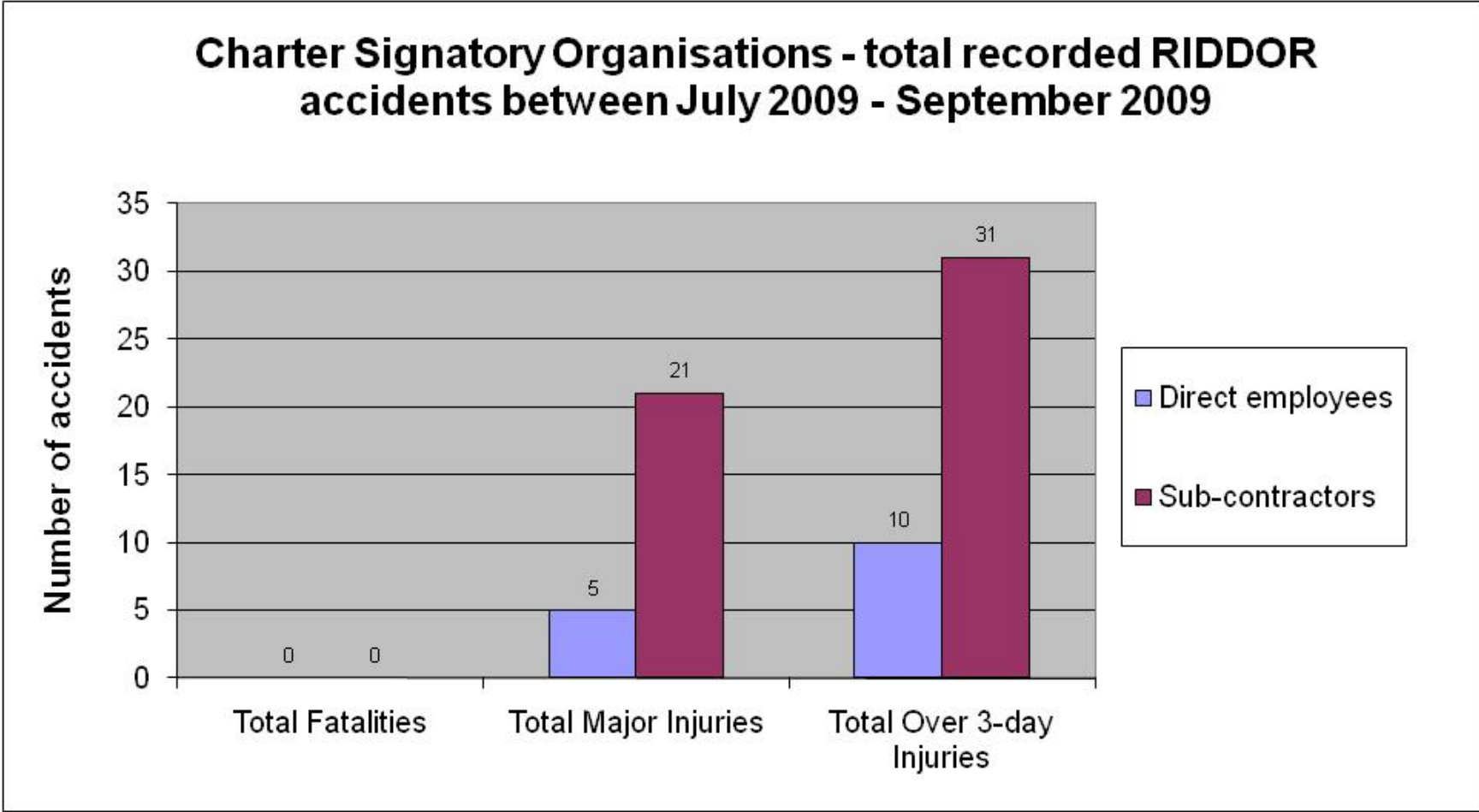


### Over 3 Day Incidence Rate for All Workers April 2009 - June 2009





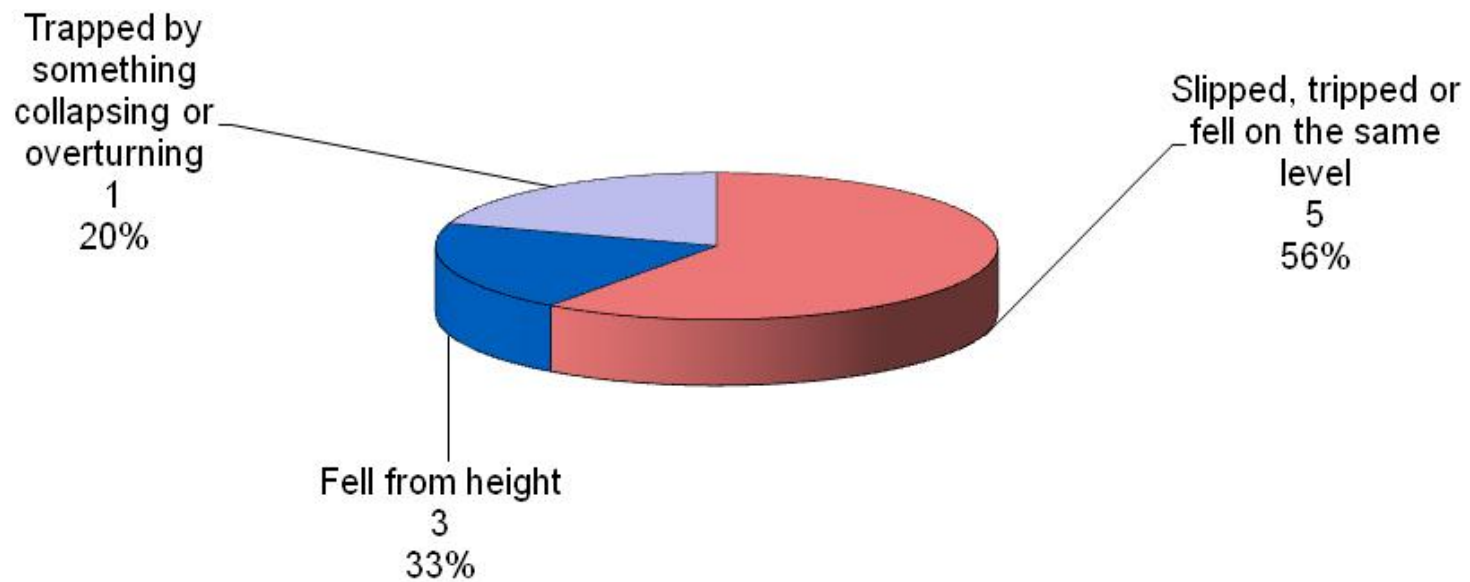
**Health and Safety:  
Reportable Injuries Diseases and Dangerous Occurrence  
Regulations (RIDDOR) results July 2009 - September 2009**



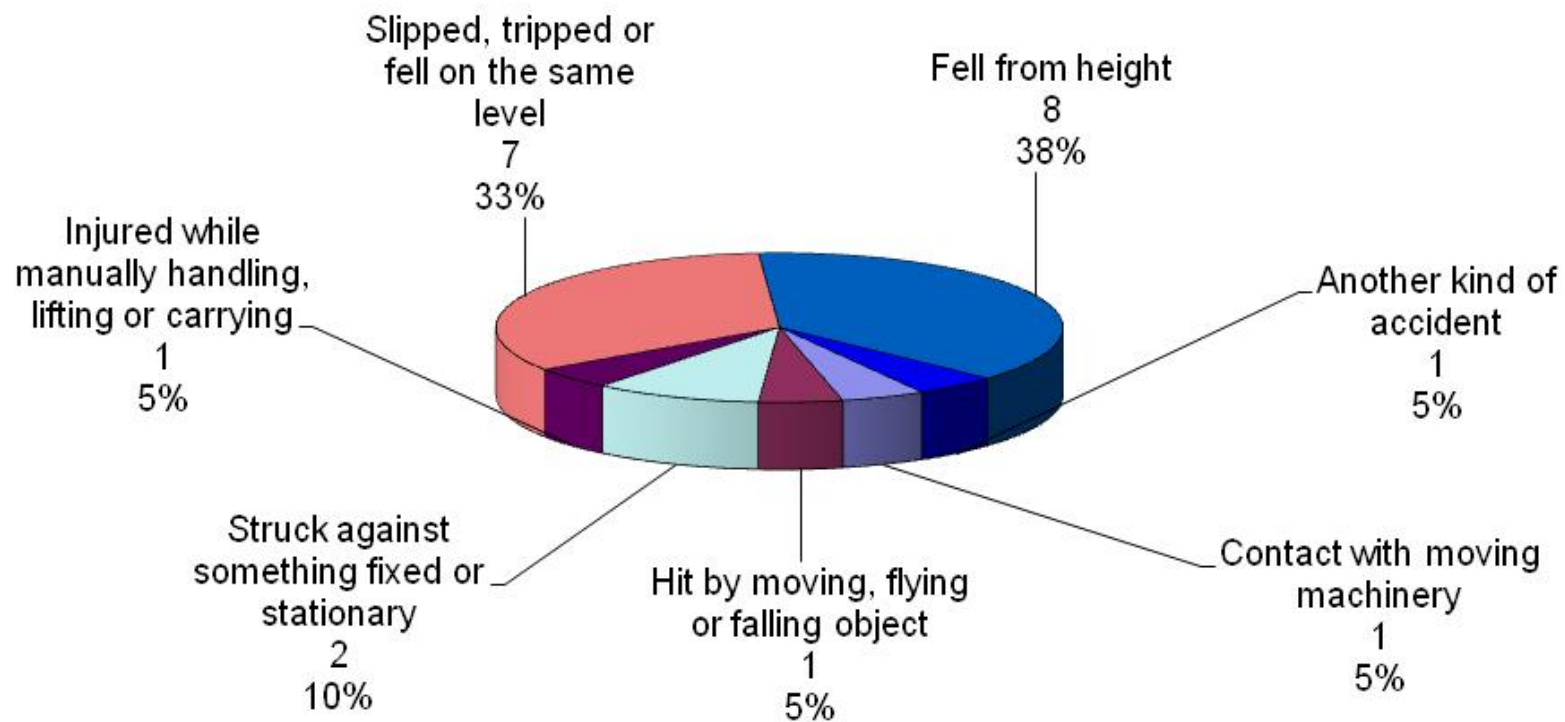
**No fatalities from Charter Signatories July 2009 - September 2009**



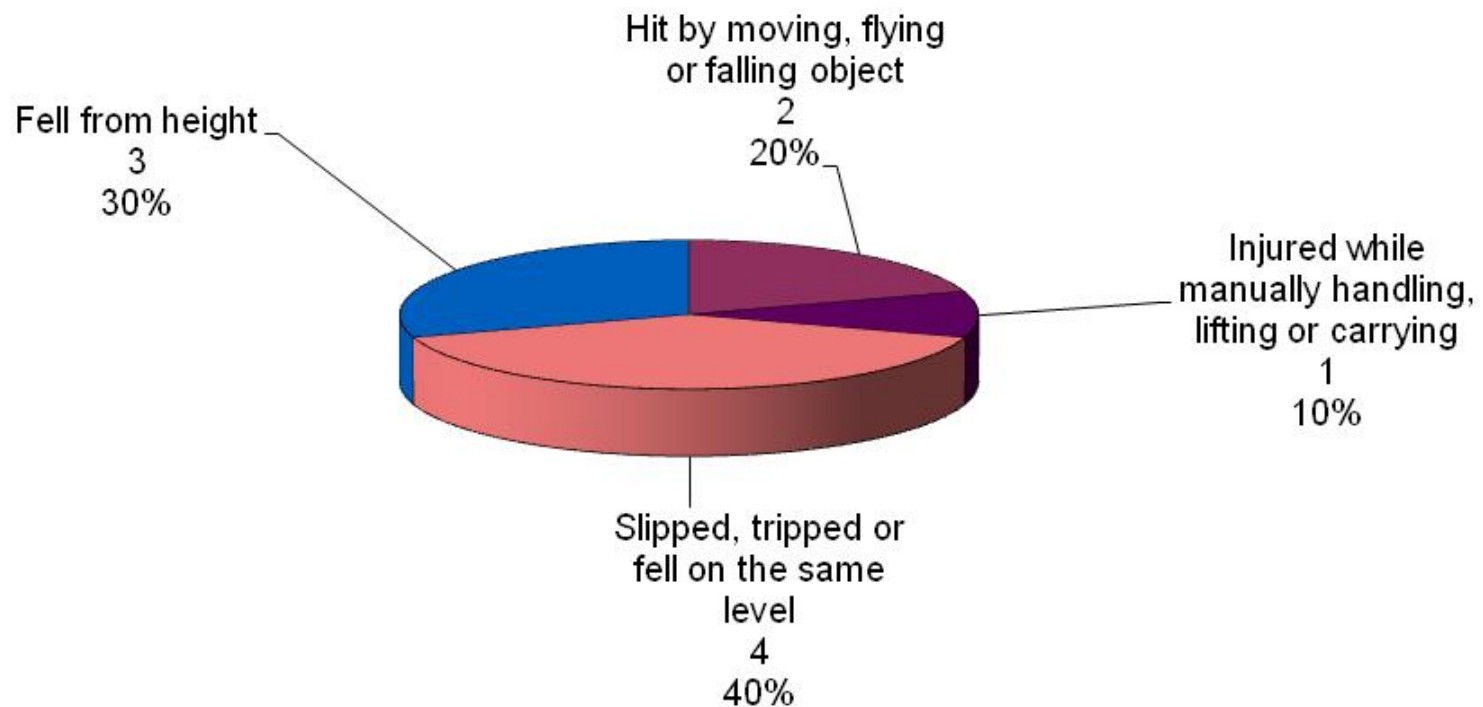
### Charter Signatory Organisations - major injuries to *direct employees* between July 2009 - September 2009



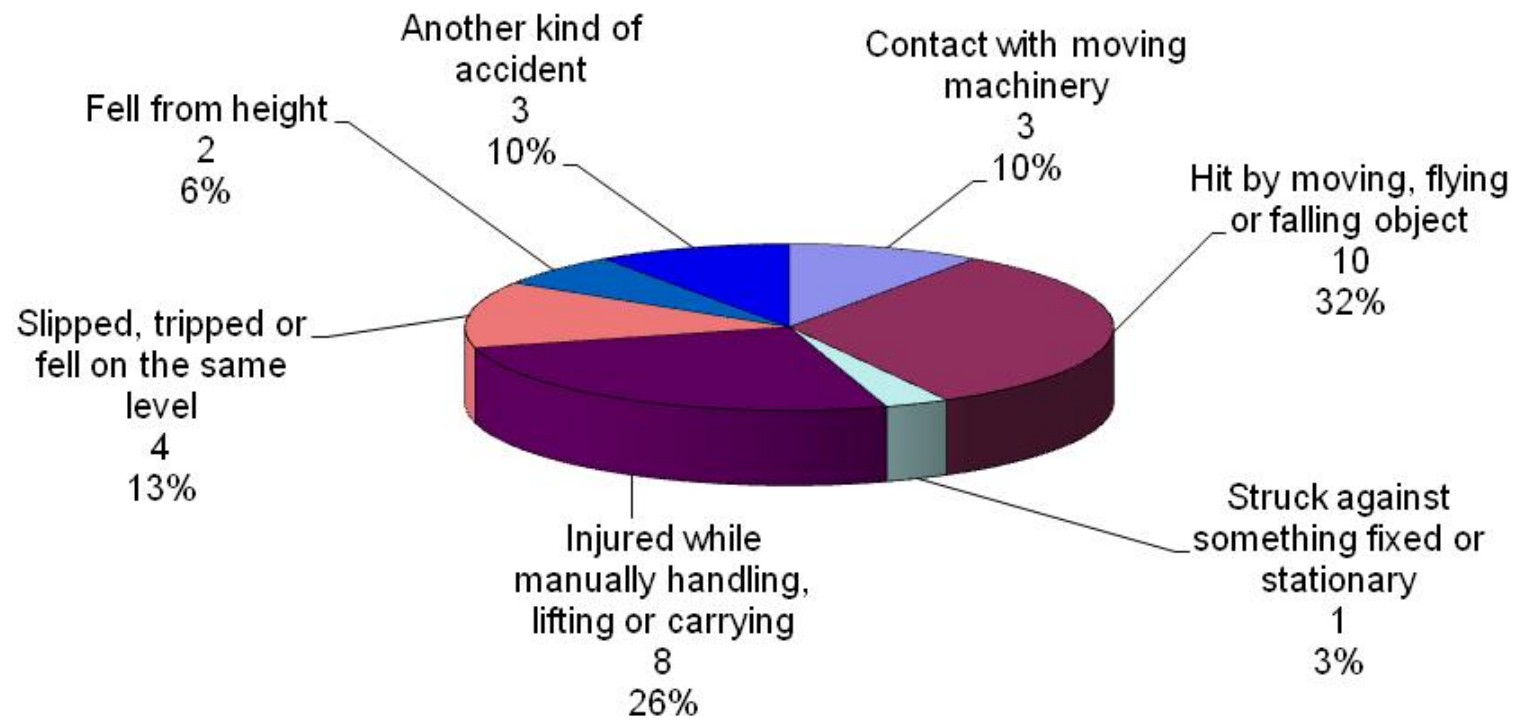
### Charter Signatory Organisations - major injuries to sub-contractors between July 2009 - September 2009



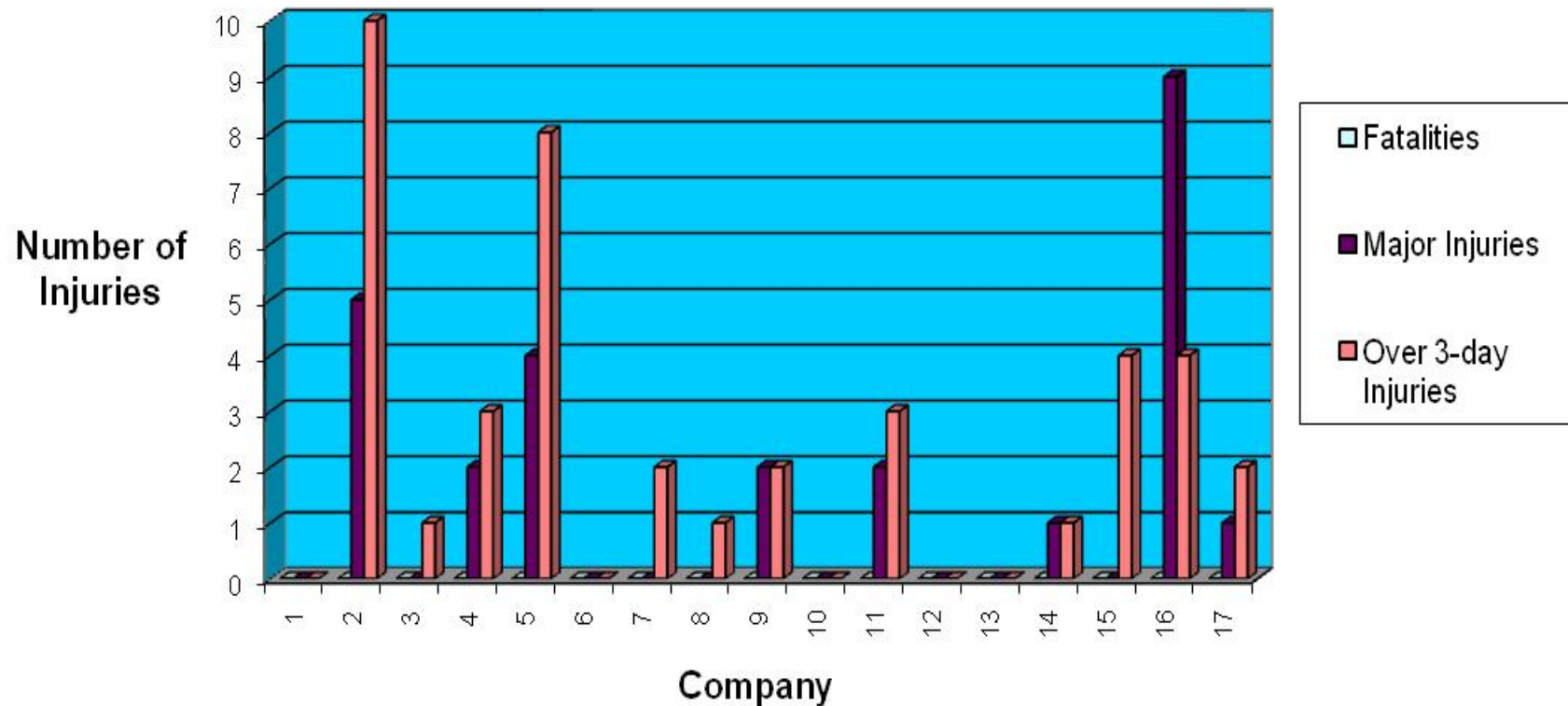
### Charter Signatory Organisations - Over 3-day injuries to *direct employees between July 2009 - September 2009*



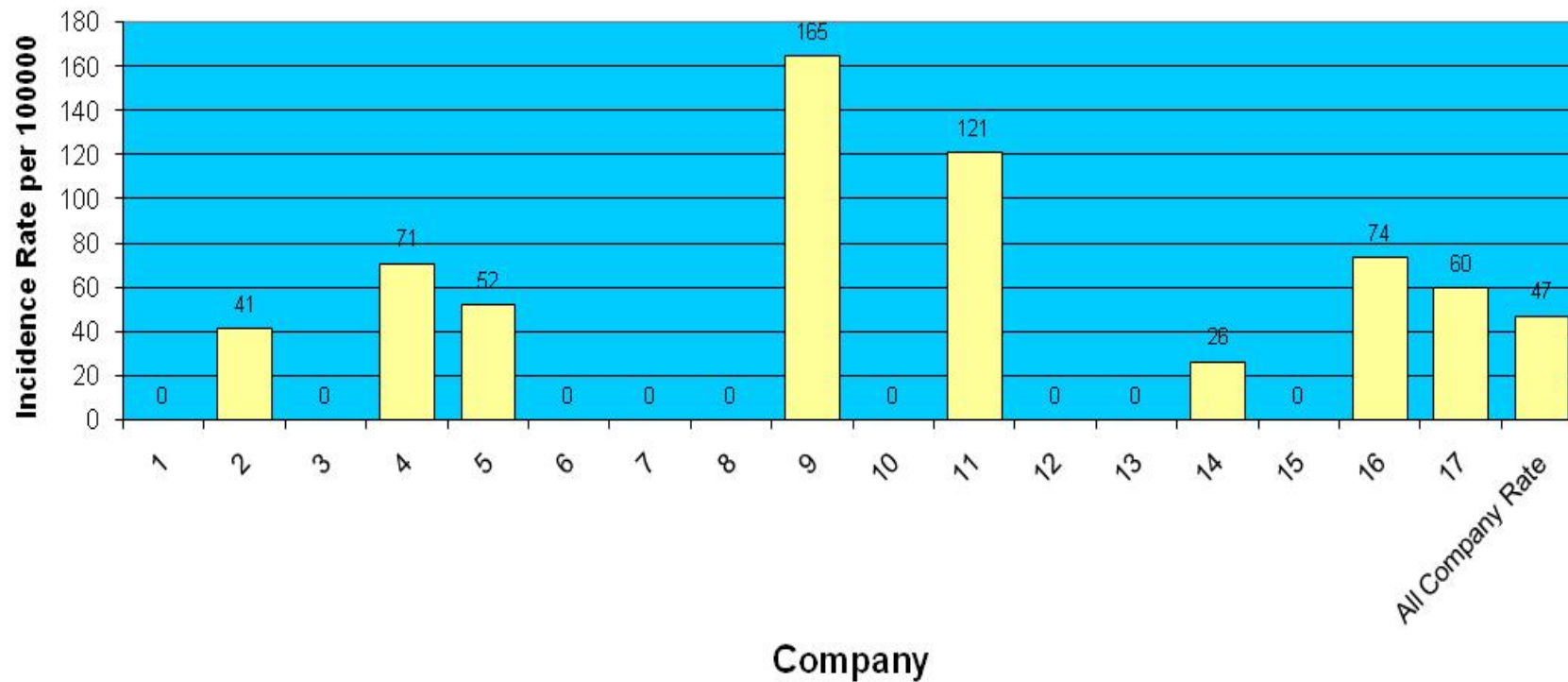
### Charter Signatory Organisation - Over 3-day injuries to *sub-contractors* between July 2009 - September 2009



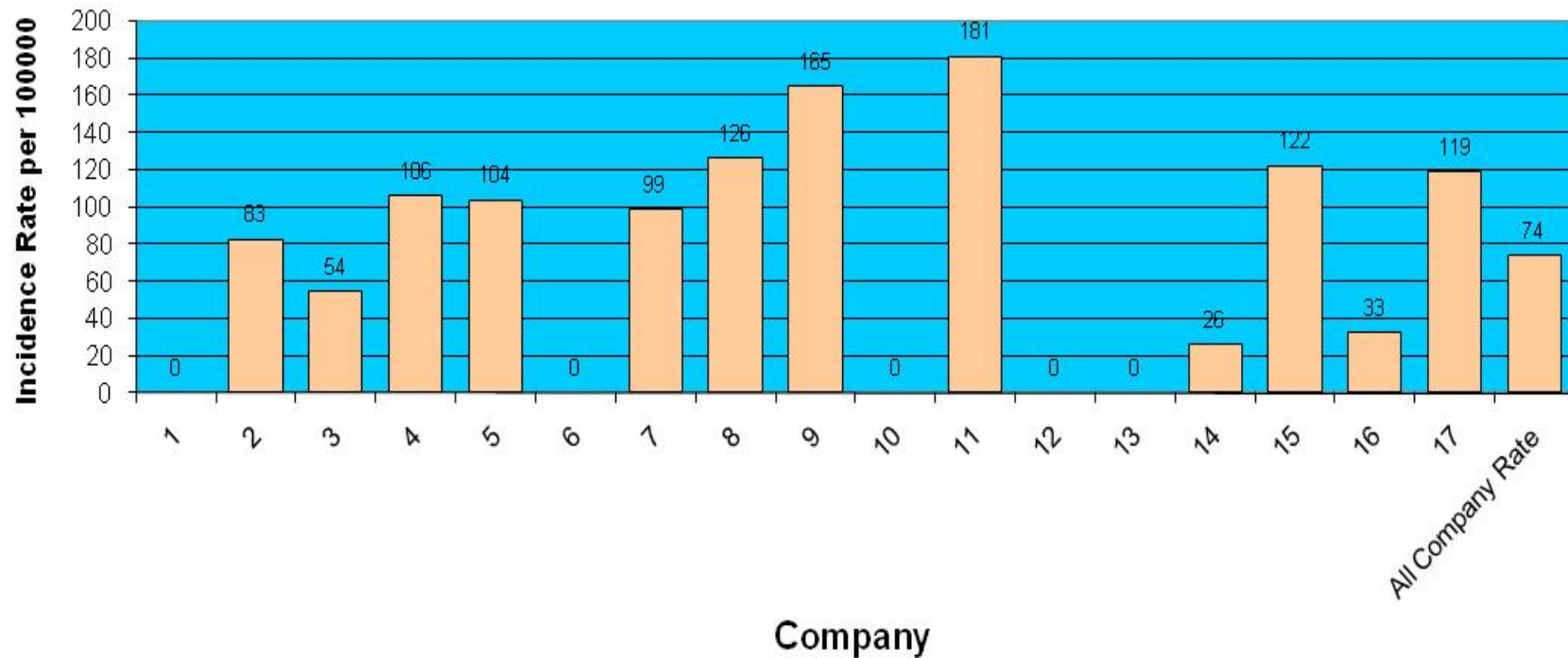
### Reportable Injuries per Organisation July 2009 - September



## Major Injuries & Fatalities Incidence Rate for All Workers July 2009 - September 2009



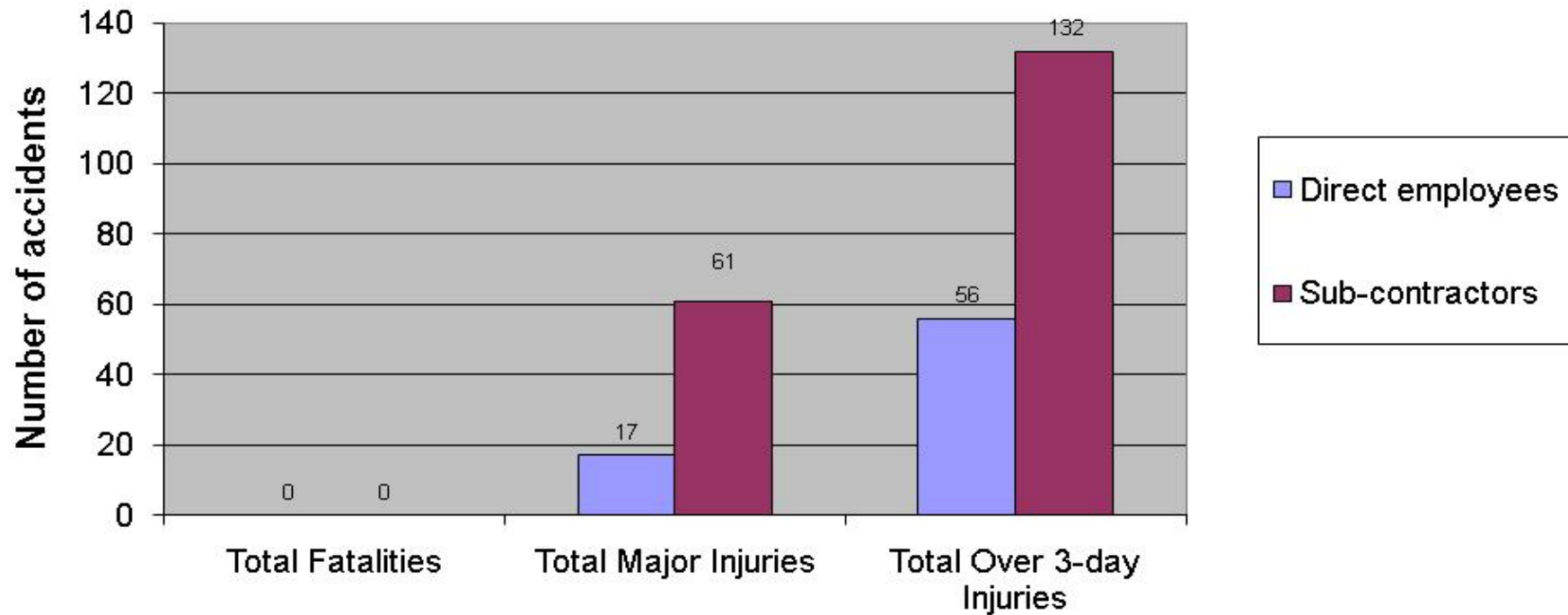
### Over 3 Day Incidence Rate for All Workers July 2009 - September 2009



**Health and Safety:  
Reportable Injuries Diseases and Dangerous Occurrence  
Regulations (RIDDOR) provisional results January 2009 -  
December 2009**

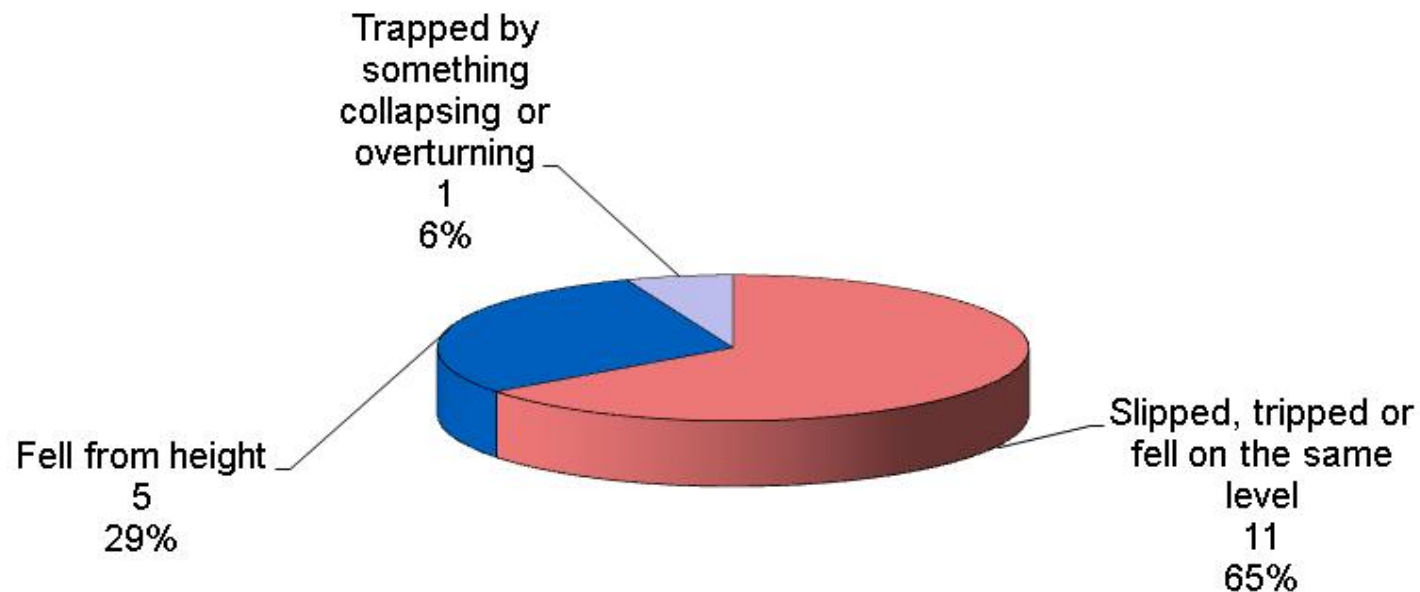


### Charter Signatory Organisations - total recorded RIDDOR accidents between January 2009 - December 2009

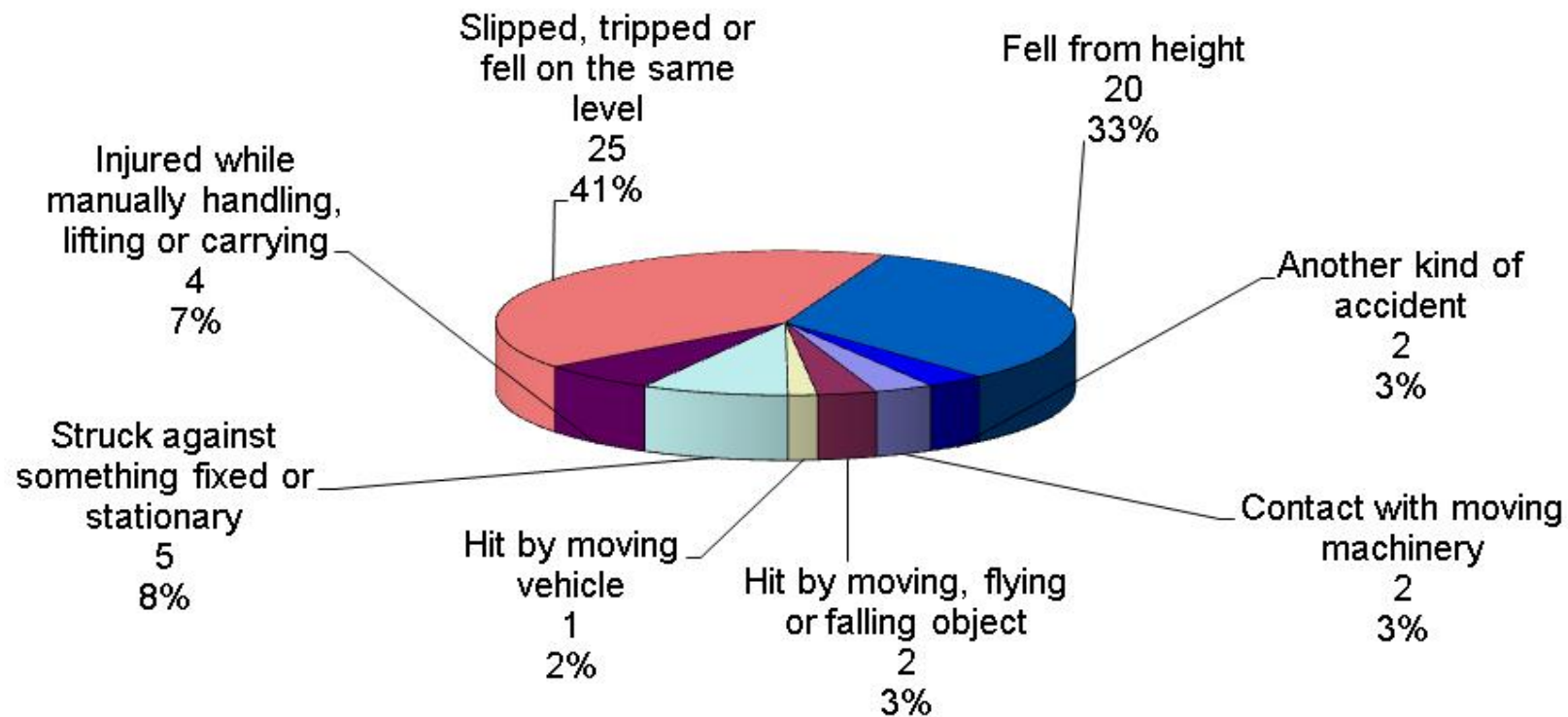


No fatalities from Charter Signatories January 2009 – December 2009

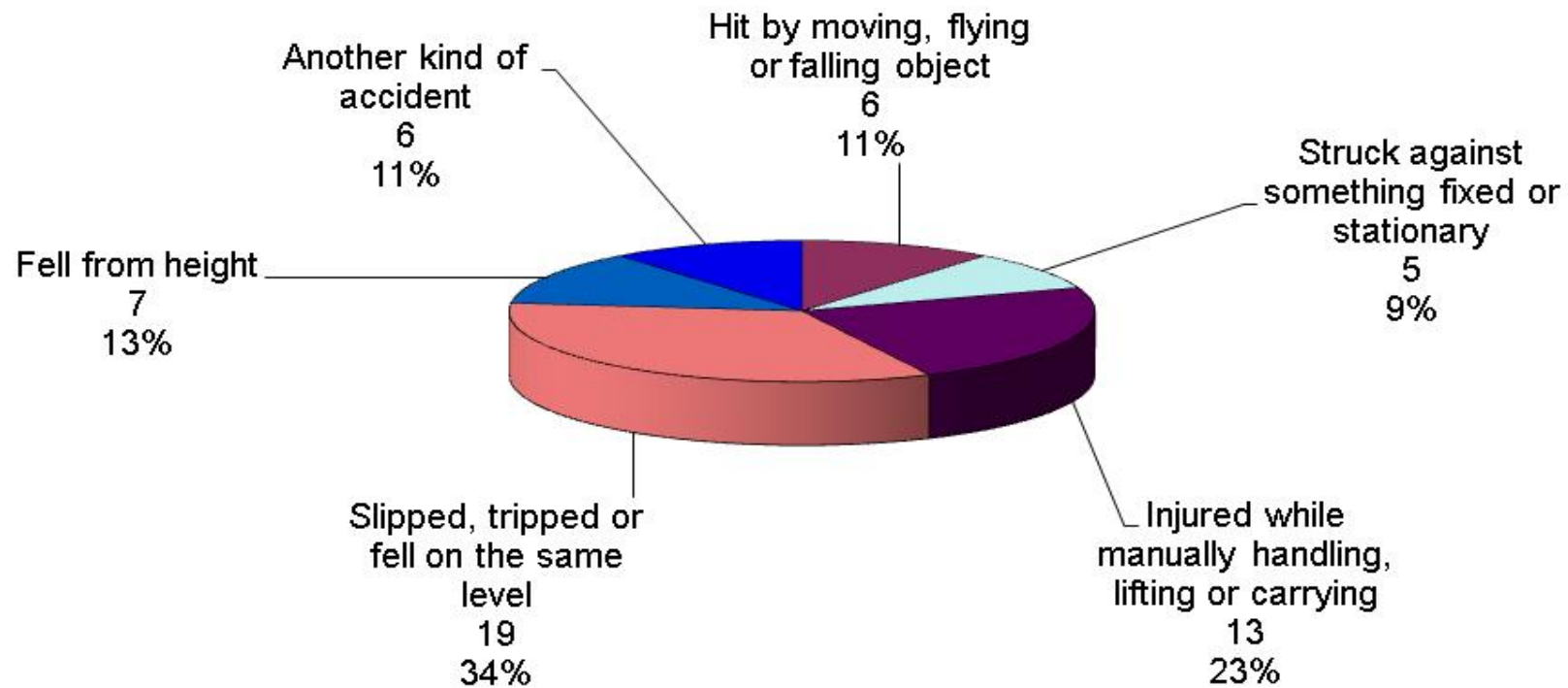
### Charter Signatory Organisations - major injuries to *direct employees* between January 2009 - December 2009



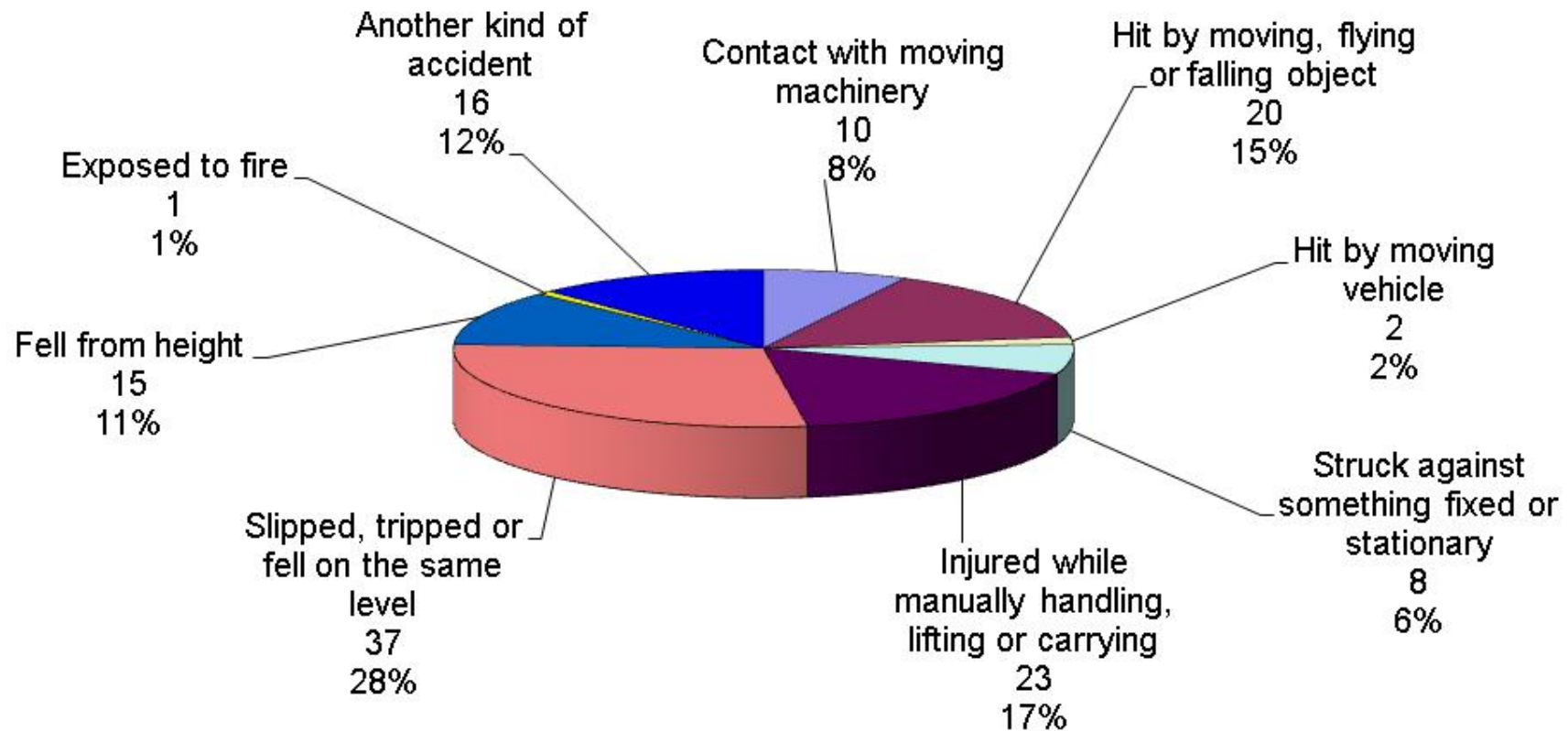
### Charter Signatory Organisations - major injuries to *sub-contractors* between January 2009 - December 2009



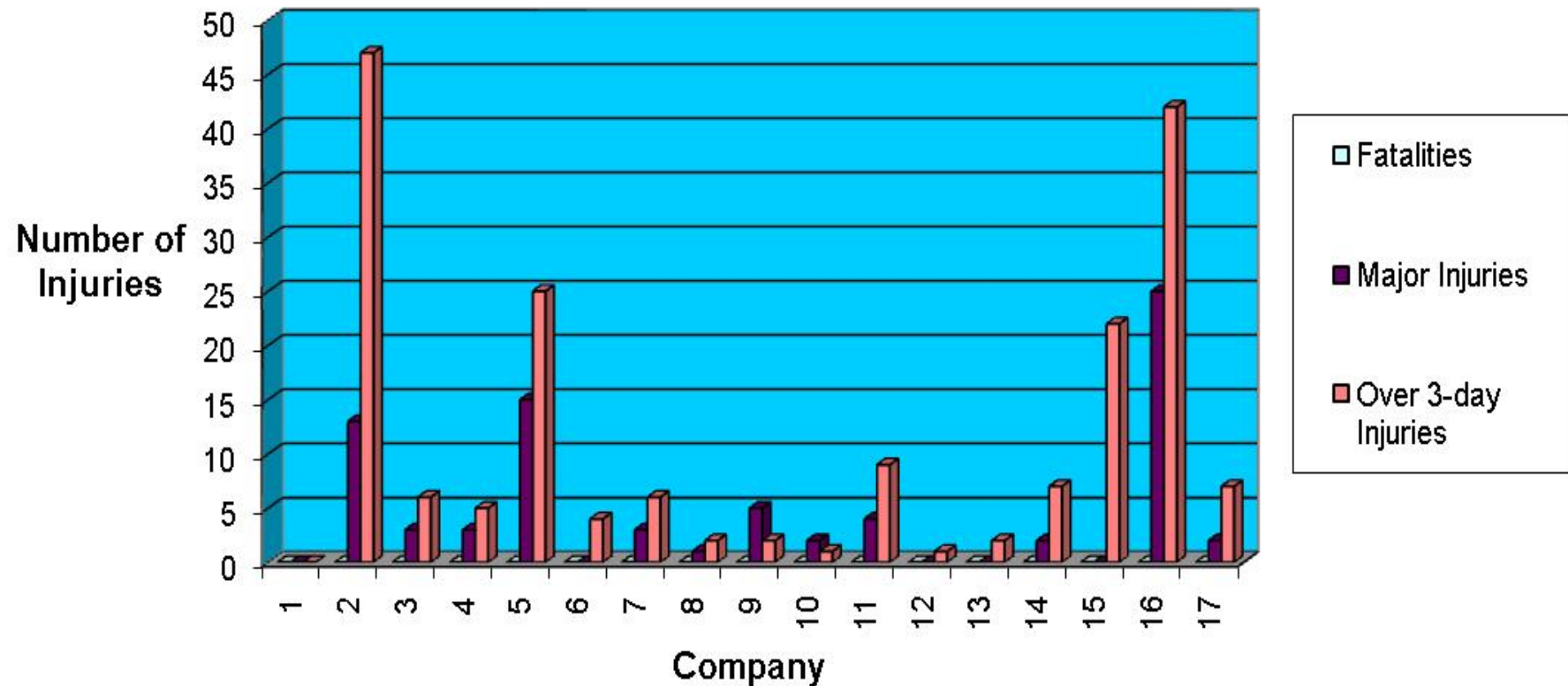
### Charter Signatory Organisations - Over 3-day injuries to *direct employees* between January 2009 - December 2009



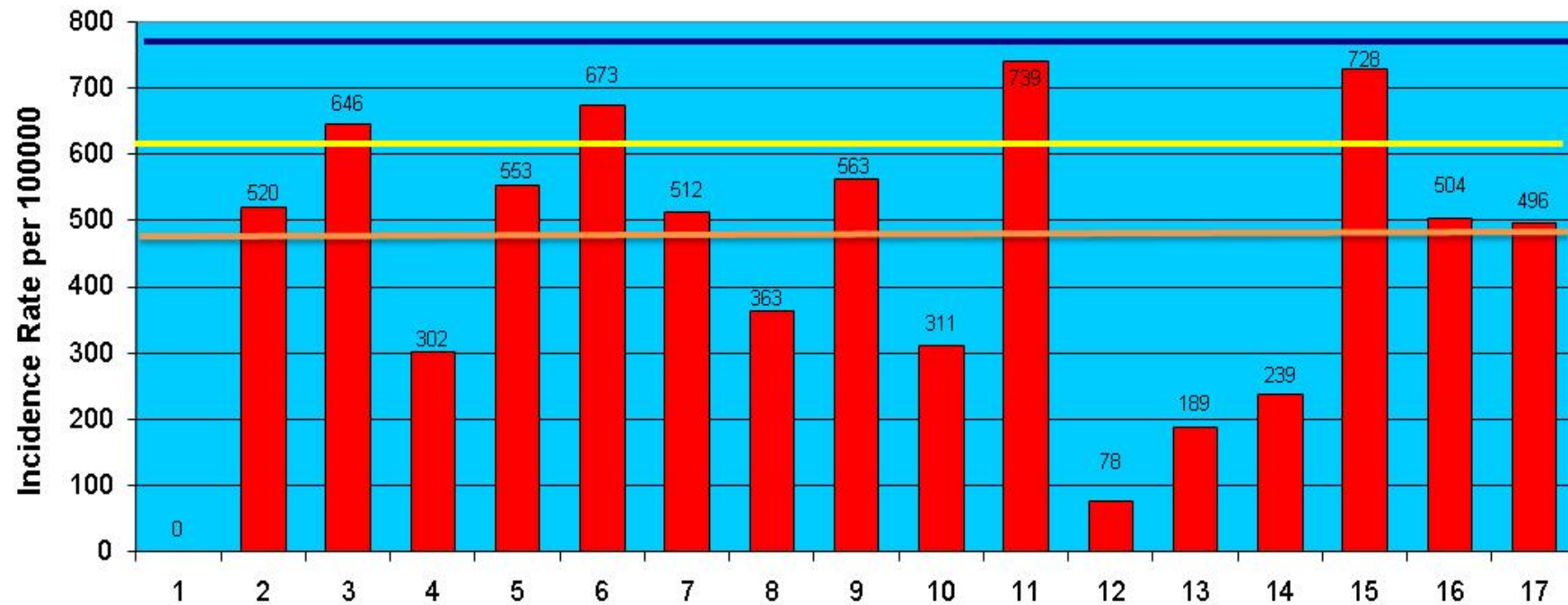
### Charter Signatory Organisation - Over 3-day injuries to *sub-contractors* between January 2009 - December 2009



### Reportable Injuries per Organisation January 2009 - December 2009



## Annual Injury Incidence Rate (AIIR) January 2009 - December 2009



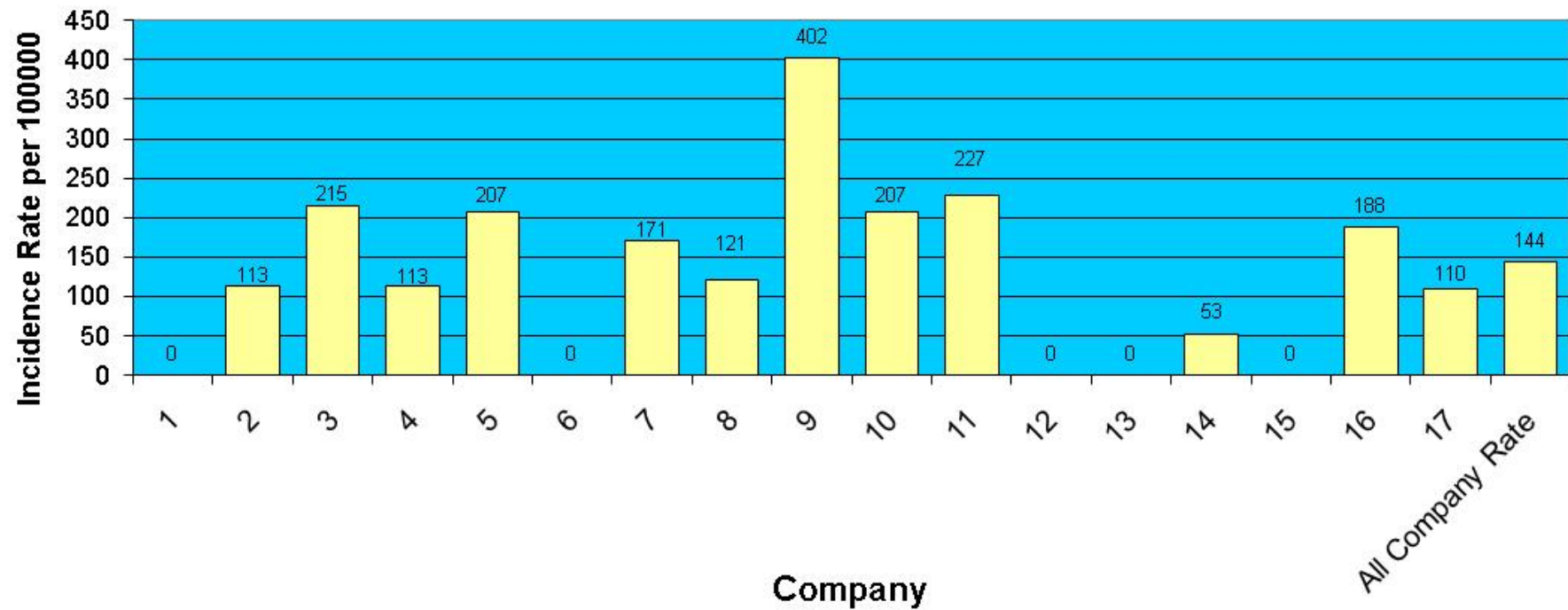
HSE All Industry AIIR 2008/09 (782)

**Company**

HBF All Company AIIR January 2009 - December 2009 (492)

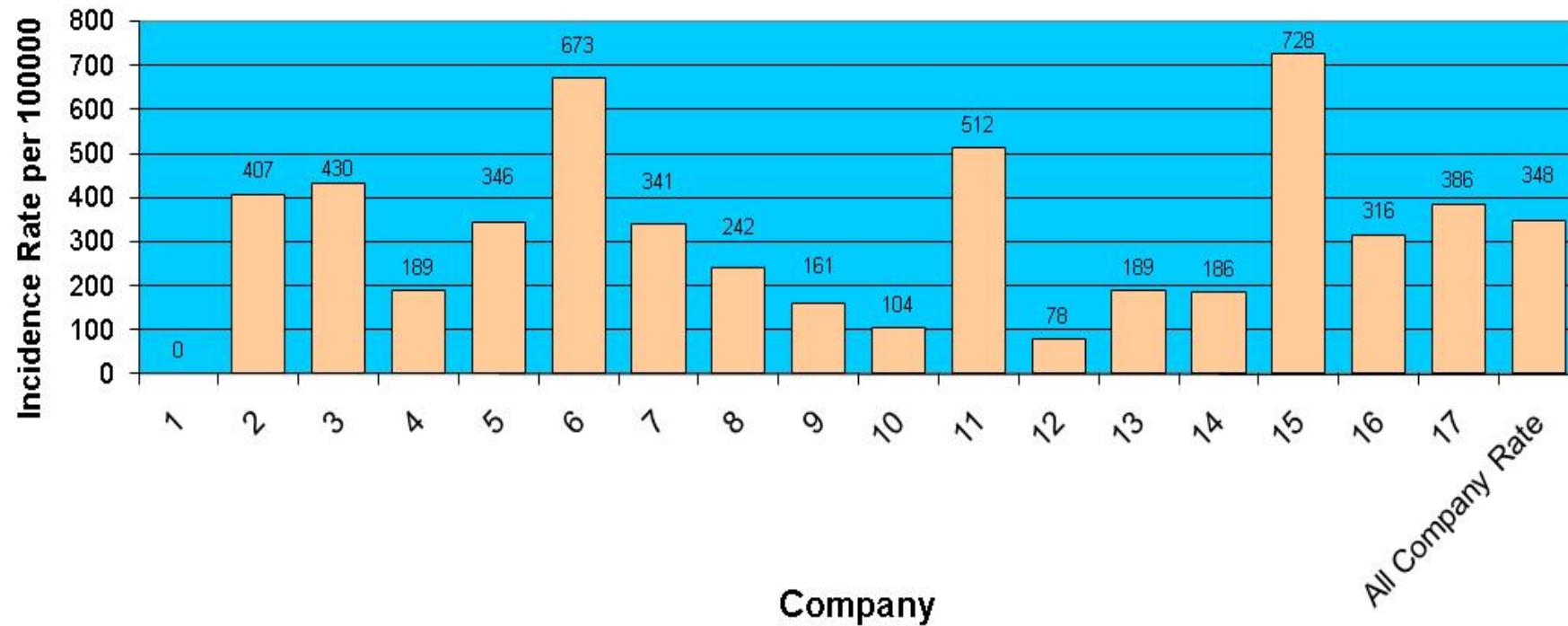
HBF All Company AIIR 2008/09 (611) - please note this figure excludes company 9 as no data was provided

### Major Injuries & Fatalities Incidence Rate for All Workers January 2009 - December 2009





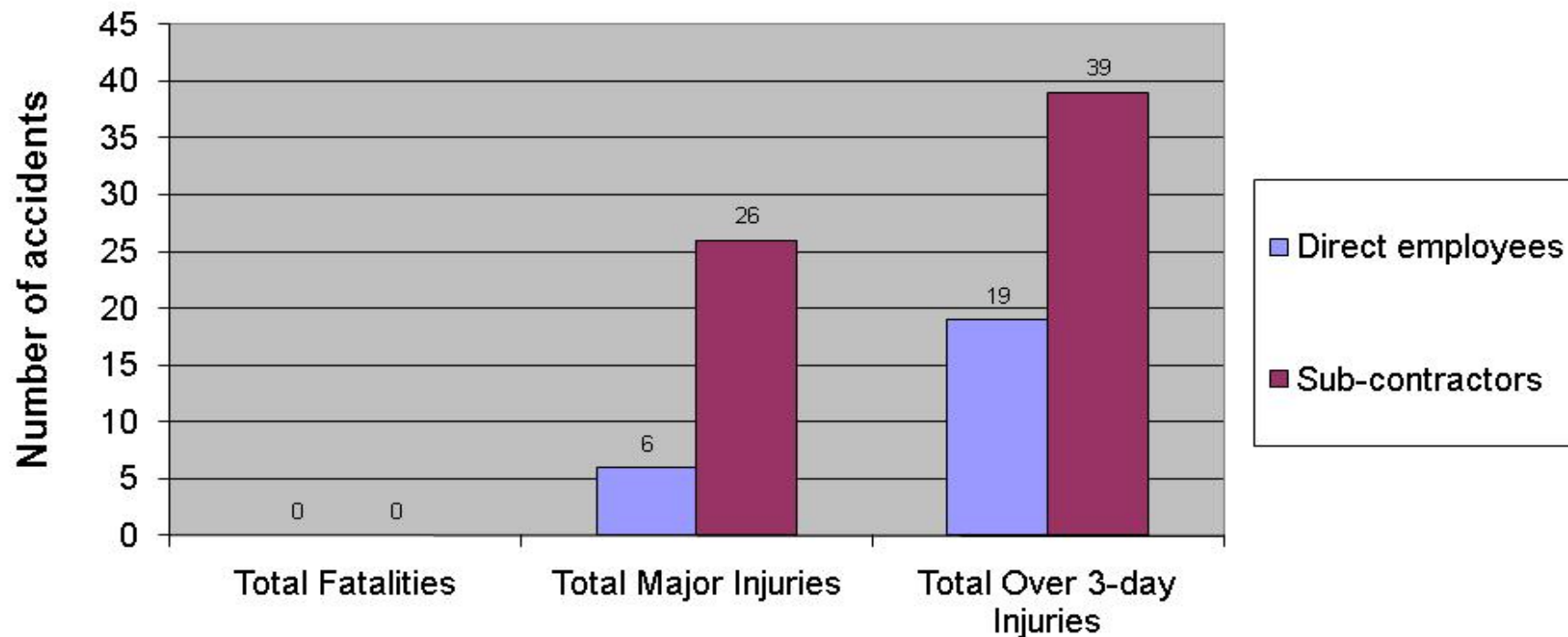
### Over 3 Day Incidence Rate for All Workers January 2009 - December 2009





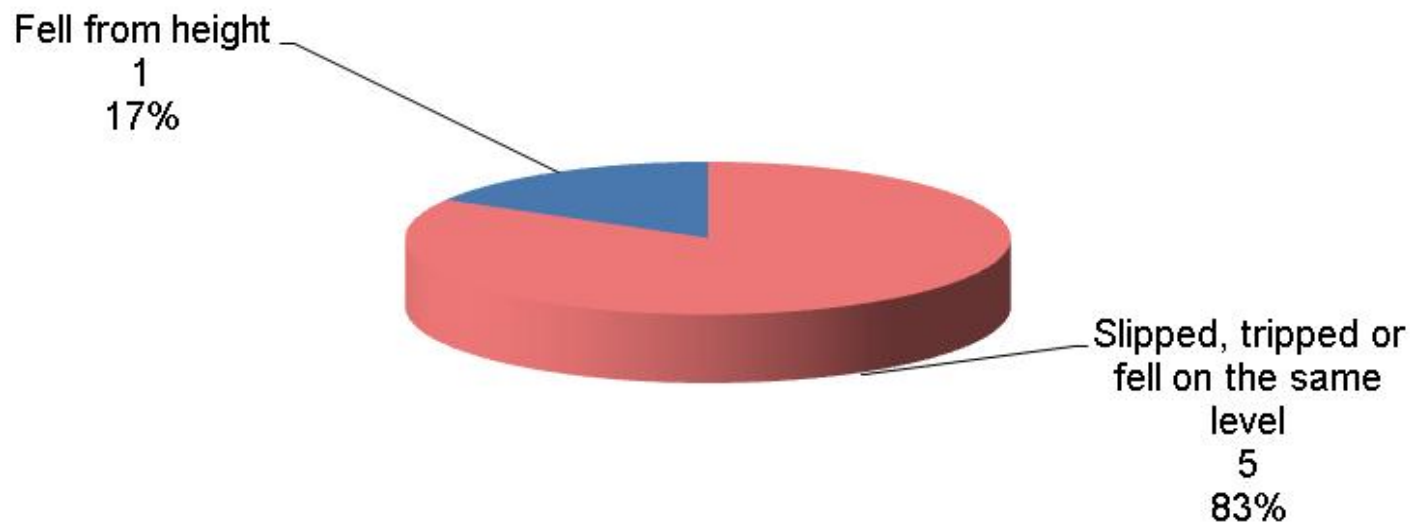
**Health and Safety:  
Reportable Injuries Diseases and Dangerous Occurrence  
Regulations (RIDDOR) results January 2010 – March 2010**

### Charter Signatory Organisations - total recorded RIDDOR accidents between January 2010 - March 2010

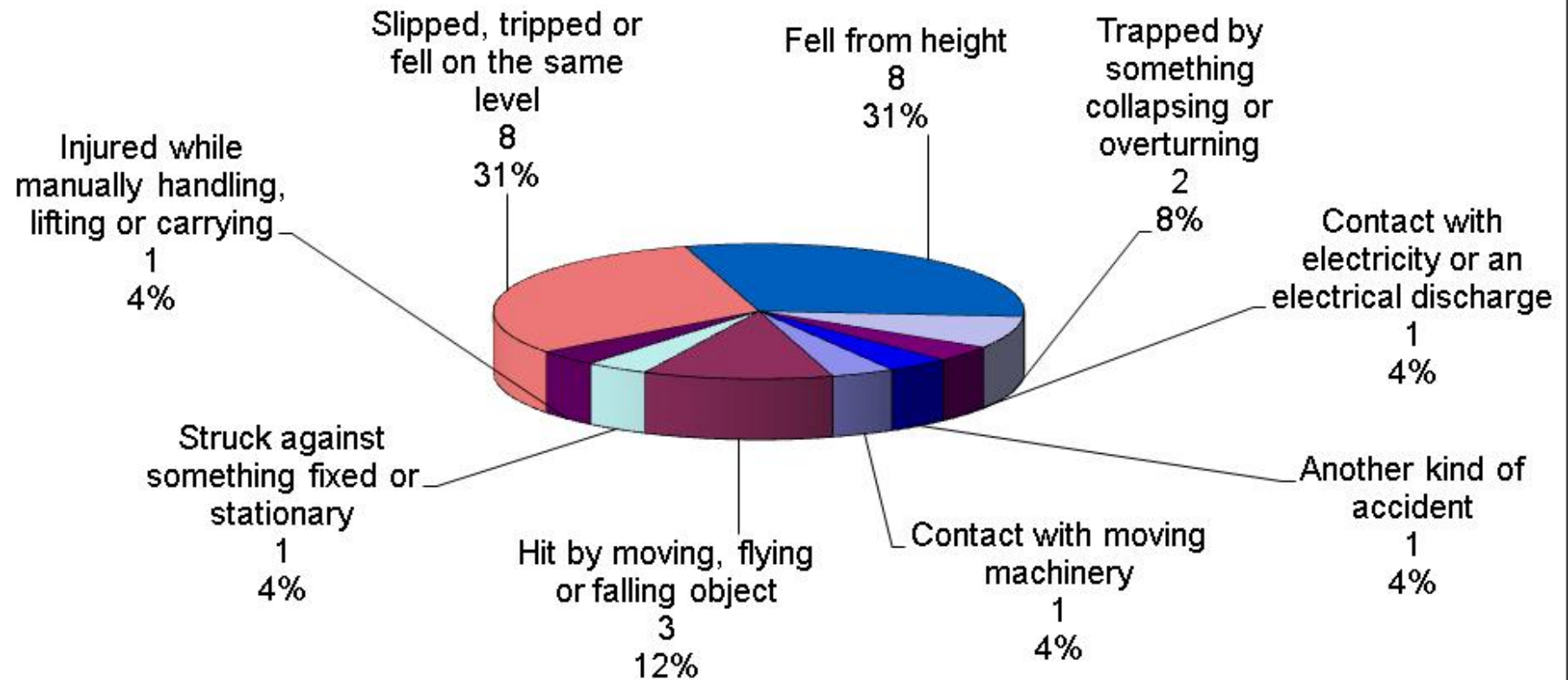


No fatalities from Charter Signatories January 2010 – March 2010

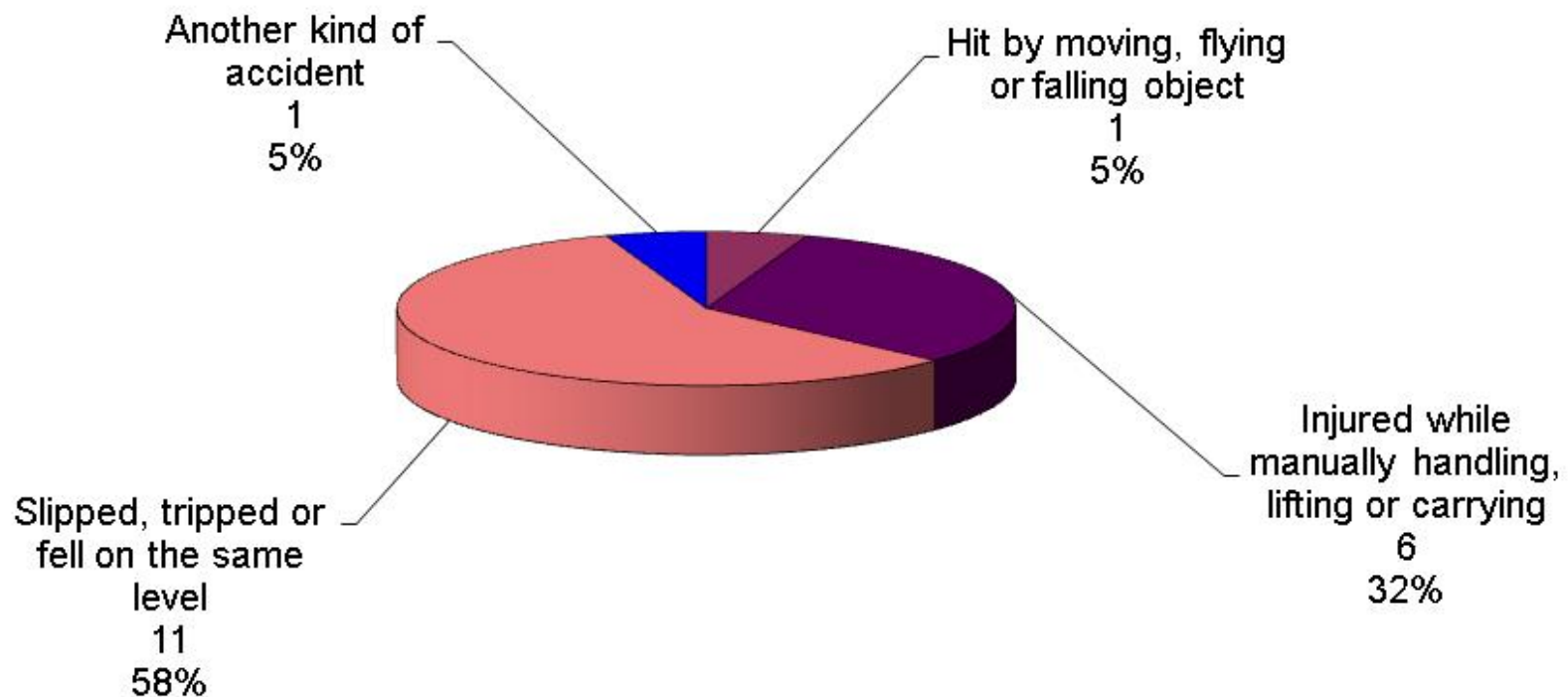
## Charter Signatory Organisations - major injuries to direct employees between January 2010 - March 2010



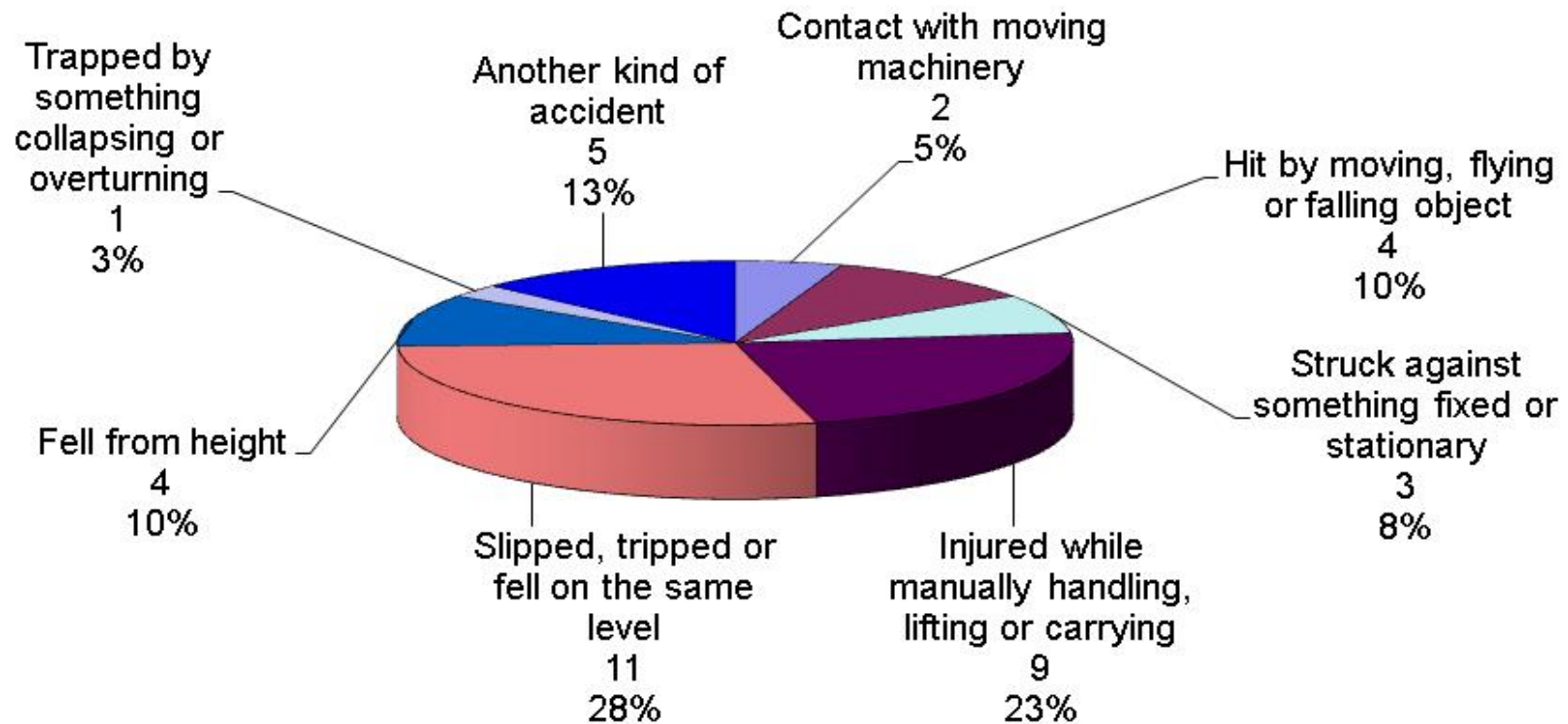
## Charter Signatory Organisations - major injuries to sub-contractors between January 2010 - March 2010



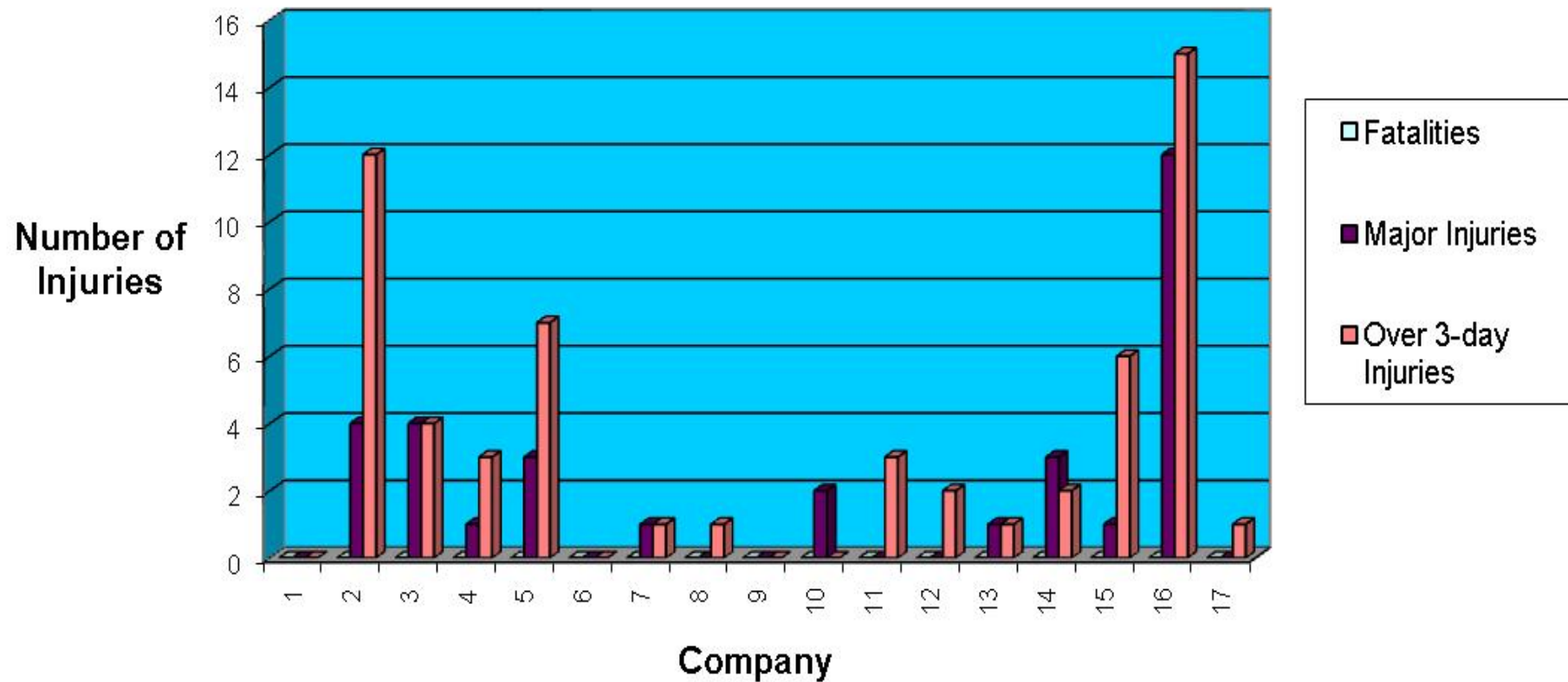
## Charter Signatory Organisations - Over 3-day injuries to *direct employees* between January 2010 - March 2010



## Charter Signatory Organisation - Over 3-day injuries to *sub-contractors* between January 2010 - March 2010

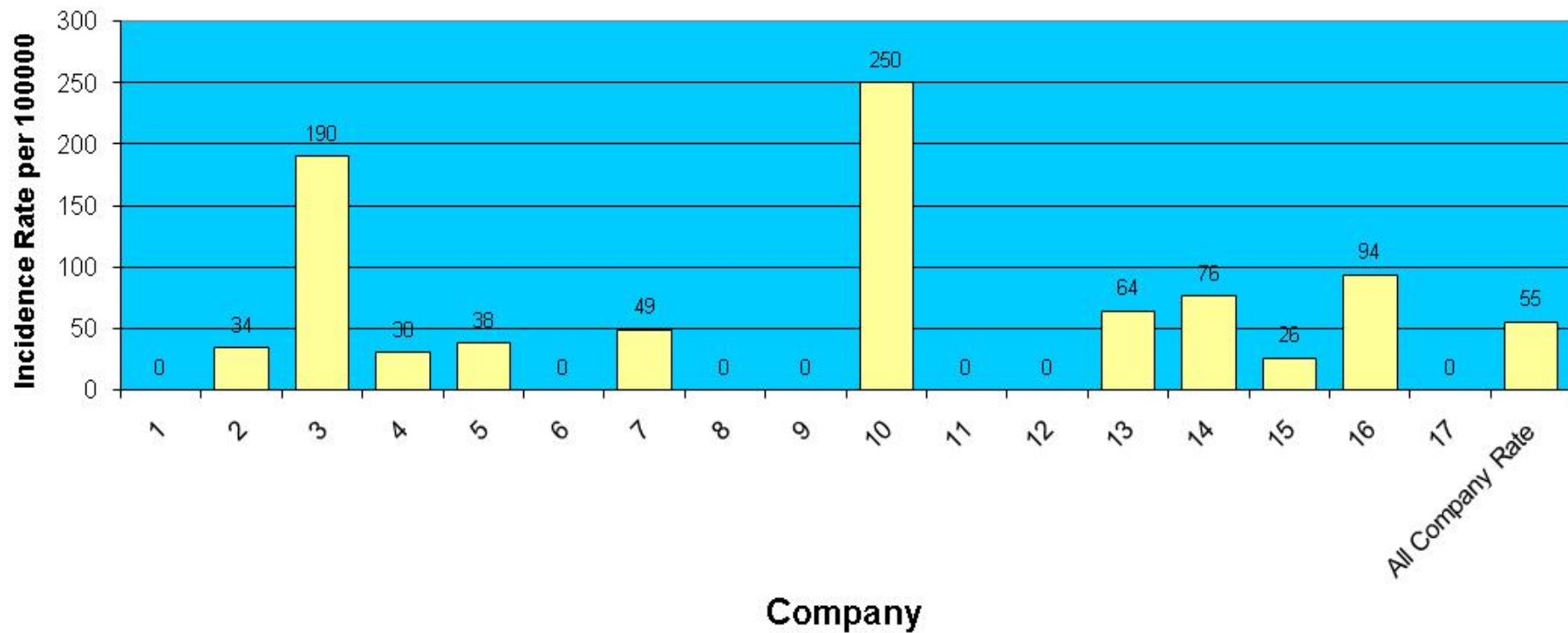


### Reportable Injuries per Organisation January 2010 - March 2010

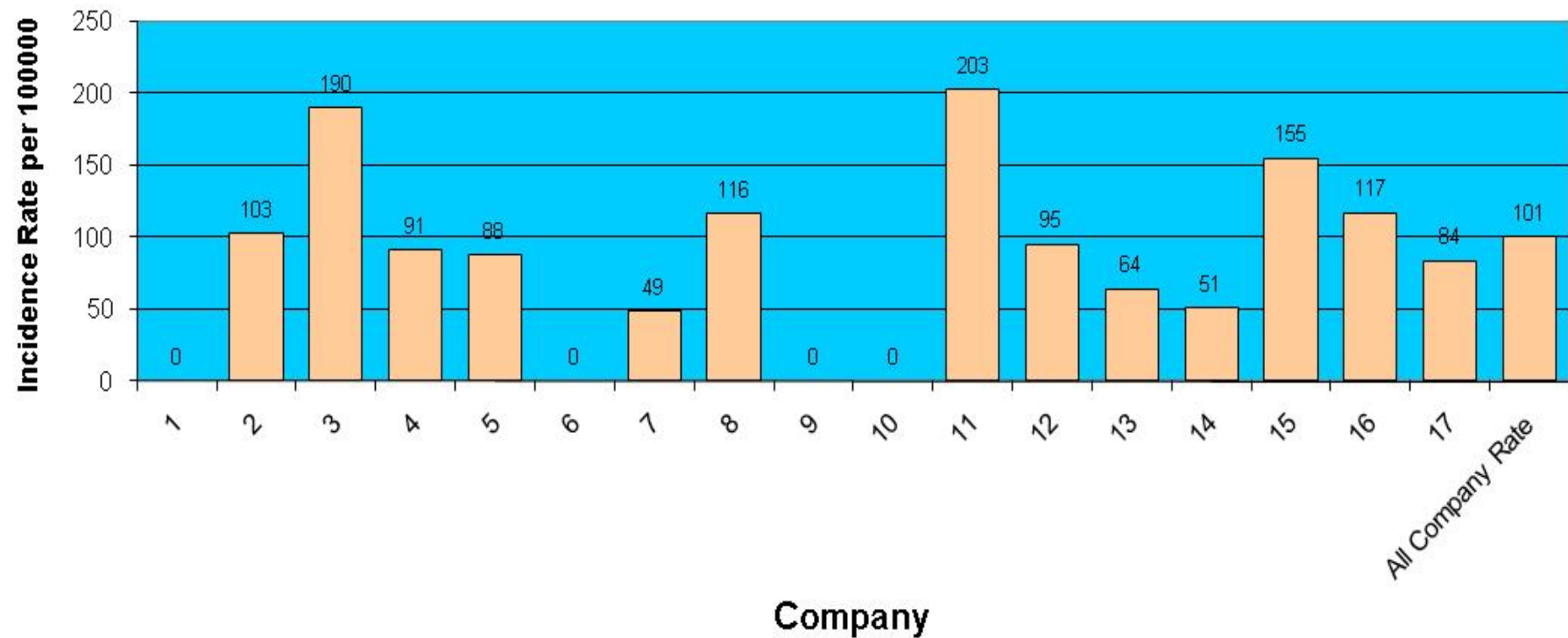




### Major Injuries & Fatalities Incidence Rate for All Workers January 2010 - March 2010



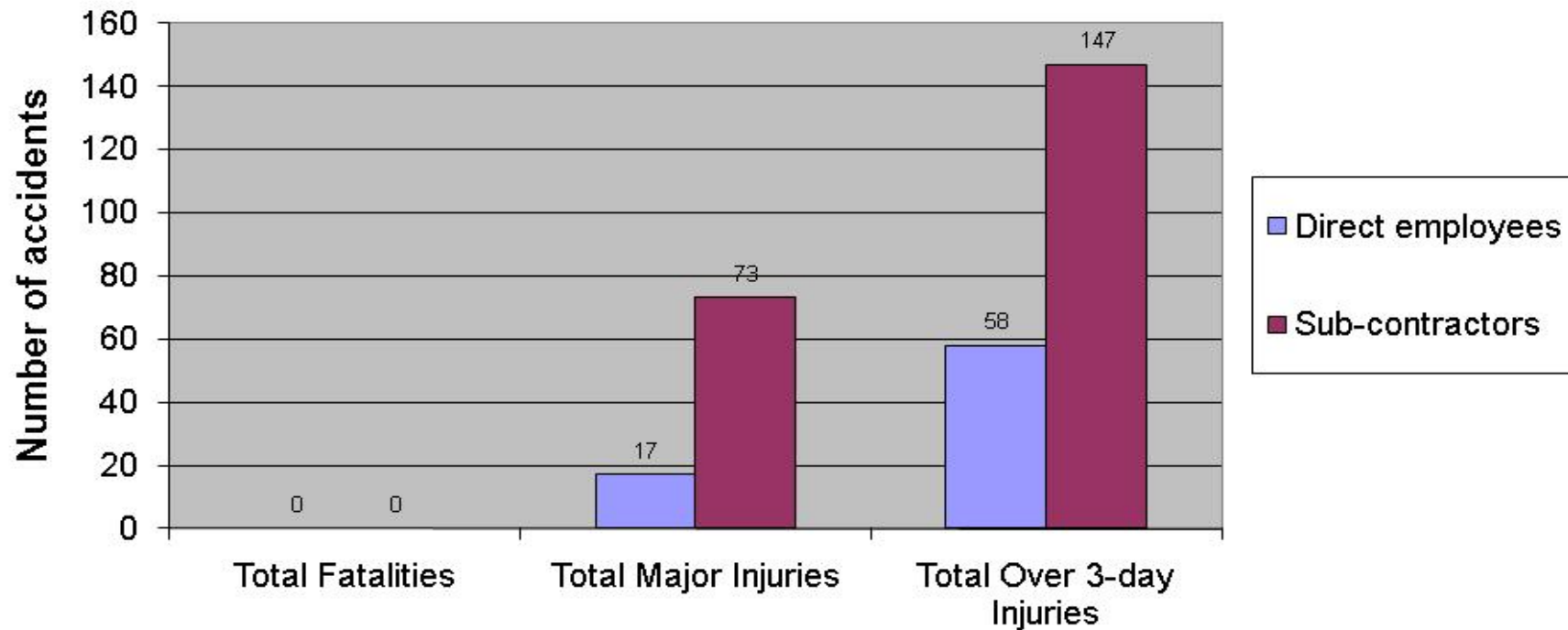
### Over 3 Day Incidence Rate for All Workers January 2010 - March 2010





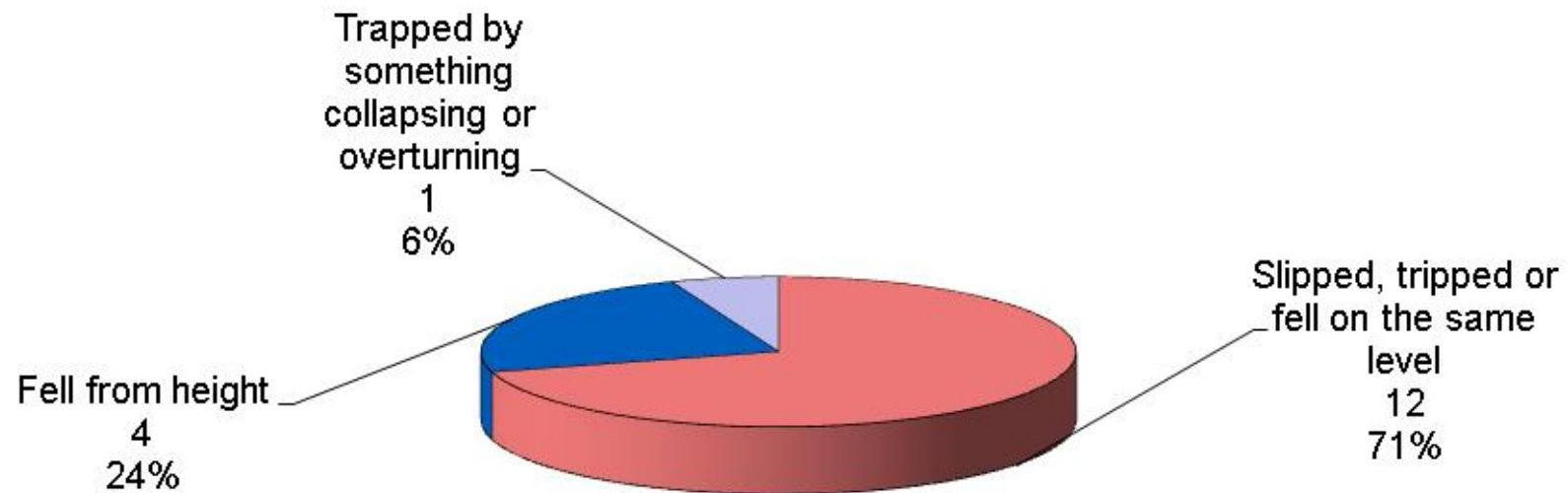
**Health and Safety:  
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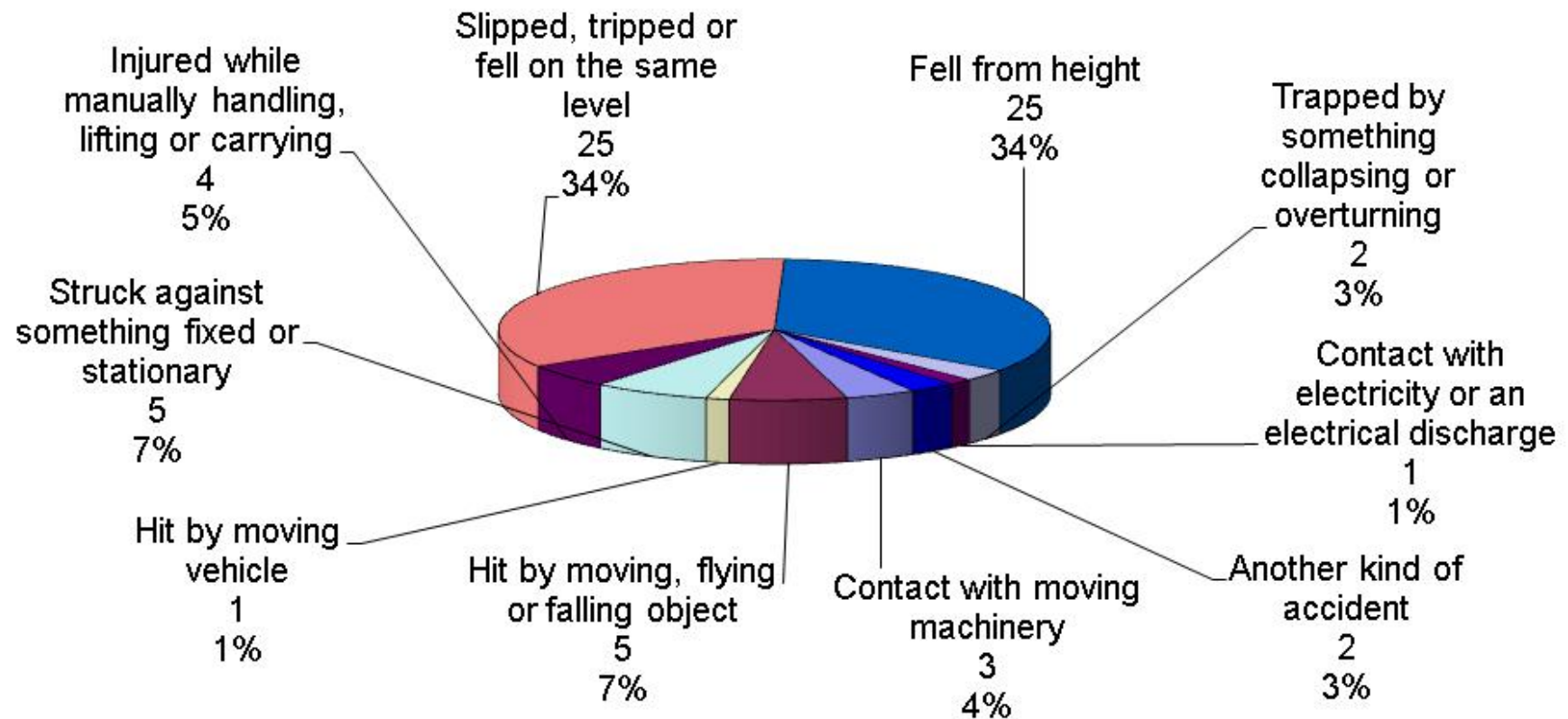


No fatalities from Charter Signatories April 2009 – March 2010

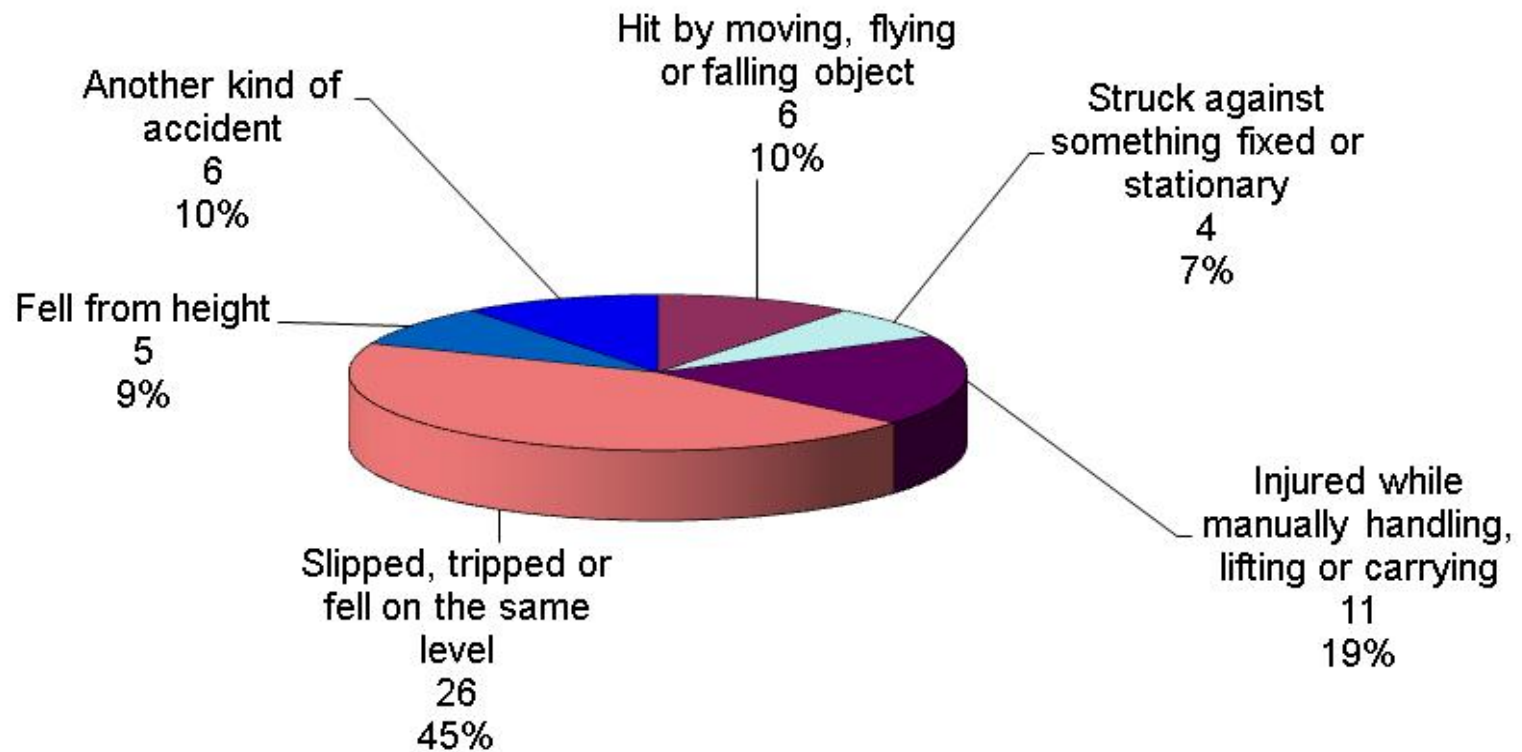
### Charter Signatory Organisations - major injuries to *direct employees* between April 2009 - March 2010



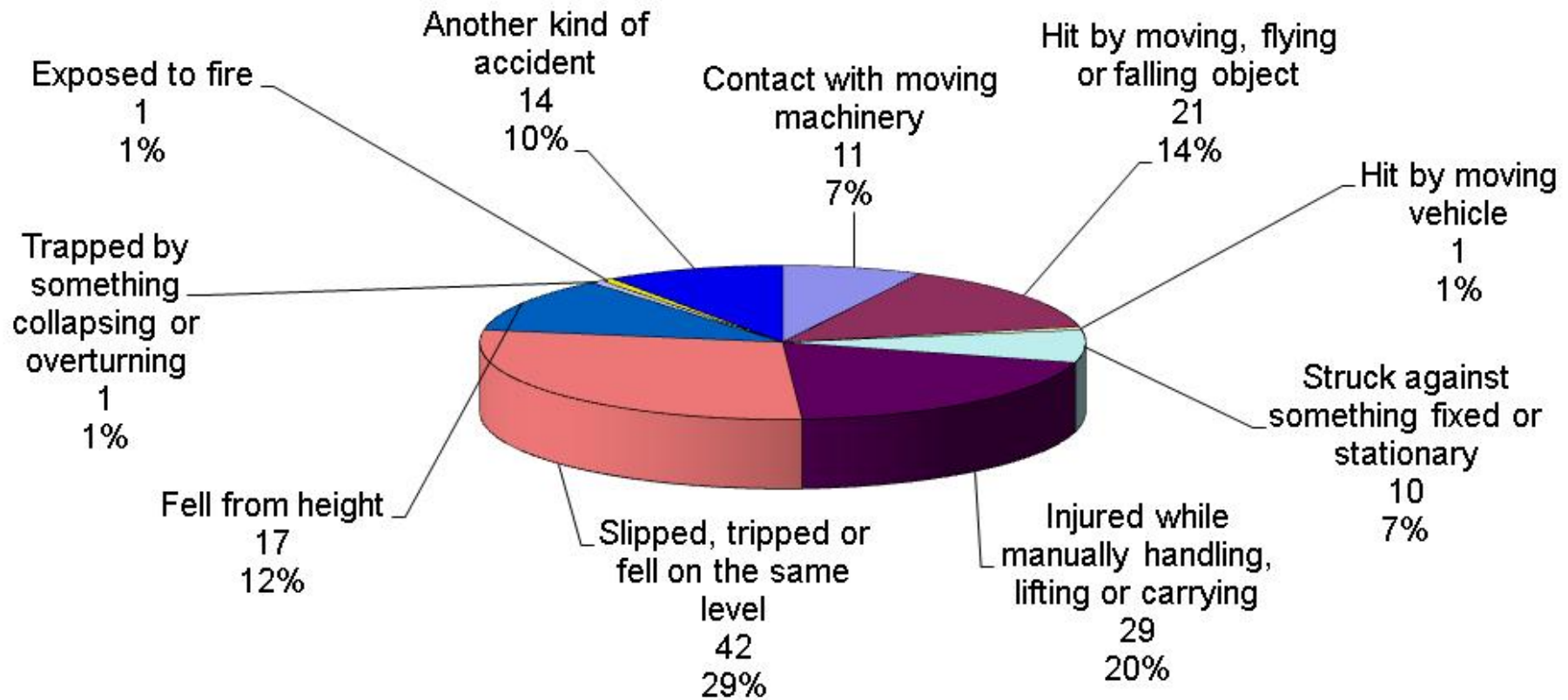
## Charter Signatory Organisations - major injuries to sub-contractors between April 2009 - March 2010



### Charter Signatory Organisations - Over 3-day injuries to *direct employees* between April 2009 - March 2010

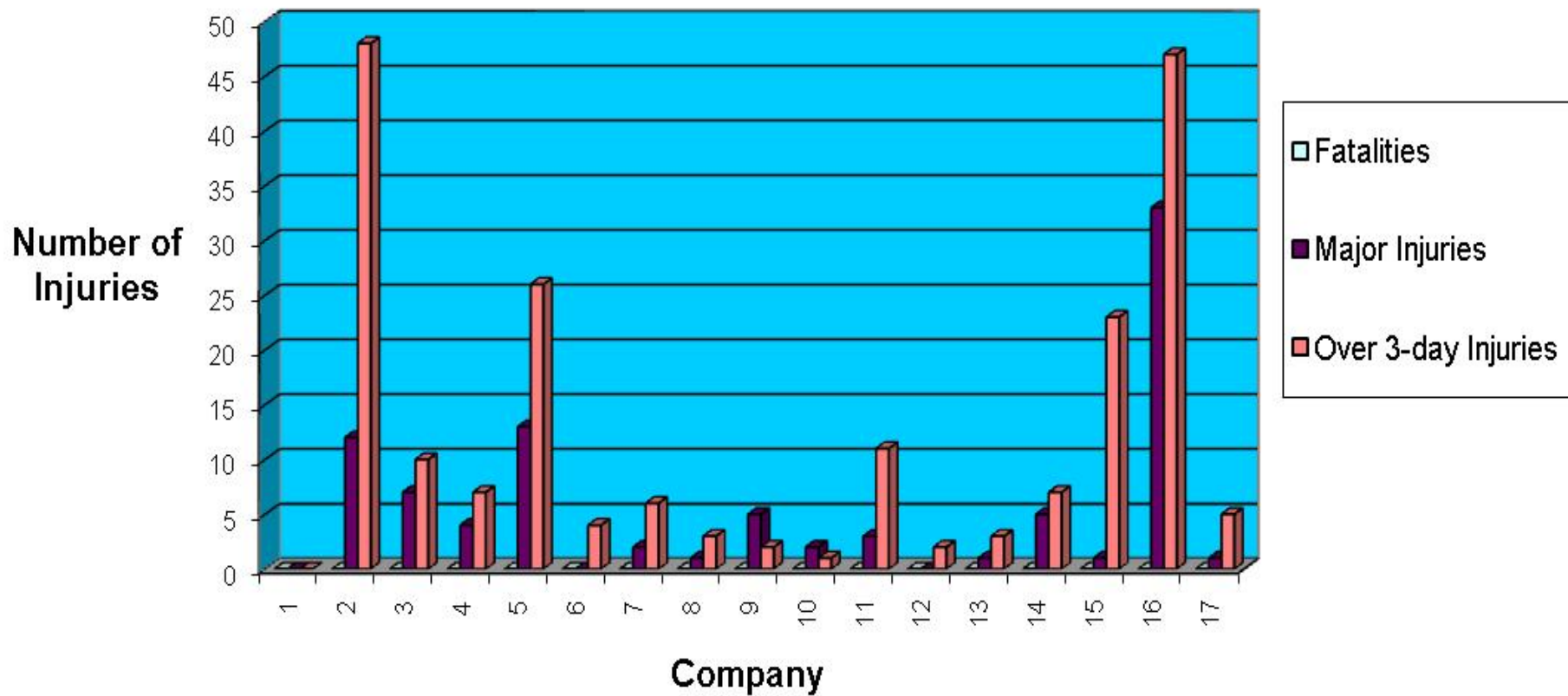


### Charter Signatory Organisation - Over 3-day injuries to *sub-contractors* between April 2009 - March 2010

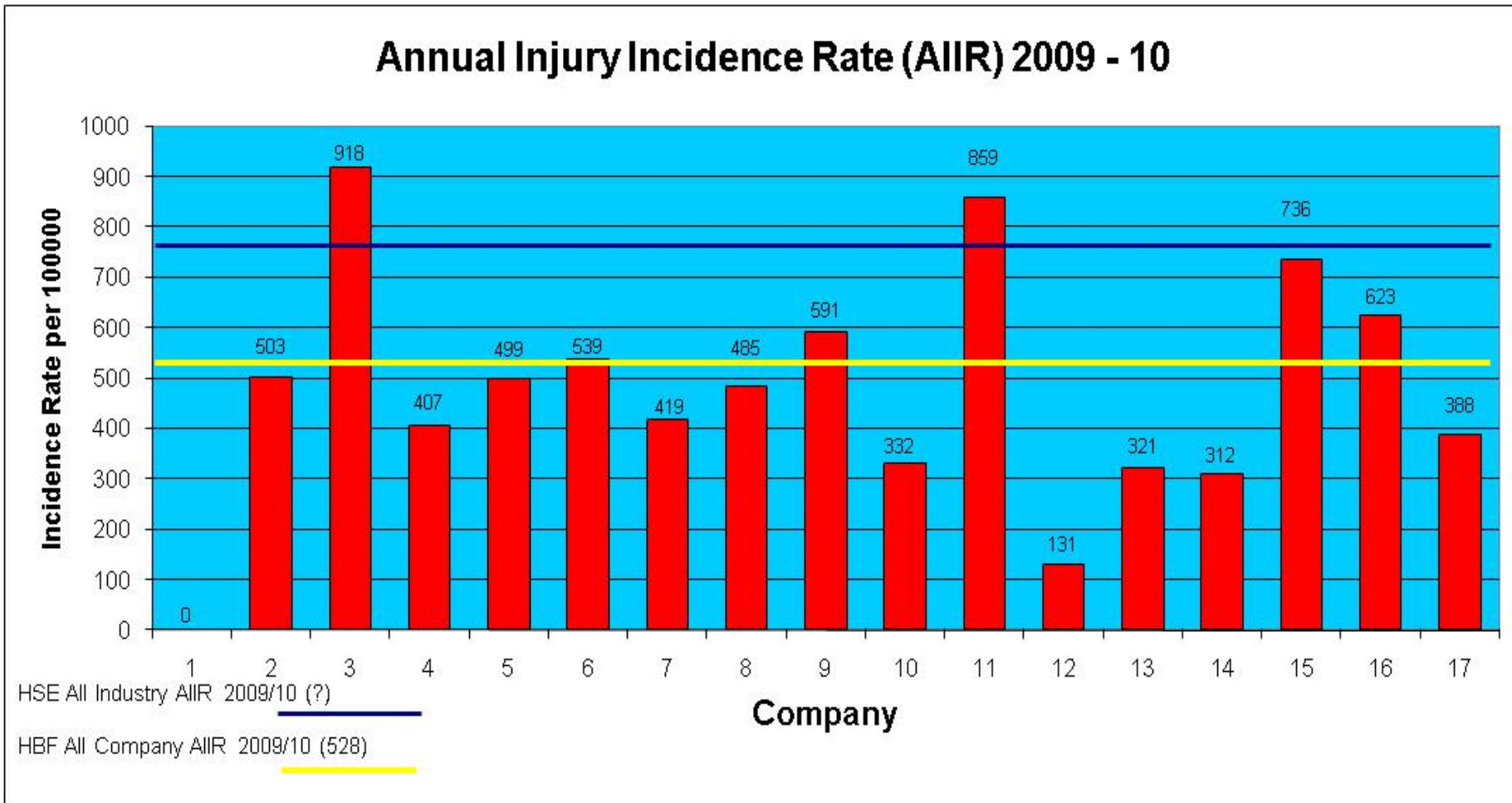




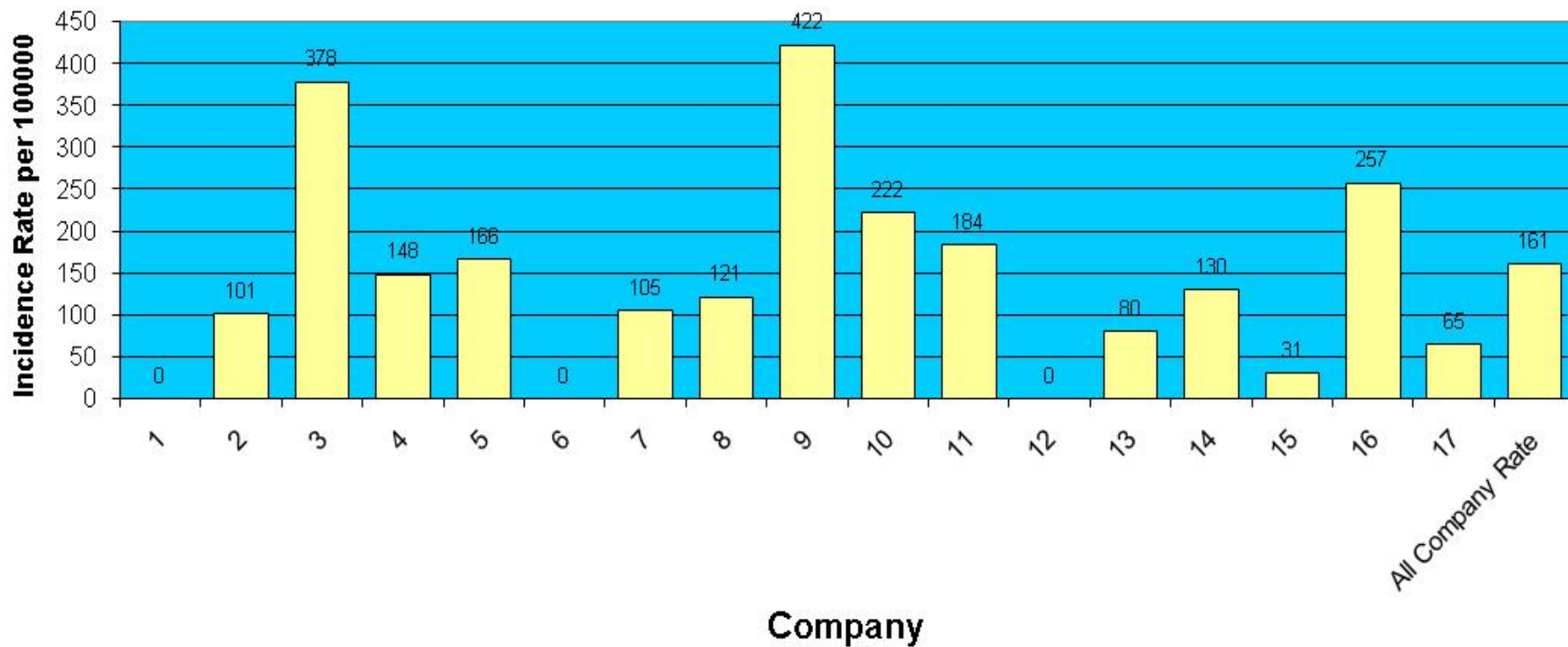
## Reportable Injuries per Organisation April 2009 - March 2010



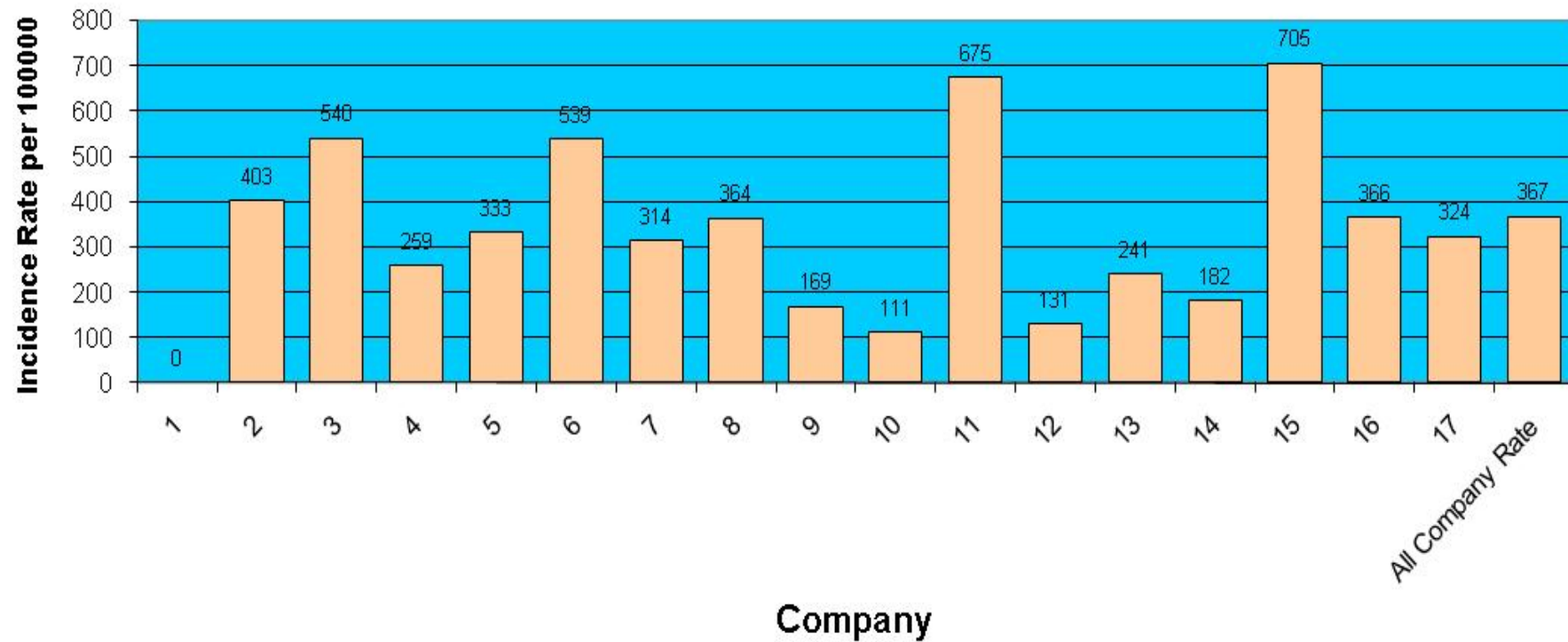
### Annual Injury Incidence Rate (AIIR) 2009 - 10



### Major Injuries & Fatalities Incidence Rate for All Workers April 2009 - March 2010



### Over 3 Day Incidence Rate for All Workers April 2009 - March 2010



## HBF 2009 Slips, Trips and Falls Campaign

- Response from  
Barratt, Bellway, Bovis, Crest Nicholson, Miller, Morris, Redrow,  
Taylor Wimpey, Yuill, Keepmoat & Persimmon

- % Coverage of briefing/TBT process  
Average 2009/10 Q1+Q2 population 43,527  
Report number briefed 22,927

= 53% of Workforce

- Performance measure:  
2008/09 : 148 slip, trips, fall RIDDOR  
: 508 slip, trips and fall Non RIDDOR  
Average population 47,960

2008/09 RIDDOR STF Incidence

$$= \frac{148}{47960} \times 100,000 = 309$$

2008/09 ALL STF Incidence

$$= \frac{656}{47960} \times 100,000 = 1367$$

- Performance measure:  
2009/10 : 28 slip, trips, fall RIDDOR  
: 195 slip, trips and fall Non RIDDOR  
Average population 43,527

2009/10 RIDDOR STF Incidence

$$= \frac{28}{43527} \times 100,000 = 64.32$$

(5 companies)

2009/10 ALL STF Incidence

$$= \frac{213}{43527} \times 100,000 = 489$$



James Donaldson & Sons Limited

# Unloading of Trusses Update

**Presentation by  
Mark Murphy  
Integrated Systems Manager  
Donaldson Timber Engineering Ltd**

# What do we want to cover?

- Cover the background of Safety related issues
- Explain customers pressures
- Show what DTE have done so far
- Why we are going further

# Health and Safety Stats.

- 77 work related deaths in Construction in 2007
- 28% higher than year before
- 30% are falls from height
- 21% are falling objects





# Common Problem?



# Common Problem?



# Common Problem?



## So Why do this line of Work?

***"A ship is safe in harbour, but that's not what ships are for."***


*William Shedd, Theologian, 1820-1894*

- **Its time to stop using Health and Safety as a reason not to do something !!!!!!!!**

**So what's been done?**

# Safety background

- Guidance Notes on responsibilities written in association with the Trussed Rafter Association/HSE

TRUSSED RAFTER ASSOCIATION 

PRODUCT DATA SHEET Sheet No.9 May 2007

## HEALTH & SAFETY POLICY FOR THE LOADING, HAULAGE, DELIVERY AND ERECTION OF TRUSSED RAFTERS ON SITE - *A definition of responsibilities*

(These Guidelines have been developed in association with the Health & Safety Executive as a voluntary code of practice for the Trussed Rafter industry)

### Loading Trusses

The Truss Fabricator will either be responsible for in-house haulage or for selecting a competent Haulier. In either case he shall ensure that trailers suitably adapted for the safe delivery of trussed rafters are used.

The Truss Fabricator will be responsible for providing the Contractor with details of the weight, physical dimensions, configuration and layout of the trusses to be delivered in advance of delivery.

Details concerning weights of bundles of trusses and their banding will be provided by the Truss Fabricator at time of delivery.

**NOTE 1** - For TBA members only a spreadsheet assessment for the loading of vehicles is available from the TBA Members Only website (see H & S Notes 6)

### Haulage of trusses

Where haulage is not to be provided in-house, the Truss Fabricator is responsible for the appointment of a competent Haulier. Competent in this context will mean a Haulier that complies with all legislation and provides all the drivers to be employed in delivering trusses with both general and product related training.

The Truss Fabricator will ensure that every driver has received suitable Health and Safety training before being allowed to leave the truss fabrication yard.

**NOTE 2** - For TBA Members use only see R & S Notes 7, 'Check List for Hauliers of Trussed Rafters' and 'Driver Induction Training Including Driver Code of Practice' both available as downloads from the TBA Members only website.

### Unloading, transport on site and storage of trussed rafters

The Contractor is responsible for preparing a safe working method for the unloading, transport on site and storage of trussed rafters (See NOTE 4 over).

Should the safe working method identify any unusual requirements the Contractor should notify the Truss Fabricator before delivery.

The Contractor is responsible for the provision of appropriate equipment and manpower to comply with this safe working method and for the training of the manpower and maintenance of the equipment.

The Contractor is responsible for providing suitable access for the truss delivery lorry, level hard-standing for unloading and the provisions for the safe separation of pedestrians from the delivery and off-loading process.

Where a crane is used to off-load the Contractor is responsible for providing a slinger/bankman suitably trained in off-loading trusses. The hiring of the crane is the Contractor's responsibility.


If asked by the Contractor the Truss Fabricator and the Haulier will, where appropriate, cooperate in the development of a safe working method for these activities.

**NOTE 3** - If the contract is for the supply and erection the Truss Fabricator may undertake responsibility for crane hire, in which case he will also be responsible for providing competent operators and for developing a safe working practice.

Whilst on site the safety of the delivery driver shall be the responsibility of the Contractor. However, the delivery driver shall be empowered to refuse to off-load if any aspect of the safe working method is contravened such that health and safety is compromised.

# Safety background

- Haulage Driver Induction Training written with the HSE. Every DTE lorry driver has received this training.



**DONALDSON**  
**TIMBER ENGINEERING**


In association with

---

**Haulage Contractor**

**Driver Induction Training**  
including  
**Driver Code of Practice**

This booklet has been written in conjunction with the Trussed Rafter Association.



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**Acknowledgement Form**

I acknowledge that I have read, understood, and am aware of the foregoing Code of Practice and undertake and agree that I shall at all times observe and conform with each and every provision of the said Code of Practice.

I have enclosed a copy of my answers to the questionnaire.

Name : *John Mackinnon*  
Signed : *John Mackinnon*  
Company Name :  
Company Address : *ROBERT SULLIVAN TRANSPORT LTD  
TOLLPARK TRANSPORT CENTRE  
MURRODGE, BUCHHAVEN  
FIFE, KY9 1JH*  
Date : *15-1-09*

On completion, please return to:  
Integrated Systems Manager  
James Donaldson & Sons Ltd  
Sully A  
Haig House  
Haig Business Park  
Markinch  
Fife  
Scotland  
KY7 6AQ

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James Donaldson & Sons Ltd  
Complementary Questions

Task Instruction: *A2* Driver Code of Practice  
Name: *John Mackinnon*  
Review Date:

Passive safety (the correct answer is the following, unless the question states otherwise)

Question 1: What poses the highest risk of injury associated with this task?  
 A: Falls from heights/items falling from vehicles  
 B: Fire and explosion  
 C: Construction Design and Management Regulations  
 D: Soling by coffee at a cafe  
 Answer: *A* Score: *1*

Question 2: What would be the preferred method of offloading?  
 A: Throw them off the side of the lorry - then it is not my problem  
 B: Roll them down the steps to the path  
 C: Uncontrolled tumbles - Either: Crank of Forklift  
 D: 1 ton at a time  
 Answer: *B* Score: *1*

Question 3: After the delivery is complete, what do you do?  
 A: Secure the rest of the load from the ground, and get drivers side strapping  
 B: Turn off the engine and get drivers side strapping  
 C: Turn off, check the beam on the ground strapping  
 D: Collect a box on the way home, and drop it into the lorry  
 Answer: *A* Score: *1*

Equipment PPE that are required for this task:  
 Pedestrian  
 Falling Objects  
 Chain Saw  
 Overhead Lifting Equipment  
 Hub Operation  
 Vehicle Curtain

Page 1

Page 2

Driver Code of Practice      Version A/2      Page 5

# Safety background

- Method Statements developed to define Safe System of Work.
- Every DTE lorry driver has received this training.





# Safety background

- Article in Roadway (Road Haulage Association magazine)

## ROADWAY DRIVERS

The Trussed Rafter Association reports that health and safety for drivers moving roofing beams and rafters has become a major concern. This follows a number of serious incidents and a fatality

Mark Murphy, integrated systems manager at Donaldson Timber Engineering and chairman of the Trussed Rafter Association's (TRA) health and safety committee, believes that the health and safety of drivers delivering truss rafters is paramount.

He says that this applies whether they are an employee of the truss fabricator or a subcontracted haulage company. 'They are the most vulnerable member in the supply chain,' Murphy says. 'They often have no knowledge of the complexity of the product they are delivering and no knowledge of the site where the delivery will be offloaded.'

Although falling from heights is the most obvious danger, there are other health and safety hazards associated with handling roof trusses. Careless unloading of trusses from the lorry, for instance, has been the cause of several accidents, some of them severe. Here, responsibility is often misunderstood says Murphy. 'It is clear to me that, because the unloading of trusses from the fabricator's lorry occurs on site, the process remains the responsibility of the truss company's customer, namely the contractor.'

Typically, trusses are loaded onto trucks in a level yard and bundled together so the right trusses can be offloaded safely. The fundamental requirement on site is for the contractor to provide a similarly level hard standing for the delivery vehicle, appropriate equipment for offloading and, most importantly, competent labour to carry out the offloading process. The delivery driver's responsibility is limited to understanding how the trusses have been bundled and the weight of each truss type and conveying this information clearly to site staff.

The TRA adds that too often truss deliveries arrive on site to find uneven parking, no provision for mechanical off-loading and inadequate labour. The delivery driver, often a subcontracted



Sites should provide a strong, level surface and appropriate equipment for unloading

## HEALTH & SAFETY



Truss makers are urged to ensure delivery drivers have been trained to load and unload

## Raising the roof about site safety

The Trussed Rafter Association is promoting a training programme to reduce the number of drivers hurt on construction sites

haullier, is then faced with the invidious choice of observing – or even taking part in – unloading the trusses unsafely or driving off with his load still on the lorry.

It is a brave and exceptional driver who refuses to allow the trusses to be off-loaded in such circumstances. But if he does allow it, does he put his employer at risk of prosecution if an accident occurs?

TRA has been in discussion with the Health and Safety Executive (HSE) to iron out dilemmas such as these. The HSE has tasked investigating officers with examining this supply chain.

The TRA's aim is to promote a greater understanding of safety risks relating to trusses on site and to formally resolve the division of responsibility between the truss fabricator and contractors as an industry-wide accepted principle.

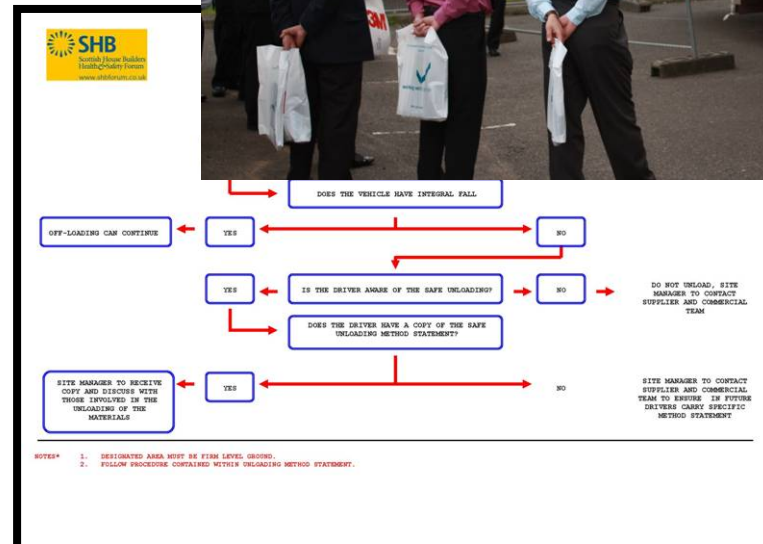
Another current issue is the practicality of a certification scheme for truss lorry drivers; very much like the structure already in place for fork-truck drivers. 'If the trussed rafter industry is to demand more awareness from the contractor of the requirements for off-loading trusses, then truss fabricators must play their part by only using competent delivery drivers,' comments Murphy.

The results of these discussions with the HSE have culminated in two clear and precise pieces of guidance. These comprise a Health and Safety datasheet (PDS 9), which has been endorsed by the HSE, and a product-specific training programme, which contains the correct procedures for initial arrival at a customer's premises, completion of delivery, and guidance for the unloading process. Murphy adds: 'If your truss rafter fabricator has not provided you with this training, please ask them to.'

For more information on the Trussed Rafter Association go to: [www.tra.org.uk](http://www.tra.org.uk)

# Scottish House Builders Forum

- Demonstrated colour coded banding at Livingston.
- Promoted the use of the SHB Flowchart



# Trojan Horse

- Lorries marked with Safety Information
- Labels pictographic



# Safe Unloading systems

## Unloads by Forklift

- Colour coded banding – installed at all sites
- Cutting Poles installed with all drivers on all sites



# Crane Unload - The Problems

- Crane offloading is a high risk process.



# Crane Unload - The Problems

- Crane offloading is a high risk process.
  - Position Fall Arrest systems around vehicle



# Crane Unload - The Problems

- Crane offloading is a high risk process.
  - Position Fall Arrest systems
  - around vehicle
  - The Slinger has to climb the load
  - They break the binds
  - They push the trusses apart to attach the sling
  - They reach under to grab the sling
  - They walk back down the trusses



# Solutions Explored

- Pull through banding
- Thick banding
- Standard reusable slings
- Sacrificial Straps



# DTE's Solution

- Sacrificial straps attached in the factory.
- Straps secured to the lifting point, and the slack attached as low as possible.



# DTE's Solution



- Driver cuts the bind attaching the slack, which can now be reached from the side of the lorry.

# DTE's Solution



- Slinger attaches the slings to the crane.

# DTE's Solution



- Crane takes slack. Driver cuts binds securing trusses to the lorry. Crane lifts off

# DTE's Solution



- Crane puts trusses right onto the roof/to compound. Straps left on the trusses until complete.

# Benefits

- No-one stands on lorry
- Safer – no-one in area
- Quick Unloads
- Low cost straps
- No Alternative solutions required

# Alternative Solutions



# Alternative Solutions





# Alternative Solutions



# Solutions



# Summary

- Listened to customers concerns
- Put the risks of injury first
- Implemented solutions to aid Drivers/Site Workers
- Written Method Statements to assist the drivers to demonstrate the SAFEST way of working

## 5 Priority Workstreams

- Asbestos Licence Holders
- Small sites
- Refurbishment
- Homebuild
- Major Projects

## 5 Generic risks to be considered at all site visits

- Welfare
- Site transport
- Work at height
- Asbestos
- Good order

## Priority Workstream 4 – Homebuild

Target audience – large national & regional homebuilders, medium homebuilders, small developers

- Large national/regional firms maintain recent improvements through any upturn in the industry
- Increased adoption of guidance on timber framed buildings
- Small homebuilders understand their duties under CDM and are competent to manage work on their sites

## Large firms

- have plans to improve H&S performance including specific director leadership actions to achieve them
- have better understanding of benefits of worker engagement
- take on greater leadership role within the industry
- understand the need to manage health risks in the same way as safety risks and use occ health service providers intelligently



## The industry

- manages the use of cranes effectively
- manages site transport, including the use of excavators with quickhitches effectively
- small developers understand their CDM duties and in particular the expected standards for competence, welfare and good order
- Designers/constructors of timber frame structures manage the risks from falls, fire, structural stability and manual handling

CDM dutyholder trackback  
Contractor competence  
Worker engagement  
Leadership  
Respiratory Risks - Respirable Crystalline Silica  
Lifting - especially tower cranes  
Fire inc timber frame (consider falls, structural stability and manual handling)  
Manual Handling  
Temporary works  
Roofwork  
Improving dutyholder compliance



# Home Owners

## Health, Safety and Environmental Information

The following information has been compiled by your house builder to give you:

- Some general information about your home
- Some details of the health and safety aspects relating to the maintenance of your home

This information is to be read in conjunction with all the other documents supplied to you (for example, manufacturers' manuals, NHBC 'Guide to your new home' etc).

Most of this information forms the Health & Safety File for your home as required by the Construction (Design & Management) Regulations - please ensure that this document is kept in a safe place so that it is available for any maintenance or re-design that is undertaken on this property, as well as any new owners in the future.

### This document refers to:

*Development Name:*

*House Type:*

*Plot Number:*

*Plot Postal Address:*

### Builders Details:

*Builders Name:*

*Address:*

*Telephone Number:*

*Fax Number:*

**Builders NHBC No:** *Insert NHBC No here*

**NHBC Buildwork No:** *Insert NHBC Buildwork No here*

**Date of issue:** *Insert date of issue here*

### Construction details of your home:

**Contamination:** *Select from drop down*

*If required - additional information can be added here*

**Foundation:** *Select from drop down*

*If required - additional information can be added here*

**Ground Floor Type:** *Select from drop down*

*If required - additional information can be added here*

**Upper Floor Type:** *Select from drop down*

*If required - additional information can be added here*

**Building Structure:** *Select from drop down*

*If required - additional information can be added here*

**External Walls:** *Select from drop down*

*If required - additional information can be added here*

**External Finish:** *Select from drop down*

*If required - additional information can be added here*

**External Cavity Spaces:** *Select from drop down*

*If required - additional information can be added here*

**External Insulation:** *Select from drop down*

*If required - additional information can be added here*

**Internal Walls** *Select from drop down*

*If required - additional information can be added here*

**Renewable Energy** *Select from drop down*

*If required - additional information can be added here*

**Gas Flues** *Select from drop down*

*If required - additional information can be added here*

**Roof Structure:** *Select from drop down*

*If required - additional information can be added here*

**Roof Insulation:** *Select from drop down*

*If required - additional information can be added here*

# Home Owners

## Health, Safety and Environmental Information

### Service Details of your home:

	Water	Electricity	Gas	Telephone	Digital
Colour of underground service	Blue	Black	Yellow	Grey, White or Green	Green
Location of stop valve / main switch	<i>Insert info here</i>	<i>Insert info here</i>	<i>Insert info here</i>	<i>Insert info here</i>	<i>Insert info here</i>
Location of meter	<i>Insert info here</i>	<i>Insert info here</i>	<i>Insert info here</i>	<i>Insert info here</i>	<i>Insert info here</i>
Point of entry into dwelling	<i>Insert info here</i>	<i>Insert info here</i>	<i>Insert info here</i>	<i>Insert info here</i>	<i>Insert info here</i>

If services are less than 300mm deep within the garden area then the builder will attach a plan indicating their approximate position. The colour of underground services within the garden area is given in case they are accidentally exposed. Although this is unlikely, care should be exercised when digging near service entries to the house or deeper than 300mm elsewhere.

### Electrical circuits are identified on the consumer unit.

The consumer unit is located: *Insert location here*

Electrical circuits or sockets that are protected by Residual Current Devices (RCD's) and suitable to supply power to garden / external features or equipment are located:

*Insert location of any circuits or sockets suitable to supply power for external use here*

RCD's are highly sensitive safety devices which protect against electric shock. Portable RCD's plugged into mains sockets are an alternative, but these must be tested before each use by means of the test button. Please refer to the manufacturer's manual for instructions on their use.

### Heating

Position of timer / programmer: *Insert position here*

The hot water storage system is: *Select from drop down*

Type of system: *Select from drop down*

Please ensure you follow the manufacturer's requirements for servicing and maintenance. Use competent electrical and Gas Safe Registered contractors.

### Ventilation

*Select from drop down*

### Drainage

*Select from drop down*

### Cleaning & Maintenance.

The specific areas requiring careful consideration are: *Select from drop down*  
*Insert details here*

### Emergency Arrangements

Location of Smoke Detectors: *Insert location here*

Location of CO<sub>2</sub> Monitor: *Insert location here*

Fire doors are located: *Insert location here*

<p><b>CDM duty trackback</b></p>	<p>Ensure adequate arrangements for CDM delivery particularly with clients and CDM-C</p>	<p>Inspectors</p>		<p>Improved awareness of the messages in CDM 2007 relating to clients</p>
<p>Lifting inc tower cranes and mobile cranes</p>	<ul style="list-style-type: none"> <li>Inspectors to prioritise lifting operations at all inspections</li> </ul>	<p>Inspectors</p>		<p>- Tower cranes: compliance with Strategic Forum for Const.(SFTC) guidance                      - Raised competence of erectors, drivers &amp; examiners                      - Mobile cranes: adherence to CPA model conditions</p>
<p>Worker engagement</p>	<ul style="list-style-type: none"> <li>Worker engagement raised on at least 6 sites per B3 to discuss the worker engagement tool</li> </ul>	<p>Inspectors</p>		<p>- Raise awareness of worker engagement</p>
<p>Management of occupational health/reducing health risks – MH, Respiratory Risks  Respiratory Risks</p>	<p>Routine inspection throughout year</p> <p>HSAO promotion of respiratory risks throughout the year</p>	<p>Inspectors</p> <p>HSAOs</p>		<p>- Improved mgnt of health risks</p> <p>- Increased industry awareness and improved control of silica risks</p>
<p>- Lifting                      - Worker engagement                      - Management of OH risks and COHME                      - Fire risks</p>	<p>Regional forums – support sharing of good practice, proactively raise key topics inc cranes, worker engagement, fire</p> <p>Scottish Housebuilders' safety forum: as above plus any work agreed locally on SHADs</p>	<p>Inspectors</p> <p>Inspectors</p>	<ul style="list-style-type: none"> <li>Email update of issues covered to Alan Craddock as appropriate</li> <li>COIN</li> <li>Diary of events</li> </ul>	

[Click link - Matrix](#)

[Click link Contents](#)

**GENERIC RISKS = GOOD ORDER, WELFARE, SITE TRANSPORT, WAH, ASBESTOS RISKS - TO BE CONSIDERED AT ALL VISITS**  
**Poor performance = Where poor performance is identified sustained effort (including repeat visits and notices where necessary)**

<p>LA as client</p> <hr/> <p>Leadership</p>	<ul style="list-style-type: none"> <li>For Public procurement projects, ensure procurement is in line with OGC guidelines, particularly OGC 10.</li> </ul> <hr/> <p>Examining with directors etc. how effective they are at leading health and safety;</p>	<p>Inspectors</p> <hr/> <p>Inspectors</p>	<ul style="list-style-type: none"> <li>Improved performance of public procurement projects and achievement of exemplary performance on site</li> </ul> <hr/> <p>Increased director understanding of the need for their active involvement in and leadership of health and safety</p>
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Red text indicates new topics/activities in 2010/11

[Click link - Matrix](#)

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**GENERIC RISKS = GOOD ORDER, WELFARE, SITE TRANSPORT, WAH, ASBESTOS RISKS - TO BE CONSIDERED AT ALL VISITS**  
**Poor performance = Where poor performance is identified sustained effort (including repeat visits and notices where necessary) should be made to improve the competence and performance of the duty holder.**

4. HOMEBUILD					
Target audience /sector	Also focus on	Activities	Indicative CD Field Resource	Reporting Arrangements	Potential Outcome(s)
<p><b>A) HOMEBUILD</b></p> <ul style="list-style-type: none"> <li>- Large national &amp; regional homebuilders</li> <li>- Medium homebuilders</li> <li>- Small developers <i>(Contact: Alan Craddock)</i></li> </ul> <p>Balance of time on routine inspections throughout the year. inc. any work as directed by NLI plans</p>	<p><b>TIMBERFRAME</b></p> <ul style="list-style-type: none"> <li>- Fire</li> <li>- Temporary works</li> <li>- <b>Roofwork</b></li> </ul> <p>Contractor competence</p> <hr/> <p>Leadership</p>	<ul style="list-style-type: none"> <li>Limited lead inspector work with large national and regional companies</li> <li>SG led joint visits to PCs (details to follow)</li> <li>HSAO Head Office visits to small developers (good order / welfare) and FU visits (will include some inspector time)</li> <li>Site inspections – sites with large timber frame structures using HSE Inspector guidelines and UKTFA guidance</li> </ul> <p>Address competence of those working on projects during site visits</p> <hr/> <p>Examining with directors etc. how effective they are at leading health and safety;</p>	<p>Inspectors contact days</p> <p>CEST Inspectors</p> <p>HSAO</p> <p>Inspectors</p> <p>Inspectors</p> <p>Inspectors</p>	<ul style="list-style-type: none"> <li>COIN (attach letter to COIN note)</li> <li>Email update of issues to Alan Craddock as appropriate</li> <li>Outcome reporting</li> </ul> <hr/> <p>- Sharing good practice</p> <p>- Control of fire risk</p> <p>- Knowledge of health &amp; safety risks, improved standards &amp; awareness of duties</p> <p>- Properly planned work</p> <p>- Sharing good practice</p> <hr/> <p>- An increase in competence, which will enable greater ownership and profiling of risk</p> <hr/> <p>- Increased director understanding of the need for their active involvement in and leadership of health and safety</p>	

4. HOMEBUILD contd....					
Target audience /sector	Also focus on	Activities	Indicative CD Field Resource	Reporting Arrangements	Potential Outcome(s)