



**HBF HOUSEBUILDERS' HEALTH AND SAFETY FORUM  
THURSDAY 4<sup>th</sup> OCTOBER 2012**

**NHBC HOUSE, DAVY AVENUE, KNOWHILL,  
MILTON KEYNES, MK5 8FP**

**NOTES OF MEETING**

**PRESENT**

Andrew Locker	Bloor Homes	Vince Coyle	Barratt Developments
Matthew Stubblefield	Croudace	Bob Sayers	Redrow
Edward Woods	Taylor Wimpey	Tracey Murphy	Bellway
Ian Viveash	Berkeley	David Hudson	Countryside
Steve Dudman	Westleigh	Steve Acaster	Persimmon
Paul Haxell	Bovis	Ken Millar	CALA
Silvo Petrasso	Weston Homes PLC	Steve Allix	Fairview
Chris Epps	NHBC	Barry Oliver	Berkeley Group
Steve Finnigan	Galliford Try	David Bolton	Morris
Dave Hickman	Miller	Dave Sanderson	Story Homes
Norman Macritchie	HSE		

**IN ATTENDANCE**

Dave Mitchell      HBF

**APOLOGIES**

Rick Theaker	Gleeson	Martyn Price	Crest Nicholson
Will Cameron	Keepmoat		

Item	Notes	Action
1.0	<p><b>Welcome and Apologies</b></p> <p>VC welcomed everyone to the meeting and apologies were accepted from those listed above.</p> <p>VC thanked NHBC for providing the venue for today's meeting.</p> <p>As new members were present VC asked everyone to introduce themselves.</p>	
2.0	<p><b>Presentation by Chris Lucas – HSE – Roof Tile Cutting &amp; Silica Dust</b></p> <p>CL was unable to attend the meeting. He will be asked if he can give the presentation at the next meeting due Thursday 24<sup>th</sup> January 2013 @ David Wilson Homes, Solihull.</p>	DH
3.0	<p><b>Notes of Previous Meeting</b></p> <p>The notes from the previous meeting were taken as read with the following matters arising that do not appear as agenda items further on.</p> <ul style="list-style-type: none"> <li>• Silica dust – Some roofing contractors have commented that marking dry before cutting does not work.</li> </ul> <p>Roofing statement from Foster Roofing to be circulated to the group.</p> <ul style="list-style-type: none"> <li>• Electric Gate info – DM to chase</li> </ul>	DM
4.0	<p><b>Contact List</b></p> <p>Updated contact list circulated with the meeting notes. As always DM asked the group to check that their details were correct. Any incorrect information to be sent to Rosie.</p>	All

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5.0	<p><b>CONIAC Update</b></p> <p>CDM Review</p> <p>PH informed the group that;</p> <ul style="list-style-type: none"> <li>• CDM stakeholder panel was due to meet on 4<sup>th</sup> October and PH will feedback to the group. There were fundamental changes to be made to assist with compliance on small sites.</li> <li>• The HSE priority areas are <ul style="list-style-type: none"> <li>Small Sites (30%) - implementing the Small Sites Strategy</li> <li>Refurbishment (25%)</li> <li>Asbestos (20%)</li> <li>Major Projects/large dutyholder pilot (10%)</li> <li>Local Priorities (15%)</li> </ul> </li> </ul> <p>CSCS</p> <p>A substantial review is under way surrounding this. There may be a place on the CSCS board for a housebuilder.</p> <p>Restructuring of CSCS card process could take into consideration other associated card schemes.</p> <p>TM tabled a document prepared within Bellway concerning plant operators cards and VC will pass on to the HBF CSCS coordinator</p>	<p>PH</p> <p>VC</p>
6.0	<p><b>Guidance/Sub Group Updates</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Charter</li> </ul> <p>Charter has been approved by the MSC and will be formally launched in early November with appropriate press releases etc. A letter from Stewart Baseley to be sent out to CEOs of all companies who have signed up to this revised charter.</p> <ul style="list-style-type: none"> <li>• Charter Action Plan</li> </ul> <p>Items on the current action plan were discussed and monitored against the action plan programme.</p> <p>It was suggested that the group should review the Action Plan and look to what would need to be in the action plan for next year (2012/13). A form of bar chart tracking progress would be a useful tool to aid reviewing work.</p>	<p>DM</p> <p>VC</p>

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	<ul style="list-style-type: none"> <li>• Manouvering of Roof Trusses – Feedback from Truss Rafter Association</li> </ul> <p>VC confirmed that he had met with the Truss Rafter Association regarding maneuvering of trusses and they agreed to review their methods of securing loads to vehicles and the overall weight of packs.</p> <ul style="list-style-type: none"> <li>• Supervisors Competency</li> </ul> <p>Copy of draft document was sent out with papers for the meeting. Comments noted on draft were discussed and the document will be firmed up and finalised. This will need to be considered by the Majors sub-group and will be reviewed on an annual basis.</p> <ul style="list-style-type: none"> <li>• Utilities Code</li> </ul> <p>This was sent to UKCG and response was in the meeting papers. Generally willing to support this but they raised some queries regarding its content and distribution which have been responded to by VC.</p> <ul style="list-style-type: none"> <li>• Medical Fitness of Plant Operators</li> </ul> <p>VC indicated that he had received no comments regarding the guidance and therefore would confirm with the Strategic Forum that HBF supports the document</p> <ul style="list-style-type: none"> <li>• Consortium Developments</li> </ul> <p>Draft template with meeting papers discussed. Checklist to be included in an appendix of the document following which it can be issued for use by members.</p> <ul style="list-style-type: none"> <li>• Home Building Scaffolds</li> </ul> <p>Response from NASC discussed by the group. VC to look further into this and report back to the group.</p>	<p>VC</p> <p>VC</p> <p>VC</p> <p>VC</p> <p>VC</p> <p>VC</p> <p>VC</p>

Item	Notes	Action
7.0	<p><b>Accident Stats Update (including fire stats)</b></p> <p>DM mentioned that he had been asked to talk to the group as to whether rolling stats for over 3 day injuries could be maintained for the coming year as well as the new over 7 day Injuries.</p> <p>This was discussed at the last meeting which decided that we should change to over 7 day injuries to line up with the change made by HSE.</p> <p>The group felt that any member could keep their own company comparisons if they wished but the group on a whole felt that this was not necessary.</p>	
8.0	<p><b>HSE Matters</b></p> <p>NM handed a leaflet out to the group surrounding the HSE's Fee for Intervention and went through it with the group. Inspectors visiting sites, seeing &amp; looking at material breaches will charge a fee dependent upon the time taken. This is based on a rate of £124 per hour.</p> <p>HSE will focus their efforts on projects where there might be an issue. (Refurbishment for example) but housebuilding is not currently high on HSE's priority list due to our past good record.</p> <p>A case study on FFI to be circulated to members.</p> <p>HSE's guidance on the application of fee for intervention HSE47 gives more information about how FFI will work.</p> <p>Members agreed that they will share information surrounding FFI via the form currently used for submission of injury data.</p>	<p>DHu</p> <p>DM/MP</p>
9.0	<p><b>Update to GE 700.</b></p> <p>SA talked to the group on this. GE 700 is being updated and there will be specific industry sections including housebuilding. SA confirmed that a number of members had contributed to the chapter but there were some items that required final update.</p> <p>SA will provide a final draft to members when it is available.</p>	<p>SA</p>

Item	Notes	Action
<b>10.0</b>	<p><b>Fall Prevention Feedback.</b></p> <p>VC circulated document round the group and talked through it with members. Based on comments SA is to respond to the HSE outlining the industry's view on the fall protection provided when installing floor joists or decking.</p> <p>In addition a debate regarding fall protection for roofers concluded that all members would adopt a protocol that the working platform would be set at a maximum of 450mm from the eaves.</p>	<p>SA</p> <p>All</p>
<b>11.0</b>	<p><b>Environmental Issues.</b></p> <p>SA talked to the group about a break in to a site compound which resulted in some diesel being stolen, some leakage from this occurred which found its way into a water course which caused some concern for the EA.</p>	
<b>12.0</b>	<p><b>Consumer Units.</b></p> <p>SA discussed to the group the locking off of CCU with live circuits. Electricians view is that you cannot lock off a live circuit. This was previously reviewed with the HSE and advice was given that due to circuit breakers being available, if there was unequal balance of current either side of the breaker, the switch would isolate the supply.</p>	
<b>13.0</b>	<p><b>Dates for 2013</b></p> <p>Thursday 24<sup>th</sup> January – David Wilson, Solihull  Wednesday 24<sup>th</sup> April - Countryside Properties, Essex, Brentwood.  Tuesday 9<sup>th</sup> July - Persimmon, York.  Thursday 3<sup>rd</sup> October - Miller homes, Derby</p>	