

## Homebuilders Health and Safety Forum Action Log

Area/Project:	Meeting Action Log	Colour	Status	Count
		RED	Due	0
		AMBER	Open	11
Distribution	All members of the Homebuilders Health and Safety Forum	GREEN	Done	1
		Date:	13th June 2014	



Ref	Issue	Action	Resp.	Due	Status	Comment
1	Drugs and Alcohol sample policy	Dave Hickman to provide sample policy and process developed in Miller Homes for consideration by other members	Dhi	16-May-14	Open	
2	Guide to a Scaffold Specification in homebuilding	Final draft to be distributed including designs	VC	16-May-14	Open	Final draft distributed for review. Minor updates requested but further review required with HSE to clarify requirements on falls from height.
3	Work at height - Guidance for home building	Following meeting with the HSE on 30th April, a homebuilders brief on the precautions required for prevention of falls from height to be developed in conjunction with HSE policy team	VC	16-May-14	Open	Drawing of typical fall protection provided including scaffold lifts sent to the HSE. Comments received and being evaluated by VC. Further meeting scheduled with HSE
4	Roof Trusses - Working with Timber Rafter Association	List of potential issues to be jointly considered by the forum and the Timber Rafter Association to be issued to all members and comment provided on the key items to be reviewed provided. Feedback required for the TRA meeting on 20th May	VC	16-May-14	Done	Key items for discussion identified forwarded to TRA w/c 19th May
5	HSE Consultation process	Feedback required from HSE on how they differentiate between large groups such as the forum and individual comments on consultative documents	VC	09-May-14	Done	Response received from HSE on consultation process and issued to the group
6	Safe Step Product by Donaldsons	Info on the Donaldsons Safe Step product to be provided to all members and where possible trials undertaken and info feed back to the roof truss sub-group	VC/All	03-Jul-14	Open	Info provided to members - Feedback to be provided at July meeting
7	Photographs of good practice on Traffic/Pedestrian Management	Any images of good practice in respect of traffic/pedestrian management to be forwarded to Joy Jones of HSE for potential inclusion in HSE guidance	All	30-May-14	Open	
8	Strategic Forum for Construction Plant Safety Group	Contact to be made to ensure Forum has representation on the development of any future guidance documents	VC	30-May-14	Open	Contact made with the Strategic Forum - Update required at July meeting
9	Strategic Forum Plant Safety Group Outreach Meeting	Establish if representative from the forum can attend the Vertikal days event on 15th May	VC	09-May-14	Done	No responses
10	Occupational Health Sub-Group	Briefing on proposed strategy for Occupational Health to be provided for review. NHBC to work with the sub-group to develop strategy and good practice guide. Specific time will be given at the Forum meeting in October 13 to review and consider the approach and strategy for Occupational Health and invite Chris Lucas of HSE to attend and update on regulatory approach and assist with the home builders strategy	DHi/GD	30-May-14	Open	Briefing note issued on 14th May - Feedback on CIS sheets required to working group

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11	CDM Consultation	Sub-group to provide draft response on the consultation document for all members to consider and comment if necessary. Final submission will be agreed by the sub-group and submitted to HSE. All member encouraged to send their own comments in addition to the submission on behalf of the forum	SA/All	30-May-14	Done	HBF response to the consultation issued
12	Temporary Works sub-group	Sub-group to be organised and review temporary works guide for homebuilding	VC	03-Jul-14	Open	
13	Sun Safe	Establish what stock of leaflets etc. we have and inform all where to purchase for issue this year.	VC	16-May-14	Done	Note issued to all and leaflets and posters distributed to those who requested them
14	NHBC Health and Safety Awards	The deadline for entries for the Health and Safety Specialist (Safety professional or group who has contributed) and Strategic leadership (Non safety professional) awards has been extended until 16th May. NHBC have asked if the Forum members could consider if any entry could be submitted	All	16-May-14	Done	Entries closed
15	Slips and Trips campaign	Chris Epps to review if any posters remain in stock from the previous campaign and the cost of producing additional material	CE	03-Jul-14	Open	
16	Injury Statistics	Review of graphs and data to be undertaken following completion of full year of data in the revised format	MP/VC/DM	03-Jul-14	Open	
17	Fees for membership of the Forum	HBF have agreed that fees will no longer be payable and venues etc. will be funded by HBF. Existing fees collected for 2013/14 will be ring fenced and utilised for projects of the Forum	DM	Immediate	Done	
18	Meeting on 3rd July	Meeting to be held in the afternoon at the Hilton Brindley Place, Birmingham. Accommodation is available at £80 per person (paid individually). Those attending the meeting will be provided (if required) with a complimentary ticket for the NHBC health and safety awards on 4th July.	DM/VC	30-May-14	Done	Attendees confirmed nad arrangements for attendance being made with NHBC
19	Home Builders Health and Safety Conference	Proposal to be considered on the value of holding a homebuilders health and safety conference in 2015. Full consideration to be given at the July 13 meeting	VC/DM	03-Jul-14	Open	
		END - insert new lines <b>above</b> here				