

The 45<sup>th</sup> meeting of the Health Safety and Environment Committee will be held at 10:30 on Tuesday 15 March 2016 at CITB Offices, Carthusian Court, 12 Carthusian Street, London EC1M 6EZ.  
Lunch will be provided.

## AGENDA

		Lead
	<b>Opening Business</b>	
10:30	1. To approve the minutes of the 44th meeting, review matters arising/actions. (HSEC/15/M44)	Chair with support from Catherine Wilcock
	<b>Main Items/Purpose</b>	
10:40	2. HSE's new strategy	Gordon Crick
11:10	3. Environment Agency Update	Chair on behalf of Graham Winter
11:20	4. Health Safety and Environment Test Question Sub Committee and Product Review Working Group Update (HSEC/16/45/1)	Seamus Hanna
11:55	5. Health Summit (HSEC/16/45/2)	Martin Coyd
12.10	6. Mates in Construction	Martin Coyd
12:40	7. CONIAC meeting that will be held on the 16th March (HSEC/16/45/3)	Kevin Fear
	<b>Closing Business</b>	
12:55	8. Chair's Any Other Business	Chair
	9. 2016 meeting dates:	
	· 28 July 2016	

The 44<sup>th</sup> meeting of the Health, Safety and Environment Committee (HSEC) was held at 10:30 on Tuesday 10 November 2015 at CITB Offices, Carthusian Court, 12 Carthusian Street, London EC1M 6EZ.

#### PRESENT

Peter Fisher (Chair) : Civil Engineering Contractors Association (CECA)  
Rob Allen : Construction Plant-hire Association (CPA)  
Phil Cullen : Civil Engineering Contractors Association (CECA)  
June Davis : National Federation of Builders (NFB)  
Matthew Ellis : Hire Association Europe (HAE)  
Gareth Guiver : Federation of Master Builders (FMB)  
Susan Murray : Unite the Union  
Keith Prince : Build UK  
Tony Putsman : Construction Industry Council (CIC)

#### CO-OPTED

John Hallam : Simons Group

#### INVITEES

Braden Connolly : Head of Project Management (CITB)  
Jamie Williamson : Product Developer – Digital (CITB)

#### SPEAKERS

Gavin Bye : Costain  
Barry Oliver : Berkeley Group

#### STAFF IN ATTENDANCE

Holly Baker : Developer (CITB)  
Kevin Fear : Head of Health and Safety (CITB)  
Catherine Goakes : HS&E Product Manager (CITB)  
Jason Lake : HS&E Product Developer (CITB)  
Alison Rodgers : Principal Lecturer H&S products, (CITB)  
Sarah Renwick : Corporate Governance Coordinator (CITB)

**APOLOGIES:** Steve Acaster (HBF), Russell Adfield (Health Safety Executive HSE), John Armstrong (CEFNI), Vaughan Bernand (NFDC), Hayley Ellis (FMB), Richard Kane (HAE), John Middleton (CITB), Robert Hudson National Association of Shopfitters (NAS), Dylan Roberts (Build UK), Wayne Sloane UCATT, Haydn Steele Construction Plant-hire Association (CPA), Graham Winter Environment Agency (EA), Shaun Davison Site Safety Plus Developer (CITB), Peter Godsall (Welsh Employers), Simon Mantle (National House Building Council NHBC), and Ian Goodwin British Association of Construction Heads (BACH).

#### ITEM 0: TO APPROVE THE MINUTES OF THE 43<sup>rd</sup> MEETING, REVIEW MATTERS ARISING/ACTIONS (HSEC/15/M43).

0.1 The minutes were approved as a true record of proceedings.

0.2. Para 4.3: following member enquiry it was confirmed that the Site Safety Plus (SSP) suite of courses had been built using worker engagement. Product development groups from the employment/workforce sector would be consulted to ensure that the syllabus was correct and course content was kept under review

0.3. Following the presentation by the Fire Protection Association members were requested to consider the merit of a generic Fire Assessment course and provide details of the fire training they currently provide. Such details had not been received but this research work would continue into 2016.

## ITEM 1: CDM REGULATIONS AND THEIR IMPACT ON INDUSTRY

1.1. **Gavin Bye** Director of Health and Safety at Costain Infrastructure presented the impact of the new CDM regulations from the large employer perspective (Appendix A). His organisation had set up capability in-house to cover the new roles stipulated by the regulations and had employed Project Designers and Project Coordinators.

1.2. It had been generally noted that industry was accepting of the new CDM regulations but, with only six months experience to date, it was a bit too early to give a full assessment of their impact. Most objectives had been similar to 2007; engagement in design and individual competence, simplifying corporate competencies, reducing bureaucracy and getting the construction safety message out to industry. There was felt to be a lack of confidence in some Project Designers to deliver their function due to lack of specialist knowledge in areas but most were now getting involved and beginning to comply with the additional duties of the Project Designer.

1.3. Projects Coordinators had welcomed the creation of a coherent pre-construction phase but otherwise the role had not changed considerably. The new framework was robust and flexible. The problem solving involvement had been an additional benefit but capabilities and competencies had not been fully embedded. Many clients had still been producing 60 page the PAS91 Pre-Qualification Questionnaires (PQQs) and had not taken and Safety Schemes in Procurement (SSIP) requirements on board because many designers and contractors had been wary of reducing paperwork and this change had been proving difficult to embed. Members felt that it would be important to ensure that this practise was stopped because it took focus away from key drivers. The increased benefits of BIM for constructability had been felt to be valid.

1.4. **Gareth Guiver**, Director, Distinction Property Services Ltd had consulted 40 tradesmen, architectural designers, engineers and directors of organisations with which his organisation works, asking them when, where and how they had heard of the new CDM regulations. Most had heard of CDM after April 2015, most through colleagues, some through commercial clients.

1.5. Many had expressed concern at being part of the construction phase plan and the possible implications of being expected to contribute to health and safety on site. Some had chosen not to recognise the Principal Designer role at all and domestic clients remained oblivious of the regulations.

1.6. Of the 40 consulted only two had downloaded the Wizard App and many had continued to complete risk and emergency plans as before. Some contractors had not been requesting construction works plans so they were not being completed; others had been charging a fee to do a CDM work plan. In some instances, the CDM element had been used as a bargaining tool with the client opting to ignore CDM and awarding the contract to the bid that did not include CDM regulations. Many contractors did not see the new regulations as their responsibility or moral duty.

1.7. There were still misunderstandings around the HSE's definition of a 'proportional response' to responsibilities around CDM. Without clear guidance, differences in interpretation had emerged and, despite assurance from one member that a small job required much less paperwork, it seemed that this message had not yet filtered down through the supply chain.

1.8. The Wizard App had been getting excellent feedback and the FMB had been issuing guidance to its members in the form of a 4-page information sheet highlighting CDM regulations. A 'tell a friend' facility was recommended for the Wizard App but members were informed that this functionality was not possible for the Wizard App.

1.9. It was generally felt that information around CDM regulations had been getting to Architectural Engineers, Designers and Contractors who had been questioning their role and it would gradually filter down to designers and main contractors. It had been felt that there was considerable reluctance to adopt at the end of the supply chain and information around CDM needed to get through more efficiently.

1.10. The Chair thanked Gavin Bye (who had had to leave the meeting after his presentation) and Gareth Guiver for their informative research and feedback.

1.11 **Fraud detection in test centres:** Braden Connolly joined the meeting to elucidate on the BBC Newnight programme which had carried out an investigation at three different training centres using undercover 'candidates' fitted with hidden cameras. This had shown candidates being fed correct answers and being issued certificates for tests not undertaken, in exchange for money. These centres had been working under contract to the CITB and the British Safety Council.

1.12. Members were informed that, prior to the programme going to air, these centres and two others had already been suspended as part of the CITB's ongoing programme of work to eradicate fraud. CITB had invested an additional £2.6m so support its fraud enforcement and was working with data to review whether any of the test taken at these centre could be genuine and reliable.

1.13. It was anticipated that 6,000 tests would have to be retaken and CITB would be paying for those tests. Any test not retaken 12 weeks from notifying candidates would be revoked. Site Safety Plus (SSP) tests would be harder to detect because the audit rail was not as deep but CITB would do its utmost to ensure that those with certificates had achieved the correct level of attainment and would be offering refresher courses to candidates which had been through these centres.

1.14. Following member enquiry it was confirmed that these centres would have been suspended without the Newsnight programme. CITB would be taking stringent measures to spot check Test Centres, accelerating the levels of mandatory CCTV in centres, admission policies and quality procedures. Centres that did not comply would be terminated.

1.15. CITB would be issuing an announcement to the whole of industry through key publications and Government agencies and would continue to work with enforcement agencies, the Home Office and Trading Standards. Braden Connolly assured the meeting that CITB had been treating this incidence with considerable importance.

## ITEM 2: TERMS OF REFERENCE 2016

2.1. The existing Terms of Reference had been transferred to the new layout. Following the CITB's review of committees and (ToR) focus groups some generic changes were highlighted, for example, the tenure of the Chair and membership. It was also explained that the role and responsibilities of the Committee would need to reflect CITB's current strategy which may require an additional skills set in the membership.

[Secretary's note: following the meeting Peter Fisher advised CITB Staff that he felt that it

would be appropriate, in line with the revised ToR, for him to step down from the role of Chair after the first meeting in 2016.]

**2.2. ACTION:** CITB staff would revise the ToR for member discussion and ratification at the next meeting. S Renwick

### **ITEM 3: HEALTH SAFETY AND ENVIRONMENT TEST QUESTION SUB COMMITTEE AND PRODUCT REVIEW WORKING GROUP EXECUTIVE SUMMARIES (HSEC/15/44/1)**

**3.1. Test Question Sub Committee (TQSC):** Key elements of the paper were highlighted to members. The overall pass rates for the Management and Professional (MAP) and Health and Safety Test had dipped slightly to 60% and 78% respectively in July 2015 following the refresh of the Health and Safety (H&S) test but the rolling averages remained at 75% for the former and 81% for the latter. The specialist tests with the lowest pass rates were still of concern and points of failure would be looked at in greater detail over the next 12 months. The group retained a watching brief over poor performing questions and had resolved 11 challenges received to questions. The test pass marks had been included for reference, as requested at the last meeting.

**3.2. Behavioural Case Studies (BCS):** The BCS would be five years old in 2017 so it was apposite to start reviewing them now for re-release in 18 months' time. These would be discussed at Item 6.

**3.3. Product Review Working Group (PRWG):** Due to the time pressure of the authoring schedule the September 2015 meeting had not taken place. Core publications and GE707; Safe Start had been signed off 9 September 2015; Construction Site Safety boxed set had been updated. Chapters in Book E (Environment) which accompanied the SEATS course had been updated and Book B had been reorganised and additional chapters to accommodate stress and mental health had been added. Toolbox Talks (TBT) A3 presentation packs is available to purchase now.

All 2016 publications can be pre-ordered now.

### **ITEM 4: CONIAC: TALL BUILDINGS WORKING GROUP**

**4.1. Barry Oliver from Berkeley Group Holdings plc** gave a presentation (Appendix B) which illustrated the London centric urban regeneration of brown field sites now being used to construct tall residential properties. These buildings were much higher than the original definition of 'high rise' which, set 10 years ago was not the 40 and 60 storey buildings being developed now to accommodation housing needs in London.

**4.2. The safety implications of working at height on these towering buildings** were numerous and there was, to date, no official guidance associated with building tall buildings. A working group under CONIAC had been set up to investigate existing information and resources with a view to publishing specific guidance for summer 2016. It was aimed to have draft specific guidance by Spring 2016 identifying key challenges, for example, some tolerances at low level were acceptable but a 4mm gap on a stall structure could have a critical impact on the whole building and offering solutions through case studies

4.3. Most of the existing sources had been found to be research-based. Consideration would also be given to international construction and architectural practises focussing on infrastructure and structure, including fire escapes suitable for 60 storey high buildings. Members felt that a people focus would be required as well as the technical challenges. This was a growing market and it would be important to get the guidance right.

#### **ITEM 5: CONSTRUCTION HEALTH LEADERSHIP GROUP**

5.1. The Construction Health Leadership Group had been set up under the auspices of CONIAC. A broad representation from the top 10 construction companies would be meeting Easter 2016 with a view to focussing on health and its importance in the construction industry and what was required to improve working conditions. The group had received a testimony from an individual who had been made ill by construction.

5.2. These organisations would be key influencers and clear leadership would contribute to the success of the project. It was hoped to make health a focal point across industry encourage employers to take responsibility for the wellbeing of their workforce and manage any confusion between the two.

#### **ITEM 6: DEVELOPMENT OF HS&E TEST BEHAVIOURAL CASE STUDIES(HSEC/15/44/2)**

6.1. The CITB Behavioural Case Studies would be five years old in 2017 and currently had a pass rate of 98% (Appendix C). It had been felt that the BCS would need to be updated and, as the production period would be approximately two years, this work had already started. The review would provide opportunity to improve case study scenarios and introduce modern technological capabilities but members were explicitly requested to separate the 'content' from the 'mechanisms' for the purposes of the research stages of the project. It was expected that there would need to be greater immersive engagement and improved learning outcomes with explanations given for decisions incorrectly made.

6.2. Proposed additions could include hazard perception and fire safety and the use of 360° photography for computer generated graphics which enabled the operator to feel immersed in high risk scenarios and the environment, without risk. The user would be scored on reaction times and the number of hazards perceived.

6.3. The BCS would endeavour to capture the individual responsibilities, awareness and behaviour that that a worker should be aware of to ensure site safety. The BCS would build progressively and, if a question had been answered incorrectly or a hazard missed, the next question would take the operator back over the incorrect question to ensure that the answer is answered correctly. It was felt to be important to test how individuals behaved in 'real life' situations.

6.4. Products could be developed to suit large and smaller organisations in different formats because computer graphics had improved flexibility and adaptability. Ipad and hand held devices could also be enabled.

6.5. Some members felt that Google glasses would not suit everyone because of motion sickness which made them a potential technical barrier and staff should remain aware that those without Android devices could be compromised. It was also suggested that BCS could enhance the Health and Safety test and users should be asked to note good practise as well as bad.

6.6. ACTION: Members were requested to consult the Federations, Organisations and Associations they represent for opinions on the development of BCS and report back to the next meeting or in

advance to [Jamie.williamson@citb.co.uk](mailto:Jamie.williamson@citb.co.uk) . Members.

#### ITEM 7: CHAIR'S ANY OTHER BUSINESS (MEMBERS UPDATES/TOPICS OF INTEREST)

7.1. There was no other business.

#### ITEM 8: 2016 MEETING DATES

8.1. The 2016 meeting dates were agreed and Outlook appointments would be issued:

- Tuesday 15 March 2016
- Thursday 28 July 2016
- Wednesday 9 November 2016

#### SUMMARY OF ACTIONS

ACTION	ACTION BY	PROGRESS
Para 2.2: CITB staff would revise the ToR for member discussion and ratification at the next meeting. S Renwick		
Para 6.6. ACTION: Members were requested to consult the Federations, Organisations and Associations they represent for opinions on the development of BCS and report back to the next meeting or in advance to <a href="mailto:Jamie.williamson@citb.co.uk">Jamie.williamson@citb.co.uk</a> . Members.		

**HEALTH, SAFETY AND ENVIRONMENT COMMITTEE TEST QUESTION SUB COMMITTEE AND PRODUCT REVIEW WORKING GROUP EXECUTIVE SUMMARY**

**HEALTH SAFETY AND ENVIRONMENT TEST QUESTION SUB COMMITTEE**

**Introduction**

1. This paper reports on the performance of the Health, Safety and Environment test from 1 January 2015 to 31 December 2015 inclusive.
2. For this report the full month results for December 2015 are being used, with a comparison to the December 2014 reports submitted last year.

**A. Test performance**

<b>Test pass rates: December 2015</b>		<b>Current month Dec-15</b>	<b>Compare Month to same month last year Dec-14</b>	<b>Compare Month to Year rolling average Full Yr Dec-15</b>	<b>Compare Year to Year rolling average Full Yr Dec-14</b>
<b>Code</b>	<b>Title</b>		<b>Change</b>	<b>Change</b>	<b>Change</b>
OPERATIVES	HS&E Test for Operatives	78%	82% ↓ -5%	80% ↓ -2%	82% → -2%
OPERATIVES-LAB	HS&E Test for Operatives with Labourers award	74%	75% → -1%	75% → -1%	0% ↑ 75%
MAP	HS&E Test for Managers and Professionals	71%	76% ↓ -4%	71% → 0%	76% ↓ -5%
SPEC-SUP	HS&E Specialist Supervisors Test	70%	75% ↓ -5%	72% ↓ -2%	77% ↓ -5%
SPEC-DEM	HS&E Specialist Demolition Test	66%	70% ↓ -4%	66% → -1%	72% ↓ -6%
SPEC-PLUM	HS&E Specialist Plumbing or Gas Test	68%	76% ↓ -8%	71% ↓ -4%	76% ↓ -5%
SPEC-HIW	HS&E Specialist Highway Works Test	64%	78% ↓ -15%	69% ↓ -5%	75% ↓ -6%
SPEC-WAH	HS&E Specialist Working at Heights Test	64%	69% ↓ -5%	65% → -1%	70% ↓ -4%
SPEC-LAEE	HS&E Specialist Lifts and Escalators Test	76%	80% ↓ -4%	81% ↓ -4%	82% → -2%
SPEC-TUNN	HS&E Specialist Tunnelling Test	80%	73% ↑ 7%	74% ↑ 6%	81% ↓ -7%
SPEC-HAPS	HS&E Specialist HVACR Test (HAPS)	70%	74% ↓ -4%	72% → -2%	75% ↓ -3%
SPEC-PFW	HS&E Specialist HVACR Test (PFW)	85%	78% ↑ 7%	78% ↑ 7%	84% ↓ -6%
SPEC-DUCT	HS&E Specialist HVACR Test (DUCT)	74%	71% ↑ 3%	74% → 0%	78% ↓ -5%
SPEC-RAAC	HS&E Specialist HVACR Test (RAAC)	78%	75% ↑ 3%	79% → -1%	79% → -1%
SPEC-SAF	HS&E Specialist HVACR Test (SAF)	67%	75% ↓ -8%	69% ↓ -2%	73% ↓ -4%

3. Average pass rate across all tests in December 2015 was 72%, a decrease from 75% in December 2014.
4. Average pass rate across all tests for 2015 was 73%; the average pass rate for 2014 was 72%.
5. The average pass rate for the Operatives test dropped slightly from December 2014 to December 2015, from 82% to 78%.
6. Pass rates across most HVACR tests was higher in December 2015 than the same month in the previous year.



7. The following specialist test pass rates were lower in 2015 than 2014:

- a. Specialist supervisory test – 75% to 70%
- b. Plumbing test – 76% to 68%
- c. Working at height test – 69% to 64%
- d. Demolition test – 70% to 66%

8. The Health, Safety and Environment specialist tunnelling test was taken by five customers during December 2015.

9. The SSP Tunnelling Safety Training Scheme (TSTS) went live on 1 September 2015 and results for the first four months are outlined below:

#### Tunnelling Safety Training Scheme

	Pass	Fail	Total
Sept	39		39
Oct	37		37
Nov	40	3	43
Dec	8		8
<b>Total</b>	<b>124</b>	<b>3</b>	<b>127</b>

#### Number of tests taken

10. The following table outlines the number of tests taken in December 2015, in comparison to the same month in the previous year. The table also compares full year figures for 2014 and 2015.

<b>Test volumes: December 2015</b>		Current month	Comp to same month	Full year	Comp to Previous Full
<i>Test Overview</i>		<b>Dec-15</b>	last year	<b>Full Yr Dec-15</b>	year
<b>Code</b>	<b>Title</b>		<b>Dec-14</b>		<b>Full Yr Dec-14</b>
			Change		Change
OPERATIVES	HS&E Test for Operatives	23,323	22,759 <span style="color: green;">↑</span> 2%	442,107	453,101 <span style="color: red;">↓</span> -2%
OPERATIVES-LAB	HS&E Test for Operatives with Labourers award	1,660	2,042 <span style="color: red;">↓</span> -23%	28,185	15,056 <span style="color: green;">↑</span> 47%
MAP	HS&E Test for Managers and Professionals	3,779	3,407 <span style="color: green;">↑</span> 10%	52,891	57,359 <span style="color: red;">↓</span> -8%
SPEC-SUP	HS&E Specialist Supervisors Test	966	993 <span style="color: red;">↓</span> -3%	14,672	16,645 <span style="color: red;">↓</span> -12%
SPEC-WAH	HS&E Specialist Working at Heights Test	928	890 <span style="color: green;">↑</span> 4%	16,660	14,815 <span style="color: green;">↑</span> 11%
SPEC-PLUM	HS&E Specialist Plumbing or Gas Test	348	243 <span style="color: green;">↑</span> 30%	5,303	5,401 <span style="color: orange;">↔</span> -2%
SPEC-HIW	HS&E Specialist Highway Works Test	313	287 <span style="color: green;">↑</span> 8%	5,279	4,969 <span style="color: green;">↑</span> 6%
SPEC-DEM	HS&E Specialist Demolition Test	169	184 <span style="color: red;">↓</span> -9%	3,021	2,658 <span style="color: green;">↑</span> 12%
SPEC-HAPS	HS&E Specialist HVACR Test (HAPS)	168	138 <span style="color: green;">↑</span> 18%	3,366	3,107 <span style="color: green;">↑</span> 8%
SPEC-PFW	HS&E Specialist HVACR Test (PFW)	94	77 <span style="color: green;">↑</span> 18%	1,489	1,832 <span style="color: red;">↓</span> -23%
SPEC-RAAC	HS&E Specialist HVACR Test (RAAC)	150	167 <span style="color: red;">↓</span> -11%	2,590	2,597 <span style="color: orange;">↔</span> 0%
SPEC-DUCT	HS&E Specialist HVACR Test (DUCT)	68	65 <span style="color: green;">↑</span> 4%	1,236	1,399 <span style="color: red;">↓</span> -13%
SPEC-SAF	HS&E Specialist HVACR Test (SAF)	12	16 <span style="color: red;">↓</span> -33%	282	294 <span style="color: red;">↓</span> -4%
SPEC-TUNN	HS&E Specialist Tunnelling Test	5	117 <span style="color: red;">↓</span> -2240%	744	1,583 <span style="color: red;">↓</span> -113%
SPEC-LAEE	HS&E Specialist Lifts and Escalators Test	38	65 <span style="color: red;">↓</span> -71%	832	1,334 <span style="color: red;">↓</span> -60%

## B Poor performing questions

11. The test question refresh cycle has recently been completed. In December 2015 there were 15 questions with a pass rate of less than 60%.

12. The 15 questions have all have been reviewed for technical accuracy and redrafted where appropriate. One question of the total of 15 is duplicated across three HVACR tests. Three questions relate to fire extinguisher use.

13. Eight questions were reviewed by the HS&E Test Question Sub Committee; it was agreed these eight questions were factually correct and should be retained and monitored.

## C. Customer question challenges

14. Ten questions had been challenged by customers, which members of the HS&E Test Question Sub Committee and the CITB had already reviewed. The committee were advised of all customer responses to which they agreed.

## HEALTH SAFETY AND ENVIROMENT PRODUCT REVIEW WORKING GROUP

### Introduction

15. It has been decided to re-schedule the Product Review Working Group meeting planned on the 24 February and hold it on the 28 April 2016. A paper was provided as an update on work completed by the HS&E Development Team since the last meeting on the 2 December 2015 and to allow members to prepare for the next meeting.

16. All members were offered a free set of the core publications, those that requested a copy should have received access to those publications.

### Publications update 2016

#### Companion websites

19. The GE 700 and GE 706 companion websites have been substantially refreshed and moved to a new location. Previously, both sites were hidden and only accessible to customers who had purchased the associated printed or digital publication. The companion pages are now hosted as part of the main CITB website ([www.citb.co.uk](http://www.citb.co.uk)) and are available to everyone. This change was implemented as the first step towards making the companion pages more than a resource that complements GE 700 and GE 706.

20. In the future, additional information and tools will be made available on the pages free of charge. The first of which is the complete set of Section G checklists and forms from GE 700. The forms are designed to make the recording of important information and the completion of daily tasks, as simple and efficient as possible.

#### GE700 'Construction site safety'

21. After considerable research the type of paper used for GE700 2016 has been changed. It is 900 grams (17%) lighter than the 2014 publication. This change should result in saving (32 tonnes of paper) around 576 trees per year. The paper is also now sourced solely from PEFC (Programme for the

Endorsement of Forest Certification) certified forests. 264 million hectares of the world's forests are PEFC certified. PEFC's Chain of Custody certification, which is verified by certification bodies, traces timber and forest products through the entire supply chain.

22. GE700 has been amended for 2016 following industry consultation and to reflect changes to legislation and good practice.

22.1. Section A: No changes to this section for 2016.

22.2. Section B: Updated to support the HSE's key construction health risks, including updated information on mental health and stress. Two chapters have been merged (carbon monoxide & dust and fumes, and skin protection & personal protective equipment), to improve readability and remove duplication. The other chapters have been reordered.

22.3. Section C: No changes to this section for 2016.

22.4. Section D: No changes to this section for 2016.

22.5. Section E: Amended for 2016 including information on the release of ISO 14001:2015 – 'Environmental management systems', including detail about the transition. The Energy Savings Opportunity Scheme and Zero Carbon Hub Builders' book have been referenced in this section. Waste hierarchy information in Section E has also been updated.

22.6. Section F: No changes to this section for 2016.

22.7. Section G: No changes to this section for 2016. All interactive digital forms are available to download free of charge from the companion website.

22.8. Section i: Information on the HSE's construction division plan of works has been removed and replaced with information on the HSE's construction health risks.

#### **GE706 'Site supervision simplified'**

23. Content has been updated to reflect changes in legislation and good practice.

24. New chapters have been added for asbestos and demolition.

25. Section B has been updated to support the HSE's key construction health risks, including new information on mental health and stress.

26. Waste hierarchy information in Section E has been updated

#### **GE707 'Safe start'**

27. Content has been updated to reflect changes in legislation and good practice.

28. New chapters have been added for asbestos, lifting operations and plumbing.

29. The health and welfare chapter has been updated and additional content has been included on stress and mental health.

30. Content in both the working at height and dust and fumes chapters has been extensively refreshed.

#### **XA6**

31. A reduced number of self-study exercise questions across all areas. A total of 14 questions have been removed.

32. The Site Safety Plus course portfolio list and SMSTS scheme rules have been removed and can be accessed on the Cskills Awards website using augmented reality (AR).

33. All six case studies have been updated in line with CDM2015. The case studies one and two are available to purchase in packs of ten for trainers wishing to use only those case studies.

#### **Publications plan of work for 2016/17**

34. Chapters C, F and (i) will be updated from GE700

35. The remaining core publications GE706, GE707 and XA6 will receive an annual refresh

36. GE700 toolbox talks will be updated for 2017 (it wasn't refreshed for 2016)

37. The DVD library has been reviewed it is anticipated that a plan of works will be presented at the next group meeting in April.

38. GE708 – Safety on piling sites – conversation has commenced with the Federation of Piling Specialists on the update of the publication.

39. The remaining publications portfolio will be reviewed and either updated or a new product will be identified for development this will be discussed in April.

#### **Behaviour case study proposal**

40. At the Product Review Working Group meeting in December, Jamie Williamson presented a paper to the group on the proposals for the behavioural case studies of the HS&E test. The draft summary of the proposal is attached at Appendix A.

41. The draft proposal is being discussed at the next HS&E Test Question Sub Committee meeting. It is anticipated that further research will be undertaken and additional options will be considered.

#### **Site Safety Plus (SSP) update**

42. A review has commenced of SSP the Site Safety Plus product team and an update will be provided at the next meeting in April 2016.

#### Transform update

43. Catherine Goakes (HS&E Product Manager) will be leaving the organisation on the 11 March 2016. Jason Lake (HS&E Product Developer) will continue to support the PRWG. Catherine's replacement will attend the meetings going forward and it is hoped they will be in attendance for the meeting in April.

#### Recommendations

44. The Health, Safety and Environment Committee is invited to:

44.1. note the reports and provide feedback on test performance and volumes

## HEALTH SUMMIT

1. CITB, as part of the Health in Construction Leadership Group (HiGLG), supported The Construction Health Summit that was held on 21 January 2016. CITB provides on-going support to industry to help companies to both recognise and address other causes of ill health, through our courses and publications. These include breathing and lung problems caused by exposure to dust and diesel emissions; dermatitis caused by hazardous substances; ill health caused by noise and vibration as well as back injuries and upper limb disorders.
2. Occupational cancer in the construction industry currently accounts for over 40% of cancer deaths and registrations in the workplace. The most significant cause of these cancers is exposure to asbestos (70%) and silica (17%).
3. With research showing that most occupational ill health is preventable, the purpose of the summit was to get the commitment from the CEOs of the top 150 construction companies to make the changes that are needed within their own companies and within the wider industry to ensure employees have long, healthy and productive working lives.
4. Every year, the construction sector loses 1.2 million working days due to work-related ill health, yet with an unprecedented number of major projects in the pipeline, the demand for construction workers is greater than ever. Construction leaders are being asked to seek ways to ensure this demand is met by maintaining a healthy, productive workforce.
5. The Construction Health Summit will be followed up by a second “workshop” event that is being planned for the 21 April 2016 and will be held at the Excel Centre, London. The CEOs provided both their commitment and the name employees within their companies who will attend the April event.

### Recommendation

6. The Health, Safety and Environment Committee is invited to note the report.



**BY INVITATION ONLY**

# Chief Executive Breakfast Health Summit

The Health in Construction Leadership Group invites you to the Construction Health Summit “Committing Construction to a Healthier Future”

**Thursday 21 January 2016**

8:00am – 11:00am

**The Royal Institution of Great Britain**

21 Albemarle Street, London, W1S 4BS

Please RSVP by 18 December to

[kim.brearley@landsecurities.com](mailto:kim.brearley@landsecurities.com)

Over the past few years we have all made really important steps forward in workplace safety. But when 100 times more UK construction workers die from occupational disease than die from accidents it's vital that the industry looks at what more can be done to improve health as well as safety. That's why Balfour Beatty is proud to be part of the new Health in Construction Leadership Group and why I will be attending their first Chief Executive breakfast summit in January.

Workplace related health problems create a huge cost to staff and their families and the whole construction industry. I hope you will join me at this important Summit and help design a healthier future for everyone.

**Leo Quinn**

Chief Executive, Balfour Beatty



## AGENDA

**8:00am:** Arrival, breakfast and refreshments

**Welcome:** Heather Bryant, Balfour Beatty

**Simon's Story:** Simon Clark, who formerly ran his own successful electrical contracting company, will explain how he contracted mesothelioma and why he now warns others to be aware of construction health risks.

**Judith Hackitt CBE,** Chair, Health and Safety Executive

**Andrew Wolstenholme OBE,** Co-Chair, Construction Leadership Council and Chief Executive Officer, Crossrail

**Professor Sir Malcolm Grant CBE,** Chairman, NHS England

**Justin Tomlinson MP,** Parliamentary Under Secretary of State for Disabled People with responsibility for Health & Safety

**Andy Mitchell CBE,** Chief Executive Officer, Thames Tideway

**Leaders feedback:** Comments from the floor

**Closing remarks:** Steve Hails, Crossrail

**11:00am:** Summit close



## CONIAC MEETING THAT WILL BE HELD ON THE 16TH MARCH

### Introduction

1. This paper informs members of the agenda and supporting papers for the CONIAC meeting the day after the Health, Safety and Environment Committee.
2. CONIAC will be reviewing its constitution and the agenda, minutes and papers are attached at Appendices A, B, C and D for the HSEC to discuss, so that their views may be represented at the meeting.

### Recommendation

3. Members are invited to contribute advice and guidance to the Reverend Kevin Fear who will represent views on their behalf.

<b>Open Government status:</b> Fully open	<b>Agenda for meeting:</b> M1/2016
	<b>Meeting date:</b> 16 March 2016

**HEALTH AND SAFETY EXECUTIVE  
CONSTRUCTION INDUSTRY ADVISORY COMMITTEE (CONIAC)**

**Meeting on Wednesday 16 March 2016 at 10.00 am  
Room 3.02/3.03 at Rose Court**

**AGENDA**

- |    |  |                  |
|----|--|------------------|
| 1  | Welcome and Chair's introduction   | Peter Baker (PB) |
| 2. | Agreement of Agenda and matters arising  | PB               |
| 3. | <i>HelpGBWorkWell</i> <a href="http://www.hse.gov.uk/strategy/index.htm">http://www.hse.gov.uk/strategy/index.htm</a><br>- CONIAC's role | All              |
| 4. | <i>'Committing construction to a healthier future'</i> - oral report on 21 January<br>CEO Health summit and plans for follow up event    | Clive Johnson    |

**Break for tea/coffee**

- |     |   |                          |
|-----|---|--------------------------|
| 5.  | Recent activities of CONIAC's Working Groups  | Kevin Fear/ Susan Murray |
| 6.  | Working Group proposal : CDM 2015 – Supplementary case study guidance to Industry codes | Kevin Fear               |
| 7.  | Working Group proposal : Health and safety requirements for small / micro businesses    | Clive Johnson            |
| 8.  | CDM ACoP 2015 – decision of HSE Board meeting 9 March 2016                              | PB                       |
| 9.  | CONIAC reconstitution 2016  | PB                       |
| 10. | AOB   | All                      |

**Papers:**

- Draft minutes of 18 November 2015 meeting (for formal approval at meeting)
- Agenda item 5 - Paper **M1/2016/1**
- Agenda item 9 – Draft terms of reference

**HEALTH AND SAFETY EXECUTIVE**

**CONSTRUCTION INDUSTRY ADVISORY COMMITTEE (CONIAC)**

**Draft minutes of the M3/2015 meeting  
held on 18 November 2015 in Rose Court**

<b><i>Present</i></b>	<b><i>Representing</i></b>
Peter Baker (Chair)	HSE, Chief Inspector of Construction
Geoff Lloyd (Acting Secretary)	HSE, Construction Sector and Policy
Richard Ash	Engineering Construction Industry Association
Terry Boniface (Observer)	Business, Innovation and Skills
Edward Fendt	Specialist Engineering Contractors Group
The Rev. Kevin Fear	CITB
Ian McNally	Home Builders Federation
Kevin Minton	Construction Plant-hire Association
Alan Muddiman	Civil Engineering Contractors Association
Susan Murray	Unite
David Parsons	National Federation of Builders
Tony Putsman	Construction Industry Council
Clive Johnson	Construction Clients' Group
Jason Rowley	Build UK
John Scott	Build UK
Dan Shears	GMB
Peter Wilson	UCATT
Rob Gutteridge	Federation of Master Builders
<b>Officials</b>	
Simon Longbottom	HSE, Head of Construction Sector and Policy
Ian Strudley	HSE, Head of Health Unit
Ray Cooke	HSE, Head of Safety Unit
Russell Adfield	HSE, Head of Construction Management Unit
Jo Anderson	HSE, Construction Division, Operations 3
Harjit Tiara (Secretariat)	HSE, Construction Sector and Policy
<b>Apologies</b>	
Peter Caplehorn	Construction Industry Council
Paul Haxell	Home Builders Federation
Jerry Nelson	GMB
Kevin Williamson	Unite
<b>Members of the public</b>	7 were present

**Summary of actions agreed:**

**ACTION: Secretariat to send Members the link to the evaluation report of the Asbestos Campaign**

**ACTION: HSE officials to put a paper to the Board in the spring setting out CONIAC's views on how a CDM ACOP could add value and seeking their direction**

**ACTION: Secretariat to send the presentation on the construction strategy or other document**

**ACTION: Members to provide initial comments on CONIAC's future role and constitution to deliver the new health and safety system strategy.**

**ACTION: Secretariat to send members the dates for CONIAC meetings in 2016**

**1. Welcome and Chair's introduction**

1.1 Peter Baker welcomed members to the meeting and gave the apologies of absent Members. He thanked Ian McNally for standing in for Paul Haxell. He also welcomed members of the public who were attending as observers – in particular Karlheinz Bauer who was visiting HSE from the equivalent regulator in Austria.

**2. Agreement of Agenda and matters arising**

2.1 Members agreed the agenda for the meeting.

2.2 Members formally approved the version of the draft minutes of the 14 July 2015 meeting of CONIAC which took account of the changes to the initial draft requested by members. Peter noted that all actions from the July meeting had been carried out.

**3. Recent activities of CONIAC's Working Groups**

3.1 Peter drew Members' attention to paper **M3/2015/1** and invited updates from Working Group representatives.

3.2 Ray Cooke gave a report on the work of the **Working Well Together Group**. His report focused on the new evaluation procedures and the results of analysis of feedback forms received from attendees at WWT events since July 2015 set out in the paper. It was clear from the figures that WWT continued to have a positive impact, both in terms of its reach to new SME businesses and in encouraging them to make changes to better manage health and safety risks. Work continued to set up groups in the areas where there was no coverage.

3.3 In thinking about ways of extending the reach of WWT groups, the Rev. Kevin Fear commented that while DIY and equipment rental stores were reluctant to place leaflets advertising WWT groups on their counters, they were content to have links added to their websites. Ray Cooke agreed and was also considering the feasibility of seeking these stores' agreement to including links on invoices issued to builders.

3.4 Ray also updated CONIAC on the work of the **Safety Working Group (SWG)** which last met in September 2015. To ensure the work it carried out was achievable, the Group was limiting it to work developing guidance on the construction of tall buildings and an inspection initiative focusing on fragile roof work. On the tall buildings work, there had been discussion of how to define such buildings. But, because of difficulties in doing so, it had been decided that guidance should not define tall buildings so as to prompt dutyholders to think for themselves how they should be defined. Jason Rowley asked if Build UK could have a representative on the Group and he was asked to liaise with Ray on this.

3.5 The discussions about undertaking a fragile roof week were at an early stage. It had been agreed that there should be action leading up to, and after, the week of the initiative itself to maximise its impact. Alan Muddiman said that any week focusing on roof work on agricultural buildings would need to be during the winter when maintenance of such buildings was normally done. Ray agreed and said that this point had already been made within the Group.

3.6 Simon Longbottom reported on the work of the **Asbestos Liaison Group (ALG)** which had last met on 20 October 2015. Of the issues discussed and set out in paper M3/2015/1 Simon picked out the work on the competency framework which had now been agreed, was ready for publication and placing on the Asbestos Removal Management Institute (ARMI) website. He also mentioned the Analysts Project which had raised concerns about analysts completing the 4-stage process properly and about managing risks to their personal health. Indications are that analysts are under pressure to complete the process with insufficient time and may compromise their own safety. The report evaluating the last Asbestos Campaign was now available on the HSE website. The report had concluded that the campaign had been successful and had been put forward for an award.

3.7. Richard Ash asked about the section of the paper reporting on the Technical Working Group. He was interested in the papers relating to other trades going into enclosures and asked to be pointed in the right direction for these. Simon explained that the material referred to would be available on the asbestos communities web pages.

**ACTION: Secretariat to send Members the links to the evaluation report of the Asbestos Campaign and asbestos communities web page.**

3.8 Kevin Minton provided an update on the work of the **Health Risks Working Group (HWG)**. He highlighted the guidance on managing occupational health risks which was now available on the HSE website. A press release announcing this would be released in the near future. [Secretariat Note: this was released on 20 November –see <http://press.hse.gov.uk/release-type/press/page/4/> ].

3.8 Kevin also provided an update on the arrangements for the forthcoming Construction Health Summit on 21 January at the Royal Institute in London. Kevin Fear said that 100 invitations had been sent out and it was being considered whether a further 100 should be sent as the event was attracting considerable interest. He had heard of Chief Executives changing their diaries to ensure they could go. It is likely that the event will be fully signed up by the time it is held.

3.9 Susan Murray said that she thought it was important that the summit was seen as an initiative arising from CONIAC's discussions on what more the industry could do on managing health issues. Ian Strudley said that Judith Hackitt will be speaking at the event. Peter Wilson asked if the trade unions were invited. Ian Strudley said that the aim of the event was to secure the commitment of construction companies' Chief Executives to do more to help reduce occupational disease in construction. This would be followed by a further event for practitioners on 21 April which would provide an opportunity where union participation might be more appropriate. Alan Muddiman suggested that invitations to general secretaries of the unions could be sent out and it was agreed that this suggestion would be fed back to the organisers of the meeting.

3.10 Lastly, Kevin Minton said that the Group had set up a sub-group to look at how they could contribute to improving mental health issues in construction. The first discussions were being held after this meeting of CONIAC had concluded.

#### **4. Possible ACOP for CDM 2015**

4.1 Simon presented paper M3/2015/2 which summarised the results of consultation of Members' views on the need for and content of an Approved Code of Practice (ACoP) to support CDM 2015. This recommended that CONIAC should advise the Board that a case has not been made that an ACoP is needed and that any clarification to achieve compliance with CDM 2015 and secure health and safety outcomes is addressed primarily by means of industry guidance.

4.2 Peter asked for members' views. Richard Ash asked about how the recommendation would be taken to the Board. Would it recommend no ACoP for the present but that HSE would keep its need under review; or would it make proposals on what guidance might be developed instead? Peter said the Board would want to focus on whether there is evidence that an ACoP is needed but they may also want to discuss it in the context of the new HSE Strategy.

4.3 Susan Murray fundamentally disagreed with the paper and its recommendations. She said that it was very important that there was an ACoP. She wanted to know what evidence there was that prosecution outcomes could be affected by the absence of an ACoP. She felt the paper did not cover all of the comments received from the unions; nor did it cover any neutral opinions expressed. Peter Wilson supported all that Susan had said and said that he would be discussing the situation with the TUC. He also asked if HSE could provide figures for the number of times ACoPs were used in prosecutions.

4.4 Dan Shears also supported Susan's position. He:

- took issue with the idea that the CDM Regulations are established. While past iterations of the CDM Regulations may have become so, CDM 2015 was not yet;
- was not confident that industry guidance should be relied on as an alternative to an ACoP. He had seen some bad industry guidance;
- agreed with the point raised earlier about a lack of evidence on the use of ACoPs in prosecution cases, but did not, in any case, agree with an argument that ACoPs did not always add value. What was more important was that ACoPs provided good, authoritative guidance; this was what dutyholders needed;
- was concerned about the recommendation when the consultation on the draft CDM 2015 Regulations had shown a substantial majority in favour of having an ACoP.

4.5 Other members were ambivalent about the need for an ACoP. While the current suite of guidance was suitable for their needs it would not be detrimental to have an ACoP. Alan Muddiman suggested that a way forward would be to issue streamlined guidance badged by CONIAC.

4.6 Peter Baker summed up the discussion. There was no consensus across CONIAC on this issue, and HSE would have further discussions with TU members to better understand their position to inform the paper to the HSE Board in the spring/summer.

**Action: HSE officials to have further discussions with TU representatives and put a paper to the Board in the spring setting out CONIAC's views on how a CDM ACoP might add value, and seeking their direction**

## 5. General discussion on construction strategy

5.1 Simon Longbottom introduced this item by giving a presentation on the review of the present construction strategy. The background to this was that over the summer the Board had been discussing a revised strategy for the health and safety system, and the construction strategy would need to be consistent with this. The new health and safety strategy would be launched in early 2016, following a series of stakeholder engagement events and meetings, and will focus attention on making health and safety integral to good management. Much had been done in recent years by modernising and simplifying the regulatory framework. Although more needed to be done on this, attention was switching to the wider health and safety system as a means of achieving improved outcomes. This would entail a shared responsibility across all industry for matters such as ensuring risk management is proportionate, providing simple guidance to SMEs and improving the management of health risks.

5.2 To ensure that the work Construction Division carries out is effectively targeted at those areas of health and safety management where improvements are needed it had been looking at the evidence base for its activities. This involved looking in greater detail at information taken from enforcement notices, notices of

contravention, prosecutions and RIDDOR, to develop a revised risk profile. These discussions would also take account of the UK Construction Strategy (*'Construction 2025'*) and its objectives such as improving competence, the use of BIM and improving client capability. The aim would be to have a new construction strategy approved and endorsed by CONIAC.

5.3 Peter Baker added that while many of the objectives of the new health and safety strategy would be little changed, there would be a new approach to *how* those objectives would be delivered. Discussion with stakeholders would soon be initiated and he asked Members to reflect on what the challenges are and how CONIAC might tackle them bearing in mind the need to be selective about what goals should be targeted. The discussions about the new construction strategy would also have a bearing on the reconstitution of CONIAC later in 2016.

5.4 Kevin Fear asked what the new Government's view of *'Construction 2025'* was and how much weight was now being placed on it. Terry Boniface replied that, although it was not viewed as definitive, it had a number of important elements. There was now more focus on improving health and productivity, and objectives such as that of improving competence in the workforce were still important. Health and safety was still a key element in taking matters such as these forward.

5.5 Peter Wilson suggested that the new strategy should consider increasing the numbers of inspections, address bogus self-employment, increase the levels of employed (rather than self-employed) workers in the industry, provide more training for younger workers and look at the protection of those who have limited English. He also asked if the unions could provide information which could contribute to the issue of providing effective guidance to SMEs. Much of the guidance was available via the HSE website, but not everyone had access to this. Cascading health and safety messages to SMEs via workshops and seminars might for example be of benefit. Peter Baker answered that although HSE already uses a range of methods to communicate relevant message effectively, we are always open to any ideas.

5.6 Susan Murray asked what was meant by the reference to self-regulation by industry. Simon Longbottom replied that it involved spending less time and resource intervening with duty holders where construction risks were being proactively managed, while targeting finite resources at those dutyholders who may not be managing the risks. Susan also asked if the emphasis on equality in the current strategy would be maintained and Peter said that he believed this would not change in the new strategy.

5.7 Richard Ash suggested that the new construction strategy should provoke industry to try new ways of improving health and safety. This would, however, involve providing substantial support to those innovating. At the same time, the strategy should recognise that, for the majority of dutyholders, the most that could be expected is their compliance. The approach should nevertheless be positive – providing 'pats on the back' for those stepping up to the mark as well robust enforcement of those not managing the risks. CONIAC could become a promoter of good practice. Peter Baker agreed that it would be good to promote good practice more widely. Kevin Minton added that, from discussions within the Health Risks Working Group, there were a lot of examples of good practice. The Health in



Construction Leadership Group had suggested creating a website or a logo/kite mark promoting such practice and this was being discussed in conjunction with the Health Risks Working Group.

## **6. Role of CONIAC and its reconstitution**

6.1 Given that consideration of the role of CONIAC and its reconstitution needed to follow on after the construction strategy had been finalised, substantive discussion of this item was not yet appropriate. CONIAC's reconstitution needed to reflect CONIAC's role in delivering the construction strategy. Peter Baker nevertheless asked for any initial points that members had.

6.2 Peter Wilson said that this was the only body discussing construction-wide health and safety issues on which trade unions sat. He thought that it was important that this continued so that decisions taken could take account of trade unions' views. Peter Baker confirmed that the unions would be invited to be members of the reconstituted CONIAC.

6.3 Alan Muddiman suggested using CONIAC as a means for promoting good practice and guidance in a way similar to that used for the dutyholder guides published by CITB. Kevin Fear said that CONIAC is widely respected in the industry and that any reconstitution should hold on to the value that CONIAC brings to industry. Richard Ash asked if the presentation could be circulated to help frame members' consideration of the new construction strategy. Peter Baker said that HSE would circulate something on this, although it may not necessarily be the presentation.

**ACTION: Secretariat to send the presentation on the construction strategy or other document**

**ACTION: Members to provide initial comments on CONIAC's future role and constitution to deliver the new health and safety system strategy.**

## **7. Refurbishment inspection initiative 2015**

7.1 Jo Anderson gave a presentation on the results of this initiative. This was the 10<sup>th</sup> year HSE had carried out initiatives designed to improve health and safety standards in a sector with poor standards in which dutyholders were hard to reach and influence. Material breaches had been found at more than half of the 1900 sites visited; more than half of improvement notices served related to the control of health risks; three quarters of the prohibition notices served to control work at height risks; and more than half of the safety related improvement notices issued addressed management and competence issues. Further detailed analysis of the results was being undertaken to identify areas of good and poor compliance, and whether the interventions resulted in changes in behaviour. The use of wider stakeholder engagement and social media in conjunction with the initiative would also be evaluated. These assessments would influence and inform future interventions.

7.2 Peter Wilson commented on the examples of bad practice illustrated in Jo's presentation and suggested such examples should be balanced by examples of good practice. Peter Baker agreed and said that HSE is looking to do more of this. Kevin Fear said that CITB would be willing to work with HSE to produce examples of good practice and publicise them through guidance such as the Busy Builder leaflets.

7.3 Alan Muddiman expressed his support for the intervention strategy, but felt there needed to be a clear statement that HSE will target all dutyholders who are not getting the management of risks right, whatever their level, while just keeping a watching brief on those who comply. Jason Rowley said that the discussion had illustrated the need to praise those parts of industry who are complying, while vigorously enforcing those parts who do not. There was a need to find better ways of sharing good practice and using it in ways that encourage such practice.

7.4 Susan Murray asked what the results were in relation to any enforcement of welfare facilities that had taken place. Jo Anderson replied that 30% of the notices served related to inadequate welfare facilities. Peter Baker said that HSE would keep members in touch with developments on future refurbishment initiatives and results of the ongoing evaluation of this one.

### **Any Other Business**

8.1 Susan Murray informed members that the All Party Parliamentary Group on Occupational Safety and Health had published a report on why Britain needs a law to eradicate asbestos – see <http://www.unitetheunion.org/unite-at-work/informationresources/healthsafetyresources/welfare-facilities-time-for-a-toilet-break/>. Members may be interested in reading it.

8.2 Peter Wilson said he was organising workshops as part of a European Health and Safety campaign on stress. There was also a meeting of members of the CONIAC Health Risks Working Group later that day to discuss the issue of mental health.

### **Conclusion**

9.1 The next meeting of CONIAC would be on Wednesday 16 March 2016. Members asked if they could be sent the dates for other meetings in 2016 when they had been finalised. It was agreed that this would be done. Peter Baker then concluded by thanking everyone for coming to the meeting.

**ACTION: Secretariat to send members the dates for CONIAC meetings for 2016**  
[Secretariat Note: Dates sent via email on 14 January 2016]

<b>HEALTH AND SAFETY EXECUTIVE</b>			
<b>CONSTRUCTION INDUSTRY ADVISORY COMMITTEE (CONIAC)</b>			
<b>Meeting date:</b>	16 March 2016	<b>FOI status:</b>	Fully open
<b>Type of paper:</b>	Below-the-line	<b>Exemptions:</b>	None
<b>TRIM reference:</b>	2016/	<b>Paper No:</b>	M1/2016/1
<b>Cleared by:</b>	Peter Baker, Chair of CONIAC, on 1 March 2016		

## **Update on recent activities of CONIAC's Working Groups**

### **A paper by Ian Strudley, Secretary to CONIAC**

#### **Summary**

1. This paper updates CONIAC on activities of its working groups for the period November 2015 to March 2016.

#### **Background**

2. CONIAC may establish Working Groups to further its aims. Currently, the following groups exist:

- Asbestos Liaison Group
- Health Risks Working Group
- Safety Working Group
- Working Well Together Steering Group

#### **Argument**

3. CONIAC's terms of reference provide as follows: "Each Working Group shall have and, subject to its endorsement by CONIAC, carry forward a Work Plan. CONIAC shall monitor the activities of the Working Groups and hold them to account for delivery of their Work Plans. Reports from Working Groups shall be a standing agenda item for CONIAC meetings."

4. Updating information for each of the Working Groups is set out in the **Annex** to this paper. Each group was invited to provide information on up to three most significant issues being taken forward.

#### **Recommendation**

5. CONIAC notes the activities of the Working Groups and comments how it may contribute to the delivery of those groups' activities.

#### **Contacts**

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## Annex

### ASBESTOS LIAISON GROUP (ALG)

The last ALG meeting was held on Thursday 11 February 2016.

1. Strategy for Health and Safety - The ALG was briefed on the revised strategy for the health and safety system and asked for their views. The key aim is to get good health and safety recognised as an enabler of good business. The overarching point is that those who create the risk must manage it in a proportionate way and this involves everyone in the health and safety system playing their part by sharing and promoting sensible risk management. ALG members emphasized HSE's role in good regulation and its enforcement. Following consultation with stakeholders at roadshows throughout January, the new strategy is due to be launched at the end of February.
2. Analysts' Guide - Some small businesses have expressed concern about the cost implications of the guidance and HSE is working on a cost benefit analysis to which ALG may be called upon for input. Competition is driving costs down and there is concern that this is having a detrimental effect on standards. It was agreed that clients need to become better informed about the service they pay for. The revised Analysts' Guide is driven by a need to improve the quality of four stage clearance process across the industry.
3. UKATA (UK Asbestos Training Association) welcomed the ARMI (Asbestos Removal Management Institute) guidance on competency. They would now like to develop something similar to ensure that trainers (and others involved in training) are working to a strategy that supports that approach. The Independent Asbestos Training Providers (IATP) are also supportive and wish to be involved. Consequently it was suggested that the guidance needed to be broadened to involve all training providers to encourage the sharing of best practice. It was agreed that UKATA would attend the next ALG to provide more detail.

### HEALTH RISKS WORKING GROUP (HWG)

The last HWG meeting was held on Tuesday 26 January 2016

1. Stress and Mental Health. There is significant interest within the group and wider industry to take forward action on this. It is proposed to introduce the Australian initiative Mates in Construction (<http://www.matesinconstruction.org.au/>) to the UK within 2016. This work is already feeding into the HCLG (Health in Construction Leadership Group). The HWG mental health sub-group agreed it should focus its efforts on how to complement the Mates in Construction work in the industry to prevent duplication. This work will include how best to adapt the significant amount of existing material on stress related issues to a construction industry audience.

2. Wider Work. Updates from group members show the breadth of work that is on-going:- the success of the HCLG 'Health Summit' together with the planned follow up event and the work of its sub groups; the IOSH 'No Time to Lose' campaign and its imminent focus on silica; BOHS 'Breathe Freely' events; the Construction Dust Partnership work to 'take the dust message to site'; and HSL hosting 'Listen Up', the first European hearing conservation conference, on 02 March.
3. Where Next. The wide variety of work on-going on health issues is a great success story but also presents challenges for the future. There is a desire to learn the lessons from the industry's safety journey. In particular to prevent frustration in the supply chain by ensuring that the focus, messaging and expected standards are consistent. The emphasis on health in the new HSE strategy and the recent summit provide an ideal opportunity to produce a central narrative. The group started to discuss issues around this. Future meetings will consolidate this and build on the strands emerging from the strategy and industry work.

### **SAFETY WORKING GROUP (SWG)**

The last SWG meeting was held on Tuesday 2 February 2016

1. Fragile roofs. A task and finish sub-group is being set up to drive this initiative forward, with HSE leadership from David Cory. Participants will include Kevin Fear (CITB), Ian Henning (NFRC), David Thomas (TWF) and hopefully a representative from one of the Farm Safety Partnerships.
2. Tall Buildings Group. New concise guidance including the use of case study material is being drafted by a core number of group members. With editorial input from others it recognises the need to bring together information from a variety of sources in one publication and supplement it where appropriate beyond what is available purely for completed buildings. The guidance is aimed at larger contractors / clients / designers although SMEs undertaking subsequent maintenance work should still find it useful. CITB have found a professional editor and Berkeley Group (who host and chair the group) are kindly funding them via its Innovation Fund. CITB has also agreed to host and copyright the guidance although it is hoped to secure HSE endorsement with its logo and an appropriate HSE foreword.

## **WORKING WELL TOGETHER STEERING GROUP (WWT)**

The most recent WWT Steering Group meeting was held before the November ConIAC meeting and the next is set for March 10 2016.

1. WWT will deliver a minimum of 80 events by the end of March 2016 . In line with the HSE Plan of Work, a number of these events have reflected the increased focus on occupational Health /disease and supported the embedding of the CDM 2015 regulations. The WWT Occupational Health poster has been finalised (a draft version was discussed at the March 2015 CONIAC meeting). The image is now freely available for use by all.
2. Following the recent flooding in parts of the country, some of the regional groups have arranged special events to provide relevant health and safety information for businesses, contractors and homeowners in the affected areas. The feedback from these has been very positive.
3. There has been progress in our efforts to increase WWT coverage/activity across the country (also discussed at the March 2015 CONIAC meeting) in particular Cambridgeshire, Hampshire, Sussex and Kent. The WWT Anglia group are planning to hold events and meetings in the Cambridgeshire regions to raise awareness and attract members. We are working with stakeholders to set up a WWT group in the Hampshire region in Q3 of 2016/2017 and a preliminary meeting to discuss expanding WWT activity into the Sussex/Kent areas was held on 12/02/2016.

<b>HEALTH AND SAFETY EXECUTIVE</b>			
<b>CONSTRUCTION INDUSTRY ADVISORY COMMITTEE (CONIAC)</b>			
<b>Meeting date:</b>	16 March 2016	<b>FOI status:</b>	Fully open
<b>Type of paper:</b>	Below-the-line	<b>Exemptions:</b>	None
<b>TRIM reference:</b>	2016/	<b>Paper No:</b>	M1/2016/2
<b>Cleared by:</b>	Peter Baker, Chair of CONIAC, on 1 March 2016		

## **CONIAC draft terms of reference for 2016-2019**

### **A paper by Ian Strudley, Secretary to CONIAC**

#### **Purpose**

1. The Head of Construction Division has decided to appoint a committee to be known as the Construction Industry Advisory Committee (“CONIAC”). CONIAC shall:

- (a) consider and advise the Head of Construction Division on:
  - (i) the protection from hazards and the control of risk to health and safety of those at work in the building, civil engineering and engineering construction industry and the protection of the public from related hazards;
  - (ii) operational or other policy as it may be relevant to securing the health and safety of persons at work in the building, civil engineering and engineering construction industry, and of members of the public who may be affected by such activity;
  - (iii) associated matters as referred to it by the Head of Construction Division; and
- (b) seek to stimulate action aimed at securing better health and safety outcomes in the industry in accordance with the goals of HSE’s Strategy.

#### **Term of office**

2. CONIAC shall be established for a term of office of three years beginning on xx month 2016 ending on xx month 2019.

#### **Membership of CONIAC**

3. CONIAC shall consist of a Chair (who shall be an official of the Health and Safety Executive) and Members appointed by the Head of Construction Division. Before appointing Members, the Head of Construction Division shall seek nominations from such organisations and individuals representing employers, workers and others as he/she considers are likely to be able to assist with CONIAC’s purpose and are reasonably representative of the construction industry. In making appointments he/she shall seek to ensure

adequate representation of the views of employers, workers and other relevant stakeholders. The process of nomination and appointment shall be transparent.

4. Members may be appointed for the full term of office of CONIAC or for a shorter period as determined by the Head of Construction Division.

5. Members are required to submit information for inclusion in a Register of Members' Interests as set out in the **Annex**.

6. Where a Member is unable to attend a meeting of CONIAC he/she shall be expected to arrange for a suitable substitute to attend in his/her place. If a Member fails to attend, or send a suitable substitute, to two consecutive meetings it shall be open to the Chair to recommend to the Head of Construction Division that his/her membership be terminated.

7. Members shall be entitled to reimbursement of reasonable travel and subsistence expenses as set out in the **Annex**.

#### **Terms of Reference, Work Plan and relationship to Health and Safety Executive Board**

8. The CONIAC Secretariat shall prepare terms of reference for CONIAC which shall be formally adopted subject to the agreement of CONIAC.

9. CONIAC shall develop, agree and carry forward a Work Plan that will support the HSE's Strategy.

10. Members may request that the Chair brings such matters to the attention of the HSE Board as they see fit. The Chair shall have full discretion to decide his/her response to such requests but if a request is refused he/she shall provide the reasons for this to CONIAC.

#### **CONIAC Meetings**

11. CONIAC shall meet three times in each calendar year, usually in March, July and November. The meetings shall be open to the public under terms determined and administered by the Secretariat. Exceptionally, the Chair shall have discretion to vary the dates of the meetings, to increase or decrease their number and to exclude the public from all or part of any meeting. Where meeting dates are changed at short notice due consideration will be given to Members who are not able to attend and are not able to provide a suitable substitute as required under paragraph 6.

#### **Working Groups**

12. Subject to the agreement of CONIAC, the Chair of CONIAC may establish Working Groups. Such Working Groups shall be the principal means for delivering practical outcomes in support of CONIAC's purposes and Work Plan. Subject to the agreement of CONIAC, the Chair of CONIAC may terminate the existence of a Working Group at any time.



13. Each Working Group shall be either a Task and Finish Group or a Standing Committee. Each Working Group shall have and carry forward a Work Plan. CONIAC shall monitor the activities of the Working Groups and hold them to account for delivery of their Work Plans. Reports from Working Groups shall be a standing agenda item for CONIAC meetings.

14. Task and Finish Groups shall be established for not more than 18 months for the purpose of developing specific deliverables. Each shall develop and agree its own terms of reference and work plan. Each shall agree a Chair from among its members, who need not be an HSE official.

15. Standing Committees shall be established for the consideration of issues in specific subject areas and with a view to supporting and encouraging appropriate action by HSE and/or the industry. Each shall develop and agree its own terms of reference and work plan. Each shall agree a Chair from among its members, who need not be an HSE official. If at any time it appears to the Chair or to any CONIAC Member that the continued existence of a Standing Committee is no longer justified in terms of CONIAC's purposes and Work Plan, they may propose that it be terminated. Where CONIAC agrees with such a proposal, the Chair of CONIAC shall formally terminate the Standing Committee.

16. Before appointing the members of a Working Group, the Chair of CONIAC shall seek nominations from CONIAC Members. Exceptionally, in cases where the Chair considers that additional nominations are needed, he/she shall have discretion, after informing CONIAC, to seek nominations from other persons or to appoint persons who have not been nominated. In appointing persons to a Working Group, the Chair of CONIAC shall seek to ensure that they have appropriate expertise and knowledge and that the views of employers, workers and other relevant stakeholders are represented.

17. Subject to CONIAC's agreement, Working Groups established before the commencement of CONIAC's term of office shall continue in existence.

### **Secretariat and administration**

18. CONIAC shall be administered by a Secretariat provided by the Construction Division. The administrative tasks carried out by the Secretariat shall include: development of an annual Work Plan; in relation to meetings of the Committee, the drawing up of Agendas, commissioning of papers and presentations, preparation of Minutes, provision of rooms and refreshments, and organisation of admission of the public; and processing of expenses claims from Members of the Committee. All papers and presentations for CONIAC are subject to prior clearance by the Chair.

19. The Secretariat shall carry out analogous functions in respect of its Working Groups.

20. The Secretariat shall liaise with other industry bodies in order to minimise unnecessary duplication of effort between them and CONIAC and its Working Groups. In doing so it shall seek to establish an annual liaison meeting with comparable external bodies.

## **ANNEX**

### **Register of Members' Interests**

In line with Government policy on standards in public life, openness and accountability the Secretariat will maintain a Register of Members Interests which each Member of CONIAC is required to complete on appointment.

The Register should, as a minimum, list direct or indirect pecuniary interests of each Member which may or may be perceived (by a reasonable member of the public) to influence his or her judgement when acting as a Member. Members may also wish to add a personal profile to their declaration, to explain the nature of their everyday work and what other positive interests they may have.

The Register will be placed on the HSE web site and will be made available to the public on request. Members must notify the Secretariat as soon as reasonably practicable of any changes to their declaration. Where a Member has declared an interest, he or she, with the agreement of the Chair, may contribute to the discussion of the matter under consideration if appropriate.

### **Reimbursement of Members' travel and subsistence expenses**

Membership of CONIAC is unpaid, but incidental expenses and loss of earnings can be claimed. Members are entitled to travel and subsistence expenses incurred on official CONIAC business. The rates payable for expenses are set by HSE's Planning and Finance Directorate. Details and claim forms are provided by the Secretariat.