



20TH OCTOBER 2016 @ 9AM

LEA MARSTON HOTEL, HAUNCH LANE,
LEA MARSTON, SUTTON COLDFIELD, B76 0BY

PRESENT

Matthew Stubblefield	Croudace	Martin Milner	Structural Timber Assn.
David Bolton	Morris Homes	Dave Hickman	Miller
Joe Yardley	Larkfleet	Brian Holcroft	McCarthy & Stone
Ed Woods	Taylor Wimpey	Greg Johnston	Stewart Milne
Darren Sitrup	Galliford Try	Paul Haxell	Park Health and Safety
Martyn Price	Crest Nicholson	Dave Ford	Redrow
Steve Dudman	Westleigh Partnerships LTD	Steve Acaster	Persimmon
Stuart Hosegood	Cala Group	Bryan Loftus	Davidsons
Ian Viveash	Berkeley Group	Rhodri Stephens	Barratt
Stuart Gordon	Bellway	Gordon Crick	HSE
Steve Jones	Millgate/Countryside	Kevin Guest	Keepmoat
Greg Ward	Attends on behalf of Strata RG Wilbrey (Consultants) Limited		

IN ATTENDANCE

Dave Mitchell	HBF	Ruth Scott	HBF
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APOLOGIES

Steve Foley	Avant Homes	Simon Longbottom	HSE
Vince Coyle	Barratt	Matthew Bostwick	Kier
Michelle Shani	Countryside Properties	Di Parums	Story Homes
Steve Allix	Fairview		

Summary of actions:

Item 2 Action: RS to recirculated Occupational Health Questionnaire Results to group by end November.

Item 3a Action 1: PH to contact RC on 'if House builders want to use 240 watts? On site for plot cleaning/ vacuum once plot supply live' by end of November.

Item 3a Action 2: DH develop progress update survey against "Do it right actions" by end of November. Members to complete by end of December for presentation / use at January meeting.

Item 3b Action 1: Complete & Share Roof truss WG guidance by Mid/ Late November. Review at next meeting. Include clarity over scope & purpose of document.

Item 3b Action 2: Share roof truss document to STA once HBF forum accepted.

Item 3c Action: DM to put Consortium Safety Health and Environmental Agreement Rev 3 - April 2015 forward to the Legal Group at their next meeting and feedback to the January 2017 H&S meeting.

Item 4 Action1: MM to send draft of revised STA 16 steps and the committee to review and provide feedback.

Item 4 Action 2: MM/ STA to offer H&S advice over the operation of fitting multiple spandrel panel sections together in situ.

Item 7 Action: VC to liaise with HSE (RC) to resolve outstanding calculation issues.

Item 8 Action 1: RS to send SA last year's stats report.

Item 8 Action 3: DH to update group at next meeting on COSH.

Item 10 Action: MP to develop and issue questions in respect to anti climb measures. Group to respond by end of December to facilitate review at next meeting.

Item 13 Action: PH/DM to draft initial 2017/18 charter action plan for review at January meeting.

MEETING NOTES

1. Welcome and Introductions

PH opened the meeting and welcomed everyone. Apologies were accepted from those listed above. The group were asked to introduce themselves.

2. Notes of previous meeting

Item 4 in the last set of notes: 'Have we reached the stage where Health and Safety should become two separate agenda items?' the committee agreed it will remain a health & safety meeting, until their own individual companies begin to make Health and Safety separate agenda items.

Item 5 Occupational Health Questionnaire Results to be recirculated to group. It was confirmed that there is not a formal HBF group looking at wellbeing and occupational group, although a group of like-minded members

Item 8: The proposed meeting of 17th August has now passed. In the absence of any further details from HSE, the HBF were not represented.

Next CITB Forum taking place in November.

Meeting notes accepted.

3. Sub Group updates

a. Dust in Construction – Dave Hickman

Dave Hickman shared further updated Miller Homes information on exposure to dust during the sweeping out of plots. This is an activity that their data suggested generates higher exposure than dust exposure during the cutting of wood by a ratio of 4:1.

The Miller findings indicate that a plot is typically swept out up to 8 times, and used a short site prepared video to demonstrate the benefit of using vacuum in preference to sweeping. Whilst there was discussion over the ability of a vacuum to pick up the “heavy” waste from a plot it was indicated that sweeping and vacuuming take about the same time. Painters could continue, without any quality issues whilst vacuuming was on going, whilst in the swept environment its was between 30 & 60 minutes before operatives could return without using RPE.

It was recognised that with two car batteries in the suction unit manual handling could become an issue, however with a 10m suction hose this can be much reduced.

Miller are planning to trial a VTuf power pack as part of their ongoing activity and update at the next meeting. This raised an issue over the acceptability of 230v electrical supplies on site. This should be raised with HSE. **PH**

To update our collective progress in this area we will seek an update from members of the actions set out under the Do it right plan of action (from 05/15). A short survey question to be develop & implemented. **DM**

Based upon the finding of the Miller feedback, sweeping is now considered as a priority over wood cutting, although effective controls need to continue to be applied.

b. Roof Trusses – Craig Donelan

In Craig’s absence, the meeting was updated by Kevin Guest. First draft of roof truss guidance note is expected to be completed by the WG by mid/ late November. The document will be share to the H&S Forum for review. **CD**

It is appropriate that prior to group review and discussion there is clarity over scope and purpose of the document to help focus our discussion. There may be other documents we need to develop to cover differing roof formats. **CD**

Once comfortable with the content of the document it was agreed to share with Martin Milner at STA. Share a copy with the STA.

c. CDM – Steve Acaster

It was agreed that the CDM Working Group is now effectively closed. It was accepted that existing guidance via CITB and the HSE L series guidance were sufficient, and therefore the HBF will not be providing any additional sector specific guidance.

Whilst the meeting was appraised of the CONIAC WG (lead by Kevin Fear CITB) desire to get some good CDM 2015 case studies it is unlikely

that the group will respond collectively. Any individual willing to contribute in isolation should contact Kevin direct (kevin.fear@citb.org.uk)

The existing HBF Consortium agreement had previously been updated by a small group led by Ed Woods. DM to put this Consortium Safety Health and Environmental Agreement Rev 3 - April 2015 forward to the Legal Group at their next meeting. DM to feedback the outcome of the review at next meeting. **DM.**

There was a need to review the existing HBF CDM file/client documentation considering changes in CDM 2015, and how members share these details. No volunteers to take this review have been identified. Review at next meeting.

4. Timber Construction Concerns and Barriers & 16 steps update Martin Milner - STA

Martin Milner had been requested to attend and discuss the 16 steps in the light of growing concerns over its applicability to detached build houses. Within the current document under review by STA, most members would like to see a revised 16 step guidance document which better suited home build.

Whilst discussions centered around risk to adjacent properties, separation and fire controls there may be an option to develop a Home build specific flow chart within the revised documents.

MM to provide a draft of the revised 16 steps to the HBF and committee to feedback on it, although this may not be available until year end.

A representative from the HBF membership is invited to the 16 steps working party for the scheduled update – meeting held in London. If you wish to volunteer for this please contact Martin - technical@structuraltimber.co.uk

The topic of multiple spandrel erection was also raised, in respect of the information provided of fixing top and bottom panels together in situ. MM agreed to liaise with KG on the H&S issues.

5. BIM4 Health & Safety – Gordon Crick – HSE

Gordon Crick attended the meeting to present on BIM 4 Health & Safety against a backdrop of Government funded construction projects requiring to achieve BIM level 2. This presentation which has been circulated to the group has also been used with the HBF technical forum and seeks to raise awareness of this fast-developing technology.

The presentation should show how HSE had reconstructed an accident as part of their investigations.

HSE have a BIG Working Group looking at Health & Safety and BIM, as BIM is a key element of the Construction 2025 strategy and can support the HSE own Working Well together aspirations

It was suggested that in the fullness of time future HSE guidance could become model orientated if the respective parts of industry were to join up effectively. Site managers can save 2 hours a day by using BIM.

A Public Available Standard PAS 1192 part 6 which addresses Health and Safety is to be made available for public consultation in March 2017.

6. Statistics update (Reportable Injuries and Dangerous Occurrences/Fire Incidents/Fee for Intervention) including annual report update and update on collection of data & injury comparison with other industries

A revised Q4 set of statistics had been issued with the meeting pack. Whilst the statistics indicate a steady increase in accidents, the rate of increase appears to be slowing. (2014/15 up 20%, 2015/16 up 8%) This with an increasing workforce generates a moderate improvement in Accident Incidence Rate (2014/15: 361; 2015/16 335). This is based on 23 member companies data.

Slips, trips and falls and falls from height as causes of accidents have risen by 24% and 16% respectively in the last 12 month cycle. Annually review of what's been documented within the stats to make sure the information we are recording is up to date.

One company yet to submit data for 2016-17 has been taken out of the statistics, it is hoped that they will be sending over their data soon. Once received a revised report for 2016/17 Q1 will be shared.

The question was asked, if we are making our level of data to collect too extensive, suggesting that in future if we are to add any requests for further data we should drop out one of the current existing data sets. To be reviewed at our next meeting

7. HSE update

HSE advised that whilst discussions continue over edge protection standards, it would be useful if HBF were to complete the current draft scaffolding standard. HSE identified that some details requested from their review of the HBF scaffolding specification remain outstanding. This relates to calculations on unbraced bays. **VC**

CONIAC has established a working group to collect and collate case studies and illustrations of good practice under CDM 2015. If you have a case study on this put a paper together and forward to DM.

CONIAC members were invited to make offers to Kevin Fear to help resource filming activity and to provide storyboards for case study video clips.

HSE advised that there was currently no data from the refurbishment campaign that could be shared.

8. Update from CONIAC – Steve Acaster

The meeting notes from the last CONIAC meeting had been shared prior to this meeting. SA went through the salient points namely:
HSE have identified 29 risk areas for their attention. Members were invited to provide their comments to SA on these prior the mid November CONIAC meeting.

The meeting agreed that DM should share via SA the numbers of accidents in our top 6 subjects to inform CONIAC discussions over industry improvement actions.

CONIAC is undergoing a number of reviews which may lead to a revised structure. One option would see a subsidiary series of Regional CONIAC meeting. RS to send SA last year's stats report.

For information, the next CONIAC meeting is due 16th November

9. Sentencing Guidelines – Martyn Price

Presentation given and circulated to the group. The presentation outlined the impact of the 2015 sentencing guidelines to an incident which occurred in 2014.

10. Pokemon GO – Site problems

HBF sent letter to Pokémon Go, making them aware of the trespassing onto new home developments issue.

If something similar to this happens in the future, the industry need to act fast on it and HBF need to get something out to members on how to deal with it.

DS mentioned a problem Southampton are having with a stunt man videoing himself breaking into sites and climbing tower cranes etc. Video evidence of this will be shown at the next meeting.

MP to produce survey questionnaire around what is being implemented and viewed as reasonably practical in terms of anti-climb measures. Group to complete and return for feedback at next meeting. **MP**

11. All Party Parliamentary Carbon Monoxide Group/Forum

DM wrote back letting them know HBF are interested in the Carbon Monoxide All Fuels Action Forum and as such would like to be kept up to speed with the work they are doing and asked could they ensure that we are on the relevant mailing list so that we receive details etc. of the work being undertaken in this area.

12. Health and Safety Charter

DM encouraged committee to ask sub-contractors to sign up to Charter.

13. Charter Action Plan

An action plan for 2017/18 will be drafted in readiness for discussion at the next meeting **PH/ DM**

14. Contact list

Any changes to contact details to be sent into RS. DM to be copied in.

15. Meeting dates 2017

Thursday 19 January, Thursday 4 May, Thursday 13 July, Thursday 26 October

16. Any Other Business

- a. EW suggested that HSE's statement which is on the supporters HBF Charter should also be included on the practitioner's charter. **DM**
- b. Let DH know if you're interested in the V-tuf power pack. If you were not at this meeting but would like a copy of the leaflet on the V-tuf power pack, please contact DH or RS.