



19TH JANUARY 2017 @ 9AM

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

PRESENT

Paul Haxell (Chair)	Park Health and Safety	Vince Coyle	Barratt
Steve Foley	Avant Homes	Rhodri Stephens	Barratt
Barry Oliver	Berkeley Group	Ian McNally	Bovis Homes
Ian Viveash	Berkeley Group	Stuart Hosegood	Cala
Michelle Shani	Countryside	Matthew Stubblefield	Croudace
Steve Allix	Fairview	Simon Longbottom	HSE
Craig Donelan	Keepmoat Homes	Matthew Bostwick	Kier
Joe Yardly	Larkfleet	Vicky Bilsbury- Robinson	McCarthy & Stone
Dave Hickman	Miller	David Bolton	Morris
Steve Ashworth	NHBC	Steve Acaster	Persimmon
Dave Ford	Redrow	Martin Evans	Persimmon
Greg Ward	RG Wilbrey on behalf of Strata	Ray King	St Modwen
Greg Johnston	Stewart Milne	Nathan Robinson	Story Homes
Craig Woodhouse	Story Homes	Dave Carter	Taylor Wimpey
Steve Dudman	Westleigh Partnerships		

IN ATTENDANCE

Dave Mitchell	HBF	Ruth Scott	HBF
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APOLOGIES

Bryan Loftus	Davidsons Developments	Martyn Price	Crest Nicholson
Edward Woods	Taylor Wimpey	Rick Theaker	MJ Gleeson
Darren Stirrup	Galliford Try	Tracey Taylor	Bellway Homes

Summary of actions from this meeting:

Item 2 Action 1: Committee to email RS on which working group they or a work colleague would like to sit on / lead.

Item 2 Action 2: Focus Group to draft an action plan based off of the feedback from the forum.

Item 2 Action 3: HBF to look at improving the Health and Safety section on their website.

Item 2 Action 4: RS to produce a list of all sub groups and members who've agreed to take part or chair them.

MEETING NOTES

Welcome and Introductions

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

1. Review of 2016 / where do we go - Statistics/annual report update

PH presented to the group around 'identifying our priorities'.

The HBF H&S Focus Group met prior to this meeting and came up with the idea of arranging this meeting as a workshop/ discussion forum. The purpose of the different arrangement was to enable each attendee to contribute to the identification of our priorities and develop an action plan which is sector specific and has everyone's commitment.

2. Breakout session

The breakout session is to facilitate full & frank discussion of concerns and challenges in smaller group and to identify priorities will be a significant item both in times of time and value to the group.

The meeting attendees were split into six groups, each group came up with a list of a maximum of 5 topics they agreed to be priorities for HBF H&S forum and explained why they thought it should be addressed by HBF H&S forum. Once all the groups had given their list of priorities, the topics were corralled to avoid duplication. All attendees then had 3 votes each to identify their view on priorities, votes were taken into consideration, from this there came 5 topics which the committee will focus on throughout 2017/18:

- Occupational Health
- Sharing best practice/ lessons learnt
- Traffic Management
- Contractors Supervision
- Lobbying and engagement

The five focus areas, will now be formed into HBF H&S Forum sub/ working groups, an email regarding the working group memberships was sent to the forum, 20 January 2017. The current roof truss working group will continue to complete its current scope and with a group already working on Occupational Health, it will most likely be a case of strengthening and supporting the group further. Throughout the year it may be required that the committee focus their attention an emerging issue, which does not fall under the top 5 stated.

To enable the sub/ working groups to work well, the meetings need to take place midterm between each quarterly HBF H&S Forum meeting and have active participants. All working groups will develop and agree a ToR, programme & deliverables. At each HBF H&S Forum meeting the groups will provide a progress update.

SA suggested there should be a commonality between businesses on consortium agreement.

Take a look at 29 risk areas, under sharing best practice.

Before the next H&S meeting the Focus Group will draft an action plan and circulate this to the committee, MSC to sign off action log.

HBF website needs improvement on the H&S section e.g. work that is currently being implemented to be included, also develop a section on best practice/case studies for members.

RS to produce a list of all sub groups and members who've agreed to take part or chair them.

For the record the full listing of topics identified together with votes in the breakout sessions were:

- Occupational health 17
- Sharing best practice 17
- Traffic management 10
- Contractor Supervision 5
- Lobbying & engagement 5
- Plant 3
- CDM responsibilities 2
- Behaviour 2
- Subcontractor Health & safety awareness 2
- Presentation (good order) 1
- Competency 1
- Commitment 1
- Technical gas 1
- Minimum standards 0
- Temporary works 0
- Services 0
- Health & wellbeing 0
- Documentation 0

3. Actions arising from previous meeting

Action's dealt with from previous meeting, 20 October 2016:

Item 2 action: Occupational health questionnaire results recirculated on 29/11

Item 3a action 1: HSE willing to discuss risk assessed based document putting forward the case for, with appropriate controls for using 240v vacuum during plot clean out.

Item 3a action 2: "Do it right actions" survey shared.

Item 7 action: RC to get in touch with designers about scaffold standard.

Item 8 action 1: HBF accident statistics shared with CONIAC

Item 13 action: Charter action plan: see items 1 & 2 above

Outstanding actions from previous (October) meeting

Item 3b action 1: Roof Truss WG guidance has been shared to some to comment before being more widely released.

Item 3c action: HBF Legal Group to discuss Consortium Safety Health and Environmental Agreement Rev 3 – April 2015 at their next meeting.

Item 4 action 1: MM to send draft of revised 16 steps and the committee to review and provide feedback

Item 10 action: Review & survey of anti-climb measures

4. Sentencing guidelines update

PH to contact Steffan Groch, to see if Steffan could produce a short summary on sentencing guidelines for senior executives.

5. A O B

- a. DF mentioned that HSE are rolling out a Construction Health Risk Toolkit (CHeRT) and emailed RE this has been sent to the committee, 27/01/2017.
- b. SL mentioned there are more strategy workshops taking place around the UK in March.
- c. PH mentioned CSCS are making changes to their carding e.g. sweepers cards; HBF to circulated the email they received on this to the forum, 20/01/2017, asking the industry on its views. CSCS annual review 2016 has also been circulated within this email.

Meeting dates 2017

Thursday 4 May, Thursday 13 July, Thursday 26 October