



# THE HOME BUILDERS FEDERATION

## HBF HEALTH & SAFETY MEETING NOTES

Thursday 4th May 2017  
9.00am start

Lea Marston Hotel, Haunch Lane  
Lea Marston, Sutton Coldfield, B76 0BY

### PRESENT

Paul Haxell (Chair)	Park H&S	Rhodri Stevens	Barratt
Matthew Stubblefield	Croudace	Martyn Price	Crest
Dave Hickman	Miller	Dave Ford	Redrow
Diana Parums	Story	Steve Davidson	Countryside
Pete Anderson	Avant	Steve Dudman	Westleigh
Bryan Loftus	Davidsons	Barry Oliver	Berkeley
Sarah Stranks	Galliford	Greg Johnston	Stewart Milne
Tracey Taylor	Bellway	Steve Ashworth	NHBC
Andrew Locker	Bloor	Bob Mcnee	Bloor
Greg Ward	Rep. Strata	Steve Morris	Cala
Simon Longbottom	HSE	Steve Acaster	Persimmon
Vicky Bilsbury- Robinson	McCarthy & Stone	Edward Woods	Taylor Wimpey
Joe Yardley	Larkfleet		

### IN ATTENDANCE

Dave Mitchell	HBF	Craig Ferrans	HBF
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### APOLOGIES

David Bolton	Morris	Steve Foley	Avant
Stuart Hosegood	Cala	Michelle Shami	Countryside
Steve Allix	Fairview	Darren Stirrup	Galliford
Craig Donelan	Keepmoat	Vince Coyle	Barratt
Ian McNally	Bovis		

**1.00 Welcome and Apologies.** **Action**

- 1.01 PH Opened the meeting and welcomed everyone. Apologies were accepted from those listed overleaf. The group introduced themselves.
- 1.02 DM Explained that this was his last H&S Forum meeting and thanked the group for their support over the years. Ruth Scott is now on a sabbatical and will return later in October 17.
- 1.03 PH Highlighted that the last meeting was held in a different format to allow the opportunity for a brain storming session. From time to time we will switch between that format. Today is more about providing feedback form the last session.

**2.00 Previous Meeting Notes and Actions.**

- 2.01 Minutes were taken as read.
- 2.02 Item 2 Action 3 – HBF section on the website is a work in progress. CF to provide an update at the next meeting. CF
- 2.03 Item 2 Action 4 – PH noted that the Occupation Health Group was oversubscribed and unfortunately not everyone could be accommodated on that group. Suggestion that has been made that if there are any sub-groups that the OHG wants to form, there may be some opportunities for those individuals.
- 2.04 Item 3C – HBF Legal Group to discuss the consortium agreement revision 3, planning to meet in April. DM reported that there has been no feedback as yet, due to other priorities within that group. As soon as feedback has been received, this will be distributed.
- 2.05 Item 4 Action 1 – MM to send draft of revised 16 steps and possible home build variant. Nothing further has been received. CF/PH to chase. CF/PH
- 2.06 Item 7 – Scaffold standard is to be completed, agreed that CF/PH and OPTIMA to meet and get the sense of clarity of what the issues are and tidy up the solution from the work that has been carried out. RS to forward the design calculations and contact details on to CF for the meeting. CF/PH /RS
- 2.07 Item 10 – Anti-climb measures – Discussions around the group into having a survey regarding individual the anti-climb measures or whether there should be some consistency in the solutions. The thought was to have a standard specification.

DH commented that the harder you make it the bigger the challenge for the climbers and there should be a base line as you could go to all different extremes and it's about protecting your legal position should someone fall.

MP commented that it is both not wanting them doing it but also having a minimum standard. MP raised that he has applied a minimum standard and fitted the anti-climb device in but wasn't fit for purpose as there was a

200mm gap between the tower crane frame itself so people were just getting round it. Question needs to go back to the Tower Crane companies to review and provide a better solution.

It was agreed that the frustration is that even though it is trespass as long as they cause no damage, criminally there is little that can be done other than a civil measure.

BO highlighted he has over 70 Tower Cranes live in operation and is something constantly on the agenda, in particular landmark places in London are attracted to this behaviour and have standards in place that is a package of measures and are there to try and prevent it.

ALL/  
CF

Those that have pulled together standards to share their standards to help inform the conversation. Pass to CF for distribution.

### **3.00 Existing Working Group Update on Dust.**

3.01 DH provided an update as attached with these meeting minutes.

V-Tuff have provided a preferential rate, the outstanding practical issue being around the power but do have a solution, with a prototype of a generator and transformer on a wheeled trolley.

3.02 DH shared a copy of notice issued by the HSE to one of the Joinery Contractors around not being clean shaven although he did have a mask and has been face-fit tested. Importantly, the contractor received the notice and not the developer. EW noted having the focus on the legal responsibilities and clarification of how this should be targeted would assist greatly to go out to the contractor stronger that this has been established by the HSE and this is the legal situation.

3.03 MP highlighted that there are air-fed respiratory mask for unshaven contractors are also available but acknowledged they were more expensive Circa £700.

3.04 It was agreed the group has done as much as it can do as we now have some guidance material and some progress with tools and extraction. There can be a continuing monitoring brief for alternative tools. The Group may wish in the future to review the survey carried out previously, be carried out again to establish progress.

DH is to prepare a simple A4 sheet to be pulling together what is reasonably practical for the principle contractor and what's expected and from the contractor's as guidance.

DH

### **3.05 Existing Working Group Update on Roof Trusses.**

3.06 PH explained CD could not make the meeting however has updated the document and should be with PH in the next day or two and distributed a week later and would like any comments back in advance of the next meeting.

ALL

#### **4.00 2017 HBF H&S Working Groups.**

4.01 The H&S pack issued prior to the meeting contained draft terms of reference. There were to develop a scope to set out with clarity what the focus group should look at.

4.02 SA reported the reconstitution of CONIAC and the Helping Great Britain Working Well (HGBWW). All of the HBF H&S working groups need to be aware of the HSE proposal to form 6 steering groups with each of the chair's sitting on the CONIAC board and to head up an "Acting Together Group" and how it interfaced with all of the HBF working groups to broaden construction buy in. SA to pass round details to look at the connections. SA

#### **4.03 a. Occupational Health Working Group Update.**

4.04 SDa presented to the group the progress to date, a copy of which is attached to these minutes.

4.05 PH questioned how do we set the level of a standard, should we look more towards signposting/guidance as opposed to developing the specific details.

Points raised were around the CEO's signing up to the initiative in principle, setting out the objectives and then the priorities as some sections would need colleague support such as Human Resource for Mental Health and Stress by way of example.

Setting a standard such as Bronze, Silver, Gold was discussed around the table. DM highlighted that the HBF could never dictate any standard.

BO suggested a strategy/charter that is quite high level that shows a level of intent or commitment on behalf of the housing sector with a framework sitting underneath, setting out what the key areas are with a health maturity matrix at the back of the document to self-asses against the standard. This is maybe something the CEO's would be comfortable signing up to.

4.06 PH concluded that a high-level Charter/Strategy is powerful tool with little detail that the CEO's are comfortable with to sign up to with the framework, as highlighted by SD with the risks and topics, with the self-assessment maturity matrix that gets away from the Bronze, Silver, Bronze Standard concerns giving flexibility to reflect into the other sub-groups would be the best tool to push the business forward and set improvements.

#### **4.07 b. Lobbying and Engagement Working Group Update.**

SA reported that he represents the group on the CONIAC and CITB Health and Safety Environment Committee on Training Standards and was therefore opportunity to take any comments from the HBF group to those forums.

- 4.08 SA wanted to raise that when we need to lobby that the opportunity to pull together a small group was available as and when consultations are published. With that in mind the Fees for Intervention Consultation that has to be in early June and asked for volunteers. Agreed contributors were DF, TT, RS. SA/DF/TT/RS
- 4.09 SL reported that consultation is all about the disputes process and not about whether there should be an FFI system. There is some work going on to review FFI hourly rates to simplify but has to be approved through FFI regs and is going through a consultation.
- 4.10 DM Highlighted that the response is fed through the HBF to allow the policy team to review to ensure consistency across all subject matters.

**c. Lessons Learned Best Practise Working Group Update.**

- 4.11 MS Presented a mock website he and his colleague had prepared. The website developed all around sharing, examples of best practice, in-house campaigns and initiatives, generating discussion providing an online hub giving access only to the HBF H&S group with Notifications can be set up relevant to individual needs. Discussion around management/maintenance and cost of the site, cost reported was £7.76 per month, hosting, branding etc.
- 4.12 All agreed the idea was well received with no objections to the direction of travel. It was agreed that access to the website would be for HBF Health and Safety Working Group members only.

HBF agreed to help pull the website together. CF, MS and HBF IT to meet at HBF London to discuss moving the project forward and meet in June. As a discussion forum, a free loading website would be fine but Information papers would need to be vetted prior to uploading. The HBF H&S Section on the Website would dovetail into the portal also.

**4.13 d. Traffic Management Working Group Update.**

- 4.14 RS presented an update to the Group, attached to the meeting minutes for information and sought feedback from the group as to the direction of the working group. (awaiting presentation)
- 4.15 EW suggested a catchier title than buildability as design and production spend a lot of time looking at the buildability of the site but the point here is trying to highlight the interface of the public and site traffic, minimising and controlling it.

- 4.16 PH concluded the progress was moving in the right direction and for all to pass on to RS any standard details, arrangements, traffic management for information. ALL

**4.17 e. Contractors Supervision Working Group Update.**

- 4.18 GJ reported his update and have currently met twice to date and initially developed a spreadsheet type questionnaire to circulate amongst the

group to understand what the group were doing at present with the result providing some commonality. Where the common approach exists, trying to develop something that is fit for everyone.

GJ explained the idea is to pull all of the good things that are being carried out independently as a central pool.

The Terms of Reference in the pack are being progressed and were seeking endorsement of those TOR's.

4.19 SA asked that could the group look at from an advisory prospective what a Principal Contractor Site Manager would have to do with different employer categories from a supervisory perspective.

4.20 DH asked if the group would look at what the supervisor and the definition is and should do as just opposed to their competences.

Relevant supervisor's courses were discussed around the room and tailoring the training was a much better package to deliver.

4.21 PH concluded that the tensions are around suitability, resilience and monitoring and practice. As an aside, PH sat in a presentation where a number of companies were setting their stall up around pre-enrolment where this kind of activity was away from site, watching and using on-line technology solutions and answering scenario based content on line to demonstrating capability and maybe worth the group considering.

## **5.00 Health and Safety Statistics.**

5.01 DM tabled the latest up to date H&S statistics, HBF are now starting to collate the last quarter so if members could start to feed those back as soon as possible we can start to formalise the annual report.

5.02 SL commented that the stats were lagging indicators around safety but not getting what is happening to health and maybe developing some leading indicators should be considered.

MP agreed but suggested that a leading metric is more difficult due to company owned metrics being used across businesses and can be our proactive work that we are doing through our workgroups.

5.03 PH suggested that time should be put aside to discuss the stats being collected at the next meeting to tie then into the work streams.

5.04 All stats to be fed back to CF to formulate the data. MP to look at the stats procedure and update the contact details for 2017-18 accordingly in Ruth's absence for member distribution.

MP

## **6.00 Industry Updates.**

6.01 SL reported the HSE has recently held five stakeholder events in Scotland, Wales, Manchester, Coventry and London. The reason for those was to engage across all sectors not just construction on the new health and work strategy launched the tail end of last year. The three priorities in that were

musculoskeletal disorders, lung disease and stress. Trying to encourage all industry sector how those issues impact their own industry.

- 6.02 A session on futures and technological development, how that will impact on health and safety and any new potential risks that may come up. Revised sector strategies were also discussed issued last year published in December a draft sector plan for construction which has got three priorities and action points. Now in the process of collating the feedback from those sessions and publish the feedback in the summer.
- 6.03 CONIAC has a three-year constitution process that is overdue and looking to modernise how it operates and to achieve a slimmed down strategic body that is a smaller overall steering group which is fully aligned with the six themes of the HGBWW strategy. The chairs will in turn form the strategic new CONIAC. The changes will hopefully gain agreement in July.
- 6.04 Other work has been carried out on the industry risk profile, beyond RIDDOR data, looking at operation activity of inspectors where they are we seeing enforcement. One of the areas that have been identified is an MSD handling of materials risk with little enforcement. There have has been some serious injuries in the handling of materials. One of the projects is to look at how are the handling of materials planned on a project all the way through from delivery.
- 6.05 All Regs. have a post five-year implementation review so CDM 2015 is being reviewed and will be consulted upon.
- 6.06 Small issue of the modernisation of the card schemes some of the plant inspectors have had their cards taken away and haven't been able to get on site and do the plant inspection because they haven't had a card. This has been raised centrally with CSCS.
- 6.07 DF asked PH if there was any further feedback on the dumper group set up with CONIAC/CPA. PH reported that there have been some prototypes built and now trailing on the South West. PH to share the last update with the group. MP highlighted that he was involved in a Hampshire Construction Group and in a couple of weeks a ground worker member (TONIC) is organising a demonstration.

## **7.00 Health & Safety Charter and Action Plan.**

- 7.01 PH referred to the Action Log as work in progress to review and close where appropriate.
- 7.02 DH to look at a Survey Monkey on the review of health and safety information provided to homeowners to understand who is doing what. DH

## **8.00 Separation Panels to Kitchen Hobs.**

- 8.01 CF gave a brief background and update on the issues experienced to date and referred the group to the HBF technical update, attached to the meeting minutes for information.

**9.00 Contact List.**

8.01 Updated list to be distributed with the minutes.

**10.00 Next Meeting Dates 2017.**

10.01 Thursday 13<sup>th</sup> July, Thursday 26<sup>th</sup> October.

**11.01 Any Other Business.**

11.02 H&S Apprenticeships – SA provided an update on the mechanisms of the scheme with it still in draft at this stage. Ties in with the new apprentice levey and bringing people into the industry with intake in the Autumn/September time. Entry requirements are either holding or working towards five G.C.S.E. grade A to C including maths and English, performance criteria similar to a N.V.Q. to achieve Tech IOSH aiming a school leavers upwards.

11.03 Temporary Works – PH interpreted the suggestion the VC was looking to create a temporary works working group. However, this was not seen as a priority as it achieved no support in the last meeting. PH to confirm back to clarify intention. PH/VC

11.04 TT asked the group if there were any forklift, generic lifting plans that could be shared and passed on to save re-inventing the wheel. ALL

11.05 DF has been approached by a company promoting the use of an App, namely “Take 5”, a safety improvement scheme APP from the Lighthouse Trust and looking for participants, 10 in total, to get involved with no costs during the pilot but will some cost when it goes live, but those costs received will be fed directly back to the trust. DF to pass the details around the group. DF

11.06 DH reported that he is still a member of the Construction Leadership on plasterboard handling, if there are any feedback or issues to pass on to DH for his next meeting. DH has developed a five-point video on the handling of plasterboard and is happy to share. EW has also done some work and will feedback to DH his work today. ALL

11.07 In Closing PH thanked DM on behalf of the group for all of his support over the years and wish him all the best in his retirement.