



THE HOME BUILDERS FEDERATION

HBF HEALTH & SAFETY MEETING NOTES

Thursday 13th July 2017
9.00am start

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

PRESENT

Paul Haxell (Chair)	Park H&S	C Donelan	Keepmoat
J Yardley	Larkfleet	M Bostwick	Kier
C Epps	Crest	M Shani	Countryside
R Stephens	Barratt	G Johnston	Stewart Milne
D Ford	Redrow	S Horsegood	Cala
M Stubblefield	Croudace	S Ashworth	NHBC
D Bolton	Morris	S Longbottom	HSE
N Kingdon	St. Modwen	G Ward	Rep. Strata
D Appleby	TW	D Hickman	Miller
Di Parums	Story	B Oliver	Berkeley
S Acaster	Persimmon	A Stranks	Galliford/Linden

IN ATTENDANCE

Craig Ferrans	HBF	M Milner (Presenter)	STA
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APOLOGIES

N Seddon	St. Modwen	S Morris	Cala
S Mantle	NHBC	D Stirrup	Galliford/Linden
M Price	Crest	R Theaker	Davidsons
V Coyle	Barratt	I Viveash	Berkeley
G Round	Orbit	S Dudman	Westleigh
I 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.	
2.00 Previous Meeting Notes and Actions.	
2.01 Minutes of the previous meeting were taken as read.	
2.02 Item 2.02 – CF noted that the HBF website was currently being updated to provide additional features, this work also tied in with the Sharing Best Practice Working Group and is discussed under Agenda Item 5.	
2.03 Item 2.05 – Martin Milner from the Structural Timber Association (STA) was presenting to the group under Agenda Item 3.	
2.04 Item 2.06 – PH noted that there have been difficulties in agreeing the finer details with OPTIMA and to broker a meeting, which at the face of it seems little to be concerned about. PH will update the group once this has been resolved.	
2.05 Item 2.07 – Sharing best practice on Tower Cranes and anti-climb measures. CF noted that he has had only two responses from the group; one very light touch and a second quite detailed. CF asked again for any guidance that members would be willing to share with the group to send directly through to him.	ALL
2.06 Item 5.04 – MP to look at the stats procedure and update the contact list details for 2017/18 – This item was carried over to the next meeting due to MP apologies.	MP
2.07 Item 7.02 – DH provided an update on the Health and Safety Information for Home Owners. He had received only seven responses from the group to the survey. DH asked for the forum to re-look at the survey and agreed to redistribute for completeness. It is hoped that sufficient data will be available to discuss at the next meeting.	DH
2.08 Item 11.03 – The suggestion for a working group on Temporary works. This has not been discussed in any further detail.	PH/VC
2.09 Item 11.06 - DH is still active on the Plasterboard Handling Industry Group. DH noted that the meeting that was scheduled had been cancelled and therefore had nothing further to report.	
2.10 CF asked the group to confirm that if they are not receiving all of the information distributed from the HBF to confirm their email details with their position and place of work to ensure that the HBF database is up to date.	ALL
3.00 Martin Milner – Structural Timber Association (STA)	
3.01 PH introduced MM from the STA. MM kindly agreed to present to the group an update to the 16 Steps and Fire Mitigation Considerations, discussed in November 2016 H&S Meeting. A copy of the presentation is attached to	

these minutes for your information.

4.00 Existing Working Group Update on Dust.

4.01 DH provided presented an update of the working group, a copy of which is attached to these minutes for information. The group have been able to negotiate a preferential rate for HBF members on the purchase of the V-Tuff vacuum cleaner and ancillaries, effectively securing the items at the list price minus 45% which all agreed was great progress.

4.02 Existing Working Group Update on Roof Trusses.

4.03 CD has prepared a draft paper on what the working group thought was a reasonable approach and asked for volunteers to help conclude the work. DP/SAC agreed to provide some assistance. An update will be presented at the next meeting. CD

5.00 2017 HBF H&S Working Groups.

5.01 PH addressed the forum and explained that today's session was to allow an opportunity for the individual groups to gain feedback to certain questions that have come to light. Today was an opportunity to provide some further direction where needed and to ensure that the groups progress was aligned to the original objectives/TOR's.

a. Occupational Health Working Group Update.

5.02 MS provided an update of the groups objectives. MS presented the first draft of guidance produced to meet with the HBF Occupational Health and Wellbeing Standard. A copy of the handout is attached to these minutes for information. The questions for specific feedback raised by the group were as follows:

1. Should 'wellbeing' be included as part of the HBF's occupational health Guidance?
2. Does the HBF agree to the principle of occupational health Guidance?
3. Does the draft/ discussion meet the terms of reference/ HBF requirements? - If it does not what needs to change (& why)?
4. What are the strengths/ good points in the draft?
5. What are its weaknesses? What would you change (& why)?

5.03 Feedback from the break-out sessions have been scanned and distributed to the MS – Chair of the sub-group.

b. Lessons Learned Best Practise Working Group Update.

5.04 MSt noted that a second group meeting was held at the HBF offices with CF and Catherine Wilson (HBF IT). The H&S website will be a standalone site, linked back to the HBF website with user login details still required. CW has agreed to go back to the HBF web designers to understand what

are the most suitable platforms available. Notably there will be a cost as to the design of the page but the on-going maintenance costs should be very little. Once these costs are understood they will be fed back to the working group. The website will also be able to support photographs, videos and have a section to allow blogs. The next meeting will be within the month of September due to the holiday period.

- 5.05 SAc asked if the facility to highlight new safety alerts/new posts could be made. It was agreed that it was possible and these new items would be highlighted for the users when logging in and would also be time limited.
- 5.06 DF noted that the success of the website was down to members sharing best practice and using the facility as a go to place, and that we all should share this commitment once it is made available and up and running.
- 5.07 **c. Traffic Management Working Group Update.**
- 5.08 RS provided an update of the groups progress to date.

The Exercise of the session was focussed around gaining high level agreement on the following:

- Layout/Structure of the guidance
- Level of detail for duty holders
- Level of detail for Construction actual controls (hierarchy of controls)
- Requirement for Assessment for pre-occupation
- Timescale in line with HSG 144 review

1. Does the draft/ discussion meet the terms of reference/ HBF requirements?

If it does not what needs to change (& why)?

2. What are the strengths/ good points in the draft?

- 5.09 Feedback from the break-out sessions have been scanned and distributed to RS – Chair of the sub-group.

d. Contractors Supervision Working Group Update.

- 5.10 GJ provided an update of the groups progress to date alongside his presentation, a copy of which, is included with these minutes.

The immediate feedback sought from the group was as follows:

Do you wish us to look purely at Trade Contractor Supervisors in the H&S context/role or do we also need to look at the broader subject of Leadership? Tying in:

- Health and Safety
- Programme / production
- Quality of work.

Should we stipulate what an HBF “Supervisor” should be producing and at what frequency (risk based):

- RAMS briefing.
 - Toolbox Talks.
 - Formal HSE Monitoring etc. within their areas of accountability/responsibility?
1. Thoughts on how we ensure that Sub-Contractor Supervisors are given the required level of authority to be the Supervisor.
 2. Skills Knowledge Attitude Training Experience - Thoughts on how we consistently test/check verify –Eg. do we match against a sample CV?

5.11 Feedback from the break-out sessions have been scanned and distributed to the GJ – Chair of the sub-group.

5.12 **e. Lobbying and Engagement Working Group Update.**

5.13 SAc noted the recent Fees For Intervention Consultation was recently submitted to the HSE. Any further consultations will be shared and discussed as and when they published.

6.00 **Health and Safety Statistics.**

6.01 CF provided an overview of the Q4 H&S Statistics. CF raised that there were issues around the population of the spreadsheet returns form, in that when completing the spreadsheet some of the formula had been inadvertently removed and had caused some errors in the final returns.

7.00 **Industry Updates.**

7.01 SAc noted for everyone’s diary the HSE’s Annual Conference on the 18th September 2017, to be held at the QE2 Conference Centre.

7.02 CONIAC. SAc noted that cooperation, communication and coordination of utilities was discussed and resurrected the Code Of Practice that was produced in 2012 on how to work better with our utility colleagues. The COP was subscribed by the North East and quite well promoted. SA to distribute to the HBF H&S group for information. SA

7.03 SL provided an update on the new CONIAC structure and the possibility of the HBF being involved within the sub-groups that will be formed. These shall be communicated as the groups develop.

7.04 SL noted that the HSE/Citb are working to provide some simple illustrations of people finding a solution to CDM issues and have secured the capacity to create some short videos, demonstrating how they were resolved to reflect good practice. Any input from members would be appreciated as to the content of the project. ALL

7.05 SL provided an overview of other emerging issues, notably, there will be some work around fragile roofs/roof lights and the knock-on effect to

HSG33. Electrical safety update is near to being published and HSG168 is due for revision given the Grenfell Tower incident. CDM 2015 review is underway principally around the objectives of the document being met.

8.00 Brick and Block Loads

8.01 DA raised that there had been a number of near misses in transferring brick and block loads around sites with insufficient banding. DA wanted to raise awareness to help add pressure to the supply chain to ensure that loads came to site correctly and appropriately banded. It was agreed that best practice would expect 2 bands around the top and 2 bands around the centre.

9.00 Next Meeting Dates 2017.

9.01 Thursday 26th October.

10.00 Any Other Business.

10.01 SAc noted that he felt that the HBF should consider the reimbursement of travelling expenses when representing the HBF at forums such as CONIAC.

10.02 SAs asked the group if they had any experience on the management of expectant mothers on site. SA noted the recent IOSH publication, linked below for information.

<https://www.iosh.co.uk/Books-and-resources/Our-OH-toolkit/Non-work-related-conditions/Pregnancy.aspx>

10.03 CF asked if there were any objections for the minutes of the meeting to be shared with the National Technical and Sustainability Committee. This was accepted by all subject to the allowance of a minimum of a week's grace to allow any feedback to be made.