

THE HOME BUILDERS FEDERATION



HBF HEALTH & SAFETY MEETING NOTES

Thursday 26th October 2017

9.00am start

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

PRESENT

Paul Haxell (Chair)	Park H&S	Ray Cooke	HSE
V Coyle	Barratt	B Murrell	Bewley
C Epps	Crest	M Dearsley	Countryside
R Stephens	Barratt	G Johnston	Stewart Milne
D Ford	Redrow	S Taphouse	Bewley
S Ashworth	NHBC	S Morris	CALA
D Bolton	Morris	R Cooke	HSE
M Bostwick	Kier	G Ward	Rep. Strata
E Woods	Taylor Wimpey	D Hickman	Miller
J Haw	Countryside	T Taylor	Bellway
S Acaster	Persimmon	D Housley	Redrow
J Yardley	Larkfleet	J Locker	Bloor
N Robinson	Story Homes	S Dudman	Westleigh

IN ATTENDANCE

Craig Ferrans	HBF	Ruth Scott	HBF
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APOLOGIES

I Viveash	Berkeley	R McNee	Bloor Homes
S Hosegood	CALA	M Price	Crest Nicholson
S Allix	Fairview	R Theaker	Gleeson
S Longbottom	HSE	C Donelan	Keepmoat
D Stirrup	Galliford Try	P Dyster	Hill
D Marinou	SMAS		

1.00	Welcome and Introductions	Action
1.01	PH opened the meeting and welcomed everyone. Apologies were accepted from those listed above. The group introduced themselves.	
2.00	Notes of Previous Meeting and Actions.	
2.01	Minutes of the previous meeting were taken as read.	
2.02	Item 2.05 – HBF had not received any further responses on sharing best practice around tower cranes and anti-climb measures. CF to circulate what information has been provided to date to the group.	CF
2.03	Item 2.07 - DH reissued the home owner information survey to the group but has not received many responses.	
	It was suggested that CF distributes the Health and Safety Information for the Home Owners form to all HBF Regional Technical Groups for comment. It was agreed to understand what document(s) are being used by the developer members and agree/suggest an appropriate way forward.	CF
	It was also suggested that the HBF Legal Group is contacted to ensure the appropriate level of detail that is required is being provided. CF to speak with Steve Turner at the HBF	CF
	If necessary NHBC will be invited to the next HBF H&S meeting to present their home owner pack as an option.	
2.04	Item 2.08 – At the previous meeting, temporary works was suggested as the next HBF H&S forum working group once an opportunity became available.	
	To facilitate the discussion, it was agreed that the group are to suggest what training would be needed and to develop a case on how we would manage temporary works, with the potential take this to CITB.	
	Cala agreed to share their temporary works training. SM to email this over to CF, to be distribute to the Forum.	SM
2.05	Item 8.0 – EW raised an issue with telehandlers trying to lift brick and block packs without the appropriate banding and wrapping as delivered by the supplier.	
	EW agreed to send CF the letter he has sent to his supply chain for this to be issued to the group. EW asked if the group could talk to their respective procurement teams about this, so that the group as a whole could support the issue.	EW

It was suggested for the lobbying & engagement group to discuss with the Brick and Block Association to improve the industry standard and agree it is the right direction of travel.

- 2.06 CF noted that he has shared the work of the HBF H&S Working Groups with the HBF Board, HBF Major Sub Committee, within the HBF Technical Update (to all technical contacts) and the work was also highlighted in the Chairman's Update, all providing positive feedback.

It was agreed for the group to discuss the HBF H&S Working Groups within their own respective businesses and to make sure they are all aware of the work taking place to assist in the adoption. **ALL**

3.00 HBF H&S existing Working Group Update on Roof trusses

- 3.01 CD wasn't unable to attend, but gave an update to PH to present at the meeting.

The group have not yet succeeded in completing the draft proposals and it was suggested that TRA are involved to discuss the paper with the intent to finalising the document. CD to forward on the latest information. **CD/CF**

4.00 2017 HBF H&S Working Groups present update:

a. Occupational Health Working Group Update - M Dearsley

- 4.01 MD provided an update of the groups' progress to date.

The HBF Occupational Health and Wellbeing Guidance document, was distributed to the group on 02-11-17.

It was agreed to take the document back to each business and provide feedback. Comments due back by Friday 22nd December 2017 in readiness for it to be signed off for the next meeting. The guidance document will be uploaded on to the new HBF Health and Safety Forum website; this will have the facility for a comments section so feedback can be shared on the website to avoid duplication of comments. **ALL**

- 4.02 The group are developing the paper which will be supported by a self-assessment tool which shall be distributed around the group in the near future.

- 4.03 It was noted that some businesses are already in the process of splitting Health and Safety into separate agenda items to concentrate on each heading individually.

- 4.04 It was discussed that Occupational Health should be included in the HBF RIDDOR Stats, though the group need to work out and decide how it will be measured and what is to be included.

- 4.05 Occupational Health questionnaire should also be checked by HBF Legal Group in order to make sure it meets with the data protection laws. CF to discuss this with Steve Turner. **CF**

b. Sharing best practice/Lessons Learned Working Group Update.

4.06 The new HBF Health and Safety Forum website will be open to all members of the group. It was suggested that only developer members were able to upload and share content relevant to the site.

The website is to be trailed for a month by the developer members and to provide feedback before the site goes live. During this time the working group will develop the terms of reference for its use and agree protocols, security etc.

The website will be made available for anyone in the forum to view although certain sections maybe private (this to be explored) to gain access to the website content the user must be a registered site member and request group membership.

ALL

A feedback section will be made available on the website, to allow members to provide feedback on the site as a whole and their experience in using it, this will need to be arranged with HBFs IT Team. Comments to be posted by Friday 22nd December 2017.

It was noted that the new website could lead onto creating more attraction from non HBF members, encouraging them to sign up to HBF and support the forum.

RS to transfer previous HBF H&S documents from HBF website to HBF Health and Safety forum site, such as historic meeting papers, RIDDOR Stats, campaigns and the HBF Charter.

RS

Developer members will receive an email alerting them of when they can register for the site.

c. Traffic Management Working Group Update – R Stephens

4.07 RS provided an update of the groups' progress to date.

RS noted that HSG 144 The Safe Use of Vehicles on Construction Sites, is under review with comments to be submitted to the HSE by 22nd December 2017. CF agreed to coordinate a response with members asked to submit comments back to the HBF for a combined submission.

ALL/CF

4.08 RC noted that the HSE are also consulting on HSG 33 & HSG168. A separate note will be distributed around the group.

4.09 The latest traffic management document was sent out to the group on 02-11-17. The documents will be loaded onto the website for viewing and comment as per the other working groups discussed previously.

RS noted that the pictures in the 'Further Considerations and good practice images' column in the traffic management landscape doc, can be updated to suit each individual business if so desired.

d. Contractors Supervision Working Group Update. – G Johnston

4.10 GJ provided an update of the groups' progress to date.

The working group has agreed to self-test the proposals over a 6month period before the final document can be agreed to ensure that it is workable, fine tuning where necessary and feel that they are about 80% complete.

The sub-group will be finalising materials in early December, such as an engagement piece, pre-selection questions, ratio's and guidance at their next meeting and will update again at the next H&S meeting on this.

The principal framework document to be loaded onto the new website in January 2018.

e. Lobbying and Engagement Working Group Update.

4.11 SAc provided an update of the groups' progress to date.

SAc to send CF electronic copy of the CONIAC minutes and for these to be distributed around the forum. **SAC**

It was noted that HBF need a representative at the HSE working Group meetings to feed through CONIAC. It was also discussed that the chairs on the HSE Working Group meetings could attend HBF H&S forum on a as and when needed basis.

Occ Health & Management Risk need HBF representatives at HSE Groups. CE volunteered to attend the Management Risk meeting on 31st October.

SAc spoke with Russell Adfield at the HSE who stated that HBF have had an invite to nominate a representative and that the HSE have not received a reply although at this time he was unsure who the HBF had put forward. CF to pick up. **CF**

SAc cannot attend the first CONIAN meeting on 7th December – PH agreed to attend and represent the HBF on this occasion.

5.00 HBF Health and Safety Statistics – Report on Metrics

5.01 CF highlighted to the group that the HBF RIDDOR statistics have been discussed at the HBF Board meetings, in particular around whether to make them publicly available and should these be compared with other industry stats.

5.02 The group raised the issue that if the stats are released, the need to be consistent in making them public each year regardless of the results is important.

5.03 It was also suggested that members should start recording:

- Number of completed units
- RIDDOR against build within the stats

5.04 It was recommended to include a statement in the HBF Health and Safety RIDDOR reports, which made it clear why the document has been put together and what has been the purpose.

6.00 Next Meeting Dates 2018.

- 6.01
- Thursday 18th January 2018
 - Thursday 3rd May 2018
 - Thursday 12th July 2018
 - Thursday 25th October 2018

7.00 Any Other Business.

7.01 SAc – raised a debate around raised platforms and hop ups.

This is being debated within HSE and RC will report back with some feedback.

RC

7.02 DH is due to have a meeting with HSE regarding dust & research. The notes of this upcoming meeting will be issued to the group.

DH

7.03 Plasterboard Working Group meeting is due to take place, but DH is not available but will send a member of his team to attend.

EW noted that his colleague may also be in attendance therefore should be covered and will provide any feedback.

DH/EW

7.04 RC tabled soft landing systems: HSE and H&S Labs have developed some figures using the head impact criteria tool which came back with a low risk of head injury. RC noted that there was little to no information on the potential risks for landing onto soft landing systems so has written a research specification which will bring others together and share knowledge.

7.05 DF highlighted that there is a number of new standards from CITB in relation to training and if you are developing your own courses and they do not meet the core criteria set by CITB, grant funding will not be made available.

7.06 CE asked is there was still universal support for CSCS across industry, CF to discuss with John Slaughter for feedback.

CF

7.07 A member raised an issue with JCBs Forklift trucks test button feature. When pressed, all indications were that the vehicle was showing that everything was working correctly, however when carrying out a physical test – extending the boom with 1 tonne load at ground level, the machine should cut out, however was still extending and lifting the rear wheels off the ground with 3 vehicles failing the physical test, but passing the test button. JCB recommend that both the test button and physical test be carried out every day.

It was recommended to upload this information onto the new website as a safety alert.

- 7.08 DH – Asked if the group carries out any background checks on the people they employ such as undertaking CRB checks?’ Some discussion was had with no one individual company at present carrying them out.
- 7.09 CF highlighted to the group that anything HBF Health and Safety related will now go through RS and not Marian MacDonald.
- 7.10 Home Builders Health and Safety Forum Charter Action Log to be updated with the Working Groups progress. **RS**