

Safety, Health and Environment Leadership Team (SHELT)

17th December 2014

9am – 11am

LT144, Huxley Building, South Kensington Campus

Minutes

Present: Michael Lytrides – Director of Estates Projects – (ML)
Denis Murphy – Estates Projects Construction Safety Manager – (DM)
Dean Trigg – Estates Projects Construction Safety Advisor – (DT)
Stephen Hughes – Head of Safety Estates Facilities – (SH)
Sara Muir – Head of Energy and Environment – (SM)
Surrinder Johal – Safety Director – (SJ)
Bob Barnett – Russell Cawberry – (BB)
Danny Brittin – Longcross – (DB)
Gavin Turner – W&L Installations – (GT)
Phil Winsor – Quest Interiors – (PW)
Richard Wilson – Lowe Build – (RW)
Nigel Walker – Halsion – (NW)
Colm Finnegan – Laing O'Rourke – (CF)
Ross Marley – Electro – (RM)
Mark Gomm – MSL – (MG)
Mark Baker – 8Build – (MB)
Mick Stanton – Richardson Hill – (MS)
Craig Middleton – SPIE / ICL – (CM)

Apologies: David Hughes – Facilities Manager
Carlos Griffiths – Bouygues UK
Brendan Kelly – Graham Construction
Carl Raison – 8Build
James Winsor – Quest Interiors
Kevin Marley – Electro
Patrick Hailstone – Willmott Dixon Interiors
Stephen Hurt – Willmott Dixon Interiors
Richard Byrne – Laing O'Rourke
Mike Graystone – Skanska

Agenda Item

Action

1. Item 1 – Attendance and apologies

- a) ML and DM welcomed everyone to the December SHELT meeting and thanked everyone for their support and commitment to SHELT over the past 12 months.
- b) Apologies were noted as above.

2. Item 2 – Agree minutes from last meeting

- a) The minutes of the November SHELT meeting held on 28th November 2014 were agreed as a correct record.

3. Item 3 – Actions from November Meeting

- a) DM reminded everyone about the statements required prior to the SHELT in January 2015, provide an outlining strategy for improving safety culture and implementing an occupational health scheme for employees and supply chain partners. ALL
- b) MG raised a concern that statements are fine but the business may need to be considered as a whole. Due to this a separate policy may need writing for ICL works. MG was concerned that the size of their company may affect how both schemes could be incorporated.
- c) ML stated that occupational health schemes should be appropriate for each organisation and that monies expended on improving health, safety and environmental policies, should be considered as an investment and not as a cost. Estates Projects expects to see these policies fully implemented in 2015.
- d) DB advised that the cost of corporate membership for Constructing Better Health (CBH) is £5000 and asked if this was what ICL was requiring.
- e) DM advised that CBH was one option, but companies were at liberty to employ whomever they felt was appropriate for them. This issue was now top of the HES's agenda and was included as a target in the Government's 2025 Strategy for Industry document.
- f) DM reminded everyone that the Client pays for everything and there was no doubt that any costs involved would be passed eventually to the Client, through the tender process.
- g) CF made a suggestion that perhaps smaller companies can collaborate and absorb costs by using services of an occupational health provider together and making up for any short fall in their own numbers. This would allow for the daily visit (charged at a day rate) being used by all and not just at the expense of one company.
- h) Feedback for the environmental policy has been limited to date , but DM stated that the current policy was our starting point and that the policies arising out of our agreement at SHELT around noise, dust and vibration issues, would feed into this live document.

4. Item 4 – Noise Presentation

- a) DB presented the document from last month and highlighted the sections covered. Attached
- b) DM stated that there is concern at the College that occupational health issues are not being adequately dealt with at design stage, or when the work is being undertaken on site. The hierarchy of control is being ignored and insufficient consideration being given to engineering controls. Designers need to improve their safety in design skills and contractors need to ensure best practice is employed to tasks that include noise, dust and vibration.
- c) SH questioned when companies submit tenders are they including ways of addressing these issues, or is it being raised in separate documents.
- d) DM responded that all significant risks should be underlined within the tender return, highlighting to the client how issues will be managed and controlled, focusing on noise, dust and vibration issues, so that tenders can be evaluated on value, as well as cost.
- e) SM stated that the presentation and discussion was very much Health & Safety focused and that environmental issues and impacts should also be considered. Hierarchy of controls and looking at aims as well as impacts on neighbours.
- f) ML stated there has been focus within RAMS to protect operatives being exposed to noise, dust and vibration and is a common thread in respect of the interface between the operatives and users within the local vicinity. The RAMS currently are not fully addressing these issues and these issues should be looked at an earlier stage and not left until on site. The boundary between works needs to be considered more to ensure all parties are covered and controlled.
- g) DM said that all issues need to be looked at holistically and that moving forward the document would be a good starting point but needs to be drilled down to operative level. Between now and the next meeting the group should consider how this can be achieved, with examples of best practice presented to showcase what's possible. ALL
- For example, supervisors should be trained in the use of noise monitors, with readings taken on site to confirm those noted in the RAMS provided. Records of readings should be kept on site for inspection by the Client and enforcing authorities. The daily, or task readings can then be used, to ensure the PPE provided is appropriate, if the risk cannot be eliminated, or engineering controls are impractical for the task.
- h) SH asked what the tangible evidence would be for this, with regards to records.
- i) DM said these should be held on site, as noted above and companies could use their own templates for this purpose.
- j) RW said that this can be task based and records taken at the start of each task activity and re-recorded when set up in another area.

5 Item 5 – Dust Presentation

- a) This will be presented by RB in January. RB
- b) DM asked the group to consider this area and to bring along constructive thoughts to the next meeting offering practical solutions.

6 Item 6 – Vibration Presentation

- a) RW provided his presentation in regards to the use of HAV register, HAVI meters for tools which measure the trigger time and how HAV monitoring was implemented and controlled. Attached
- b) The HAVI toolkit shown in the slides was discussed with RW advising that the cost of a meter is £55 but a HAVI Manager Toolbox kit is available for £155. This kit includes various items that can assist the site team in managing HAV issues on site.
- c) It was requested that SHELТ members come back with thoughts on how their companies can approach and look at implementing and using the information contained within this presentation, or other HAV monitoring system within their companies. ALL
- d) RW advised he would forward a copy of the HSE HAV calculator and HAV exposure guide for tools for issue to the SHELТ team for use and reference. Attached
- e) BB advised that this would need to be built into the design process and not just on site.
- f) DM agreed that designers had the best opportunity to eliminate or reduce occupational hazards, but contractors will still need to address residual risks in the tender documents, as previously discussed. Attached

Post meeting note: Information in regards to a recent HAV prosecution was seen in the January 2015 Health & Safety at Work magazine and issued for SHELТ member's information.

7 Item 7 – Contractor's Monthly Statistics

- a) DT provided an overview of the statistics from the live projects during November. Attached
- b) DT questioned if people were confident in reporting near misses as this still seems to be lacking. CF advised that this is included within their site inductions. DT advised RCL on the William Penney project had implemented a text service if not confident in approaching the site manager.
- c) ML stated that the reporting of near misses is an indication of quality of supervision. Is the near miss definition known by all to ensure that all levels of operatives have the confidence to report near misses.
- d) DM stated that companies should make it easier to report the

near misses and that individuals should take responsibility. It may take time but if operatives gain the confidence to report then it will mean that lessons can be learnt easier and feedback provided.

8 Item 8 – Lessons Learnt Presentations

- a) Willmott Dixon Interiors (WDI) were due to provide a lessons learnt presentation in regards to a dropped tool incident that occurred during the College Library refurbishment in the summer. Due to illness, WDI were unable to attend and this will be presented in January 2015. WDI

9 Item 9 – AOB

- a) It was discussed last month that ICL were looking to obtain posters for display within the contractor’s canteen. CF provided some LOR branded posters and DT thanked CF for this. DT asked SHELТ members if they were aware of any companies that they use that ICL can contact in providing ICL branded posters. SM advised that Nic Dent may be of help from within the College. RM forwarded company details that Electro have used. Any other contacts please forward to DM and DT. ALL
- b) Supervisors - MG asked if the SMSTS/SSSTS was still an ICL requirement. DM stated this is very much the case and that it will continue to remain a minimum requirement. MG asked if this was monitored and DM advised that this is checked at the pre start safety induction for any new supervisors and that contractors are asked to check when supply chains start on site.
- c) SH asked about highlighting supervisors with safety champion jackets? DM and ML stated this will occur once the ICL supervisor training takes place but we need to feel confident that the contractor’s supervisors are delivering on their commitments before putting onto place.
- d) ML asked how would we get to this point, we keep hitting a brick wall with AMBER and RED reports still occurring with issues being highlighted that should be controlled by supervisors. MG asked if subcontractors can view the report. DM said reports go to PC and that this should be fed back to all to ensure that relevant measures are taken and issues fed back via toolbox talks to the operatives. RW stated it was important to build relationships to ensure jobs are carried out to the best of everyone’s ability. DM stated that the technical ability is there but the soft skills to get the message across are missing. DM asked for templates of DAB’s with copies sent to DM/DT with the view of discussing further in February. ALL
- e) 360 training – SH said that we are placing a lot of emphasis on the supervisors including their skill sets and having to take on the role of champions. How are we assessing this? It was explained that hierarchy is removed in a 360 review. SH suggested Learning & Development Centre (LDC) at ICL assist with this and develop a programme of how best to monitor. DM said he would speak to LDC to look at arranging a presentation. DM
- f) BBST – RW stated that BBS feedback was discussed with SOG Ltd, the training provider and that half day sessions are being worked on for delivery. SOG Ltd now has an office set up in RW / ALL

Dagenham with training to take place early 2015. RW asked that those wishing to attend should contact him directly for more information. Contractors who missed the session in November have already liaised with RW to discuss further options.

- g) DM asked ML to provide an outlook as to the future workload.
- h) ML advised that more than 20 projects were worked on this year. The master plan is expected to fully kick in mid to late 2017 following the move of Chemistry to Imperial West as space will then be freed up on South Kensington for refurbishment and upgrade. Until then ML envisaged that we would plateau in regards to works.
- i) ML thanked the SHELТ members for their time and effort in getting the SHELТ process set up. ML added there is great evidence of collaboration and looked forward to working towards an 'accident free 2015'.
- j) DM thanked everyone for their attendance and participation and wished everyone present a Merry Christmas and a Happy New Year.

10 Item 10 – Next Month Meeting

- a) January meeting will be held at 10.00am at South Kensington Campus on Friday 30th January 2015. Venue TBC.