

Safety, Health and Environment Leadership Team (SHELT)

25 April 2014
10am
Estates Meeting Room 1, Sherfield Building
South Kensington

Minutes

Present: Michael Lytrides – Director of Estates Projects
Denis Murphy – Estates Projects Construction Safety Manager
Ian Gillett – Director of Safety
Stephen Hughes – Head of Safety – Estates Facilities
Richard Byrne - Laing O'Rourke
Bob Barnett – Russell Cawberry
Brendan Kelly – Graham Construction
Danny Brittin – Longcross
Kevin Sheridan – Balfour Beatty
Richard Wilson – Lowe Build
Mike Graystone – Skanska
Dominic Glyde – Morgan Sindall

Apologies: Sara Muir - Head of Energy and Environment
Simon Camps –ISG
David Hughes – Facilities Support Manager – Campus Services
Carlos Griffiths – Bouygues UK

| <u>Agenda Item</u> | <u>Action</u> |
|--|------------------------|
| 1. Item 1 – Attendance and apologies | |
| (a) Michael Lytrides (ML) and Denis Murphy (DM) welcomed everyone to SHELT's fourth meeting. | |
| (b) Apologies were noted as above. | |
| 2. Item 2 - Agree minutes from last meeting | |
| (a) The minutes of SHELT's fourth meeting held on 28 March 2014 were agreed as a correct record. | |
| 3. Item 3 - Actions arising from last meeting | |
| (a) DM and ML are still actively pursuing the issue of an Occupational Health Scheme for construction workers at South Kensington. | DM/ML |
| (b) Behavioural Safety Training (BST) statements are still outstanding from those companies listed below:- | 8B/ QI/ WD/ GC/ BUK |

- 8Build (8B)
- Quest Interiors (QI)
- Willmott Dixon (WD)
- Graham Construction (GC) and
- Bouygues UK (BUK)

ML and DM discussed the purpose of collecting BST statements. The intention is to establish principals and to integrate the information received to establish a framework, or set of ICL standards. ML stated that once standards were agreed by SHELТ, it is important to be seen to be implementing these standards on site.

DM stated that as the clients control the funding, they had an opportunity to set standards and influence commitment to best practice safety management processes.

DM requested that all those companies currently implementing a BST scheme, to send through a report to him, ahead of the next meeting. The report should list objectives and contain a brief commentary on what and how the payoff is to business objectives.

This information can then be used to identify commonalities between BST schemes and help those not yet engaged, establish a roadmap to selecting a BST scheme appropriate to their business.

- (c) Richard Byrne (RB) of Laing O'Rourke confirmed the Formula One video clip used at last month's presentation was named The Killing Years

4. **Item 4 – Environmental Policy for SHELТ**

- (a) Mike Graystone (MG) Skanska, Richard Wilson (RW) Lowe Build and Bob Barnet (BB) Russell Cawberry informed SHELТ members that a format had been agreed, to outline best practice for delivery, storage, use and disposal, of a series of materials that are normally used on ICL projects.

Products had been split into 3 areas – chemicals, powders and paints. This list was further expanded according to variants. A spreadsheet was displayed showing lists of materials and columns where control measures would be entered for each.

It was generally agreed that the approach was useful and the sub-group agreed to complete the documentation and offer to SHELТ for approval, at our meeting to be held on 30th May. MG/ RW/ BB

It was suggested that a list of products and materials to be avoided by ICL should also be provided. DM agreed it would be a good idea to mitigate risk before it comes onto the sites. Advice from Architectural/ Design group to be sought. The idea of a signed dispensation to be used should an unapproved product need to be used was confirmed.

ML commented that the document should refer to the wider common standards as part of a wider environmental focused policy. DM to speak to Sara Muir and Steve Hughes, to look at developing this into a broader DM

environmental policy for construction that aligns itself with the College's existing policy.

Common recycling areas were discussed as well as recycling issues. DM noted that space was at a premium on the campus and finding space for a common recycling facility would be impossible, under current circumstances.

The issue around cement bags currently going to general waste bins was noted and a request to use the College's paper recycling facility was raised. It was noted that cement bags would have to be completely free from cement residue, if they were to be recycled using the College facility.

DM suggested this would be difficult to achieve and felt this issue was best avoided at present.

ML added that finding a resolution that is the most responsible and best value for money was key.

DM stated that even with the lack of space for construction waste, ICL was achieving 90-95% recycling across the board on construction waste audits and this was due to the excellent segregation facilities made available to contractors, through the use of waste management companies such as MSL and Powerday.

(b) Broader environmental issues were raised and discussed:

Dust controls - An example was provided of an incident where a dust guard sheet was cut into slits to allow operatives to walk through, rather than the prevention of dust. Dust is a huge issue at the College, not just from the dangers inherent when inhaled by individuals, but also due to the disruption to teaching staff and students, when dust activates the fire alarm system and buildings have to be evacuated. Dust controls need to be discussed and agreed with the Building Manager and the Fire Officer, prior to works commencing on site.

ML added the importance of induction and re-induction should changes, or new issues arise during work.

Noisy work constraints and refurbishment works in live environments - ML stated a clear definition was required regarding 'noisy works' and how this was to be measured and monitored.

DM stated minimum standards could be established for specific environments, but his experience at ICL indicated a difficult standard to set, as everyone has their own interpretation of what constitutes "noisy works".

It was discussed that background noise was a key factor and the impact this had on interpreting a minimum standard.

DM re-iterated the importance of undertaking testing, using the users for feedback and establishing ground rules for the contractors undertaking the work.

DM used Robert Pask's previous project as an example whereby Project Managers and contractors, collaborated with end users to agree on what was deemed acceptable levels of noise. DM felt that this process would need to be undertaken, on a project by project basis.

ML added that the need to be actively managing noise levels by end users and stakeholders would be seen as an example of how robust our permit to work system was.

An example of how quiet periods could be indicated to site staff and remove human error would be to use flashing orange beacons for quiet

times across all floors on sites.

5 Site Monitoring Pro-forma for SHELТ

- (a) The Standard Reporting Pro-forma is to be distributed in a couple of weeks. DM
ML clarified that the delay was due to the Process Review Map currently being reviewed in conjunction with the web. The reporting format needs to reflect the new house style. Contractors will need to fill in the pro-forma. This will then aid in the analysis of statistics, trends and lessons learnt.

6 AOB

- (a) The CSCS Bus date was confirmed as 29th May 2014.
It was requested that the following information be emailed to Bob Barnett (BB) of RC: Name, date of birth, National Insurance number and position held e.g. operative/ manager/ supervisor. BB agreed to book a place on the day for the relevant persons.
Individual companies will need to arrange for payment and literature and confirm the dates and venue, through the usual CSCS booking system.
- (b) The Fire fighters 3 day May strike was raised.
The strike will take place between noon and 5pm on May 2; between 2pm and 2am on May 3 and on May 4 between 10am and 3pm.
- (c) ML stated Wilmot Dixon (WD) had been appointed as Principal Contractor for the Library Re-Imaging Project at South Kensington. WD has been invited to attend the SHELТ meetings and have agreed to attend the meeting arranged for 30th May.
- (d) ML announced Ian Gillet, Director of Safety, would be leaving ICL at the end of the month to retire. SHELТ members thanked Ian for his commitment to SHELТ and offered him best wishes for his retirement.
- (e) ML and DM discussed lessons learnt re: contractors and reactions to incidences.
DM gave the example of a recent incident concerning external brickwork being carried out with scaffolding reaching 3-4 stores. On a walkabout a brick layer's labourer was spotted going across incomplete scaffolding on the lower roof to the main scaffold. This particular individual had the best compliance on site previously but when questioned could not sufficiently explain why he had put himself at risk. The outcome of his action resulted in the company sending him off site.
DM stated that he did not think that this was the best course of action and that re-integration back to site would have been more beneficial to the individual, due to his previous unblemished track record.
ML commented on the effect being sent off site would have on the mindset of the individual as well as the message it would sent to others on site.
RB expressed an opinion that there should come a time when tolerance to poor behavior cannot be acceptable, particularly if all the necessary training has been provided. Each individual should be judged on competencies and circumstance.
- 7 (a) Dominic Glyde agreed to undertake a 15 minute presentation on the Work at Height Regulations 2005 at the next meeting and show examples of good site practice. The discussion afterwards is intended to

firm up and agree a SHELTY policy for working at height, on ICL projects.

- 8 **Communications Skills for Supervisors** – A presentation by Richard Byrne of LOR . As attached

Post meeting note:-ML and DM discussed the presentation and agreed it was a good foundation for communications training for supervisors. We both agreed however, that more time would be needed to provide opportunities for supervisors to practice their delivery skills with their peers and receive constructive feedback for improving delivery of safety messages.
ML and DM to pursue this matter and look to find a solution based on, for example, a 1 day course for supervisors, making use of the information from the LOR presentation.

DM/ML

Next meeting will take place on Friday 30 May at 10am in meeting Room 1, Level 5 Sherfield Building, South Kensington Campus, SW7 2AZ.