

## Safety, Health and Environment Leadership Team (SHELT)

27<sup>th</sup> February 2015

10am – 12 Noon

LT3, ACEX Building, South Kensington Campus

### Minutes

**Present:** Michael Lytrides – Director of Estates Projects – (ML)  
 Denis Murphy – Estates Projects Construction Safety Manager – (DM)  
 Stephen Hughes – Head of Safety Estates Facilities – (SH)  
 Dean Trigg – Estates Projects Construction Safety Advisor – (DT)  
 Sara Muir – Head of Energy and Environment – (SM)  
 Nazma Mojid – PA to Michael Lytrides (NM)  
 Bob Barnett – Russell Cawberry – (BB)  
 Phil Winsor – Quest Interiors – (PW)  
 Robbie Few – Lowe Build – (RF)  
 Colm Finnegan – Laing O’Rourke – (CF)  
 Mark Gomm – MSL – (MG)  
 Cliff Broomfield – 8Build – (MB)  
 Mick Stanton – Richardson Hill – (MS)  
 Craig Middleton – SPIE / ICL – (CM)  
 Patrick Hailstone – Willmott Dixon Interiors (PH)  
 Danny Brittin – Longcross – (DB)  
 Danny Hine – ISG – (DH)  
 John Scullion – Quest Interiors – (JS)

**Apologies:** Surrinder Johal – Safety Director – (SJ)  
 Nigel Walker – Halsion – (NW)  
 Richard Wilson – Lowe Build – (RW)  
 Ross Marley – Elecro – (RM)  
 Lawrence Hooker – LXES – (LH)  
 Carlos Griffiths – Bouygues UK – (CG)  
 Richard Byrne – Laing O’Rourke – (RB)  
 Mike Graystone – Skanska – (MG)

	<u>Agenda Item</u>	<u>Action</u>
1.	<p><b>Item 1 – Attendance and apologies</b></p> <p>(a) ML and DM welcomed everyone to the February 2015 SHELT meeting.</p> <p>(b) Apologies were noted as above.</p> <p>(c) Due to illness, Robbie Few (RF) had to leave the meeting early.</p>	



	<p>(j) were generally operating at good levels of site safety management already and to support the small/medium sized companies by bringing fresh ideas to the SHELТ meetings. Any ideas should be sent to DM and that SHELТ meetings should be used as a forum to improve and share knowledge.</p> <p>(k) DM requested statements from all contractors, by 27<sup>th</sup> March, regarding how they were intending to implement Daily Activity Briefings (DAB) on their sites and why they believed their site staff were now ready for soft skills training being offered by the Client.</p>	
<p>5.</p>	<p><b>Item 5 – Contractor’s Monthly Statistics</b></p> <p>(a) DT presented information regarding the monthly statistics for January 2015 for active projects.</p> <p>(b) A discussion was held regarding the terminology of a ‘near miss’ following from the gas release at William Penny project. It was concluded that this near miss could have been categorised under a ‘potential for injury’ and/or ‘environmental incident’.</p> <p>(c) DH stated that the Accident Injury Rate (AIR) should be looked at as opposed to the AFR as this is a 12 monthly rolling figure on which the industry measures against. DM responded that the Accident Frequency Rate (AFR) currently being used by Estates Projects was, admittedly, only being used for RIDDORs and did not reflect trends for minor injuries.</p> <p>(Post meeting note-DM and DT to review statistics and provide the information in a format consistent with that used by the UK Major Contractors Group)</p> <p>(d) DM advised that the new RAG inspection form to be used from 1<sup>st</sup> April 2015 will focus on the occupational health issues that have been discussed during SHELТ. Scoring may become stricter as the issues and laws covering these have been around for a long time now and that contractors should have suitable policies and control measures already in place.</p> <p>(e) ML stated that in order to succeed and ensure that reports stay as Green, we would need to attack the challenge at both ends. The front end being the design process, where significant hazards should be identified and designed out. The back end is where hazards cannot be designed out, then suitable and correct control measures would be used by the contractors to protect operatives and the environment.</p> <p>(f) DM stated that designers should be focusing on designing out significant hazards, during the early stages of design, so that contractors only have to deal with controlling and managing the residual risks. Significant hazards that cannot be designed out, should be clearly stated on the drawings at tender stage.</p> <p>(g) ML stated that the two stage tender process needed to be actively pursued and this will help reduce risks by bringing any concerns to design meetings to be reviewed and actioned where required.</p> <p>(h) DM added that off-site prefabrication, should be seriously considered as an option by designers and contractors, to reduce risks on site.</p>	<p>DM/DT</p>

6.	<p><b>Item 6 – Lessons Learnt – Bob Barnett – Russell Cawberry</b></p> <p>Presentation led by BB in regards to Macaire degassing incident on the William Penny project.</p> <p>(a) SM provided further information in regards to the F-Gas regulations and they should be applied.</p> <p>(b) MG queried Macaire’s competence following the gas release and asked if they had gone through the full PQQ route to get onto the approved suppliers list. MG queried if all subcontractors were invited to the SHELТ meetings. DM stated that currently due to space they are not but the distribution of SHELТ minutes and communications should be fed down the supply chain and that ICL will look at updating the distribution list to include all approved suppliers.</p> <p>(c) DM and SM advised that Estates Facilities were updating procedures for degassing operations and the revised procedures will be cascaded to contractors when confirmed.</p>	<p>Attached</p> <p>Attached</p> <p>SH</p>
7.	<p><b>Item 7 – CDM 2015 Review</b></p> <p>(a) DM advised SHELТ members about upcoming changes to CDM Regulations which are due to come into force on 6<sup>th</sup> April 2015.</p> <p>(b) The demise of the CDM-C and the introduction of the Principal Designer role, will introduce a number of challenges to all industry stake holders.</p> <p>(c) Slides within presentation.</p>	
8.	<p><b>Item 8 – AOB</b></p> <p>(a) DT expressed concern in regards to smoking around the campus. DM advised that there had been a number of complaints whereby smoke had entered ventilation systems and caused disruption to building users. It was instructed that smokers must smoke in designated areas. DM advised that Nick Roalfe is currently reviewing this and if smokers were non-compliant then the potential for a campus wide ban may be introduced.</p> <p>(b) ML announced that ICL held the Provost’s Annual Awards for Excellence in Health and Safety with DM, SH and DT were nominated for this year’s award for the SHELТ initiative. They received a commendation in regards to this and ML thanked them for their help in initiating the SHELТ set up and providing the leadership to maintain the momentum. ML also stated that the contractor’s attendance and commitment made a significant contribution to achieving our goals of Zero Harm to People and the Environment and thanked the SHELТ members for their continued support.</p>	

9.	<b>Item 9 – Next Month Meeting</b>  (a) March’s SHELТ meeting will be held at 10am on Friday 27th March at South Kensington Campus.  <b>Room:</b> Aero Lecture Theatre 266  <b>Location:</b> Roderic Hill Building, Imperial College, South Kensington	
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