

Safety, Health and Environment Leadership Team (SHELT)

28th November 2014

10am – 12pm

SALC 7, Level 5 Sherfield 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)
Carlos Griffiths – Bouygues UK – (CG)
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)
Darren Elliott – Electro – (DE)
Grant James – MSL – (GJ)
Adam Cannon – 8Build – (AC)
Daniel Owen – Richardson Hill – (DO)
Samantha Booth – Logan Construction – (SB)

Apologies: David Hughes – Facilities Manager
Mike Morrison – SPIE / ICL
Craig Middleton – SPIE / ICL
Brendan Kelly – Graham Construction
Carl Raison – 8Build
James Winsor – Quest Interiors
Kevin Marley – Electro
Mark Gomm – MSL
Patrick Hailstone – Willmott Dixon Interiors
Stephen Hurt – Willmott Dixon Interiors
Richard Byrne – Laing O’Rourke
Tony Kemp – Logan Construction
Ian Hanson – Halsion
Danny Hine – ISG

Agenda Item

Action

1. Item 1 – Attendance and apologies

- a) ML and DM welcomed everyone to the November SHELT meeting.

- b) Apologies were noted as above.
- c) New attendees to the SHELТ group were welcomed.

2. Item 2 – Agree minutes from last meeting

- a) The minutes of the October SHELТ meeting held on 31st October 2014 were agreed as a correct record.

3. Item 3 – Terms of reference (ToR)

- a) DM thanked the contractors who had returned their signed copies of the ToR following October’s meeting. This now only leaves Skanska and Morgan Sindall to return signed copies.

4. Item 4 – Behavioural Based Safety Training (BBST) – Feedback from Contractors

- a) DM stated that the BBST should be a game changer and be reflected in company policies and site procedures. These changes should also extend to the whole of the supply chain, noting that the supply chain should also buy in to safety culture developments.

DM requested a written statement from all organisations, prior to the SHELТ in January, outlining a strategy for improving safety culture throughout the company and the supply chain partners. ALL

- b) BB reported back that those that attended from Russell Cawberry enjoyed the course. They felt that the one day course was too long and could do with being condensed. BB is speaking with Pierce Ryan to look at additional courses in the New Year and to get more of the operatives onto the half day course.
- c) RW advised that Lowe Build found the half day course was good and would be their main focus. It was felt that the full day was not geared towards BBS and that more content should have been included. DT advised that the course with SOG Ltd was a pilot programme and can be tailored to each company’s needs. RW advised that a feedback session with SOG Ltd was scheduled for w/c 1st December.
- d) DE from Electro advised that the information had been taken on board and that they will be looking to implement the BBST.
- e) GJ advised that MSL thought the half day course was well tailored and felt that the full day course was more for a director/manager level. It is being discussed at board level in regards to implementation.
- f) PW from Quest advised that a mixture of team members for director to operative level were sent on the courses. Quest is looking to develop and implement the BBST with the training to be channelled towards the site teams and their long term supply chain.
- g) NW from Halsion advised that he felt the half day course was good and touched on behaviours and the interactive sections of the training got the point across. It was felt the full day course

should cover more consequence and how better to approach people and use soft skills.

- h) W&L Installations and 8Build did not attend this first round of training but it was advised to the SHELТ team that they had made contact with RW as to how to progress.
- i) SJ advised that she was familiar with the half day course and would support the half day course to be used to operatives. SJ felt the full day did not quite hit the point and that the dealing with culture was not really covered.
- j) ML stated that the BBST should ensure that the interface between supervisors and operatives is focused. The supervisors need to lead and engage and support safety on their sites. This will lead to the ICL supervisor training next year to help with communication skills between the supervisor and operatives.
- k) SH advised that he would speak with DM / DT to review the courses to look at possible use for the facilities team supply chain.
- l) SH asked if fully focusing on supervisors does the full day course need to be scaled down? DM replied that as a client we cannot dominate what content is included and that the contractors should focus on the BBST training with SOG Ltd or another provider to tailor their own courses. The aim is to get a positive impact across the sites so that everyone is talking about BBS and are engaged in ensuring that the policy/procedure is being influenced and managed in a positive way.
- m) ML added that the BBS programme that the contractors decide to implement can be included at the induction stage and that contractors may then use this to review their induction processes. The importance of using DAB's will ensure that supervisors are engaging with operatives and making a difference and also ensuring that feedback comes back from operatives who may wish to challenge the arrangements, or offer suggestions for improvements.
- n) ML stated that programme pressures had been raised at the session he attended and that we are not here to create unsafe working sites. We all need to look at realistic targets and say if you feel that due to the programme you would be unable to deliver. Issues should be raised to ML / DM and look at raising as early as possible, including during the tender process as ICL will not down score as quality and safety being delivered at a high level will ensure that the programme is more realistic. Safety comes first.

5 Item 5 – Occupational Health Schemes

- a) It was discussed that occupational health schemes (OHS) is a big issue currently with the Government and is included in the Government's 2025 Strategy document. The HSE is now focusing on ensuring that operatives are protected from occupational health issues and requiring evidence of a company OHS, where employees are exposed to occupational health risks.

ICL are aware that OHS are currently being offered to directly employed staff by the larger companies, but not yet being extended to supply chain partners. Most small to medium sized

companies do not have an OHS in place and this needs to be addressed.

- b) RW advised that other public sector clients are highlighting that companies should sign up to Constructing Better health (CBH).
- c) As a member of the Construction Clients Group (CCG), ICL have signed up to commit that everyone has access to an OHS, so all contractors on the approved list will be expected to have an OHS in place, by the end of June 2015. ALL
- d) DM reminded everyone that Constructing Better Health was a route that could be considered and requested a written statement from all companies by end of January 2015, outlining a strategy for implementing an OHS throughout the company and the supply chain. ALL

6 Item 6 – ICL Environmental Health Policy Update

- a) SM presented an update in regards to the Environmental Health Policy clarifying this would sit under the general College policy and was specific to construction. This Initial Environmental Policy document is meant to provide a statement of the College's intent for contractors, setting out a broad brush strategy and noting various targets that we hope to achieve. The flesh on the bones of this policy statement, will come from the specific policies discussed by SHELТ, that will include, noise, dust and vibration controls.
- b) The targets set within the policy were felt to be adequate for the members of the SHELТ team and that any concerns can be provided in the feedback.
- c) Environmental training will be provided to ICL and the contractor teams with information on suitable CITB accredited training providers provided by SM.
- d) The standards and monitoring process is to be discussed and then implemented, once metrics have been agreed and in place.
- e) Any feedback in regards to the information within the document should be provided to SM / DM / DT. The policy will be sent with the minutes for feedback.

7 Item 7 – Noise, Dust & Vibration Policies for SHELТ

- a) Dust: Richard Byrne (Laing O'Rourke) was unable to attend the meeting and CF advised that he would get Richard to present at the December meeting. RB / CF
- b) Noise: Information had been forwarded by CG and DB before the meeting. The policy that had been worked on was displayed with CG and DB providing information as to how they had put the document together. DM advised that the document was very thorough and would like to streamline the best parts to ensure that a workable document can be used and included in tenders to CG / DB / DM

provide all contractors working on the campus a best practice guide when undertaking noisy works. DM advised the document will be sent out with the SHELТ minutes and a further review undertaken in December.

- c) Vibration: RW advised what had been used on the Wilson House project 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. RW advised he would put a presentation together for the December meeting. RW
- d) ML stated that with the upcoming changes to the CDM Regulations, there will hopefully be more focus on designing out occupational health hazards and that by using the 2 tier tendering process that this can address some of the design issues and look at preventative measures for those undertaking the works.
- e) DM advised that the 1st quarter of 2015 will be where ICL will look at issuing the best practice guides and embedding within the tender process.

8 Item 8 – Contractor’s Monthly Statistics

- a) DT talked through the Contractor’s report which comprised of the monthly returns for October. It was noted that the RIDDOR which had been presented by Richard Byrne (Laing O’Rourke) at the October meeting was now included in the figures. It was advised that the accident had led to the operative being off work for 42 days. DM advised that this was the first RIDDOR since April 2013.
- b) Near miss reporting was still very low and it was suggested that the BBS training should lead to an increase in the reporting of near misses. Operatives may well feel more freedom to report following the training and the increase in data provided will assist contractors identify actions on site and help ICL identify trends.
- c) PW raised a question as to whether design teams can be asked along to SHELТ to be quizzed on how they design out safety to ensure that safety issues are addressed. ML agreed this to be a good idea and that a presentation can help in the answering of any safety design questions. RW added that this would assist with added value and help in tender stages. ML stated that tenders were not evaluated on price only, but with quality and H&S very much part of the review, looking at overall value. ML / DM
- d) CG asked in GFR (Global Frequency Rate) was being used in ICL reporting. DT advised it was not and will speak with CG to get more information to look at using going forward. DM suggested that this idea would be more credible, once everyone was delivering comprehensive reports and this proposal would be reviewed in the New Year.

9 Item 9 – Lessons Learnt

- a) No presentations this month.
- b) Willmott Dixon to provide lessons learnt presentation in December, arising from the dropped tool incident that occurred

during the College Library refurbishment in the summer.

10 Item 10 – AOB

- a) BB advised that their waste management company McGrath were to start recording and advising on CO2 emissions. SM requested information from contractors regarding which waste management company they were using to service ICL projects and what criteria was used in the selection process.
- b) BB asked about the distribution of newsletters and whether SHELТ was part of these. DM & ML advised that Estates Projects produces fact sheets on projects which are displayed on the Estates Projects website. It was agreed to look at this and add a specific factsheet for SHELТ. DM/DT
- c) ML discussed the use of the contractors' canteen to have relevant signage and posters displayed to look at sending out H&S messages and to encourage the need for near miss reporting. This will be actioned in the New Year and if any contractors have good posters that they have used in the past, please send to DM and DT for use. DM/DT
- d) ML stated that Support Services would be working towards a goal of attaining "operational excellence" in every field of our endeavours and this was the task being set with each group assigned a theme - Client Leadership; Procurement & Integration; Health & Safety; Design Quality; Sustainability; Commitments to People and Relationships. A gap analysis has been undertaken with presentations to be given by these groups during December and January. The outcomes will be presented back to the SHELТ group to provide feedback as to where we are and how the SHELТ team can help and assist moving forward with current ICL policies and procedures.

Next meeting will take place on **Wednesday 17th December at 09.00am**. The venue is Huxley Lecture Theatre 144 in the Huxley Building, South Kensington Campus (meet at the Huxley entrance on Queen's Gate for escorting to the venue).