• Michael Lytrides – ICL Estates Projects Director
• Dean Trigg – ICL Estates Projects Construction Safety Advisor
• Surrinder Johal – ICL Safety Director
• Stephen Hughes – ICL Estates Facilities Head of Safety
• Sara Muir – ICL Head of Energy and Environment
• Bob Barnett – Russell Cawberry Ltd
• Carl Raison – 8Build
• Mick Stanton – Richardson Hill
• Carlos Griffiths – Bouygues UK
• Craig Middleton – SPIE
• Danny Brittin – Longcross
• Gavin Turner – W&L Installations Ltd
• Phil Winsor – Quest Interiors
• Mike Graystone – Skanska
• Jeanette Warran – Skanska
• Kevin Marley – Elecro
• Kevin Sheridan – Balfour Beatty
• Mark Gomm – Mechanical Services Ltd
• Patrick Hailstone – Willmott Dixon Interiors
• Richard Byrne – Laing O’Rourke
• Colm Finnegan – Laing O’Rourke
• Robbie Few – Lowe Build
• Duncan Edwards – Lowe Build
• Nigel Walker – Halsion
• Tony Kemp – Logan Construction
Apologies – October 2014

- Denis Murphy – ICL Estates Projects Construction Safety Manager
- David Hughes – ICL Facilities Manager
- Brendan Kelly – Graham Construction
- Richard Wilson – Lowe Build
1. Attendance, Apologies and Agree Previous Minutes
2. Actions arising from last meeting
3. Behavioural Based Safety Training (BBST)
4. Occupational Health Programme
5. ICL Environmental Policy Update
6. Noise, Dust & Vibration Policy for SHELT
7. Contractor’s Monthly Statistics
8. Lessons Learnt
9. AOB
10. Next Meeting
Attendance, Apologies and Agree Previous Minutes

• New Attendees - Introductions
  Surrinder Johal – ICL Safety Director
  W&L Installation
  Mechanical Services Ltd
  Elecro
  Halsion

• Apologies received from:
  Denis Murphy
  Brendan Kelly – GRAHAM Construction – *Post meeting note: Due to current workload Brendan will be unable to attend the meetings for the foreseeable future.*

• Can we confirm that the minutes from the previous meeting on 26th September 2014, can be agreed? – *Minutes agreed by all.*
Actions arising from last meeting (September)

Terms of Reference (TOR)
The following contractors have returned their completed TOR:
8Build Ltd, Lowe Build Ltd, Russell Cawberry Ltd, Quest Interiors, Willmott Dixon Interiors, Bouygues UK, ISG Plc, Longcross Construction Ltd, Halsion, LX Engineering (South) Ltd, Mechanical Services Ltd, Laing O’Rourke and Balfour Beatty.

The following contractors are yet to return their completed TOR:
Skanska, Morgan Sindall, W&L Installations Ltd and Elecro.
Actions & Comments

• Terms of Reference to be returned before or at November’s meeting by: Skanska, Morgan Sindall, W&L Installations Ltd and Elecro. These are to be returned to either Denis Murphy, Dean Trigg or Nazma Mojid. *Post meeting note: Elecro have returned their TOR.*

• Michael Lytrides (ICL – Director of Estates Projects) advised that the Terms of Reference’s are very important. If there are any comments or feedback in regards to the ToR’s this would be appreciated.
Behavioural Based Safety Training (BBST) – 5th, 6th & 7th November 2014

The course is being held at: Goodwille Ltd, St James House, 13 Kensington Square, London, W8 5HD

Attendees – All contractors should attend one of the half day courses on the first day and one of the “In safe hands course” on either day 2 or 3. (maximum training of 1 ½ days each). ICL will be sending representatives to all courses to show our support to this initiative.

05/11/14 - DWI1 Risks, Benefits & Consequences – 09:00-12:15 and 13:00-16:15 (28 staff)
06/11/14 - ‘In Safe Hands’ - 09:00-16:00 including de-brief and plan (12 managers)
07/11/14 - ‘In Safe Hands’ – 09:00-16:00 including de-brief and plan (11 managers)
The following places have been allocated on 5\textsuperscript{th} November with 4 spaces left:

<table>
<thead>
<tr>
<th>Company</th>
<th>Total Attendees</th>
<th>9am to 12</th>
<th>1pm to 4pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowe Build</td>
<td>5</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Russell Cawberry</td>
<td>5</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Halsion</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Quest</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>MSL</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Elecro</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>ICL</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

The following places have been allocated on 6\textsuperscript{th} & 7\textsuperscript{th} November:

<table>
<thead>
<tr>
<th>Company</th>
<th>Total Attendees</th>
<th>6th Nov</th>
<th>7th Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowe Build</td>
<td>5</td>
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<td>3</td>
</tr>
<tr>
<td>Russell Cawberry</td>
<td>5</td>
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<td>Halsion</td>
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<td>Quest</td>
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<td>Elecro</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>ICL</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
• **Post meeting note:** Companies to provide a statement to Denis Murphy (d.murphy@imperial.ac.uk) regarding the benefits of the BBST and what actions they intend to take as a consequence of their attendance. **Statements to be forwarded prior to the November meeting.**
Occupational Health Programme – Mike Graystone & Jeanette Warran (Skanska)
Actions & Comments

- Copy of presentation by Jeanette Warran (Skanska) attached.

- Jeanette advised if there are any further questions or comments in regards to the presentation, please send to Mike Graystone (Skanska, contact no: 07885 704011, email: mike.graystone@skanska.co.uk).

- *Post meeting note:* The presentation was an excellent example of what can be achieved on larger and long-term projects. However, it does not address the concerns raised by the self-employed and older workers. These concerns centre around the potential for discrimination, based on an individual’s occupational health history being made known to prospective employers, as part of the Fit for Work agenda, which is at the core of the Constructing Better Health process.
ICL Environmental Policy Update – Sara Muir / H&S (ICL)

Imperial College Environmental Policy (Construction)

Imperial College London is fully committed to undertaking construction work in a responsible manner that strives to maintain the highest environmental standards.

We recognise that we need to continue to improve our environmental performance. Therefore our policy is structured around eight key focus areas aligned to ISO 14001. Compliance with relevant legislation, codes of practice, specific industry requirements and our own cardinal rules is the minimum acceptable level of performance.

However, the College is committed to achieving construction excellence in every aspect of our construction activity and as a consequence, the Directors and Senior Managers will provide visible leadership in Environmental matters and consider environmental protection as an integral part of the business.

To do this the College will:

1. Identify priorities and set appropriate environmental objectives and targets for construction.
2. Establish a structure, procedures and programme to implement the policy and achieve the objectives and targets.
3. Define responsibilities and provide resources for planning, control, monitoring, corrective action, auditing and review activities, to ensure that the policy is complied with.

The College will assess its activities in construction to prevent pollution and minimise impacts from significant environmental aspects including:

- Waste
- Releases to water
- Contamination of land
- Nuisance and amenity
- Emissions to air
- Carbon emissions
- Archaeology and local history
- Biodiversity

All members of the Estates Projects team will be actively encouraged to engage in environmental training and awareness programmes.

Contractors’ capability and competence in environmental matters will be assessed and continually monitored.

Targets will be reviewed and set annually.

Improvement plans will be developed, implemented and monitored to support this policy and drive continual improvement.

Performance will be reported, measured and reviewed against targets to identify deficiencies and make the necessary changes.

Incidents and near misses will be reported through Salus and CSM 6 Monthly Accident/Incident Reports. Incidents will be analysed/investigated and lessons learnt, used to feedback improvements.

We will carry out regular inspections to check compliance with our management systems.

Environmental records

Environmental risks arising from Estates activities are reviewed on a termly basis or when new risks are identified by the Risk Management Committee. Contractors will be expected to undertake project specific environmental risk assessments which identify and control the risks arising from their construction activities.

Sustainable Procurement in construction

The materials we use during our construction projects contribute to our environmental performance and as such we recognise the contribution sustainable materials make, to improving environmental performance. We will introduce initiatives and activities that reduce our use of virgin materials, to ensure they are sourced through responsible organisations that have established processes to validate that, the materials have demonstrable environmental credentials. In addition we will seek to minimise waste materials, by setting clear targets to increase the amount of construction waste material diverted from landfill, thereby improving our resource efficiency.

As such we will develop mechanisms to:

- Enhance employee awareness of relevant environmental and social effects of purchases through appropriate training.
- Provide guidance and relevant information to employees to allow them to select sustainable products and services.
- Give preference to products and services that can give value and can be manufactured, used and disposed of, in an environmentally and socially responsible way.
- Work with existing and potential suppliers to investigate and introduce responsible processes and products.
- Ensure that contractors can demonstrate a system that assesses the competence of their suppliers and subcontractors.
- Develop sustainability criteria that can be included in specifications to suppliers, including the following:
  i) Health and Safety
  ii) Environmental protection
  iii) Quality management
  iv) Equality & diversity
  v) Ethical sourcing – including human and employee rights, corruption and competition
- Ensure that sustainability criteria are considered in the placing of orders.

Targets

1. Zero CAT1 & 2 pollution incidents.
2. From January 2016, only contractors operating to ISO14001 will be employed for contracts over £3m.
3. From June 2015, all contractors will be expected to be implementing environmental policies that apply the spirit of ISO14001 and will be audited on that basis.
4. Minimise our impact on the local community by maintaining an average score of 35 on the Considerate Constructors Scheme.
5. Reduce waste to final disposal by achieving 90% of waste by volume diverted from landfill.
6. Continue to produce and implement SWMP’s for projects with a value over £300,000.
7. Contractors will be required to provide evidence that staff have undertaken appropriate training.
8. All Project Management staff to have completed an appropriate and recognised environmental awareness course, by the end of 2015.

The Directors will report on performance and review this Policy at regular review meetings.

SIGNATURE Date:- SIGNATURE Date:-

Revised:-
ICL Environmental Policy (Construction) attached for SHELT attendees review and collation of comments/feedback.

*Post meeting note:* Please provide any comments/feedback to Denis Murphy before the November meeting and these will be reviewed for inclusion accordingly.
The unacceptable statistics of Occupational Ill Health

- All sectors estimate over 12,000 deaths each year caused by past work-related health issues, mainly chemical and dust exposure.
- Over 3,700 occupational cancer cases are estimated to arise each year from past exposures in construction.
- 8,000 people a year die of work-related cancer.
- Nearly half of deaths from occupational cancer are in the construction industry.
- Almost 14,000 new cancer registrations each year are down to occupational exposure.
- 1.2 million people who worked during the last year were suffering from an illness (long standing as well as new cases) they believed was caused or made worse by their current or past work. 551,000 of these were new cases.
- 29.3 million days were lost overall (1.24 days per worker), 24.6 million due to work-related ill health and 4.7 million due to workplace injury.

Source: www.hse.gov.uk/statistics
How can we help to reduce this risk?

We can ensure that preventative measures are in place when works take place.

We would like nominations from individuals and/or groups to look at best practices regarding these areas (Noise, Dust & Vibration) in time for the new year, to get a best practice policy/standard in place in order to start implementing on sites.
Actions & Comments

• Nominations for volunteering to develop the Noise, Dust & Vibration Policies for SHELT. Please find below contact details for the groups:

Dust – Richard Byrne (Laing O'Rourke) rbyrne@laingorourke.com / 07730 694408

Vibration – Mike Graystone (Skanska) mike.graystone@skanska.co.uk / 07885 704011 and Richard Wilson (Lowe Build) rwilson@lowegroup.co.uk / 07973 761930

Noise – Carlos Griffiths (Bouygues UK) carlos.griffiths@bouygues-uk.com / 07949 733328 and Danny Brittin (Longcross) danny.brittin@longcross.co.uk / 07919 332023

• Initial feedback to be provided by the working groups at the November meeting.
Contractor’s Monthly Statistics – Dean Trigg (ICL)

ICL ESTATES PROJECTS SHE REPORT - SEPTEMBER 2014

Monsk AFR: 6.00
13 Mosk AFR: 6.00
Hrs Worked
Incidents & Injuries - 2014
Near Misses: College Impacts & Environmental Incidents - 2014
Minutes 2013 + 2014
AFR - MONTHLY & YEAR TO DATE - 2014

INCIDENTS & INJURIES - 2014

NEAR MISSES: COLLEGE IMPACTS & ENVIRONMENTAL INCIDENTS - 2014

RECENT SUMMARY

A total of 27 near misses were recorded. Housekeeping and access issues were the main concerns raised from the near misses reported.

HEALTH & SAFETY NEAR & INFORMATION

The IC Estates Management Team are committed to improving the business management and standards of all aspects of Estates Services and BMHE. Information on the Estates Projects can be found on the Estates Projects Site.

A report has been issued setting out the ICL's FY14 Health and Safety Performance. The report has been published on the Estates Projects Site.

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Actions & Comments

- Copy of September data attached.

- It was discussed that companies are to provide copies of their Near Miss policy prior to or bring along to November's meeting.
• Copy of presentations attached.
Any other business (AOB)

Any other business

I would like to say something

If that’s all right

That sounds good

That’s probably about it

Anybody got anything else they want to raise before we wrap up?
Next meeting will be on Friday 28\textsuperscript{th} November 2014 at 10:00am.

Venue: SALC 7, Level 5 Sherfield Building, South Kensington Campus