

Imperial College London

Safety, Health and Environment Leadership Team (SHELT)

23rd September 2015

10:00am – 12:00pm

SALC5, Level 5 Sherfield Building

Minutes

Present:	<p>Denis Murphy – Estates Projects Construction Safety Manager – (DM) Michael Lytrides – Director of Estates Projects – (ML) Nazma Mojid – PA to Michael Lytrides (NM) Dean Trigg – Estates Projects Construction Safety Advisor – (DT) Sara Muir – Head of Energy and Environment – (SM) Bob Barnett – Russell Cawberry – (BB) Richard Wilson – Lowe Build – (RW) Carlos Griffiths – Bouygues UK – (CG) John Costen – T Clarke – (JC) Ian Seabrook – Laing O’Rourke – (IS) Patrick Hailstone – Willmott Dixon Interiors – (PH) Bradley Hughan – SPIE – (BH) Mark Gomm – MSL – (MG) Paul Campbell – Kier – (PC) Chris Martin – Kier – (CM) Mark Baker – 8Build – (MB) Mick Stanton – Richardson Hill – (MS) Nigel Walker – Halsion – (NW) Colin Hart – Logan Construction – (CH)</p>
Apologies:	<p>Surrinder Johal – Director of Safety, Health and Safety Services – (SJ) Stephen Hughes – Head of Safety Estates Facilities – (SH) Richard Byrne – Laing O’Rourke – (RB) Colm Finnegan – Laing O’Rourke – (CF) Craig Middleton – SPIE – (CM) Robbie Few – Lowe Build – (RF) Samantha Booth – Logan Construction – (SB)</p>

	<u>Agenda Item</u>	<u>Action</u>
1.	<p>Item 1 – Attendance and apologies</p> <p>a) DM welcomed everyone to the September 2015 SHELT meeting. DM reconfirmed to the SHELT attendees, the commitment that Imperial College London wants to achieve by setting high standards for the group and ensuring that our commitment to values and legislation is being met.</p> <p>b) Welcomes were given to CM and BH. Apologies were noted as above.</p>	

2.	<p>Item 2 – Minutes from last meeting and actions arising</p> <p>a) The minutes of the July SHELТ meeting held on 31st July 2015 were agreed as a correct record.</p>	
2.01	<p>Item 2.01 – Imperial College London Safety Champion Training – Update</p> <p>a) DM and ML presented “Imperial Supervisor” jacket to MB. DM advised that a date will be booked for all those that attended the training to have a catch up as to how they feel the training is working.</p>	DM
	<p>b) DM reiterated that it was a positive exercise and that it will be run again and encouraged the SHELТ members to send further supervisor representatives once dates confirmed.</p>	DM
2.02	<p>Item 2.02 – Behavioural Safety Training (BST) & Occupational Health – Update</p> <p>a) DM asked the SHELТ group how companies were progressing on this matter and advised that Park Health will be attending the October meeting to help assist with this topic.</p> <p>b) RW advised that Lowe Build had joined CBH and had received some guides to help assist but felt that CBH were not particularly proactive. The fee for joining CBH is based on the size of the company turnover. RW added that he had to chase them for information.</p> <p>c) JC added that T. Clarke joined the CBH two years ago and due to their affiliation with JIB they can obtain a grant to help assist with their annual fee to CBH.</p> <p>d) DM added that feedback should be given to CBH if companies feel the service is not being fully provided and not as they expected.</p> <p>e) ML added that inviting CBH to SHELТ could assist and let the group have a voice. ML added that signing up on a trial basis would be better than doing nothing at all.</p> <p>f) DM stated that everyone should have access to an occupational health scheme, including the self-employed and reminded everyone that this commitment has been agreed with SHELТ members and will be reflected within the Client’s requirements, when the 2015 revised safety Code of Practice is issued.</p> <p>(g) Reminder – BST and Occupational Health timeline for actions during 2015:</p> <ul style="list-style-type: none"> • Principal Contractor’s must get everyone, including supply chain partners, through BST training. 	

	<ul style="list-style-type: none"> • Principal Contractors and supply chain partners must make policy changes to reflect their commitment to safety culture changes and share those changes with SHELТ members. • All Supervisors must attend soft skills training. • Principal Contractor’s must initiate Daily Activity Briefings (DAB) on every site and ensure supply chain partners have the skills, training and abilities to undertake meaningful engagement with the workforce. • All personnel involved in on-site construction activity, including supply chain members, must have access to an occupational health scheme by the end of 2015. 	
3.	<p>Item 3 – Safety Campaigns Update – BOHS Breathe Freely, IOSH “No Time To Lose” (Sun Safety) & CLOCS (Construction Logistics and Cyclist Safety) / FORS (Fleet Operator Recognition Scheme)</p> <p>a) Breathe Freely: DM asked if all contractors were signed up to the Breathe Freely campaign. All in the room confirmed. DM added that a lot of the control measures are covered within the dust policy and that this should be reflected within the tenders for projects.</p> <p>b) Sun Safety: DM stated that in regards to Sun Safety, the industry has been tremendous in its response. DM added the Laing O'Rourke site at White City was an example of how at the beginning of the summer a lot of ambiguity was shown but after a few weeks after discussions were held, sun protection was made available to operatives.</p> <p>c) CLOCS/FORS: DM started off by saying that simple control measures and additions to vehicles can be added without too much expense. For example adding side panels to vehicles to avoid cyclists from being dragged under.</p> <p>d) SHELТ members advised that as and from 1st September 2015, all delivery vehicles in excess of 3.5 tonnes, must comply with “The Safer Lorry Scheme”. The scheme requires drivers to receive additional training and vehicles must be fitted with side panels and additional mirrors, to assist drivers with improved sight lines, along the full length of the vehicle.</p> <p>e) ML stated that minimum requirements should be met before entering sites.</p> <p>f) BB stated that the left hand turn rule was now in place and that vehicles should also have the audible warnings available.</p> <p>g) JC advised that they had given their suppliers a time frame of one year to become FORS compliant otherwise they would be removed from their list.</p>	

	<ul style="list-style-type: none"> h) ML asked how applicable this would be to European organisations. The group discussed vehicles 3.5 tonnes and over should be FORS registered and use central bases in the UK if required. Those not complying with The Safer Lorry Scheme, could be fined £50 and companies would be fined £1000. i) DM stated that information needed to be sourced and feedback welcome. MB forwarded a document and it is attached with these minutes. j) DM agreed that this information would be shared with College and reminded SHELTA that Stephen Hughes was already in discussions with Commercial Services regarding this matter. k) NW added that low emissions zones are in place around London and that delivery companies should also follow restrictions that have been imposed. 	DM/SH
4.	<p>Item 4 – Manual Handling presentation</p> <ul style="list-style-type: none"> a) Ian Seabrook of LOR presented slides to assist with the production of Manual Handling Policy. Slides attached with minutes. b) DM added that this should be considered as a draft policy and feedback is welcome. Feedback that is received will be considered and put into the policy which will be issued in draft form by end of year for implementation from January 2016. c) ML added that the two stage procurement process is being used in order to expose design to contractors sooner and give them the opportunity to vet designs and advise on build-ability. This opportunity should also be used to identify improvements in health, safety and environmental matters. 	All
5.	<p>Item 5 – Environmental Awareness Training</p> <ul style="list-style-type: none"> a) Sara Muir advised that with the NEBOSH course a workbook was handed out prior to the course and should be read before attending. The exam is based upon 20 multiple choice questions and was a very intensive day. 18 people from the College attended the course and all passed. A survey monkey questionnaire was sent out afterwards and the feedback came back as positive. The course is not construction focused and is general environmental issues. A certificate is awarded upon completion. SM confirmed that the course provider is accredited by NEBOSH. Date for next course is being discussed and if any spaces are available, they will be offered to contractors on a first come first served basis. b) PH advised that the SEATS one day course is being endorsed by Build UK (formerly UKCG) and that companies should 	

	<p>have in place within four years. SEATS is more construction focused and is based on the GE700 environmental section.</p> <p>c) DM asked if course content could be provided (PH forwarded post meeting and is attached) and if SHELТ members could attend PH training? PH advised he would need to speak to his board and will advise the outcome.</p>	PH
6.	<p>Item 6 – Contractors Monthly Statistics (August 2015)</p> <p>a) Monthly statistics are available within the PowerPoint presentation attached with the minutes.</p> <p>b) DT presented the statistics from August advising that all RAG H&S inspections were scored GREEN and thanked the contractors for their efforts. It was highlighted that near misses had dropped from previous months.</p> <p>c) ML stated that he was not seeing traction in regards to the reporting of near misses and cannot figure out how this can be improved, stating that this is where we learn from and any ideas would be most welcome.</p> <p>d) BB said that rewards could be a way to improve reporting within operatives.</p> <p>e) ML added that we should be looking at supervisor level as they should be aware of near misses that have happened through discussions in DAB meetings, etc. ML added they are a key layer of management who are responsible and should be accountable for their site.</p> <p>f) Discussion was held in regards to how near issues are reported, whether they are observations or in fact a near miss.</p> <p>g) DM stated and that the wording is not important, but what is important is creating opportunities for site operatives to get involved and for greater engagement with the Principal Contractor’s staff on health and safety issues.</p> <p>h) CG asked if near misses that had been reported were acted upon. SM stated that the College does not do this and has not had responses from those raised and that the College can look at improving this.</p> <p>i) ML stated that the College should be leading by example and asks that the contractors ensure they give responses to individuals when near misses are raised.</p> <p>j) A discussion was held as to whether a campaign should be rolled out, it was decided that this is not within the remit of SHELТ but should be done by individual companies.</p> <p>k) ML added for next month’s meeting, he would like companies to go back and consult with supervisors on how to best address improving near miss recording.</p>	All
7.	<p>Item 7 – Lessons Learnt Presentations</p> <p>a) It was advised by DM that none had been provided and no contractors had come forward with any.</p>	

	<ul style="list-style-type: none"> b) DM asked IS if he could present some information following recent near misses at Imperial West. IS advised he would discuss and provide confirmation. c) Any contractors who wish to share any lessons learnt (does not have to have occurred on Imperial College project), please advise before the next meeting to DT. 	<p>IS</p> <p>All</p>
8.	<p>Item 8 – AOB</p> <ul style="list-style-type: none"> a) DM reminded the group that “Safety Culture” would be the main topic for the SHELТ meeting in December. DM said he would give a 10 minute presentation as to how he perceives it to be and then asked that others also give a presentation in regards to their perceptions. DM added that the best presentation would receive a free copy of Andrew Sharman’s book “From Accidents To Zero” and that the book had raised some interesting issues in relation to Safety Culture. Those wishing to order a copy can apply via www.accidentstozero.com b) Those interested in undertaking a presentation should advise DM or DT in good time, so that we can plan ahead for December’s meeting. c) CH and DM gave some information in regards to a "fisty cuffs" incident that occurred on the Logan Construction project. DM advised he was impressed by the speed in which the College's security team came to provide assistance. ML added that he was surprised that this kind of event doesn't happen more often given the high pressures that are experienced on site. 	
	<p>Next SHELТ Meeting</p> <p>The next SHELТ meeting will be held at 09:00am on Tuesday 27th October 2015 at South Kensington Campus.</p> <p>Room: SAFB121 Seminar Room</p> <p>Location: Sir Alexander Fleming Building, Imperial College, South Kensington.</p>	