

**Minutes of the Safety & Training Forum held at the Derby Conference Centre, London Road, Alvaston, Derby, DE24 8UX on Tuesday 13th September 2016 at 1.30 pm**

**Present:** Bob Speakman Aarsleff (In the Chair)

Malcolm Mearns Bachy Soletanche

John Proctor Independent Consultant/FPS Assessor

Nicholas Thomas Bauer

Colin Williams BBGE

Clare-Louise Lipinski Cementation Skanska Colin Newman Central Piling

Roger Cox Central Piling

Neal Wills Expanded

Brian Hill FK Lowry

Alistair MacDonald Franki Foundations

Michael Findlay Franki Foundations

Mark Devitt Keltbray

Alan Turner Martello Piling

Dean Page Rock & Alluvium

Clare Brown Roger Bullivant

Neil Harris Roger Bullivant

Gary Levers Van Elle

**In Attendance:** Ciaran Jennings FPS Secretariat

Kerry-Anne Hutchison FPS Administrator

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| **No.** | **Topic** | **Action** |
| 1. | **Apologies**  Andrew Carpenter (Bachy Soletanche), Martin Blower (Bauer), Keith Ross (BBGE), Katie Alviosi (Cementation Skanska), Ian Riley (Expanded), Jonathan Pearson (FK Lowry), Glyn Evans (Keller) and Carl Hassell (Roger Bullivant) |  |
| 2. | **Approval of the Minutes of the meeting held on the 17th May 2016**  The minutes of the meeting held on the 17th May 2016 were approved. |  |
| 3. | **Matters Arising (not covered elsewhere)**   1. Terms of Reference for the S&T Forum   The Chair reported that the Terms of Reference for the Forum had been discussed by the FPS MDs at the last Quarterly meeting. Subsequently, Bob had met with Martin Blower to discuss the how the Terms of Reference should change in order to ensure the Forum remained relevant and useful to everyone within the Membership. A number of considerations/priorities had been identified:   1. Intention to split the Forum into a Safety Group and Learning and Development groups 2. Creation of a common standard for Health and Wellbeing 3. Best Practice documents rather than acceptable minimum standard 4. Assist creation of visual method statements 5. Cross Member Audits? i.e. peer review of each other’s HSE practices 6. Safety Alerts – Greater emphasis on lessons learned, process change and training 7. Intervention approach for Members suffering an accident peak 8. Deeper analysis of accident statistics 9. Environmental matters – how to make this more meaningful 10. Sustainability – how to make this more meaningful   Neil Harris reported that the Plant Group would also like the S&T Forum to provide more guidance to them as to issues they should be looking at where plant and tooling can be developed as part of a solution. They were also interested in combining with the Safety group in order to look at specific safety issues together.  In discussion it was agreed that the group should separate Safety from Learning and Development. It was agreed that everyone should send in suggestions for what these groups should focus on and what they should ultimately seek to achieve. Bob Speakman agreed to draft Terms of Reference for the Safety Group and Colin Williams agreed to draft Terms of Reference for the Learning and Development Group  Additionally in discussion of the above points the following actions were agreed   * All were asked to send in their Occupational Health policies and approaches, interventions, initiatives etc for review and discussion. Claire Louise Lipinski agreed to summarise these for the benefit of the group * All were asked to provide examples of visual method statements they are currently using including any video. * Re mutual inspection of each other’s safety practice, BBGE, Bauer, Keltbray and Cementation agreed to explore mutual inspection of their sites on the Battersea Powerstation project, as at first step at developing a longer term program of inspection amongst all members. * Everyone was asked to provide their accident stats earlier than currently. It was believed that these should be provided at the end of the quarter. This should enable a deeper level of analysis than currently  1. NVQ in Geotechnical installation   Ciaran Jennings briefly reported that Alasdair Henderson had proposed an NVQ for site operatives is produced to bridge the gap between the Land Drilling NVQ and the Piling Operations NVQ. This would focus on installation of ground anchors, soil nails and other non-piling geotechnical operations. It was recognised that the units covering much of this probably already existed in the National Occupational Standards for subsurface occupations. Ciaran asked whether there was anyone present who would be willing to be involved in this project and sit on a CITB supported National Working Group. Colin Williams, Colin Newman indicated an interest, Malcolm Mearns agreed to speak to Mark Abbott within Bachy. Ciaran agreed to contact Glyn Evans at Keller to see if they wished to be involved.  Secretariat to investigate setting up a NWG via the CITB. | **All**  **Bob Speakman/ Colin Williams**  **All/ CL Lipinski**  **All**  **CW/NT/MD/**  **CLL**  **All**  **Secretariat** |
| 4. | **FPS Website**  Redwire have been appointed to redevelop the FPS website. They were felt to be the most progressive of the group and their work can be seen on the new EFFC website. The group discussed refreshing the website to encourage young persons to get involved in the industry. Members should contact Ciaran with any additional items to be added to the website within budget. | **FPS Secretariat** |
| 5. | **Guidance/Position Papers**   1. **Movement of Long Loads using Forks**   Malcolm Mearns agreed to look at the document as he felt it needed to provide more clarity on the hierarchy of methods being proposed. He also believed that use of a Banksman needed to be included.   1. **Lifting Operations on Piling Sites**   Document (attached) has now been circulated and members are encouraged to submit feedback.   1. **GE708 – Safety on Piling Sites**   This document needs updating as it is now out of stock with the CITB. It was agreed that the quickest way to carry this out is for the Group to each take two chapters each for review. Bob Speakman agreed to distribute the chapters to Members of the Forum so that the changes could be made. | **M Mearns**  **All**  **FPS Secretariat/ Bob Speakman/ All** |
| 6. | **Toolbox Talks**  Colin Newman reported that Keltbray had been taking photos for inclusion in the TBTs, but as yet he and Martin Sprange had not yet finalised them. Colin committed to have made progress for the next quarter. | **Colin Newman** |
| 7. | **Proximity Devices**  It was reported that Gavin Bryant from TSS2 presented the Quadview 360 degree camera system at the Plant Safety meeting. This system had been developed with Cementation and patented.  Bob commented that the system appeared to be a good system and was worth considering. | **All** |
| 8. | **FPS Audit**  Claire and Nick reported that they were going to meet in October to review the audit schedules. Gary Levers reported that Build UK were looking at integrating the FPS audit into the unified Pre Qualification Questionnaire system they are seeking to establish for the industry. | **CL Lipinski/ N Thomas** |
| 9. | **Quarterly Accident & Environmental Statistics (quarter ended 31st July 2016)**  2016/23 – The Chair reported this was an Aarsleff rig overturn resulting from a slight gradient in the working platform. It was also suspected that the removal of 900mm drain may have created a localised soft spot which contributed to the incident. Colin Williams reported that the HSE had pursued BBGE for a similar incident six years ago as they believed BBGE had sufficient information to make a judgement on the quality of the platform. The quality of temporary works training was discussed as it was recognised that main contractors often put inexperienced engineers on temporary works design. It was suggested that this might be made part of an FPS Safety Day.  2016/27 & 2016/28 – Both accidents related to the same incident. The IPs were involved in a blowing out incident while trying to clean the concrete lines on a BG36. An air pocket had been caught between two sections of concrete causing concrete to be ejected when the IPs were tracing the blockage.  Neal Willis explained that this was an Expanded incident and that they had video of the incident. The Chair asked whether there was adequate coverage of the necessary procedures in the FPS concrete guidance. It was determined that the guidance did not set out a specific process in order not to be too prescriptive. It was reported that Expanded have changed their blowing out chamber in order to avoid this sort of incident in the future.  The Chair suggested that Central Piling, Van Elle, Expanded and Cementation could collaborate on this issue to see if there was a common solution to prepare a ‘best practice’ document.  Accident Statistics - The reports can be found [here](https://forumcourt.sharepoint.com/_layouts/15/guestaccess.aspx?guestaccesstoken=Q0K8PHh079BeOFtxlMDw3JEakEiQmx7AGfkYVno1bNs%3d&docid=071a95d997610455a908585e4366072db&rev=1).  The Chair commented that fingers, thumbs and wrists were being injured consistently in the incidents that are being reported. He also requested that everyone send in their data relating to service strikes as previously requested as this is required in order to make a deeper analysis of the scale of the problem with strikes.  Mark Davitts commented that there was an education issue with main contractors who did not understand what the permit to dig entailed.  Claire-Louise Lipinski reported that she had a dangerous occurrence that needed to be included where a mechanical failure saw the rapid descent of a load. Claire agreed to send through information on the incident so that the FPS statistics can be updated.  It was reported that Members are increasingly having to carry out their own checks for services. It was asked that this was raised with the Commercial Committee as there was a danger that there was an issue with contributory negligence. | **C Newman**  **G Levers**  **CL Lipinski**  **ALL**  **CL Lipinski**  **Commercial Committee** |
| 10. | **Environmental Matters**   1. Hydraulic hoses   Most incidents were related to hydraulic hose failures and ruptures. |  |
| 11. | **Occupational Health & Wellbeing in Piling**  Steve Hedley has been appointed to Build UK’s Occupation Health and Wellbeing Group, he reported via Colin Newman that whole body vibrations is a subject the Build UK group wish to investigate further.  Malcolm Mearns reported that they had seen a spike in Tier 3/4 HAV incidents from site investigation work and vibration monitors are being used.  Brian Hill said that FK Lowry had started to implement first aid for mental health issues on site.  Mark Devitt reported that Keltbray had made ear defenders mandatory and had invested in moulded ear plugs for their staff which cost £85 for the initial pair and cut out the damaging frequencies.  Clare-Louise Lipinski highlighted that 16-23rd October was health and wellbeing week <http://www.health-and-wellbeing-week.co.uk>. |  |
| 12. | **FPS Sustainability Forum**  At the previous meeting a list of suggested subjects had been submitted for consideration. Subsequently the FPS Sustainability Charter had been circulated for all to consider.  Colin Williams committed to draft a terms of reference document for a Sustainability Group that could be part of the S&T Forum. All were asked to feed in their thoughts on to Colin to assist him in producing the document for the next meeting. | **Colin Williams/All** |
| 13. | **Reports**   1. FPS Plant Group   Colin Newman reported that the discussion in the Plant Group on their terms of reference had identified that they were often being asked to feed into operational issues, which they had little influence over (see Matters Arising above). Colin Williams commented that S&T should share more data with the Plant Group and the two groups could combine to look at issues jointly.  The group also reported that Tier 5 engines were starting to become available. Also the group had reviewed the QuadView camera system.  **Rig Bearing Pressure spreadsheet**  The first Rig bearing pressure spreadsheet workshop will be taking place on 1st November at the Derby Conference Centre. There will be two half day workshops taking place. Committee members were asked to inform the FPS secretariat if they wanted to book on the workshop. The workshop will be free to members and non-members pay a fee of £95+VAT to attend. Each workshop will hold a maximum of 30 attendees. There are plans to hold future workshops. Members are encouraged to promote to outside contractors. A one page flyer will be published and circulated for discussion at next quarterly meeting.   1. Build UK Health & Safety Committee   Bob Speakman reported that the meeting will be taking place late September 2016 and will revert back with an update.   1. Build UK Common Training Standards Task Group   Clare-Louise Lipinski advised the group that she had attended the meeting however has not been invited to any follow up meetings. Ciaran Jennings advised he would clarify and revert back with an update. Ciaran advised that he had raised with Build UK the fact that they had taken any renewal requirements off the new training standard, where previously 5 years had been given as a standard renewal timeframe. This meant that main contractors were requiring contractors to put staff through repeated one day safety courses before every project.   1. Build UK Occupational Health Task Group   Covered under item 11.   1. CPCS Management Committee   It was reported that CITB were planning on ceasing to administer the CPCS scheme. It had been suggested by Build UK that the scheme could be run by CSCS and trade associations given control over the categories that affect them.   1. National Specialist Accredited Centre   It was agreed by the group that a new representative would need to be found once John Proctor decided to step back.   1. EFFC Health and Safety Working Group   Ciaran Jennings spoke about the EFFC Health & Safety meeting held in Poland held on 9th September 2016. The Group had visited to diaphragm walling sites in Warsaw.  A focus for the group is on raising the standard of working platforms so that they present less difficulty for workers who are having to walk on uneven surfaces for eight hours a day.  **Mutual recognition of rig drivers’ qualifications**  Ciaran reported that the EFFC President, Hans Bliss, approached the EU President to request funding to resolve this issue. The response was that the EU only supports specific projects financially. Hans has requested a meeting with an EU representative to discuss further but Ciaran believes that a positive outcome is ambitious. Sector Skills Alliances are therefore being explored as an alternative means to address the issue.  **Proposal for workshop**  The H&S Group are keen to offer a training seminar on Root Cause Analysis of an Accident to EFFC Members. The initiative will be present at the AGM in Milan: Two or three one-day workshops to be held each year which are free of charge (only travel expenses to be covered by employer). The sessions will be interactive and likely to focus on a real event. Legal requirements and interview techniques will be covered in the sessions.  The training material is prepared and ready to be used. The workshops will be about sharing knowledge and enabling delegates to pass on the training in their country. |  |
| 14. | **Training and Qualifications**   1. CPCS Piling Rig Attendant   No discussion   1. Two Day Supervisors Course   The group confirmed this course definitely holds value and would like the costs to proceed as soon as possible. Geoff Birch has not responded as yet.   1. NVQ Level 3: Occupational Work Supervision   Minimum of six people are required and it is already underway for this year, members were encouraged to put forward more people and to contact FPS Secretariat for applications.  Colin enquired whether we could get progress reports from Ron Seeglar as these had been provided in the past. The Secretary agreed to contact Ron.   1. One Day Safety Awareness Course   Ciaran Jennings advised the course is still available for those that need to put their people through it. A number of Members expressed interest and the Secretariat agreed to contact Skanska about providing the course again.   1. Apprenticeship Scheme (including Trailblazer)   The Secretary confirmed that the CITB were funding the SAP in 2017, however the Trailblazer should also be available next year. As yet it is unclear precisely how the funding arrangements will work. Currently the Trailblazer is awaiting approval of its End Point Assessment plan and the Secretary is writing an external quality assurance process that puts the FPS in a position to assure that the EPA uses FPS Member assessors.     1. Land Drilling NVQ   No discussion. | **FPS Secretariat**  **All**  **FPS Secretariat**  **FPS Secretariat** |
| 15. | **Any Other Business**   * Colin Newman raised the issue of Behavioural safety which clients are becoming more interested in. Brian Hill reported that he had a 2008 presentation from Morgan Sindall that they have largely adopted. Colin Williams suggested Members look at safety.networkrail.co.uk which had many useful resources on this and other issues. * A member of the group asked for contact details to purchase a John Tiers 12m lifting beam. * Colin Williams reported that the Highways Agency were reviewing the Plant NOS with a suite of 12 new standards being introduced. He was concerned this may affect piling. Ciaran agreed to check on this with the CITB. * Malcolm Mearns highlighted that plant hire companies were often not providing any familiarisation training on the equipment they are providing. This may lead to issues when a worker needs to respond quickly to an emergency situation. It was thought this may be a training need that everyone should be aware of.   Colin Williams offered to share his system for lowering MEWPS in emergency situations in case it was of use to the group. | **FPS Secretary**  **C Williams** |
|  | **Dates of 2016 & 2017 Meetings:**  All meetings will be held at the Derby Conference Centre, London Road, Alvaston, Derby, DE24 8UX.  Tuesday 29th November – 9.30 AM  Thursday 2nd March 2017 (To be confirmed)  Thursday 18th May 2017 (To be confirmed)  Tuesday 11th July 2017 (To be confirmed)  Thursday 19th October 2017 (To be confirmed) |  |