

**Present:**

Bob Speakman	Aarsleff (In the Chair)
Andrew Carpenter	Bachy Soletanche
Roy Jackson	BAM Ritchies
Colin Williams	BBGE
Nick Thomas	Bauer
Phil Matthews	Cementation Skanska
Roger Cox	Central Piling
Ian Riley	Expanded
Jonathan Pearson	FK Lowry Piling
Karl Chaplow	Keller
Charlie Kilkenny	Keltbray
Alan Turner	Martello Piling
Ellen Barrett	Murphy GE
Christopher Fox	Murphy GE
Dean Page	Rock & Alluvium
Liam Griffiths	Roger Bullivant
Gary Levers	Van Elle

**In attendance:**

Ciaran Jennings	FPS Secretariat
Aimee McDermott	FPS Administrator

No.	Topic	Action
1.	<p><b>Apologies</b></p> <p>James Warren (Keller), Phil Hines (Bachy Soletanche), Carl Hassell (Roger Bullivant), Simon Jones (Keller) Pat McKay (FK Lowry), Michael Findlay (Franki Foundations) and Brian Hill (FK Lowry).</p>	
2.	<p><b>Approval of the Minutes of the meeting held on the 16<sup>th</sup> November 2017</b></p> <p>Proposed by Gary Levers and seconded by Andrew Carpenter.</p>	
3.	<p><b>Matters Arising (not covered elsewhere)</b></p> <p>a) Concrete Blowing Out Procedure</p> <p>Ian Riley reported on Expanded's concrete blowing out decision tree. It had previously been proposed that this should be included in the revised FPS Concrete Pumping Guidance. He commented that this is a procedure used by Expanded on all sites where they use concrete and that they have had no problems with the procedure as of yet.</p> <p>The decision tree sent to FPS talks through the risks of the method and what to do. Ian added that the procedure is getting cheaper and that Expanded have weighed up the costs and concluded that for them, the method is worth using.</p> <p>Ciaran Jennings commented that John Chick from Expanded was happy for the decision tree to be circulated to Members. There was some discussion about whether the Concrete Pumping Guidance document should be used as a code of practice, which would give expectations of being legally enforceable, or whether the document should remain as guidance, which would give companies freedom to use other methods.</p> <p>b) Cage Supplier Safety Issues</p>	FPS Administrator

	<p>Ciaran Jennings commented that there had been a lack of data sent in regarding manual handling.</p> <p>Bob Speakman asked if Ian Riley could find this information in the safety statistics.</p> <p>c) Manual handling – Automation of procedures</p> <p>Ciaran Jennings reported that a policy had been agreed at the FPS Quarterly meeting to automate manual handling wherever practicable. He added that feeding this into the next round of FPS audits is something being looked at.</p> <p>Ciaran commented that before this is to happen there is a need to find out what is practicable and what defines this. He noted that Bachy Soletanche have an automated rod handling system and reported that Casagrande presented during the Plant Safety meeting a casings and auger handling tool they have that can be fixed to an excavator. It was suggested that the issues and shortfalls of automating procedures needs to be looked at, particularly in areas where there is limited space for operating machinery.</p> <p>Bob Speakman asked members to share or come up with any solutions for this.</p> <p>d) Manual Handling H&amp;S campaign</p> <p>See sections 3b) and 3c).</p> <p>e) Learning and Development Forum</p> <p>Ciaran Jennings reported that John Chick from Expanded was trying to organise a meeting regarding Learning and Development.</p> <p>Ian Riley reported that they had had a conference call about this the previous week but that the notes had not yet been circulated.</p> <p>Ian informed that the general discussion was regarding why training is needed, how to recognise competencies for career progression, and how to identify that training is needed.</p> <p>f) CITB Training Standards meeting</p> <p>Ciaran Jennings reported that the CITB have now changed the way they fund training; if short course training is required, a standard needs to be developed which will then have to gain CITB approval. Ciaran commented on how there had been little comment or circulation of documents since the last set of standards had been distributed. It was reported that Carl Hassell would like another meeting to finalise these standards.</p> <p>Ian Riley determined that the standards are setting out what training will be done, the outcome of the training, who the trainer is and the methods of assessment to be used. Ian stated that the CITB will adopt the standards and that they will be used as standard guidance for training.</p> <p>It was requested that any comments on this be sent to Carl Hassell</p> <p>Karl Chaplow commented that several apprentices would like to train in mini-piling as part of the NVQ but are unable to do so. Ciaran Jennings reported that this is due to the lack of a log-book for mini piling but suggested that one could be created.</p> <p>Colin Williams proposed adapting current log books for mini piling, suggesting that this should not be too much of a problem. It was questioned whether the books could be back dated as some apprentices had already been working on mini piling. Colin stated that if the apprentices had been keeping some record then back dating could be a possibility.</p> <p>Bob Speakman requested a solution to this issue be found and asked the committee for volunteers to take this forward. Colin Williams offered to take the lead and Charlie Kilkenny offered to support.</p>	<p>All</p> <p>ALL</p> <p>Colin Williams/ Charlie Kilkenny</p>
<p>4.</p>	<p><b>Service Strikes- FPS Response to HSE re: HS2</b></p> <p>Ciaran Jennings reported that the issue of ground investigation had been discussed at the previous FPS Quarterly meeting. The FPS Chair had commented that current ground investigation industry is not fit for purpose and the committee had discussed creating an FPS standard for what is expected from</p>	

	<p>a ground investigation. Ciaran reported that this was also a topic discussed at the FPS Technical meeting, who also agreed that inadequate ground investigation was becoming a real problem and leading to inaccurately designed piles and increased service strikes.</p> <p>Bob Speakman commented that it had been agreed to share permits to dig and compare them to determine if an FPS standard was needed.</p> <p>There was some discussion about what an FPS Standard would entail.</p> <p>Roy Jackson commented on the use of PAS 128 for ground-site investigation. PAS 128 is 'the first dedicated UK specification for the detection of underground utilities and the first to set out accuracy levels to assess the quality criteria of any detected underground utility' (<a href="http://www.pas128.co.uk/what-is-pas">http://www.pas128.co.uk/what-is-pas</a>). Roy explained that the standard has four classifications and that clients should meet these requirements. Roy stated that any FPS document regarding ground sites should consider PAS 128.</p> <p>Nick Thomas questioned whether the FPS needed to create a permit to dig or a standard of what is expected. He commented that in his experience clients are unaware of the problems piling engineers face when on site and that they are reluctant to use documents like the Working Platform Certificate. Nick suggested that guidance for clients be created so that they can better understand the needs of piling engineers and plant operators.</p> <p>Bob Speakman asked for suggestions on how to fix this issue as a committee.</p> <p>Colin Williams suggested that current documents need to be reviewed and that the expectations of FPS members regarding ground site investigation needs to be clarified.</p> <p>Ciaran Jennings commented that if the committee devises a "best of breed" standard this could then be pushed to Build UK, highlighting that if ground investigation is inadequate then projects will ultimately incur further costs.</p> <p>Bob Speakman requested volunteers to start assessing this issue and to begin creating an FPS standard. The following members agreed to contribute:</p> <ul style="list-style-type: none"> <li>- Bob Speakman</li> <li>- Roy Jackson</li> <li>- Gary Levers</li> <li>- Colin Williams</li> </ul>	<p>Bob Speakman/ Roy Jackson/ Gary Levers/ Colin Williams</p>
<p>6.</p>	<p><b>NVQ in Geotechnical Installation</b></p> <p>Ciaran Jennings reported that the NVQ in Geotechnical Installation will sit with the Learning and Development forum. He stated that he is in contact with Steve Sugdon and needs to talk with him about how to move this forward.</p>	<p>FPS Secretariat</p>
<p>7.</p>	<p><b>FPS Website – Published to the website</b></p> <p>Ian Riley commented that the Members Area of the FPS website is lacking in content.</p> <p>Ciaran Jennings reported that the public part of the website should be accurate, and that the Member's area is a work in process. Members are asked to let the FPS administrator know if there is anything missing that they would like to be published.</p>	<p>All</p>
<p>8.</p>	<p><b>Guidance / Position Papers</b></p> <p>a) Lifting Operations on Piling Sites</p> <p>Nothing to report.</p> <p>b) GE708 Safety on Piling Sites</p> <p>Bob Speakman reported that the majority of the GE708 has been updated but there have been some questions about the benefits and uses of the document.</p> <p>Gary Levers commented that previous discussion had been had about consulting the CITB about having a piling section. Ciaran Jennings added that his</p>	<p>Ian Riley/ Gary Levers/</p>

	<p>understanding was the GE708 document would be completed and then the CITB would be consulted about incorporating it into their courses.</p> <p>Bob Speakman requested that the final chapters be updated by Ian Riley, Gary Levers and Andrew Carpenter, and that Ciaran Jennings is to talk to the CITB.</p>	Andrew Carpenter
9.	<p><b>Toolbox Talks</b></p> <p>Chris Fox noted that quite a few of the Toolbox Talks were blank. There was some discussion about the blank ones being assigned to members for completion. Bob Speakman advised that he would look at the current list of assignments and see what could be done. It was requested that any comments or questions be sent into the FPS Secretariat.</p>	Bob Speakman
10.	<p><b>Proximity Devices</b></p> <p>Nothing to report.</p>	
11.	<p><b>FPS Audit</b></p> <p>Ciaran Jennings reported that the next audit round has commenced and will be taking place over this year and the next. Dates have been, and continue to be subject to, change due to job site availability and the recruiting of a second auditor. Ciaran also commented that the pass mark may potentially be changing to encourage improvement but stated that this is something to be discussed with the Executive and Quarterly.</p>	
12.	<p><b>Quarterly Accident &amp; Environmental Statistics</b></p> <p>Ian Riley began the report by requesting that the accident statistics return form is filled out correctly. All were asked to ensure they check working hours and staff numbers, as well as ensuring incidents are recorded and categorised correctly.</p> <p>a) Accident Data</p> <p>Ian Riley reported on an incident on a job at Canary Wharf where an FPS apprentice was involved. Several mistakes including allowing the apprentice to give crane signals despite still being in training and hooks being put on incorrectly led to a cage falling 7m from a crane to the ground. Ian noted that there were no injuries but that the potential could have been life changing.</p> <p>Ciaran Jennings mentioned a mini piling fatality that had occurred the previous week. Roger Cox informed that the mini piling rig had fallen over and crushed the operator whilst his colleague was on lunch.</p> <p>Colin Williams reported on an incident (141) where a crane operator lifted a cage slightly without instruction which resulted in a piling operators fingers being crushed. Colin commented on how regulations can be in place but controlling an individual's behaviour is difficult.</p> <p>Karl Chaplow reported that an apprentice fractured his leg whilst standing on a clamp- his leg got caught between a steel pipe and the clamp. The apprentice is now back to work. (134)</p> <p>Colin Williams reported on an operator at Battersea who fractured their hand whilst using faulty kit during an anchoring operation. A modified guard was being used and the gates jammed shut. The incident is under investigation.</p> <p>b) Environmental Incident Data</p> <p>No comments.</p> <p>c) Service Strikes</p> <p>Ian Riley commented that there was one incident in the report without an explanation. Gary Levers noted that this was from Van Elle. Gary reported that this was a fault of the piling company as there was a permit in place that required the engineers to contact the utility provider. They did not, started to drill down and went through a cable.</p>	All

	<p>Bob Speakman requested that a longer range of service strike data be provided. Ian Riley advised that this will be added into the reports this year.</p> <p>Nick Thomas commented that Bauer have been asked by clients for high potential near miss records. He noted that this is an additional form of increasing client pressure. Nick asked if anyone else had experienced this problem and whether the FPS could adopt a position on what constituted a near miss. There was some discussion on this and it was concluded that the issue is too broad and subjective to be defined consistently between companies.</p> <p>c) Safety Alerts - issued since the last meeting</p> <p>Ian Riley requested that Safety Alerts are sent out in pdf form as opposed to a link to The Cloud folder with them in.</p> <p>Ciaran Jennings noted that this was changed due to file size being a problem, however agreed that they be sent out in both formats in the future.</p>	FPS Administrator
13.	<p><b>Environmental Matters</b></p> <p>Charlie Kilkenny reported that there is going to be a change in soil testing. Bob Speakman requested that Charlie report back any new information.</p>	Charlie Kilkenny
14.	<p><b>Occupational Health &amp; Wellbeing in Piling</b></p> <p>Ciaran Jennings thanked everyone who completed the survey carried out by Steve Hadley.</p> <p>Ciaran reported that the survey provided useful data about Drug &amp; Alcohol testing and health assessments etc. He noted that Steve is going to draft a basic occupational health standard that can be adhered to by everyone without difficulty. He will then look at the more difficult areas such as working hours, work-life balance etc. which are issues that do not come under occupational health specifically but may have an occupational health dimension to them.</p> <p>It was noted that the drug and alcohol limits for the new standard have not yet been determined.</p> <p>There was some discussion on companies' individual policies regarding drug and alcohol testing and which drink drive limits (English, Scottish, Network Rail) should be considered.</p>	
15.	<p><b>Reports</b></p> <p>a) FPS Plant Group</p> <p>Gary Levers reported on the discussions of the Plant Safety Group meeting.</p> <p>Fitting piling rigs with seatbelts was discussed- the group had agreed to contact John Underwood at HSE for his take on this and whether there should be a requirement made. There was also discussion about access platforms on rigs as having them all the way around brings issues with proximity hazards. Gary also reported on a presentation from Casagrande to show their manual handling automation system.</p> <p>Ciaran Jennings reported that there had been suggestion of creating a Plant apprenticeship. It was discussed in the Plant Group meeting what this would entail. The outcome was that Members wanted trained rig operators who were familiar with the machines. There was a desire for fitters to be upskilled to technicians and for giving apprentices a more well-rounded experience.</p> <p>Nicholas Thomas suggested that it would be worth contacting Bauer in Germany as they have a Plant apprenticeship scheme already in place.</p> <p>Colin Williams commented that the old format of apprentices starting on the ground and working their way up was a more proficient way of training despite being less formal. Colin stated that a career path in piling is there, it is just a case</p>	

	<p>of employers being willing to invest in training people who want to work their way up.</p> <p>b) Build UK Health &amp; Safety Committee</p> <p>Bob Speakman reported that not contact has been received from Build UK in over 6 months. Ciaran Jennings noted to chase them.</p> <p>c) Build UK Common Training Standards Task Group</p> <p>No one present to report.</p> <p>d) Thames Tideway H&amp;S Transformation group</p> <p>Jonathan Pearson reported that he has not heard back about any further meetings from this group. Ian Riley commented that two Expanded employees were part of the group but that recently not much activity had been occurring.</p> <p>e) CPCS Management Committee</p> <p>Nothing to report as Carl Hassell was not present.</p> <p>f) National Specialist Accredited Centre</p> <p>Nothing to report.</p> <p>g) EFFC Health and Safety Working Group</p> <p>Ciaran Jennings reported that the group had met in Rome earlier in the month. They had looked at lifting guidance, focusing this at contractors who were not as well organised with it. The group had also looked at coordination of safety on site and are working with a senior associate within Europe who is focused on site safety. Ciaran also reported that the group may be led by Lorenzo Alessi in the future and that fresh perspectives will be welcomed by him. Bob Speakman commented that a new rep from the Safety and Training committee was needed to attend the EFFC meeting. Anyone interested should contact the FPS Secretariat.</p>	<p>FPS Secretariat</p> <p>All</p>
<p>16.</p>	<p><b>Training and Qualifications</b></p> <p>a) SSTP Scheme Registration b) Two Day Supervisors Course</p> <p>Ciaran Jennings reported that a standard needs to be approved for the Two Day Supervisors Course so that it can gain CITB funding. The CITB accreditation scheme is also being investigated.</p> <p>Nick Thomas commented on the SEAT (Site Environmental Awareness Training) course, reporting that some candidates felt the content was not relevant or already covered elsewhere. He questioned whether this course was something that could be included alongside the supervisor course.</p> <p>Gary Levers advised that there is a CITB training presentation for SEATs. He reported that this could be circulated, and the course content tailored. Colin Williams reiterated the importance of the environments and that the committee could be making more efforts to address this.</p> <p>Bob Speakman requested that this be put on the agenda for the next meeting.</p>	<p>FPS Administrator</p>

	<p>c) NVQ Level 3: Occupational Work Supervision</p> <p>Ciaran Jennings reported that the NVQ3 is currently under way for this year. He requested that any interest from future candidates be sent to the FPS.</p> <p>d) One Day Safety Awareness Course</p> <p>Cementation, Van Elle and CITA run piling specific versions of the CITB Site Safety + course. Members may wish to contact these companies if they need this training.</p> <p>e) Apprenticeship Scheme (including Trailblazer)</p> <p>Ciaran Jennings reported that the CITB are changing the way they fund the current apprenticeship scheme. The grant amount has been dropped to £5,000 as the Government are wanting the industry to move away from the SAPs and onto the new Trailblazers. The FPS has managed to secure 3-years' worth of SAP funding, however it is hoped that the new Trailblazer will be live this year meaning the SAP will be retired.</p> <p>Ciaran moved on to update the group about the Trailblazer.</p> <p>There are two main issues that need to be addressed in order to set up the Trailblazer- defining what will be taught and the end point assessment. There is also the issue of finding an organisation to deliver training. The Tunnelling Academy offered their support in this as has Van Elle. Ciaran commented that CITA are interested however he needs to catch up with Carl Hassell.</p> <p>In terms of an assessment organisation, Ciaran reported that NOCN were a possible option. There are currently two possibilities for how the FPS are involved in the end point assessment. The FPS can either be the External Quality Assurance provider – that would seek to provide assessors to assessment organisations. Alternatively, the FPS could become an Assessment Centre to the NOCN, this would enable the FPS to ensure that only FPS selected assessors are used. This is a critical issue as it is the only way to ensure that Members have a quality control on the assessment of apprentices.</p> <p>Ciaran concluded by stating that the Trailblazer will hopefully be available this year and that any questions be sent to FPS.</p>	All
17.	<p><b>Any Other Business</b></p> <p>Charlie Kilkenny reported that from April 1<sup>st</sup> there is to be new HMRC legislation categorising soil waste and imposing new fines to do with how soil is being tested.</p> <p>Colin Williams reported that an incident had occurred at the beginning of the year on a site where a lump of metal had fallen from height from a machine. Colin noted that it had been difficult to understand the problem and that the company in question had been challenging to approach. He commented that the head of the plant rig was crudely repaired and should be re-engineered to prevent things from falling. Ciaran Jennings advised Colin to send an email to FPS and that the Secretariat would enquire within the EFFF if this was an issue faced there.</p> <p>Colin Williams also reported that a BBGE safety advisor had observed a technician on site standing in the exclusion zone putting a locking pin in. The safety advisor had commented that his process should be automated. Colin questioned whether this was a possibility and commented that controlling red zone working is an issue facing a lot of disparity.</p> <p>Bob Speakman reported that in a conversation with Colin Williams and Keith Ross that morning, actions of a meeting two years previously had been discussed. The main action had been to assess the available technology to automate safe load monitoring for rigs. Bob advised that he is going to contact some companies with this tech and enquire about the possibility of automating unloading. Bob also advised that he would circulate the notes of the discussion informally.</p> <p>Charlie Kilkenny requested that meeting notifications are sent out as calendar invites. Ciaran Jennings advised that notifications would be sent as both email and calendar invites.</p>	

	<p>Bob Speakman reported that issues with installing sonic logging systems had been raised at the Technical meeting. Colin Williams advised that Yvonne Ainsworth had prepared documentation on this several years ago. It was requested that the secretariat contact Yvonne and request this document. Members were requested to send in any other guidance or documents that they have.</p> <p>Colin Williams mentioned tip-testing. Ciaran Jennings advised that the Executive wanted to ask Technical about this.</p> <p>Bob Speakman ended the meeting by stating that it had been agreed to keep the next meeting on 17<sup>th</sup> May 2018. He urged members to send in their accident data as soon as possible.</p> <p>Bob announced that he is looking to step aside as Chair of the committee. He advised that his current position at Aarsleff is stopping him from giving FPS the time it requires. He requested that anyone interested in stepping up as Chair contact Ciaran Jennings.</p>	<p>FPS Secretariat</p> <p>All</p>
18.	<p><b>Dates of 2018 Meetings</b></p> <p>All meetings will be held at the Derby Conference Centre, London Road, Alvaston, Derby, DE24 8UX.</p> <ul style="list-style-type: none"> <li>• Thursday 17<sup>th</sup> May 2018 at 10:00am</li> <li>• Thursday 6<sup>th</sup> September 2018 at 14:00pm</li> <li>• Thursday 1<sup>st</sup> November 2018 at 10:00am</li> </ul>	

## Actions List

Topic	Action	Responsible
Concrete Blowing Out Procedure	Circulate Expanded's concrete blowing out decision tree.	FPS Administrator
Manual Handling- Automation of Procedures	Share/ come up with any solutions about automating procedures, particularly in areas with limited space for operating machinery.	All
CITB Training Standards	Look into the issue of a mini-piling log book.	Colin Williams/ Charlie Kilkenny
CITB Training Standards	Any comments on the CITB training standards to be sent to Carl Hassell.	All
Service Strikes/ Groundsite Investigation	Assess the current standards and permits to dig and being creating an FPS Standard.	Bob Speakman/ Roy Jackson/ Gary Levers/ Colin Williams
FPS Website	Members are asked to send in anything they wish to be published to the website.	All
GE708 Guidance	Update the final chapters of the GE708 document	Ian Riley/ Gary Levers/ Andrew Carpenter
Toolbox Talks	Assign members blank Toolbox Talks for completion	Bob Speakman
Quarterly Accident & Environmental Statistics	Ensure working hours and staff numbers are recorded correctly. Ensure incidents are recorded and categorised correctly.	All
Safety Alerts	Send safety alerts individually in PDF form.	FPS Administrator
Build UK	Chase Build UK regarding Health and Safety meetings.	FPS Secretariat
EFFC Health and Safety Working Group	A new rep from FPS is needed to attend the EFFC Health and Safety meetings. Anyone interested should contact the FPS Secretariat.	All
NVQ Level 3	Members with any interested candidates for future NVQ3 courses are requested to email FPS.	All
Sonic Logging Systems	Contact Yvonne Ainsworth requesting sonic logging systems documentation.	FPS Secretariat

Chairing FPS Safety and Training	Bob Speakman has announced he would like to step down. Anyone interested in stepping up should contact the FPS Secretariat.	All
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