

**Minutes of the Safety & Training Forum held at the Derby Conference Centre, London Road, Alvaston, Derby DE24 8UX on Wednesday 27th September 2017 at 13:00pm**

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

Andrew Carpenter Bachy Soletanche

Phil Hines Bachy Soletanche

Nick Thomas Bauer

Colin Williams BBGE

Colin Newman Central Piling

Ian Riley Expanded

Michael Findlay Franki Foundations

Geoff Birch FPS

Yvonne Ainsworth JRL Civil Engineering

Glen Bevis Keller

Charlie Kilkenny Keltbray

Alan Tuner Martello Piling

Ellen Barrett Murphy

Des Hancohan Murphy

Dean Page Rock & Alluvium

Liam Griffiths Roger Bullivant

**In Attendance:** Ciaran Jennings FPS Secretariat

Kerry-Anne Hutchison FPS Administrator

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| **No.** | **Topic** | **Action** |
| 1. | **Apologies**  John Feeley (BAM Nuttall), Roy Jackson (BAM Ritchies), Tina Faughnan (BBGE), Clare-Louise Lipinski (Cementation Skanska), Jonathan Pearson (FK Lowry) and Carl Hassell (Roger Bullivant). |  |
| 2. | **Approval of the Minutes of the meeting held on 1st June 2017**  The minutes of the meeting held on 1st June 2017 were then approved and seconded by Phil Hines. |  |
| 3. | **Matters Arising (not covered elsewhere)**   1. Concrete Blowing Out Procedures   Ian Riley advised the position paper is in its final stages of amendment. He reported that Expanded have had no new incidents to date whilst using their new grouting method to clear out hoses. He advised that there is a decision-making tree advisory document available that he shall make available.  It was confirmed at the previous Plant Safety meeting that over testing hoses is not ideal and members should be moving away from this practice. The FPS Best Practice Guidance for Pumping Concrete will be updated accordingly and Andrew Egglesden from the Plant group committed to following up with Keith Bolton on the paper’s progression.   1. Cage Supplier Safety Issues   It was noted there have been no new responses from members relating to their cage related injuries in 2016. Colin Williams, Mark Devitt and Phil Hines whom have committed to putting together a minimum standard, supported by Member’s evidence to submit to the Executive Committee for a basis of discussion with suppliers. It was noted the development of this standard had been raised with two major cage suppliers who thought it would be a positive initiative; with some suppliers already having introduced audits and inspections. All members were reminded to send in their statistics and actively get involved in sharing knowledge regarding safe practices for the construction and supply of cages; as it is in member’s interests.   1. Review of Piling NOS re Slinger Signaller   The FPS Secretary advised he had not yet re-approached George Swann regarding the issue of “receiving” signals in the NVQ slinging and signalling qualification. He advised these signals will need to be demonstrated on a working site opposed to a simulated environment. Colin Williams commented that the difficulty is that it is not in Members’ interests to move this module into the optional requirements within the NOS as this could lead to an operative not having been trained in slinging and signalling.   1. Manual Handling Policy   It was reported that an FPS Manual Handling Policy has been presented to the FPS Quarterly Committee that requires the automation of manual handling processes wherever reasonably practicable. To support the adoption of this policy Members are asked to feed comments regarding their automated processes to the FPS Secretary so that a body of guidance and practice can be shared. It was commented that a Working Group was required to pull this together so that all can learn and adapt as needed. Promoting good practices to prevent hand injuries via a campaign is a task for the Working Group.   1. Manual Handling H&S Campaign   Please refer to above agenda item. | **I Riley**  **Plant Agenda**  **All**  **All** |
| 4. | **HSE Shared Learning**  Ciaran Jennings advised the FPS have received a safety alert from HS2 via the HSE regarding the contact made from cable percussion boring equipment and the outer casing of a deep buried 132kv cable installation during a Ground Investigation. Concerns were raised regarding the PAS128 survey which whilst using a 3m radar; did not locate the cable installation which was 10m below ground. IT was also noted the use of composite drawings, which are now required by HS2; can only to be used as a guide to where a service may be and are not definitive.  After a lengthy discussion it was noted the FPS had 33 service strikes this year of which 32 had permits to work. Throughout the document are important reminders which the FPS have been asked to review and respond to. Members are requested to read and respond to the alert which can be found [here](https://forumcourt.sharepoint.com/_layouts/15/guestaccess.aspx?docid=17a194f23bb3040ffb48186abf5b3a107&authkey=AfIq3NfaVq0zhbTghjp-LAY). It was also suggested that the FPS’ data on service strikes is shared with the HSE to highlight the problem.  Colin Williams reported on one particular project the gas main was not included in the drawings; however due to the knowledgeable employees it was identified and then they received their permit to dig. | **All / B Speakman** |
| 5. | **Terms of Reference for the Safety and Training Forum**  Phil Hines reported he has produced the Terms of Reference for the Technical, Safety and Training and Plant Safety Working Groups which have been circulated to the Executive committee for approval at the Quarterly meeting on 20th October 2017. Once approved; the terms will be adopted and circulated to members. | **FPS Administrator** |
| 6. | **NVQ in Geotechnical Installation**  Ciaran Jennings advised he has approached CITB regarding the National Working Group in order to create a qualification that fills the gap between piling operatives and land drillers; however he has not received a response. He further advised the syllabus would ideally incorporate a CSCS card as an occupation that does not require the use of heavy plant. It was suggested to contact NOCN whom are another core skills provider for assistance. All members were asked to confirm their participation in the working group in order to schedule a meeting to define the criteria of the qualification. | **All** |
| 7. | **FPS Website – Published to the website**   1. Pre-commencement Piling Standard   Removal of unexploded Ordinance (UXO) has been added to the document and this has now been published to the website. |  |
| 8. | **Guidance / Position Papers**   1. Lifting Operations on Piling Sites   The Chairman (Robert Speakman) advised that he and Clare-Louise Lipinski have been progressing with updating the document in accordance with new legislation; which requires the derating of machinery on “Sites of Exceptional Hazard” and the classification of more lifts as complex lifts.  At the previous Plant Safety meeting the group asked for advice regarding Kelly ropes that snap and whether this is a reportable incident. After a lengthy discussion it was concluded a failed Kelly was not deemed reportable under the current LOLER guidance and this should remain the case. The Plant Group should be asked to look at how to stop Kelly ropes snapping as it is an ongoing occurrence in the industry for which no solution has been found.   1. GE708 Safety on Piling Sites   Ciaran Jennings advised there are two outstanding chapters that needed review. Two volunteers came forward: Charlie Kilkenny “Chapter 7. Ladder and Access to Rigs” and Nick Thomas “Chapter 22. Hazardous Substances 44”. Once produced the integrated draft document will be circulated for members comment and then to the CITB for publication. | **Plant Agenda**  **C Kilkenny/N Thomas/ FPS Administrator** |
| 9. | **Toolbox Talks**  Colin Williams presented two Toolbox Talks videos where one was produced on a mobile phone and the other by a professional media company. The videos included staff from BBGE delivering a range of health and safety messages in an informative and direct format. These were well received and it was noted use of the on-site operatives was particularly powerful. Colin is continuing to explore whether he can de-brand the videos for circulation to members.  A list of TBT areas to be covered are included in these minutes however members are advised to contact the FPS Administrator should any issues arise in filming the TBT’s. All are encouraged to produce these for use by the wider Federation. | **All** |
| 10. | **Proximity Devices**  Colin Williams advised the system BBGE has implemented, whereby the operator must acknowledge all obstructions by pressing a button inside the cab, is proceeding well and will provide an update on feedback at the next meeting.  It was reported that Highways England are looking into the Quadview 360 degree cameras that Cementation Skanska have adopted on their rigs. It is designed to detect obstructions in a 3 metre radius and can report to a remote office where the operator is instructed to acknowledge and respond. |  |
| 11. | **FPS Audit**  The Chairman advised he has approved the FPS Audit schedule which will be commencing in early 2018; the proposal currently sits with the Executive committee and collectively; the group needs to establish independent auditors. An email will be circulated by the FPS Administrator requesting members to put forward their recommendations. | **FPS Administrator** |
| 12. | **Quarterly Accident and Environmental Statistics**   1. Accident Data   The Chair thanked Ian Riley again for the statistics this quarter, it was noted the annual incident rate was incorrectly noted by the FPS Administrator and should be 15.5.  Yvonne Ainsworth asked members if hydraulic fails and leaks are classed as reportable to the HSE/Environment Agency. The consensus is it is not; however one member reported an incident where approximately 1000 litres of oil was spilled, which was reportable. It had been necessary to dig up the contaminated ground and remove it from the site. Regimes for the inspection and replacement of hoses were discussed including thermal imaging, pressure testing and replacing according to hose and the working conditions. Andrew Carpenter agreed to investigate whether he could share Bachy’s procedure. It was further noted of an incident next to a school where children were sprayed with oil had led to criticism in the press for manufacturers.  Bob Speakman advised the incident involving an overturned rig came about owing to the rig being configured incorrectly.  Ian Riley reminded members to submit their statistics correctly as some are still be submitted with the wrong criteria selected. Members are asked to contact the FPS Administrator if they require clarification.  Following the statistics this quarter; it was reiterated that hand injuries are one of the most common part of the body injured (6 out of 11 incidents in the quarter) and so it was requested of members to submit their hand and finger piling related injuries, including burns, to the FPS Administrator for collation.  Members are asked not to include negligent injuries nor mental health related matters. Colin Williams, Andrew Carpenter and Charlie Kilkenny committed to form a small working group in order to review these statistics.  Mental Health was discussed. Colin Williams reminded the group of the situation BBGE encountered where he personally steered an employee towards counselling through the company employee assistance programme and the employee was advised; due to this now being his second phone call for a separate issue; it will affect his tax code. He reminded the group that it is not a taxable benefit in kind and the FPS should be looking towards employers incurring the costs as the employee did not proceed with the help they needed.  Ciaran advised he has arranged a meeting with his local MP which is scheduled for 12th October 2017, the purpose of the meeting is to discuss mental health, slips and trips, fatigue and possible shift patterns in the industry. Ciaran will update at the next meeting.   1. Environmental Incident Data   Environmental incidents were reported as being higher this quarter and members were advised to be aware approaching harsher weather conditions.   1. Service Strikes   Please refer to item 4 of these minutes.   1. Safety Alerts – Issued since the last meeting   It was asked of the FPS Administrator to forward the safety alerts as soon as they are received, this will ensure that members have enough time to review them before the next meeting. It was also asked to check the distribution list is up to date.  It was commented that the SAs needed to carry more information as to the solutions that have been developed in response to an incident. It was also noted that some of the incidents were very similar to ones that had occurred in the past. It was noted that the lessons being learned are not being passed on and that there is a cyclical process of learning as people leave the industry. It was thought that the FPS website had a role in holding on to the corporate memory of safety and that the changes in practice needed to be embedded within the procedures Members use. | **FPS Administrator**  **A Carpenter**  **All**  **All**  **C Jennings**  **FPS Administrator** |
| 13. | **Environmental Matters**  Colin Williams asked the group if it was known why the CIRIA guidance on concrete wash-off had been withdrawn. This was not known. However, Ian Riley noted their Safety Advisor has fitted a filter unit which sifts through solids to deal with concrete wash-off. Ellen Barrett commented Mudtech have a system to lower the PH and this is what Murphy did on a previous project. Yvonne Ainsworth commented that Bentonite additatives can be used to drop the pH levels of wash-off. |  |
| 14. | **Occupational Health and Wellbeing in Piling**  Ciaran advised that Build UK are implementing a Constructing Better Health scheme to ensure workers take greater ownership of their health history and surveillance. He also reported that Steve Hadley and the Quarterly Committee are drafting a minimum standard for drug and alcohol testing. This has raised some debate on what the limits should be, the Scottish Drink Driving limits are being looked at as the best compromise.  Andrew Carpenter commented that Bachy test a minimum of 5% of the workforce in the year, however the real figure was closer to 20%. Nick Thomas said that Bauer breathalise workers before going on site. It was reflected in the group that drugs tended to be a bigger problem than alcohol, specifically cocaine and other stimulants. It was also reported that operatives are unaware that if they self-report the employer has a legal duty to treat them, rather than to deal with the matter as a disciplinary issue.  Nick Thomas commented that he received 4 false positives in one year. He advised the tests were forwarded to the Laboratory for further investigation which in turn; increased costs however they also had to pay the employees for the time they had off whilst not being permitted to work. |  |
| 15. | **Reports**   1. FPS Plant Group   Ciaran reported that Bauer and Casagrande delivered presentations on training opportunities they offer. They are able to provide tailored training to individual requirements and showed some interest in becoming CITB accredited testing centres.   1. Build UK Health & Safety Committee   No discussion.   1. Build UK Common Training Standards Task Group   No discussion.   1. Thames Tideway H&S Transformation Group   The Thames Tideway project have invited the FPS to participate in their transformational Health and Safety initiative. Bob Speakman was unable to attend the meeting on 26th September however it was agreed that the FPS should have representation at the meetings. Members who wish to attend the meetings, please can you contact the FPS Administrator.   1. CPCS Management Committee   It was reported the A17D telehandler including 360 degree slew will be incorporated in to the A77 Category. Colin Williams and John Proctor are currently reviewing the question set for the piling rig attendant NVQ as currently there are some poorly worded questions and wrong answers being expected.   1. National Specialist Accredited Centre   No discussion.   1. EFFC Health and Safety Working Group   Ciaran advised he does not attend these meetings however understands that the group are endeavouring to create a lifting operations guidance. It was agreed not to name it “best practice” due to any potential legal implications. All members were asked to provide any training materials that they felt would assist the group. | **All**  **All** |
| 16. | **Training and Qualifications**   1. SSTP Scheme Registration   Ciaran reported the SSTP was open for registration via the CITB website. He urged Members to do so as it gave double CITB grant for specific courses. He also asked the group to send him requests for any courses they wished to be added to the SSTP list.   1. Two Day Supervisors Course   Geoff Birch provided a presentation with Colin Williams on the revision of the course. This had streamlined the course by reducing some of the excessive behavioural safety content and environmental awareness elements which are better covered by SEATS. The management of sub contractors has also been added into the CDM section.  It was agreed that the course should be assessed according to Build UK/CSkills requirements. Colin and Geoff agreed to finalise the 20 questions required by the assessment.  Ciaran was asked to investigate whether the course could become CITB Site Safety Plus accredited.  **Post meeting note:** The syllabus has now been approved and the FPS Administrator is currently arranging dates.   1. NVQ Level 3: Occupational Work Supervision   Ciaran Jennings advised another round of NVQ training has been arranged with the SLA expiring in March 2018, there are 3 candidates who have enrolled for the course however there is a minimum required of 6. Members were asked to contact the FPS Administrator for details.   1. One Day Safety Awareness Course   The One Day Safety Awareness Course is available and ready to be arranged; all members were asked to contact the FPS Administrator for further details.   1. Apprenticeship Scheme (Including Trailblazer)   Members were advised there has been no new development of the scheme since June 2017 whereby Elizabeth Astill moved off the project. Currently a training organisation needs to be identified and the External Quality Assurance process needs to be finalised.   * 1. End Point Assessors   Following on from the above, Ciaran will be establishing a register for end point assessors for the Trailblazer however in the interim the priority action will be for the current SAP scheme.   * 1. Addition of Vehicle Marshalling   No discussion. | **All**  **C Williams/ G Birch**  **FPS Secretary**  **All**  **C Jennings** |
| 17. | **Any Other Business**  No other business was recorded. |  |
| 18. | **Dates of 2017 Meetings:**  All meetings will be held at the Derby Conference Centre, London Road, Alvaston, Derby, DE24 8UX.  Thursday 16th November 2017 at 10:00am |  |