



**Minutes of the Safety & Training Forum held at the Derby Conference Centre, London Road, Alvaston, Derby DE24 8UX on Thursday 1<sup>st</sup> June 2017 at 10:00am**

**Present:**

Bob Speakman	Aarsleff (In the Chair)
Malcolm Mearns	Bachy Soletanche
John Feeley	BAM Ritchies
Roy Jackson	BAM Ritchies
Nick Thomas	Bauer
Colin Williams	BBGE
Tina Faughnan	BBGE
Clare-Louise Lipinski	Cementation Skanska
Ian Riley	Expanded
Neal Willis	Expanded
Michael Findlay	Franki Foundations
Glen Bevis	Keller
Charlie Kilkenny	Keltbray
Des Hanrahan	Murphy
Tony Vozniak	Murphy
Carl Hassell	Roger Bullivant
Liam Griffiths	Roger Bullivant
Gary Levers	Van Elle

**In Attendance:**

Ciaran Jennings	FPS Secretariat
Kerry-Anne Hutchison	FPS Administrator

No.	Topic	Action
1.	<p><b>Apologies</b></p> <p>Keith Ross (BBGE), Colin Newman (Central Piling), Roger Cox (Central Piling), James Warren (Keller) and Alan Turner (Martello).</p>	
2.	<p><b>Approval of the Minutes of the meeting held on 8<sup>th</sup> March 2017</b></p> <p>The minutes of the meeting held on 8<sup>th</sup> March 2017 were approved by Neal Willis and seconded by Gary Levers.</p>	
3.	<p><b>Matters Arising (not covered elsewhere)</b></p> <p>a) Concrete Blowing Out Procedures</p> <p>Neal Willis reported the updated FPS Best Practice Guidance for Pumping Concrete to Form Piles document has been circulated to Plant Group members for comment. One recommendation was raised regarding the blowing out procedure; it was recommended the test pressure is used at 110% of the working pressure of the hose, this was questioned and it was agreed this would be put to the Plant Group for review.</p> <p>b) Cage Supplier Safety Issues</p> <p>The FPS Secretary reported there was a low response from members regarding cage manufacturer safety issues where members were asked to forward data on cage related injuries in 2016. Mark Devitt and Colin Williams supported by Phil Hines have committed to putting together a minimum standard; backed by evidence to present to the FPS Executive for review with the intention it is used as a basis of discussion with suppliers. All were asked to send in their data to the FPS Secretary.</p> <p>Further to the above, Clare-Louise Lipinski reported Cementation Skanska are visiting Brazil Ltd to audit/inspect their operation every 6 months, the first was undertaken on 15<sup>th</sup></p>	<p><b>Plant Agenda</b></p> <p><b>All</b></p>

	<p>February 2017. The consensus is there are a limited number of cage suppliers and it is in the FPS' interests to get involved in sharing knowledge wherever possible on safe practices for the construction and supply of cages.</p> <p>c) Review of Piling NOS re Slinger Signaller</p> <p>Carl Hassell raised an issue with piling rig operators gaining the slinger signaller qualification as part of the Piling Operations NVQ. It is currently very difficult for rig drivers to gather evidence of slinging and signalling as they are having to understand and respond to signals – rather than give them. Simulating the activity is not allowable under the specification for slinging and signalling. He advocated a change to the wording of the NOS to “receiving” signals to allow for this change.</p> <p>It was noted the NVQ is derived from NOS and signalling and slinging was agreed to be a core skill and an integral part of the piling industry; the general thought was not to remove it from the NOS, but rather look at how the NVQ can be changed. Colin Williams suggested putting forward the question to CITB regarding changing the terminology, it was agreed that Ciaran Jennings will contact George Swan to investigate.</p>	<b>C Jennings</b>
4.	<p><b>Unexploded Ordinance</b></p> <p>The Chairman (Bob Speakman) reported he had made changes to the Pre-commencement Piling Standard document and the additions will be circulated with these minutes.</p>	<b>FPS Administrator</b>
5.	<p><b>Coroner's Report</b></p> <p>It was reported that this item can be removed from agenda, with the caveat that all should take note of the safety alerts from Soilmec and Casagrande indicating that any greasing valves that fail under use should be replaced with new components approved by them.</p>	
6.	<p><b>Terms of Reference for the Safety and Training Forum</b></p> <p>Phil Hines has drafted terms of reference which has been circulated to members. One final addition is to be made then all members are asked to review and feedback thoughts via the FPS Secretariat.</p>	<b>All</b>
7.	<p><b>NVQ in Geotechnical Installation</b></p> <p>Ciaran Jennings reported he has contacted CITB to convene a National Working Group following instruction of the Executive and Quarterly committees. The objective is to create a qualification that fills the gap between piling operatives and land drillers. Bob Speakman advised he's committed to participate in the working group and asked members to contact the FPS Secretariat if this is something they wish to be a part of.</p>	<b>All</b>
8.	<p><b>FPS Website – Published to the website</b></p> <p>Ciaran Jennings reported the FPS website is in its final stages of development; he advised a careers section has been created so employers can advertise job opportunities, along with videos introducing viewers to geotechnical engineering. A link to the website will be circulated to members once live.</p> <p>Carl Hassell reported CITB are looking for Construction Ambassadors to reach out to new entrants who are considering their career options. Carl further reported he would assist members to promote the piling industry. It was agreed the Learning and Development working group would inherit this agenda item.</p>	<p><b>FPS Administrator</b></p> <p><b>L &amp; D Agenda</b></p>
9.	<p><b>Guidance / Position Papers</b></p> <p>a) Lifting Operations on Piling Sites</p> <p>It was requested the document is updated due to new legislation requiring the derating of machinery on “sites of exceptional hazard” and the classification of more lifts as being complex lifts. Bob Speakman and Clare-Louise Lipinski committed to reviewing.</p> <p>b) GE708 Safety on Piling Sites</p>	<b>B Speakman/C-L Lipinski</b>

	<p>The FPS Administrator informed the group she had not received back all assigned chapters and will follow up with individuals. It was requested the group see the draft before publishing to CITB; the FPS Administrator will circulate to members once all chapters have been collated.</p>	<b>FPS Administrator</b>
10.	<p><b>Toolbox Talks</b></p> <p>Colin Williams reported BBGE are attempting to overcome production issues with debranding the TBT videos and gaining client permission for them. Videos will be provided once these issues have been overcome.</p> <p>One question raised was the possibility of using a media company to develop a uniform format of the videos to have FPS branding at the beginning and end. Ciaran Jennings advised this should be possible provided there is marketing budget available.</p> <p>A list of TBT areas to be covered will be circulated with these minutes however members are advised to contact the FPS Administrator should any issues arise in filming TBTs.</p>	<p><b>C Williams</b></p> <p><b>All</b></p>
11.	<p><b>Proximity Devices</b></p> <p>There was a lengthy discussion regarding persons entering exclusion zones on piling sites. Specific issues raised included working in city centre sites, working alongside other contractors and productivity.</p> <p>Clare-Louise Lipinski advised Cementation Skanska have equipped their rigs with Quadview 360 degree cameras and developed a training programme for users. She further noted educating clients on working platforms would be beneficial if this is not a part of their industry.</p> <p>Colin Williams reported BBGE have implemented a programme where the operator must acknowledge all obstructions by pressing a button inside the cab. He noted when looking back on previous footage; it has changed behaviour.</p> <p>It was agreed this particular agenda item is approached differently by each member company however; collectively the FPS should be discussing such issues, especially on the safety aspect.</p> <p>Nick Thomas raised the issue of people enter the exclusion zones around rigs. He noted that on constrained sites this was a particular problem as main contractors often take more space for other activities, potentially putting people at risk who are not under the management of the piling contractor. It was decided an FPS Guidance document on exclusion zones is to be drafted with the intention of presenting to other contractors on site. Nick Thomas agreed to draft it and Roy Jackson, Clare-Louise Lipinski and Colin Williams committed to reviewing.</p>	<b>N Thomas/R Jackson/C-L Lipinski &amp; C Williams</b>
12.	<p><b>FPS Audit</b></p> <p>Clare-Louise reported that herself and Nick Thomas have met and made changes to the FPS Audit which currently sits with Bob Speakman for input. Once finalised the changes shall be circulated to the S&amp;T Forum and then passed to the Executive for consideration.</p> <p>Ciaran Jennings reported that Build UK are seeking to create a unified PQQ system for the construction industry that will incorporate the FPS audit for piling contracts. This potentially would see companies regularly audited against the FPS criteria. He noted that this could have some wide-reaching impacts on the FPS and its Members so would need to be carefully handled in order to ensure the benefit of the audit remained for Members.</p>	<b>All</b>
13.	<p><b>Quarterly Accident and Environmental Statistics</b></p> <p>Bob Speakman started by thanking Ian Riley for providing an excellent analysis of the data.</p>	

<p>Ian Riley replied advising if there are any additional graphs or statistics members want featured to please contact the FPS Administrator. (Please find Ian's data analysis attached to these minutes.)</p> <p>Two suggestions were raised, firstly to include the number of agency workers and secondly to include the ages of the employees.</p> <p>Ciaran Jennings advised there is not a formal record documenting the age of employees however the FPS Quarterly committee are exploring diversity and actual numbers of people at risk. He confirmed he will highlight to the Quarterly committee at the next meeting.</p> <p>Ian further advised he endeavours to collate and review 2016's statistics and also amalgamate the number of spreadsheets currently being used.</p> <p>Graphs were agreed to be the best form of a quick read. It was reported when members are documenting the shift start times and the time of the incident; to please record correctly as they are being submitted in different formats. It was agreed that the drop-down options are reviewed to ensure correct information is selected.</p> <p>It was noted the number of workers aged 60+ in the analysis charts 2016 graph was incorrect and should be stated as the total number of 3.</p> <p>a) Accident Data</p> <p>080 – Clare-Louise Lipinski advised the IP had previously used a variety of CFA rigs however this was his first shift and first pile of the day. The IP went to open the auger gates, he did not communicate with the driver who closed the ram on the locking mechanism whilst his hand was still on the gate. This led to his left index finger being trapped; causing a laceration and ultimately having surgery to reattach his fingernail. Clare-Louise reported that all of the automatic systems are now fitted with a visual and audio alarm.</p> <p>083 – Malcolm Mearns reported the IP arrived on site and the working platform had not been assembled. The client asked a couple of the employees to assist in the off-load which ultimately led the IP to trap one of his fingers between the stationery mat and the mat that was being lowered. Malcolm advised this was a lesson learnt on not getting involved in other people's operations.</p> <p>084 – Malcolm Mearns reported the IP had plenty of room however took a short cut over the vibrating concrete hose. Consequently, the hose collided with the IP's knee. Malcolm reiterated that employees should be using all available spaces to complete their duties and not be tempted to take dangerous shortcuts. This incident concluded as a RIDDOR.</p> <p>085 – It was reported that this incident involved lack of communication between the traffic marshal and driver of the vehicle. This incident was concluded as a RIDDOR.</p> <p>086 – This incident was documented as a major injury however it was deemed to be changed to loss time.</p> <p>087 – It was reported this incident is noted as specified and deemed to be changed to minor injury.</p> <p>090 – Bob Speakman reported one evening a couple of employees were asked to move some 250mm diameter steel tubes on a forklift from the footprint of the crane to the outside of the crane. The IP was struck on the foot when a tube moved inadvertently and hit his leg.</p> <p>It was asked whether the categories for experience of under 1 year, 1- 3 years and 3+ years were adequate. It was suggested these should be reviewed to see if any complacency sets in with more experienced operatives.</p> <p>It was also requested to review the "Other" incidents to see what was included in here.</p> <p>b) Environmental Incident Data</p> <p>No discussion</p>	<p><b>Ian Riley/FPS Administrator</b></p> <p><b>C Jennings</b></p> <p><b>FPS Administrator/I Riley</b></p> <p><b>All/FPS Administrator</b></p> <p><b>I Riley</b></p> <p><b>FPS Administrator</b></p> <p><b>FPS Administrator</b></p> <p><b>FPS Administrator</b></p> <p><b>FPS Administrator</b></p> <p><b>I Riley/FPS Administrator</b></p>
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	<p>c) Service Strikes</p> <p>No discussion.</p> <p>d) Safety Alerts – Issued since the last meeting</p> <p>Colin Williams reported a 1.5 metre tall ordinarily stacked spinner fell off the truck when the driver drove too fast over a speedbump. He reported they reviewed their processes to ensure no re-occurrence.</p> <p>Bob Speakman similarly reported an incident with steel tubes on the back of a truck which came off the load; he advised they are looking to define a standard on loading vehicles.</p> <p>Bob Speakman further reported a rig tipped over on a site which had no platform issues however the weight was transferred whilst drilling. He advised nobody was hurt however will look in to the details and report back at the next meeting.</p> <p>e) Brazil Safety Issues</p> <p>Please refer to item 3b of these minutes. This is an ongoing agenda item.</p>	<b>B Speakman</b>
14.	<p><b>Environmental Matters</b></p> <p>No discussion.</p>	
15.	<p><b>Occupational Health and Wellbeing in Piling</b></p> <p>Roy Jackson raised concerns regarding the cost and expectations imposed on employers in relation to respiratory silica exposure limits. The government have recently implemented Silica fume limits so workers have a safe level of exposure.</p> <p>Legislation requires an x-ray of the workers chest and his levels monitored over a period of time. This was viewed as problematic due to x-rays of the chest being expensive and there not being enough private provision to cope with demand. Also realistically it takes 8 hours of onsite monitoring to accurately measure the amount of silica fume exposure.</p> <p>It was reported Steve Hadley has committed to drafting a minimum FPS standard for occupational health and a position statement on wider issues including travel time, shift times and patterns.</p> <p>Colin Williams reported BBGE are currently investigating fatigue as concerns were raised regarding workers commutes. Accidents are suspected to occur on a Tuesday afternoon when the fatigue from an early start and long travel time takes affect.</p> <p>Malcolm Mearns advised he attended a mental health first aid training programme and members are more than welcome to get in contact for details.</p> <p>It was reported the FPS are supporting MIND at the Summer ball and if Members require any details to get in touch with the FPS Administrator.</p> <p>Clare-Louise Lipinski advised the Mates in Mind initiative may be changing their name. She also advised that some main contractors are requiring a 45 minute mandatory induction session on mental health. She further reported HR departments are exploring these issues more thoroughly as statistics show suicide rates are higher in the construction industry.</p> <p>Colin Williams advised he personally steered an employee towards counselling and when the employee made the phone call he was advised that it would affect his tax code which subsequently lead him to not receiving help. It was agreed the benefit in kind tax implication needs to be explored as it was felt employers should be paying for this.</p>	
16.	<p><b>FPS Sustainability Forum</b></p> <p>Please see item 6 of these minutes.</p>	

<p>17.</p>	<p><b>Reports</b></p> <p>a) FPS Plant Group</p> <p>Gary Levers raised the issue of seat belts in piling rigs following his email circulated to the group in May 2017. After a lengthy discussion it was agreed that this issue will be raised at the Plant meeting as it was not clear what the requirement should be.</p> <p>b) Build UK Health &amp; Safety Committee</p> <p>Bob Speakman advised he has not yet seen the minutes from the previous meeting so is unable to comment however he will revert back at the next meeting in November 2017.</p> <p>c) Build UK Common Training Standards Task Group</p> <p>Clare-Louise Lipinski reported she had not attended the last meeting however the next meeting is scheduled for 26th September 2017 so will report back at the next Safety and Training meeting in November 2017.</p> <p>d) CPCS Management Committee</p> <p>Carl Hassell advised he had attended the CPCS Management Committee meeting where he noted the CPCS is still for sale and C-Skills are now owned by the National Open College Network. He advised they are introducing a new category separate to the A77 for Telehandlers and CITB are trying to create a committee to review the UPAR route which was originally designed for candidates to complete a theory, test centre practice and NVQ all in one. Ciaran Jennings committed to contacting CITB for clarification. Carl Hassel is the UPAR representative.</p> <p>Carl reported CITB will refund the apprenticeship levy providing the online form has been submitted. All members are asked to check if they have done this. Ciaran Jennings will email James Thomas at CITB as it was unknown if it was still possible to submit and claim back the levy due to the passed submission date.</p> <p>At the previous Safety and Training meeting Ciaran Jennings had circulated categorised issues experienced and the list will be handed over to the Plant group specifically focussing on vehicle marshalling as this was deemed as an area with limited protection.</p> <p>Carl Hassel advised Smart Cards are still on hold whilst the fact sheets are being reviewed. It was commented the terminology is incorrect and Ciaran Jennings committed to contacting CPCS to review of the fact sheet.</p> <p>Colin Williams commented the CPCS Tester Programme is putting too many barriers in place to become an assessor and this may become an issue.</p> <p>Carl reported log books are going digital however the current manuals will be valid for another five years. He further reported CPCS are wanting to look at mutual recognition of piling rig operator qualifications. It was agreed an email would be circulated to gain interest.</p> <p>e) National Specialist Accredited Centre</p> <p>Ciaran Jennings reported he has no new update however he will contact Alan Wemyss regarding representation.</p> <p>f) EFFF Health and Safety Working Group</p> <p>Ciaran Jennings reported the EFFF had held a workshop on accident root cause analysis and are seeking to run a course for smaller companies. Carl Hassell advised RBL have an accident course which is open to members.</p> <p>Ciaran further reported that lifting operations is a new topic which they are currently exploring and if members have any training materials that would assist to please contact the FPS Secretariat.</p> <p>g) NSAC</p> <p>Please see agenda item 17.e.</p>	<p><b>B Speakman</b></p> <p><b>C-L Lipinski</b></p> <p><b>C Jennings</b></p> <p><b>C Jennings</b></p> <p><b>Plant Agenda</b></p> <p><b>C Jennings</b></p> <p><b>C Jennings</b></p>
<p>18.</p>	<p><b>Training and Qualifications</b></p> <p>a) SSTP Scheme Registration</p> <p>Carl Hassel asked to be put in contact with Paul Gaze at CITB to discuss changes and run in parallel with training.</p>	

	<p>b) Two Day Supervisors Course</p> <p>Ciaran Jennings reported the budget for revision of the course has been approved and work shall commence shortly and be carried out by Geoff Birch.</p> <p>c) NVQ Level 3: Occupational Work Supervision</p> <p>It was requested to arrange another intake of the course and it was agreed an email invitation will be sent to all members. Please note a minimum of 6 people is required to run.</p> <p>d) One Day Safety Awareness Course</p> <p>It was requested to invite all members to the course, an email will be circulated in due course.</p> <p>e) Apprenticeship Scheme (Including Trailblazer)</p> <p>As previously advised the government have approved the Trailblazer Apprenticeship scheme. However it still remains to identify a training provider organisation that can subcontract FPS Members as is currently done on the SAP scheme. However, the Secretary stressed that individual employers are able to register as a training provider for their own staff if they wish to deliver the training in-house.</p> <p>Separately it was requested Elizabeth Astil is gifted flowers following her hard work in achieving approval for the apprenticeship. Colin Williams seconded.</p> <p>i. End Point Assessors</p> <p>The FPS is also looking at collaborating with the CITB on the External Quality Assurance process. This will require FPS Members to release their assessors in order to carryout assessments of apprentices to ensure they are competent to work in the industry.</p> <p>Ciaran Jennings committed to contacting CITB regarding funding due to the shortage of qualified assessors in the industry.</p> <p>ii. Addition of Vehicle Marshalling</p> <p>No discussion.</p>	<p><b>FPS Administrator</b></p> <p><b>FPS Administrator</b></p> <p><b>All</b></p> <p><b>C Jennings</b></p>
<p>19.</p>	<p><b>Any Other Business</b></p> <p>Colin Williams raised the issue of cage clamps failing at the clasp on the Arcell Mittal system, this was possibly due to overtightening. Colin to provide guidance for circulation.</p> <p>Clare-Louise Lipinski asked the group if anybody had knowledge of a UKATA Asbestos training course.</p> <p>Clare-Louise further asked the group of a system to carry out inspection on lifting accessories, Colin Williams offered to share knowledge.</p>	<p><b>C Williams</b></p>
<p>20.</p>	<p><b>Dates of 2017 Meetings:</b></p> <p>All meetings will be held at the Derby Conference Centre, London Road, Alvaston, Derby, DE24 8UX.</p> <p>Wednesday 26<sup>th</sup> July 2017 at 13:00pm</p> <p>Tuesday 28<sup>th</sup> November 2017 at 10:00am</p>	