

**Minutes of the Safety and Training Forum Meeting held at the Derby Conference Centre, London Road, Alvaston, Derby DE24 8UX at on Thursday 16th November 2017 at 10:00am**

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

 Andrew Carpenter Bachy Soletanche

 Phil Hines Bachy Soletanche

 Dawn Billings BBGE

 Colin Newman Central Piling

 Clare-Louise Lipinski Cementation

 Ian Riley Expanded

 Jonathan Pearson FK Lowry

 Glen Bevis Keller

 Ellen Barrett Murphy

 Carl Hassell Roger Bullivant

 Clare Brown Roger Bullivant

 Dean Page Rock & Alluvium

 Angela Blakesley Van Elle

 Gary Levers Van Elle

 **In Attendance:** Ciaran Jennings FPS Secretariat

Kerry-Anne Hutchison FPS Administrator

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| **No.**  | **Topic**  | **Action** |
| 1. | **Apologies** Malcolm Mearns (Bachy Soletanche), Roy Jackson (BAM), Nick Thomas (Bauer), Brian Hill (FK Lowry) and Colin Williams (BBGE). |  |
| 2. | **Approval of the Minutes of the meeting held on the 27th September 2017**The minutes of the previous meeting were proposed by Andrew Carpenter and seconded by Ian Riley. |  |
| 3. | **Matters Arising (not covered elsewhere)** 1. Concrete Blowing Out Procedure

The FPS Secretary (Ciaran Jennings) advised Keith Bolton of the Plant Committee has produced a final document of the Best Practice Guidance Pumping Concrete to Form Piles. Ian Riley committed to obtaining the paper for circulation in conjunction with the decision-making tree advisory document which is also for all members to review. 1. Cage Supplier Safety Issues

Phil Hines advised he was unable to advance with Colin Williams and Mark Davitt due to the lack of data received by members; all members were reminded to send in their hand related injuries data from 2016 with a view of developing an understanding around the causes, trends and factors that are contributing to these injuries; including any under 1-day LTA. Bob Speakman reminded all that they should also be submitting any quality of service issues they had experienced with this information. 1. Manual Handling

Phil Hines reported a Statement of Intent has been put forward to the Quarterly Committee following the overall support received from Managing Directors; he urged members to review and adopt the policy due to approaching mandatory requirements however; he advised that members would not be measured until they have implemented appropriate action within their organisations. He referred members to the excavator tool that Bachy had developed for rod handling, which had proven to be much safer and more productive than manual methods, so should be widely adopted by piling contractors. However, solutions are still required for the handling of augers. It was asked what size of casing the tool could handle – 250mm diameter casings have been tested, but this can go higher. It was also requested the videos presented to the Plant Committee are uploaded to the website for all members to use and promote the adoption of mechanical methods in place of manual handling. 1. FPS Policy & Automation of Manual Process

Please refer to the above agenda item. 1. H&S campaign

No discussion.1. Installation of Sonic Tubes

Ciaran Jennings reported the Technical Committee were tasked with creating a paper that compared testing methods of completed piles. This was prompted by the Quarterly Committee questioning whether TIP teting could replace sonic logging, given the inherent risk of hand injury involved with sonic logging. He noted TIP (Thermal Integrity Profiling) testing and dynamic testing both have their own benefits and the paper lists the pros and cons of each technique. Clare-Louise Lipinski noted Cementation do not install sonic tubes on spliced cages. The issues with sonic logging had been recently highlighted in an article by John Chick of Expanded – this would be circulated to all for information. Following a lengthy discussion; it was agreed this is a relevant topic to the Safety and Training Forum and the group will collaborate with the Technical Committee going forward. Data had previously been requested of members and it was requested to follow up with those who had not submitted their information.1. Learning and Development Forum

Ciaran Jennings reported John Chick from Expanded is leading the Forum; he noted John has been tasked with mapping career paths in the piling industry and identifying any gaps in training provision. John now has the confirmed participation from Carl Hassall, Ian Riley, John Shields and Colin Williams. Should any members wish to participate in the team; please contact the FPS Secretary.Ciaran thanked those members who have confirmed their respective training representatives within their organisations and reminded those who have not to please respond at the earliest convenience.  | **I Riley / FPS Administrator / All****All****All / FPS Administrator** **FPS Administrator****FPS Administrator****All** |
| 4. | **Service strikes – FPS response to HSE re HS2 incident**Ciaran Jennings reminded the group of the safety alert received by John Underwood a Construction Inspector at HSE; where contact was made from cable percussion boring equipment with the outer casing of a deep buried 132kv cable installation during a Ground Investigation. Ciaran noted the issues with service strikes highlighted at the previous meeting as being a lack of preparation from the main contractor and inaccurate drawings, however asked the group how they wish to respond to the HSE.Members raised issues such as cables not having been exposed properly, scans being carried out incorrectly and contractors assuming that services shown as running in a straight line on a drawing are correct. Jonathan Pearson advised of a 360 Ground workshop he has put employees on and agreed to share the details. Clare Brown noted Roger Bullivant have two service strikes in quarter 4 and they are reviewing safety principals and processes. They have a Cat and Jenny course that they have found useful. Carl Hassell committed to holding a workshop on Service Strikes at Roger Bullivant’s premise; he noted the 8-person minimum however will forward dates for circulation.Bob Speakman requested all members to submit their company versions of the permit to dig, proceedures and checklists so that practices can be compared. Service strike data was also asked to be shared so that trends could be identified.The Secretary was tasked with informing John Underwood that we are investigating the issue.  | **J Pearson****C Hassell / FPS Administrator****All****Secretary** |
| 5. | **NVQ in Geotechnical Installation**Ciaran Jennings advised he has not received a response from George Swann at CITB regarding the National Working Group however felt this topic is best sat with the Learning and Development Forum which is being led by John Chick. He noted the general route of consensus is to become to fill the gap between piling operatives and land drillers and create a CSC card category. It was requested the FPS Secretary circulate an invitation to all members and advise John Chick of those involved.  | **C Jennings** |
| 6. | **FPS Website – Published to the website**No new publications have been uploaded since the previous meeting.Bob Speakman reported the new FPS website has now been launched. All members credentials will remain the same however if you experience any issues or comments; please contact the FPS Administrator. | **All** |
| 7. | **Guidance / Position Papers** 1. Lifting Operations on Piling Sites

Clare-Louise Lipinski and Bob Speakman are yet to meet and review the document.1. GE708 Safety on Piling Sites

Kerry-Anne Hutchison advised there is one outstanding chapter which upon receipt will be circulated to the group for comments. It was collectively agreed that Service Strikes and Manual Handling; are revisited in light of the current work on these issues to ensure the document is up to date. Gary Levers, Andrew Carpenter and Ian Riley committed to reviewing these sections of the document.It was requested to approach the CITB to find out whether the document can be integrated with Safe Start courses offered by the CITB so as to raise awareness of piling safety issues.  | **B Speakman / C-L Lipinski****All / FPS Administrator****G Levers / A Carpenter / I Riley****C Jennings / FPS Administrator** |
| 8. | **Toolbox Talks – Videos for Member use**Ciaran Jennings reminded the group that it had previously been suggested the group look to convert the FPS tool box talks into videos, as these tend to have more impact. A full list of the FPS tool box talks can be found [here](https://forumcourt.sharepoint.com/_layouts/15/guestaccess.aspx?folderid=031febffdb3e848b8bb98abcaf6f9a9a9&authkey=AYM3S0dxT5yJO6E8Rd-xIrY&e=c0c4cc0b27ec4999b4790d29ac3a533d). Bob Speakman agreed to draft a two-page summarised list of topics to assigned to members; please find the list attached to these minutes. All members are requested to review their content and determine which subjects could be usefully filmed. FPS Secretary to review the template in view of the new branding.Clare-Louise Lipinski separately advised Cementation has updated their restriction zone signs to now include animation around the equipment. | **All/ FPS Secretary** |
| 9. | **Proximity Devices**Gary Levers reported the cost of the Quadview 360 infrared camera system has now decreased.Clare-Louise Lipinski advised the Quadview 360 cameras can now be dialled into remotely and left on for one hour after use.  |  |
| 10. | **FPS Audit**Ciaran Jennings reported the schedule is in progress for the 2018 Audit however another auditor is required; all members are asked to send contacts of volunteers. | **All / FPS Administrator** |
| 11. | **Quarterly Accident & Environmental Statistics** Ian Riley started by reporting the accident statistics were collated and reconciled the day before the meeting due to the late submission of some members. Bob Speakman reiterated to the group the importance of submitting their statistics before the deadline as this ensures members have sufficient time to review before the meeting. All were asked to be mindful of this next quarter. Ian separately noted that incorrect assignment of the accident severity affect the AIR report figures.Accident Statistics2017/109 – Clare Brown advised this was due to manual handling on a Minipile site where the IP trapped his finger whilst unloading a rig shock absorber weighing at 54kg from a trailer bed. Clare noted they are looking into associated risks with manual handling on mini piling sites.2017/122 – Clare-Louise Lipinski noted this incident involved 4 casing laid horizontally which needed to be moved; the IP stacked the casings incorrectly causing him to trap his leg leading to a fracture to the fibula.Phil Hines reported that a key lesson learned from a derigging incident that led to an operative losing the end of their finger, was the need to manage fitters coming on to site better. Typically they are being rushed and adequate lift planning has not been carried out. Clare Brown advised RBL have sent in 6 new safety alerts which have been issued with the old FPS logo; FPS Administrator to circulate the new safety alert template and upload to the website. It was requested that high potential incidents are collected so that these can be reviewed as it was noted these often have key learnings.Ian Riley advised the group John Green produced a YouTube video about LOR Next Gear or Safety Differently; Ian agreed to circulate this video which explains the consensus of the principles of Safety Differently. | **All****FPS Administrator****FPS Administrator****I Riley** |
| 12.  | **Environmental Matters** No discussion. |  |
| 13. | **Occupational Health & Wellbeing in Piling** Ciaran Jennings reported Steve Hadley has produced a survey which all members are asked to complete; this will assist Steve in creating a standard on occupational health. Ciaran noted the standard is to include a drug and alcohol test limit which is likely to the Scottish national limits and a survey will be circulated to all.Colin Newman reported he had two hired labourers who were advised by the agency that they will be subject to the drug and alcohol test however when they arrived at site they failed twice and subsequently; were turned away from the site. Ciaran commented that £5 tests are now readily available.Ciaran Jennings reported he met with his local MP Helen Whately (Member of Parliament for Faversham and Mid Kent) regarding mental health within the construction industry. She advised the advice Colin Williams received regarding employees tax benefits when applying for counselling services was incorrect and can be verified by HMRC. Ciaran noted Helen was also interested in hosting a Westminster Hall debate where all interested MPs attend presentations exploring these issues. Ciaran noted the established connection between Helen and the FPS where collectively the Forum can seek to influence the government.  | **All / FPS Administrator** |
| 14. | **Reports**1. FPS Plant Group

Nothing to report.1. Build UK Health & Safety Committee

Bob Speakman advised he was unable to attend the previous meeting due to the clash with S&T however will circulate the minutes upon receipt.1. Build UK Common Training Standards Task Group

Clare-Louise Lipinski reported she attend the last meeting and that the group was looking at creating a flowchart of occupations and cards with their additional training requirements. They are looking at mapping non-CITB courses against the SSSTS course and will review these against the standards to see if they can be accredited. They expect to need one more meeting to complete the work and then shall disband.1. Thames Tideway H&S Transformation group

Jonathan Pearson advised he attended the last meeting at Battersea power station and will circulate the minutes upon receipt. He confirmed he was happy to represent the FPS at these meetings going forward. 1. CPCS Management Committee

Carl Hassell reported the CPCS are developing a digital log book app. He also highlighted the need for the Piling card renewal test questions to be reviewed as he and John Proctor had spotted out of date questions and wrong answers being expected. It was requested the FPS prompt the CPCS to initiate the review process. The CPCS is challenging CSCS about the other schemes they are accrediting as they do not all meet the same standard with NVQ requirements. It was also reported that the A17D 360 telehandler category was being taken out of the scheme and a new category being created. A transition route for experienced people holding this category will need to be created. 1. National Specialist Accredited Centre

Ciaran Jennings advised he has not seen any new updates from NSAC however will follow up with seeking a direct route of engagement. 1. EFFC Health and Safety Working Group

Ciaran Jennings reported Martin Sonnberger is the Chair of the group and they are currently working on lifting guidance which is a part of a project creating expert guidance as opposed to “best practice guidance”, which could create problems for contractors.Ciaran reported Hans-Joachim Bliss is leading a Mutual Recognition of Piling Operatives working group; his goal is to create a simple standard that can be assessed on site which allows the operator a temporary licence.Carl Hassell commented the CPA Crane Operators test centre provides service schemes and might have possible funding available; Ciaran Jennings committed to investigating further.Bob Speakman reported the group require a representative from the UK and any interested members to contact the FPS Secretary. The group meet twice a year. | **B Speakman / All****C Jennings****C Jennings****All** |
| 15. | **Training and Qualifications** 1. SSTP Scheme Registration

Ciaran Jennings advised the window to register for double grants on the CITB website closed in October 2017; he noted members may still be able to apply and asked the group to him requests for any courses they wish to be added to the SSTP list. 1. Two Day Supervisors Course

Ciaran Jennings reported the accreditation lies with Jamie Thomas at CITB. Following the previous meeting comments on the curriculum are required in order to finalise the course and its assessment.1. NVQ Level 3: Occupational Work Supervision

Kerry-Anne Hutchison advised the SLA with CITB has been extended to March 2018 and she will email an invitation to members as the minimum number of participants required is 6 and 3 are confirmed.1. One Day Safety Awareness Course

Ciaran Jennings advised the course is available for members who are interested; the course is offered by both Cementation and CITA as a piling specific Site Safety Plus course. 1. Apprenticeship Scheme (including Trailblazer)
* End Point Assessors

Ciaran Jennings explained that members are having issues with claiming back the Apprenticeship Levy for their apprentices, this is due to the Trailblazer not being live yet as a training provider is sought to deliver the training and the external quality assurance process is finalised. Ciaran noted he is meeting with John Chick and Steve Hadley to explore whether the Tunnelling Academy can be a training provider. [Post meeting note, they have excellent facilities and are interested in taking this on.]Ciaran also noted the Institute of Apprentices have re-written the FPS assessment standard which has been questioned by Elizabeth Astill at Laing O’Rourke who is leading on the piling apprenticeship development and endeavouring to go live with the Trailblazer next year. | **All** **B Speakman / N Thomas****FPS Administrator****C Jennings** |
| 16. | **Any Other Business**Jonathan Pearson – reported he had seen some part failures on new machines and would share details. Colin Newman commented an HSE paper on Guarding should be reviewed as it appeared to be different in some areas to the joint FPS/HSE PUWER guidance. Ciaran Jennings committed to investigatingGary Levers advised CSCS are no longer including piling tester on their CRO cards. Carl Hassell advised he is challenging CPCS on this issue.All members are asked to review the below 2018 meeting dates due to the possible change of location each quarter. | **J Pearson****C Jennings****C Jennings** |
| 17. | **Dates of 2018 Meetings** Due to the request of changing the location of the meetings, please find below tentative meeting dates for 2018; following the appropriate discussions between the Chairs of the S&T and Plant Committee.* Thursday 1st March 2018 at 14:00pm – Location and date to be advised if changing to 14th March 2018
* Thursday 17th May 2018 at 10:00am
* Thursday 6th September 2018 at 14:00pm
* Thursday 1st November 2018 at 10:00am
 | **All** |