

Present:	Bob Speakman Alan Turner Andrew Carpenter Brian Hill Carl Hassell Charlie Kilkenny Clare Brown Clare-Louise Lipinski Colin Williams Dean Page Des Hanrahan Ellen Barrett Ian Riley James Warren Michael Findlay Phil Hines	Aarsleff (In the Chair) Martello Piling Bachy Soletanche FK Lowry RBL Keltbray RBL Cementation Skanska BBGE Rock & Alluvium Murphy GE Murphy GE Expanded Keller Franki Foundations Bachy Soletanche
In attendance:	Ciaran Jennings Aimee McDermott	FPS Secretariat FPS Administrator

No.	Topic	
1.	Apologies Simon Jones (Keller), Chris Fox (Murphy Group), Gary Levers (Van Elle), Philip Matthews (Cementation Skanska), Colin Newman (Central Piling) and Alan Waite (JRL).	
2.	Approval of the Minutes of the meeting held on the 28th March 2018 The minutes were seconded by Dean Page and Andrew Carpenter.	
3.	Matters Arising (not covered elsewhere) <p>a) Concrete Blowing Out Procedure Bob Speakman informed the group that changes have been made to the Concrete Pumping Guidance and that the revised copy has been circulated, along with Expanded's Concrete Blowing Out Decision Tree.</p> <p>Carl Hassell reported that there are currently three different types of grout pump category under the A75 Conveying Pumps- pneumatic, piston pumps up to 50mm outlet without mixer and piston pump up to 50mm outlet with mixer.</p> <p>b) Cage Supplier Safety Issues Phil Hines reported that he is trying to set up a meeting next month regarding this. He requested any interest from companies and suppliers to be sent to the Secretary.</p> <p>c) Manual handling – Automation of procedures See section 12.</p> <p>d) Manual Handling H&S campaign See section 12.</p> <p>e) Learning and Development Forum</p>	

	<p>Ciaran Jennings reported that the Learning and Development Forum are currently mapping all skills and competencies required for the occupations ranging throughout the industry from site staff to designers. This will enable them to identify the training already available and highlight any gaps that need addressing.</p> <p>Ian Riley commented that this is sitting with John Chick and that an email was circulated to ask for any input from the committee.</p> <p>f) CITB Training Standards meeting</p> <p>See section 15a.</p> <p>g) Activities in the Red Zone</p> <p>Ciaran Jennings reported that this was added to the agenda as the topic arose at the previous meeting following a report from Colin Williams.</p> <p>Colin Williams commented that this had come from a Balfour Beatty site where activities in the Red Zone had been challenged by the principal contractor. He reported that there had been some conversation about working in this space when Nick Thomas and Clare-Louise Lipinski met at the Battersea job site, but that he was uncertain of what progress had been made.</p> <p>Phil Hines commented that it would be good for the FPS to have some commonality of what these zones are.</p> <p>Clare-Louise Lipinski reported that Cementation had done some work around this, however it had been focused on making the client aware of how much room piling takes and ensuring that there is enough space for works to be carried out properly.</p> <p>Colin Williams commented that there needs to be clarification of what the exclusion zone is and what work is/is not required to be carried out in it.</p> <p>Phil Hines enquired if anyone had any exclusion zone examples that could be circulated. Colin Williams informed that BBGE have some BIM videos and animations. Andrew Carpenter noted that on Bachy Soletanche sites the machines have posters and booklets on exclusion zone management which he could send in to FPS.</p> <p>Phil Hines requested that these be circulated and that having an FPS standard on the exclusion zone would be a good thing to develop.</p> <p>h) HAVS- Hand-Arm Vibration Syndrome</p> <p>Ciaran Jennings reported that HAVS was an issue that had been discussed at the Executive meetings.</p> <p>Colin Williams commented that a lot of parent companies have a HAVS 2020 scheme in place, aiming to eliminate all new cases of HAVS by 2020. Colin added that the piling industry uses vibrating tools and that the FPS has a choice between following the scheme already in place or creating a new one to lead the way.</p> <p>Bob Speakman requested that Colin Williams find out more information about HAVS 2020.</p> <p>Carl Hassell reported that David Edwards is carrying out research at Loughborough University regarding whole body vibration. Carl commented that David is looking for partners in this and that he will circulate details for anyone interested in getting involved.</p>	<p>Colin Williams/ Andrew Carpenter</p> <p>Colin Williams</p> <p>Carl Hassell</p>
4.	<p>Service Strikes : FPS Response to HSE re: HS2</p> <p>See item 5.</p>	
5.	<p>FPS Permit to Dig</p> <p>Bob Speakman reported that he had met with Colin Williams and Gary Levers to discuss the service strike data. They concluded that the way in which the data is collected needs to be amended to reflect the needs of the FPS.</p> <p>In 2016, of the 33 reported service strikes, 32 had permits and in 2017, of the 22 service strikes, 20 had permits. Robert Speakman commented that</p>	

	<p>this is too regular an occurrence and that the FPS needs to determine what they want from a permit and where they want it to go. He hoped that the Permit to Dig will eventually be on par with the Working Platform Certificate.</p> <p>Bob noted that Highways England ran a campaign in 2017 which included a range of information about services. He noted that this is useful, publicly available information that could help raise awareness of service strikes and be useful for an FPS permit.</p> <p>Phil Hines asked what can be done to prevent strikes and emphasised the need for the FPS to determine what they want done differently and by whom.</p> <p>Carl Hassell commented that whilst there is nothing wrong with using CAT and Genny for ground-site investigation, as well as conforming to PAS 128, however this may be too onerous to expect to be conformed to on small sites.</p>	
6.	<p>NVQ in Geotechnical Installation</p> <p>Ciaran Jennings reported that he had spoken to Steve Sugden at NOCN who was keen to develop something with the FPS. Steve advised that the FPS achieve this through creating a national working group with the CITB to look at standards.</p> <p>Ciaran noted that there are several units already existing that could contribute to this course. Ciaran advised that these units need to be pulled together and any gaps identified, something the CITB can do through their course developers. Ciaran agreed to chase the CITB on this.</p>	FPS Secretariat
7.	<p>FPS Website – Published to the website</p> <ul style="list-style-type: none"> • None <p>Ciaran Jennings advised that the members section of the website is being updated and a full audit of all documents uploaded is being carried out. The Committee will then be asked which documents they wish to keep, retire or add.</p>	
8.	<p>Guidance / Position Papers</p> <p>a) Lifting Operations on Piling Sites</p> <p>Bob Speakman commented that there has been little progress on this.</p> <p>Clare-Louise Lipinski commented that she needed to catch up with Bob, but should be able to close it out today.</p> <p>b) GE708 Safety on Piling Sites</p> <p>Ciaran Jennings advised that all chapters of the GE708 have now been submitted. He noted that at the previous meeting there was discussion about the use of the document.</p> <p>Carl Hassell commented that this discussion was more about how the FPS use the document and if the CITB are going to make it a part of the GE700.</p>	Clare-Louise Lipinski
9.	<p>Toolbox Talks</p> <p>Aimee McDermott reported that there were still several Toolbox Talks outstanding. A reminder to those responsible for outstanding talks will be circulated.</p> <p>Bob Speakman requested that these are completed and circulated as soon as possible.</p>	FPS Administrator
10.	<p>Proximity Devices</p> <p>Nothing to report.</p>	
11.	<p>FPS Audit</p> <p>Ciaran Jennings reported that a second auditor has been found and that she will be going on a trial audit with Martin Bills.</p>	

	<p>Bob Speakman inquired about the dates for the audits. Ciaran informed that the FPS are looking to have the dates confirmed within the next few weeks. He commented that the FPS usually aims to have the audits complete within a 12-month period but that they may run over to next year on this round.</p> <p>Clare-Louise Lipinski inquired about changes to the audit and requested that the new protocol be circulated. Ciaran Jennings agreed to circulate.</p> <p>Ciaran Jennings also reported that the Quarterly committee had agreed to increase the pass mark of the audit. The pass mark is set by calculating the average marks and taking away 15%. This -15% has now been increased to -10%.</p>	<p>FPS Secretariat</p>
<p>12.</p>	<p>Quarterly Accident & Environmental Statistics</p> <p>The accident statistics were discussed as the first item of the meeting.</p> <p>Ian Riley asked for the dates and data to inputted correctly and consistently.</p> <p>a) Accident Data</p> <p>Ian Riley had collated all accident data from the past 4 years (2014-2018) into pivot tables and charts and from this reported the following:</p> <ul style="list-style-type: none"> - In the past 4 years, there have been 43 specified injuries, 78 lost time accidents and one fatality. This works out to approx. 30 serious accidents a year. - In terms of body parts, the extremities are the main areas of injury. Ian commented that this is not unexpected but that there is a lot of work to be done around hands and feet. - For the type of activity, rotary and CFA took up a fairly even percentage. Ian noted that Plant workshop, factory shops and the office should be the safest place to work, however they account for 20% of accidents in the last 4 years. - In regard to the basic causes of injury, 'struck by' was the most common. This was followed by 'trips and slips' and 'manual handling'. Ian noted that the prevalence of 'struck by' was surprising, though noted that it is a wide topic and that possibly some work could be done here. - In general the OP most at risk was the IP. - The most common type of injury was found to be 'Other'. Ian noted that this was unhelpful when analysing the data and requested that those filling in the data look more critically at the categories. <p>Bob Speakman reported that he had met with Phil Hines that morning to discuss the accident data. They had noted that hand and wrist injuries are by far the most common accident from the data.</p> <p>Bob commented that there were a total of 95 accidents recorded in the hand and wrist categories. These had been printed off and were spread over five pages. Bob proposed that the group split up into smaller groups and each examine a page of the accidents.</p> <p>The group spilt up for 30 minutes to discuss the accident data. Everyone then came back to the table and a representative from each group fed back to the rest of the committee on their findings:</p> <p><u>Group 1</u></p> <p>Group 1 examined the first page of the hand and wrist data.</p> <p>Alan Turner reported that Group 1 had noticed a lot of hand injuries were due to hands being in the wrong place. Alan noted that automating rod handling needs to be looked at. Group 1 had also noted that lifting chains and hanging chains were a cause of injury and asked if this activity could be standardised across the FPS.</p> <p>This group also noted that 95% of injuries were to operators with over 3 years' experience. Clare-Louise Lipinski opposed using this as an indicator</p>	<p>All</p>

as the percentage of employees in each company with 3 years plus experience is likely to be much higher than those with less than 3 years' experience. Ian Riley agreed with this, stating that 90% of all accidents were by people with 3 years plus experience and that this is not an accurate way to analyse the accidents. Ian noted that he had looked at years of service in a company against accident rate but that this showed no correlation.

Alan Turner also reported that the group had discussed training and competency and the fact that holding a blue card does not necessarily mean someone is competent on site. Ian Riley stated that this is particularly relevant to agency staff and that Expanded always assess agency staff before they go on site.

Group 2

Group 2 examined the second page of the hand and wrist data.

Carl Hassell commented that whilst it was important to examine the causes of extremity injuries, it was also important to look at the data regarding more serious injuries e.g. to the head, eyes etc.

Carl Hassell reported that the group felt the 'description' column of the data was hard to understand. Ellen Barrett agreed with this, stating that some of the descriptions do not make sense. Ian Riley commented that the descriptions are taken directly from the submitted spreadsheets.

Andrew Carpenter noted that a lot of assumptions are made when looking at the data regarding the causes of accidents. He noted that there needs to be an indicator of the root causes of an accident so that the data can be used to determine the specific issue. Ian Riley suggested that more categories be added to the data to determine the causes of accidents.

Carl Hassell reported that Group 2 also discussed the age and type of equipment used on site. He noted that other industries have moved on faster in terms of automation compared to piling. Carl added that small tools should be inspected the same as large ones as these could also contribute to injury on site.

Carl also commented on training versus process. He stated that people are trained right but the processes in a company may cause them to take short-cuts on jobs to achieve bonuses for example.

Group 3

Group 3 examined the third page of the hand and wrist data.

Charlie Kilkenny reported that group 3 had found the 'struck by' category too vague and felt it could be broken down. They also felt that 'blockages' could be added to activity type as quite a lot of accidents are a result of this. Charlie also noted that the group thought having an immediate and root cause for accidents would be helpful, as would vetting the data as it comes in.

There was some discussion about the day and time of accidents and how this can be affected by external circumstances such as Monday commuter fatigue. Colin Williams commented that it is worthwhile looking at fatigue as a cause of accidents. He added that a lot of companies are now taking fatigue seriously and looking at how it contributes to general wellbeing. Colin suggested that data on mental health and fatigue are considered when interpreting the data.

Phil Hines recognised that there is a need to look more at occupational health, e.g. working hours etc. He noted that Steve Hadley is working on this.

There was also discussion about bonus schemes. Some felt that bonuses had a direct impact on occupational health and that from a safety perspective they are not feasible.

Brian Hill commented that if bonus schemes are removed there will be an improvement in occupational health and that part of the reason why people are injured by putting their hands in the wrong place is to do with bonuses being an incentive to increase productivity

Clare-Louise Lipinski commented that if workers are treated with respect and paid what they are worth then there wouldn't be a need for bonus schemes. She noted that often conversations are more about working in a way to achieve a bonus rather than taking into account how to carry work out safely.

Carl Hassell commented that a lot of the issues regarding bonuses come down to industry culture. He noted that mind sets need to be changed before any change will occur.

Group 4

Group 4 examined the fourth page of the hand and wrist data.

Andrew Carpenter commented that group 4 found no link between any of the accidents. He stated that the group had discussed how the data collection needs to be amended so that root causes of accidents are reported.

Group 5

Group 5 examined the fifth page of the hand and wrist data.

Clare Brown reported that group 5 felt that the data needed to include root causes so incidents could be understood more easily. They noted that it was difficult to understand if incidents were due to processes or training when the root cause was not known.

Clare Brown commented that there is a need to ensure apprentices and new starters are paired with employees on site who are taking safety seriously. She also noted there is a need for management to take safety more seriously as well.

Ian Riley commented that he had spoken to an apprentice at Expanded who felt reluctant to challenge what was said to them on site by more experienced colleagues. Ian questioned how this can be addressed to give apprentices and new starters the confidence to ask questions and challenge things they feel are not right.

James Warren commented that there is perhaps a need to train supervisors on site to take safety more seriously as an issue. Ian Riley agreed and stated that it's important for those at the top to be more involved in ensuring safety is a priority.

There was some discussion about blame on site and where this lies in an accident. Carl Hassell noted that in HSE investigations, 93% of prosecutions in construction are against employers. Some felt that investigating incidents was not about blame but about what can be done to prevent reoccurrence. Others agreed but noted that in cases of deliberate negligence there would be consequences. There was an emphasis on the importance of approaching incidents with an open mind and not pre-judging an investigation.

Phil Hines commented that there is often more than one cause for an incident. Charlie Kilkenny agreed but noted for the sake of data analysis it was necessary to pick just one cause. Colin Williams added that there often is more than one cause of an incident but that he tends to look at the one that was the catalyst for an incident.

	<p>Phil Hines finalised the discussion by summarising the findings. He noted that there is a need to look at more serious accidents and that it is important for working groups to contribute to change within the industry. Phil encouraged any extra input to amend the data and ensure that what is collected can aid the committee in making this change.</p> <p>Bob Speakman requested that members submit their root cause categories which can then be used to collect the relevant data.</p> <p>b) Environmental Incident Data</p> <p>Nothing to report.</p> <p>c) Service Strikes</p> <p>See section 5.</p> <p>d) Safety Alerts - issued since the last meeting</p> <ul style="list-style-type: none"> • SA275 – Falling Debris • SA276 – Hydraulic Relief Valve Failure • SA277 – Swan Neck Lifting Eye • SA278 – Foot Injury Resulting in RIDDOR • SA279 – Assembly and Disassembly of a Crane Boom • SA280 - Hi-Potential Near Miss- Working Close to Live 415 • SA281 - Plant Movements HSQE Alert • SA282 - Landfill Tax • SA283 - Damage Resultant of Plant Movements • SA284 - Void Excavated Under Platform • SA285 - Portable Fuel Canisters • SA286 – Petrol <p>Nothing to report.</p>	All
13.	<p>Environmental Matters</p> <p>Nothing to report</p>	
14.	<p>Occupational Health & Wellbeing in Piling</p> <p>Ciaran Jennings reported that Steve Hadley is still working on a standard for occupational health and that there will hopefully be a copy available at the next meeting. The standard will include some basic requirements as well as developmental areas such as working hours, fatigue etc.</p>	
15.	<p>Reports</p> <p>a) CPCS Management Committee - see PPT</p> <p>Carl Hassell gave an update on the latest information regarding training in the industry.</p> <p>Carl Hassell reported that LANTRA have now left the CPCS management committee and are looking to make their own card scheme. He noted that 43% of cards issued in the last 12 months have been to new card holders which is encouraging.</p> <p>Carl Hassell also reported that all CPCS test centres will now be Risk Assessed. He noted that Brent Bolton asked for a position statement on CPCS to get the support of HSE. HSE's stance is that regardless of any</p>	

<p>competency scheme for operators, it is down to the employer to determine/assess competence on site.</p> <p>Carl Hassell explained that there was a new NVQ grant bought in on 1st April. There were some comments from other trades regarding the high grant rewards for the Plant sector. The CITB are consulting with the industry to explain why. Carl noted that he will extract the questions being asked and get them circulated for comment by the group.</p> <p>Carl Hassell informed the group that the new CITB training standards have been sent out for comment but there has been little response. He requested a group gather immediately after the meeting to discuss this.</p> <p>Carl Hassell noted that he wanted to create a mini piling/ land drilling standard to bridge a training gap. He asked if there was any opposition to this, the group agreed it was a good idea. Carl to draft a standard.</p> <p>Carl Hassell requested a volunteer to develop a bentonite standard. Clare-Louise Lipinski offered to take the bentonite standard back to her resource team to see if they could help with it. Carl to send Clare-Louise a blank standard template.</p> <p>Carl Hassell advised that the CPCS is being put up for sale and that there was some interest in the plant group. He noted that despite its change in ownership, everything else will remain the same.</p> <p>b) FPS Plant Group</p> <p>Nothing to report</p> <p>c) Build UK Health & Safety Committee</p> <p>Ciaran Jennings reported that Build UK had updated the meetings section of their website, however there were none listed for the Health & Safety Committee.</p> <p>d) Build UK Common Training Standards Task Group</p> <p>Clare-Louise Lipinski advised that she could not attend the last meeting but will circulate the minutes once they have been received.</p> <p>e) Thames Tideway H&S Transformation group</p> <p>Bob Speakman reported that Martin Stanley was due to present at this meeting but could not make it. He will be invited to the next meeting.</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 EFFC Health and Safety WG met recently however minutes from this meeting were not produced. Ciaran noted that it would be valuable for an FPS representative to attend these meetings.</p>	<p>Carl Hassell</p> <p>Carl Hassell</p> <p>Clare-Louise Lipinski</p> <p>Clare-Louise Lipinski</p>
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	<p>Bob Speakman requested that anyone interested in attending these meetings should contact the FPS Secretariat.</p>	<p>All</p>
<p>16.</p>	<p>Training and Qualifications</p> <p>a) Two Day Supervisors Course</p> <p>Ciaran Jennings reported that work is still ongoing to gain CITB accreditation for this course.</p> <p>Colin Williams commented that there would be no need to reinvent the course as it could be based on existing ones. Carl Hassell agreed and stated that the new course could mirror previous ones in terms of process and delivery.</p> <p>b) NVQ Level 3: Occupational Work Supervision</p> <p>Ciaran Jennings reported that there is currently one intake of the NVQ3 in training. He advised that any number of intakes can be run, depending on demand. It is generally desirable for a minimum of six candidates to attend to keep costs down for all involved.</p> <p>Ciaran also advised that the CITB have reduced funding on this course. He requested that any interest from future candidates be sent to the FPS.</p> <p>c) One Day Safety Awareness Course</p> <p>Ciaran Jennings reported that the One Day Safety Awareness Course is available for anyone interested.</p> <p>Clare-Louise Lipinski noted that due to the restructure at Cementation Skanska she will need to check with the new training manager if this course will still be available. She will advise.</p> <p>d) Apprenticeship Scheme (including Trailblazer)</p> <ul style="list-style-type: none"> - Trailblazer update <p>Ciaran Jennings reported that Van Ella and CITA are setting up as training organisations. He noted that the Trailblazer may be available by the end of the year depending on how quickly regulations can be conformed to although he acknowledged this may be an unrealistic goal.</p> <p>Carl Hassell reported that several different options are being considered for the next apprenticeship intake. He noted that there are large costs involved which would be financially viable if partnering with the CITB. A partner with expertise is being looked for. Carl suggested that a working group is put together to increase the momentum on this.</p> <p>Ciaran Jennings reported that it was now necessary to develop an FPS Apprenticeship course based on the SAP. He had spoken to both Mick Mason and Carl Hassall and both agreed it would be preferable to have single course common to training providers, rather than them developing their own. He noted that the new Trailblazer has bigger requirements by law than the current apprenticeship. Ciaran stated that an email will be sent round to pool volunteers for training.</p> <p>Ciaran Jennings also reported that he had spoken to NOCN about the end-point assessment. It was agreed that the best way to do this is to let the CITB be an external quality organisation as the government will not let FPS take on this role in the way that we wish to run it. FPS can instead be an</p>	<p>All</p> <p>FPS Secretariat</p>

	<p>assessment centre for NOCN, by providing assessors to run the end point assessments.</p> <p>- Vibro and minipiling log books</p> <p>Colin Williams reported that he had started a mini-piling log book but had been unable to finish it. Colin suggested that James Warren and Charlie Kilkenny take over from where he left off as they require the log-book for their apprentices. Colin noted that he had been merging the driven and rotary log-books.</p> <p>Colin agreed to send Charlie and James the work he had done so far.</p>	<p>Colin Williams</p>
<p>17.</p>	<p>Any Other Business</p> <p>- PUWER</p> <p>Colin Williams reported that he has recently seen several non-FPS piling contractors who are skirting compliance with PUWER. Colin noted that these companies are still getting work at the expense of FPS members despite their lacking safety standards.</p> <p>Bob Speakman commented that the FPS guidance was originally set up to HSE standards. Ciaran Jennings commented that John Underwood had noted that HSE can only enforce to the level of a standard.</p> <p>Bob Speakman suggested that principal contractors are perhaps unaware and that maybe PUWER needs to be promoted more.</p> <p>Carl Hassell commented that quite a few companies are winning work by shortcuts as they are skimping on safety.</p> <p>Phil Hines commented that this issue is a constant battle within the industry. He noted that if there was clear evidence of rule breaking (e.g. photographs) it could be used to demonstrate the difference between non-FPS and FPS members. Phil explained that Debbie Darling could aid the FPS in creating an article about this to raise awareness and encouraged members to be alert and take action when they see poor safety standards.</p> <p>- Emergency Exercises</p> <p>Charlie Kilkenny reported that Keltbray had engaged the London Fire Brigade and HART (Hazardous Area Response Team). They attend site to assist in carrying out an emergency extraction drill where they entered a pile bore to rescue a drill dummy. Charlie commented that this drill revealed a surprising lack of knowledge regarding what should be said on the phone in an emergency to ensure the correct response arrives.</p> <p>Charlie noted he would circulate a bulletin regarding this.</p> <p>Phil Hines commented that Bachy Soletanche are insistent on doing emergency exercises to ensure employees are aware of what to do, who to contact, and how to do so during an incident. Phil noted that an incident occurred on site a few weeks ago and the situation was dealt with effectively, partly due to an emergency exercise carried out the week before.</p>	<p>Phil Hines</p> <p>Charlie Kilkenny</p>
<p>18.</p>	<p>Dates of 2018 Meetings</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"> • Thursday 6th September 2018 at 14:00pm • Thursday 1st November 2018 at 10:00am 	