

**Minutes of the Ceramics, Heavy Clay, Refractories and Glass Industries Joint
Health and Safety Advisory Committee**

Held on October 24th 2005 at British Glass, Sheffield.

<u>Present</u>	<u>Representing</u>
James Barrett	Chair (HSE)
Rob Pearce	Secretary (HSE)
Anne Rayner	Minutes Secretary (HSE)
Clive Brooks	HSE
Keith Morton	Ibstock Building Products
David Burgess	Hanson Concrete Products
Paul Underwood	AMICUS
Chris Haigh	TGWU
Gwyn Baker	Building Products Training Council
Mick Young	CATU
Declan Moore	British Glass Confederation
Bob Blackman	TGWU
Ian Gibson	British Cement Association
<u>Apologies</u>	<u>Observers</u>
Dr Martin Moore	Wendy Grievson
Francis Morrall	
Eddie Blackwell	
Rob Miguel	
Alan Hansbury	

Summary of Actions Agreed

- 1) (min 2.1) Letters of thanks for service on the committee to be sent to Mr Alan Hansbury.
- 2) (min 2.1) A letter of thanks to be sent to British Glass Confederation for allowing their premises to be used for the meeting and providing refreshments.
- 3) (min 4.3) Copies of the procedure and draft recording sheet to be distributed to members.
- 4) (min 4.3) Members to pass their comments on to Mr Morrall and Mr Brookes.
- 5) (min 5.1) Secretary to look into possibility of HSE providing publicity for the Customer Site Safety Scheme.
- 6) (min 5.1) Secretary/committee to take this work forward.
- 7) (min 7.1) The Future Constitution of CHARGE to be put onto the agenda for the next meeting.

1.	INTRODUCTION AND APOLOGIES.
1.1	The Chair welcomed members to the meeting and expressed his thanks to Mr Moore and British Glass Confederation for hosting the meeting. Apologies were received from Dr Martin Moore, Francis Morrall and Rob Miguel. Since the previous meeting Eddie Blackwell had taken early retirement and Alan Hansbury had left the industry so both would no longer be attending the committee. Chris Haigh was attending as the T&G representative in place of Susan Murray who would no longer be standing on the committee. Mr Underwood was attending the meeting for the first time and also standing in for Rob Miguel.
Action Points	<ol style="list-style-type: none">1) Letters of thanks for service on the committee to be sent to Mr Alan Hansbury.2) A letter of thanks to be sent to British Glass Confederation for allowing their premises to be used for the meeting and providing refreshments.
2	HOSTS ADDRESS.
2.1	Mr Moore welcomed the committee to British Glass Confederation premises. He explained that the Confederation was made up of British Glass Health and Safety Section, the Glass and Glaziers Federation and British Glass Technical Services. He gave a short talk on British Glass's current campaign to reduce the number of slip and trip accidents.
3	MINUTES OF THE PREVIOUS MEETING ON FEBRUARY 17TH 2005 AND MATTERS ARISING.
3.1	The minutes of the previous meeting on February 17 th 2005 were agreed to be a true and accurate record of the proceedings.

3.2	<p><u>Matters Arising</u></p> <ol style="list-style-type: none"> 1) (Min 5.5) Mr Aston to look into funding for the launch of the stress program; also to find out the dates for the launches of the HSE's programs. <ol style="list-style-type: none"> a. <i>Mr Aston had found that there was no funding available for the stress programme. No information on the timing of the launch of HSE's programs was available to date. When it did become available it would be circulated to members and also disseminated to a wider audience via the Revitalising Network.</i> 2) (Min 6.1) A Working Group comprising of: Mr Morrall; Dr Moore; Mr Miguel; Mr Young and Ms Murray to be formed to look again at the plan. <ol style="list-style-type: none"> a. <i>The group hadn't had a meeting to date. Mr Brookes would take this forward in winter 2005/06 when he would be working the Cardiff Manufacturing Sector Group.</i> 3) (Min 8.2) Mr Miguel requested that the future constitution of CHARGE be put onto the agenda for discussion at the next meeting. <ol style="list-style-type: none"> a. <i>This was taken at item 7 of the Agenda</i> 4) (Min 8.2) Mr Miguel asked members for contributions for AMICUS's bi-monthly newsletter. <ol style="list-style-type: none"> a. <i>It was assumed that this had been done</i> 5) (Min 8.2) Mr Miguel asked if HSE could provide a speaker on 'cancer' for a <i>meeting later in the year</i>. <ol style="list-style-type: none"> a. <i>A request had been made for a speaker to HSE's Health Specialists.</i> 6) (Min 8.5) Ms Murray asked if HSE could provide something on the Backs campaign for their newsletter later in the year. <ol style="list-style-type: none"> a. <i>Information on the Backs Campaign would be available on HSE's website.</i>
4	SLIPS AND TRIPS
4.1	Mr Brookes spoke in the absence of Mr Morrall. He explained that the basic simplicity of the topic had permitted the group, led by Mr Morrall and including Mr Chris Briggs of Steelite, to attempt a very pared down project aimed at SME companies employing about 10. The slides he used were badged for Pledge members but the text would be made available to all organisations un-badged to allow them to reproduce it as they wished.
4.2	The package started with an introduction and then a business case to sell it to directors. Hazard and risk assessment were not specifically mentioned to try to overcome the "turn off" engendered by what was often

	viewed as jargon, yet the issues were directly addressed. Likewise the law was not specifically mentioned, yet in reality was covered. The process was broken down into steps of two-person teams undertaking assessment of what should be found in a good workplace and what should not be found, and then a risk based assessment and action procedure.
4.3	Copies of the procedure and draft recording sheet will be distributed separately for CHARGE members to provide comment at leisure to Mr Morrall and Mr Brookes.
Action Points	<p>1) Copies of the procedure and draft recording sheet to be distributed to members.</p> <p>1) Members to pass their comments on to Mr Morrall and Mr Brookes.</p>
5	TRANSPORT INITIATIVE.
5.1	<p>Mr Gibson explained that deliveries of cement to customer sites occurred on a frequent basis and customers might receive numerous loads on any given day. Following a series of serious customer site incidents, British Cement Association members were introducing a Customer Site Safety Scheme to ensure that major hazards, and in particular those relating to silo over-pressurisation, were being correctly addressed. A safety assessor from the cement company would visit the company and rate safety at the sites as green, amber or red. A red rating meaning that the site was unsafe for delivery.</p> <p>The Chair thanked Mr Gibson and said it was a very exciting idea and something that CHARGE should embrace. He thought that HSE could give some publicity to the scheme.</p>
5.2	Mr Gibson then went on to tell members about other work the Association was doing on visibility and reversing.
Action Points	<p>1) Secretary to look into possibility of HSE providing publicity for the Customer Site Safety Scheme.</p> <p>2) Secretary/committee to take this work forward.</p>
6	MSD INITIATIVE
6.1	<p>Mr Brooks presented this item and informed the Committee that the MSD working group had been suspended.</p> <p>From April 2006 HSE would have a MSD programmed in place, which would be along the lines as the one on Slips and Trips. There would be an opportunity for CHARGE to contribute to this by finishing the work already done and joining with the nationally produced programme.</p> <p>Mr Brookes said that the committee should pick five or ten of the top major causes of MSD and decide on the solutions as recommended by each industry and publish them as the targets for the next two years.</p>
6.2	Members were concerned that the work already done by the working group would be dropped. The Chairman informed them that there had been no suggestion that this would be the case. He agreed that the

	group should be reconvened to meet in the near future to think about what the effect of a 'top skim' would be. Mr Burgess offered to host a meeting with as many of the group as possible with an Occupational Health specialist at one of the Hanson sites to produce a generic document.
7	THE FUTURE CONSTITUTION OF CHARGE
7.1	As Mr Miguel was not present at the meeting it was agreed that this item be held over for the following meeting. Mr Yaxley said that if Mr Miguel were again unable to attend he would present the item himself.
Action Points	The Future Constitution of CHARGE to be put onto the agenda for the next meeting.
8	AOB
8.1	There was nothing under this section.
9	DATE AND VENUE OF NEXT MEETING It was agreed that the next meeting of the committee would take place on February 8 th 2006 at the premises of British Glass Confederation in Sheffield (This meeting was subsequently cancelled and rearranged for March 15 th 2006 at the same venue) The following meeting would take place on July 5 th 2006 at Hanson Concrete Products premises in Leicester.
10	Close