

HEALTH AND SAFETY EXECUTIVE			
CONSTRUCTION INDUSTRY ADVISORY COMMITTEE (CONIAC)			
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**CONIAC Plan of Work for 2013/14
A paper by the CONIAC Secretariat**

Purpose of the paper

For information

CONIAC is asked to note the Plan of Work.

Background

1. CONIAC was reconstituted in March 2013 for a period of three years. Its terms of reference set out its aims and way of working. Among its aims is “to seek to stimulate action aimed at securing better health and safety outcomes in the industry in accordance with the goals of the HSE’s Strategy.”
2. Key to CONIAC’s way of working and the achievement of its aims is its establishment of a number of working groups that focus on specific matters and seek to encourage action by the industry. CONIAC monitors, and directs as necessary, the activities of the working groups.

Argument

3. The plan of work is annexed to this paper. In line with the principle that CONIAC delivers mainly through its working groups the plan is largely based on their agreed aims and planned activities.

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ANNEX

CONIAC Plan of Work for 2013/14

CONIAC's activities aim to support the HSE Strategy by seeking improved outcomes in health and safety in construction.

CONIAC's Meetings

1. CONIAC will meet three times in 2013/14. The meetings will be in Rose Court and occur on 13 March, 17 July and 20 November. The following matters will be considered:

- March meeting – Construction Division Plan of Work for 2013/14; Construction Division Communications Strategy; and CDM regulatory development
- July meeting – CDM regulatory development; and Forward Look
- November meeting – content to be decided.

CONIAC's management of its Working Groups

2. CONIAC's Working Groups (WG) are the principal means for furtherance of its aims during 2013/14. In connection with this:

- CONIAC shall consider reports on the recent activities of each WG at each of the above meetings and, where necessary, give directions to them.
- Where CONIAC agrees to the establishment of a new WG, Members shall, where appropriate, nominate persons to serve on it.
- If asked for direct assistance of a practical sort by (the Chair of) any WG, CONIAC Members (and the organisations they represent) will consider how they can help.

CONIAC's assistance to Construction Division

3. CONIAC Members (and the organisations they represent) to be ready to assist HSE's Construction Division as appropriate (eg by disseminating information through their sectors).

Information in relation to Working Group activities

HEALTH RISKS WORKING GROUP (HWG)

Statement of outputs/deliverables

1. The HWG terms of reference states the group's purpose as: *'To provide leadership and guidance to the construction industry and the HSE on how to reduce the numbers of people whose health is made worse by working in the construction industry. To work with other industry groups as and when appropriate'*.
 2. Further, the first two tasks agreed in November 2011 within those terms state:
 - a. Clarify the definition and practical remit of 'occupational health' in the context of the requirements of the Health and Safety at Work etc. Act 1974 as it applies to the construction industry.
 - b. Consider the range of health risks affecting construction workers and develop a prioritised and targeted plan of work to help address those health risks.
 3. Under 'a', guidance has been produced by the HWG to help raise awareness on occupational health issues and what this means for the employer, both in how to arrange and manage the provision of occupational health services in construction and the part this plays in managing risks to occupational health generally. This detailed guidance is in two parts, a full guide and a shorter summary version. Discussions are currently in place with one of the HWG member bodies (IOSH) who have kindly agreed to help format and edit the guidance for release to the industry.
 4. 'b' forms the ongoing plan of work for the group, and currently this is focussed on responding to Dr Lesley Rushton's work on the burden of occupational cancer, but also consideration of other issues of wider interest to WG members, such as the ageing worker effect and stress. Of the occupational cancer risks, work on asbestos and silica is widely acknowledged so the WG are focussing on considering their efforts on two of the topics hitherto given scant attention, namely:
 - a. Diesel engine exhaust emissions
 - b. Painters and decorators.
- In Dr Rushton's work 234 and 254 deaths were recorded in the index year for each of these groups respectively. Recognising this is 4-5 times the average number of construction fatalities each year the WG consider these two issues to be of much importance. Pending the next meeting (October 9), available evidence on current workplace conditions for these two topics is being collated alongside engagement with interested stakeholders (e.g. Crossrail, NFB) on possible initiatives. This work is also being carried out in consideration of the clauses listed in the WG's first deliverable from 2012, its *'Position statement on health risks in construction'*.
5. An ongoing activities / future outputs table is also managed by the WG. This takes account not only of the HWG work but any relevant initiatives being taken

forward by HSE so duplication of effort can be avoided but also input added where appropriate.

WORKING WELL TOGETHER (WWT) STEERING COMMITTEE

Plan of Work

1. Steering group comprised of Regional Group Chairs, and chaired by Neil Stephens, supported by Lesley Balkham, Tim Shambrook & Ade Ige.
2. Aims & Objectives 2013-14:
 - To increase the competence of those running and working on smaller sites so that they can identify, understand and proactively manage health and safety risks.
 - Deliver 60 training and advisory events.
 - Offer 300 free training places at 20 Risk Assessment and Method Statement Workshops (delegates who attend a WWT SHAD will be offered the free RA workshops).
 - Engage with at least 4,500 employees from SMEs and micro businesses (based on an average attendance of 150 people per event where at least 50% are from SMEs and micro-businesses).
 - To create one new WWT regional group in 2013-14.
3. Key activities:
Priority topics: Occupational health and silica; Work at Height – especially fragile roofs; and asbestos.

Events include:

- 39 Safety & Health Awareness Days (SHADs)
- 3 White Van Road shows
- 5 Designer Awareness Days (DADs)
- 10 Mock Trials
- 20 half day workshops - Planning and Implementing Safe Procedures

College Road shows – Run trial in Scotland and Wales. If successful, roll the model out to other areas.

3. Evaluation

As WWT is an industry led intervention programme (albeit supported and steered by HSE) and the target audience are difficult, it is not easy to comprehensively evaluate against projected outcomes without significant expenditure on research. Research to be commissioned to provide further evaluation of the work of WWT – (to follow on from the original research carried out in 2008).

To ensure that: the target audience is being reached; key messages and delivery methods are reviewed; events and venues are monitored for efficiency and value for money.

Delegate evaluation sheets to be analysed which includes: size of company; company's main activity; action to be taken within company following event;

Sample follow-up contacts to be made to attendees. Responses will help to determine whether the messages given at events have been taken on board and action taken by the delegates when they get back to site - this is the acid test, do people make changes as a result of attending which will give an indication of whether conditions and safety on that site have improved.

ASBESTOS LIAISON GROUP (ALG)

1. The Asbestos Liaison Group (ALG) was set up to provide a forum in which stake-holders work together in a constructive way to promote best standards and practice in relation to control and work with asbestos and to meet the following aims and objectives.

Aims:

- To reduce the future incidence of asbestos related disease by working strategically to prevent occupational exposure to asbestos, or where this is not reasonably practicable, reduce and control such exposure.
- To improve the overall health and well-being of workers in the licensed asbestos sector.

Objectives:

- To share information and exchange views on asbestos issues that impact upon the asbestos licensing regime and the management of asbestos in buildings in particular.
- To establish industry standards and best practice and to promote the continuous improvement of health and safety management, such as training.
- To identify priorities for action and to develop strategic and practical solutions based on work by relevant ALG sub-groups.
- To seek new ways of involving the workforce in managing and raising awareness of asbestos risks.
- To create and disseminate mechanisms for achieving consistent compliance with the Control of Asbestos Regulations 2012 across GB.

2. ALG meetings are held quarterly (January, May and September). Standing agenda items are:- Asbestos Policy Issues; Technical Update; ALG Workplan (to be revised/updated for the next meeting in September); Worker Involvement; Training and Competency Update; Learning and Management Update, Occupational Health Provision; Client Actions; HSE/LA Co-operation; Analysts; Duty to Manage and ALU Update.

3. Membership of ALG comprises of representatives from HSE, Trade Associations, professional bodies, Trade Unions and Local Authority Enforcement Officers.

4. The ALG aims to promote measures that will bring about a reduction in the level of asbestos related disease and guidance is published in the form of ALG

memos concerning work with asbestos. (See full list of current ALG memos at the Annex).

5. In 2012 it was agreed that 3 sub-committees (now working groups) would be set up to take forward the three main areas of ALG work. These are: Technical Working Group, Training and Competency Working Group and Leadership and Management Working Group.

6. Current work being carried out by ALG – through ALG meetings and the Working Groups is:

- ALG – Handling asbestos waste (working with EA and SEPA), worker involvement, policy issues, drafting and agreeing ALG memos, occupational health provision, client actions, HSE/LA co-operation, analysts.
- Technical Working Group – Entry in to live enclosures for other trades, AIB soffit guidance, gas and electrical safety in DCUs, DCU maintenance and servicing, enclosure ventilation study, asbestos in soils, gas cylinder storage, outside man, face fit testing and Control of Asbestos Regulations (CAR) 2012 – non-licensed work.
- Training and Competency Working Group – To deliver a Licensed Asbestos Removal Competency Scheme; which will assist the industry to carry out competency assessments and produce a competency framework which covers aspects including: planning, RPE, site issues, processes, decontamination and completion – separate frameworks for operatives, supervisors and senior management.
- Leadership and Management Working Group – Leadership events being held nationally for asbestos licence holders to reinforce the roles and responsibilities of senior management and HSE/ALU and to promote the new Asbestos Removal Management Institute (ARMI).

7. All ALG and Working Group papers are posted on the ALG page of HSE's website at www.hse.gov.uk/aboutus/meetings/committees/alg

Annex – ALG Memos

2013

- 01/13 – Asbestos licensing and employment status

2012

- 06/12 – Notification of licensed asbestos work (including HSE policy on requests to waive the 14 day notification period)
- 05/12 – Supervision of licensed asbestos work
- 04/12 – Suitable and sufficient plans of work/method statements
- 03/12 – The removal of external AIB soffits
- 01/12 – Site documentation

2011

- 01/11 – Supplying labour for licensed asbestos work

2010

- 01/10 – Ancillary asbestos licences for scaffolding

2009

- 02/09 – Asbestos licences and the role of consultants
- 01/09 – Maintenance of air extraction equipment and Class “H” vacuum cleaners in the asbestos industry

2008

- 02/08 – Demolition and lower risk ACMs

2007

- 01/07 – Provision of respiratory protective equipment

CONIAC WORKING GROUP CATASTROPHIC EVENTS IN CONSTRUCTION

1. CONIAC established this task and finish group in response to the publication of HSE Contract Research Report RR834 – Preventing Catastrophic Events in Construction. The Terms of Reference (ToRs) of the WG are:

- Reviewing RR834, particularly the findings and conclusions
- Developing proposals for an industry-wide response to the report including identifying the “what, how, when and who” for taking forward workstreams to address the findings and conclusions
- Monitoring progress with the workstreams and reporting to CONIAC on progress and advising on remedial actions, if necessary

2. The WG has held 4 meetings between February 2012 and now. Further face to face meetings are not planned – work is now underway to draft a paper for the November CONIAC meeting and this will be developed and cleared by correspondence. The paper will report on the activities of the WG, progress with development of an industry-wide response and invite CONIAC to wind up the WG having fulfilled the ToRs.

3. Principal areas the WG has considered include:

- Development of leading indicators that will assist companies to assure themselves their risk management systems are dealing adequately with low probability, high consequence events
- Competence of key supervisory staff including their critical thinking skills and ability to challenge when things are going wrong

- Improving how to share information from incidents to prevent recurrence.

Construction Industry Advisory Committee Safety Working Group - Plan of Work 2013 – 14

Introduction

1. It should be noted that the CONIAC Safety Working Group defers matters relating to plant and equipment safety to the Strategic Forum for Construction Plant Safety Group. The Plant Safety Group chair is a member of the CONIAC SWG and reports progress to it.
2. The CONIAC Safety Working Group identified that its focus should be on a long- term strategy to address working at height without adequate precautions. This culminated in the preparation of the paper set out in as Appendix 1 to this document.
3. At its meeting in 14 May 2013, the group agreed that progress had been disappointing and determined that the strategy and supporting business plan was too ambitious and had been affected adversely by external influences. The group agreed that the plan should be re-cast to address one particular significant cause of fatal and serious falls accidents, that of falling through fragile materials. This would support HSE's current work plan where the topic has been identified as a priority for inspection, promotional activities, stakeholder engagement and research.

Plan of Work 2013

Work at height

Plan for fragile roofs only through members' web community. Agree plan and timescales at next WG meeting 8 Oct.

Thereafter the fragile roof plan will determine products and timescales. It is anticipated that key deliverables will include:

- a clear and unambiguous description of what we mean when we talk about fragile materials, illustrated by real-life typical example
- a distillation of key messages, tailored to particular duty holder audiences
- a summary and précis of the most important guidance and information on fragile roofs, particularly to provide digestible information for micro businesses and workers, targeting all duty holders not just contractors
- an outline of what knowledge is needed to underpin competence for such work – something akin to National Occupational Standards but more accessible

- coordination/oversight of relevant initiatives to discourage duplication of effort
- recruitment of key stakeholders to help promote messages and materials
- identification of barriers to effective precautions and means of reducing them.

Plant Safety

Note progress of delivery of workstreams developed by Plant Safety Group and identify any new areas for consideration. Key work underway includes development of guidance on plant operator competence, ground conditions management, mobile elevating work platforms, telehandlers and excavators.

Lifts Safety

Share with the group the outcomes of current HSE initiative on lift installation, maintenance and dismantling activities and identify future priority work both in this sector and others.

General

HSE to seek the views of members about emerging issues as they arise and provide a forum at which members can raise their own concerns. Examples of past activities in this category include consultation on guidance on head protection and communication activities proposed in the wake of the removal of the Regulations, exploration of HSE policy and practices in endorsing industry guidance.

Construction Industry Advisory Working Group

Achieving Safe Working at Height

Business plan

Produced :	Joy Jones	
Version :	5 (amended draft)	17/10/11
Status:	In preparation – fifth version following CONIAC 16.11.11 and Safety working group 18.1.12	25/01/12

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Version control/ distribution			
Version):	Date issued	Comments including key changes	Distribution
1 (draft)	15/06/2011	Initial draft	CONIAC Safety Working Group Members
2 (amended draft)	13/07/2011	Amendments following discussion at CONIAC safety working group meeting 16 June 2011	CONIAC Safety Working Group members Justine Lee, Nick Johnson, Jim Grieve, Phill Leonard, Gavin Bye, HSE
3 (amended draft)	29/09/2011	Amendments following consultation	CONIAC Safety Working Group members, Sue Brandrick, Gavin Bye HSE
4 (amended draft)	17/10/11	Change of title and removal of references to social change	CONIAC Safety Working Group members, Gavin Bye, Philip White
5 (amended draft)	25/01/12	Change of title and amendments to reflect main CONIAC and SWG discussion	CONIAC Safety Working Group members

Introduction

The Construction Industry Advisory Committee (CONIAC) advises the Health and Safety Executive (HSE) on the protection of people at work (and others) from hazards to health and safety within the building, civil engineering and engineering construction industry.

Its membership is tripartite, providing representation from key industry stakeholders (including SMEs). The main committee is supported by a number of working groups. This plan has been prepared for CONIAC by its Safety Working Group and makes recommendations on the most appropriate ways of further reducing falls from height which remains the most prolific cause of death and serious injury in the industry.

The Safety Working Group submitted a paper to CONIAC in March 2010 recommending that in addition to HSE's existing approach to working at height problems, a **long term**, broad-based campaign be devised to bring together existing work and develop new areas and maximise the efforts of the entire UK health and safety system to tackle this problem

<http://www.hse.gov.uk/aboutus/meetings/iacs/coniac/030310/m1-2010-4.pdf>

CONIAC accepted the working group recommendation and asked that the Working Group prepare a multi-year business plan. This document is a revised draft business plan. The document sets broad long term objectives and establishes proposals for the work to be undertaken in the first two years. It was felt unrealistic to develop detailed proposals extending over decades. It is proposed that the plan develops relatively organically and future proposals take account of lessons as they are learned.

Background

The definition of construction is broad, includes building maintenance as well as new build and refurbishment, and includes substantial projects and relatively small, short duration repair works such as the replacement of roof tiles or repair of guttering. Falls from height continue to account for the majority of fatal accidents in construction. In some key work activities there has been substantial improvement in methods of work and equipment, for example since the 1990's the use of powered access in steel erection, nets in industrial roofing, demolition by machine rather than handballing, systems of work and equipment in scaffold erection and dismantling etc. Review of accident data for the last decade reveals that shorter duration work and falls through fragile roofs are now the main causes of fatal and major injuries but there are no clear trends in terms of trades or activities which we can target to bring about the sorts of improvements achieved previously.

Currently the majority of falls victims are in the hard to reach category and their activities are often on the fringes between construction and maintenance work and "do it yourself". It is for this reason that the CONIAC safety working group recommends a broader approach which promotes protection for anyone working at height whether at work or not. In so doing we recognise that non-work and non-construction activities are outside CONIAC's remit but are optimistic that stakeholders, particularly those with interests beyond construction work situations, may be well placed to promote messages across society which in turn can feed back into changing behaviour at work.

Aim and objectives (for CONIAC, led by HSE)

Aim

By 2035 to ensure, even in shorter duration activities, work is undertaken at height safely.

Objectives

- To develop a sustainable campaign which can be used by all stakeholders/contributors
- To engage stakeholders and obtain commitment and action targeted to fulfilling aim
- To define and promote information, education and training to assess and manage work at height risk effectively
- To encourage and promote innovation in equipment and systems of work
- To exploit and direct existing initiatives rather than inventing new ones

Broad Goals

- The ultimate measure of success will be that by 2035 work at height will be undertaken by people only when absolutely necessary and only then by well trained, competent individuals using effective equipment to prevent serious injury. This is the key to preventing accidents. Short, medium and longer-term goals are set out below.
- By 2013 to have an identifiable approach which has been shared with key stakeholders who have committed to support practical activities to further the cause in both the short and long term;
- By 2022 to have implemented and evaluated some of the activities so that improved systems of work, equipment and competence are the norm;
- By 2035 to have well established systems of work and readily available equipment known, understood and applied to work at height, even short duration jobs

Methodology

This plan sets out additional work to achieve long term, sustainable change. HSE will still be following its programme of proactive work with the industry, currently focusing particularly on small sites. Serious accidents will continue to be investigated. Enforcement action will continue to be taken in line with HSE enforcement policy.

This plan covers specific proposals for enabling work up to October 2013 after which a review will be needed to determine future work. At that time it may be possible to set out phasing of future work over a longer period, say 10 years.

The proposed plan sets out specific activities and milestones. Each activity is allocated a SWG member leader who will be free to progress as he wishes but will be expected to report to the CONIAC SWG. Chair of SWG will report progress to CONIAC. Appendix 1 provides the detail.

Resources required include members' time and HSE staff time. This is the main topic of work for CONIAC SWG. For HSE staff, time for preparation, meeting attendance and post meeting action is about 5 days per meeting. Four full meetings of CONIAC SWG will be required with refreshments £100 each meeting plus reimbursement of travel costs where required. If additional meetings are needed to support the component parts of the plan HSE can offer to host and provide refreshments and needs to budget say £500 for this in total. Allowing for some additional time for work on specific parts of the plan between meetings it is estimated that 60 days HSE construction sector safety team time will be needed. HSE will also need to draw on resource from communications and policy colleagues which might account for 30 days in total.

The biggest resource issue is in terms financial support for communications activities. HSE will not be able to provide direct financial support. This will have to be explored within that work stream once the plan is agreed/ sanctioned.

Consultation / Interested parties

The proposed CONIAC strategy has been promoted within HSE and externally by our stakeholders. There is general acknowledgement that this is something which needs to be done. At Health and Safety Expo May 2011 Access Industry Forum started a debate led by national safety bodies on tackling this issue and is driving this work forward through their campaign - "The Holy Grail – no more falls injuries, ever!". This is the start of wider stakeholder engagement. We have reached this stage relatively organically and believe that involvement is likely to continue in this vein.

Work streams

Six different work streams are proposed and there is some inevitable degree of overlap. The six work streams are set out in detail in Appendix 1 - communications, stakeholder engagement, competence, equipment and systems, information and evaluation.

Milestones/ Timetable

These will be developed in line with the timescales set out in Appendix 1 – more detailed milestones will be developed as the work in each stream progresses. Please note future WG meetings will be numbered - Jan 12 meeting will be WG1

Jan 12- WG1, April 12 - WG2, Sept 12 - WG, Jan 13 - WG 4

Outputs and Outcomes

Outcomes

The main outcome sought is that a wide range of stakeholders and partners commit to bringing about behavioural change and in so doing reduce falls during building construction and maintenance whether at work or not.

Outputs

By Oct 2013 anticipate the following outputs

- Brand and identity for this work
- Map of stakeholders' initiatives on work at height
- Map of available information and standards
- Analysis of training provision and proposals for enhancement
- Analysis of currently available access equipment and areas ripe for innovation
- Initial communications and marketing plan
- Review of work so far and proposals for future work on initiative

Risks

There are a number of identifiable key risks:

- At the heart of the work is the development of a sustainable communications campaign. This will need to be resourced within the strictures imposed by current government financial constraints. Building on the existing Shattered Lives brand and fully using techniques such as partnership marketing will help make communication activities viable but in so doing we have to make this brand work.
- We will have to challenge perception and management of risk across the population without attracting charges of "nanny state" or "elf and safety gone mad".
- Key stakeholders are not prepared to commit and/ or take action
- HSE does not have the resources to progress/ support the work
- The WG fails to agree on priorities or an action plan
- CONIAC does not accept this business plan

Appendix 1 – Specific Work streams

1. Communications			
Objective	Activity	Lead person	Timescales
Ensure communications directorate resource	Identify who in communications directorate can resource this work and start initial discussions	JJ	WG1
Messages	Establish key message and brand	JJ with communications colleagues	WG1
Targeting	Tailor message to four key groups Supervisors Clients Workers' families Workers themselves And identify distribution channels for next 12 months	JJ	WG2
	Identify next priorities for messages Professionals School children Colleges (further education first, higher education later) and distribution channels for following 12 months	JJ	WG3

2. Stakeholder Engagement			
Objective	Activity	Lead person	Timescales
Identify	Update and share list	JJ	WG 1
Prioritise	Consider importance and influence and prioritise	JJ	WG 1
Engage Consistently	Develop script for use with stakeholders Plan Messages Distribution Resources Evaluation – what data do they have? What are they already doing	JJ	WG 1
Manage	Allocate CONIAC link person to each key stakeholder	JJ	WG2

3. Competence			
Objective	Activity	Lead person	Timescales
Analysis	Map and critique existing provision of training and assessment schemes	PB	WG1
Gaps	Identify gaps and suggest means of filling	PB	WG2

4. Equipment and Systems			
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Objective	Activity	Lead person	Timescales
Analysis	Map and critique existing framework and schemes.	PB	WG1
Innovation	Identify why where and who and engage Consider opportunities presented by technology	PB	WG2

5. Information

Objective	Activity	Lead person	Timescales
Streamline	Map and critique	JJ	WG2
	Means of sharing/communications	JJ	WG2

6. Evaluation

Objective	Activity	Lead person	Timescales
Means of measuring	Identify data which is available to provide baseline and measurement of change Consider internal HSE information	JJ	WG1
	Identify what other stakeholders may have	JJ	WG3