

HEALTH AND SAFETY EXECUTIVE			
CONSTRUCTION INDUSTRY ADVISORY COMMITTEE (CONIAC)			
<b>Meeting date:</b>	23 July 2014	<b>FOI status:</b>	Fully open
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<b>Cleared by:</b>	Simon Longbottom, on behalf of Heather Bryant, Chair of CONIAC, on 17 July 2014		

## Update on recent activities of CONIAC's Working Groups

### A paper by Anthony Lees, Secretary to CONIAC

#### Summary

1. This paper updates CONIAC on activities of its working groups for the period April 2014 to July 2014.

#### Background

2. CONIAC may establish Working Groups to further its aims. Currently, the following groups exist:

- Asbestos Liaison Group
- Safety Working Group
- CDM Industry Guidance Steering Group
- Working Well Together Steering Group
- Health Risks Working Group (See also paper **M2/2014/2**)

#### Argument

3. CONIAC's terms of reference provide as follows: "Each Working Group shall have and, subject to its endorsement by CONIAC, carry forward a Work Plan. CONIAC shall monitor the activities of the Working Groups and hold them to account for delivery of their Work Plans. Reports from Working Groups shall be a standing agenda item for CONIAC meetings."

4. Updating information for each of the Working Groups is set out in the **Annex** to this paper.

#### Recommendation

5. CONIAC notes the activities of the Working Groups.

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## **ASBESTOS LIAISON GROUP (ALG)**

ALG met in York on 21 May 2014. Previous ALG minutes and meeting papers are available at [www.hse.gov.uk/aboutus/meetings/committees/alg/](http://www.hse.gov.uk/aboutus/meetings/committees/alg/) together with ALG working group papers/memberships. The minutes of the meeting held on 21 May 2014 should be available on HSE's website (link above) by the end of July.

Points of interest:

### **Changes to ALG Membership**

- Gillian McLean and Colin Seditas have both left HSE (ALU) and are no longer members.
- Annette Leppla has joined ALU and is now a member.
- Richard Wilks is now a member – representing APS.
- Eddie Strong is now a member – representing UKATA.

### **Asbestos Policy Issues**

Extensive discussion that included the process for publication of ALG memos. It was noted that ALG memos as they are currently produced would not meet the Publications Governance Group (PGG) criteria and therefore no longer be published on HSE's website. ALG agreed that the memos were useful to and welcomed by the industry as they provided updated guidance to a unique industry where clarity and consistency were crucial. ALG to consider acceptable alternative methods of producing and publishing its agreed advice/guidance, eg, hosted on ALG members' websites – possibly with HSE endorsement.

It was also noted that HSE's guidance review process was underway which will involve the Licensed Contractor's Guide, the Analyst's Guide and the Surveyor's Guide (amongst others). ALG members were asked to identify their preferred format for cascading new information and volunteer to be involved in the review/rewrite process if required. John Richards (RICS) volunteered to produce a short guide for clients engaging surveyors. Steve Sadley (ARCA) to consider issue of self employed trades people - disposal of small amounts of ACM.

### **ALU Update**

An electronic version of the ASB5 is almost complete and will hopefully go live in the autumn after a trial period involving a number of licence holders. HSE will then be able to access all notifications for notifiable work including those sent to LAs which will help target inspections.

### **Technical Working Group Update**

The working group is currently dealing with 7 pieces of work including advice for other trades entering enclosures which was almost finalised. A summary

of their work will be included in the minutes of their meetings. Their last meeting was held on 12 June 2014.

### **Leadership and Worker Involvement Working Group Update**

The Asbestos Removal Management Institute (ARMI) interview process is now complete. Possible consideration to be given to changing the current qualification requirements to encourage more people to apply for membership with agreement to gain the necessary qualifications for membership within a specified time period. Further discussions on this to be held and ALG will be kept informed. Further information on ARMI can be found at [www.armi.org.uk/](http://www.armi.org.uk/)

### **Training and Competency Working Group Update**

There was extensive discussion on the purpose of the competency framework which has been produced to assist licence holders assess and achieve the competency of their employees (site operatives, supervisors, managers). The framework does not specify particular formal training or card schemes as a requirement. Clarification on the role of the scheme has been posted on the asbestos web community. The final version will be circulated to ALG once comments have been received from ALU.

The next ALG meeting will be held in York on Thursday 30 October 2014.

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### **SAFETY WORKING GROUP (SWG)**

The last meeting of the safety working group was held on 22 May 2014. The group considered and commented on HSE's two draft fragile roof Busy Builder sheets for clients and contractors. The group was keen to encourage all CONIAC members to promote the guidance when published and for all, including HSE, to take opportunities to promote the material through newsletters and other communication channels. Groups representing clients commissioning such work were seen as priorities including facilities management companies, estate landlords and insurance companies. There is broader work being undertaken by one of the group's members on considering competence and equipment for work at height and we expect to hear about progress at the next meeting in September.

The Strategic Forum for Construction Plant Safety Group chaired by the Construction Plant-hire Association reported on its portfolio of work (Kevin Minton). "Managing Plant Operator Competence" has recently been published. The guidance sets our principles which are fully in line with current strategic work on competence and will not be significantly affected by any legal changes as proposed for CDM, or changes made by industry to the administration of qualification (card) schemes. Supplementary guidance has been issued on using telehandlers with suspended loads. Further work is

underway to promote and implement the guidance published in February 2014 on medical fitness to operate plant including extending to the Civil Engineering Contractors Association and proposing that it be integrated with the Construction Plant Certification Scheme. Public consultation on draft guidance on "Managing Ground Conditions" was expected to begin imminently (went live in June). The Tower Cranes Interest Group of the CPA is working with HSE on matters arising from recent tower crane incidents. Members were invited to attend a CPA Conference on 23 October 2014 where health and safety will be a key part of discussions about matters relevant to construction plant.

One of the members offered to share its experiences of constructing tall buildings. Members felt this was very timely and was an area in which there was very little guidance available, despite the obvious challenges of such work and the potential for catastrophic outcomes if not well-managed. The offer was accepted and will be on the agenda of the next meeting in September.

The group recorded its thanks to the retiring Chris Tisi for his valuable, wise and measured contributions to CONIAC Safety Working Group over many years. Barry Oliver of the Berkeley Group has replaced Chris.

There will be change of HSE chair of the safety working group in October 2014. The meeting in September will start to identify future priorities for the safety working group so any feedback from CONIAC would be welcome.

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## **CDM INDUSTRY GUIDANCE STEERING GROUP (IGSG)**

The CDM Guidance Steering Group last met on 16 June 2014 - when the first completed drafts of each dutyholder guide, the HSE L Series guide and draft template for the Construction Phase Health and Safety Plans for SMEs undertaking routine construction projects were submitted.

Although 'work in progress' the guides have now been passed to the CITB editorial team for a first edit. This process will provide consistency across the guides in terms of structure, layout, language and design and is due for completion by the week ending 18 July. Of the 6 guides - a first edit version of both the Principal Designer and Worker guide will be provided to CONIAC for information and comment.

The steering group has also made arrangements for the draft guides to be submitted to government legal advisers and the Secretariat to HSE's Publications Governance Group (PGG) for preliminary assessment against both the requirements of the proposed draft regulations and HSE's internal publications guidance. It is anticipated that formal submission to PGG for

clearance of the CDM Guidance package will take place in either the September or October meeting.

HSE are now making arrangements to review and update the relevant pages of the HSE website to take account of the proposed changes and providing linkage to the industry guides, the L Series and the template plans. This work will commence in earnest once the August HSE Board has considered the results of the CDM Review consultation paper and directed accordingly.

The Steering Group is committed to maintaining the original timeframe for completion of the guidance package - 31 October 2014 and submission to CONIAC in November 2014 for clearance.

The 6 industry working groups and the Sector Policy and CDM Units have committed a significant amount of time, resource and dedication in developing and delivering these guides to an ambitious timeframe - which is now supported by the CITB in its editorial functions.

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## **WORKING WELL TOGETHER STEERING GROUP (WWT)**

69 Working Well Together (WWT) events were delivered against the plan of 60 for the 2013/2014 work year. 60 events are planned for 2014/15, of which 58 have already been committed. 21 events have taken place in Quarter 1 of this work year.

The analysis of the evaluation sheets from WWT events in the 2013/2014 year demonstrated that WWT events delivered a high standard of performance (in terms of organisation, relevance and influencing change) i.e.:

- 98% of the delegates rated the various WWT events good, very good or excellent.
- Approximately 61% of the audience at WWT events in the current year were attending events for the first time. Of these, 60% asked to be added to the mailing list to be informed of future events.
- 62% of delegates who have attended a WWT event said they were planning to make positive changes to work practices as a result.
- Following events, attendees felt better informed and report a more proactive approach to safety management.

Support and interest from the industry remains high and as a result, a new (the London North West) WWT group has been set up to cover the northern London and adjoining Home Counties areas while plans to set up a WWT group in the Hampshire/Oxfordshire region are at an advanced stage.

Industry has adopted some aspects of the WWT model and are starting to run their own in-house events following the WWT SHAD or White Van format.

Companies undertaken events so far this year are Wates, Kier, MACE and FM Conway Ltd.

The funding bid for WWT events in 2014/2015 has been approved without reduction, demonstrating the commitment of HSE to maintain and further develop the programme. The WWT Steering Group will next meet on 7 October 2014 in Birmingham.

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## **HEALTH RISKS WORKING GROUP**

Following the CONIAC meeting on 18 March 2014 a questionnaire was sent to CONIAC Members requesting information on what they and their organisations could do to make a real difference in ensuring health risk issues are managed at least as seriously as safety risks. The responses received have been summarised in paper **M2/2014/2** (*Reducing occupational disease in the construction industry – CONIAC member challenge to ‘think health’*) and will be further considered by CONIAC at its meeting on 23 July.