



**CONIAC meeting**

**Wednesday 28<sup>th</sup> February 2024, 13:00 – 16:00 hrs**

*Via MS Teams*

<b>Item</b>	<b>Person(s) responsible for action(s).</b>
<p>1) Welcome and introductions.</p> <p>The Chair welcomed everyone to the meeting. Apologies received from Kate Bentley, Jackie Day, Tony Seddon &amp; Denver Coulson as they were unable to attend the meeting.</p>	
<p>2) Actions/ Matters arising from previous meeting.</p> <ul style="list-style-type: none"><li>• HSE to arrange a meeting with a CLC representative to discuss Zero Diesel and HSE's involvement in this topic area. Involve Paul R as Paul is currently engaged in work on safety in alternatives under MRW WG. (Tim &amp; Paul R). This action remains outstanding.</li><li>• Paul R has developed internal guidance re: external requests for material to go on the website that he has shared with his group. Paul to share with Alastair. To be reviewed as part of the work around governance arrangements and for QA of materials for the website.</li><li>• Pathway to publication (guidance) to be produced as part of the reconstitution exercise under agenda item 5. The process to allow guidance to be published on the CONIAC website will be part of the future work implementing the Reconstitution Framework – see agenda item 3.</li><li>• Members to put forward ideas on how best to move forward with WWT as an initiative with a focus on increasing engagement. Ongoing action. Note: the offer of support for WWT from Cancer UK charity.</li><li>• Alastair and Eloise to explore collaboration with Constructing Excellence (CE). CE have been added to the list of industry stakeholders who might be approached to become members of CONIAC (discussed under agenda item 6). Secretariat are aware of the offer from Eloise and will explore this further as part of the work looking at identifying new members. Membership of CONIAC covered under agenda item 3.</li><li>• Members to consider how best to promote CONIAC and to provide secretariat with suggestions. Ongoing action.</li><li>• Maintain a list of contact details for all members participating in the WGs and CONIAC. Add them to an organogram. Secretariat to write to the chairs of the WGs asking them to confirm details of all WG and</li></ul>	

<p>sub-group members including names of organisations and email addresses. Secretariat confirmed work is in progress.</p> <ul style="list-style-type: none"> <li>• Membership of CONIAC. Members are asked to propose organisations and individuals for membership of the reconstituted CONIAC with details of their suitability. Paul B suggested the International Institute of risk and safety management (IIRSM).</li> <li>• Secretariat will commission further work to conclude the reconstitution process as outlined in paragraph 10 of the paper presented at the December meeting.</li> <li>• Secretariat will seek clarity on travel and subsistence payments for CONIAC members. When this is confirmed, secretariat will share it with CONIAC.</li> <li>• Create a Gmail account to gain access to the CONIAC website analytics &amp; send a summary of the CONIAC website analytics with the Action Log after CONIAC meetings for 2024. Secretariat to approach CIC for assistance as HSE are unable to facilitate this arrangement internally.</li> <li>• Arrange a meeting with Peter Crosland in relation to the causes of ill health project and design mitigation on site. This matter remains outstanding.</li> <li>• Members agreed there should be an update from CLC as a standing agenda item for future CONIAC meetings. This is to be added to the agenda for all CONIAC meetings in 2024.</li> <li>• Henrietta F to update CONIAC on the Mental Health and Suicide Research.</li> <li>• HSE to pick up Henrietta’s offer of Central London venue for future events (secretariat).</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>○ <b>HSE to contact CLC representative re: zero diesel and work in this area.</b></li> <li>○ <b>Governance and QA procedure for guidance published on the website to be developed as part of the reconstitution process.</b></li> <li>○ <b>Members to suggest the names of organisations who might be asked to join CONIAC. Secretariat to set a deadline date for suggestions.</b></li> <li>○ <b>CONIAC and WG organogram to be completed.</b></li> <li>○ <b>Travel and subsistence arrangements to be confirmed.</b></li> <li>○ <b>CIC to be approached re: creating a gmail account to capture data from the website.</b></li> <li>○ <b>Mike T and Peter C to convene a meeting to discuss the management of health risks.</b></li> <li>○ <b>Henrietta’s update on mental health &amp; suicide to be added for next CONIAC meeting agenda.</b></li> <li>○ <b>Cancer UK to be invited to WWT SG meeting in April 2024.</b></li> </ul>	<p>Secretariat</p> <p>Secretariat</p> <p>Members and secretariat</p> <p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p> <p>Mike T and Peter C</p> <p>Secretariat</p> <p>Secretariat</p>
<p>3) CONIAC Reconstitution</p> <p>Alastair M. presented the findings from the WG Project Proforma data capture exercise.</p>	

<p>The WG Project Proforma exercise concluded on 24<sup>th</sup> February, however Secretariat will look to extend the exercise further to accurately capture all the necessary data from the WGs.</p> <p>Alastair referred to the four strategic objectives in the HSE’s strategy that CONIAC WG projects should be aligned to as part of the reconstitution exercise.</p> <p>These are:</p> <ul style="list-style-type: none"> <li>• Reduce work-related ill health, with a specific focus on mental health and stress.</li> <li>• Increase and maintain trust to ensure people feel safe where they live, where they work and in their environment.</li> <li>• Enable industry to innovate safely to prevent major incidents, supporting the move towards net zero.</li> <li>• Maintaining Great Britain’s record as one of the safest countries to work in.</li> </ul> <p>For more information see: <a href="#">HSE strategy 2022 to 2032 - About us - HSE</a></p> <p>Alastair also confirmed an amendment had been made to CONIAC’s revised terms of reference to reiterate the tripartite nature of the committee. The final sentence in clause 3 as amended:  <i>In making appointments HSE shall seek to ensure adequate representation of the views of employers, workers, and other relevant stakeholders, to ensure the tripartite nature of the committee is maintained.</i></p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>○ <b>WG Chairs to provide Joe M with a summary of the difficulties that they faced when trying to fill out the Project proforma. This data is to be captured and used to design more user-friendly documents in future.</b></li> <li>○ <b>Recirculate proforma link to WGs</b></li> <li>○ <b>Populate Excel spreadsheet and send on to Paul B to complete for KPWC WG.</b></li> <li>○ <b>Send blank copy of the excel spreadsheet on to Eleanor E.</b></li> </ul>	<p><b>WG Chairs</b></p> <p><b>Secretariat</b> <b>Secretariat</b></p> <p><b>Secretariat</b></p>
<p>4) CONIAC Website &amp; WWT Updates</p> <p><u>Working Well Together</u></p> <p>Alastair M. reported that WWT has continued to function well, with several events delivered around the UK since the last CONIAC meeting and other events are planned for later in March 2024. HSE colleagues are involved in organising events on behalf of the North-west Safety Initiative who are making available funding to support events on welfare and mental health. Looking to run three separate events in Lancashire, Merseyside, and Cheshire. No dates available yet, but Secretariat will circulate when more details become available. Post meeting note: five events will be delivered – details will be available on the CONIAC website.</p> <p>There will be a Working at Height event on 20th March at Ledbury rugby club, with 85 delegates signed up so far. Working at Height still appeals to the target audience of SME and micro-businesses.</p> <p>Birmingham WWT group also have an event in March, with a good level of sign up for attendance so far. Details of both events on the CONIAC website.</p>	

<p>WWT has been contacted by a former committee member who is interested in resurrecting the East Anglia WWT group. This group was extremely active pre-covid. Secretariat is helping to progress this.</p> <p><u>CONIAC Website</u></p> <p>It is the twelve-month anniversary since the launch of the CONIAC website. This provides a timely opportunity to review the site as some of the content needs to be refreshed. The Reconstitution exercise will create the opportunity to refresh, and secretariat will ask the WG chairs to review their web pages to ensure they reflect the outcomes from the reconstitution exercise. Secretariat have started removing material that is already out of date. All WWT groups value the website as a place to promote events and other materials.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>○ <b>Members to contact Joe M with any ideas for new content on the CONIAC website.</b></li> <li>○ <b>WG Chairs to review content of their group web pages.</b></li> </ul>	<p><b>Members</b></p> <p><b>WG Chairs</b></p>
<p>5) HSE Asbestos Campaign updates</p> <p>Tim B. delivered a presentation on HSE's duty to manage asbestos campaign entitled "Asbestos: Your Duty". HSE webpages on asbestos have been revised and updated for easier access and understanding. Media activity and the revised/new materials have been well received by viewers. Analytics indicate a substantial interest in the DTM campaign. Currently, asbestos surveyors do not need to be UCAS accredited but this position is being examined in response to a recommendation from the Work and Pensions Select Committee. Updates will be provided at future meetings.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>○ <b>Nick James email address to be sent to Rob Miguel re: HSE NHS inspections.</b></li> </ul>	<p><b>Secretariat</b></p>
<p>6) Union Updates</p> <p>Rob Miguel - UNITE</p> <p>Unite are involved with the BSR's Industry Competence Committee (ICC). The ICC has several functions including monitoring industry competence, advising the BSR and industry, helping industry to improve competence, and producing guidance.</p> <p>UNITE are also running a campaign focused on mental health called "United Minds".</p> <p>Dan Shears - GMB</p> <p>Several members of GMB who work in asbestos or construction trades, have contacted GMB re: work being done on RAAC. Workers have discovered the presence of asbestos which wasn't picked up on previous surveys in schools,</p>	

<p>hospitals, and some other buildings. Mostly an issue in London and the North-east. GMB have contacted DfE and NHS for more information.</p> <p>Reports from some workers concerning problems with welfare facilities in cold weather – freezing pipes, lack of hot water etc.</p> <p>GMB have promoted HSE’s asbestos campaign, “Asbestos: Your duty”.</p>	
<p>7) DBT Update - Carol Chaffer</p> <p>Carol C gave an industry update. Currently the industry is operating in a technical recession, and construction output is down.</p> <p>The National Infrastructure and Construction Pipeline has been published:</p> <p><a href="https://publishing.service.gov.uk">Analysis of the National Infrastructure and Construction Pipeline 2023 (publishing.service.gov.uk)</a></p> <p>This sets out details of planned public and private investment in infrastructure.</p> <p>Transforming Infrastructure Performance (TIP) is the IPA’s flagship programme to lead system change in the built environment. Its purpose is to transform how the government and industry decide to intervene in the built environment, to drive a step change in infrastructure performance. The latest “TIP live” (a series of events designed to catalyse Transforming Infrastructure Performance (TIP) and translate the vision into practice) was held on 27<sup>th</sup> February.</p> <p>Getting Great Britain building again: Speeding up infrastructure delivery - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</p> <p>Transforming Infrastructure Performance (TIP) Live supported the paper, speeding up delivery and getting things moving alongside the move to MMC and net zero.</p>	
<p>8) Working Group (WG) updates:</p> <p><u>KPWC – Paul Bussey, Chair of KWPC</u></p> <p>Paul B gave an outline of the KPWC projects as outlined on the KPWC tracker document. Several documents are complete and awaiting review by HSE, notably DRM7, and DRM5 on the health and safety file. Information on all projects is available to view on the DIOHAS website: <a href="#">KPWC - Keeping Pace With Change — DIOHAS</a></p> <p><u>TIH – Peter Crosland, Chair of TIH</u></p> <p>TIHWG Projects reported on by Peter C.</p> <p>Project 1. Residual Risk Management Toolkit. The hard copy version is being used. Currently looking for funding - in discussion with CITB - to continue with App development.</p> <p>Project 2. Occupational Health Risk Management Document Review. With Clare Forshaw's departure, looking for someone to pick this up as it's worth pursuing.</p>	

<p>Project 4. Potholes - Chris Steele's case study has been shared with TIHWG for comments.</p> <p>Project 5. WR Stress and Mental Health. TIHWG would like to discuss these topics with HSE, there's potentially a piece of work to be done.</p> <p>Project 10. Respiratory Permit to Work, Bob Bradford. Bob B has developed this product for his employers, Bam Nuttall. It is currently waiting for internal approval. Once it has been approved it has been agreed that it can be published externally, on the CONAIC website.</p> <p><u>MRW – No representative present from this working group</u></p> <p><u>SSE –Nat Challacombe and Helena Knight, Co-Chairs of SSE unavailable.</u>  <u>Eleanor E provided an update:</u></p> <ul style="list-style-type: none"> <li>• Postcards pilot – the postcards have been distributed to a BMF member to trial. The postcards feature QR codes that can be used to access guidance. The codes are mapped to provide user data.</li> <li>• Welfare infographic – following the successful development of other infographics the group are proposing to develop another on welfare for small contractors and builders.</li> <li>• Climate change and risk document – a draft has been produced and circulated around the SSE group for comments.</li> <li>• Stress, mental health, and well-being – the group are proposing to develop a project in this topic area, but further discussions are needed with HSE and others before work can start.</li> </ul> <p><b>Action(s)</b></p> <ul style="list-style-type: none"> <li>○ <b>Arrange meeting between Matt Greenly (HSE), Sue B and Eleanor E regarding welfare.</b></li> </ul>	<p style="text-align: right;"><b>Secretariat</b></p>
<p>9) CONIAN face-to-face event 20<sup>th</sup> March 2024</p> <p>Sue B provided an update on the CONIAN event. Members were asked for their assistance in promoting the event. Important dates to note include:</p> <ul style="list-style-type: none"> <li>- 9th March deadline for WG presentations to be submitted to secretariat.</li> <li>- 13th March - deadline for any special dietary requirements.</li> </ul> <p>Secretariat to check if slido can be used at the event.</p>	<p style="text-align: right;"><b>Members</b></p> <p style="text-align: right;"><b>Secretariat</b></p>
<p>10) AOB</p> <p>Meetings:</p> <p>The next CONIAC meeting will be face-to-face on 12<sup>th</sup> June in London. This is provisional and depends on Secretariat finding an appropriate venue. Note: 12<sup>th</sup> June replaces the original meeting date of 5<sup>th</sup> June which is now cancelled.</p> <p>Other meeting dates for 2024:</p> <ul style="list-style-type: none"> <li>- 4<sup>th</sup> September CONIAC</li> <li>- 4<sup>th</sup> December CONIAC</li> </ul>	<p style="text-align: right;"><b>Secretariat</b></p>

### **Attendees**

Paul Bussey – Architect, AHMM Architects, RIBA- Chair of Keeping Pace with Change WG.  
Peter Crosland – National Civil Engineering Director, CECA - Chair of Tackling Ill Health WG  
Nat Challacombe – HSQE & IT Manager, Barnwood Ltd – Co-Chair of Supporting Small Employers WG  
Carol Chaffer - Transforming Construction – DBT  
Daniel Shears – National Health, Safety and Environment Director, GMB  
Rob Miguel - National Safety Advisor, UNITE the Union  
Eleanor Eaton – Chair of Safety Schemes in Procurement (SSIP)

### HSE staff:

Michael Thomas – Head of HSE's Construction Sector – Chair  
Alastair Mitchell – Strategy, Planning and Policy Unit, Construction Sector  
Sue Brandrick – Strategy, Planning and Policy Unit, Construction Sector  
Joseph Mitchell - Strategy, Planning and Policy Unit, Construction Sector  
Tim Beaumont – Asbestos Cluster Lead, Health at Work Branch,  
Ash Patel – Strategy, Planning and Policy Unit, Construction Sector

### **Apologies**

Fergus Harradence – Deputy Director of Infrastructure & Construction – DBT  
Kate Bentley – Training & Assessment Product Development Manager, CITB  
Jacqui Day – Senior HS&E Technical Developer, CITB  
Helena Knight – Managing Director, GHPC Group Ltd - Co-Chair of Supporting Small Employers WG  
Eloise Francis – Director of Innovation, BRE - CCLG  
Henrietta Frater – Head of Health, Safety, Environment & Wellbeing, The Crown Estate – CLC/CONIAC  
Tony Seddon – Managing Director of FASET – Chair of Managing Risk Well WG  
Nick James – Head of Strategy, CITB  
Denver Coulson – Head of Campaigns, Communications Division