



Joint Forum for CDM Co-ordinators in all London Boroughs CDM Regulation 17 – client duty to make H&S File information available.

Monday 1st Sept 08.

NOTES

Attendees:

TfL Surface Transport

Keith Harwood – Streets H&S Manager
Margaret Sackey – Senior H&S Advisor, CDM
Sheik Pahary – CDM-C, H&S Team
Adil Ramdin – CDM-C, H&S Team
Charles Carew – CDM-C H&S Team
Jon Clark – CDM H&S Files, H&S Team
Richard Brown – TfL Centre of Excellence,
London Works Central Register & Advance
Noticing

TfL (Major Projects Business Unit)

Ian Earle – Senior H&S Advisor and CDM Co-
ordinator, MPBU HSEQ Team
Martin Hopkinson

TfL Interchange Programme

Mehrbin Hussain – CDM-C

Crossrail Ltd - Ricahrd Elliot – CDM-C

City Of London - Joe Weiss

Westminster

Ahmed Ashour - West One Team

Camden

Norman Taylor – Eng Manager & CDM-C

Martin Reading. – CDM-C

John Carr

Hackney

John Moriarty – CDM-C

Ugo Ihesiene – CDM-C

Christopher Proctor - CDM-C

Tower Hamlets

Dominic Johnson – H&S & CDM Team Leader

Christine Herbert – H&S Section, Asset Mgt

Lewisham - Mike Payami

Lambeth - Hayden Tuck CDM-C

Hammersmith & Fulham

Mark Horgson, Prangnell Gordon,

Bexley

Nigel Threadgold – Highways Manager

Bromley

Paul Redman - Highways Asset Manager

Garry Warner – Head of Highways Mtce

Mike Dudley – Highways Maintenance

Merton

Mitra Dubet – CDM-C

James Geeson – CDM-C

Kingston Upon Thames

John Bolland - Design, Surveying & Special
Projects Manager

Hounslow

Sonny Pham – CDM-C

Satbir Gill - Highways Asset Manager

Barnet

Voitialiegam Shomugalyam

Haringey

Laurence Pratt

Enfield

Trevor Pennell – Section Manager

Medway Council

Phil Moore - H&S Manager & TSO

Peter Millard – Asst Engineering Manager

Association of Project Safety

Philip Baker – President RFAPS

Callsafe Services

Dave Carr – Managing Director RFAPS

Ai Solutions

David Marlow – Managing Director

Ann Marlow – Director

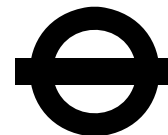
Nick Clay – Technical & Training

CDM2007.org Team

Tony Baker – APS SW Branch & CDM-C

David Jones – CDM-C and Website Manager

Transport for London



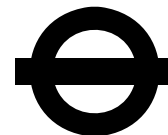
Distribution: All invitees.


Apologies: Ian Hughes & Robert Marsh (City of London), David Yeoell & David Franks (Westminster), Peter Blakes (Camden), Satbir Dhillon – (Hackney), Christine Herbert (**Tower Hamlets**), Nahid Alaei, Alexis Bielich, Wayne Overmeyer & Martin Sachs (Lambeth), Mick Stone & (H & Fulham), **Greenwich, Wandsworth, Royal Borough of K& Chelsea, Waltham Forest**, Cliff Woolnorth (**Redbridge**), **Havering, Barking & Dagenham**, Dave Green (Bexley), **Newham, Croydon, Sutton**, Andrew Darvill (**Richmond Upon Thames**), Satman Sahota (Hounslow), **Hillingdon, Ealing**, Harrow, Hash Patel & Narinder Dhanjal (Brent) and Chris Chrysostomou (Barnet),

Item		Presentation Slides
1.0	<p>Welcome and Introductions Keith Harwood – TfL London Streets H&S Manager welcomed all attendees and after brief housekeeping, highlighted that the focus of the forum was the collation, retention and sharing of H&S File information.</p> <p>The forum sought to generate as much discussion as possible on the co-ordination of H&S file information. Based on experiences of those attending, examples from duty holders actually carrying out this aspect of the role was encouraged from speakers and London Borough representatives in attendance.</p>	
2.0	<p>Presentation on London Works, Central Register & Advance Noticing – by Richard Brown – TfL Centre of Excellence – See presentation attached.</p> <p><u>Questions & Answers</u></p> <p>Q1 – Does London Works flag up known hazards or any other info to enable safe digging? A1 – This type of info is not currently available on London Works. No reason why it shouldn't in the future if required by users.</p> <p>Q2 – Do the layers in London Works change with time over a defined period? A2 – All users are informed of changes in layers and when new layers are added. As with other GIS/drawing software, specific layers are set up by the user.</p> <p>Q3 – How many people at this forum have seen London Works? (RB) A3 – Approx 15</p> <p>Q4 – Is it your wish for all the boroughs to access this system? A4 – Yes. Presentations have been undertaken for all London Borough Streetworks depts. And all are now set up with access. Information is constantly being fed into Central Register from Borough noticing systems. Presentations are underway to utilities and contractors in order to encourage all carrying out work on London Streets to co-ordinate and communicate – similar to duties required under the CDM Regulations. Anyone needing any further information please contact Richard Brown, Central Register Officer - Network Operations Team, Transport for London - Surface Transport - Tel: 020 3054 1008. "Are you a LondonWorks Central Register user? Then log-on to the Londonworksforum.org.uk website for all the latest news and support information</p>	
		Presentation Slides
3.0	<p>Presentation on H & S File Duties on the Client, CDM-C, Designer, Principal Contractor, Contractor - by Philip Baker President of The Association for Project Safety – See presentation attached.</p>	



	<p><u>Questions & Answers</u></p> <p>Q5 – If resurfacing 6 Roads, can these be stored under one file?</p> <p>A5 – The regulations require the health & safety file is maintained for a structure, therefore you need to define the Structure – One road or all 6 roads? Think about how you define a structure for future updates to the H&S file. The TfL presentation will show how TfL have defined structures for the file.</p> <p>Q6 – You said you have concerns about communicating risks only by notes on drawings. What are they?</p> <p>A6 – Drawings have omissions – eg layers not shown, they are not the same as a Risk Register, which captures the safety risk management process. There are also cultural changes and compatibility with of sharing info.</p> <p>Q7 – Is it necessary to get Principal Contractor involved at early stage of design as stated in the regulations.</p> <p>A7 – P.Baker view is that that a competent CDM-C is meant to advise on build ability and so as with a QS who should be able to give a cost/ time estimate for the project, so a CDM-C should be able to advise on build ability and safety implications of construction process.</p>	
<p>4.0</p>	<p>Presentation by TfL Streets H&S CDM Team - Sheik Pahary, Margaret Sackey and Jon Clark. Sharing of H&S file information within TfL depts.- DTO, RNM, RNP, LBSL – attached.</p> <p style="text-align: center;">TfL Surface Transport - Health & Safety File available via</p> <p style="text-align: center;">http://toolkitcs.streetmanagement.org.uk</p> <p style="text-align: center;">For compliance with The Health and Safety at Work etc, Act 1974, The Management of Health and Safety at Work Regulations 1999, The Construction (Design and Management) Regulations 2007.</p> <p><u>Questions & Answers</u></p> <p>Q8 – City of London representative highlighted particular location with residual hazard that needed to be highlighted. Location - Middlesex Road/ Bishopsgate – Leaky toilet roof is under the highway. This location has been hit twice by two different departments in TfL within the same month. Is this hazard available on ToolkitCS?</p> <p>A8 – Details were requested so that H&S Team could ensure this hazard is identified. In addition TfL the highways asset management system would need to be alerted to see how this issue is being captured. TfL's presentation highlighted how improvements with recording and linking the H&S file to asset management systems are currently being progressed in TfL (AIMS and SFM).</p> <p>Q9 – Some residual hazards show regular hazards such as manual handling, but other specific residual hazards such as Lifting of YORK STONE PAVING giving rise to manual handling risks should be highlighted.</p> <p>A9 – Agreed with the comment, but TfL have collated a lot of information from the old format H&S files from 1994 CDM Regulations which contained more mundane hazards. With the new duty on the CDM Co-ordinator to collate the H&S File for the structure, The Streets H&S Team have been refining information received as set out in earlier slides. TfL will seek to pick up this aspect again at the next Joint Boroughs CDM Forum.</p> <p>POST MEETING NOTE</p>	<p style="text-align: center;">Presentation Slides</p>



	<p>Maintenance works on the Transport for London Road Network also generate health & safety file information. The Streets Health & Safety Team are working with network managers and their teams to ensure Health & Safety File information from network activities is fed back into the Health & Safety File. Areas of flooding, environmental hazards, etc are being collated in the South Area. Central and North Areas to follow.</p> <p>Any Boroughs requiring access to the TfL ToolKit H&S File please contact the London Streets H&S Team – details below.</p>	
<p>5.0</p>	<p>Live Demonstration of the Electronic H&S file being developed in the LB of Hounslow - by Satbir Gill.</p>	
<p>6.0</p>	<p>Joined up working - Ai Solutions D.Marlow - MD – slides available at www.aisolutions.co.uk</p> <p>Health & Safety Files Experience – Dave Carr - MD Callsafe Services</p> <p>Most clients have no specific requirements. There should be clear requirements in terms of.....</p> <ul style="list-style-type: none"> ▪ Format, Content, Where kept & Who updates ▪ There is too much reliance on professionals ▪ Contractual requirements does not clearly set out what the client wants for the File – best way to get File information. ▪ Most clients do not update H&S Files. ▪ Clients must know what is in their archives. ▪ Must update file even for minor works. ▪ Most clients have no clear systems in place. 	
<p>7.0</p>	<p>Presentation on WWW.CDM2007.org Development in CDM competency in public services by D. Jones (LB of Bromley).</p> <p>Many candidates are currently undertaking the 30 hour training module including 20 in TfL. Special modules are being completed including proposed module on CDM in Highways Works, the development of which is being co-ordinated through the London Technical Advisors Group (LoTag). Each London Borough will be allocated places for key staff to undertake training to improve overall departmental / team competence.</p>	 CDM2007.ORG.pdf
<p>8.0</p>	<p>Feedback – collated by TfL, London Streets H&S Team – as attached.</p> <p>From the feedback received and the implications for client managers throughout London, it is anticipated that this Joint Forum for London Boroughs will continue to be held in order to develop best practice for the development of relevant and accessible health and safety file information in London.</p> <p>Any comments, thoughts or suggestions for the next Forum are welcome.</p> <p>Please contact Margaret.Sackey@tfl.gov.uk or Health&Safety.Streets@tfl.gov.uk.</p>	