



Record of meeting

Project Name:
DIOHAS

Subject:
Meeting No.66

Present:

Paul Bussey - Scott Brownrigg (Chair)
Andy Jobling - Levitt Bernstein (Sec)
Peter Caplehorn (CIC Chair)
Giles Meredith-HSE

Apologies

Martin Touska - Rolfe Judd
David Sedgefield-
Bob Keenan-Shepard Robson
Philip Willis- HCD
Stuart Barlow-3D Reid
Mike Kirby Chapman Taylor

Distribution:

All Other DIOHAS members
Location:
Scott Brownrigg
Date: 09/3/2011
Time: 1-2pm

No.	Item	Comments/Actions	Who
	Date of Next DIOHAS Meeting	Tuesday 10th May ,8:30am-10am at Scott Brownrigg Offices, 77 Endell St, WC2H 9DZ HSG 168 Presentation-Fermi Fire Ltd	
0	Agenda	Used previous notes as an evolving Agenda.	
1.0	What does DIOHAS bring to the table?	Agenda re-ordered	PB
1.1	The key is Notes & Actions disseminated to members		
1.2	Aims & Objectives - DIOHAS OUTPUTS:-		
a	Design Risk Assessment <ol style="list-style-type: none"> 1. Checklist throughout project:- 2. Simple Risk Register? 3. Traditional Risk Assessment? 4. Notes on Drawings? 5. Risk Management Log+ CDM Reviews Any or all have and could be used depending on individual preferences.	AJ version Simplified version- SB Assessing risks in most suitable way Examples of techniques.-SB AJ	AJ/PB PB PB AJ
b	<ul style="list-style-type: none"> • List of Significant Risks? • Unusual Risks? NOT TRIVIAL ones BUT • No Website case studies? • Limited Dissemination at present? 	Paul to expand database with examples from all architectural and interior design companies. RAG's, 10 Top Tips for Architects, Do's and Don'ts, HSE Links, UWE link Seagulls, Drug resistant superbugs, bird guano, etc	PB
c	PB (or team/committee) to update <ul style="list-style-type: none"> • National Strategy - Do we have this? E-mails & notes sent to a reasonable list. But variable attendance with meetings? Can this be improved eg. Timing, location? 	Mike Stowell -Northern Branch? Video Conferencing of meetings 3 new members .	PB
d	<ul style="list-style-type: none"> • Revealing the Diversity of Solutions - there is not just one solution to most issues. 	Professional judgement on each case	All
e	<ul style="list-style-type: none"> • Andy Jobling - Domain Initiative £ per Company 	£60 Registration of Domain	AJ
f	<ul style="list-style-type: none"> • Every member around the table asked to take on an initiative and report back on it e.g. • SSIP, Giles Meredith issued PAS 91 Report	SSIP-Bob Keenan -reports that many LA's and Govt.Depts are signing up to PAS91 - H&S Statement will be acceptable. Questions relate to Contractors not consultants?	BK
g	<ul style="list-style-type: none"> • CSCS Cards. 	PQP Card now changed to? TBC	BK
h	<ul style="list-style-type: none"> • Tower Cranes-Oversailing issues, how far does the designer have to go? Case Study (CIRIA) 	Need for one? Early decisions influence design of structure.	?
j	<ul style="list-style-type: none"> • What can designers influence at design stages - what can contractors then deal with, and what are the responsibilities of individual tradesmen? 	Paul's Case Studies. "Designers do not need detailed knowledge of construction" ACOP	PB
k	<ul style="list-style-type: none"> • Strategies for identifying hidden Site Constraints/Site Services , etc 	Case Studies, UXB's, Subscan- Clients to be encouraged to provide or design changes or	PB

		costs affected, as well as safety	
l	<ul style="list-style-type: none"> Maintenance Access- How far need a designer go with information at Concept Stage? 	Martin Touska BS WAH issues well developed	MT PB
m	<ul style="list-style-type: none"> Scaffolding Design- NASC- HSG 150 	What does a designer really need to know at Initial Design. Is it necessary? Restraining points and width only?	PB
2.0	DIOHAS Communication to others		
2.1	Members Actions requested		
a.	Website Options	Andy Jobling- pursuing domain www.diohas.org.uk host only nothing yet uploaded (BLD to help)By 28th March What Alternatives exist? DBP SB	AJ/PB
a.1	Information for website	All to send to Andy for uploading	All
b	Industry Guidance Client /Contractor/Designer-link	Astra-Zeneka-Case Studies -Guidance	PB
c	APS	Regional events, website guidance	PB
d	RIBA	Knowledge Communities/CPD	PC/PB
e	HSE	Case Studies ?	GM
g	BK of Sheppard Robson	UCL Part 3 talks on CDM	BK
2.2	Future Positioning of DIOHAS		
a	Do we change? Is there a need or not? What do we do well? Anything? Need for a constitution? Or what else? What is an "Initiative" ?	Constitution? Aims and Objectives adequate Keep doing what we do well. Website crucial.	ALL
b	Is DIOHAS becoming increasingly irrelevant? Are we obsolete? Few new members joining , others retiring.	What can be done to improve membership? Make a valid contribution to the CDM debate. Not just protecting interests. Communication with other groups essential	All
3.0	Mutually Beneficial Discussions & H&S Meetings	All members to advise of other events	
1.	Coniac - Working Group on CDM 2007 DIOHAS comments on too much bureaucracy, information overload, Disconnect in Industry on what CDM really is!	Feedback from HSE/CONIAC Working Group to be reconvened on 11 th May2011 to consider improvements/ rationalisation of ACOP	PB/PC
2.	CONIAC - Steering Group Meeting 13 th July	Open meetingVisitors to apply	PB/PC
3.	Ciria "Catastrophic Events" Steering Group	HSE and CIRIA Reports -Apr 13 th Launch APS Evening CPD at Scott Brownrigg with alastair Gibb of Loughboro.Univ.12 th May	PB
4.	HSE Health Forum -Ian Strudeley 1 st Feb Rose Court 2 nd Meeting - 13 th June- Rose Court-3 rd Meeting	Positioning Paper meeting required 29 th March at Rose Court- What are the key objectives. Kevin Minton Notes?	PB
5.	HSE Dust Forum- meeting in Bootle Feb 2 nd - No representation 27 th May Meeting with HSE at SB	Respiratory issues /CIC representation Dust Case Studies issued to HSE./Option Matrix NBS Specification notes to be produced DONM to be confirmed	PB
6.	HSE Supply Chain Forum 7 th Feb- Next Meeting- Rose Court -11-2:30pm	Diohas presentation submitted as Proportionate & Practicable tailored APS and ICE also represented	PB
7.	RIBA /HSE Ten Top Tips for Architects- MK, Cardiff and Bangor , Exeter, Reading, Crawley Tips revised with HSE and AECOM	Oxford Architects Case-Study and CDM-C and Architects views. DIOHAS views presented as Proportionate & Practicable	PB/PC
8.	BS 8560 Designing for WAH Committee 4 th March 8 th April Next Meeting 20th May	Text production ongoing and drawings now being prepared. CIRIA ,HSE,CWCT cross references with visual figures and diagrams. Target Publish in Nov. 2011 Public consultation Summer 2011	PB/AJ
9.	APS/DIOHAS - Joint meetings held monthly	Astra-Zeneka, -Alliancing and the benefits of Teamworking to H&S. Contractors View - March (Bob Kempton)	PB

		Invasive and Protected Species (April) Catastrophic Events (May). Presentations available on request	
10	Consultants Health & Safety Group (CHSG)	Jan 25 th DIOHAS Mtg- Richard Wilson (Laura Hague abroad) Notes attached Follow up presentation to CHSG would be interesting to set up	PB
11	LU Safety SIG Forums- Feb. 8 th 2011	Ongoing meetings- Rail Case Studies issued to LUL & Tubelines LUL Design at DBP Forum	PB
12	LU Safety SIG Forums- Mar 7 th 2011	Rail Case Studies with LUL & Tubelines Designers guide to references	PB
13	IOSH Meetings at Olympic Delivery Park 15 th Feb Building On, Closing Out	H&S Management issues rather than Designer issues. H&S File . Is this part of the O&M's or Vice Versa? Need for DIOHAS to meet with IOSH again	PB
14	Design Best Practice/ Astra-Zeneca Meeting Mon. 28 th March at Alderley Edge, Macclesfield- H&S Groups Networking Day Working Group Mtg.at SB 19 th April Next meeting - Web/VC/Telephone conferencing 10-11am 7 th June 2011	DIOHAS Committee members invited . Notes issued to all parties. Objectives to join up a Disconnected Industry with respect to "Buildability- Constructability, Usability, Maintainability"	PB,AJ MT,PC
15	APS Autumn Conference in London- 8 th Sept- Southbank	APS London /DIOHAS could assist with Exhibition ?	??
16	North West Contractors H&S Group- Bob Scott (LOR)	Meeting being convened with DIOHAS since no equivalent in North/West region.	PB
17	Mott McDonald- Risk Management H&S Conference- 17 th May -Oxford		PB
18	Access Industry Forum -NEC Birmingham 17 th May	PC & PB to represent RIBA & DIOHAS (PB unable to attend due to above)	PC
4.0	Current Benefits /Involvement/ Representation		
	1. CONIAC - Main Committee and Working Group Rep plus other Forum groups 2. BS 8560 WAH - Chairman 3. APS London Branch - Committee Member/Vice-Chair 4. CIC Chairman - 5. RIBA H&S Representative 6. RIBA & APS - CPD providers. National or regional 7. CIRIA - Catastrophic Events 8. Squared Circle DVD's 9. Other Institutions ICE, IStructE, ACE, CCG,CH&SG 10. HSE -WWT's, Dust, Blocks, Plasterboard, Slips & Trips, Supply Chain, Health Forum WG 11. LUL Safety SIG 12. DBP- Buildability Forum and Website	Peter Caplehorn Paul Bussey Paul Bussey Peter Caplehorn Peter Caplehorn Paul Bussey Paul Bussey/Philip Willis Peter Caplehorn Various Paul Bussey Paul Bussey Paul Bussey DIOHAS/Peter Caplehorn RIBA	PC/PB PB PB PC PC PC/PB PW/PB PC/BK PB/AJ Misc PB PB PB/PC
5.0	As a Designers H&S Group- we need to :-		
5.1	Represent designers but primarily architectural , interiors and surveying companies . Engineers concerns are far more specific to structural issues.	Further Joint discussions with ICE, IStructE, ACE, IOSH, CH&SG to be set up.	PB
5.2	Sit on National and Regional "legislation writing committees"	Eg. BS 8560 Committee Design for WAH	All
5.3	Liaise with CDM-C's and other dutyholders for mutual understanding not dispute	Further Joint CPD meetings with APS to be arranged?	PB
5.4	Liaise with other designers and dutyholders , committees	APS Council presence possible	PB/PC
5.5	Need to up our profile further	To discuss. More members to get involved. In a small way. Volunteers to be asked.	All
5.6	Do we need a website or an area on another organisation's eg. APS, Astra-Zeneca, RIBA	AJ to update on progress	PB
5.7	Need to up our Agenda	This is evolving as above	All
5.8	Need to produce more useful output and not just be a talking shop.	Website development crucial to this or sharing another suitable organisations?	All
6.0	Future Proposals -	Post Meeting Note of Issues not raised	

6.1	Meeting Times are inefficient use of the day ie.11-1pm? Can 12-2pm , or 4:30 -6pm at Wren Offices be considered. Less travelling and better use of time pre- or post Wren Forum. HSE now London not Bootle.	Late pm. November meeting worked well January meeting at 3:30-5:30pm being trialled. Allows good use of day and proper feedback to WREN Forum next day. Reasonable attendance 8:30-10am trialled for May 10th Scott Brownrigg to host for best use of IT and other resources (no lunches required)	All
6.2	APS have a Designers Register. Could we discuss ways of affiliating for mutual benefit?	All members to consider value/benefits?	All
6.3	DIOHAS Committee structure with other roles and portfolios to report into the meeting and then the Forum.	Roles to be allocated at future meetings	All
6.4	All representatives to present how they deal with CDM compliance workshops/design/methodology in their offices for mutual benefit and discussion.	Future meeting to be convened.	All
6.5	RIBA/ HSE Research Project- Sheffield Univ. Giles Meredith coordinating	Reporting Jan 2011. Delayed to April 2011. Teaching Risk Concepts to students of Architecture. Symposium Jan 27 th -ask HSE for report "Constructioarium" -vital reality sessions. James Ritchie(APS) Leo Hare (Sheffield Uni)	GM
6.6	APS RIBA Student Awards 2011	Possible exhibition at Scott Brownrigg subject to receiving images from APS . Analysis of concepts?	PB
6.7	HSG 168- Timber Frame Construction, Fire Safety	Paul Scott (Fermi Fire Consultants) to attend next meeting 10 th May at Scott Brownrigg	ALL Note
7.0	Special Interest Speaker and A.O.B		
7.1	Additional contacts -Ilene Slater -Paul Davies Assocs.	Plus new attendees Data base to be updated	AJ
7.2	Wren Forum- Timber framed construction and fire issues. Kier Design Stage Fire Risk Assessment document	HSE - HSG 168. Report released. Trada and other vociferous responses (BK etc) How far can designers help? Needs discussion at future meetings.	AJ, BK, PB, PC
7.3	Oxford Architects Fine	Review of lessons learnt RIBA CPD to include via HSE links .PB has slides available if required	PB/GM
7.4	Institution of Interior Designers	Diversity of CDM interest. Many ABE members. PB/AJ to approach contacts?	?