

## UKOPA Infringement Working Group

### Minutes of the 2<sup>nd</sup> Meeting – held at NGT Hinckley 12<sup>th</sup> April 2005

#### 1. Attendance and Apologies

Present:	Danielle Willett Mike Thomson Guy M Hemsley Jim Stancliffe Mark A Harrison (Chairman)	National Grid Transco BP Innovene BPA/Linewatch HSE Huntsman Petrochemicals
Apologies:	Tony Gillard	Shell UK

#### 2. Minutes of Meeting 24<sup>th</sup> January 2005

All actions from the previous meeting were covered in the agenda.

#### 3. UKOPA infringement database update

The meeting of 24<sup>th</sup> Jan 2005 concluded a possible future development to the infringement database would be to record whether the work concerned had been pre-notified to the pipeline operator. Such data could provide a useful indication of

- the awareness of the third party and his buried service search systems
- the effectiveness of the pipeline operator's communication process
- the third party's compliance with the pipeline operator's guidance

Action: MAH to raise with UKOPA members at the next Association meeting (18/19 May 05)

The meeting also agreed that an annual report should be published, with appropriate regard for confidentiality, via the UKOPA website

Action: MAH to agree process with UKOPA and issue subsequent to the May 2005 UKOPA meeting

DW reported that NGT are in the process of updating their SRP records for Q1 2005, but personnel changes have delayed this work. NGT are considering whether to use Advantica support.

#### 4. Infringement Seminar

The meeting discussed the previously raised proposal for a UKOPA sponsored 'Infringement Seminar' to raise the profile of the group, it's agenda and the role of excavators in pipeline safety.

Ideas considered for the seminar :-

- Utilise the experience of those third parties already contacted as a result of the infringement database work, so they can share their resulting improvement processes (examples such as United Utilities and Marconi/Barhale)

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- Invite a representative from Fluxsys to share details of the Ghislenghein incident
- Use construction sector convention/conference/exhibition as a piggyback opportunity – such as Stoneleigh meeting in 2006 (although BPA haven't found this very productive)
- Use agricultural sector exhibition as a piggyback opportunity – such as Royal Agricultural Show at Stoneleigh (again BPA haven't found this very productive)
- Perhaps better to target the lowest hanging fruit – target the top ten, get their seniors along, plus their contractors

In the subsequent discussion, the last point was agreed to be the best proposal, using the learning from the database to address those at most risk of damaging pipelines. In this way, the seminar would then be able to focus on the involvement of the key infringers, rather than pitching the agenda to try and attract a wider audience.

As to venue(s) – the meeting considered if the seminar would be better organised as a one or two centre activity. After some discussion, it was concluded that two sessions, one based on a London/SE/Midlands venue (such as Milton Keynes) and one based on a Northern England/Scotland venue (such as Carlisle).

As to agenda – the meeting developed the following proposal:

- Introduction to UKOPA and the infringement working group (PW Brown)
- The UKOPA infringement database (MAH)
- HSE perspective on 3<sup>rd</sup> party damage (Steve Wing?)
- Ghislenghein Incident (Fluxsys rep)
- Gravelley Hill Incident (Fulcrum rep)
- Improvement in excavation controls near pipelines United Utilities or Barhale rep)
- Open session – what do we need to do/what do utilities and contractors need from us to do a safe job?

Action: MAH to (a) draft an agenda, (b) a suggested date and (c) a list of invitee companies and organisations, to which the working group members can add specific names

Action: MAH/DW to follow-up with a letter and phone call process to establish interest and format/date

Action: DW to approach Fluxsys (or a suitable representative) to consider making the Ghislenghein presentation

JS indicated that at the end of HSE's current inspection project for 2005, they would expect to do something similar to, but independent of the proposed UKOPA seminar. This would be expected to complement and reinforce the UKOPA process.

## 5. Update on Linewatch/BT contacts

Responding to his action from the January meeting to provide an update of outcomes of discussions between BPA/Linewatch and BT (Ellis Catterall) following previous infringements, GH expressed his disappointment at having to report a further BT related incident at Feltham on 28<sup>th</sup> February 2005. GMH described the incident involving Barhale Construction, working for Marconi/BT.

In the resulting follow-up to the incident, Barhale have produced report for BPA. BPA have observed a major shake-up within BT, Marconi and Barhale, which it is hoped BT will roll-out with its other contractors. Unfortunately, since this event, Esso have also suffered an infringement involving Fujitsu working for BT.

Action: GMH to e-mail a copy of the Barhale incident to members

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Responding to his action from the previous meeting to seek an opportunity for an Infringement Database input to a future BT national safety forum meeting, GMH noted that the next meeting is planned for May 10<sup>th</sup> at the Enterprise Depot in Leyland) and Ellis Catterall would welcome an input.

Action: MAH to consider attending the May 10<sup>th</sup> meeting

GMH highlighted that BT gave very strong message to their January 2005 safety forum regarding the performance of their contractors/subs. It is clear, however, that BT still have work to progress development of a buried service database.

### 6. Update on NGT contact with construction industry

Responding to her action from the January meeting to report on progress with NGT working to improve understanding and awareness of pipeline furniture (field and aerial markers) within the construction industry, DW reported that in January 2004 CITB implemented a scheme for CSCS (competency/skill) cards. This scheme was a cause of concern for NGT, however, since possession of the card didn't mean that personnel would have the skills required for work on their sites.

Subsequently, NGT offered mutual recognition of CSCS card subject if some amendments could be made, but this offer was not taken up by CITB. The main reason for this impasse seems to be that CITB courses and activities only see pipeline issues as a small part of their activity).

Action: DW to ask S McGoldrick (NGT) for input at next meeting on this issue

MT noted that BP have some links to CITB inspired training in Scotland which may be of use.

Action: MT will to provide materials on this training at the next meeting

### 7. Communications matrix

In response to MAH's action to draft communications matrix for members to complete for review at next meeting, DW circulated a draft she had prepared previously. In the subsequent discussion, it was agreed that the matrix should be circulated amongst UKOPA members for completion.

Action: MAH to circulate via Phill Jones (UKOPA Secretary)

MT circulated copies of communication and awareness items arising from the infringement workshop, for discussion with the members.

JS reported that as a result of the initial results from the UKOPA infringement database, the HSE had already made contact with United Utilities and BT. With the HSE currently developing the forward inspection programme and themes for the Gas & Pipelines Unit, their inspection programme could benefit from the working group identifying a 'top 50' infringers list, possibly including landowners. The latter might provide an opportunity to integrate follow-up with the HSE's Agricultural sector team.

### 8. Update on discussions with United Utilities

MAH reported on a meeting held on 7<sup>th</sup> April at United Utilities, involving Huntsman, Shell and NGT. The meeting was the second held by United Utilities in response to HSE follow-up to United Utilities' presence in the Infringement Database 'top ten'.

At the meeting, United Utilities shared the latest draft of their new procedure for control of excavation works in the vicinity of hazardous pipelines. The response by United Utilities has been very encouraging, and subject to a successful period of operation could provide a very useful model for other 'multi-utility' companies and other third parties.

## 9. Update on HSE activities

From the January meeting, JS had an action to circulate a list of construction industry contacts and associations (derived from the HSE's construction safety team), as a valuable resource for the working group. JS reported that thus far he had managed to obtain a list containing approx 50% of contacts. Whilst work continues to complete the listing, he noted that it may be slowed by roll-out of working at height regulations.

In discussion, JS noted his interest in understanding our experience on notification timescales – what do operators typically see (average) and what is the shortest. UKOPA members should consider developing this information so that it can be fed into discussions with construction sector team.

JS provided an update on HSE strategy which contains a strong emphasis on Regulation 15 ('thou shalt not damage pipelines').

Action: JS to circulate a copy of his presentation to members

JS reported that HSE have PSA (Public Service Agreement) targets, creating a drive to reduce dangerous occurrences and to focus on major hazards – hence focus on MAHPs. This has shaped the HSE Gas & Pipelines Unit's inspection project. The UKOPA infringement database has provided list of worst offenders for this project, with a targets for HSE Inspectors to visit the HQs of key infringers, ensuring the responsible H&S managers are aware the activities of their companies are under scrutiny.

JS noted that he is looking to make an input via Utility Week. He proposed that this could be an HSE or UKOPA owned article. A subsequent discussion agreed this would be owned by UKOPA.

Action: JS to draft an article and circulate to members for comment

Responding to previous discussions on the potential involvement of the HSE's construction sector team in the activities of the working group, JS wants to wait until they are available and then contact us to find out works next to MAHPs at the time which can be inspected. Aim is to push this hard, with Improvement Notices as necessary, before implementation of Working at Heights Regulations workload rises from October.

At the end of the current period of the Gas & Pipelines Unit's inspection project, JS proposes to organise a review meeting with the top ten infringers and relevant UKOPA involvement. This meeting will review learning and actions arising.

JS asked the working group members (and hence UKOPA) to highlight any opportunities which UKOPA members identify where an HSE input would be valuable.

## 10. Common UKOPA safety information DVD

Following reviews of the NGT (SSW22) DVD presentation at the January meeting, and BP's report that they were also updating their awareness presentation on DVD, the meeting viewed the Linewatch DVD.

The subsequent discussion once again highlighted the potential for common communication materials such as a DVD, although it was acknowledged that this would require some compromise. The material would identify the basics and focus on 'don't dig our pipelines up'. It was agreed that this proposal should be explored further.

Action: MAH to raise proposal at next UKOPA meeting

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The meeting also discussed the merits of updating the UKOPA website to include an upfront excavation safety section ('are you digging a hole?'), with the potential to assess effect via measurement of the 'hit' rate from searches

Action: MAH to raise proposal at next UKOPA meeting

### 11. Date and agenda for next meeting

Next meeting to be held on Thurs 7<sup>th</sup> July 2005 at HSE's Offices, Glossop Rd, Sheffield

### 12. AOB

DW reported that NGT are working with Advantica to study the issues regarding wind turbine construction adjacent to pipelines. N Jackson will discuss at next UKOPA meeting, and NGT trying to publish in UK Wind Power journal

DW also reported that NGT are developing a plant protection awareness course (when working in vicinity of buried HP pipelines) – i.e. making them all aware of SSW22 materials, site management, response to pipeline damage, etc. Limited to NGT personnel in the first instance.