

UKOPA Infringement Working Group

Minutes of the 3rd Meeting – held at HSE Sheffield 7th July 2005

1. Attendance and Apologies

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

2. Minutes of Meeting 12th April 2005

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

3. UKOPA infringement database update

At the UKOPA meeting on 18th/19th May, MAH raised the proposal for a development of the infringement database to record whether work has been pre-notified to the pipeline operator. This proposal was supported, as was a proposal to publish an annual infringement database report, with appropriate regard for confidentiality, via the UKOPA website.

Action: MAH to draft annual infringement report for 2004 and circulate to working group members

Action: MAH to progress creation of 'excavation safety' section within UKOPA website

MAH had recently received NGT records for Q1 2005. The current database output was reviewed, showing the inclusion of the 'work pre-notified?' field for completion on addition of future records.

4. Infringement Seminar

Further to the discussion at the previous meeting for a UKOPA sponsored 'Infringement Seminar' to raise the profile of the group, its agenda and the role of excavators in pipeline safety. Subsequent to the meeting, JS had been in contact with NGT regarding an extension of a series of 'plant protection' seminars that NGT had run successfully in 2004. JS suggested there was an opportunity to combine NGT's and UKOPA's plans into a single event, with appropriate HSE support.

MAH went on to describe the outcomes of discussions that had taken place between JS, DW and MAH representing the UKOPA Infringement Working Group and Andrew McKelvey and Jessica Richardson representing NGT's Construction Group. The discussions had agreed in principle the format and main attendees at such an event. MAH noted that such an event would meet a number of the aims which had previously been identified:

- 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)
- Invite a representative from Fluxsys to share details of the Ghislenghein incident

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- Perhaps better to target the lowest hanging fruit – target the top ten, get their seniors along, plus their contractors

Details of the proposed event were circulated separately. Invited attendees would include the 'top ten' identified from the UKOPA infringement database. The Working Group supported the proposals and their further detailed development.

GMH noted an offer from Peter Davis to deliver paper at the Infringement Seminar. MAH agreed to communicate this offer to the next meeting of the 'seminar steering team'.

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 28th 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 it's other contractors. Unfortunately, since this event, Esso have also suffered an infringement involving Fujitsu working for BT.

Reporting on his actions from the previous meeting, GMH confirmed that he had circulated a copy of the Barhale incident report to members. A discussion on the outcomes and learning followed. GMH noted that a new permit-to-work system instigated following the incident appears to be working, combined with the use of Linesearch. Hence there appears to have been a good response following the investigation outcomes.

JS made a request for any operators experiencing such problems to inform HSE, so appropriate follow-up can be made.

Commenting on his previous action to seek an opportunity for an Infringement Database input to a future BT national safety forum meeting, GMH noted that the next meeting was scheduled for July 13th. Since a UKOPA representative was not available for this date, GMH agreed to keep in contact with Ellis Catterall regarding dates for following meetings, so UKOPA input can be anticipated

6. Update on NGT contact with construction industry

DW reported on her action to ask S McGoldrick (NGT Construction) for input at next meeting on this issue. NGT are still progressing this (with CITB and EU Skills) and DW will report any progress in future.

Action: DW to report on progress when available

MT was not present to comment on his action, which will be carried forward to the next meeting.

Action: MT will to provide materials on CITB inspired training in Scotland at the next meeting

7. Utility Week Article

JS had circulated a draft article for 'Utility Week' magazine prior to the meeting. The article and comments received were reviewed and approved during the meeting. The working group members thanked JS for his work on their behalf. JS expected the article to be published at the end of July.

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8. Communications matrix

DW circulated an updated matrix for comment. Further UKOPA member input is required and will be followed up with UKOPA members.

Action: MAH to contact Phill Jones (UKOPA Secretary) and request a reminder be sent to UKOPA members

9. Update on HSE activities

JS reported that the HSE have nearly finished talking to top-ten infringers. Overall there has been a very good response with last two visits planned in the fortnight following the meeting. The HSE had received some feedback on need for quality information from client commissioning work – and consequent emphasis by HSE that excavators can and must challenge information provided – CDM doesn't absolve them of this duty. Good feedback received by HSE on changes made by NGT with their alliance partners.

The inspection phase of the project is planned for Sept/Oct – JS again reinforced his request for notification of any works which could be built into the inspection programme.

HSE are planning to contact the Belgian regulator in the near future to discuss their learning from Fluxsys incident (managing the outcomes/investigation, reputation issues, etc.)

10. Common UKOPA safety information DVD

In response to his action from last meeting to raise a proposal for a common UKOPA excavation safety DVD with the UKOPA membership was agreed that this proposal should be explored further, recognising that a common safety information video/DVD could have significant value

There was therefore agreement within the Infringement Working Group that a nominee (via UKOPA) could work to take the best of existing company's DVDs and make a composite UKOPA/Linewatch/HSE presentation, which each company could then use as the standard intro/body of their DVD, with contact details and company specifics added as appropriate.

Action: MAH to seek a nominee at the next UKOPA meeting

11. Date and agenda for next meeting

Next meeting to be held at 1030hrs on Thurs 20th October 2005 at Shell's Stanlow Site