

Health & Safety Action Plan

Working Document, updated September 2002

ACTION 1	
Describe the problem you are going to tackle	Improve architects' compliance with Regulation 13 (requirements on designer) of the CDM Regulations.
Describe the action you are going to take to solve the problem	<ul style="list-style-type: none"> ▪ Use all available media to provide up-to-date information on, and continually promote the importance of, H&S awareness to members ▪ Maintain regular contact with RIBA Practice Department Advisers on CDM & Safety and Legislation & Standards ▪ Help members with enquiries and encourage contact with Specialist Practice Consultants for detailed advice on H&S, Fire and Building Regulations issues. ▪ Produce and regularly update 'RIBAGuide' (website information pages providing guidance for members) on H&S. ▪ Add H&S procedures to existing Quality Management toolkit, to be made available on website. ▪ Include regular articles on H&S issues in 'Practice Pages' of RIBA Journal (produced by Practice department). ▪ Revise and update RIBA Information Centre H&S information sheet giving references to publications, addresses of useful websites and other sources of information.
How will you decide if you have been successful?	<ul style="list-style-type: none"> ▪ Feedback from members ▪ Feedback from clients ▪ Increased evidence of H&S certification among members.
How will you communicate what you are doing to your membership/work force?	<ul style="list-style-type: none"> ▪ RIBA website www.architecture.com ▪ RIBANet Conference (intranet) to all members and staff. ▪ Practice Department and Information Centre response to member enquiries. ▪ Reports to relevant CIC committees
How will you communicate what you are doing to other firms or organisations that may find it useful?	<ul style="list-style-type: none"> ▪ Share information regularly with other CIC member organisations. ▪ Promote H&S policies through regular articles in RIBA Journal.
When do you expect to complete this work?	<ul style="list-style-type: none"> ▪ Ongoing.

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ACTION 2	
Describe the problem you are going to tackle	Ensure that as part of their Continuing Professional Development architects are fully aware of their H&S responsibilities, particularly in relation to the CDM Regulations.
Describe the action you are going to take to solve the problem	<ul style="list-style-type: none"> ▪ All CPD Network Providers are required to address this issue in seminars or handouts as it relates to the manufacture and installation of their product area - or their material will not be approved. ▪ Provide H&S-themed CPD day at RIBA headquarters. ▪ Provide regularly updated H&S seminars. ▪ Produce and regularly update RIBA H&S leaflet for CPD providers to help them integrate H&S issues into seminars. ▪ Provide integrated legislation seminars in agreement with Construction Industry Training Board (CITB). ▪ Further future agreements with CITB.
How will you decide if you have been successful?	<ul style="list-style-type: none"> ▪ Monitor programmes of our CPD Providers Network.
How will you communicate what you are doing to your membership/work force?	<ul style="list-style-type: none"> ▪ RIBA website www.architecture.com ▪ RIBANet Conference (intranet) to all members and staff. ▪ Via CPD department response to member enquiries. ▪ Through regular articles in RIBA Journal.
How will you communicate what you are doing to other firms or organisations that may find it useful?	<ul style="list-style-type: none"> ▪ Share information regularly with other CIC member organisations. ▪ Promote H&S policies in RIBA Journal
When do you expect to complete this work?	<ul style="list-style-type: none"> ▪ Ongoing

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ACTION 3	
Describe the problem you are going to tackle	To make more explicit the H&S content in architectural education.
Describe the action you are going to take to solve the problem	<ul style="list-style-type: none"> ▪ RIBA Criteria for Validation at Parts 1 & 2 now require that H&S content is explicit & firmly integrated with design projects. ▪ Develop students' awareness of access and disability issues and ensure that this awareness is demonstrated in design projects. ▪ Audit undertaken by the RIBA of current level of H&S teaching confirms findings of other recent reports, i.e. provision is patchy, delivery dependent on expertise in staff & availability of resourcing in already overstretched departments. ▪ RIBA circulated HSE report to all schools & has requested confirmation of their intended action in implementing the recommendations for academia. ▪ H&S briefing for nominated teachers from all schools of architecture took place in March 2002. ▪ RIBA Education Committee endorsed the spirit of the CIC H&S action plan in June but agreed that the detailed recommendations did not acknowledge the project-based approach of architectural education, or the scale of impact of individual professions in the construction industry. The Committee agreed that the recommendations should be advisory and the RIBA should work with schools to promote and publish best practice in H&S teaching. ▪ Special Interest Group on H&S Teaching and Learning in Architectural Education has been funded by the Centre for Education in the Built Environment with the specific remit to develop and case-study-based teaching materials on health and safety issues relevant to the architecture curriculum. It is a key element of the group's work to involve academics from the various schools of architecture in this process and to disseminate the outcomes to all schools.
How will you decide if you have been successful?	<ul style="list-style-type: none"> ▪ Monitor students' performance in Part 1 and 2 examinations. ▪ Monitor course content in validated schools of architecture.

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ACTION 3 (continued)	
How will you communicate what you are doing to your membership/work force?	<ul style="list-style-type: none"> ▪ Posting initiatives by Education department on RIBANet Conference (intranet). ▪ Education department response to student and school enquiries. ▪ Publish revised RIBA 'Criteria for Validation' ▪ RIBA website www.architecture.com
How will you communicate what you are doing to other firms or organisations that may find it useful?	<ul style="list-style-type: none"> ▪ Share information regularly with other CIC member organisations and with Architects Registration Board (ARB).
When do you expect to complete this work?	<ul style="list-style-type: none"> ▪ Special Interest Group on H&S Teaching and Learning in Architectural Education: funding runs until the end of 2002 and first materials are beginning to emerge from the group.

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ACTION 4	
Describe the problem you are going to tackle	Lack of design and construction integration in the construction industry
Describe the action you are going to take to solve the problem	<ul style="list-style-type: none"> ▪ Prepare and issue guidelines to all members, building on the strong Project Management, Risk Assessment and Integration approach of current government Procurement Guidelines (and recent NAO report <i>Modernising Construction</i>). ▪ Include references in guidelines to 'Building Down Barriers' toolkit from former DETR to allow this toolkit the widest possible audience; implementation of these tools has potential benefit of 'risk evaporation' by means of managed teamwork from outset of project. ▪ Implement effective Procurement and Project Management strategies in a holistic manner to achieve a culture change in H&S management.
How will you decide if you have been successful?	<ul style="list-style-type: none"> ▪ Feedback from RIBA members via committees/council. ▪ Statistical monitoring of procurement methods recommended and used by RIBA members.
How will you communicate what you are doing to your membership/work force?	<ul style="list-style-type: none"> ▪ Disseminate via electronic and print media to members. ▪ Publish guidelines on procurement policy. ▪ Publish reports on RIBA website www.architecture.com ▪ Prepare reports for architectural press.
How will you communicate what you are doing to other firms or organisations that may find it useful?	<ul style="list-style-type: none"> ▪ Share information regularly with other CIC member organisations and with Architects Registration Board (ARB). ▪ Prepare reports for publication in broader press.
When do you expect to complete this work?	<ul style="list-style-type: none"> ▪ This work towards achieving a culture shift is ongoing.

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ACTION 5	
Describe the problem you are going to tackle	Lack of full use of Risk Management in the construction industry
Describe the action you are going to take to solve the problem	<ul style="list-style-type: none"> ▪ Publish Guidelines for members outlining the importance of the integration of H&S risk management with generic risk management
How will you decide if you have been successful?	<ul style="list-style-type: none"> ▪ Feedback from RIBA members via committees/council ▪ Statistical monitoring of use of risk management techniques
How will you communicate what you are doing to your membership/work force?	<ul style="list-style-type: none"> ▪ Disseminate to members via electronic and print media ▪ Publish guidelines ▪ Publish reports on RIBA website, www.architecture.com ▪ Prepare reports for publication in architectural press
How will you communicate what you are doing to other firms or organisations that may find it useful?	<ul style="list-style-type: none"> ▪ Share information regularly with other CIC member organisations and with Architects Registration Board (ARB). ▪ Prepare reports for publication in broader press
When do you expect to complete this work?	<ul style="list-style-type: none"> ▪ Ongoing

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ACTION 6	
Describe the problem you are going to tackle	High incidence of injury and death on construction sites, declining standards of workmanship, decline in craft skills
Describe the action you are going to take to solve the problem	<ul style="list-style-type: none"> ▪ Liaise with CIC in giving full support to the Construction Skills Certification Scheme (CSCS), particularly in relation to H&S. ▪ Prepare statement of support for CSCS, to be done jointly with CIC and to include message of support from RIBA President Paul Hyett. ▪ Write to NBS (National Building Specification Ltd) asking if the preliminaries of NBS documents could include the stipulation that all site personnel should have CSCS accreditation. ▪ RIBA Education department to consider whether CSCS registration might be added to requirements on students of architecture. ▪ Education department to consider incorporating CSCS requirements into one of the existing three parts of architectural education; most likely part 2 as post-part 2 students generally go on site. ▪ RIBA Membership department to consider whether membership of CSCS scheme might become a requirement on all members.
How will you decide if you have been successful?	<ul style="list-style-type: none"> ▪ Feedback from RIBA members via committees/council. ▪ Statistical monitoring of CSCS registration amongst site personnel.
How will you communicate what you are doing to your membership/work force?	<ul style="list-style-type: none"> ▪ Publicise the scheme to members via electronic and print media, including a link to the CSCS website. ▪ Ensure all RIBA Regions are kept informed about the scheme. ▪ Publish an electronic RIBAGuide for members outlining the importance of the integration of Health and Safety risk management with generic risk management.
How will you communicate what you are doing to other firms or organisations that may find it useful?	<ul style="list-style-type: none"> ▪ Share information regularly with other CIC member organisations and with Architects Registration Board (ARB). ▪ Prepare reports for publication in broader press
When do you expect to complete this work?	<ul style="list-style-type: none"> ▪ Establishment of an electronic RIBAGuide in line with above by end 2001