**Principal Designer Working Group - Terms of Reference**

**Objectives**

* To proactively support the delivery of Highways England **Home, Safe and Well** initiative.
* To improve the health, safety and welfare aspects of designs produced by all those undertaking design, and related decision-making, including behavioural change
* To provide guidance to the supply chain based on best practice and lessons learnt from on-going design work
* To provide input from a principal designer role perspective to complimentary health, safety and welfare groups.
* To develop consistent design health, safety and welfare approaches across all aspects of the sector to drive improvements in construction, use, maintenance and operation, of the strategic road network, including dismantling and decommissioning of structures.

**Action Plan**

* Support Highways England design documentation updates
	+ Interim Advice Notes
	+ PCF products
	+ DMRB update etc
* Support Highways England Health, Safety and Welfare documentation updates
	+ Raising the Bar
	+ Good practice toolkit
* Identify key designer actions within the 5-year plan and **Home, Safe and Well** initiative and provide direct support to Action owners
* Report examples of good practice and share these with the wider community
* Develop consistent design delivery processes – e.g. similar to Network Rail requirements, particularly to support a Common Data Environment for BIM
* Develop cross-industry links for continuous improvement e.g. rail, nuclear, water etc

**Proposed Outputs for 2019**

|  | **Task** | **Lead** | **Support** | **Target date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1.0 | Whole Life Design Sub Group | Andrew Finch | Pav SinghSimon WilkinsonTim Goddard | Ongoing | Arrange quarterly meetings and agree key target areas with HE, which feedback to PDWG main meetings for sharing with the wider community* AF to confirm dates
 |
| 2.0 | Design Change Process | Tim Goddard | Doug Potter | Ongoing | Work with H&S Hub and Lot 1 Contractors to improve capture of H&S issues resulting from poor design, highlighted by Safety Alerts, near misses, lessons learned etc and share with the wider highways community |
| 3.0 | Form Statutory Services Sub Group | Liz Brathwaite? | TBCMark LamportSES rep (via Richard Lowry)  | ASAP | Support HE initiatives to improve the management of Statutory Undertakers equipment on the network and during delivery of works.  |
| 4.0 | Improve the process of Risk Management  | Pav Singh | Chris Wearne | Jan 19 | Use of Lean techniques to improve the process of Risk Management across the Highways Sector. – RMP discussed at January 2019 meeting – PS to provide outputs |
| 5.0 | Encourage Innovation across the Highways Sector | TBC | TBC | TBC | RW to confirm Aspirations |
| 6.0 | Assist Highways England Health and Safety Initiatives * Home, Safe and Well
* IAN 105 update
* RTB 26 update
 | TBC | Ian Scott? | TBC | RW to confirm Aspirations |
| 7.0 | Develop cross-industry links for continuous improvement | Tim Goddard | TBC | Ongoing | NR and TWF now attending PDWG |
| 8.0 | HUB website - PDWG webpage to be part of upgrade | Dave Avery | Nicola Knowles | Spring 2019 | Hub site revamp underway |

**Achievements in 2018**

|  | **Task** | **Lead** | **Support** | **Target date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1.0 | Support HE in revision of IAN105 – Implementation of CDM regulations 2015 | Mark Lamport | All | October 2018 | Report issued to Jeremy Bird Sept 17.SMS developed with HE H&S Team – presentation given by HE to PDWG on 18th May 18 – Draft documents issued Oct 18 for review |
| 2.0 | Lead revision of Raising the Bar 26 – Whole Life Designing for Safety(5 Year Plan - Action 58) | Paul Brown / Doug Potter | Pav SinghTim GoddardSimon WilkinsonMalcolm ShawDave Garton | Summer 2018 | Update issued to RtB product owner. Meeting held June 18 to provide 2nd draft update to Lucy Wickham. Feedback provided to PDWG. Draft issued for comment Oct 2018-  |
| 3.0 | Input to review of IAN182- Major Scheme – Handover into maintenance and operation | Doug Potter | Paul BrownTim GoddardAndrew FinchDavid OlorenshawHarry ParnellDavid OwensStuart Cummins | Spring 2018 | PDWG 2nd draft comments provided. Document updated to CDM 2015, BIM and latest standards. IAN 182/14a issued February 2018  |
| 4.0 | Input to reviews of IAN63 – Asbestos Management(Ref.GD05, CIRIA guidance etc.) | Pav Singh / Leventia Stoia (HE) | Pav SinghDave AveryBob FoxNick MartinAndrew WaltersBen Sadka | Ongoing | LS provided update to PDWG Dec 17 – issues taken back to DMRB update team through Jeremy Bird |
| 5.0 | Undertake review of PCF documentation with respect to compliance with CDM 2015 and make recommendations for amendment / improvement. | Paul Brown | Tim GoddardRob ButcherAndrew FinchDave GartonSimon WilkinsonDoug Potter | Autumn 2018 | Proposals provided to improve PCF products for delivery of H&S / CDM 2015 – MRSS, H&S File etcPCF documents to be updated in line with item 1.0 |
| 6.0 | Whole Life Design Sub-group Develop and implement process for collating and sharing good design practice – developing consistency in design processes | Andrew FinchTim Goddard – (Design Change Lead) | Pav SinghSimon WilkinsonDave Garton | Ongoing | Sub-group set upDesign Change Process introduced to capture design changes arising from Safety Alerts, Near Misses and Lessons Learned and shared with all Lot 1 Consultants and Contractors.Regular meetings occurring |
| 7.0 | H&S File consistency – liaison with Jeremy Bird’s HE Group to better define contents | Doug Potter | Mark LamportPaul Brown | April 18 | Closed – Linked to 1 Report provided to Jeremy Bird and linked to AIG H&S File Format report. PDWG team attended SMP Quality Team H&S File Format Workshop (April 18). PDWG proposals to be adopted and links to SMS with suggested improved links with ADMM which embeds a H&S File Format |
| 8.0 | Review forward programme of planned revisions to Health, Safety and Welfare documentation to inform future work programme | Doug Potter | Awaiting appointment of HE Chair | October 2018 | Closed – Richard Wilson has accepted the role |
| 10.0 | Develop Principal Designer section on the H&S hub website to contain details of work of Principal Designer Working Group and share useful information – best practice, case studies, sample photographs etc. | Dave Avery  | Nicola Knowles  | Autumn 2018 | PDWG HUB Webpage set up Nov 18 Hub website to be updated early 2019Link to TWF also created  |
| 11.0 | HE 5-Year Action Plan* Identify designer actions Establish contact with HE action owner;

Establish lead within PWDG to support HE Action owner. | TBC | Pav Singh | TBC | Now - Home Safe and Well – discussion with Richard W required here  |
| 12.0 | Assist Highways England Health and Safety Initiatives  | TBC | TBC | TBC | See 2019 programme |
| 13.0 | Develop cross-industry links for continuous improvement | Tim Goddard | TBC | TBC | See 2019 programme |