**Health and Safety Toolkit**

**Idea Suggestion Proforma**

The Health and Safety Toolkit is intended to be a means of identifying the many good practices, innovations and ideas which contribute positively to health and safety. This includes all ideas already being put into practice on the Highways England network, as well as those which could potentially be transferred / implemented.

Submitted ideas should be original and supported by a relevant highways based case study displaying clear benefits (NOT just supplier marketing material)

Should you wish to put forward an idea for potential inclusion in the toolkit, please complete this proforma and forward to the email address:

philip.farrar@highwaysengland.co.uk

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| **Brief description of Idea** | During any site visit or public engagement for a sensitive scheme, a decision was taken to not use personal cars, where historically staff home addresses were identified by tracing car number plates. For a sensitive scheme that has high public interest and potentially high levels of opposition, it was stated that no personal cars were to be parked at the venues. No worker would arrive to the public consultation meeting alone. Additional check in and out processes were implemented to ensure that all staff were accounted for at every stage of their journey via phone and text messaging procedures. For those that were then attending site walk overs/surveys, a briefing note was provided that identified exits and collection points from the site, so in the event of confrontation from any opposition groups, a quick collection could be agreed. The local Police were informed of all consultation dates so they could attend if required and the local Police Officer mobile number was circulated to all staff going to site. Additionally, the briefing note had a sheet of slips containing the Highways England number to divert the public away from interrogating those on site, as they could present the information number and state they need to contact Highways England with their questions. |

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| **To what activities can this idea be applied in practice?** | Any public engagement meeting or site walkovers to proposed locations where protesters/locals may question workers |

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| **What are the benefits of this idea?** | It provides additional measures for staff safety and ensures staff are updated with site access/egress options and keeps the public informed of the Highways England Contact information |

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| **Are there any cost implications of implementing the idea? If yes, please quantify** | Overall, the use of third party vehicles can be seen to add additional expense, however these can largely be offset with travelling in groups rather than lone cars. The additional printing of information flyers is negligible. |

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| **How would you describe this idea?** | e.g. Innovation, Good Practice, New Idea etcThere are a number of Schemes which are sensitive to the public and may incur protest and resistive demonstrations. Keeping traceable information for employees out of public scrutiny and arming them with handouts is good practice to try to reduce these occurrences |

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| **Is this idea currently being used in practice? If yes, where?** | The idea was developed from issues faced with the Newbury Bypass Scheme. The proactive nature of locals meant there was an awareness that professional protesters could utilise any local opposition to disrupt any site investigation and Public Engagement meetings. It was fully implemented for the M20 Lorry Area project.  |

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| **Are there any conflicts to potential implementation of which you are aware?** | e.g. HE Standards/Specs, Chapter 8, CDM Regulations etcNone |

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| **Please provide your contact details** | Name: Kat DraperCompany: Mott MacDonaldEmail: Katharine.Draper@mottmac.comTelephone: 02380 62 8439                          |

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| **Additional Information** | Please provide any additional information which would support this idea – e.g. photographs, diagrams, sketches etc.M20 Lorry Area - briefing |