**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** | Mandatory, detailed site induction for all project team members visiting site, implemented at PCF Stage 2. This is earlier than an induction would normally be undertaken. For example, this is often not in place until construction commences. [LINK TO INDUCTION](http://www.highwayssafetyhub.com/uploads/5/1/2/9/51294565/1.4a_-_site_induction_compilation_compressed.pdf)  |

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| **To what activities can this idea be applied in practice?** | Health & Safety risk assessment for individuals and groups undertaking site visits, surveys, inspections in the options and development phases before there is a contractor directly involved in the scheme. |

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| **What are the benefits of this idea?** | * Ensures staff are aware of the nature of the site;
* Provides staff with basic information about travel to site, location of local medical and other facilities, recommended access points and parking places to inform their activity-specific risk assessments; and
* Efficiently reduces repetitive staff familiarisation for each site visit.
* Raises Health and Safety awareness and provides a link to Highways England’s Raising the Bar initiative.
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| **Are there any cost implications of implementing the idea? If yes, please quantify** | Involves small cost in time to set up but reduced cost involved with each of multiple individual familiarisation means a cost saving overall. |

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| **How would you describe this idea?** | Health & Safety good practice – site induction for options and development phases |

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| **Is this idea currently being used in practice? If yes, where?** | WSP introduced this practice in Sep 2016, at the beginning of PCF Stage 2, on the A30 Chiverton to Carland Cross project in Cornwall. |

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| **Are there any conflicts to potential implementation of which you are aware?** | None known |

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| **Please provide your contact details** | Name: Andy DavisonCompany: WSPEmail: DavisonA@pbworld.comTelephone: 01392 229715 |

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| **Additional Information** | All project team members are required to sign off that they have undertaken a site induction before visiting site. This is in addition to WSP Business Management System requirements for risk assessments to be made. The induction consists of:1. Project Induction Sheet – this gives a detailed description of:
	* 1. The Project
		2. Site Description & Location
		3. Project Team Contact Details
		4. Nearest WSP Office
		5. Travel Arrangements to Site
		6. Emergency Procedures
		7. Site Welfare Facilities
		8. Key Hazard Information
		9. Site Rules
		10. Reporting of Incidents
		11. Needs a signature to confirm they have read and fully understand induction
2. Suitable parking locations are shown on two drawings HA551502-WSP-GEN-GEN-DR-Z-00004 & 00005
3. A visual guide of Google Map grabs shows where suitable parking locations are, which is to be used in conjunction with the two drawings
4. Provides a directory to WSP procedures as well as reference to key Health and Safety documentation, for example Highways England’s Raising the Bar initiative.

The project team provided the induction to subcontractors and subconsultants carrying out ground investigation, topographic survey, ecological surveys etc. The induction was supplemented with printed copies of references for smaller subconsultants that do not have equivalent corporate procedures. The induction was updated to reflect project changes and improvements resulting from comments and feedback from site visitors. These included:* Changes in key personnel;
* Updates to parking recommendations;
* Guidance on keeping documentation secure.

The efficiencies associated with this idea will increase in the development phase because the number of site visits undertaken will increase. |