

**Highways England  
Principal Designer Working Group  
Meeting No.22**

**Thursday, 20<sup>th</sup> May 9.15 am – 12.30 pm.  
(Teams Call)**

**Attendees**

<b>Name</b>	<b>Initials</b>	<b>Position</b>	<b>Organisation</b>
Richard Wilson (Chair)	RW	H&S Director (Major Projects) C&P	Highways England
Doug Potter (Secretary)	DP	TA HSW Lead - Principal Designer Manager	Arcadis
Nina Warminger	NW	H&S Manager SWAD	Highways England
Nicola Tweedie	NT	SA – Road User Safety	Highways England
Mark Lamport	ML	Technical Director / Principal Designer Manager	Arcadis
Pav Singh	PSi	Technical Director / Principal Designer Manager	Arcadis
Natalie Mansell	NM	Head of Safety – SR, H&LT	Atkins
Tim Bowes	TB	Principal Designer Manager	Atkins
Greig Houghton	GH	Design HSE Lead	Jacobs
Paul Brown	PB	Technical Manager	WSP Group
Richard Horan	RH		Telent
Andrew Finch	AF	Director of Operations	Jacobs
Roger Swainston	RS	PD / CDM Advisor	Jacobs
Robert Mullen	RM	Asset Information Group	Highways England
Mike Boyland	MB	Project Manager	Highways England
Tim Goddard	TG	Principal Designer Manager	Arcadis
Toria Thomas	TT	Principal Designer	Arup
Mark Bridges (Part)	MBr	H&S Hub Lead	Galliford Try
Sulagna Ghosh	SG	Ass. H&S Rep Leeds	WSP Group
Abbey Featherstone	AF	Technical Lead	Connect+
Patrick McNulty	PM	BIM Lead LTC	Arcadis

Robert Butcher	RB	Technical Director CDM	Jacobs
Paul Watson	PW		Amey
Euan McRobie	EM		Capita
Jim Gallagher	JG	Prin Structures Advisor (SES)	Highways England
Tony Lewis	TL	Principal Designer Man. YNE	Costain
Stephanie Goldsmith	SG	Senior H&S Advisor	Skanska Infrastr.
Martin Partington	MP	Principal Engineering Man.	Jacobs
Jon Webster	JWe	Safety Lead	Kier
Nick Boyle	NB	Technical Manager	Balfour Beatty
Malcolm Shaw	MS	Principal Designer Manager	Arup
Ed French	EF	Principal Designer Manager	Arcadis
Jason Glasson	JG	Asset Information Manager	Highways England
Samuel Hogan	SH	Principal Engineering Man.	Balfour Beatty
Clare Brown	CB	Safety Lead	Link Connex (Bam Nuttall)
Robert Legg	RL	Highways Safety Co.	Motts
Dave Owen	DO	Regional Director	Galliford Try
Tarandeep Atwal	TW	Associate Director	Arcadis
Richard Delaney	RD	Senior H&S Consultant	Capita
Ali Chaudry	AC	Principal Designer	Galliford Try
Katie Harman	KH	YNE Safety Lead	Highways England
Alexandra Koutsouki	AK		
Sam Allin	SA	CDM Manager	LTC
Tom Bolton	TB	Principal Designer Manager	Amey
David Owens	DO	Data Manager	Costain
Russell Brookes	RB		Highways England
Liam Burns	LB		Highways England
Darren Allen	DA		Tellent

Chris Griffin	CG	Design Innovation Manager	Highways England
Sakhi Moyo	SM	Principal Designer Manager	Arcadis
David Riley	DR	H&S Business Partner	Amey
Rob Eagles	RE	Temp Works Designer	MGF
Charlotte Taylor	CT		Morgan Sindall
<b>Apologies:</b>			
Paul Boddy	PB	Director	Interserve
Clare Brown	CB	H&S Advisor	Bam Nuttall
Katie Swanick	KS	Contracts Manager	Motts
Aimee Blay	AB	Design Manager	Galliford Try
Thomas Merry	TM	H&S Lead	Highways England
Ronan Finch	RF	Principal Designer	WSP
Shaun Pidcock	SP	Director LTC	Highways England
Paul Claydon	PC	H&S Manager	WSP Group
Phil Samms	PS	Engineering Man. (Area 3)	Kier
Dave Olorenshaw	DO	Area Manager	Keir
Kevin Morgan	KM	PD / CDM Advisor	Jacobs
Mark Riordan	MoR	Principal Engineering Man.	Amey
Paul Wilkins	PW	Ass. Tec. Director Structures	Arcadis
Dave Townsend	DT	H&S Team Standards	Highways England
Liz Brathwaite	LB	H&S Lead	Skanska
Jon Horrill	JH	Principal Designer / H & S	WSP Group
John Migoski	JM	Technical Manager	Network Rail
Suryakant Patel	SP	Principal Designer Manager	Costain
Amy Williams	AW	HE SES Data Link	Highways England
Chris Gee	CGe	Head of Utility Diversions	Highways England
Steve Ristow	SR		Transport for London
Sean Connon	SC	Principal Designer Manager	Costain
Ben Moulton	BM	Safety Lead	Balfour Beatty

David Lumb	DL	Health and Safety Business Partner – RIP North	Highways England
Elizabeth Bennett	EB	Director	Safety in Design
Jim Tod	JT	Temp Works Designer	Tony Gee/Twf
Ken Harrison	KH	Principal Engineer	Amey Consulting
Jordan Flint	JF		Kier
Lawrence Weller	LW	Safety Manager	TfL
James Washington	JWa	Safety Lead	Kier
Paul Dennis	PD		Arup
John Quarless	JQ		Kier
Simon Wilkinson	SWi	Technical Director	AECOM
Dave Avery	DA	H&S Manager	Arcadis
Owaiz Khan	OK	Technical Manager	MGF
Nicola Knowles	NK	Principal Designer Manager	Jacobs
Mark Hawkins	MH	GI Framework Lead	Arcadis
Mark Byard	MB	Head of H&S	Highways England

**1.0 (9.15 – 9.30) Welcome and introductions (Richard Wilson)**

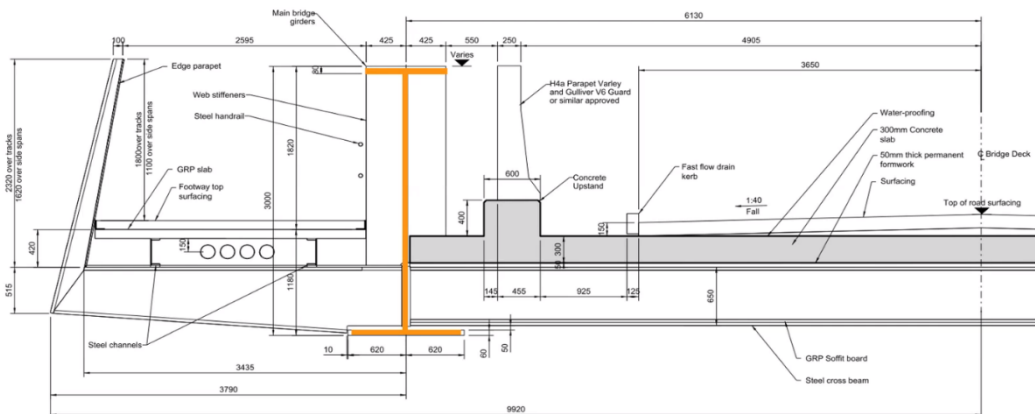
**Note: All presentations will be made available on the PDWG tile which can be found on the Highways Safety Hub Web Page.**

**HS and Wellbeing Moment provided by Robert Legg.**

Safety Moment on Consideration of Users Personal Safety in Bridge Design

As bridge engineers how can we make sure women and all other users feel safe in public spaces, particularly in the spaces we design?

## Bridge Deck Structural Depth Optimisation



# Design development

View from walkway



July 2020



March 2021

## Key Actions and matters arising from PDWG 21 – 25/03/21.

### Minutes

1.1 Membership of SCSLG to be added to the Safety Hub web page – [MBr confirmed that he would provide details on the webpage once all new members had been appointed.](#)

MBr

1.2 Feedback on the good utilities work being undertaken on HS2 and greater feedback from the utility companies – [ML to take up with Chris Gee.](#)

ML

1.3 How will HE coordinate and communicate the numerous HE initiatives and agree themes that PDWG can focus on – [Through SCSLG newsletter \(June\) and a future Webinar.](#)

RW

1.3 RW would like a list of all projects with Additional Principal Designer Services currently instructed as these duties should now have been taken back in-house by the HE - [All to provide details.](#)

All

1.4 DP and RW will take the GG106 issue off-line and include the comments from today and prepare a paper to take back to Jo Goulding. – [RW – GG106 will not be issued, this will be picked up as part of future PCF updates which ML and the H&S File T&F Group are supporting Tom Merry with.](#)

ML/T  
M



1.5 ML apologised that he had not been able to set up an initial meeting of the H&S File T&F Group, but further discussions had taken place with Jason Glasson and Sarah Bull – [ML has provided an update to RW on the next step and is looking for a HE representative and PDWG Volunteers to support the group – further details to be follow within the agenda.](#)

ML

1.6 Suicide prevention page to be set up on the Highways Safety Hub – [MBr is liaising with Nicola Tweedie on this – further details to follow within the agenda.](#)

MBr

1.7 Feed back into the Incident Reporting Improvement Group (AIRSWeb) - [TG to continue to liaise with Adrian Lewis and Stewart Evans – further details to follow within the agenda.](#)

	<p>1.8 HEi 207 – Bridge Foundation Strike - GPR issues. - <a href="#">Martin Partington</a> – is looking into the background here to help develop a Safety Share.</p> <p>1.9 Establish link between Skanska Design Safety Template work and the Whole Life Safety Share Team - <a href="#">Martin Partington/Steph Goldsmith</a> - SG attended the last Safety Share T&amp;F Group meeting and provided further details which are with MP for review.</p> <p>1.10 TWf request for feedback – thoughts from the Client’s perspective/what guidance would be useful? – <a href="#">post meeting discussion has taken place between RW, DP, J Gallagher and TWf (JT &amp;DT)</a>. RW and JG are considering a number of potential Client actions.</p> <p>1.11 DT requested any rebar photos - good and bad examples for the library. Tie methods and results would be useful too, to input into document due for publishing in August this year – <a href="#">reminder to all to pass examples to Dave Thomas</a>.</p> <p>1.12 Do any Common Intent document cover TW’s / what are intentions here? – <a href="#">MB has confirmed that the updated draft of RtB 26 Safety by Design includes a paragraph on TW as does RtB 13</a>. MB to touch base with TWf to review opportunities for further improvements, although he felt SCSLG see TWf as being the experts on this subject and RTB’s were never about regurgitating existing guidance, so for most things TW we link to the TWf website.</p> <p><b>Chat Room Feedback</b></p> <p><a href="#">Note: RW has already responded to many of the comments from the chat room on first issue.</a></p> <p><a href="#">Andrew Finch</a> has been pondering some TWf Guidance on the topic – <a href="#">AF to feedback</a>.</p> <p>MB/TT - We've been doing work through SPaTS on H&amp;S alerts and cross-industry reviews, including the Network Rail process. The recommendations have been issued. <a href="#">Mike Boyland/Toria T</a> to provide details.</p>	<p>MP</p> <p>MP</p> <p>RW/ JG</p> <p>All</p> <p>MBr/ DT</p> <p>AF</p> <p>MB/ TT</p>
<p><b>2.0 (9.40 – 10.10) Presentations for Learning Opportunities</b></p> <p><b>2.1</b></p>	<p><b>Ground Investigations Framework Activities and Common Intent Document - RW</b></p> <ul style="list-style-type: none"> <li>• Since we commenced this focus upon Ground Investigation (GI) activities within the business, we have gained a better understanding of how the suppliers operate, their approaches, ability and how we can improve our approach</li> <li>• Engagement via the GI Community, those contributing to the GI Common Intent and LTC GI lessons Learnt review is beginning to open doors and allowing more challenging conversations regarding Health and Safety, and also the type of technical approach</li> <li>• Projects on site are progressing well and where we have questioned / commented upon standards or concerns they have led to discussion and revised approaches where necessary</li> <li>• GI lessons learnt on LTC is currently work in progress but is delivery some useful lessons learnt</li> <li>• Development of the SCSLG GI Common Intent is complete and the document is being shared with the SCSLG at the May meeting</li> <li>• Work is commencing on the GI Raising the Bar document with a publishing date of August / September</li> </ul>	
	 	

- RW noted that the GI Common intent document has now been issued to the SCSLG for review and the GI community have commenced production of the related RtB GI document.

## Areas of focus - engagement

- The HE GI Community meets on a rolling two monthly basis and has healthy discussions regarding many topics including Health and Safety challenges themselves in a collaborative manner
- HE GI Community has been actively attending workshops to develop the GI Common Intent, this work is now completed and a draft for approval will be presented to the SCSLG 17<sup>th</sup> May
- Work is commencing on gather the thoughts for the Raising the Bar and a workshop is being held on 19/05/2021
- We aim to deliver a good working draft by the end of July, 2021
- The a launch August / September GI Community meeting
- We are also encouraging the capture of lessons learnt which links into the *lessons learnt* exercise on LTC
  - RW confirmed that the following projects are assisting from the GI Community.
    - A66
    - A27 East Arundel
    - Lower Thames Crossing (LTC)

### 2.2 Suicide Prevention – Nicola Tweedie (HE) – Road User Safety

## Strategic Case

- 4, 500 suicides in England each year. Suicide rates in under 25s are increasing.
- Part of a cross-government approach.
- The National Strategy committed to tackling suicide in six key action areas. One key area is **reducing access to means**.
- In 2017 launched our suicide prevention strategy recognising suicide as a road safety issue.
- As part of our Strategic Business Plan.

Noted there an estimated 50 suicides per year on the network.

- There are even more attempts.
- Regional differences.
- HE have undertaken research to establish high frequency locations.
- HE have a Suicide Prevention Toolkit for schemes to review and apply – Projects should discuss with stakeholders and establish considerations / resources at high frequency locations.
  - If a scheme can make suicide difficult this may give the person time to reconsider their actions.

## Breaking the myths

**Myth:** If a person is serious about taking their own life then there's nothing you can do.

**Fact:** Feeling actively suicidal is a feeling that will pass. It is temporary, even though it often doesn't feel like it at the time, even if someone has been feeling low, anxious or struggling to cope for a long period of time. Therefore, getting the right kind of support at the right time is important.

**Myth:** People who are suicidal want to die.

**Fact:** The majority of people who feel suicidal do not actually want to die; but they do not want to live the life they have. The distinction may seem small but is very important. It's why talking through other options at the right time is vital.

**Myth:** You have to be mentally ill to think about suicide.

**Fact:** 1 in 5 people have thought about suicide at some time in their life. And not all people who die by suicide have mental health problems at the time they die.

However, many people who take their own life do suffer with their mental health. Sometimes this is known about before the person's death and sometimes not.

**Myth:** If we prevent suicides in one location, we'll only move the issues to another location.

**Fact:** Evidence suggests that this isn't true. One study reported that only a third of those who would have taken their own life from a bridge said they would have chosen another location if it wasn't available.

- **Potential areas for intervention**
  - Encourage people to seek help.
  - Reduce access to means.
  - Improve opportunity for intervention.
  - Change the public image/perception of a site.

### Thoughts to take away

- Suicide risk should be considered on the outset
- Harder to retrofit - cost and design
- Bridges designed for people
- Balance – Safety and security with enjoyment and place making
- 'Designing out Suicide'
- Suicide Prevention Toolkit, site assessment and interventions.

#### Q&A

- Is a heightening of the parapets likely to detract jumping?
- Katie Harman noted there is an assistance scheme at the Humber Bridge to provide advice support at location and at certain times stop pedestrian accessing the bridge.
- HE are providing additional training to Traffic Officers to assist / deal with these circumstances.

### 2.3 Design Close Calls – 'Near Misses' in the Design World – (Andrew Finch - Jacobs)

AF provided a presentation on transferable best practice from the rail industry – he suggested all review Network Rail's Safety Central ([Safety Central \(networkrail.co.uk\)](http://SafetyCentral.networkrail.co.uk))

#### What are Design Close Calls?

- A design condition or situation requiring amendment, including errors and omissions, which could have been identified earlier in the design validation process i.e. a design 'near miss'
- Something which has been signed-off and subsequently found to have the potential to cause harm or injury to people or to the environment
- A design which harbours a latent hazard - this may be the result of design assumptions or option decisions which have not been adequately tested, managed or communicated
- A combination of parameters which places members of the project team under sufficient stress to endanger or damage their wellbeing or compromise their ability to fulfil their role effectively



## Design Close Calls - What aren't they?

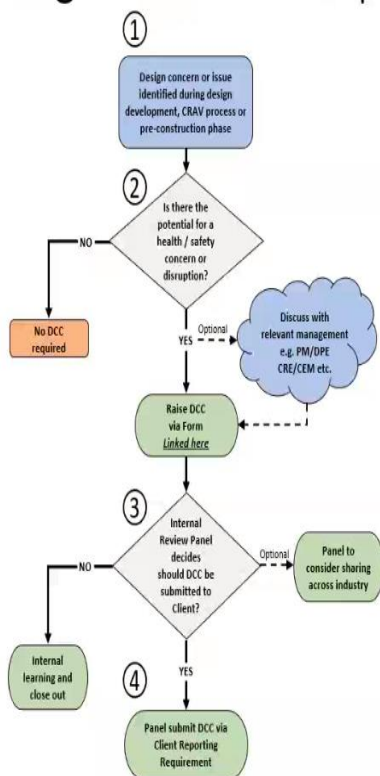
- They are not only for health and safety issues, e.g., they may record disruption, environmental concerns etc.
- They are not a process for criticising individuals or companies.

## Design Close Calls – Why are they a good idea?

- Understanding what hazards and risks are arising from the design process will allow us to take steps to reduce them in the future
- DCCs facilitate Client and Supply Chain collaboration through sharing and discussing them within and across industries
- Strengthen health and safety considerations at design stage
- Recording DCCs provides visible data that enables analysis and consistent learning
- Capture and disseminate observations of unusual hazards and risks
- Additionally enables recording of good and/or innovative practice

AF provide 4 no. examples which are available within the meeting presentation attached to the minutes.

## Design Close Calls - Reporting Process



- ① Identify a Design Close Call – During Design Development, Checking, Reviewing, Approval or Verification stages
- ② Is there a potential to cause a health/safety concern or disruption?
  - **No** - DCC not required
  - **Yes** - Raise DCC
  - Option at this stage to discuss with Project Management if unsure
- ③ Internal Review Panel assesses submissions and outcomes
  - Internal close-out of DCCs
  - Learning Shares created
  - Monitor metrics and trends
- ④ Internal Panel submits Design Close Calls via Client Reporting Requirements and Portals

Jacobs have now developed a Design Close Call Reporting APP which is available via their mobiles and tablets.

AF strongly recommended that Highways England consider adoption of this Network Rail idea, which he feels offered a genuine mechanism for capturing good practice across the sector. RW to review.

RW

### 3.0 (10.40 – 11.45) T&F Group Updates – SCSLG - H&S Hub Support

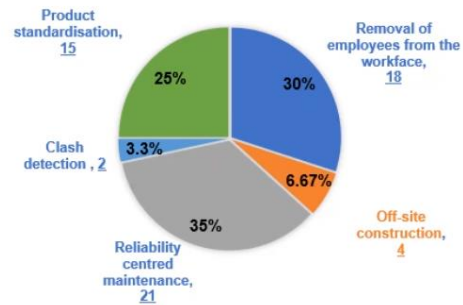
#### 3.1 HS Wellbeing by Design (What support is required? - Chris Griffin)

- CG provided a review of the HS&W initiatives that are currently in development by HE and the Supply Chain across the various programmes of work.

### Innovation Safety Programmes

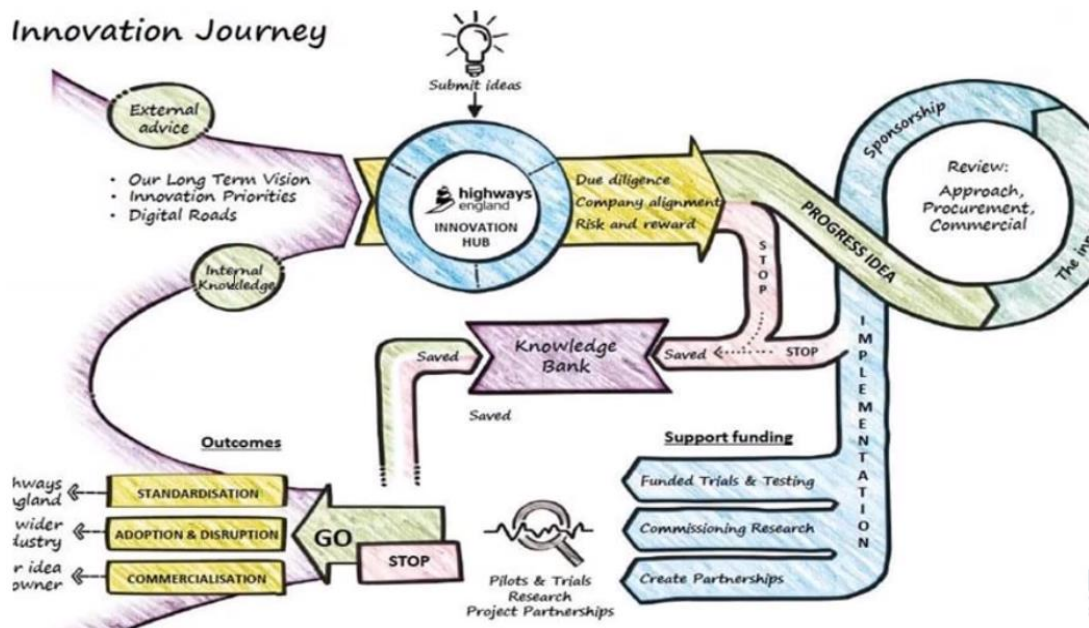
- Over 60 Innovation projects identified delivering against the HSaW Aspiration goals

- Innovation being delivered within programmes
  - Innovation Designated Funds ambitions
  - SES R&D Programme
  - Major Projects - Innovation reapplied
  - Digital by default
  - Operational Excellence 2025 ambitions



### Innovation Process

#### Innovation Journey



An Innovations process is being embedded which manages their development and on completion captures the details on the HE Knowledge bank.

- Some current examples include:
  - Road Marking Competition.
  - Utility avoidance - Ongoing work, inc. Galliford Try.
  - CCTV Analytics
  - Connected and Autonomous Plant
  - Automated Cone Laying
  - Safety CAM
  - I-drain Intelligent Flood Alert
  - Automated Design
  - Academic Design

- How does HE discover, Innovation and implement these? What are the next steps?
  - More focus on data and root cause analysis
    - What are the projects that will deliver the most impact?
    - Operational and Safety teams are advancing data management and root cause analysis but is this driving the innovation projects we need?
  - Tie into our Supplier's Initiatives
    - Supply chain have own innovation agenda aligned to their Business Objectives
    - Engagement groups in place, improved alignment and co-ordination
  - Taking the products to the Marketplace
    - Identifying the best Safety innovation projects and cascading them into the business and supply chain
  - Some key areas that innovation ideas required to support HSaW aspirations
    - bridge strikes
    - suicide reduction
    - well being
- Summary
  - There is a good, robust innovation process in place which is currently delivering over 60 projects supporting the HSaW aspirations
  - Work to be done to understand root causes of incidents and alignment to innovation projects
  - Alignment needed to streamline active projects to match HSaW aspirations
    - Reviewing wider programme initiatives
    - And whether this should include all HSaW aspirations
  - We need to bring to market the best innovation ideas and communicate this to wider audience and follow the prescribed innovation process
    - Change our requirements
    - Engage with our supply chain and projects to promote new innovations where applicable
    - Supporting innovator in commercial exploitation

## Q & A

- |  |           |
|--|-----------|
| • Paul Donney (HE) – Is currently promoting a drive in the development of innovations and is requesting ideas from the supply chain.                               | All       |
| • Understanding the areas where people put themselves at risk / Potentials for use of autonomous vehicles on sites.  |           |
| • Knowledge Bank – Improved access will be provided.   | CG        |
| • Opportunity to upload Lessons Learnt onto Highways Safety Hub - Via PDWG   | All       |
| • Request to feedback to Chris or Paul Donny from within the PDWG on any good innovative ideas that could be taken forward.  | All       |
| • Keen to promote adoption of Suicide prevention ideas.  |           |
| • Noted there is an innovation contact for people to send in thoughts - Chris will forward this contact details.   | CG        |
| • It was suggested that Paul Donney could present on a recent Utility deep dive research project at a future PDWG.   | RW/<br>PD |
| • Suicide prevention toolkit - Currently being reviewed to enable all to use via Highways Safety Hub, presently the links are internal only. (See matters arising) | MBr       |

### 3.2 RTB 26 Safety by Design (Progress update) – (Paul Brown – WSP)

- Update given by PB who noted the working group have received over 70 comments from the PDWG community on the latest RtB draft - PB confirmed all comments have been added to a log which had been issued out to everyone on the PDWG circulation list. He asked for any further comments to be forwarded directly to PB.

All

#### **Raising the Bar 26 – Safety by Design**

Updated version issued yesterday supported by Comments log  
Contents follow the lead of the Safety by Design Common Intent  
(with a bit of paraphrasing and interpretation)

##### 5 topic areas

- Safety by Design (mindset) from the outset
- Digitally Capturing and Sharing Information
- Design for Manufacture and Assembly (DfMA)
- Design Risk Management
- Designing Collaboratively

Layout follows standard Raising the Bar template

“New” items introduced:

- Safety by Design Plan (potentially based on pre-construction phase plan template developed in 2018)
  - Safety by Design Lead
- Current draft of the RtB contains blue boxes, these being areas where PB has requested further input, or to provide an aide memoir for PB to complete outstanding actions.

#### Questions

##### Have we got the right mandatory elements

###### Mandatory Elements

- Designers must be able to demonstrably show consideration of safety as an influence on the design from the outset of a scheme.
- The Project Lead must prepare a Safety by Design plan containing details of how design risk management activities will be undertaken and managed during the design of the works.
- Records must be kept of the design risk management process and decisions taken which impact upon the safety of any of the populations identified in GG104 during the whole life of the asset.
- A formal handover must be undertaken where the principal designer duty transfers from one party to another.
- **Add further where appropriate**

##### Workshops / Reviews

- Safety by Design reviews,
- Buildability reviews,
- Constructability reviews,
- Design reviews

All the same or different? If different, which do we need and which can be omitted?

Should Safety by Design be business as usual via design reviews or should there be dedicated Safety by Design reviews of projects?

#### **Support needed**

- Input on means used by companies to check / establish competency of designers
- Suggestions on competency required by Safety by Design Lead
- More examples of virtual / digital rehearsals loaded on to Highways safety hub website.
- Input to the modelling / CAD / Digital sections – not in my comfort zone – volunteer?
- Examples of Design for Manufacture and Assembly
- A trawl of existing RtB documents to produce appendix / table which lists RtBs with design elements and what that design element is – volunteer?

- PB noted that the current timescales would be to have the document updated and completed by the beginning of June - Therefore responses would be required by the end of play on the 26th of May. PB would feedback at the next group session.

### 3.3 Health in Design – Common Intent (Natalie Mansell – Atkins)

- NM provided a brief update on the goals of the group and aspiration to develop a Common Intent which would lead to a Health in Design RtB. A meeting had been arranged for today 20th May to update the list of volunteers and establish the delivery programme. Could anyone who was interested in contributing contact NM directly.

All

### 3.4 HE Events Reporting (AIRSweb) Update Task Group (Tim Goddard – Arcadis)

- TG provided a brief update. He had met with representatives of the group and spoken with Adrian Lewis and Stewart Evans. The Events Reporting Group were due to meet on the 26<sup>th</sup> of May to capture improvements. TG was due to attend and would feedback as information became available.
- TG provided an update on the review undertaken by Arcadis of the recent Safety Alerts – 28 had been issued in the period. Details are available together with an update to the latest categorisation table within the presentation attached.

TG

### 3.5 Utilities Avoidance – (Mark Lamport - Arcadis)

#### Update from Chris Gee, Head of Utility Diversions for Highways England

Chris is unable to join the call today but is planning to attend the next PDWG. He is continuing to:

- Establish the portfolio spend across all the Utility companies (c. £650 million/year)
- Refine the dialogue & build relationships with the 10 or so Tier 1 Utilities. This is focusing around:
  - Forward Programme share
  - Exploring efficiencies between parties
  - Making it a two-way engagement - as Utilities need to work on our SRN as well
  - Cementing relationships (including senior level engagement needed)

- Liam Burns who has now joined the HE Utilities team to assist Chris Gee introduced himself the group and is happy to support where possible.

### 3.6 H&S File Digital Development – T&F Group (Mark Lamport)

#### Task and Finish Group Membership

- Mark Lamport - Arcadis
- Natalie Mansell - Atkins
- Tim Bowes – Atkins
- David Owen – GallifordTry
- Rob Butcher – Jacobs
- Darren Allen – Telent
- Jon Horrill – WSP
- Highways England representatives TBC

#### Current Status

- Terms of Reference and T&F Group Objectives not yet defined
- Several key actions required first
- New Highways England CDM Standard (which contains a H&S File template) to be launched – target launch date August 2021
- IAN 105/08 is likely to be withdrawn and not replaced

ML indicated that the following key actions for the working group to consider are:

3.6.1:

Rename the HE BC folder 19 from "Handover Health and Safety File" to "Handover Asset Data" or "Handover Asset Information" as much of the information in HE BC Volume 19 is not health and safety related.

3.6.2:

Consider adding an additional folder to the HE BC folder structure: 19.13 - Volume 13 Health and Safety File, to provide a specific repository for the Health & Safety File document

3.6.3:

The Civils Maintenance (AD/MAC/ASC) "Civils Maintenance Handover Document and Certificate" PCF Product is within the Handover section of the PCF matrix.

Handover	Detailed Local Operating Agreement
	Civils Maintenance (AD/MAC/ASC) Handover Documentation & Certificate
	Technology Maintenance (TechMAC/RTMC/Asset Delivery) Handover Documentation & Certificate
	Operational Handover Documentation, Certificate and Consent to Implement (CTI) process
	Handover Schedule
	Technology Commissioning Plan
	Permit to Connect
	Plan for Monitoring Operations and Monitoring Output

Resolve inconsistency between the table in Section 3.1 "Health and Safety File" of the "Civils Maintenance (AD/MAC/ASC) Handover Document and Certificate" PCF Product Template, V3 which refers to a 10 Volume structure and HE BC which currently uses a 12 Volume structure.

3.6.4:

Resolve inconsistency between the table in Section 3.1 "Health and Safety File" of the "Civils Maintenance (AD/MAC/ASC) Handover Document and Certificate" PCF Product Template, V3 which refers to a 10 Volume structure and HE BC which currently uses a 12 Volume structure.

3.6.5:

Resolve access issues to the HE BC platform as currently OD do not have access to it.

Note: The Asset Information Steering Group had met on the 6<sup>th</sup> May to review H&S File Digital Development. ML had raised the above issues. He intended to feedback outputs from the T&F Group to the Steering Group, which it is anticipated would contribute to the update of the PCF product guidance and rationalise the H&S File structure in the medium term and help drive future digital improvements and integration.

ML

This will also link to the issue of the HE's new CDM Procedures which is anticipated later in the year.

### 3.7 Eliminating Risk from the Outset – (Mike Boyland – HE)

#### 3.7.1 MB provided the following update:

##### Agreed milestones:

**Technical Assurance Lean Capability Pilot** - responding to the findings on the A14 and other examples such as the as-built site of emergency areas, undertake a Lean Capability Pilot to explore how we can improve our technical assurance processes.  
May 2021

**Safety Alerts** – explore inconsistencies in the current process and agree a list of proposed changes; recommend how those changes are to be executed within the HS&W Delivery Team.  
June 2021

**Project Control Framework** – Principal Designer, Whole Life H&S Assessment & Gateway Reviews - agree a list of changes to the PCF process that can be updated by the PCF Team, which better embeds the role of the Principal Designer in Stage 0 and emphasises the importance of risk elimination at early PCF stages.  
October 2021

**Accident Frequency Rate (AFR) for Principal Designers** – explore the viability of producing a metric similar to MP Contractor Performance with colleagues in the BIM, Ava (formerly Airsweb) and IT Data Science teams.  
March 2022

#### SPaTS - Safety Alert Review & Recommendations- (Toria Thomas - Arup)

#### 3.7.2 TT provided the following update:

##### GG128 Safety Alert process

1. Information only
  - a. Urgent need to inform people
  - b. Significant risk of injury/non-compliance
  - c. Significant business risk
  - d. Likelihood of multiple occurrences
2. Action required
  - a. Clear benefit from proposed action
  - b. SMART actions reduce risk of undesirable event
  - c. Current processes/procedures need to change
  - d. Relevant part of management system to be reviewed

##### Network Rail Comparison

##### 4 types of H&A Alert

1. Safety Alert
2. Safety Bulletin
3. Safety Advice
4. Shared Learning

All investigations are undertaken by NR's in-house safety team or by the Rail Accident Investigation Branch.

Network Rail host a safety information portal [Safety Central](#)

##### Recommendations

1. Safety alert database
2. Amendments to the safety alert procedure
3. Amendments to the requirements of GG128
4. Standards drafting process
5. Provision of investigatory advice
6. Investigatory report and alert templates

	<p><b>Q &amp; A (Chat Room) David Owens</b></p> <p>HSE and Lloyds Register, looking to use a safety database to prevent design from being unsafe digitally. Rather than wholly resorting to human knowledge and intervention.</p>	
3.8	<p><b>Whole Life Design Safety Shares – (Martin Partington – Jacobs)</b></p> <p>Update given by MP and noted:</p> <ul style="list-style-type: none"> <li>○ The group are developing a number of Safety Shares based on evidence from Near Misses and Safety Alerts – MP will share at next meeting.</li> <li>○ Review on Terms of reference required to be confirmed.</li> <li>○ Requirement to touch base with other working groups to ensure co-ordination is undertaken to avoid overlap in the capture.</li> </ul>	<p>MP</p> <p>MP</p>
4.0	<p><b>(11.45 – 12.25) Information and Discussion</b></p> <p><b>4.1 Update from SCSLG – (Mark Bridges – H&amp;S Hub)</b></p> <ul style="list-style-type: none"> <li>• MB provided the update noting HE are now focusing on LTI rather than AFR.</li> <li>• A deep dive has been undertaken to better understand what details are required and is currently available on AIRSWeb. <ul style="list-style-type: none"> <li>• Review of incidents</li> <li>• Did the incident result from not following the RTB or Common Intent Documents?</li> </ul> </li> <li>• Common intent to be produced on Suicide Prevention – MB looking for volunteers?</li> <li>• Incursions - Feedback requested from Incursions Working Group and reviewing where this can go with the support of the Hub and SCSLG. <ul style="list-style-type: none"> <li>• Review on the recent HE "Go Left" campaign and does this encourage the entering of roadworks?</li> <li>• Noted April - 134 breakdown incursions – More research required into this.</li> <li>• Traffic is now back to 85% occupancy on the figures prior to Covid.</li> <li>• 1 IPV strike recorded in April.</li> <li>• Should long lengths of TM incorporate emergency refuge points? Further discussion required. Is this encouraging members of the public to come into the works for place of safety?</li> </ul> </li> <li>• Nick Boyle referenced the confusion of the general public during breakdowns in traffic management and remembering previous lessons learnt – He felt there is a requirement for the education of the general public.</li> </ul> <p><b>4.2 Safety Alerts</b></p> <ul style="list-style-type: none"> <li>• <b>Gantry Sign / Gantry CCTV (Tim G)</b> – Details provided during AIRSWeb updates.</li> </ul> <p><b>4.3 Chambers and MH Covers (Darren Allen - Tellent)</b></p> <p>Details of recent incident:</p> <p>The IP attended the Kier M6 J13-15 Scheme yard to conduct the pre-site briefing with the works team, before leaving to attend identified sites on the network to partition the fibre joints. He arrived at 238/4B and attempted to 'lift and slide' the chamber lid to access the chamber using the key provided for this task. The lid was stuck, and the IP tried to release it by applying additional force in an upwards motion. This caused a sharp pain up the left-hand side of his back causing it to spasm. The IP contacted his Line Manager to report the incident, he confirmed that he was able to drive safely and was advised to leave site to rest and provide a further update later the same afternoon.</p>	<p>All</p> <p>RW</p>



On the day of the incident, the IP had visited previous chambers on the network and had not experienced any issues in lifting the lids. The weather conditions at the time were cold and the ground was wet, overnight conditions had been below zero degrees.

The IP has a valid MH Certificate and was competent and experienced in the task. He was 4.5 hours into the shift and was fit and well. The correct PPE had been issued and was being worn and the correct equipment was available for the task.

Both the IP and the witness reported that the lid was stuck due to a possible ingress of water that had frozen and expanded creating a seal between lid and frame. The lids are designed to be a 'lift and slide' which necessitates the activity being undertaken by 1 person. No instructions for accessing the chamber were issued by the Scheme, however, the IP has been working on this Scheme for the past 12 months and has lifted these chamber lids on numerous occasions previously and was aware of the weight and the correct lifting procedure.

The Smart Motorway Alliance have a working paper supporting the use of spring-loaded lids to remove the need for manual lifting and moving – these lids have already been installed on another section of the M6 by the same Scheme Contractor.

Why were lift and slide lids specified at this location and spring loaded at others?

The working paper states that a departure is required to be submitted to NRTS for us of lift and slide lids, however no record exists of one being submitted.

### Other recent issues...



### Other recent issues...





### What could be done?

- Early NRTS consultation in preliminary designs. We are hopeful to have a specific note within RTB26 to prompt NRTS as a standalone contact, rather than being grouped within the 'stakeholder' category;
- Explore options which remove or reduce the requirement of 'manual handling';
- Spring loaded lids are the preferred NRTS solution however these may not always be feasible. Consultations with the correct contacts can eliminate the need for re-work; will enable sharing best practice; will promote collaborative working which will ultimately de-risk the project;
- NRTS contacts for scheme/design consultation:
  - [Neil.Brooksbank@telent.com](mailto:Neil.Brooksbank@telent.com) (Regional Project Manager – North)
  - [Andy.Hopes@telent.com](mailto:Andy.Hopes@telent.com) (Regional Project Manager – South)
  - [Darren.Allen@telent.com](mailto:Darren.Allen@telent.com) (National Highways Safety in Design Manager)


## 4.4 HE Health and Safety update

### 4.4.1 Incursions and IPV's – (Dave Avery - Arcadis)

DA had sent his apologies – presentation attached to minutes – headline figures picked up in 4.1.

### 4.4.2 Passport Scheme – (Claire Brown – Bam Nuttall)

- Newsletter has been issued on 20th May.
- CB provided the following update:



**Virtual Card – Vircarda App**

**List of schemes that have adopted passport**

**A number of LOSC are invited on Steering Group**

**Reference Point offered to help projects set up**

**Case studies**

**Newsletter April "Inside Lane"**

	<p><b>Designers</b> Where designers are not involved in any site works but work in a design office or office compound only, there is no requirement for a Highways Passport or HCI.</p> <p><b>*Please note that those design organisations undertaking assurance or Technical Advisor roles or supporting projects through the construction phase who do undertake regular site visits may be required by the relevant Principal Contractor to hold a Passport and HC</b></p> <p><b>To get set up with Passport</b>  <a href="https://highwaypassport.co.uk/">https://highwaypassport.co.uk/</a></p>	
<p><b>5.0</b></p>	<p><b>(12.25-12.30) AOB</b></p> <p>5.1 MP and DP had been reviewing a recent incident where it had become apparent that a number of differently graded 5x5 Risk Matrices existed on the same scheme. These were variously based on GD104, CEMAR and the Contractors own matrix. It was suggested this was confusing and that greater standardisation was required to drive consistency. RW and DP to discuss offline.</p>	<p>RW/ DP</p>
<p><b>6.0</b></p>	<p><b>Next Meeting – 9<sup>th</sup> September 2021 – Virtual meeting via Teams</b></p>	