

**National Highways
Principal Designer Working Group
Meeting No.23**

**Thursday, 9th September 9.15 am – 12.30 pm.
(Teams Call)**

Attendees

Name	Initials	Position	Organisation
Richard Wilson (Chair)	RW	H&S Director (Major Projects) C&P	National Highways
Doug Potter (Secretary)	DP	TA HSW Lead - Principal Designer Manager	Arcadis
Nina Warminger	NW	H&S Manager SWAD	National Highways
Mark Lamport	MLa	Technical Director / Principal Designer Manager	Arcadis
Pav Singh	PSi	Technical Director / Principal Designer Manager	Arcadis
Natalie Mansell	NM	Head of Safety – SR, H<	Atkins
Tim Bowes	TB	Principal Designer Manager	Atkins
Greig Houghton	GH	Design HSE Lead	Jacobs
Paul Brown	PB	Technical Manager	WSP Group
Roger Swainston	RS	PD / CDM Advisor	Jacobs
Mike Boyland	MB	Project Manager	National Highways
Tim Goddard	TG	Principal Designer Manager	Arcadis
Toria Thomas	TT	Principal Designer	Arup
Mark Bridges	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
Mark Lawton	MLo	Head of Engineering Surveying and GIS	Skanska
Glen Matthews	GM		Kier
Josh Hicks	JH		Mott Macdonald
Marcus Anning	MA		National Highways
Sam Allin	SA	CDM Manager	LTC

Paul Watson	PW		Amey
Darren Allen	DA		Tellent
Jim Gallagher	JG	Prin Struct. Advisor (SES)	National Highways
Tony Lewis	TL	P Designer Man. YNE	Costain
Dave Olorenshaw	DO	Area Manager	Keir
Liz Brathwaite	LB	H&S Lead	Skanska
Jon Webster	JWe	Safety Lead	Kier
Jim Tod	JT	Temp Works Designer	Tony Gee/Twf
Malcolm Shaw	MS	Principal Designer Manager	Arup
Samuel Hogan	SH	Principal Engineering Man.	Balfour Beatty
Clare Brown	CB	Safety Lead	Link Connex (Bam Nuttall)
Robert Legg	RL	Highways Safety Co.	Motts
Richard Delaney	RD	Senior H&S Consultant	Capita
Ali Chaudry	AC	Principal Designer	Galliford Try
Paul Dennis	PD		Arup
John Quarless	JQ		Kier
Simon Wilkinson	SWi	Technical Director	AECOM
Dave Avery	DA	H&S Manager	Arcadis
David Riley	DR	H&S Business Partner	Amey
Charlotte Taylor	CT		Morgan Sindall
Apologies:			
Paul Boddy	PB	Director	Interserve
Stephanie Goldsmith	SG	Senior H&S Advisor	Skanska Infrastr.
Katie Swanick	KS	Contracts Manager	Motts
Aimee Blay	AB	Design Manager	Galliford Try
Thomas Merry	TM	H&S Lead	National Highways
Ronan Finch	RF	Principal Designer	WSP
Shaun Pidcock	SP	Director LTC	National Highways
Paul Claydon	PC	H&S Manager	WSP Group
Phil Samms	PS	Engineering Man. (Area 3)	Kier

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	National Highways
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	National Highways
Chris Gee	CGe	Head of Utility Diversions	National Highways
Steve Ristow	SR		Transport for London
Sean Connon	SC	Principal Designer Manager	Costain
Ben Moutt	BM	Safety Lead	Balfour Beatty
David Lumb	DL	Health and Safety Business Partner – RIP North	National Highways
Elizabeth Bennett	EB	Director	Safety in Design
Ken Harrison	KH	Principal Engineer	Amey Consulting
Jordan Flint	JF		Kier
Lawrence Weller	LW	Safety Manager	TfL
James Washington	JWa	Safety Lead	Kier
Owaiz Khan	OK	Technical Manager	MGF
Nicola Tweedie	NT	SA – Road User Safety	National Highways
Richard Horan	RH		Telent
Andrew Finch	AF	Director of Operations	Jacobs
Robert Mullen	RM	Asset Information Group	National Highways
Robert Butcher	RB	Technical Director CDM	Jacobs
Euan McRobie	EM		Capita
Martin Partington	MP	Principal Engineering Man.	Jacobs
Nick Boyle	NB	Technical Manager	Balfour Beatty
Ed French	EF	Principal Designer Manager	Arcadis
Jason Glasson	JG	Asset Information Manager	National Highways
Dave Owen	DO	Regional Director	Galliford Try

Tarandeep Atwal	TW	Associate Director	Arcadis
Katie Harman	KH	YNE Safety Lead	National Highways
Alexandra Koutsouki	AK		
Rob Eagles	RE	Temp Works Designer	MGF
Tom Bolton	TB	Principal Designer Manager	Amey
David Owens	DO	Data Manager	Costain
Russell Brookes	RB		National Highways
Liam Burns	LB		National Highways
Chris Griffin	CG	Design Innovation Manager	National Highways

1.0 (9.15 – 9.30) Welcome and Introductions (Richard Wilson)

Wellbeing, Health and Safety Moment

- RW noted the importance of WH&S in all we do, he reminded that we should all be checking our cars prior to going on longer journeys and taking additional care whilst driving as we return to the daily commute or start to undertake site visits more frequently.
- RW confirmed that both Mike Byard and Glyn Ford will be leaving NH's shortly.

Key Actions and matters arising from PDWG 22 – 20/05/21.

Minutes

1.1 NH communication of HSW Initiatives – [New NH WHS webpage had been launched on the 2nd September which now provides a link to new initiatives - National Highways WHS Webpage](#)

1.2 Removal of IAN 105 and Issue of GG106 – [GG106 will not now be issued – PCF guidance to be updated which will confirm the removal of IAN 105. MLa will present later in respect to the format of the H&S File previously set out in the IAN. This will also link with the launch of the new internal NH CDM Procedures, which will be presented to the Supply Chain in early November.](#)

1.3 H&S File Task and Finish Group – [MLa will provide an update later on progress and future requirements of the T&F Group following discussions over the last few months.](#)

1.4 Suicide Prevention Safety Hub Webpage – [MB confirmed this is still a work in progress. Ian Nixon would be taking over the lead role at the Hub. Matter to be taken forward by IN. CB provided a Suicide Safety Share. <https://vimeo.com/597358738>](#)

1.5 Temporary Works guidance update arrangements – meeting to be arranged to discuss. – [RW confirmed that discussions had taken place and NH would be reviewing their approach to the treatment of TW. Jim Gallagher was looking into issues here and will feedback.](#)

1.6 Design Close Calls – [AF \(not on the call\) had put back the first meeting of the group until 29/9 due to clashes with holidays in August.](#)

IN

JG

AF

1.7 Utilities Deep Dive Research Project – Paul Doney would be asked to present on this at the next working group in November. RW to invite.

RW

1.8 Incursions Working Group. – A review of the group was underway to improve awareness and promote knowledge share. This had been delayed due to leave. RW to discuss with Nick Nandra. Mark Bridges noted this is now an agenda item within the HUB meetings, as there are concerns over rising number of incursions / incidents. Neal Tyson on the group now on behalf of National Highways.

RW

1.9 Review of the Design Risk Matrix – A proposed revision to the GG 104 based format had been developed and RW is due to discuss further with Jo Goulding.

RW

Chat Room Feedback

Note: RW had already responded to the comments made in the chat room.

MB/TT - We've been doing work through SPaTS on H&S alerts and cross-industry reviews, including the Network Rail process. The recommendations have been issued. Mike Boyland to provide an update within the meeting agenda.

2.0 ((9.30 – 10.25) Presentations for Learning Opportunities

2.1 Designing for 3D Machine control – Mark Lawton (Skanska) (Presentation attached)

- Reducing people plant interface
- Increasing response times for technical queries between the operator and engineer
- Building on existing 3DMC efficiencies
- Enable Remote pilot machines- Demo in November 1st- 12th at CAT-finning

SKANSKA



Encourage



- Scout for talent and train
- Schools
 - Armed forces
 - Prisons
 - Disabled communities
 - Retired workers
 - Operate Skills Hubs



- Naturally inclusive
- Flexible working
 - Short travel to the virtual site
 - Easier access
 - Shared drivers

Summary

- 3D Machine Control is here to stay
- Remote piloted machines are coming (Future robots)
- We must design for machines not just Engineers
- Machine avoidance zones need good data
- There is no design specification for this way of working (Design For Machines)
- We have removed People from around machines with 3DMC and now introducing a different set of people around the machines, because of a lack of design specification
- Additional Note National Under Asset Register was announced this week and Atkins are key in this team.

Following discussion points touched on:

- How will this technology be adopted? MLo indicated that it was vital that the proposals are shared at an early date with the construction team – this was part of the reason that he felt workshops are now required to improve current specifications.
- RW asked MB to link with Mike Wilson with regard the potential to arrange for the funding of workshops with the design community, which will drive improvements in the provision of data, to support CAP going forward. MLo to provide current proposals to RW/MB.
- DP queried the retention of stats information captured during SI. Currently, this is often lost on completion of the works, as NH do not store the data. MLo highlighted the existence of Q- Fair which is being promoted by the Geospatial Commission. Q-FAIR stands for Quality, Findability, Accessibility, Interoperability and Reusability as principles to define good geospatial data. See P12 on the attached link [Positioning the UK in the fast lane](#)
- MLo noted that PAS 128 specification for detection verification of utilities will also be ready in November after a recent review.
- MLo felt that very remote working is now a direct possibility, which in addition to the WHS benefits of reducing the number of site personal, it also aids resourcing issues with plant operators being able to work at great distance (even external to the country).
- MLo indicated that there will be a series of events later in the year which will demonstrate the opportunities this brings for developing a more sustainable workforce.
- MLo will forward the invite to the Caterpillar demonstrations. DP to share.
- Jim Tod queried the potential application for Temporary Works. MLo highlighted techniques can be adopted for deep drainage works which avoid man entry – although there is no specification for this yet available from the drainage discipline.
- RD queried what if the technology goes wrong? MLo highlighted that this is widely used across the world, without incident, but noted further controls have been required to satisfy EU Directives. These issues have now been addressed, combined with the cost of the technology being much reduced.

MLo
RW/
MB

DP

2.2 Gantry Design for Safer Access – Dave Riley (Amy)

From discussions with M&R contract colleagues DR highlighted there is concern about safe access to gantries.

- Gantries had previously ceased being provided with caged fixed ladder or safe location for parking.
- Consequently, access has been required to be arranged and enabled by Traffic Management and MEWPs with the associated significant risks.
- MEWPs might have to operate close to live lanes with the consequent risk of incursion or live lane encroachment.
- It could be argued that the only adequate safe way to access some of these items would be with a full closure.
- Example given of one occasion where £3K TM was required to change a 50p fuse.
- The new design of gantries does include caged access but some of them still don't have an emergency refuge area, or pathway to access the bottom of the gantry instantly, resulting in more TM to access the site and disruption to the travelling public.

- The technology teams' activities on gantries would be much quicker, safer and easier if the design included:
 - an emergency refuge area adjacent to the gantry or close to it with a path
 - secure and safe fixed means of access and egress.

Perhaps a safer access / egress option than cage ladder could be considered also.

A high level mounted MS4 with zero access. The only way to access this sign is to close 80% of the carriageway with TM (lanes 2,3,4,5) and only access at night with a high reach 22m elevated work platform.



Accessible (enclosed ladder and platform) gantry mounted MS4 with a pathway but no parking area; a lane 1 TM closure has to be established to gain access to the pathway.



All accessible gantry and accessible emergency refuge area for vehicle parking. Allows instant access for the tech engineer to repair the sign with zero TM costs, zero disruption to the travelling public, a much quicker repair time for the MS4 to be back in service and also much safer for the technology engineer.



Comments on asking internally?

"Does the discussion include looking at the design of the whole gantry and not just the access? I was thinking about a swing system for the smaller gantries (MS4 etc..) so you could turn the gantry 50 degrees left/right over the verge so access would be from the verge if using a MEWP".

"I understand from my colleagues that Traffic Scotland Account does have the issue with older gantries.

However all new ones are designed and provided with safe access as part of the spec I believe"

all new ones have safe parking access and safe access / egress as a standard Transport Scotland specification

Comments on asking internally?

"Good to see that HE are putting some work into this issue. I remember about 5 years ago when I was in Area 10 a inspector had stopped on the hard shoulder (M56) and went to undertake a visual inspection of a MS4 and when he got back in his van he was hit by a HGV, spent 4 weeks in hospital and never went back to work. There should have been an access layby nearby but it was never built".

Inspector had stopped on the hard shoulder (M56) and went to undertake a visual inspection of a MS4 and when he got back in his van he was hit by a HGV,

amey

www.hgvdashcamfootage.com





Link to recent incident on the hard shoulder

- [hit by a HGV.](#)

Thoughts:

- Is access to gantries considered appropriately within the scheme design?
- How can concerns be passed back by the area teams?
- Jim Gallagher noted HSE had approached NH on the point, following this the IAN was published, he noted the importance of designer to consider access / maintenance at all times.
- JG had found that illegal access to gantries is not a common issue on the network and should be considered on an individual basis.
- DR indicated that a CG300 (check had been missed in the example)- reference Technical Standards
- DR noted long term access of gantry access provisions to be considered in designs / Opex funding (Walkway access maintenance, etc)
- Consideration to be given to accessing gantries by the Engineer with all their equipment.
- Location of access points for lifting equipment, netting / caging of gantries to secure tools, etc - If man access considered.
- Consideration to be given to ground mounted equipment removing the need to work at height. Remote fuses, plug and play etc.
- PS said that their needed to a consistent approach, as in many cases it was being left to individual designers.
- PB queried the use of standard designs across the SM Alliance.
- DR would review documents supplied by JG. He would also look at the consistency of risk assessment.
- Mark Lamport reminded all of previous concerns raised with regard to the difficulty of rescue of personnel injured on gantry/gallery walkways.
- RW felt it would be a great subject to commence a working group. He asked JG to consider the potential benefit of this action. JG indicated the structural standards are currently being reviewed as part of the ongoing SM programme.
- DR notes to be appended to the minutes and off-line discussion to take place as to how this issue will be taken forward.

DR

JG

DR/DP

3.0 (10.35 – 11.40) T&F Group Updates - (SCSLG – H&S Hub Support)

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

PB provided an update on the progress made over the last few months

Raising the Bar 26 – Safety by Design

The Safety by Design Plan is a pre-construction phase equivalent of the principal contractor's Construction Phase Plan.

Originates from two sources:

- Outline of plan was produced by client and presented to PDWG in 2018;
- HSE presentation to principal designers working group.

HSE asked why wouldn't you have a pre-construction phase plan which mirrors the purpose of the construction phase plan.

How do you demonstrate, as principal designer that you "...plan, manage and monitor the pre-construction phase and co-ordinate matters relating to health and safety during the pre-construction phase..." if you don't have a plan?

Existing project management plans and associated documents are expected to already fulfil the many of the requirements.

New plan may be predominantly a sign posting document.

Bringing all the requirements together in one place, it facilitates the necessary briefing to the design team and raises the focus given to Safety by Design.

Raising the Bar 26 – Safety by Design

The Safety by Design lead is a named individual with responsibility for ensuring designers undertake effective hazard identification, elimination and mitigation.

This is role:

- Does not takes on duties from the designers.
- Provides the design team with support, specialist H&S input when necessary
- Provides the client and project manager assurance that effective safety by design is being undertaken.
- Is expected to be someone already within the delivery team, possibly known as a CDM advisor or principal designer manager.

The creation of this role is also intended to raise the profile and importance of Safety by Design as a business as usual activity not just because the CDM regs are there.

The dedicated safety by design description divorces this role from the other elements of the principal designer role – planning, managing, controlling and co-ordinating allowing them to focus on how the team delivers effective elimination or reduction of foreseeable risks

Raising the Bar 26 – Safety by Design

Questions

Have we got the right mandatory elements

Mandatory Elements

- Designers must demonstrate consideration of safety as an influence on the design from the outset of a scheme.
- The client must ensure a Safety by Design plan is prepared 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.

Lots of ideas for more, particularly in the IT / BIM / Digital arena but must remember that these need to be realistic and practical for both MP and Ops

Raising the Bar 26 – Safety by Design

Other Developments

Specific section on Human factors added within Safety by Design mindset from the outset

More sign posting used to external sources for supporting information

Work to rationalise terminology of buildability, constructability, operability, safety by design workshops and design reviews

Competency linked directly back to existing requirements of GG 102

Further examples included throughout where source information was available

Additional information and examples included in Appendices,

- 2018 example of pre-construction phase plan
- Example of safe by Design procedure from the supply chain
- a list cross referencing to other Raising the Bar documents with design requirements

Raising the Bar 26 – Safety by Design

Next Steps

Final edit to:

- Complete hyperlinks and document navigation
- Consistency check
- Proof check

Review by SCSLG and hopefully approval for publication

Further work to define Safety by Design role and checklist of items to be covered by Safety By Design plan, potentially with a worked example.

PB confirmed the document was now 95% complete with any final comments required by the end of this week, to enable a release by the end of September. PB would forward final version for sign off by the Safety Hub with the view to the document going live in October.


3.2 Health in Design – C/ Intent (Progress update) – Natalie Mansell (Atkins)


NM provided an update on progress over the last few months.

Health by Design Common Intent – Update


 Working group established

 Data collected and reviewed

 First draft document created and reviewed with group chair (LW & AG)

 Second draft issued to working group for comments to be returned by Friday 3rd September

 Comments to be reviewed

 Next working group scheduled 8th September

 On target for completion end of September

Version 2 had now been issued. The group had met yesterday, and NM was looking for Version 3 to be issued on 13/9. CI would be issued Monday to SCSLG. The intention was to complete the document by the end of September

3.3 HE Events Reporting Tool Update Task Group - (Tim Goddard – Arcadis)

3.3.1 TG provided an update on recent Safety Alerts and the Arcadis's review and findings – 28 alerts in the period. See presentation for more details. Failure to follow RAMS had been a key root cause area in the period.

- Jim G - Offered assistance to the group in finding further information on structural related Safety Alerts which he tended to deal with.
- JG noted he spends time investigating incidents with a view to potentially making changes to the design standards.

3.3.2 TG provided an update on recent discussions with the Incident Reporting T&F Group. The Trial had been launched in August with the opportunity to add test events.

DP and TG had provided comments back on the current input requirements, which specifically highlighted the limited reference particular to PCI, DRM and design as a significant contributor to WHS incidents. Suggestions had been provided to Adrian Lewis and RW with regard updating the Causation Tree. The work to update the software was ongoing.

RW indicated that the intention was to launch the new platform later in the year.

- DR was concerned that the tree may be too prescriptive.
- PB queried how RAMS and the design was interrelated in the causation tree. DP felt that the issue here was that RAMS didn't always adequately pick-up the design risks and so the link between an incident and the capture of residual design risks was being lost.
- Liz Brathwaite was concerned about the latest updates and offered to trial the new HEART system on the M42 Jct 6 scheme. She was concerned that it would be difficult for contractors to pinpoint design issues.
- LB was concerned that this would generate a lot more work but not provide the desired improvement. Designers would need to be more involved. TG to take issues back to the HEART Team. TG to speak further with LB.
- PS noted the importance of involving design teams in the accident investigation which currently didn't often happen.
- LW - Noted the improvements required in accident causation, noting potential training required for investigating personnel to review potential design issues.
- NM felt that further incident investigation training was required across the supply chain and confirmed update training on the use of HEART will be rolled out shortly.

TG/LB

All
NM

Utilities Avoidance – Mark Lamport (Arcadis) – (Chris Gee sent his apologies)

3.4



Update from Chris Gee, Head of Utility Diversions for National Highways

Chris is unable to join the call today but is planning to attend the next PDWG. Chris has provided the following progress update:

- Continuing to obtain Utilities cost / programme / risk visibility from within National Highways programmes
- These values are driving the specific Utilities reach-out (based on spend and programme, especially). Currently engaging with 10 of the key Utilities companies.
- The approach is to develop relationships based on two-way engagement and managing them as strategic suppliers
- Just commencing an internal investigation on Utilities performance on some of Highways England's historic schemes, to assess how they manage with cost and delivery. The intent is to identify where there are any deficiencies and drive improvement (where within National Highways' gift).

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MLa noted that CG's liaison was with the key utility companies which accounts for approx. 70% of National Highways utility spend

MLa to discuss with Chris G his awareness of the National Underground Register

ML

3.5 H&S File Digital Development – T&F Group (Mark Lamport – Arcadis)



Current Status

- Asset Information H&S Improvement in Data Management Steering Group Meetings held, National Highways attendees include:
 - Richard Wilson – Head of Home Safe and Wellbeing, C&P SES
 - Jason Glasson – Head of Asset Management
 - Sarah Bull – Operations Data and Strategy Lead
 - Antony Firth – Head of Planning and Development
 - Andrew Smith – Head of Digital Engineering
 - Russell Brooks – SES (custodian of ADMM, GG182, EIR)
 - Neal Symmons – Head of Lean



Current Status

- First meeting of Health and Safety File Digitalisation T&F Group has not yet been held as several key actions required first:
 - Four interim actions and one longer term aspirational action
- New Highways England CDM Standard (which contains a H&S File template) to be launched – target launch end of summer 2021
- IAN 105/08 still current but likely to be withdrawn and not replaced



Action 1 (Interim Arrangements)

- Rename the HE Major Projects 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 directly health and safety related.

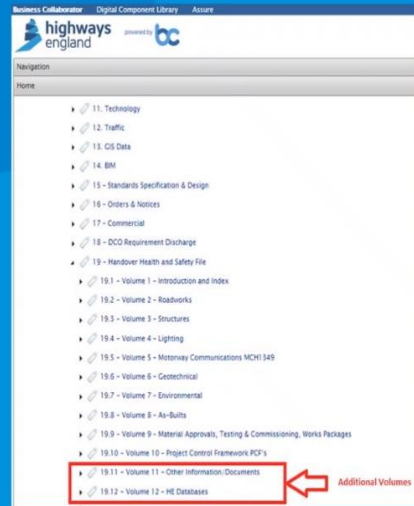


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Action 2 (Interim Arrangements)

- 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 actual HSW related data required in the Health & Safety File. This would be in line with the structure set out within the new CDM Processes and Procedures document and is compliant with HSE L153 requirements for Health & Safety File contents.
- Update the SGAR 2 - 7 Health and Safety File PCF product in line with the above requirements and ensure the SGAR 6 Civils Maintenance PCF product is updated to accept the new Volume 13 - see Action 3

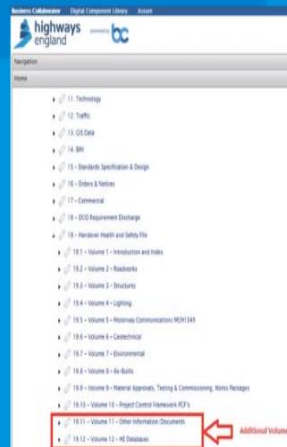
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Action 3 (Interim Arrangements)

- 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.

Volume	Title	Description
Volume 1	Index and introduction	Project overview, contents details and exceptions
Volume 2	Roadworks	Site clearance, alignment & maintenance of <u>hardstanding</u> , earthworks, drainage, pavement, kerbs, footways and paved areas, road restraint systems, road signs and road markings, fencing, places of relative safety and ROTTMS (cable aspects).
Volume 3	Structures	Structures as defined under E022
Volume 4	Lighting	Descriptions of installations, operation & maintenance, demolition, key structural principles (design criteria), special construction services, issues encountered and schedule of materials.
Volume 5	Motorway communications	General information, civil, structural and pavement infrastructure elements, communication and power elements, Technology Systems, Acceptance testing, defects, <u>notifications</u> and NOMAD inventory as defined in MCH 1345.
Volume 6	Geotechnical	Reports, strengthened earthworks and contaminated land.
Volume 7	Environment	Technical notes, MCH, planting, maintenance & <u>repairs</u> and residual risks.
Volume 8	As-built drawings	All construction records compiled by discipline.
Volume 9	Materials approvals, testing and commissioning records, works packages	Records by discipline
Volume 10	Other documents relevant to handover	PCF products and other documents



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Action 4 (Interim Arrangements)

- Provide additional guidance as to precisely what information is required to be provided within each of the first 12 volumes of the “Civils Maintenance (AD/MAC/ASC) Handover Document and Certificate” PCF Product (19.1 to 19.12 inclusive) in HE BC, i.e. to provide additional granularity with sub-folders and sub-sub-folders as appropriate, and ensure requirements are clearly mandated.
- Ensure Operations Directorate have access to HE Major Projects BC platform so that they can access all MP project data (we understand they do not currently have access to BC but that this is a work in progress?)

Action 5 (Longer Term Aspiration)

- That a GIS (or similar) based Residual Risk Database is established across the network which forms part of the Health & Safety File data stored by HE and which in turn forms part of the Hazard/Pre-Construction Information supplied by the HE Client prior to any inspection, design, maintenance, or construction related activity.
- That Procurement processes are updated to incorporate this update.
- That integrated GIS and 3D BIM-related systems are promoted, at all times, which are compatible with end user needs, to deliver improved Home Safe and Well and Zero Harm 2040 aspirations across all HE Divisions.

3.6 Eliminating Risk from the Outset – Update – (Mike Boyland – HE)

- Re-use of construction safety alerts – WHS team is to update it’s guidance. A bulletin should be being issued to all within the month.
- Appointment of Principal Designers at Stage 0 – MB had been championing the idea with Strategy and Planning and further meetings are taking place to promote the idea.
- SPaTS framework ERO follow-on initiative to be put forward and hopefully signed off. Expressions of interest to be requested.

MBo

3.7 Whole Life Design Safety Shares – (Martin Partington – Jacobs)

MP had sent his apologies
 No meetings since June due to leave etc
 DP made a request for attendees to share good practice examples which could be developed into Safety Shares and added to the Lessons Learned library on the Safety Hub Page

All

<p>3.8</p> <p>3.9</p>	<p>GI C/ Intent Document and new RtB – (Richard Wilson)</p> <ul style="list-style-type: none"> Noted this is being undertaken, however due to leave has slipped - Teresa Moss is chasing content <p>Archaeology C/ Intent and new RtB – (Richard Wilson)</p> <ul style="list-style-type: none"> Noted this is being undertaken, however due to leave has slipped - Teresa Moss is chasing content 	<p>TM</p> <p>TM</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p>(11.45 – 12.25) Information and Discussion</p> <p>Update from SCSLG – (Mark Bridges – Highways Safety Hub)</p> <ul style="list-style-type: none"> Focus is very much on supporting and delivering the current Common Intents as discussed above. CI on Supervision was published last week with the RtB to follow by 17/9. An accompanying RTB on road worthiness will also be issued by 17/9. Ian Nixon takes over as Chair from the 1st October. DP to issue invite to IN for next PDWG meeting. PDWG offered their thanks for the great work undertaken by Mark Bridges over the last 2 years as Chair of the Hub. <p>Incursions and IPV's – (Dave Avery - Arcadis)</p> <div data-bbox="252 862 837 1355"> </div> <ul style="list-style-type: none"> Incursions update - (Report produced from AIRSweb figures exported on WD2) Total number of incursions recorded (since 2017) is 9646 Total number of incursions recorded in August 2021 is 279 Total number of incursions recorded with coordinates in August 2021 is 279 [100%] 48 historical incursion records were added this month <p>Data From Incursions Working Group</p> <p>In Month incursions Summary</p> <p>Overall in August 2021, incursions to 'Seek Benefit' was ranked first with 58, followed by 'Driver confused' as second with 36 incursions, and third being 'Breach of Rolling Roadblock (TOS)' with 19 instances. 'Follow-In' incursions is ranked as fourth with 8 instances, with the fifth being 'Result of accident' with 3 instances, and sixth being 'Seek Information' with 1 instances. There were 153 incursions 'Because of Breakdown' also recorded.</p> <p>1 'IPV Strike' was recorded this month.</p> <p>Major Projects - Incursion summary</p> <ul style="list-style-type: none"> Our Major Projects recorded the following this month - 'Driver confused' type incursion was the greatest number recorded with 25 and ranked first. This was followed by 10 instances of 'Seek Benefit' incursions and ranked third is 'Follow-In' with 4 instances. 'Result of accident' incursions is ranked as fourth with 3 instances, 0 [nil] incursions as a 'Breach of Rolling Roadblock (TOS)' have been reported, and finally, 0 [nil] incursions resulting from 'Seek Information' being recorded. There were 139 incursions 'Because of Breakdown' also recorded. 	<p>DP</p>

Data From Incursions Working Group

- **Operations Directorate & DBFO's - Incursion summary**

- Our Operations Directorate & DBFO's recorded the following this month -
'Seek Benefit' type incursion was the greatest number recorded with 34 and ranked first. This was followed by 7 instances of 'Driver confused' incursions and ranked third is 'Follow-In' with 4 instances. 'Result of accident' incursions is ranked as fourth with 0 instances, 0 [nil] incursions as a 'Breach of Rolling Roadblock (TOS)' have been reported, and finally, 0 [nil] incursions resulting from 'Seek Information' being recorded. There were 14 incursions 'Because of Breakdown' also recorded.

- **Traffic Officer Service - Incursion summary**

- Our Traffic Officer Service recorded the following this month -
'Breach of Rolling Roadblock (TOS)' type incursion was the greatest number recorded with 18 and ranked first. This was followed by 13 instances of 'Seek Benefit' incursions and ranked third is 'Driver confused' with 4 instances. 'Seek Information' incursions is ranked fourth with 1 instance, 0 [nil] 'Result of accident' incursions being reported, and finally, no [zero] incursions resulting from 'Follow-In' being recorded. No [zero] incursions 'Because of Breakdown' were recorded this month.

Data From Incursions Working Group

- Within MP and excluding breakdown type incursions, Driver Confused incursions were the greatest with 9 on MP-0179 - A2 Bean & Ebbsfleet Junction Improvement (Study) project.
- In Operations and excluding breakdown type incursions, to Seek Benefit type incursions were the greatest on DBFO - M25 (Area 5) and in Area 9.
- The majority of historical incursions added in August were because of breakdown (27), with 19 'Seeking Benefit' and 2 of 'Driver Confused'.

Data From Incursions Working Group

Heatmap of Worker Abuse recorded in August 2021



	<p>DA noted that new heat maps had been produced which captured road worker abuse, as an additional piece of investigation work which is being undertaken within National Highways and he will report back at the next meeting on this matter.</p>	DA
	<p>TT asked if road worker abuse also include those carrying our surveys/land access in design? RW noted this should be the case if the consultant's reported it through AIRSweb? – It is assumed that incidents like are being reported on AIRSWeb? DA to clarify with NN.</p>	DA
4.3	<p>Passport Scheme – (Claire Brown – Bam Nuttall)</p> <ul style="list-style-type: none"> • CB confirmed that the Inside Lane Newsletter is being issued every 2 months Inside Lane - August 2021 • A key topic area at the Passport Group meeting held on 8th September was how are designers embedding the Passport Scheme. Atkins and Arcadis are using it on their projects – CB asked for stories from designers as to how it is being embedded and the benefits it is bringing. Please email stories to CB at Clare.Brown@linkconnex.net or oliver.mcmann@atkinsglobal.com • Link to latest companies on the Passport scheme Passport Scheme • Reference Point have presented on the benefit of using the Passport Scheme to other Working Groups and would like to present at the next PDWG. CB to forward details to DP. 	All CB/DP
5.0	<p>(12.25-12.30) AOB</p> <p>5.1 RW reminded all that they should be making every effort to adopt the CI's and RtB's and that it was NH's intention to review this as part of the Supply Chain review process</p> <p>5.2 RW noted National Highways are questioning Designers at a corporate strategy level on their intentions to complete the Highways Common Induction and join the Passport Scheme. RW confirmed that anyone attending Site more than once in the calendar year will require the HCI and preferably to be a member of the Passport Scheme.</p> <p>5.3 CB asked if the 'On the edge' video could be shared on the National Highways webpage. CB to forward link to TM.</p>	All All CB
6.0	<p>Next Meeting – 11th November 2021 – Virtual meeting via Teams</p>	