

**National Highways
Principal Designer Working Group
Meeting No.25**

**Thursday, 27th January 2022 9.15 am – 12.30 pm.
(Teams Call)**

Attendees

Name	Initials	Position	Organisation
Richard Wilson (Chair)	RW	H&S Director 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
Tim Bowes	TB	Principal Designer Manager	Atkins
Darren Allen	DA		Tellent
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
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
Ali Chaudry	AC	Principal Designer	Galliford Try
Sam Allin	SA	CDM Manager	LTC
Adrian Shawcross	AS	Rail Associate	Ramboll
Clare Brown	CB	Safety Lead	Link Connex (Bam Nuttall)
Tony Lewis	TL	P Designer Man. YNE	Costain
Dave Olorenshaw	DO	Area Manager	Keir

Liz Brathwaite	LBr	H&S Lead	Skanska
Jon Webster	JWe	Safety Lead	Kier
Craig Simmonds	CS	Managing Director	Macleod Simmonds
Elliot Galvin	EG		Mott Macdonald
Jim Gallagher	JG	Prin Struct. Advisor (SES)	National Highways
Steve Haviland	SH	Partnership Lead	Farrans
Simon Wilkinson	SWi	Technical Director	AECOM
Jack Boom	JB		
David Riley	DR	H&S Business Partner	Amey
Oliver McMann	OM		Atkins
Liam Burns	LB		National Highways
Robert Butcher	RB	Technical Director CDM	Jacobs
Beverley Mears	BM		
Elizabeth Bennett	EB	Director	Safety in Design
Andrew Finch	AF	Director of Operations	Jacobs
Ed French	EF	Principal Designer Manager	Arcadis
Katie Harman	KH	YNE Safety Lead	National Highways
Martin Partington	MP	Principal Engineering Man.	Jacobs
Philip Farrar	PF	Highways Safety Hub Website	Galliford Try
Robert Legg	RL	Highways Safety Co.	Motts
Saskia Lear	SL	Principal Designer Manager	Arup
Terry Meadows	TM	Safety Lead	Kier
Helen Richardson	HR	NH Regional Lead	National Highways
Steve Willoughby	SW	Technical Director	Pell Frischmann
Steve Yates	SY	PD / CDM Advisor	Jacobs
Guests:			
Nicola Tweedie	NT	SA – Road User Safety	National Highways
Tanya Morris	TM	Business Dev. Director	Reference Point
Holger Kessler	HK	NUAR Lead	Government Office
Lee Williams	LW	NUAR	Atkins

Karl Hinds	KH	Project Manager (TTM Design)	H.W. Martin
Alistair Cooper	AC	Senior Psychologist	FUTRAN (TRL)
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
Chris Gee	CGe	Head of Utility Diversions	National Highways
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	National Highways
Natalie Mansell	NM	Head of Safety – SR, H<	Atkins
Mark Bridges	MBr	Former H&S Hub Lead	Galliford Try
Jordan Flint	JF		Kier
Lawrence Weller	LW	Safety Manager	TfL
James Washington	JWa	Safety Lead	Kier
Owaiz Khan	OK	Technical Manager	MGF

Richard Horan	RH		Telent
Glen Matthews	GM		Kier
Robert Mullen	RM	Asset Information Group	National Highways
Marcus Anning	MA		National Highways
Nick Boyle	NB	Technical Manager	Balfour Beatty
Jim Tod	JT	Temp Works Designer	Tony Gee/Twf
Jason Glasson	JG	Asset Information Manager	National Highways
Tarandeep Atwal	TW	Associate Director	Arcadis
Alexandra Koutsouki	AK		
Rob Eagles	RE	Temp Works Designer	MGF
Charlotte Taylor	CT		Morgan Sindall
David Owens	DO	Data Manager	Costain
Russell Brookes	RB		National Highways
Paul Dennis	PD		Arup
Chris Griffin	CG	Design Innovation Manager	National Highways
Greig Houghton	GH	Design HSE Lead	Jacobs
Josh Hicks	JH		Mott Macdonald
Paul Watson	PW		Amey
Malcolm Shaw	MS	Principal Designer Manager	Arup
Samuel Hogan	SH	Principal Engineering Man.	Balfour Beatty
Richard Delaney	RD	Senior H&S Consultant	Capita
John Quarless	JQ	Safety Manager	Kier
Dave Avery	DA	H&S Manager	Arcadis
Tom Bolton	TB	Principal Designer Manager	Amey
Ken Harrison	KH	Principal Engineer	Amey Consulting
Ian Nixon	IN	Hub Lead	Costain
Jonathon Giles	JG	Principal Designer Manager	Rambolt
Joseph Cluett	JC		
Euan McRobie	ER		Capita

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

Wellbeing, Health and Safety Moment

- ML provide the WHS Moment. This focussed on the launch of the updated Highway Code which becomes live this week. He also noted the great information that was available on the NH Website. Presentation attached and NH webpage link here – [National Highways - Road Safety](#)
- RW also highlighted a number of recent Safety Alerts
 - Safety Alert issued on the 26.01.2022 relating to the Mobile Elevated Working Platforms. Request that people are aware of the use of this equipment and to ensure that at all times a safety rescue plan is in place (in this incident took 6 mins to rescue the trapped individual). LBr to share Skanska's processes at the Hub.
 - A Safety Alert is about to be released on a services strike on a traffic light feeder cable (Engineer from design consultancy) where the works appeared to not have followed the Common Intent or RtB 9 guidance / RAMS requirements.
 - RW reminded all that the information is available on the Highways Safety HUB webpage - Safety Alerts, etc- <https://www.highwaysafetyhub.com/alerts---national-highways.html> and requested the sharing of lessons learnt as a priority to moving forward.
 - RW asked that lessons learned be shared by the group -

LBr

All

Key Actions and matters arising from PDWG 24 – 11/11/21.

1.0 Minutes

- 1.1 Temporary Works guidance update arrangements – meeting to be arranged to discuss. – RW indicated that Jim Todd, Jo Goulding, Jim Gallagher & RW have held a meeting to review and note this will be issued shortly. Item closed.
- 1.2 Design Close Calls – KH confirmed that a number of conversations had taken place within Smart Motorways, the DCC approval routes need to be confirmed – what is the process etc. KH to discuss with AF and feedback at next meeting.
- 1.3 Utilities Deep Dive Research Project – Paul Doney/Graham King will now present their findings at the next meeting on 31/3/22.
- 1.4 Incursions Working Group. – General awareness - RW has had further discussions with Bob Watson and Richard Long. RW has discussed and requires conformation with Bob Watson & Richard Long to establish involvement in the IWG. RW informed that currently there had been a significant increase in the number of incursions and worrying level of aggression / violence. LBr noted the summary of data available on Incursions which is available on the Hub site under the Incursions heading. LBr felt that an MP Senior lead attending the group would be of value. RW to update at next meeting.
- 1.5 Safe Gantry Access Design – Paul Brown to provide an update later in the meeting.
- 1.6 Incursions new Abuse Heat Map – Liz Brathwaite clarified that this was not set out in GG 128, so felt most incidents would not be logged. RW expressed concern over the potential quantum of data. DA to take comments back. LBr confirmed that consultation on update of GG 128 is progressing, and all the right groups are attending.
- 1.7 NH Internal CDM Process and Procedures – Launch had taken place and a webinar briefing to the supply chain had taken place on 7th December. Documents now uploaded to the Supply Chain Portal. Dave Townsend has been reviewing the implications that this would have for PCF and work here is ongoing. Single H&S File template now specified.
- 1.8 Eliminating Risk from the outset – TT provided an update - Stage 2 SPATS project commenced in Dec 2021, looking at design root causes, how to push through eliminating risk from the outset, developing the Phase 2 issues to completion. There are 3 elements to conclude - design as a

AF/KH

RW

<p>process, H&S Alerts and design root cause and driving ERO at the earliest stages for designers. PB asked about the development of the Pre-construction Phase Plan template as prescribed in RtB 26. Not clear if this is covered PB to follow-up and feedback this would need to cover operations. TT timescales are to complete by end of October 2022. This would also link to the new HART outputs. Toria to feedback this next mtg in March.</p>	<p>PB TT</p>
<p>1.9 Utilities Avoidance – Chris Gee had sent his apologies he will report back at next meeting. ML provide the update. To review options to what information can be made available to National Highways in relation to utilities historic data. Currently looking into a briefing paper on this and requests input from the PDWG community. Please contact Chris Gee to participate.</p>	<p>CC All</p>
<p>CC looking to facilitate some buried services engagement talks around utilities avoidance which would use LTC as the Pilot. KH noted the importance utility avoidance and the communicating risks associated with utility avoidance with multi supplier involvement. KH interested to understand what they will be presenting. ML to discuss with KH.</p>	<p>MLa /KH</p>
<p>1.10 LB noted the importance of understanding the information people are issued and the need to test competence / understanding, do the people given the tasks to undertake understand what is being asked of them. Mark Lawton noted the importance of appointing a utilities surveyor / engineer on site. Helen Richardson noted National Highways predictive indicators for utility avoidance. ML to take up with HR.</p>	<p>MLa /HR</p>
<p>1.11 Sharing Data Saving Lives – Pav Singh is to update the group later.</p>	
<p>1.12 Incursions Presentation – Katie Harman had instigated a presentation given to the RDP North WHS Forum. Slides and Video to be distributed (issued post meeting). Also links with MP and development of Safety Shares. KH noted the importance to consider other forms of incursions (pedestrian, people who take unnecessary risks) are important to consider along with the local and needs for people to be thought about if we stop the current routes people take.</p>	<p>KH/DP MP</p>
<p>1.13 Keeping Pace with Change Working Group – AF confirmed that he would initiate discussions for the next session.</p>	<p>AF</p>
<p>1.14 DP noted that feedback from the Chat Room had been issued with the previous minutes.</p>	
<p>1.2 Objectives for PDWG 2022 (RW)</p>	
<ul style="list-style-type: none"> SCSLG had met in December and have discussed implementing a 2yr look ahead strategic plan - SCSLG have indicated that possibly they have issued too many RtB's and Common intent documents in the last 12 months. SCSLG strategy will be reviewed in February by the Highways Hub and the engagement council to enable sharing in March. It will look at significant risks within the industry e.g., Plant person interface. RW to share ASAP. 	<p>RW</p>
<ul style="list-style-type: none"> RW noted concern over Engineering practises adoption and use of the Common Intent documents / Raising the Bars – NH reviews are undertaken quarterly and there are concerns over the feedback from these meetings. NH will be focussing on this issue over the coming months. 	<p>All</p>
<ul style="list-style-type: none"> Lessons Learnt - Sharing of these are essential and RW asked for greater feedback/support. A template is available from RW. ECI is very important and early engagement should be promoted at all times to help with planning etc. This includes early engagement with GI Contractors, Archaeologists etc to determine what access is required to improve both WHS and the quality of outputs. 	<p>All</p>
<ul style="list-style-type: none"> Designer participation in the Passport Scheme / Common Induction needs to be significantly improved and take up has been poor in some areas – Lack of a Passport will potentially limit access to sites. The mandate is that it will be required for anyone visiting site more than once in the calendar year. 	<p>All</p>
<ul style="list-style-type: none"> It is important that Designers get to and visualise what they are actually designing for, and this can only be achieved by attending site. This issue has been heightened with the further 	

reductions in working space available for construction due to 60mph through roadworks working that is being applied on some schemes.

All

- Use of BIM and the digital environment and the sharing of good practice here.

2.0 (9.45 – 11.10) Presentations for Learning Opportunities

2.1 National Underground Asset Register (NUAR) – Holger Kessler/ William Lee (Geospatial Commission, Cabinet Office) (Q&A)



What is the National Underground Asset Register

The problem NUAR solves

Benefits of NUAR

NUAR solution

Building on evidence

Steps to NUAR

One team for delivery

Key enablers

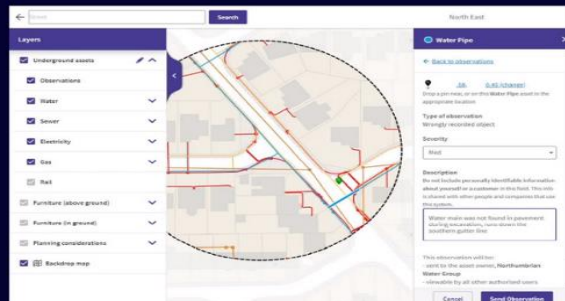
National Underground Asset Register

ATKINS
Member of the SNC-Lavalin Group

What is the National Underground Asset Register

Platform for:

- Asset Owners to make their data available for planning excavations and safe digging
- Planners and excavators to easily access underground asset data
- Feeding back information observed on site to Asset Owners to help improve asset records



Illustrative purposes only - screenshot taken from pilot project

National Underground Asset Register

ATKINS
Member of the SNC-Lavalin Group

The problem NUAR solves

Utility data is fragmented, varied quality, multiple formats



60,000 utility strikes per year



£2.4bn annual cost



National Underground Asset Register

ATKINS
Member of the SNC-Lavalin Group

Benefits of NUAR

Reduces utility strikes

Less disruption & waste

Improved efficiency & productivity

£347m per year

National Underground Asset Register

ATKINS
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NUAR solution



Asset Owners



NUAR Users

NUAR Platform

National Underground Asset Register

ATKINS
Member of the SNC-Lavalin Group

Building on evidence



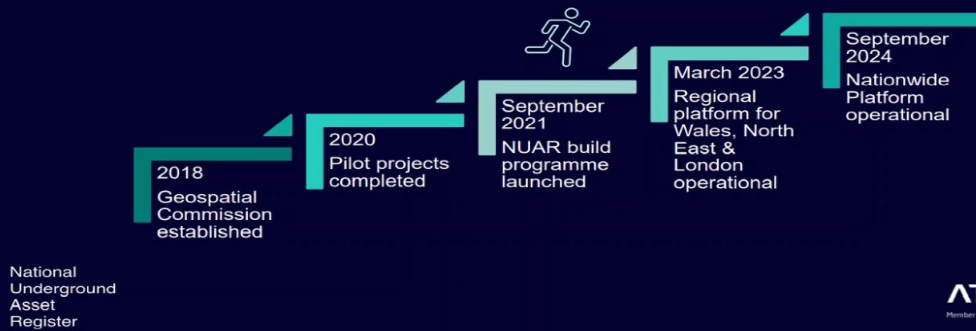
North East pilot tested stakeholder & user need and desirability

London pilot tested data transformation feasibility

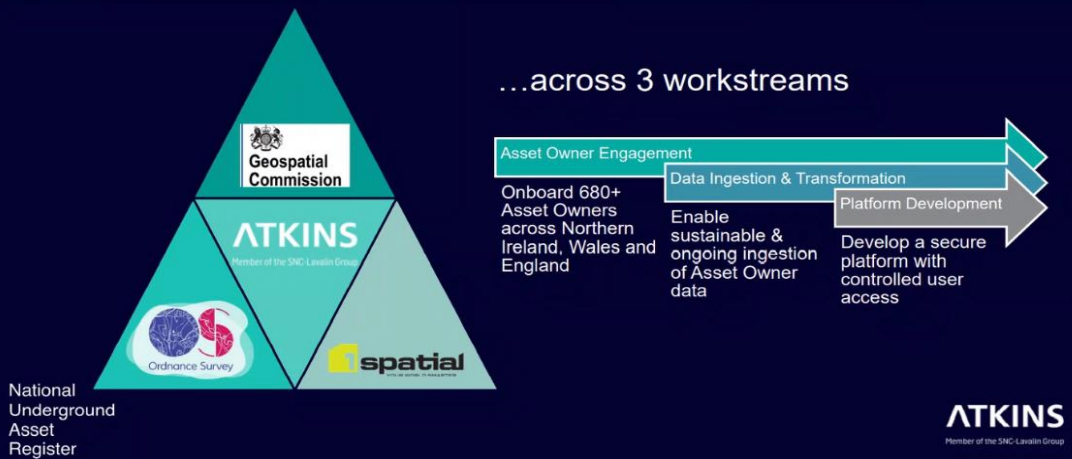
National Underground Asset Register

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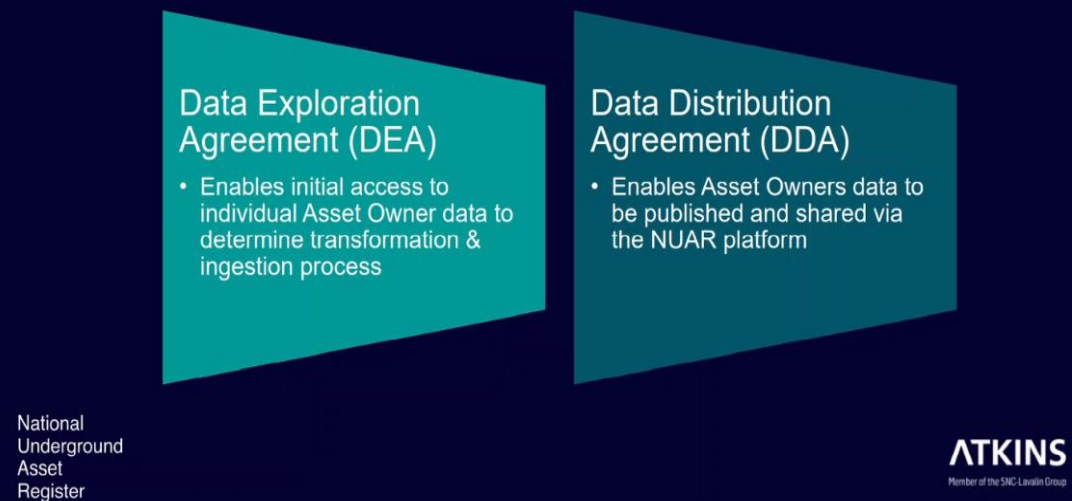
Steps to NUAR

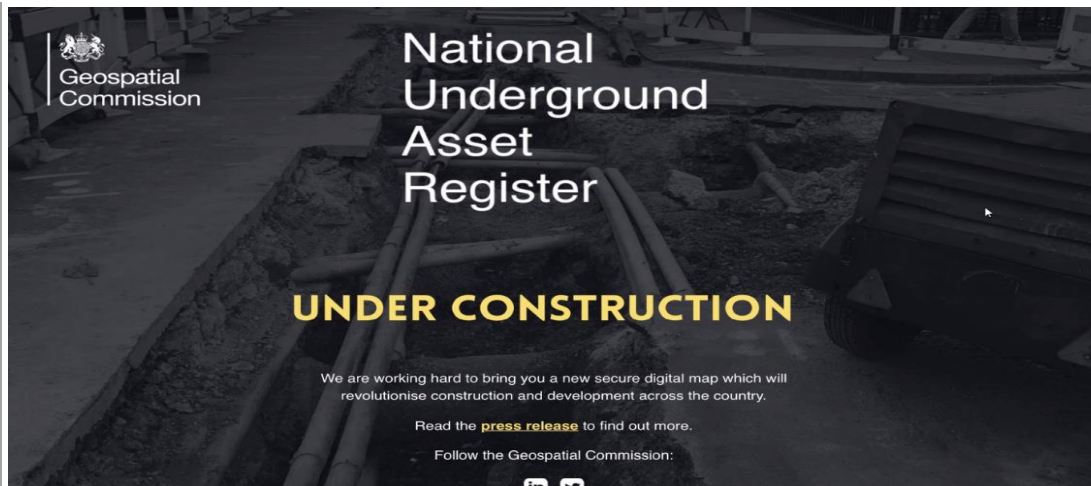


One team for delivery



Key enablers





HK provided an update on the current status of the project and indicated that he was very happy to be contacted by PDWG participants to provide further discussion / information on the NUAR project.

A Q&A session followed which raised a number of issues that can be seen in the chat room and below. KH indicated that he would like to continue the discussion on a number of points raised with group members.

- HK is aware of other systems in the market-place – off-line working will be provided e.g., print screen. Downloading to e.g., GIS is not currently an option.
- Dave Olerenshaw is concerned that quick and easy access to the system is essential but download to via pdf feels like a step back. HK will contact DO and proposed to invite him to an upcoming Workshop.
- AF was concerned about accuracy and links to the quality levels in PAS 128. HK is aware of the issues and training is important here. Data inputs will be uploaded at level D the lowest level.
- RL was similarly concerned about the quality of information some Utility companies provide.
- ML flagged that in the highways environment we general go through many detailed procedures e.g., inductions, Permits etc. In the wider world these processes are often not in place and NUAR tries to cater for all.
- PS asked about data specifications – HK confirmed that data agreements will be put in place to an agreed specification. HK would like to follow up with PS.
- SL ask how information would be displayed. HK confirmed it would be displayed by asset type.
- DP asked about liability in respect to quality. HK indicated that the validation responsibility will always sit with the asset owner. The data distribution agreements will cover liability.
- PS flagged that there is no feedback loop between HSE and utility owners when strikes occur. HK indicated that this is not covered, but actually establishing a base line would be a good output and something he will consider further.

HK/DO

HK/PS

2.2 Passport Scheme Update – Reference Point – Tanya Morris - (Claire Brown/Oliver McMann) (Atkins)



TM provided an abridged version of the presentation

Powerful online database linked to a secure individual smartcard – kept updated



Passport Key Features

referencepoint mitie

- ✓ Powerful online database of workforce linked to an individual smartcard.
- ✓ High security physical and virtual smartcards available.
- ✓ Single transferable record, kept updated, which moves with the individual.
- ✓ Full range of competencies can be awarded, managed and surfaced.
- ✓ Certificates and supporting evidence for outcomes also held.
- ✓ New HCI is surfaced automatically and visible on the person's card.
- ✓ CSCS and many partner cards/ qualifications can be registered online in seconds.
- ✓ Easy to check person's details on site using our apps. All audited.
- ✓ Site events (e.g. toolbox talks, inductions, briefings) can be awarded electronically.
- ✓ All card swipe data available including wide range of filters. Instant analysis. Geomap views
- ✓ At-a-glance forthcoming expiries to maintain workforce capabilities.
- ✓ World-class direct messaging straight to the individual.
- ✓ Comprehensive reporting.

Why is Passport So Important?

referencepoint mitie

- ✓ Ensures competent and trained people are working on Highways
- ✓ Invaluable and consistent tool
- ✓ Wealth of information of corporate benefit
- ✓ Saves time and money
- ✓ Sustainable

Passport Key Stats



Supported by National Highways
Sponsored by the SCSLG

"As a supplier community we have agreed that, as Suppliers to Highways England, we shall adopt the scheme in its entirety within the first three months of start of works (construction phase) on any Highways England project/ scheme/ contract."

SCSLG Common Intent Document

Number of workers: 33,300
Number of contractors: 900+

No matter how many projects worked, each person only needs ONE Passport record and smartcard.



"Passport Required" Principal Contractors



Contractors rolling out Passport on their major projects include:

Balfour Beatty
Costain
Galliford Try
Kier Highways
Osborne Infrastructure
Skanska
SMP Alliance.

More are coming on stream each month.

In addition, SDF contracts are required by National Highways to implement Passport.



How do we join Passport?



Further Information
www.highwayspassport.co.uk

Company Registration on Passport
<https://he.validate.mitie.com/SkillSafe/CompanyRegistration>

Note:
Reference Point provide the gold-standard technology and hosting for Passport. ALL User Support, On-Boarding and Training is provided by Mitie.

For any assistance, please contact:
Tel: 0330 726 0225
E-mail: he.validate@mitie.com



RW asked, as mentioned earlier, that all organisations embrace the Passport Scheme. It has many benefits – it records competency which can be read from the card directly. Membership is reported corporately.

All

TM flagged that a further benefit was that employers could view employee's records in advance if required which helped significantly when recruiting.

Oliver McMann provided an update on the steering group where he represents designers. OM is working with TM to maximise the benefits the Passport could have for Principal Designers, and he will feedback to the group on this.

OM

OM also referenced the HCI – currently the feedback is that it is very Contractor focused. OM felt that the HCI should be reviewed with the intention of creating a Designer module through a T&F Group lead by NM and TB to develop the contact. OM to discuss with Teresa Moss on this. Volunteers requested.

OM
All

LB indicated that the A428 would be using the Passport to gain entry to the compound – so without Passport membership designer access would not be possible.

Note

2.3

Design Risk Management (Risk Register) – (Saskia Lear) – Arup

ARUP

Common Problems

The register itself

- QA systems such as ProjectWise "hide" information until it is issued
 - Teams/disciplines don't have all the information
- Different versions of the register on local drives
 - Dependant on when team last accessed the joint register
- Different formats for risk assessment
 - not consistent with GG104 or with eachother
- Compatibility of software
 - Different teams/organisation have different software, causing errors

ARUP

Common Problems

Use of the register

- Mitigations develop as design develops
 - Designers may leave it to after the design is complete
 - or guess at the mitigation at the start and then not update
- Risk Owners are just a name on a spreadsheet
 - No guarantee that they are aware and managing the risk
- Difficult to review
 - The amount of information in the full register is often larger than the screen/paper

Use of MS Lists app

Basics

- Web based app
 - Part of Office 365 and is embedded within Sharepoint
 - MS Teams all have a linked Sharepoint site
 - You don't need to have Office 365 to use an existing List
- List settings
 - Formatting of columns similar to Excel
 - Versioning history
 - Automated notification emails & alerts when changes made

Use of MS Lists app

What that means

- Anyone with access to Teams site can use it
- You can embed it directly into the site (no need to "open" the document)
- Accessible anywhere with internet (even mobile phone on site)
- Everyone has the latest information (Consistent with GG104)
- Can link documents to risks (ie shape files, design decision reports, etc)
- Risk Owner names are also email addresses (automated emails)
- Connects with Power Automate for additional automations

Lists embedded in Project sharepoint

The screenshot shows a Microsoft Lists app interface for a 'Private group | Project'. The main content area displays a table titled 'A120 CDM Risk Register'. The table has columns for ID, Status, Hazard, Location, Outcome, Population, Phase, and Reason. Two rows of data are visible.

ID	Status	Hazard	Location	Outcome	Population	Phase	Reason
6	Closed	Maintenance during a live carriageway (generic risk closed and replaced with location specific risk item)	Scheme wide	Impact from vehicles injury / death road workers and road users	Users Workers	Maintenance	The proposed jun for all options will a greater require for traffic manage during MAINTEN than wholly offers options, increasing risk for both road workers and road
7	Open	Surveys adjacent to a live carriageway	Scheme wide	Impact from vehicles injury / death road workers and road users	Users Workers	Construction	Online route surv during design development (topographical, drainage, paveme Lighting) will incre risk to road work road users.

Different Views

The screenshot shows the A120 CDM Risk Register interface. The top navigation bar includes options like 'New', 'Share', 'Export', 'Automate', 'Integrate', and a filter menu. The filter menu is open, showing 'Alert me' and 'Manage my alerts' options, which are circled in red. The main content area displays a grid of hazard cards under the 'Discipline : Geo' filter. Each card shows hazard details, location, population, phase, and risk levels (Risk and Residual Risk).

Hazard	Risk	Residual Risk
Unknown ground contamination...	4	4
Excavation of the cutting. The grou...	8	6
Unforeseen poor ground conditions	16	8
Potential for contamination at the ...	6	0

Use of Power Automate

- Online apps can be connected using Power Automate
 - Includes online versions of programmes such as Excel
 - Automating standard processes to speed up input and reduce errors
- Form for initial hazard identification
 - Quick and easy way to add new hazard into the risk register
- Create a spreadsheet version of the risk register for issue
 - Capture live data into suitable Excel template

Initial Hazard Identification Form

Making it easier to add new hazards to the risk register

The screenshot shows the A120 Initial Hazard Identification Form and its integration with Power Automate. The form is titled 'A120 Initial Hazard Identification' and includes a description: 'Short form to initially identify a hazard which will later be added to the risk register for mitigation'. The form has two main questions: '1. What is the hazard? What is the potential source of danger (ie "new junction")' and '2. Where is the hazard? Describe the location of the hazard (including which option it applies to)'. The 'Responses' tab is active, showing a '4 mins' duration for the form. The Power Automate flow is titled 'A120 Hazard form to Risk Register' and includes details such as 'Flow: A120 Hazard form to Risk Register', 'Description: Record form responses in SharePoint', and 'Owner: Saskia Lear'. The flow history shows two runs on Jan 14, 03:11 PM and 03:10 PM, both with a duration of 00:00:01.

Create Spreadsheet for Issue

Capture live data

B	C	D	E	F	G	H
Project Name	A120 Braintree to A12					
Arup Project Number	278361-00					
ID	Status	Hazard	Location	Outcome	Populatioi	Phase
6	Closed	Maintenance during a live carriageway (generic risk closed and replaced with location specific risk items)	Scheme wide	Impact from vehicles injury / death road workers and road users	Users Workers	Maintenance

Flows > A120 update risk register

Details

Flow
A120 update risk register

Owner
Saskia Lear

28-day run history ⓘ

Start	Duration
Jan 18, 01:33 PM (6 d ago)	00:06:41



Contact
Saskia Lear
Saskia.lear@arup.com

A Q&A session followed:

- PB agreed that there always needed to be a single source of the truth
- Liz B had provided a number of comments in respect to CIRIA Guide C755, Safety Base and Manchester Uni. in the chat room. Liz B to touch base with SL.
- SL to review the CIRIA C755 Guidance which could be migrated across
- PS asked if there was a link between risk items and locational specific data.
- AF referenced the HSE Sharing Data Saving Lives initiative who are working in this area.
- RW concerned about the problems with Excel, the potential to corrupt input and the dangers of designers retaining separate copies.
- SL is happy to share the process and set up is very quick
- HR noted that it has been used successfully on a number of Pipeline Schemes.

SL

3.0 (10.10 – 11.45) T&F Group Updates - (SCSLG – H&S Hub Support)

3.1 BIM Risk Library – (Update) - (Pav Singh - Arcadis) - Discovering Safety

highways
england

Principal Designer Working Group
Event No 25

Discovering Safety – BIM Construction Risk Library Project
Pav Singh, Arcadis

27th January 2022

INTRO TO DISCOVERING SAFETY



DISCOVERING SAFETY

Delivering health and safety benefits through a data driven global community



- £10 million, 5-year (2017-2022) research programme funded by the Lloyd's Register Foundation



- Jointly delivered by the HSE and The University of Manchester through the recently established Thomas Ashton Institute



Issue: Disaggregated information



Risk Library



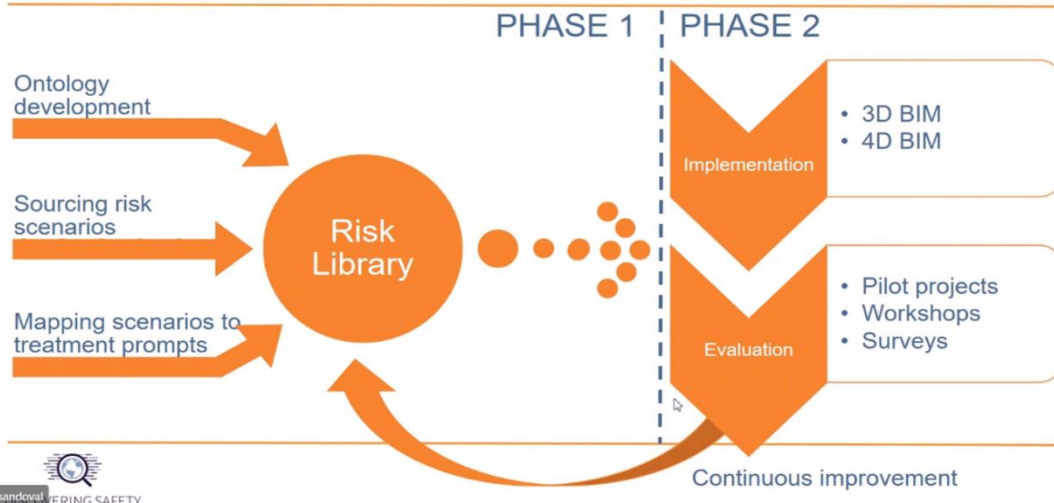
Expert knowledge



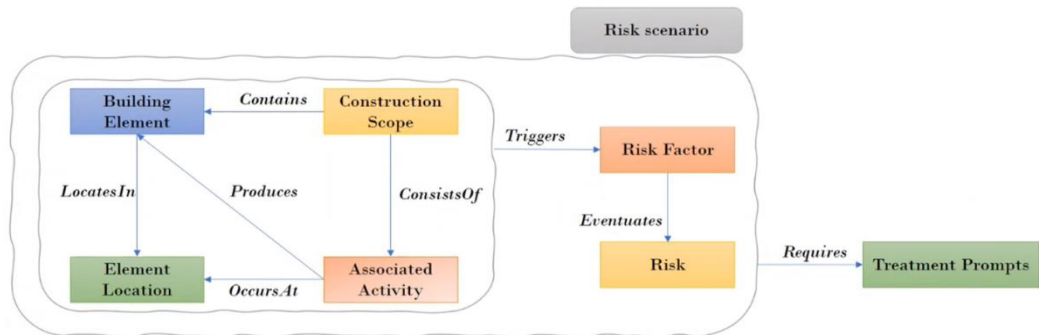
Past events

Implementation: **3D REPO** SafetiBase

PROJECT DETAIL



RISK SCENARIO ONTOLOGY



TREATMENT MATRIX

	Scenario Lifecycle of the props	Risk Struck-By falling object	Construction scope Deep basements and shafts	
	Element Temporary structure	Location Site logistics-Excavation area	Activity Install construction	
			Risk Factor Physical-Collapse	
	Eliminate	Reduce	Control by subsequent design	
	Inform			
Preliminary Design	Consider another solution instead of excavation Eliminate the need for props (e.g. reinforced ring beam)		Evaluate alternatives to using large props	Designer input into prop proposal Commission risk study to validate size, fixings and props needed
Detail Design	Test integrity of props for supporting load	Consider making the props part of the permanent works		Make sure there are permits to load to install and remove props agreed with temporary works Create a temporary works design brief covering installation risks
Pre construction			Detail plan to control risks in sequence of installation and removal	Provide risk information to prop installers and removers Make sure there is a lifting plan in place to remove the props safely
Site work, Temp Works, Change control		Monitoring props (e.g. using sensors)	Validating the installation as designed by testing fixings Avoid working in the area until the props are removed	Inspect the state of the props daily



AIMS AND OBJECTIVES





Next Steps

- Construction Risk Library Project aims to standardise data and process that reduce or mitigate safety risks in construction.
- Join the Construction Risk library project – link provided
 - [Log in | Discovering Safety](#)
- Contact Dr William Collinge william.collinge@manchester.ac.uk or Gordon Crick gordon.crick@hse.gov.uk for more information
- Support the project by providing risks associated with Linear Highways and Infrastructure projects.
- Join the meetings to review risk and treatment identification.



PS confirmed that the Sharing Data Saving Lives initiative would be holding a second workshop – he would send details out for anybody wishing to attend.

PS/All

Health and Safety
Executive



The Construction Risk Library – join our Community of Practice

See www.discoveringsafety.com

Sign up to membership on the web-site – ask to join the Risk Library Project

Gordon Crick, HSE
Zane Ulhaq, WS Atkins

Training and events – Courses, e-learning and events, built on our unrivalled expertise and experience as Great Britain's health and safety regulator.

3.2 Suicide Prevention Tool – (Alistair Cooper – FUTRAN / Nicky Tweedy - NH)



**THE FUTURE
OF TRANSPORT**

Suicide Prevention Risk Management Tool

27/01/22

Suicide Prevention Risk Management Tool Purpose



We are developing a tool that will enable principal designers, designers and National Highways stakeholders to understand suicide risk at a location **before** a scheme is built. This should lead to a clear, standardised decision making process for designs that mitigate the risk of suicide.

50

There are about 50 suicides a year on the UK roads, which is likely to be an underestimate



National Highways has a data set with a total of 3,888 data points of suicide attempts in the last three years on the SRN



National Highways maintain a priority list of locations where more than one suicide attempt has been made over a three-year period. The majority of incidents recorded on this database occur on or around a bridge of some kind

Suicide Prevention Risk Management Tool – What we need from you



- We are asking stakeholders to attend a workshop so we can understand the needs of the end users – the people who will use the tool in the future
- We will run a **virtual workshop, including designers, principal designers and Opps teams**, to understand:
 - Their needs - e.g. how and when they might need to use it to input into the design process
 - The kind of tool that is needed - e.g. format, training needs
 - What might get in the way of implementing the tool and the necessary activities designed to put the tool into practice

AC requests for participation to an initial workshop meeting at the end of February which will last approx. 1.5 hrs. Please provide details to either DP or AC.

All

How to get in contact



If you can put possible stakeholders forward to attend a workshop in February, please contact Ali Cooper (Principal Psychologist – TRL)

acooper@trl.co.uk
+441344770086



LBr and MP added a number of comments which are concluded within the Chat Room. AC explained that the tool will generally look at new build but will also include a classification for location and iconic recognition.

NT was aware of the Area 12 Suicide Study Report.

RB referenced the NH Suicide Prevention Toolkit and asked if this would be included in the process. NT is the owner and confirmed that this would form part of the updated process.

AC

PS flagged that schemes that are currently ongoing like LTC, need to be considered in the process. NT suggested this would be included in the Workshop agenda.

AC/NT

Timescales are not yet clear, but NT/AC would feedback to the group.

AC/NT

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

Currently the latest draft has been consulted on and is with SCSLG who will be releasing the document shortly.

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

- Links to AMDG and OD – update



Principal Designer Working Group Event No 25

Health and Safety Files Digital Development
Mark Lamport, Arcadis

27th January 2022



Task and Finish Group Kick-Off Meeting

- Held on 18/1/2022
- Next meeting to be held in March 2022 - date TBC



Task and Finish Group Team

Mark Lamport – Arcadis

Doug Potter - Arcadis

Natalie Mansell - Atkins

Tim Bowes – Atkins

David Owens – Costain

Rob Butcher – Jacobs

Richard Wilson – National Highways, PDWG Chair

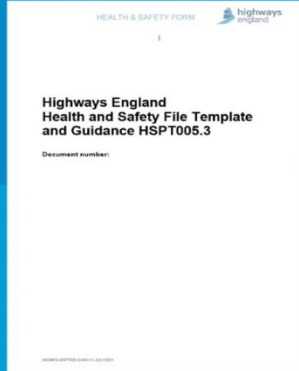
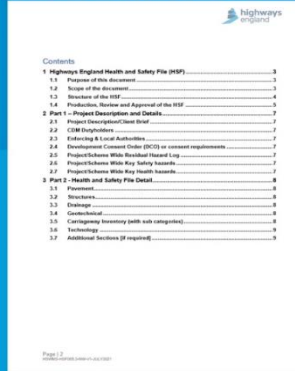
Kevin Clague - National Highways, Asset Needs Manager - Operations NW

Darren Allen – Telent

Jon Horrill – WSP

Jason Glasson (National Highways, Head of Asset Management) to be invited to the next meeting

National Highways CDM Standard H&S File

Contents

1 Highways England Health and Safety File (HSF) 3

1.1 Purpose of this document 3

1.2 Scope of this document 3

1.3 Structure of the HSF 4

1.4 Production, Review and Approval of the HSF 4

2 Part 1 – Project Description and Details 7

2.1 Project Description/Name Brief 7

2.2 CDM Responsibilities 7

2.3 Planning & Local Authorities 7

2.4 Development Consent Order (DCO) or consent requirements 7

2.5 Project/Scheme Wide Residual Hazard Log 7

2.6 Project/Scheme Wide Key Safety Hazards 7

2.7 Project/Scheme Wide Key Health Hazards 8

3 Part 2 – Health and Safety File Detail 8

3.1 Overview 8

3.2 Structure 8

3.3 Drawings 8

3.4 Geographical 8

3.5 Cartography Inventory (with sub categories) 8

3.6 Technology 8

3.7 Additional Sections (if required) 9

Template available from Supply Chain Portal – PCF product guidance for H&S File

Forms, advice and information:

- [Health and Safety File Template and Guidance](#)

National Highways CDM Standard H&S File

1.2.3 Highway England HSF therefore forms part of the Handover Information at the end of a construction project, but doesn't contain all the information at final handover to the Client. There are number of categories of document that will be handed over at completion of the project of which the HSF is one. Aligning with the current Highways England Project Controls Framework (PCF) the list looks like this:

Handover Asset Data:
 Volume 1 – Introduction
Volume 2 – Health & Safety File
 Volume 3 – Operations and Maintenance Manual
 Volume 4 – Asset Data
 Volume 5 – Quality Records
 Volume 6 – Design Records
 Volume 7 – PCF Products

1.2.4 The scope of this document is purely volume 2 – Health and Safety File highlighted above and not the other volumes listed in section 1.2.3.

Interface and Alignment with other National Highways Initiatives

- Discussion on transition of H&S Files to GIS-based platform already underway within National Highways – how can this T&F Group support this development work?
- Ensure alignment with National Highways 5 Year Digital Transformation Plan
- Alignment with National Highways MP BC structure (?10 volume or 12 volume)
- Ongoing discussions with Neal Symmons around integration of Lean into the digital handover process
- Interface with Asset Information - H&S Improvement in Data Management Steering Group (last meeting on 20/1/2022)

Future Actions

- Terms of Reference (Scope, Objectives, Outputs and Timescale) to be agreed.
- Civils Maintenance (AD/MAC/ASC) Handover Document and Certificate (Stage 6) PCF product needs to be brought into alignment with the new CDM Standard and the new H&S File Template (Stage 2 product)
- We need to understand end-user requirements:
 - What information do they need from the H&S File?
 - In what format?
 - On what platform?
- Ensure we take learning from the BIM 4 Health & Safety Sub-group led by Andrew Rouse and Gordon Crick looking at integration of H&S into BIM

PB concerned that a mechanism is required to capture area wide or linear hazards and if GIS wasn't capable of providing this then alternatives would be required. General discussion that this was a developing area and that work arounds are either in place or will be developed. ML noted and would discuss further with PB.

PB/
MLa

3.5 Safe Gantry Access Design T&F Group – (Paul Brown - WSP)

- T&F Group commissioned through the Smart Motorways partnership alliance. Current issues / variations on gantry access across the network on various schemes, reviewing the parameters being used to reach the design decisions - Review of GG104 assessment completed - Noting that initial finding is to provide safe access to the gantries. Variations have been found due to scheme budgets, scope etc.
- Review ongoing to define the parameters to be used to ensure consistent approach -The group is imminently presenting findings to the partnership Alliance board with a proposal to review the current parameters and ensure all schemes undertake the same consistency of review, using the same methods / parameters. The group has focused on the decision-making process not what should be provided to date. PB would continue to chase but anticipated they would liaise with PDWG in due course.

PB

Dave Riley – Amey

M74 - 21 gantry with access – Installed in co-ordination with appropriate access / hard standing arrangements. (Feedback from Amey Working Group who looked at improvements):

- Hard standing not often specified previously.
- Review of reliability of gantry equipment (asset performance) - How is this information being gathered to enable better project specifications?
- What reviews are ongoing with Clients to review equipment reliability? (In theory the design assumptions had assumed that only limited maintenance would be required).
- Safe access often gets value engineered out.
- Design Audit of safe access to gantries - Are these being undertaken / incorporated?
- Are rescue arrangements being considered within the design of gantries
- Operatives dropping equipment - This could happen, however shouldn't exclude the access to gantries.
- DR feels Scotland are making good progress. DR is feeding the comments to the T&F Group
- JG reiterated that the original concept was that maintenance access needs would be limited but this was proving not the case. Any PDWG feedback on designs / maintenance issues to JG.

All

	<ul style="list-style-type: none"> • How can we improve current arrangements? • Incursions is also a major consideration and are generally generated through a number of sources <ul style="list-style-type: none"> ○ People who are genuinely lost ○ People who are taking a chance, and ○ Pedestrians. • Karl H is currently dealing with the A63 project which passes through the centre of Hull. This has proved a problematic site due to the urban nature of the scheme. • The A63 TTM issues had featured in a recent RDP NH Forum, which had flagged many lessons learned. RW asked that this be picked up on the next PDWG Agenda as a lesson learned session. 	KH/DP
5.0	(12.30 - 12.35) AOB	
	No issues raised	
6.0	Date of Next Meeting – 31st March 2022 (PDWG 26) – Teams Meeting	
	Subsequent meetings proposed for – 19/5, 21/7, 29/9 invites issued post meeting.	