

Principal Designer Working Group Meeting 13

25 July 2019

10:09

Meeting Date: 25/07/2019 10:00

Location: Jacobs Offices, 4th Floor Colmore Circus, 2 Queensway Birmingham, B4 6BN

Participants

Doug Potter (DP), Andrew Finch (AF), Mark Lamport (ML), Pav Singh (PS), David Olorenshaw, Liz Bennett, Steve Perkins, Paul Brown (PB), Katie Swanick, David Owen, Jim Tod, Paul Boddy, Malcolm Shaw, Roger Swainston, Ed French, Tim Goddard, Tim Bowers

Notes

Introduction

Given by DP (acting Chair and Secretary)

Apologies

Ian Scott – HE RIP N H&S Lead

Richard Wilson - HE H & S Director MP

Martin Partington - Jacobs

Rob Butcher – Jacobs

Further apologies had been given by a number of group members due to the potential Rail disruptions anticipated on the day resulting from the hot weather.

Minutes

Copy to all and Dave Avery (Arcadis – H&S Hub)

	<p style="text-align: center;">Highways England Principal Designer Working Group Meeting No.13 Thursday, 25th July 10.00 am – 3.00 pm Jacobs Offices, 4th Floor Colmore Circus, 2 Queensway Birmingham, B4 6BN</p>	
	<p style="text-align: center;">Agenda</p>	
1.0	<p>(10.00 – 10.15) Welcome and Safety Moment</p> <p>Housekeeping Given by AF</p> <p>Safety Moment AF briefed the group on the Construction Industry Helpline</p> <p>Safety Moment link: https://www.constructionindustryhelpline.com/our-app.html#</p>	
2.0	<p>(10.15 – 10.25) HE New CDM Processes (Formerly IAN 105): Update / Home Safe and Well – feedback</p>	
2.1	<p>DP noted the following</p>	

	<p>Aspiration is that draft PCI & H & S File format will be available from IS by mid-Aug.</p> <p>His understanding was that internal reviews of the draft standards would take place in Aug / Sept with wider consultation (including PDWG) in September.</p> <p>Current aspiration for issue was late October 2019 but this is to be confirmed by IS/RW,</p> <p>ML suggested there may be benefit in HE issuing this out for consultation with other major infrastructure Clients to note if they have feedback on, HE processes. DP to pass back to RW for consideration.</p> <p>PS noted that all PDWG participants should collaborate to assist each other with regard the interim use of templates currently in use whilst awaiting the issue of new document templates from HE.</p>	<p>IS</p> <p>IS/RW</p> <p>RW</p> <p>All</p>
<p>2.2</p>	<p>DP presented update on HE Home Safe and Well</p>	
<p>2.2.1</p>	<p>Main objectives: That by 2025, Highways England aim to:</p> <ul style="list-style-type: none"> • Reduce the number of those killed or seriously injured on SRN roads by 20% • Reduce by at least 50%: <ul style="list-style-type: none"> • Lost-time incidents; • Suicides on our roads; • Service strikes; • Vehicle incursions into road works; and • Bridge strikes <p>And also:</p> <ul style="list-style-type: none"> • Achieve the workplace wellbeing charter for England; • Double the level of hazard and near miss reporting; • Achieve level 4 cultural maturity – by moving; and • Improve H&S Maturity from Calculative to Proactive 	
<p>2.2.2</p>	<p>The key focus areas are:</p> <ul style="list-style-type: none"> • Effective leadership • Capable people • Clear expectations • Engaged stakeholders • A learning organisation • Health, safety and wellbeing by design 	
<p>2.2.3</p>	<p>HE Clear Expectations</p> <ul style="list-style-type: none"> ○ Passport Scheme <ul style="list-style-type: none"> • General discussion on the progress of the Passport Scheme and the status of this, ML noted the current progress with particular issues with GDPR, Common Induction and Mitie operating systems which have currently caused delay. DO noted he was aware that organisations have been informed that the scheme should be operational by October this year. PB noted the HUB had informed that HE are not mandating the use of the Passport Scheme, however 	

<p>2.2.4 Feedback</p>	<p>there was an aspiration that the industry to adopt the Passport scheme.</p> <ul style="list-style-type: none"> • Discussion referenced the continued use of Motorway Passes – in some instances. • PS understood there was a requirement for organisations to have an implementation plan for the scheme - However the group felt this had been scrapped. <ul style="list-style-type: none"> ○ Reducing the number of procedures ○ Achieving ISO 45001 Certification <ul style="list-style-type: none"> • Group requested HE to provide feedback on industry requirements for the Passport Scheme so all could have a common approach to the scheme – RW • Group felt that the roll out of Home, Safe & Well had been patchy and the information provided was not widely distributed. The group asked HE to clarify what the action plan was for integration of HSW across projects and the Supply Chain - RW • Dave Avery to provide feedback from the HUB perspective - Dave Avery 	<p>RW</p> <p>RW</p> <p>DA</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p>	<p>(10.25-10.45) – Update on BS 5975 Code of Practice for Temporary Works – Jim Todd (Temporary Works Forum (TWF))</p> <p>JT provided a brief update on the activities of the Temporary Works Forum (TWF). JT is with Tony Gee a Consulting Engineering Practice group with a approx. 400 engineers, with over 80 of these working daily on temporary works as the day job.</p> <ul style="list-style-type: none"> • Temporary Works - Is everything that permanent works isn't <p>Presentation of BS5975:2019 (attached) – JT outlined various examples of historic projects where temporary works had failed and causing significant accidents which had in some cases resulted in loss of life. JT detailed the various guidance documents which had resulted from the investigations into these incidents, to help control such works.</p> <p>He recommended the London Underground - Control of TW – Guidance document.</p> <ul style="list-style-type: none"> • JT detailed the differences between Permanent Works and Temporary Works • JT highlighted how the Codes of Practice had expanded over time and outlined the aims of the current procedure and the specific references to roles - JT suggested all attendees obtain a copy so they are aware of the specific requirements placed on design organisations. • He detailed the need to appoint a "designated individual" who can co-ordinate organisations TW processes and procedures. • JT specifically highlighted Sections 7, 8 which requires clients and permanent works designers to have suitable TW procedures in place. • He outlined concerns (a personal opinion) on the complexity of the new 	<p>All</p>

	<p>standard which may add complications for the smaller organisations, which is where the majority of the incidents occur.</p>	ALL
3.3	<p>Note: It isn't a requirement under law to have an appointed Designated Individual (DI), however it is recommended as good working practice</p>	ALL
3.4	<p>DP to confirm the requirements / processes from HE in relation to implementation of BS5975 and appointment of a DI.</p>	DP
	<ul style="list-style-type: none"> PS felt there was a need to have PD's trained in TW requirements. 	All
3.5	<p>PS noted PDWG would benefit from being a member of the TwF, whether as a group or as an individual who could then feedback from the TwF to PDWG – PS confirmed that he was already acting in that role having attended the last 3 meetings and presented on behalf of PDWG.</p> <p>He was happy to step aside if anyone within the Group wished to take this role on?</p>	All
	<ul style="list-style-type: none"> PS recommended - <i>Accidents caused by decisions designers have taken during the design stage</i> – a document produced by a Steve Williams of Network Rail. PS to provide further details. 	PS
4.0	<p>(10.45 – 11.05) – GD304/GG182 Updates and RTB 26 Revision – Paul Brown WSP</p>	
4.1	<p>Updates outlined by PB and noted the link between GG182 and GD304.</p>	
4.1.1	<ul style="list-style-type: none"> GG182: Major Schemes: Enabling handover into operation and maintenance <p><u>Selected Highlights</u></p> <ul style="list-style-type: none"> Simplified requirements Most changes associated with rules for new DMRB RACI matrices removed – but have to be prepared Increased BIM requirements Reduced requirements relating to H&S file Same stages as appeared in IAN182 Schemes shall be designed in accordance with requirements of GD304 	
4.1.2	<ul style="list-style-type: none"> GD304: Designing health and safety into maintenance <ul style="list-style-type: none"> Key item 1 <ul style="list-style-type: none"> Design Risk Management <ul style="list-style-type: none"> Must apply the Principles of Prevention Assessment of risk should consider capital and whole life operational and maintenance costs. Key Item 2 <ul style="list-style-type: none"> Maintenance & Repair Strategy Statement <ul style="list-style-type: none"> Prepared during design phase PD to advise overseeing organisations if implications of the approach to maintenance Key Item 3 <ul style="list-style-type: none"> Provision of methods used to reduce risks in design 	
4.1.3	<ul style="list-style-type: none"> RTB26 - Whole Life Design for Health, Safety and Welfare 	

	<ul style="list-style-type: none"> ○ PB felt PDWG should re-review RtB 26 following the implementation of GD304. He asked for volunteers to form a Task Group to consider: <ul style="list-style-type: none"> • How to make the RtB distinctly different from GD304? • Next review requires a definite push towards Health in design <ul style="list-style-type: none"> • David Owen (Galliford) noted discipline working groups are to be set up to review the new DMRB standards to help develop better, safer and healthier ways of working to help make changes in design development for construction. Further details required. ○ A number of attendees volunteered to sit on the Task Group. PB to contact and arrange on start-up meeting to agree terms of reference etc. <ul style="list-style-type: none"> • Paul Brown - WSP • Paul Boddy - Interserve • Tim Goddard – Arcadis • Tim Bowes – Atkins • David Owen – Galliford’s • David Olorenshaw – Keir 	<p>All</p> <p>DO</p> <p>PB</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p>(11.05 - 11.20) Whole Life Design Task Group - Andrew Finch (Jacobs)</p> <p>Update (following TG meeting of 9/7/19) (Presentation attached)</p> <ul style="list-style-type: none"> ○ AF provided details on the development of the Safety Shares programme being developed by the Task Group. <p>O & M Safety Shares – examples included</p> <ul style="list-style-type: none"> ○ Issue 5 - Distance from an ERA to an asset ○ Issue 6 - Lack of as-built information ○ Issue 7 - Not replacing ageing existing assets within project TM ○ Issue 8 - Use of Beanie Blocks in vulnerable locations - Understanding specification against operational use ○ Issue 9 - Clash detection <p>Capture and Application of Lessons Learnt (formerly Design Change Process) - Tim Goddard (Arcadis)</p> <p>(Not presented on the day due to time constraints – presentation attached)</p> <ul style="list-style-type: none"> • Arcadis have undertaken a review of recent Safety Alerts/Near Misses and Lessons Learned and the outputs from this is that very few resulted in the need for a specific design change. The majority require capturing as Lessons Learnt with the proposal being that they form the basis of discipline specific Highway Design RAG Check Lists that can be used by designers during the design development process to eliminate poor design processes and capture good practice. • Proposed actions include: <ul style="list-style-type: none"> ○ Process to be renamed Application of Lessons Learned; 	<p>All</p>

	<ul style="list-style-type: none"> ○ Improved route cause analysis (currently with HE Hub) ○ Develop improved data analysis processes to better understand problem areas /issues and frequency of occurrence, so that the key areas can be identified and targeted. ○ Increased capture of Near Miss and Lessons Learned from Office/Site environment ○ Share with wider Supply Chain 	RW All RW/All All All
6.0	(11.20 – 11.30) Break	
7.0	(11.30 – 13.00) Ill Health by Default or Health by Design – Steve Perkins (Steve Perkins Associate)	
7.1.1	<p>SP provided a wide ranging and very informative presentation (attached) which covered the following key Occupational Health areas:</p> <ul style="list-style-type: none"> ● Health risks and their consequences as a comparison to accidental death from safety issues; ● Health the poor relation of safety; ● Bigger picture of occupational health - clinical wellbeing and hygiene; ● The very strong case for action on health; ● Building a positive health culture; and ● SP felt adoption of improved occupational health practices would enable Highways England to achieve their HSW target of moving from “Calculative” to “Proactive” at Level 4. 	
7.1.2	<p>Historically SP felt H & S really means 90% Safety and little on Health</p> <p>Initially SP highlighted the problems with Lung disease due to the inhaling of particulates e.g. Silica dust and the frightening statistics that were coming out from the work undertaken by HSE.</p> <p>UK work – HSE collated related deaths each year total at least 13,000 per annum</p> <ul style="list-style-type: none"> ○ 99% are disease related deaths ○ 1% are accident related deaths ○ of which, approx. 1/3 are Asbestos ○ 20,000 new cases each year diagnosed - Therefore age-related diseases are not the killers 	
7.1.3	<p>Construction Ill Health and Disease each year</p> <ul style="list-style-type: none"> ○ 3500 Cancer Deaths ○ 5500 new cancers 	

<p>7.1.4</p>	<p>O 82000 worker ill health's</p> <p>Why is Health the Cinderella to Safety?</p> <p>O Health effects in general are only reduced and not eliminated</p>	
<p>7.1.5</p>	<p>Health is on the Regulators agenda - HSE are training inspectors on understanding Health issues</p> <p>O Helping Great Britain - Work Well</p> <p>O Shine A Light on Workers Health</p>	
<p>7.1.6</p>	<p>Why Protect your Workers Health?</p> <p>O Workers are needed to work longer now and therefore we need to keep them safer in the workforce</p> <p>O Need to make the industry look more appealing to youngsters to encourage them into construction</p> <p>O Managing exposures</p>	
<p>7.1.7</p>	<p>The Whole Picture of Workplace Health & Wellbeing</p> <p>O Occupational Health - Managing the Health of Workers</p> <p>O Workplace Wellbeing - Promoting healthy lifestyle choices</p> <p>O Occupation Hygiene - Protecting people from Workplace health risks</p>	
<p>7.1.8</p>	<p>Holistic and Multi-disciplinary</p> <p>O Protection at Work</p> <p>O Supported in Work</p> <p>O Fit for Work</p>	
<p>7.1.9</p>	<p>Safety Culture Change Ladder - Professor Patrick Hudson</p> <p>O Level 5 Design out Health at Source</p>	
<p>7.1.10</p>	<p>Health by Design. How does design influence exposure?</p> <p>o Designers need to understand the health effects of materials specified - Is this currently part of the learning process?</p> <p>O Interpretation of health hazards / risk data</p>	

	<p>O Controlling health risks at source</p> <p>7.1.11 What does good look like? NHS needs help to repair the exposure</p> <ul style="list-style-type: none"> ○ Everyone protected at work • Hazard Awareness • Health Ownership • Risk Management • Culture Change • Protection Assurance <p>7.1.12 Leading Indicators</p> <p>O How do we ensure that health rises up the agenda?</p> <ul style="list-style-type: none"> ○ Leadership commitment ○ Leadership engagement workshops ○ Connect Values with Behaviours ○ Gap Analysis ○ Tailored Design Strategies <p>7.1.13 A leader is a dealer in Hope - Napoleon Bonaparte</p> <p>Change is always possible – e.g. Smoking in public places is a massive cultural change within our lifetimes</p> <p>7.2 Design for Health Task Group - Liz Bennett (Health in Construction Leadership Group)</p> <p>7.2.1 LB explained how the HCLG focused on Health in Construction</p> <ul style="list-style-type: none"> ○ Design for Health Task Group (Chaired by Liz) <ul style="list-style-type: none"> • How we work <ul style="list-style-type: none"> ▪ Individuals of passion and commitment ▪ Meetings in London and Edinburgh ▪ Projects - currently 8 which are shared out wherever possible <p>7.2.2 Projects</p> <ul style="list-style-type: none"> ○ Project 1 - Information for Designers on Health <ul style="list-style-type: none"> • Ceased due to lack of industry funded - Despite expressed interest • Not considered a problem ○ Project 2 - Client reasonable expectation of designers <ul style="list-style-type: none"> • Project leads HSE & Mace • Project is waiting for case studies • Draft report available ○ Project 3 - Regulation 8 (Skills, Knowledge, Attitude, Training and Experience) - SKATE 	
--	--	--

	<ul style="list-style-type: none"> • Atkins and Horizon Nuclear • Awaiting launch - B & CE (Building & Civil Engineering Trust) • Originally developed associated with Hinkley Point C • DP has completed a SKTE for A66 Northern Trans-Pennine Project <ul style="list-style-type: none"> ○ Project 3a - Organisational Capability Maturity Index <ul style="list-style-type: none"> • To develop web-based tool to measure capability maturity index • Arcadis have engaged with Manchester Uni on this project. DP would obtain an update. ○ Project 4 - Top Ten think points for Designers on Health <ul style="list-style-type: none"> • Lead by RIBA and ICE • RIBA and ICE have split separately due to agreeing output ○ Project 5 - Core Learning aims for Designers <ul style="list-style-type: none"> • Balfour Beatty, SID and ex SSE Director • Concrete, Contaminated land and buildings, human factors and noise, etc • Environmental hazards management association - Establish as a not for profit industry body to work with the supply chain • Noise - With the insurance industry as a major latent issue, and noted as the fastest growing claims subject <ul style="list-style-type: none"> ▪ www.hearingconservation.org.uk ○ Project 6 - Maintenance - Lead by Environment Agency and TBA ○ Project 7 - Tracking Design Decisions - Lead by Viewpoint and Landsec ○ Project 8 - Mental wellbeing for Professionals - Lead by Bechtel and former Crossrail <p>Visit - www.healthinconstruction.co.uk</p>	DP
7.2.3	<p>LB asked all to provide a list of their top 10 construction hazards</p> <p><u>Post Meeting</u> – List provided by ML</p> <ol style="list-style-type: none"> 1/ Noise 2/ Manual handling 3/ Silica dust (respirable crystalline silica) 4/ Asbestos 5/ Vibration 6/ Wood dust 7/ Carcinogenic substances (especially vapours from hot bituminous road surfacing materials) 8/ Cementitious materials 9/ Lead and lead fume 10/ Chemicals e.g. epoxy resins, solvents, insecticides and herbicides 	All

	<p>Other hazards not in the top 10!</p> <p>11/ Steel welding fume 12/ U/V radiation from the sun 13/ Ground contamination</p>	
	Lunch	
8.0	(13.30 – 15.00) Afternoon Workshop	
8.1	<p>Health and Safety HUB Webpage - Safe by Design (presentation attached) – Pav Singh (Arcadis)</p> <ul style="list-style-type: none"> ○ PS gave an update on the work he is coordinating in developing the Safe by Design webpage for the Health and Safety Hub Website. He acknowledged the work undertaken by the Whole Life Design Task Group including that undertaken by Martin Partington. PS is working on the display format. ○ Further pages will be developed for inclusion as webpages include: <ul style="list-style-type: none"> • Whole Life Design page – Martin Partington • Services Co-ordination - TBC <ul style="list-style-type: none"> • CDM Management and co-ordination of service diversions • Temporary Works Design – Jim Todd • Health by design – Liz Bennett <ul style="list-style-type: none"> • Rail Safety Standards Board • Principal Designer webpage – Dave Avery (PDWG) 	<p>PS</p> <p>MP</p> <p>JT LB</p> <p>DA</p>
8.2	H&S HUB - Paul Brown provided a brief update – notes attached from last meeting of 4 th July.	
8.3	Other H&S Groups – RIP/CIP/SMP- No updates currently as many groups appeared to be in abeyance. RW requested for an update on status given HE's current rationalisation of H&S groupings.	RW
8.4	Risk Management Task Group	
8.4.1	It was recognised that there was overlap with the work currently being undertaken by PS and Whole Life Design Task Group. Building on PS's presentation here and at PDWG 12 it was proposed to set up a Risk Management Task Group.	
8.4.2	<p>Expressions of interest in joining this group were requested. The following members put themselves forward</p> <ul style="list-style-type: none"> • Mark Lamport • Tim Goddard • Liz Bennett • Roger Swainston • Toria Thomas? • Martin Partington? • Others? If you are interested in joining this Task Group, please contact DP 	All

8.4.3	<p>in the first instance.</p> <p>DP would develop a term of reference and share with interested parties who could then look to appoint a Chair who could act as the groups link with Richard Wilson, Andrew Finch as WLDTG Chair and Paul Brown at Rtb 26 Chair. A key issue here is how will the RMTG integrate Lean and BIM into improving the risk management process?</p>	DP
8.4.4	PS suggested all review recent IOSH reports on Risk Management	All
9.0	<p>(15.00) Issues and Actions Tracker</p> <p>Not covered on the day. DP would complete update for issue and discussion at next meeting</p>	DP
10.0	<p>(15.00) AOB</p>	
10.1	<ul style="list-style-type: none"> • HSE Presentation at PDWG 14 – HSE will be presenting at next PDWG. DP said that the HSE had offered to undertake a question and answer session as part of their presentation. Anyone wishing to lodge questions in advance please provide these on to DP who would forward to HSE for discussion on the day. 	All
10.2	<p><u>Post Meeting</u></p> <ul style="list-style-type: none"> • Lessons Learnt / Best Practice – Dealing with STATS – ML requested all group members to provide examples of good practice for discussion on the 17th October. • TG ask that all consider the difference between SFARP and ALARP for discussion on the 17th October? 	All
11.0	Next Full Meeting – 17th Oct 2019 – Venue - Arcadis Offices, Birmingham	