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| PDWG 2020 Aspirations |
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| 10 December 2019 |  |
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| Meeting and SKype Call |
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| PARTICIPANTS |
| Doug Potter (DP) – (PDM - CDM Team)Mark Lamport (ML) – (PDM - CDM Team Leader)Richard Wilson (RW) – (MP H&S Director)  |

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| CHAIRPERSON – Richard Wilson |
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| COPIES TO |
| All PDWG, Ian Scott, Dave Townsend  |

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The purpose of the meeting was to discuss PDWG 2020 Targets and Aspirations.

A summary of progress on the various items discussed is included below:

| Agenda Item | Progress | Actions |
| --- | --- | --- |
| 1.0 Supply Chain Safety Leadership Group – PDWG pro-forma targets | 1.1 **Development of new CDM Standards** (March 2020 – HE will lead)- Development of updated standards to meet HE objective to support health and wellbeing in design, which is an important Highways England design objective, in the delivery of the home safe and well initiative including:- Development of occupational health and hygiene risk analysis within design* Developing Health in Design interaction including rail sector RSSB

**PDWG Outputs:*** Supporting new HE internal process – feedback provided to IS by DP (current proposals include updated PCI and H&SF format and potential creation of a new Handover document of which H&SF constitutes Vol 2 of a 7 Volume Handover Manual). IS to provide feedback. **Captured on issues tracker.**
* Support replacement of IAN 105. Dave Townsend is forming a DMRB Working Group to drive the update of IAN 105 – DP has supplied a list of suggested contributors from PDWG. DT to confirm members, process and likely timescales. **Captured on issues tracker.**

**1.2 Risk Management Task Group – now named Eliminating Risk from the Outset** (April 2020)– Driving improvements in safety risk management methods used by, and performance of, designers in eliminating or reducing risks during the design phase.- Development of multiple designer risk coordination, integrating BIM and GIS• SuppAvailable to support HE leads on key aspects of Home Safe and Well (Ongoing)Knowledge share - Developing links established with TwF and sharing LL etc. (Ongoing)Continue to provide best practice learning from experiences in highways, as well as in other disciplines, to promote continuous improvement in the supply chain (through continued sharing and development of our Application of Lessons Learned and Design Change Process). (Ongoing) | ISDT |
|  | **PDWG Outputs:**RW proposed that the proposed Risk Management Group be rebadged as Eliminating Risk from the Outset which would link with proposals put forward by Mike Boyland (MB) and Thomas Davies (TD), who are delivering on behalf of Mike Wilson.RW to approach MB and TD to produce a report and present at PDWG 15. Now ActionedRW/DP to liaise over potential chair with regard to leading meetings of the group – DP to work with chair to develop scope based on previous presentations developed by Pav Singh. **Captured on issues tracker.****1.3 Available to support HE leads on key aspects of Home Safe and Well** (Ongoing)**PDWG Outputs:**RW indicated that this is being driven by HE but he would like support from PDWG from time to time. IS/RW to consider way forward. **Captured on issues tracker.****1.4 Knowledge share - Developing links established with TwF and sharing LL etc.** (Ongoing)**PDWG Outputs:**DP to speak with Jim Todd with respect to building on previous discussions to improve the sharing of lessons learned, near misses which are being identified by TwF etc because of permanent works design issues. **Captured on issues tracker.** **1.5 Continue to provide best practice learning:** from experiences in highways, as well as in other disciplines, to promote continuous improvement in the supply chain (through continued sharing and development of our Application of Lessons Learned and Design Change Process). (Ongoing)**PDWG Outputs**:Tim Goddard is now linked to SCSLG and will continue to share outputs with the group from analysis work undertaken by Arcadis. **Capture on issues tracker.****1.6 Excavations and Temporary Works Task & Finish Group****PDWG Outputs:**JT has volunteered to join this SCSLG initiative. Further details are still awaited**. Captured on issues tracker.****1.7 Support SCSLG in other design related initiatives****PDWG Outputs:**Further details awaited**.** **Captured on issues tracker.** | DPIS/RWDP/JTTG |
| 2.0 Further discussion points – to be added to 2020 Issues Log | **2.1 PCF Process****PDWG Inputs:**It was recognised that a number of the CDM related PCF documents and process need to be updated. This will increase once the proposed new CDM Standards are launched. Potential changes include:1. PCI format to be updated as part of new CDM standards - change in PCF Stage updates also required 2. Ditto HSF (Vol 2) update?3. F10 PCF Stage issue 4. New Handover document to be created Vol 1 to 7 excluding 2.**PDWG Outputs:**Drive improved PCF procedures**2.2 Whole Life Safety Group Design Guide****PDWG Outputs**:DP would speak with Andrew Finch on this to try and close out by early January**2.3 GG105/IAN63** ML pointed out a number of anomalies with the current guidance including the HE commitment to complete all AAP’s etc by 2025 made to HSE. ML would investigate.Post meeting Note: ML provided feedback and RW has confirmed that GG105 is being drafted, with this being led by Ben Sadka.**2.4 Human Factors**DP to provide copy of Operational Concept Report developed on A66 to RW for review. He felt it was a missing link in the PCF process and could be a good addition linked to MRSS and Safety Plan etc - it was in common usage in the rail sector.**2.5 Lean and BIM Development Task and Finish Group****PDWG Outputs**:This linked closely to the Eliminating Risk from the Outset T&F Group and also the aspirations expressed by HSE in their October 2019 presentation at PDWG 14. DP would discuss with potential chair. This was seen as a great learning opportunity.DP had approached Harry Parnell from Balfour Beatty who, it was reported has doing good work in respect to 4D visualisation, BIM and hazard identification. DP would follow-up. Suggestion was that PDWG 16 on April 23rd be focused on improving BIM delivery. Feedback from the construction community was that Network Rail had rapidly developed processes and procedures which were felt to be delivering good results within the rail sector. DP to look to capture Lessons Learned.**2.6 RTB 26****PDWG Outputs**:Suggestion is to improve capture of occupational health and hygiene risk analysis within designPaul Brown is leading here, and a group has formed, early drafts have also been produced. However, initiative on hold pending feedback from Mark Byard – currently not being addressed by SCSLG. **2.7 Stats Management** **PDWG Outputs**:ML felt this was still a major area of concern and discussions had taken place 12 months ago with respect to formalising the processes and procedures for management of stats, as it was often unclear who the CDM client was, PD or PC, which led to significant difficulties on site.RW confirmed Chris Gee had recently been appointed as HE Stats and Utilities Coordination Lead. RW would meet with him shortly and feedback. RW to arrange a Skype call to discuss further.**2.8 Lean for H&S****PDWG Outputs**:DP to contact CIRIA to obtain feedback on the recently published Lean for H&S Guidance document which PDWG had contributed to  | PBAF/DPDPDPDPDPRWRWDP |
| 3.0 Issues and Action Tracker |  3.1 DP to update tracker incorporating above comments  | DP |
| 4.0 AOB  | 4.1 DP to issue out a T&F Group Tracker which highlighted the opportunities presented for those who were prepared to be involved in driving our current initiatives forward. It was felt this could provide a valuable CPD opportunity.  | DP |