

Notes of Meeting

Subject:	Principal Designer Working Group Whole Life Design Task Group		
-----------------	--	--	--

Date and time:	30th April 2019 11:00hrs	Meeting no:	PDWG/WLDTG/19/01
-----------------------	-----------------------------	--------------------	------------------

Meeting place:	7th Floor, 2 Colmore Square 38 Colmore Circus Queensway, Birmingham B4 6BN	Notes by:	Andrew Finch
-----------------------	---	------------------	--------------

Attendees:	Richard Wilson (RW) Ian Scott (IS) Andrew Finch (AF) Martin Partington (MP) Doug Potter (DP) Tim Goddard (TG) Paul Brown (PB)	Representing:	Highways England Highways England Jacobs Jacobs Arcadis Arcadis WSP
-------------------	---	----------------------	---

Apologies:	Sukhy Hogwood (Jacobs)	File:	
-------------------	------------------------	--------------	--

Item	Description	Action
1	Welcome and Introductions 1.1 AF welcomed the attendees and they identified their areas of interest.	
2	Safety Moments 2.1 AF raised the topic of saccadic masking and there was a discussion about how it could lead to drivers at side road junctions failing to see cyclists approaching on the major road. 2.2 DP described the hugely foreshortened lifespan of two viaducts in Liverpool that was predominantly a result of poor standards of workmanship and poor maintainability features incorporated in the original 1970's designs.	
3	Target Outcomes 3.1 AF outlined the aims of the Task Group and identified that initially the group should target high impact quick wins. 3.2 There was a consensus that despite many anecdotal observations from contractors regarding the re-working of designs on site to make them easier, and implicitly safer, to construct, there was very little available by way of recorded lessons learnt. The group are to look for opportunities to capture learning from their contractor networks. 3.3 It was agreed that the group would concentrate predominantly on post-construction activities of operation, maintenance and ultimate decommissioning and dismantling.	
4	Home Safe and Well 4.1 The principles have been signed-off by the HE Board, and it is expected that they will be distributed formally in the near future. Mark Byard is leading on this for HE. H&S Communities / Supply Chain 4.2 HE looking to rationalise the many threads of H&S forums that exist across the industry; approximately 140 groups have been identified and this	

	<p>number is considered too many to be effective. HE intends to rationalise down to a selection of sustainable groups that are providing value-adding deliverables and communicating effectively. RW indicated that the PD WG and its task groups were likely to be supported so long as they continue to meet these criteria.</p> <p>4.3 A new Supply Chain Leadership Group has been formed by HE to steer activities in the H&S/CDM/Safety by Design arenas. Membership is cross-industry and by invitation. The intention is to be effective through a 'task and finish' way of working.</p> <p>4.4 RW observed that the Highways Safety Hub webpage http://www.highwayssafetyhub.com/about.html is not easy to navigate but it was agreed that there is significant value in the material stored there, particularly in the H&S Toolkit and Useful Links pages. There was a discussion around finding resource to make the site more effective and there is the potential for HE to possibly provide some support through their IT services. RW and IS will investigate this further.</p> <p>4.5 AF noted that identifying suitable distribution methods for any material produced by the Task Group was intrinsic to its effectiveness and that this should be one of the group's main objectives.</p> <p>4.6 HE recognises that SU strikes are a reoccurring problem. Peter Munford recently arranged a challenge meeting with the supply chain to see why this was happening and have been challenged to create a best practice guide.</p>	<p>RW/IS</p> <p>All</p>
5	<p>Operations & Maintenance</p> <p>5.1 MP gave a presentation on materials that he had compiled during his time working on the A-one+ (Jacobs/CH2M-Colas-Costain) contracts. The task group identified significant value in his analysis of injuries by type of activity, and in the contents of the A-one+ Area 12 Design Manual. The manual includes several alerts based on feedback from O&M activities on site where there is learning to be taken into the design process.</p> <p>5.2 It was agreed that this was the sort of information that should be fed back to the PD Working Group and distributed more broadly when an appropriate format and medium have been determined (see section 4 above).</p> <p>5.3 Initially, it was agreed that the members of the TG would each take an example form the manual and present it at the WLD section of the next PD WG which is to be held on Thursday 16th May at WSP's Birmingham office.</p> <p>5.4 MP will distribute the Design Manual to attendees and along with AF will undertake further work on how to best disseminate the material from the Design Manual. This could take the form of materials for toolbox talks.</p> <p>5.5 All members of the group are to identify examples from their own areas of interest and to feed them back into the TG.</p>	<p>All</p> <p>MP/AF</p> <p>All</p>
6	<p>IAN105 Update</p> <p>6.1 IS reported that he is in the process of finalising material on the update to IAN105 <i>Implementation of CDM</i> and will present on this topic at the main Working Group meeting on 16th May 2019.</p>	<p>IS</p>

7	<p>SHE Box Effectiveness</p> <p>7.1 PB tabled an example of a SHE box to demonstrate how it was still common to find completely generic matters being shown rather than the exceptional and significant risks.</p> <p>7.2 It was agreed that there needed to be an ongoing emphasis by PDs to ensure that SHE boxes conveyed only the significant risks in accordance with L153, i.e. <i>“not necessarily those that involve the greatest risks, but those (including health risks) that are not likely to be obvious, are unusual, or likely to be difficult to manage effectively”</i>.</p> <p>7.3 This requirement would also reflect the ‘Elevated Risks’ identified in PAS1192:6 2018 <i>Specification for sharing H&S Information in BIM</i></p>	All
8	<p>Design Change process / H&S Alerts: Lessons Learnt for Designers</p> <p>8.1 DP / TG presented the Arcadis Safe by Design and Design Procedural Change Process along with the process they had linked to PDWG based on their Safety Alerts / LL and feedback reporting system. They concluded that better feedback and recording systems are required in order to understand causation.</p> <p>8.2 DP undertook to provide clarity on what is required / what is understood by "Design Change".</p> <p>8.3 The group concurred that there is insufficient follow-up taking place in terms of root cause analysis. IS will investigate what resources might be available to undertake this beneficial follow-up that is likely to identify measures that designers could be taking.</p>	TG DP IS
9	<p>Date and Time of Next Meeting</p> <p>9.1 The next meeting of the Task group will be 25th July 2019 at Jacobs Offices, Colmore Circus, Birmingham B4 6BN.</p>	