

GG 128 – Guidance for following the requirements.

Introduction.

This document provides guidance on how the contractual requirements of GG 128 should be applied. It is the result of consultation with supply chain partners, via the [Highways Safety Hub](#), which has helped us produce a set of responses to questions raised by supply chain partners about how GG 128 should be interpreted and therefore complied with.

We are grateful for all the co-operation in compiling this guidance, and actively encourage feedback on the ease of understanding of this document (rather than of the requirements set out in GG128 itself), to help future revisions. You can reach us via our email address healthsafety&wellbeingteam@nationalhighways.co.uk if you would like to feed back.

The current copy of this document will be available from the [HART \(Highways Accident Reporting Tool\)](#) SharePoint page and the Highways Safety Hub website.

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Background

Issue: Do we need another guidance document to sit alongside GG 128. Can't we just put the guidance in GG 128 itself?

GG 128 sits in our Design Manual for Roads and Bridges (DMRB), which has a very specific format that must be followed. Creating and maintaining a guidance document to the standard which is outside of DMRB is a more flexible way of providing support. It has allowed a collaborative approach to ensure this guidance is easily understood and will help us decide what needs to go in GG 128 in the future.

We will update GG 128 where we need to, but we will try to keep updates to a minimum because of the process we must follow, and time taken to do that.

Our thinking here is that the guidance document acts as the 'sandbox' for future changes to GG 128 - once we have a need for clarification identified, we can develop suitable wording in the guidance ready to go into the next version of GG 128.

Contact with regulatory organisations.

Issue: To what extent is meant by 'contact.' Do we mean *all* or *any* contact, or just specific areas? (See section E/1.2 (18))

Contact means any visit, email, or phone call from any regulatory organisation. Routine correspondence, general administration, or general enquiries do not need to be notified to National Highways.

Damage to an infrastructure asset.

Issue: To what level of damage/severity do we want reported by the supply chain in GG 128?

We want to be notified about damage to an infrastructure asset (Definitions table, page 8 of GG128 ENAA), which is a specific situation where an unexpected defect or damage is identified on an asset that could cause a fatal or serious injury; disrupt the operation of the motorway and all-purpose trunk road network; or otherwise disrupt work for National Highways.

The above definition provides clarity about what we want reported and so removes the need to report or investigate minor collision damage to vehicle restraint systems (VRS).

However, where the VRS has not behaved as expected (see definition above), we expect the incident to be reported and investigated.

We will in future make a minor amendment to GG 128 to improve the clarity around damage to structures by changing E/1.2 (14) from *any damage to a structure or infrastructure asset*, to; *damage to an infrastructure asset (DTIA) as defined in this*

[GG 128] document. We'll also make an amendment to GG 128 to reflect the point above regarding vehicle restraint systems.

Environmental incident reporting

Issue: Is there a hierarchy of environmental events that require a different timescale for reporting? (Definitions table, E/1.1, E/1.2 and Table E/2.1)

Table E/2.1 in GG 128 is specific regarding to whom the incident, event or concern should be reported, and specifies that all environmental events should be notified to the relevant person via email (contact list below) and recorded in HART within one day of the incident or event occurring.

Environment Team Contacts

Region	Environment Contact
Yorkshire and North East	Area14EnvironmentTeam@nationalhighways.co.uk Area12EnvironmentalTeam@nationalhighways.co.uk
North West	Area10Environment@nationalhighways.co.uk Area13Environment@nationalhighways.co.uk
East Midlands	Midlandsenvironment@nationalhighways.co.uk
West Midlands	Midlandsenvironment@nationalhighways.co.uk
South East	SEADenvironment@nationalhighways.co.uk
East	EastRegionEnvironment@nationalhighways.co.uk
South West	SWEnvironment@nationalhighways.co.uk

Investigations and investigation reports.

Issue: Does a full and final investigation report have to be uploaded for every incident, irrespective of severity? (Please refer to section E/3)

The general principle in GG 128 is to ensure that every incident, irrespective of severity, is investigated to determine what happened, what went wrong, and what we can do to stop it happening again. We expect a *proportional approach* to be taken to each investigation so that minor incidents can be evaluated and concluded with *proportional* time and effort, while investigation of the more serious and complex incidents can go into greater depth to determine the facts and causation that may not be so obvious at the initial stage.

A minor incident may therefore not need to go beyond the initial investigation stage of completing text in HART describing the conclusion of the brief investigation and any findings.

Lost time injury definition (LTI)

Issue: GG 128 states that an LTI is *any incident that takes place where one (or more) people take more than one day off work because of what happened. This does not include the day of the incident.* (Please refer to the Definitions Table).

This definition in GG 128 is incorrect and should state that an LTI is where a person takes **one or more** days off after the day of the event. GG 128 will be updated to the correct definition at the next review.

New/missing reporting requirement timescales

Issue: Missing categories / timescales / reporting requirements.

We have had some helpful responses that have identified corrections and/or additions we need to make to GG 128.

We note we have referred to *any utility damage or disturbance* in the GG 128 Requirement E/1.12, however this is incorrect and should be read as the correct term any utility strike. There are a few other places in GG 128 where *utility damage or disturbance* appears, so these should also be read as utility strike. GG 128 will be updated to the correct definition at the next review.

A question was also raised regarding the reporting of structures incidents, events, and concerns. Any damage to a structure is covered in the E/2.1 Reporting Timescales table in the same section as *any damage to an infrastructure asset*. The term used for this requirement is *any structural event involving failure or damage which led to an incident*.

We realise that the terms *IPV (Impact Protection Vehicle) Strike* and *Customer in Crisis Intervention* have not been included in Table E/2.1 to describe what should be reported; to whom it should be reported; when it should be reported and how it should be reported. We will rectify this in the next revision of GG 128. However, we can confirm that both these have a requirement to be recorded in HART within one day of the event occurring.

Reporting all incidences of injury or ill health.

Issue: Why should all incidences of injury and ill health be reported. How do we know if something is work related or not? (Please refer to section E/1).

We are interested in the health, safety, and wellbeing of everyone who works for or on behalf of us, so it is important that all incidences of injury or ill health are recorded as soon as possible (and as required by GG 128 in the table at E/2.1).

We have clearly defined what *at work* means, so in most cases it should be easy to determine if someone who has been injured at work has been injured because of their work or not.

We accept that ill health is a little harder to determine at the outset because it may be difficult to decide whether a worker has become ill because of their work, or an underlying health condition not related to work. That said, once the investigation is complete and the diagnosis from a competent practitioner has been received, it will then be possible to confirm whether the ill health was because of work or not. If it turns out that the ill health was not because of work, we can amend the HART record accordingly, but what we cannot do is create a record retrospectively after waiting for a diagnosis.

All our reporting is done in strict adherence to GDPR (General Data Protection Regulation), and we can confirm that any reporting to HART fully complies with those requirements, irrespective of the outcome of the report.

Reporting hours and headcount

Issue: Providing monthly headcount and worked hours by working day 1.
(Please refer to E/1.3)

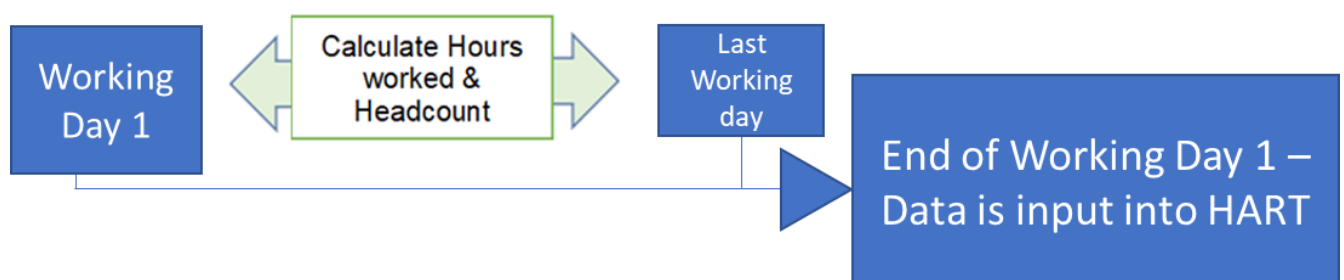
If obtaining the accurate monthly data by the close of play (COP) on Working Day 1 (WD1) is not feasible, the reporting month may be adjusted or offset, for example, by submitting data for Working Day minus 3 to the 27th of the month.

On COP WD1, data for Working Day minus 3 to the 27th would be input into HART. The remaining days worked after the cut off on the 27th of the month would be added onto the next month's submission.

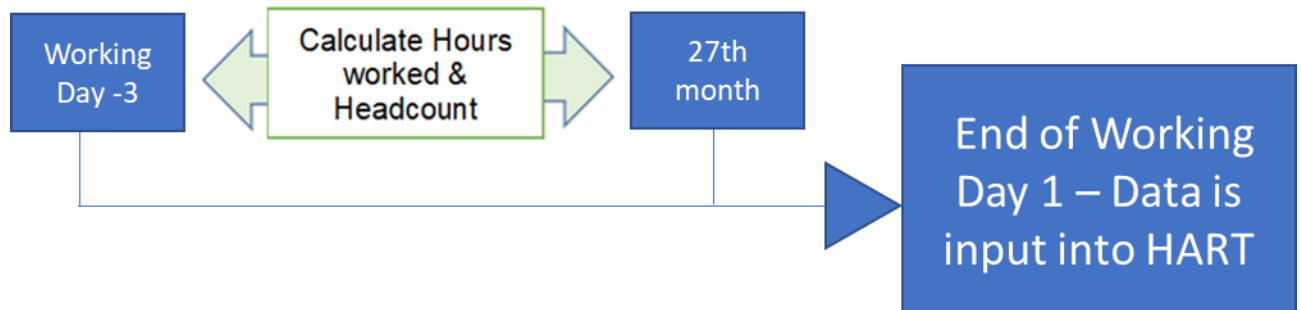
For example:

Reporting exact hours/headcount data by working day 1

If it is not possible to calculate exact hours worked/headcount data by 23:59 on Working Day 1.



Adjust the monthly reporting period slightly to span for example from Working Day minus 3 to 27th of the month. The final months submission at the end of the project will also need to include the final days worked data i.e., 28th plus 29th, 30th and 31st where applicable.



Reporting in Joint Ventures

Issue: What needs to be reported by suppliers working in a joint venture?

(Please refer to Section E/1.1, E/1.2 and E/1.3).

This is applicable only to new joint ventures from 1 April 2023. This does not apply to existing joint ventures, who should not change the way they report.

GG 128 currently requires that for new joint ventures established after 1 April 2023, the hours, headcount, and events will be reported separately by each JV (Joint Venture) partner, rather than the Principal Contractor on behalf of all parties as before. We are looking again at this requirement to define what we need and why, along with what is achievable for our supply chain.

We will engage with our supply chain partners to find a practicable solution and GG 128 will be updated to reflect this at the next review.

The reference to 'reportable incidents' in the Note within GG 128 that follows E/1.3 refers to incidents that should be reported to National Highways via HART as specified in E/1.2. This should not be confused with a Reportable Accident under RIDDOR.

Timescales for reporting

Issue: What is a day?

In GG 128 all reference to the measurement of time as being *one day*, means a calendar day of 24 hours duration.

Reporting events involving separately engaged principal contractors.

Issue: Which of our supply chain partners reports to HART when there is more than one principal contractor working on a site? (Please refer to the General terms in the Definitions Table).

Where the contractor involved in the incident is working on a site, and that site is under control of the Principal Contractor, the Principal Contractor will ensure the incident is notified to National Highways.

If an incident occurs in an area which has been formally handed over to a statutory undertaker as Client and their supply chain, then it is not the responsibility of the National Highways Principal Contractor to notify National Highways of that incident.

Utility Strike Definition (Definitions Table)

Issue: Utility strike/utility damage in GG 128

The correct definition in GG 128 is as written in the Definitions Table for *utility strike*. We have referred *any utility damage or disturbance* in E/1.12; this is incorrect and should be read as the correct term - *any utility strike*.

Any reference to *utility damage or disturbance* throughout the remainder of GG 128 is an error that we will address in the next revision of GG 128. Utility strikes should be recorded in line with the definition in GG 128 of *utility strike*.

Incursions definition.

Issue: Could the ‘incursion’ definition be amended to include any unauthorised vehicle, cyclist or pedestrian entering works. (Definitions Table and E/1.2 (10))

The definition of incursion in GG 128 is currently aimed specifically at the risks associated with the incursion having been made by a motorised vehicle.

The definition of a motorised vehicle is as described in The Road Traffic Act 1988, sections 185 – 189.

‘Safety Alert’ versus ‘Incident Notification’

Issue: Could the reference in GG 128 be changed from alert to incident notification (E/3.4)?

The intent in GG 128 is that a communication should be issued to alert workers of information that affects health, safety, wellbeing, environment, and structures, and as such, the general term alert has been used.

The method for issuing a safety alert to share learning and prevent future harm remains unchanged, with the alert being sent initially via the National Highways Regional/Programme Health and Safety manager.

Version Control

Version	Date	Author	Approver
0.1	22 February 2023	Jed Evans	Stew Evans
0.2	16 March 2023	Jed Evans	Stew Evans
0.3	21 March 2023	Jed Evans	Stew Evans
1.0	24 March 2023	Jed Evans	Stew Evans