

## Highways Safety Hub Group Terms of Reference.



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### Constitution

The Highways Safety Hub Group will work collaboratively to support the delivery actions identified by the Supply Chain Safety Leadership Group (SCSLG) and in alignment with the National Highways imperatives of Safety, Customer and Delivery contributing to the 'Home Safe and Well' strategy.

### Membership

The Highways Safety Hub membership will consist of H&S Professional Leads from National Highways Supply Chain across both Major Projects and Operations Directorate as well as key representatives from the Design Community. Representatives should have the authority to make decisions on behalf of their employer. A list of subject matter experts and representatives from other industries will also be called upon when required.

The distribution list for information from the Highways Safety Hub will be wider than the active members to ensure inclusion of those in the wider Highways community who wish to be kept updated but cannot commit to the responsibilities associated with being an active member of the group.

### Member Responsibilities

The expectations on members of the Highways Safety Hub Group:

- To be actively involved in at least one task and finish group to deliver a Common Intent, Raising the Bar or other defined work group
- To contribute to the agenda for the monthly meeting
- To share incidents and lessons learnt on the weekly call
- To contribute news articles for the monthly newsletter
- To ensure assurance activities are undertaken within your own organisation to check on the implementation of Common Intent and Raising the Bar documents

Together the group will:

- Identify key issues / trends and good practice in Health, Safety and Wellbeing performance and facilitate a solution proposal to the SCSLG
- Work together with organisations who are involved in the whole lifecycle of an asset to make recommendations to the SCSLG for eliminating hazards
- Share feedback from representatives on task and finish groups to ensure there is a consistent understanding of future developments and utilise the network of members to ensure clear expectations are embedded onto projects
- Be the main communication hub for sharing of lessons, good practice and innovations through the various communication outputs

- Work with National Highways to review, agree and publicise Tool Kit Blue Star submissions where innovation by individual suppliers is given recognition
- Remain the custodians of Raising the Bar
- Collaborate with other research, industry, and client groups (within and outside Highways)

## **Governance**

The Highways Safety Hub will take strategic direction from the Supply Chain Safety Leadership Group. The chair of the Hub group will attend the Supply Chain Safety Leadership Group meetings and will be responsible for reporting on progress into the Supply Chain Safety Leadership Group.

The tenure for the Chair of the Safety Hub will be two years with a Vice Chair to support – in time they will take over the chairing of meetings and a new Vice Chair will be appointed.

## **Communications**

The main methods of communication for the Safety Hub are:

- Monthly Newsletter
- Safety Hub Website
- Quarterly Safety Campaigns
- Safety Hub Teams page – to enable sharing and collaboration of documents
- Notes of meetings and action tracker

Online meetings will be held as required to enable continued refresh and updating of the website, organising information for safety campaigns and agreeing agendas ahead of the monthly Safety Hub Meeting.

## **Meetings**

Group meetings will take place on the first Thursday of each month, alternating between online meetings and face-to-face meetings. An incident update call will take place each Wednesday. The meetings will be chaired by a representative from the supply chain.