



December 2021

Focus on Personal Security Risks

What Happened?

A member of staff who had attended a networking/charity event was on their way back home. To avoid a tram ride and walk home alone in the dark they decided to take a taxi. When the time came to pay, the card machine did not work. The driver, instead of taking them to a nearby cashpoint, locked the taxi doors and insisted on driving around to find better service. This caused considerable concern to the passenger. During the journey, regular contact had been maintained with their partner. At this point their partner called and spoke to the driver on loudspeaker to highlight their inappropriate behaviour and the impact it was having on the staff member. The taxi driver agreed to take alternative action and unlocked the doors.



Learning

- Prior to entering the taxi, the driver confirmed that they accepted card payment.
- If practicable, can the trip be pre-paid, to reduce any issues relating to payments. Consider your taxi provider and the security options available (e.g. Uber require the driver to enter a unique PIN number for each journey).
- It can be a good idea to carry some cash as a precaution when travelling
- Planning your journey, assessing the risks and thinking through the precautions to take is an essential part of any journey, whether project, work related or personal.
- HIS-60 provides more guidance on managing the risks at corporate events.

Discussion points for wider teams

- Do you risk assess work activities and events which are not directly related to projects?
- Do you know where your team members are and how they will arrive and get home safely?
- Share your journey with a contact, so someone knows where you are

Christopher's Story – A Personal Message

As part of Mott Macdonald wellbeing programme the engagement and impact of sharing personal stories really makes a positive difference in the number of conversations held around mental health. Recently as part of their programme, aligned to mental health awareness week and International Men's day 'Christopher's Story' was shared.

A Project Principal who has managed over 20 sites and looked after dozens of colleagues. Christopher shares how life got tough, how he couldn't catch a breath, and how he withdrew.



77% of men have lived with a mental health condition. Only 40% ever talk to anyone about it.

The impact of this story has generated an incredible response internally in Mott MacDonald.

There has been a positive increase in people reaching out, discussing and using the Employee Assistance Programme.

Please use this video to invoke discussions in your teams and encourage everyone to reach out and look out for each other.

Link to video - [Christopher's story – battling anxiety and depression - YouTube](#)

Update on Raising the Bar 1 – Plant and Equipment

The updated RtB1 document is now available on the Highways Safety Hub web site - https://www.highwayssafetyhub.com/uploads/5/1/2/9/51294565/b1_plant_equipment_v6_nov_21.pdf

Summary details of changes read as follows:

- Review of the existing RtB1 document, dated Apr-19, realised that whilst content of info included in text for each of the plant items covered was good, without a recognised structure, and because details contained in each did not follow the same profile, key elements were missing from the majority of plant item listings
- In addition, bullet pointed information contained in each plant item listing did not always follow a similar order
- It was also recognised that as new plant items were added to each Version update, new information contained in the text of new plant items, that was relevant to some or all plant items, was not then added, amended or updated, to the text of the earlier plant item listings
- As a consequence, and without a recognised document structure, it was not easy for those persons, who diligently produced text for new plant items, to see what was missing / not covered, and what needed to be added, corrected or removed from other (existing) plant item listings
- Accordingly, a task and finish group was established, and they have completed a full review, that now incorporates a document structure, has allowed use of repeat and/or better language (text), fill in important missing information, and hopefully, has allowed replacement of all American words with correct English spelling
- The updated RtB1 document, also contains 10 new plant items, numbers 24 to 33 inclusive

In addition, and to streamline the document, text identified as relevant to all (or high majority of plant items) has been removed from each of the plant item listings (as relevant) and re-produced in a “General Minimum Requirements” section, to be found on pages 7 and 8 of the document

It is hoped that this 2-page listing of information, common to all plant items (as relevant) will be useful to all, as a good starting point for the safe management and use of all plant and equipment, by promoting, encouraging and then repeating the same common elements, again and again, on all projects / schemes

Raising the Bar 36 – Lost Loads Avoidance

At the last Highways Safety Hub meeting Needham Logistics training (NLT) delivered an update and presentation to the group on the Loading and Strapping training course which has been developed using Raising the Bar 36 as an outline.

NLT have been working on conjunction with Balfour Beatty since 2019 on developing this course and it has now been delivered at numerous sites.

NLT endorse the statement “No-one should be harmed when travelling or working on the Strategic Road Network”

Ady Delaney, Director, commented - “Raising the Bar guidance has definitely created a heightened awareness of the standards required and the need to continually improve H&S standards on site”

Aims:

- To inform and help educate candidates on the importance of following safe systems and working practices for vehicle loading and unloading.
- To ensure all candidates are aware of the significance that weight distribution has on road safety.
- To ensure all candidates understand the importance of securing a vehicles load, at all times, whilst it is on a public highway.
-

On average, it takes 20 minutes to deal with each incident. This places a significant financial burden on the UK economy from time wasted in traffic, damage to goods and/or damage to infrastructure.

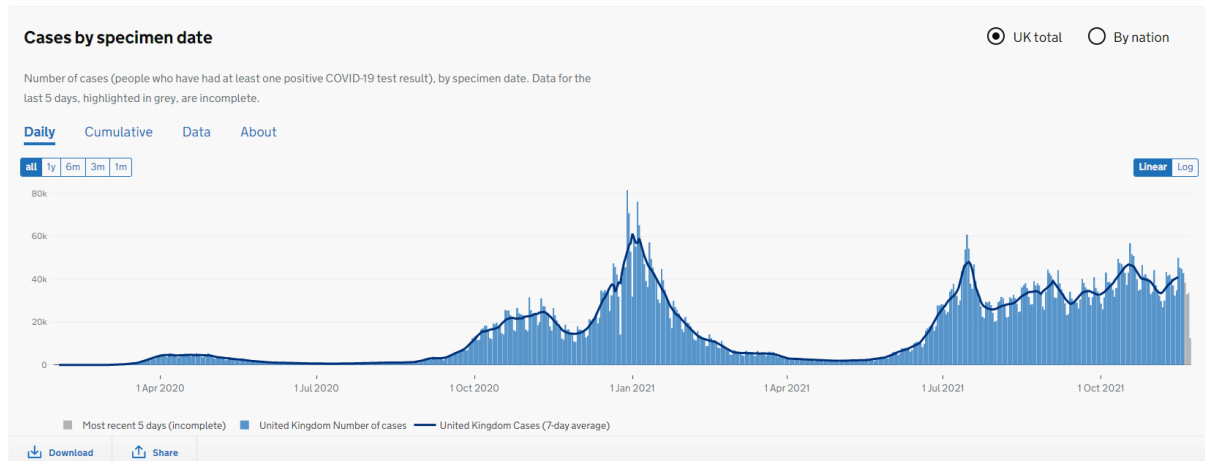


For further information on the course please contact : NLT on 01449 722400

www.nltltd.co.uk

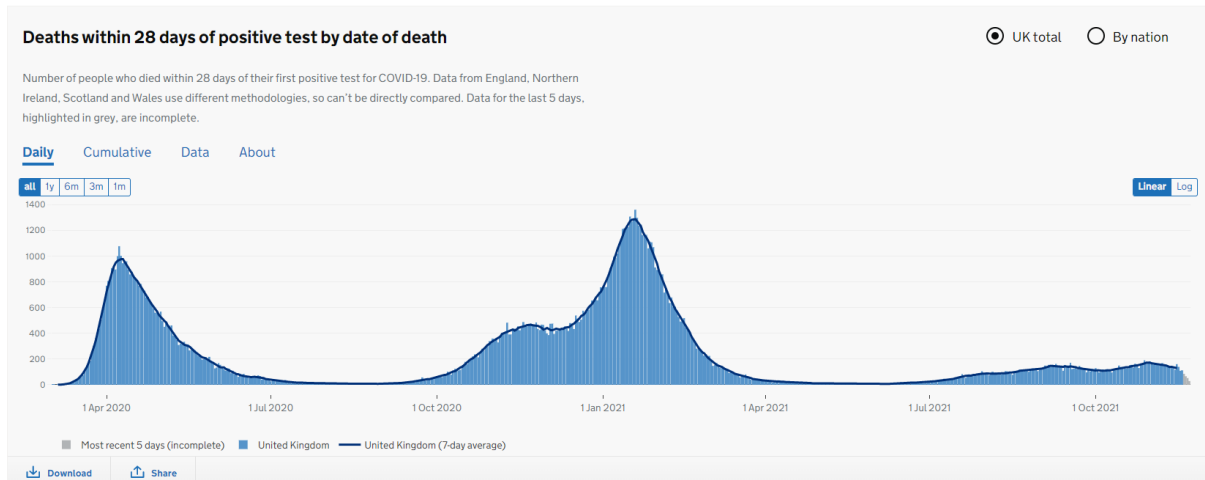
Covid 19 – Staying Safe & Helping Prevent the Spread

Although restrictions have been relaxed in the UK for some time the number of new cases remains high at an average of around 40,000 per day.



[Cases in the UK | Coronavirus in the UK \(data.gov.uk\)](#)

Thankfully, compared to the peaks of April 2020 and January 2021 the number of deaths is currently comparatively low, at around 150 per day.



[Deaths in the UK | Coronavirus in the UK \(data.gov.uk\)](#)

Throughout the pandemic the UK Construction Industry has made, and continues to make, significant contributions to mitigating the spread; from donating PPE to the NHS and Care industry, to implementing strict new work practices on our sites and offices. However, with the number of new cases remaining high, we need to review our practices and do all we can to minimise the spread.

What can we all do to protect ourselves, our colleagues, family and friends?

Covid-19 remains a risk, even if you are fully vaccinated. If you have symptoms arrange a PCR test as soon as possible, stay at home and self-isolate immediately. Covid-19 is spread by droplets and aerosols when someone with Covid-19 breathes, speaks, coughs or sneezes. These can be breathed in by another person or land on surfaces that are then touched. It is possible to be infected by someone you don't have close contact with, especially if you're in a crowded and/or poorly ventilated space.

Getting fully vaccinated is the best way of protecting you and others against Covid-19. Evidence indicates that 2 doses of a Covid-19 vaccine provide very effective protection against hospitalisation but remember, even if you have been fully vaccinated, you could still get Covid-19 and pass it on to others.

Meeting and working outdoors is safest, if you do meet indoors, let fresh air in for 10 minutes before, during and after meeting people you do not live with. At home running extractor fans for longer than normal and opening windows for short periods will help ventilate the house. Wearing a face covering in crowded and enclosed areas will help reduce the spread.

Around 1 in 3 people with Covid-19 do not have any symptoms, regular lateral flow testing increases the chances of detecting Covid-19, helping to make sure you do not spread the virus. Your workplace is likely to have its own specific testing rules and guidance, always make sure you are aware of this guidance and follow it.

If you feel unwell, or develop Covid-19 symptoms, self-isolate immediately and get a PCR test, even if your symptoms are mild. You should self-isolate at home while you book the test and wait for the results.

Washing your hands regularly with soap and water or using hand sanitiser throughout the day particularly :

- after coughing, sneezing and blowing your nose
- before you eat or handle food
- after coming into contact with surfaces touched by others, such as handles, handrails and light switches
- after coming into contact with shared areas such as kitchens and bathrooms
- when you return home
- where possible, avoid touching your eyes, nose and mouth.

Coughing and sneezing increases the number of droplets and aerosols released, the distance they travel and the time they stay in the air. Covering coughs and sneezes will help reduce the spread of particles carrying Covid-19 and other viruses, including those that cause coughs and colds.

Using the NHS Covid-19 app helps stop the spread of the virus by informing you that you have been in close contact with someone who has since tested positive for Covid-19.

Limiting close contact you have with people you do not usually live with, reduces your exposure to Covid-19 and your risk of catching or spreading it.

Every little action we take, helps to keep us all safer

Current government advice on "how to stay safe and help prevent the spread" can be found at [Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](https://www.gov.uk/coronavirus/how-to-stay-safe-and-help-prevent-the-spread)

Stamp It Out

Stamp it Out, the industry wide programme aimed at eliminating Roadworker abuse have announced the development of a free to access Conflict Management training course.

Developed in the format of a 4 day train the trainer, the course is fully accredited by the Institute of Conflict Management and delivered by the training provider Maybe.

STAMP IT OUT



All funding for the course has been provided by third parties such as Transport Scotland, DfT and Safer Highways in what has been described as a unique and ground-breaking step forward in giving those we put to work on the public highway the tools and soft skills to enable them to go home safe every day.

The initial pilot of the course will be held w/c 6th December at the Balfour Beatty training facility, with subsequent cohorts planned for the Spring and Autumn of 2022.

Whilst all places for the initial cohort are now fully allocated, any organisations who wish to be involved in future sessions should [email events@saferhighways.co.uk](mailto:email_events@saferhighways.co.uk)

Raising the Bar 26 – Safety By Design

Eliminating Risks from the Outset is a key aspect of National Highways' Home Safe and Well. Supporting this theme, an update to Raising the Bar 26 – Safety by Design was published on the Highways Safety hub website in September. Safety by Design is about doing the right thing. This Raising the Bar (RtB) guidance was finalised after extensive consultation within the supply chain, addressing over 200 individual items of feedback. The updated RtB should be used by all designers as a reference document when developing new designs.



RtB 26 covers 5 main topic areas broadly aligned to the content of the Safety by Design Common Intent Document ([SbD CID](#));

- A Safety by Design mindset from the outset
- Digitally Capturing and Sharing Information
- Design for Manufacture and Assembly (DfMA)
- Design Risk Management
- Designing Collaboratively

Two new concepts are introduced within the RtB.

- Safety by Design Plan
- Safety by Design Lead

The **Safety by Design Plan** is a pre-construction phase equivalent of the principal contractor's Construction Phase Plan. This approach has developed from three previous initiatives:

- Outline of a proposed plan produced by National Highways (NH) and presented to Principal Designers Working Group (PDWG) in 2018;
- Health and Safety Executive presentation to PDWG
- SPATS Eliminating Risk from the Outset working group recommendations

The plan will assist the client in ensuring that proper planning is put in place from the outset when many decisions are made with potential health and safety implications. It will ensure principal designers are demonstrably fulfilling their duties to plan, manage, and monitor the pre-construction phase of a project. It is anticipated that existing project management plans and associated documents already fulfil many, if not all, of the requirements. Bringing all the requirements together in one place raises the focus given to Safety by Design and facilitates the necessary briefing to the project team. Adopting the Safety by Design branding is intended to avoid this being perceived as a tick box exercise to satisfy legal requirements. The development of a design (pre-construction) phase plan is a feature of a new SPaTS 2

framework task being commissioned by National Highways, so further guidance on this will become available in due course.

The **Safety by Design lead** is a named individual with responsibility for ensuring design teams undertake effective hazard identification, elimination, mitigation and communication. This role is also intended to raise the profile and importance of Safety by Design as a business-as-usual activity.

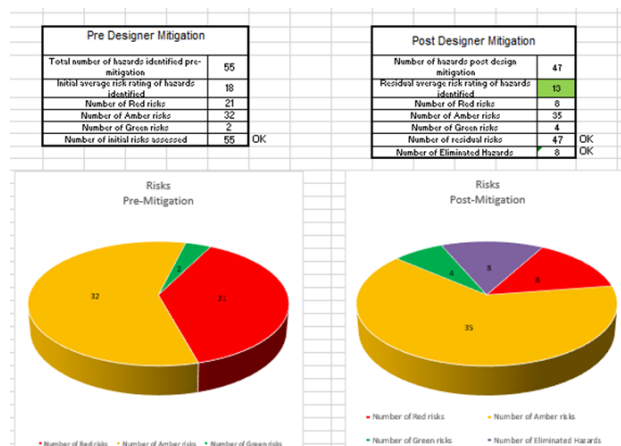
This role:

- Provides the design team with support and specialist H&S input when necessary
- Provides the client and project manager assurance that effective safety by design is being undertaken through provision of feedback to the client.
- Does not take on duties or responsibilities from the designers.
- Is likely to be someone already within the delivery team with suitable and sufficient health and safety skills, knowledge and experience, possibly known as a CDM advisor or principal designer manager.

The dedicated Safety by Design description divorces this role from the other elements of the principal designer role – planning, managing, controlling and co-ordinating, putting the focus on how the team delivers effective elimination or reduction of foreseeable risks.

As with other RtBs there are mandatory requirements included. These are:

- Designers must demonstrate consideration of safety as an influence on the design from the outset of a scheme.
- The client must ensure a Safety by Design plan is prepared containing details of how design risk management activities will be undertaken and managed during the design of the works.



- Records must be kept of the design risk management process and decisions taken which impact upon the safety of any of the populations identified in GG104 during the whole life of the asset.

- A formal handover must be undertaken where the principal designer duty transfers from one party to another.

Additional suggestions for mandatory requirements around the IT / BIM / Digital arena could not be included at this time as these need to be realistic and practical for all National Highways and the supply chain.

Better Practice & Continual Improvement Capture

Title: 4D Sequencing of Gantry Installation & Overhead Interface

CI Ref: _____

Page 1 of 1

Standard Method	Improvement Summary	Key Drivers for Improvement																																
<ul style="list-style-type: none"> Develop written lift plan Develop 2D drawing detailing exclusion zones around overhead cables including crane position and lifting radius Identify maximum lifting radius at lift height based on crane supplier's duty charts Manually transpose this information onto 2D drawing and identify clashes 	<p>Fit (what we did): Initially we obtained models of the pylons from NPG, and by modelling the sag/swing of the steel cables, and in line with GSG we were able to model the exclusion zones for both overheads in 3D using AutoCAD. This was then imported, along with the scheme's BIM model, crane and a low-loader, into Synchro. The lift plan was then transposed into a programme written within Synchro, and by using 3D paths, locations etc we were able to link the model to the relative tasks in the programme and fully simulate the sequence of works exactly how they would occur on site.</p> <p>Function (how we know it works): By modelling this precisely in AutoCAD, we know the exclusion zones are exact, and by calculating where the crane would need to sit in order to safely work outside of the exclusion zones, we can efficiently demonstrate we can carry out the works in a safe manner.</p> <p>Value (how we maximise value): The output from Synchro provides us with a video that anyone can play on their computer and can be communicated to anyone involved in the works, so to anyone who needs assurance that the work can be done safely.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>+</th> <th>Neutral</th> <th>-</th> </tr> </thead> <tbody> <tr> <td>Safe Operations</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Health & Wellbeing</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Sustainable Operations</td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Efficient Delivery</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Cost Effectiveness</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Customer Service</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Brand Impact</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </tbody> </table>		+	Neutral	-	Safe Operations	✓			Health & Wellbeing	✓			Sustainable Operations		✓		Efficient Delivery	✓			Cost Effectiveness	✓			Customer Service	✓			Brand Impact	✓		
	+	Neutral	-																															
Safe Operations	✓																																	
Health & Wellbeing	✓																																	
Sustainable Operations		✓																																
Efficient Delivery	✓																																	
Cost Effectiveness	✓																																	
Customer Service	✓																																	
Brand Impact	✓																																	
<p>Innovative Method</p> <ul style="list-style-type: none"> Obtain 3D models of Pylons from NPG Model sag/swing of cables Model exclusion zone in accordance to GSG Obtain 3D model of crane Position lift sequencing of works in Synchro Export video with multiple viewing angles & present to workforce as a visual method of assurance 	<p>Benefits Realised</p> <ul style="list-style-type: none"> Innovative & engaging way to communicate method of work Assurance to Stakeholder NPG that operation will not impact on OHL (GSG compliance) Highways England & Costain confident workforce will not be put at undue risk Mitigate on-site issues with positioning of crane - all calculated within CAD (operation carried out during road closure - time is crucial) Allows optimisation of crane size, thus providing a cost benefit 	<p>Additional Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Contact Details</td> <td>Ben Thompson ben.thompson@costain.com</td> </tr> <tr> <td>Date Raised</td> <td>07/05/2021</td> </tr> <tr> <td>Supply Chain Involved</td> <td>Costain Dorval Engineering Northern Ewesand</td> </tr> </table>	Contact Details	Ben Thompson ben.thompson@costain.com	Date Raised	07/05/2021	Supply Chain Involved	Costain Dorval Engineering Northern Ewesand																										
Contact Details	Ben Thompson ben.thompson@costain.com																																	
Date Raised	07/05/2021																																	
Supply Chain Involved	Costain Dorval Engineering Northern Ewesand																																	

LEAN

Which of the 8 Wastes has been reduced?

Transport	Inventory/ Materials	Motion	Waiting	Over Production	Over Processing	Reduced Transportation	Defects	Skills
		✓	✓		✓			

Other developments within RtB 26 include:

- New section on Human factors added
- Competency linked directly back to existing requirements of GG 102
- More sign posting via hyperlinks to external sources for supporting information
- Additional information and examples included in Appendices.

Raising the Bar 26 - Safety by Design can be viewed via the Highways Safety Hub website at this address

https://www.highwaysafetyhub.com/uploads/5/1/2/9/51294565/b26_safety_by_design_0ct_2021.pdf

Highways Passport Update

Welcome to the latest edition of Inside Lane.



In this issue:

- Passport's Biggest Ever Two Months with more sign-ups and renewals than ever before
- Highways Passport is Getting a New Look
- Teresa Moss, Passport Lead for National Highways, shares what it really means to be using Passport on site.

Find all this exciting news at

[5 november inside lane 1 .pdf \(highwayssafetyhub.com\)](#)

Raising the Bar Checklist

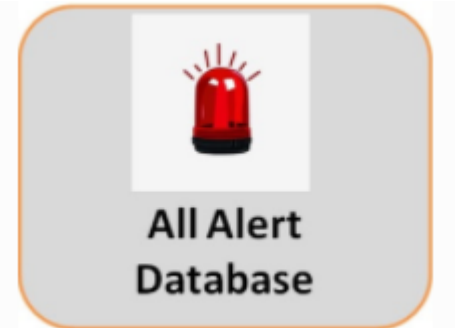
This will help check compliance with the guidance by highlighting significant elements. A link is posted below that will direct you to the Highways Safety Hub website where there are also a lot of interesting items. Also consider joining the Twitter group which gives out lots of useful information regarding changes and uploads including the latest safety alerts.

<https://www.gov.uk/government/collections/health-and-safety-for-major-road-schemes-raising-the-bar-initiative>

Safety Alerts Database

Safety Alert Database - All Alerts

Safety alerts etc. index listing – Issue 12 (30 Nov 21): Form 2290



This database contains **2,290 no.** document entries, including SHEQ alerts, bulletins, learning, best practice, guidance and other docs, produced onto an Excel File, that provides links to each document.

Although containing messages that cover S, H, E and Q topics, for ease of reference the database is titled “**Safety alerts etc. index listing**”.

To use the database download the excel spreadsheet to your desktop, enable editing and then use sorting columns to find the information you need.

Please ensure your firewall allows access to Google Drive to view linked alert documents.

How to access

- The latest “Safety alerts etc. index listing”, has been posted on the Highways safety hub web site, nested in the alerts tab page; <http://www.highwayssafetyhub.com/all-alerts-database.html>
- It can be used by opening the Excel File copy held on the web site, or by opening after saving a copy onto your own PC.
- To access individual documents from the links in column “G”, users will need internet access – All documents have been uploaded onto the index listing from a Google Drive account

Trivia note: *Issue 12, containing 2,290 document entries, is referred to as “Form 2290, Heavy Highway Vehicle Use Tax Return” >*

Form 2290, is to cover tax due on highway motor vehicles used during the period with a taxable gross weight of 55,000 pounds or more.