

Highways Passport Scheme

Background

Ensuring that the workforce remains safe and competent is key to delivering all of Highways England’s work. Across the Highways England network, hundreds of construction schemes can be underway at any one time. These schemes and maintenance works are delivered by a host of different suppliers and partners generally cascading similar induction content without sight of what is being delivered by other organisations.

Vision

To develop a common structure for Health Safety and Wellbeing inductions and a means for providing evidence of specific H&S training of our supply chain via a common competency management system.

Principles of Approach to be Adopted

As a supplier community we have agreed to adopt the Highways England Passport Scheme as a *common standard* for all workers identified by the scheme as requiring a Highways England Passport (as a minimum). This common standard is recognised to evidence specific H&S training and other competencies throughout the supply chain as defined by the Passport Scheme.

The Highways England Passport Scheme comprises of two parts, the **Highways Passport System**, a single database accessible by all applicable passport holders with the ability to record H&S training, other competencies, tool box talks, notify expiry dates and migration on individuals moving between Service Providers that can be read by a variety of mobile or fixed access card readers; and the **Highways Common Induction (HCI)**, to provide a baseline understanding of the common hazards on the Highways England network, this in turn will allow Principal Contractors to reduce their site induction process by removing the content that is common to all sites.

As a supplier community we have agreed that, as Suppliers to Highways England, **we shall adopt the scheme in its entirety within the first three months of start of works (construction phase) on any Highways England project / scheme / contract.** Principal Contractors of a project or scheme shall commit to reducing project / scheme inductions to a site-specific induction/briefing, given at a worksite, and only detailing site-specific hazards, risks and controls.

We will abide by the common standard approach and associated guidance documents developed by the Passport Steering group which provides a baseline for all suppliers adopting and using the Highways England Passport Scheme.

Additional Documentation/Detailed Guidance

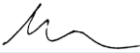

Further documents have been developed to support Suppliers and Highways England using the Passport System and HCI. These are in the process of being incorporated into / combined with the following Raising the Bar documents based on this common intent:

- RtB 23 – Inductions

All current Raising the Bar and associated guidance documents are available at the following location

<http://www.highwaysafetyhub.com/passport-scheme.html>

Document Approval Record

	Name	Signed	Dated
Working Group Chair	Mark Bridges		08.01.2021
SCSLG Chair	Phil Clifton		12.01.2021