

Principal Designer Working Group

Event No 28

Health and Safety Files Digital Development
Mark Lamport, Arcadis

21st July 2022

Task and Finish Group Meetings

- Task and Finish Group Kick-off Meeting held on 18/1/2022
- Meeting #2 held on 11/7/2022
- Next meeting to be held on 19/9/2022

Task and Finish Group Team

Mark Lamport – Arcadis (T&F Group Lead)

Doug Potter – Arcadis

Pav Singh – Arcadis

Saskia Lear – Arup

Natalie Mansell - Atkins

Tim Bowes – Atkins

Darren Allen – Jacobs

Rob Butcher – Jacobs

Andrew Finch - Jacobs

Richard Wilson – National Highways, PDWG Chair and T&F Group Sponsor

Jason Glasson - National Highways, Head of Asset Management

Kevin Clague - National Highways, Asset Needs Manager - Operations NW

Jon Horrill – WSP

David Owens – WSP

Task and Finish Group Terms of Reference, Objectives and Tasks

- The T&F Group will move forward on the **assumption** that the various National Highways actions needed to align PCF and National Highways Business Collaborator (BC) with the new CDM Standard and Health & Safety File template will have been undertaken.
- This T&F Group will look specifically at Health and Safety Files Digital Development and how the transition can be made from the current document-based Health and Safety Files to a digital platform.

Task and Finish Group Outputs & Deliverables

Ultimate objective - to produce a “Best Practice Guide for Health and Safety File Digitalisation” - but this is a significant piece of work and probably beyond the reasonable scope of this T&F Group. A more realistic deliverable could perhaps be a report which covers:

- Summary of current situation on H&S File digitalisation – where are we now, what are National Highways and supply chain organisations currently doing? How this links into PCF and 3D processes?
- What is working well/what needs to be improved?
- What are the blockers eg interface/incompatibility issues between MP and OD, progress of OD adoption of digital, software limitations (eg can the existing software available in the marketplace be used to present H&S File content in digital form?)
- What are the future-proofing considerations – the digital H&S File information must be retrievable and readable in 50+ years?
- A proposed roadmap for the transition to digital of National Highways Health and Safety Files

Task and Finish Group Sub-Tasks

Sub-Task 1

Establish which other National Highways group(s) are working on H&S File digitalisation and liaise with them to avoid duplication.

Sub-task Owner: Richard Wilson

Supported by: Jason Glasson

Outputs: list of National Highways group(s) are working on H&S File digitalisation and contact details

Timescale: provide list to Mark Lamport by Tuesday 13/9/2022

Task and Finish Group Sub-Tasks

Sub-Task 2

Establish what progress consultant organisations who are members of PDWG have already made with respect to Health & Safety File digitalisation.

Sub-task Owner: Saskia Lear

Supported by: representatives of PDWG consultant organisations

Outputs: bullet point summary of responses from PDWG consultant organisations

Timescale: provide bullet point summary to Mark Lamport by Tuesday 13/9/2022

Task and Finish Group Sub-Tasks

Sub-Task 3

Establish end-user requirements – clients, operators, maintainers, designers (of future modifications and upgrades), decommissioners/demolishers.

- What information do they need from the H&S File?
- In what format?
- On what platform?

Sub-task Owner: Andrew Finch

Supported by: OD representatives. David Olorenshaw (Kier) has volunteered to help – ML to contact DO and share his contact details with Andrew Finch

Outputs: bullet point summary of responses from operators and maintainers

Timescale: provide bullet point summary to Mark Lamport by Tuesday 13/9/2022

Task and Finish Group Sub-Tasks

Sub-Task 4

Identify which of the National Highways H&S File content requirements set out in the H&S File PCF product guidance can be presented in digital form. Is this all or some of the content?

Sub-task Owner: Tim Bowes

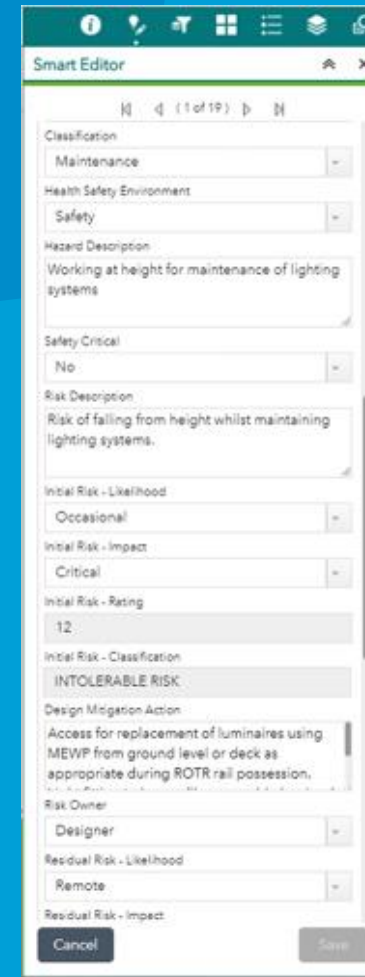
Supported by: David Owens (and also make contact with David Townsend)

Outputs: bullet point summary or list of H&S File content requirements which can be presented in digital form.

Timescale: provide bullet point summary/list to Mark Lamport by Tuesday 13/9/2022

Task and Finish Group Sub-Tasks

Sub-Task 4 – example of what the format of digital H&S File tagged asset data could look like:

A screenshot of a "Smart Editor" form, likely a mobile application interface. The form is titled "Smart Editor" at the top. It contains several sections with dropdown menus and text input fields. The sections are: "Classification" (Maintenance), "Health Safety Environment" (Safety), "Hazard Description" (Working at height for maintenance of lighting systems), "Safety Critical" (No), "Risk Description" (Risk of falling from height whilst maintaining lighting systems), "Initial Risk - Likelihood" (Occasional), "Initial Risk - Impact" (Critical), "Initial Risk - Rating" (12), "Initial Risk - Classification" (INTOLERABLE RISK), "Design Mitigation Action" (Access for replacement of luminaires using MEWP from ground level or deck as appropriate during ROTR rail possession), "Risk Owner" (Designer), "Residual Risk - Likelihood" (Remote), and "Residual Risk - Impact". At the bottom, there are "Cancel" and "Save" buttons. The form is displayed on a mobile device screen, with a status bar at the top showing various icons and the time 11:19.

Task and Finish Group Sub-Tasks

Sub-Task 5

Produce a draft process map – to help ensure consistent approach and format of data and risk tagging for point, linear and areal hazards (including shape, size and colour of hazard symbols [?triangles, polygons] and fields within the associated tagged data set).

Sub-task Owner: David Owens

Supported by: Tim Bowes

Outputs: initial draft process map

Timescale: provide initial draft process map to Mark Lamport by Tuesday 13/9/2022

Task and Finish Group Sub-Tasks

Sub-Task 6

Identify any specific requirements of the National Highways Digital Delivery and Digital Roads documents which would be relevant to H&S File digitalisation.

Sub-task Owner: not allocated

Supported by:

Outputs:

Timescale:

Digital delivery

Enabling outcomes with digital,
data and technology

May 2021



Digital Roads

Safer construction and operations - Faster delivery - Better customer experience



Introduction to Digital Roads
August 2021

Task and Finish Group Sub-Tasks

Sub-Task 7

Produce Outputs and Deliverables

Sub-task Owner: not allocated (future action following completion of other sub-tasks 1 - 6)

Supported by:

Outputs:

Timescale:

Alignment with BIM 4 H&S Working Group

- Overview of the H&S File Digitalisation Task and Finish Group presented top the BIM 4 H&S Working Group by Mark Lamport on 12/7/2022