



Highways England Company Limited

Concrete Roads Framework – Design

Scope

Health and Safety

Annex 15

CONTENTS AMENDMENT SHEET

Amend No.	Revision No.	Amendments	Initials	Date
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1 HEALTH AND SAFETY	
1.1 General Requirements	
1.1.1	The <i>Consultant</i> complies with the <i>Client's</i> health and safety requirements as detailed in this Annex and in Annex 02 to the Scope.
1.1.2	The <i>Consultant</i> complies with and operates according to all relevant and prevailing health and safety legislation, considerations, guidance and industry best practice. The <i>Consultant</i> Provides the Service in a way that aligns to the <i>Client's</i> health and safety policies and initiatives.
1.2 Management of Health and Safety	
1.2.1	<p>The <i>Consultant</i></p> <ul style="list-style-type: none"> operates a formal health and safety management system which complies with ISO45001:2018 or another equivalent and relevant standard accepted by the <i>Service Manager</i>, operates a health and safety management system that aligns to HSG65, documents the systems and fully and effectively implements the health and safety management system within four weeks of the <i>starting date</i> and gains certification in accordance with section S535 of the Scope.
1.2.2	The <i>Consultant</i> operates and develops its health and safety management system to meet the <i>Client's</i> requirements. The <i>Consultant</i> provides consistency of approach and interoperability with the Partners and other stakeholders where appropriate, ensuring activities are consistent between all stakeholders, allowing seamless provision of the <i>service</i> between different Schemes.
1.2.3	The <i>Consultant's</i> health and safety management system forms part of the <i>Consultant's</i> Quality Plan as defined in section S536 of the Scope.
1.3 Consultant's occupational health management system	
1.3.1	<p>The <i>Consultant</i></p> <ul style="list-style-type: none"> operates an occupational health management system in line with requirements of the Health and Safety Executive's prevailing construction occupational health management model, Essentials of Managing Construction Health Risks (see link in Annex 02) and participates in <i>Client</i> working groups to improve health and safety management performance in relation to the following topics <ul style="list-style-type: none"> designing for health and safety in buildability and operability

	<p>and maintenance,</p> <ul style="list-style-type: none"> • construction health and safety improvement and • sustainable design and sustainable construction.
1.3.2	<p>If, in the opinion of the <i>Client</i>, the <i>Consultant</i> is providing the <i>service</i> in an unsatisfactory manner or commits a breach of</p> <ul style="list-style-type: none"> • any prevailing legislation or, • the <i>Consultant's</i> health and safety management system or, • a subcontractor's health and safety management system or, • the <i>Client's</i> health and safety management system. <p><i>The Service Manager</i> notifies the <i>Consultant</i> following the process set out in GG128 (Requirements for reporting incidents, events and undesirable circumstances: health, safety, wellbeing, structural and environmental)(see link in Annex 02) and raises formally via the Quality Points system and the <i>Client's</i> H&S management system assurance process.</p>
1.3.3	<p>The notification provided by the <i>Service Manager</i> to the <i>Consultant</i> sets out the breach identified with reasons and outlines the minimum steps required of the <i>Consultant</i> to rectify the breach, and a date for rectifying.</p>
1.3.4	<p>Where the <i>Consultant</i> has been given notification of a breach, the <i>Consultant</i> rectifies the breach or failure to Provide the Service, in a satisfactory manner, by the date specified by the <i>Service Manager</i>. The <i>Consultant</i> corrects other breaches that are not notified by the <i>Client</i>.</p>
1.4 Not Used	
1.5 Health and safety culture and communication	
1.5.1	<p>The <i>Consultant</i> ensures that it creates a culture and communications that align to the <i>Client's</i> "Home Safe and Well" message. The <i>Consultant</i></p> <ul style="list-style-type: none"> • operates a behavioural safety programme, • establishes, operates and delivers health and safety employee consultation arrangements to its employees in accordance with applicable prevailing health and safety legislation, • provides relevant health and safety training, including induction, to staff and visitors to ensure compliance with prevailing health and safety legislation and approved codes of practice, • participates in <i>Client</i> events, programmes and initiatives as appropriate and if requested and • leads and participates in programmes and initiatives with the

	Partners as appropriate and if requested.
1.6 Health and safety exchange of information	
1.6.1	The <i>Client</i> provides information requested by the <i>Consultant</i> to enable the <i>service</i> to be performed in a safe and legally compliant manner.
1.6.2	The <i>Consultant</i> provides information in the frequency and format specified in the contract, or if a different frequency and format is required, as specified by the <i>Service Manager</i> .
1.6.3	The <i>Consultant</i> immediately brings to the attention of the <i>Service Manager</i> any issue or potential issue that may have a detrimental impact on the health and safety and wellbeing of any stakeholders.
1.7 Health and safety resources	
1.7.1	The <i>Consultant</i> retains sufficient competent health and safety resource as part of its management structure.
1.7.2	<p>The minimum requirements for the <i>Consultant's</i> health and safety resources are that their leads</p> <ul style="list-style-type: none"> • have membership of The Institution of Occupational Safety and Health (IOSH) (see link in Annex 02), • are qualified to National Examination Board in Occupational Safety and Health (NEBOSH) standard(or higher) (see link in Annex 02), • have a demonstrable working knowledge of prevailing health and safety legislation, guidance and approved codes of practice relevant to the <i>service</i>, and • have the appropriate level of competence, training and demonstrable experience in the field for which they are Providing the Service. <p>The named roles and descriptions for this contract are set out in the quotation information.</p>
1.8 Health & safety competence of Consultant's employees	
1.8.1	The <i>Consultant</i> ensures its employees are competent to Provide the Service and upon request provides the <i>Service Manager</i> with information about the <i>Consultant's</i> arrangements for assuring employee competence and with employee training records.
1.8.2	Before commencement of the <i>service</i> the <i>Consultant</i> provides the <i>Service Manager</i> with a statement (signed by a person authorised to sign tenders on behalf of the company) to confirm that all the <i>Consultant's</i> employees and subcontractors (at any stage of remoteness from the <i>Client</i>) are competent to undertake the roles they are assigned to, to deliver the <i>service</i> . The

	<i>Consultant</i> provides further signed statements to the <i>Service Manager</i> when any new <i>Consultant</i> employees are appointed or assigned to deliver the service.
1.8.3	For roles where no suitable recognised competence standards exist, the <i>Consultant</i> provides information against the selection criteria and method used to provide assurance of competence.
1.9 Not Used	
1.10 Incident Reporting and Investigation	
1.10.1	The <i>Consultant</i> complies with the <i>Client</i> 's Guidance GG128 "Requirements for reporting incidents, events and undesirable circumstance: health, safety, wellbeing, structural and environmental" or its later update or replacement, including any time periods required by GG128 (see link in Annex 02). If a time period is not specified in GG128 then the <i>period of reply</i> applies unless agreed otherwise by the <i>Service Manager</i> .
1.10.2	Following the notification of an incident, the <i>Consultant</i> , in line with the <i>Client</i> 's standards, determines if a formal investigation is required, and if necessary follows the notification, investigation and reporting procedures as set out therein.
1.10.3	The <i>Consultant</i> undertakes investigations with an independent competent person who has relevant training, knowledge and experience in effective accident/incident investigation.
1.10.4	Nothing prevents the <i>Consultant</i> from carrying out its own (additional) investigation of an incident, and in such case, the <i>Consultant</i> provides a copy of its completed incident report to the <i>Client</i> .
1.10.5	<p>The incident report provides</p> <ul style="list-style-type: none"> information on the circumstances surrounding the accident/ incident and any remedial measures to be taken in order to prevent a recurrence and relevant photographs and statements <p>as an integral part of the report.</p>
1.10.6	Where the <i>Consultant</i> is compiling a draft investigation report, the <i>Consultant</i> discusses the findings of the draft report with the <i>Service Manager</i> prior to the production of the final draft of such a report.

1.10.7	The <i>Consultant</i> implements applicable recommendations arising from incident investigations within the timescales agreed with the <i>Service Manager</i> .
1.10.8	The <i>Client</i> has the right to investigate any incidents wherever they may occur.
1.10.9	The <i>Consultant</i> provides the <i>Client</i> unrestricted access at all reasonable times to the facilities, equipment, materials, employees and records of the <i>Consultant</i> or the subcontractor (at any stage of remoteness from the <i>Client</i>) for this purpose (subject to any statutory or contractual obligation prohibiting this access).
1.10.10	<p>The <i>Consultant</i> provides a copy of all materials related to the incident to the <i>Service Manager</i> within the timescales agreed. Any material that would otherwise fall to be disclosed by the <i>Consultant</i> to the <i>Client</i> may be withheld by the <i>Consultant</i> provided the <i>Consultant's</i> legal advisor confirms to the <i>Client</i> that the material is</p> <ul style="list-style-type: none"> • a confidential communication between the <i>Consultant</i> and its legal advisor for the purposes of seeking or giving legal advice that the legal advisors would normally expect to be given legal privilege in the normal course of its business with the <i>Consultant</i> or • a confidential communication between the <i>Consultant</i> or its legal advisers and third party where the communication came into existence with the dominant purpose of being used in connection with contemplated, pending or actual litigation in adversarial proceedings (as opposed to investigations or fact-finding inquiries).
1.10.11	The <i>Consultant</i> ensures that all subcontracts (at any stage of remoteness from the <i>Client</i>) contain requirements similar to subparagraphs 1 and 10 above.
1.11 Not Used	
1.12 Health and Safety Management Audit	
1.12.1	The <i>Consultant</i> allows the <i>Service Manager</i> unrestricted access at all contracted hours to the premises, equipment, materials, employees and records of the <i>Consultant</i> and any subcontractors (at any stage of remoteness from the <i>Client</i>) (unless a statutory or contractual obligation prohibits the disclosure of any such records) to audit any, or all of the <i>Consultant's</i> health and safety management systems. The <i>Consultant</i> includes, in all subcontracts, the rights of access for the <i>Service Manager</i> .

1.12.2	The <i>Consultant</i> implements all recommendations from such audits agreed by the <i>Client</i> within a timescale mutually agreed between the <i>Client</i> and the <i>Consultant</i> .
1.13 Construction Design and Management (CDM) Regulations 2015 compliance	
1.13.1	The <i>Client</i> appoints relevant CDM duty holders in writing, based upon a review of an organisation's ability and competence to perform the <i>service</i> .
1.13.2	CDM duty holders (principal contractor and principal designer) discharge their obligations under the CDM Regulations 2015 in compliance with any Approved Code of Practice or best practice guidance issued by the Health and Safety Executive (HSE), and provide the <i>Client</i> with evidence of such compliance, ensuring competent persons are maintained to continuously fulfil duty requirements throughout the <i>service</i> .
1.13.3	Principal designer duties (as defined by CDM Regulations 2015 (see link in Annex 02)) are to be undertaken by the <i>Consultant</i> when instructed by the <i>Service Manager</i> . The <i>Consultant</i> refers to the Construction Industry Training Board (CITB) guidance (see link in Annex 02) when carrying out the principal designer role. Where the <i>Consultant</i> is not required to undertake the principal contractor duties, the <i>Client</i> notifies the <i>Consultant</i> as to who will be undertaking this role.
1.14 Medical Fitness	
1.14.1	The <i>Consultant</i> advises the <i>Service Manager</i> of any known medical disability or condition of any <i>Consultant</i> employees, or subcontractor's employees, or employees of any other related party, which is to be risk assessed and effective controls in place to ensure their own health, safety and wellbeing and the health, safety and wellbeing of others.
1.14.2	When requested by the <i>Service Manager</i> , the <i>Consultant</i> provides such information and other evidence (anonymised and with consideration given to the protection of personal data at any stage of remoteness from the <i>Client</i>) as may be reasonably required by the <i>Client</i> to demonstrate compliance with the above requirement.
1.15 Health Assessment and Control	
1.15.1	The <i>Consultant</i> ensures that its direct employees are provided with such health surveillance as appropriate, having regard to the risks to their health and safety which are identified by a risk assessment and in accordance with prevailing health and safety and other relevant legislation.
1.15.2	The <i>Consultant</i> makes wellbeing services available to its employees and supply chain in line with, but not exhaustive of, the <i>Service Manager's</i> instructions.

1.15.3	The <i>Consultant</i> monitors and records working days lost due to illness and stress-related conditions, and introduces management systems for minimising ill health. This data is supplied on request to the <i>Service Manager</i> .
1.16 Alcohol and Substance Abuse	
1.16.1	The <i>Consultant</i> ensures its employees, whilst engaged in Providing the Service, are not at any time in possession of, do not take, have not taken, and are not under the influence of any intoxicating substance ('Prohibited Substance'). This requirement does not apply where the <i>Consultant's</i> employees possess a Prohibited Substance for bona fide medical reasons for which the <i>Service Manager</i> has given acceptance for such <i>Consultant</i> employees to be engaged in Providing the Service.
1.16.2	The <i>Consultant</i> notifies the <i>Service Manager</i> of any its employees who are undergoing a voluntary detoxification/rehabilitation programme whereupon the <i>Client</i> has the right to prevent such <i>Consultant's</i> employees from Providing the Service.
1.16.3	Where the <i>Service Manager</i> is of the opinion that any of the <i>Consultant's</i> employees (or any subcontractors involved in Providing the Service) may be in possession of, have taken, or are under the influence of any Prohibited Substance while Providing the Service, the <i>Service Manager</i> instructs the <i>Consultant</i> to perform the following as appropriate of such <i>Consultant</i> employees <ul style="list-style-type: none"> • breath testing by breathalyser, • urine testing by urinalysis, • both breath testing and urinalysis, and • a search of personal possessions/ work area of such <i>Consultant</i> employees for evidence of a prohibited substance.
1.17 Health and Safety Charity-based Incentive Schemes	
1.17.1	The <i>Consultant</i> adopts charity-based incentive schemes covering local and national charities if requested to do so by the <i>Client</i> .
1.18 Health and Safety Maturity Matrix Action Plan	
1.18.1	If the <i>Consultant</i> (or where there is a joint venture, each Consortium Member) does not have an agreed Health and Safety Maturity Matrix Action Plan ('HSMM Action Plan') with the <i>Client</i> , the <i>Consultant</i> (or each Consortium Member) delivers a HSMM Action Plan and submits it to the <i>Service Manager</i> not later than 6 weeks following the Contract Date.

1.18.2	The HSMM Action Plan is based on the Health and Safety Maturity Matrix ('HSMM') (see link in Annex 02) and the associated implementation plan produced by the <i>Consultant</i> (or each Consortium Member). It details specific actions to be taken under this contract by the <i>Consultant</i> (or each consortium member) and its subcontractors (at any stage of remoteness from the <i>Client</i>) in order to support delivery of the improvements identified in the implementation plans for the <i>Contractor</i> (or each Consortium Member).
1.18.3	The <i>Consultant</i> (or each Consortium Member) updates their HSMM Action Plan as needed to support delivery of the improvements identified in the implementation plans and on each anniversary of the Contract Date. The annual updates are based on the updated HSMM and implementation plans produced by the <i>Consultant</i> (or each Consortium Member).
1.18.4	The <i>Consultant</i> (or each Consortium Member) keeps a controlled copy of the HSMM Action Plan available for inspection by the <i>Client</i> at all times.
1.18.5	The <i>Service Manager</i> notifies the <i>Consultant</i> (or a Consortium Member) if at any time the <i>Client</i> considers that the HSMM Action Plan <ul style="list-style-type: none"> • does not comply with the requirements of this contract or • is not capable of delivering the improvements identified in the implementation plans.
1.18.6	Following such notification, the <i>Consultant</i> (or each Consortium Member) reviews the HSMM Action Plan and reports to the <i>Service Manager</i> setting out proposed changes. If the <i>Service Manager</i> accepts the proposals, the HSMM Action Plan is changed within agreed timescales.
1.18.7	If the <i>Consultant</i> (or where there is a joint venture, each Consortium Member) does not have an agreed Health and Safety Maturity Matrix Action Plan ('HSMM Action Plan') with the <i>Client</i> , the <i>Consultant</i> (or each Consortium Member) delivers a HSMM Action Plan and submits it to the <i>Service Manager</i> within 6 weeks following the Contract Date.
1.19 Management of Road Risk	
1.19.1	The <i>Consultant</i> ensures that it has systems in place for the effective management of occupational road safety in accordance with guidance provided by the HSE or other relevant industry guidance.
1.19.2	The <i>Consultant's</i> road safety management system has provision for assessing traffic management, driver competence and eligibility, driver safety training, vehicle maintenance and accident and incident investigation.
1.20 Not Used	

1.21	Driving for Better Business
1.21.1	<p>The <i>Consultant</i> manages work-related road safety (WRRS) to an appropriate standard as part of its organisation's health and safety at work programme and within six months of the Contract Date, carries out all the following</p> <ul style="list-style-type: none"> • Undertakes a risk assessment of their 'driving at work' activities which covers all drivers and vehicles that may be used on business, • Implements a 'driving for work' policy, that complies with HSE guidance and applies to all areas of the business, all types of driving undertaken and is communicated effectively to all employees who may drive for business purposes, • Prepares a statement from the Chief Executive Officer or board director responsible for WRRS that outlines the importance of work-related road safety, • Implements an effective system for measuring and monitoring fleet activity including the frequency and severity of any collisions, together with driver and vehicle compliance regarding <ul style="list-style-type: none"> ○ records of crashes and investigation results, ○ driver training or education supplied, ○ employee policy acceptance, ○ driver licence checking, and ○ vehicle checks and defect reporting. • Implements an effective system for promoting the same level of awareness regarding WRRS and compliance with HSE guidance with subcontractors. Subcontractors are required to complete 'the Driving for Better Business Commitment' (DfBB) https://www.drivingforbetterbusiness.com/getting-started/make-a-commitment/ The <i>Consultant</i> takes any required measures to ensure declarations are correct, • Demonstrates to the <i>Client</i> the reduction of collisions, incidents or instances of non-compliance year on year, or provides a reasonable explanation if this is not the case and • Includes these requirements in all contracts at any stage of remoteness from the <i>Client</i>.
1.21.2	<p>The <i>Consultant</i> works towards becoming a Highways England Business Champion in the <i>Client's</i> "Driving for Better Business Campaign (DfBB)". Where the <i>Consultant</i> is already working for the <i>Client</i> on another contract, they are required to be a Highways England DfBB Business Champion.</p>

	Where the <i>Consultant</i> is newly contracted with the <i>Client</i> the <i>Consultant</i> becomes a Highways England DfBB Business Champion within six months from the Contract Date.
1.22 Security	
1.22.1	The <i>Consultant</i> obtains the consent of its employees to the searching at any time by an authorised representative of the <i>Client</i> , of their person or their property or of any article including, without limitation, any container, package, box, holdall, suitcase or vehicle which is in the possession or use of <i>Consultant's</i> employees on the <i>Client's</i> premises/property, or being retained by the <i>Client</i> on behalf of the <i>Consultant</i> or <i>Consultant's</i> employees.
1.22.2	Any person not complying or unwilling to comply with the requirements above, is removed from the <i>Client's</i> premises/property and not permitted access to the <i>Client's</i> premises/property.
1.23 Not Used	
1.24 Safe Home and Well Initiative	
1.24.1	<p>The <i>Consultant</i> submits to the <i>Service Manager</i> for acceptance, a strategy of how it will operate around the <i>Client's</i> Home Safe and well initiative (see link in Annex 02).</p> <p>The <i>Consultant</i> commits and contributes to the <i>Client's</i> Home Safe and Well initiative by defining their own commitment to getting everyone Home Safe and Well, and considers where a positive difference can be added.</p> <p>The <i>Consultant</i></p> <ul style="list-style-type: none"> • considers how their role in connecting the country can really make a difference and embed safety as the first imperative across all areas of responsibility, • recognises the behaviours that enable the culture change required to achieve our vision and deliver the objectives of the organisation, • engages and collaborates as appropriate with the wider business, supply chain and other stakeholders to promote health, safety and wellbeing, recognising behaviours that bring "Home Safe and Well" to life, • is responsible and accountable for the health, safety and wellbeing of those employed by the <i>Consultant</i> and those the <i>Consultant</i> works with and

	<ul style="list-style-type: none">• embeds the Home Safe and Well approach within the Health and Safety Maturity Matrix (HSMM) and associated implementation and action plans.
1.25 Deleterious and Hazardous materials	
	<p>Asbestos</p> <p>The <i>Contractor</i> complies with the Control of Asbestos at Work Regulations 2012 and General Guidance 105 asbestos management (GG105) (see link in Annex 02).</p>