1	MPD Cascade Coordinator OD Cascade Coordinator	Mike Wilson Chief Highway Engineer, Safety , Engineering and Standards
2	[Via MPD & OD Delivery Teams] MPD Project Managers OD Project Sponsors MP Divisional Directors (for information) OD Divisional Directors (for information)	Temple Quay House 2 The Square Temple Quay Bristol BS1 6HA
cc:	Devolved Administrations	15/1/18

CHE MEMORANDUM 415/18 – Incident Reporting Standard

1. SCOPE

Why should you read this?
Highways England contractors and service providers working in partnership or under contract to deliver Highways England's objectives are required to report incidents, high potential near misses, and upload supporting information (hours, employee numbers, investigation results etc.) on AIRSweb.

This instruction will ensure consistent reporting throughout the contractors and service providers and should be seen a development of the pre-existing CHE memorandum 373/16 and revisions to Interim Advice Note 128/15Ar.

2. SUMMARY

Why now?
To ensure service providers and contractors consistently and effectively report incidents on the upgraded AIRSweb.

3. MAIN TEXT

Highways England has upgraded the common incident reporting system to AIRSweb from October 2nd so these instructions are effective immediately.

Those expected to manage and investigate an incident will require a user account generated by the Business Information Management Team: airs@highwaysengland.co.uk

4. Highways England Business Implications

Capturing adverse event information on a single system will support delivery of the Health & Safety 5 year business plan and will contribute towards reducing persons killed or seriously injured when working on behalf of Highways England.

5. Costs

As existing provision exists in contracts, and information is already being collected, there are no perceived additional costs as the upgraded AIRSweb system offers greater efficiency against current reporting requirements. It is anticipated that implementation of this memorandum will be cost neutral.

6. Implementation / actions required by MPD and OD (and other HE Directorates)

Highways England Directorates should assess those areas where they engage with contractors and service providers and ensure they are contacted to ensure the requirements of CHE Memorandum 373/17 are implemented.

A letter explaining the revisions is included in Annex 1 of this document and should be sent by department representatives to each contractor and service provider (including DBFOs) that operates on the strategic road network. In the letter, contractors and services providers are being asked to comply with previous directions on the reporting of incidents and the requirement to upload hours and average employee numbers by the end of working day 1.

Scheme / Project manager / Sponsors should familiarise themselves with the revisions and request providers to implement the instruction. All Highways England managers should direct internal staff to the HSMS Incident Reporting Standard to access the supporting guidance and the links to AIRSweb (https://haportal.net/procedure/incident-reporting.html)

7. Withdrawal of document

This document will remain in force until such time as it is superseded or withdrawn.

8. Contact details

David Townsend, Head of Policy and Compliance
National Health and Safety Team, Safety, Engineering and Standards
Highways England
Email: david.townsend@highwaysengland.co.uk

Name……..

Signature……...

Chief Highway Engineer

Encl:

Annexes (including)

1. Draft letter to Supply Chain members

Annex [a]: Draft letter to be sent to service providers
Notes for compiler of the letter are provided in italics between square brackets and shall be deleted in letters sent to service providers

Dear

SUBJECT: Incident Reporting Standards

1. Purpose

The purpose of this letter is to confirm the reporting requirements for H&S incidents involving contractors and service providers when working on behalf of Highways England.

2. Who will use it?

All contractors and service providers working in partnership or under contract to deliver Highways England's objectives

3. Background

All Highways England contractors and service providers are currently required to report health and safety incidents on AIRSweb.

In accordance with the Interim Advice Notice (IAN) 128/15, all information relating to the number of incidents, high potential near misses, average number of employees, and hours worked on site per calendar month must be uploaded to AIRSweb by contractors and service providers.

Safety Alert HEi010 was developed and circulated in May 2017, referencing IAN 128/15, with the following additional Highways England requirements: -

- Update AIRSweb within 24 hours when lost time incidents become RIDDORs
- Submit hours worked by working day 1
- Keep Highways England informed on the status of any investigation
- Initial safety alert to be provided to Highways England within 3 days of the incident occurring

4. Instruction

Contractors and service providers should review their systems and ensure that they are adhering to the additional requirements in relation to the provision of information relating to incidents, high potential near misses, average number of employees and hours in accordance with the directions already established.

As this document is a further development of earlier instructions outlined to service providers it supersedes those documents.

Yours sincerely,

Department's Representative