

HEALTH AND SAFETY ARRANGEMENT HSA009:

Management Arrangement of Safety Risk for National Highways Activities.

National Highways governance for activities that may impact
on safety outcomes for the strategic road network.

14 May 2024

Document control.

Document title	Management Arrangement of Safety Risk for National Highways Activities.
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Owner	Joanna Goulding.
Distribution	National Highways and supply chain.
Document status	Final.

Revision history

Version	Date	Description	Author
1.0	02/10/09	First draft	PS
2.0	07/01/10	Draft for discussion by NSCRG	LF
3.0	20/01/10	Changes proposed by NSCRG 14/01/10	LF
4.0	28/01/10		LF/LW/ VH
5.0	29/03/10	Changes incorporated from feedback on version 4.0	LE
6.0	09/06/10	Changes incorporated following NSCRG 08/06/10	LE
7.0	10/08/10	Changes incorporated following NSCRG 05/08/10	LE
8.0	16/09/10	Version published MM Delivery Office 17/09/10	
9.0	12/03/15	Updated for all national Highways Major Schemes	PM
10.0	22/05/15	Updated with comments from consultees	JG
10.2	30/09/15	Review for restricted issue	IR
10.3	26/11/15	Reviewed for issue	IR
10.4	28/08/19	Draft for comment	JG
11.0	14/02/20	Updated	JG
12.0	28/02/20	Version to be published	JG
12.1	07/08/20	Updated	JG
13.0	30/11/21	Updated with SRRT assurance and SCRG ToR	JG
13.1	31/08/23	Updated to reflect peer and Technical Standards Committee review	JG
13.2	28/03/24	Updated to include Board Safety Committee	JG
13.3	14/05/24	Updated to reflect CHE review	JG

Reviewer list

Name	Role
NSCRG	As described herein
Mike Wilson	Chief Highways Engineer

Approvals

Name	Title	Date of issue	Version
Mike Wilson	Chief Highways Engineer	14 May 2024	13.3

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Key messages.

National Highways has a responsibility to manage safety risks for all using our roads.

This document outlines how safety risks are addressed and by whom.

1. Introduction.

This document outlines the governance that National Highways has in place that help us to manage safety risks arising from our activities that have or may have an impact, either directly or indirectly, for anyone affected by our operation of the motorway and all-purpose trunk roads that form the strategic road network. This document is subject to a three-year review period, or sooner, to reflect any material change.

These activities include:

Planning, preparing, designing, constructing, operating, maintaining, renewing and disposing of assets (examples of direct influences on safety risk).



Revising National Highways' requirements, directions and all procedures, policies and strategies (examples of indirect influences on safety risk).



The main parties and their relationships involved in safety governance are shown in the chart below.

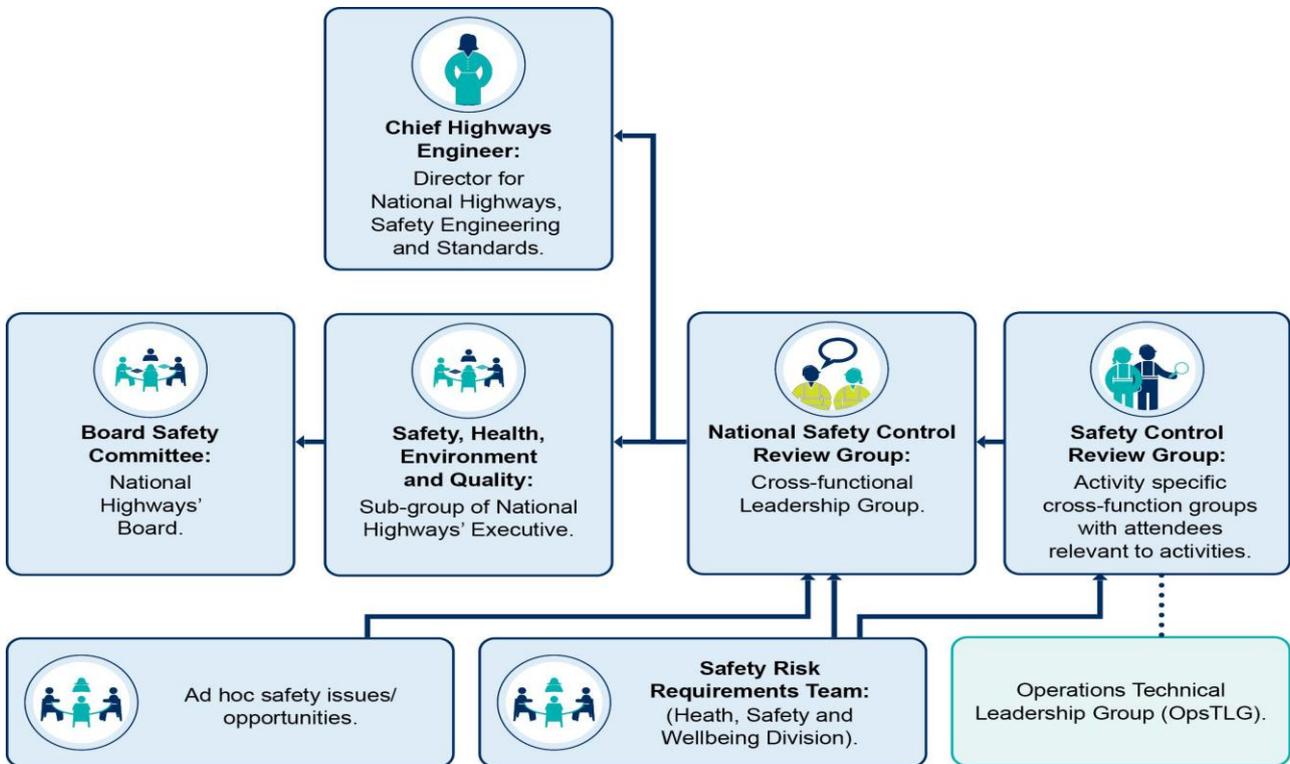


Figure 1 – Safety risk governance roles and hierarchy of decision making.

The National Highways Board – assures our Company’s long-term, sustainable success and sets the overall strategy and direction. The Board provides appropriate challenge to management and assures our company maintains an effective risk management internal control system.

The Board Safety Committee - assists the Board in effectively exercising its oversight responsibilities to assure the Company meets its obligations in respect of safety, health and wellbeing.

The Safety, Health, Environment and Quality (SHEQ) Committee sets the direction for effective implementation of safety governance across the business; over and above the statutory and regulatory responsibilities owned by National Highways. Please see the Legislation to Safety Risk Assessment Matrix at Annex 3.

Our vision and commitments for improving safety are clearly stated in our Health, Safety and Wellbeing Policy which we review annually.



Safety governance is discussed at executive meetings and reports on safety performance, data and risk registers are provided, reviewed and acted upon.

The Chief Highways Engineer (CHE) - provides a report to the Board Safety Committee on safety matters arising as appropriate and is the ‘champion’ for safety governance at executive level. Whilst the CHE remains accountable, they delegate some of their responsibility to the Safety Risk Requirements Team (SRRT).

Safety Risk Requirements Team - the SRRT has delegated responsibility from the CHE to define the Requirements for safety risk assessment (SRA). These are contained with the design manual for roads and bridges in general principles and scheme governance document no. 104 (GG104).

The SRRT recognise that business areas within National Highways know their own working processes best and will collaborate with each area to develop governance arrangements that deliver compliance with GG104; this includes how that business area will implement, monitor and review how safety risks are being identified and controlled.



The SRRT provides tier 1 and 2 safety governance support, training and advice, and maintains the [Safety Engineering and Standards \(SES\) online Safety Group \(tier 0\) guidance](#).

They confirm, when consulted, that an SRA meets the requirements of GG 104; that it is reasonable and appropriate for the decision being made, considers all affected populations and that conclusions are sound. They ensure consistency of approach is maintained through weekly team discussions of activities reviewed.

The SRRT also has an assurance role; through sampling they provide insight into the effectiveness of individual business area safety governance arrangements, and report compliance / non-compliance. They will check and challenge how advice is enabling others to take ownership and manage the risk of their own activities by:

- Implementing a quality checking and recording mechanism with each business area.
- Using management information to ‘check in’ and ‘follow-up’ on advice provided.

Operations Technical Leadership Group (OpsTLG) – provides oversight of the development of effective operational solutions.

The roles of SCRG and NSCRG are described in greater depth in sections 4 and 5.

2. GG 104 categorisation.

GG104 Requirements for Safety Risk Assessment explains the framework for managing safety risks for all the populations affected by an activity and sets requirements which activity owners must then comply with, to ensure appropriate safety risk assessment, evaluation and management is undertaken to inform all activities and decisions.

All activities are required to be categorised for safety management purposes and this is achieved through the application of (section 2.6 and associated tables).

The three categories are:

Type A

Type B

Type C

For type A activities, the categorisation and the safety risk assessment process are reviewed and agreed by the activity manager. The activity manager's agreement is documented in accordance with the governance procedures for the business area in which the activity is undertaken.

Procedures will generally include a decision/acceptance point at each stage of safety risk assessment with the senior responsible owner (SRO) for the activity. This process to be documented and form part of the audit trail for decisions made.

SCRGs are mandatory for type B and C categorised activities and shall be organised by the activity manager. Type C categorised activities will also require a higher level of consideration and thus will be referred to the NSCRG for review and acceptance.

Type A categorised activities will not require a SCRG but may choose to follow the approach for some, or all decisions as this represents best practice in terms of engagement with stakeholders.

3. Independence.

It is important that decisions that affect safety are scrutinised and independently reviewed where necessary. GG104 requires that activities are categorised as type A/B/C. This categorisation then decides the level of scrutiny/independent review required. Independent attendees at (N)SCRG can be either:

- Independent from the activity, but still work for National Highways, such as Trade Union and SES Technical Partner representatives.
- Independent from the activity, **and also** external from National Highways, such as human behaviour, scientific and social researchers.



It will not be necessary to have external, independent review at every (N)SCRG. However, the need for such shall always be considered.

4. Safety Control review Group (SCRG).

The SCRG is a key element of National Highways governance and provides a forum for reviewing and accepting 'safety work' associated with an activity before it's submitted for formal approval through the appropriate governance arrangements owned by and applicable for that business area. These will vary and the activity manager is responsible for identifying what these are. Please see Annex 1 for SCRG terms of reference.

Safety governance accounts for the safety risk impact for all and aims to balance or improve safety risk for affected populations.

Safety governance documentation must be regularly updated to ensure safety assessments, procedures and decisions are appropriate, in accordance with GG 104; this includes documenting any proposed value engineering that may impact on safety risk.



Our safety governance process requires us to keep documentation, so that this can be scrutinised/assessed throughout the various stages over the lifespan of the activity; as well as to maintain a record for audit purposes.

To assure that safety decisions are made considering the safety implications of the current and future application of the 'activity', a SCRG shall comprise representatives from across the business who have ownership, expertise or will be affected by the activity.

The SCRG reviews safety risk related to Departures from Standard (DfS) prior to formal, detailed submission to SES specialists, and considers activity specific safety challenges, resultant safety mitigation(s) and their effect on the delivery of the safety objectives. SCRG acceptance of a DfS recommendation(s) being suitable and sufficient to manage safety risk does not infer that acceptance will be a formality as part of the more detailed, formal DfS process, which is independent.

The National Highways activity manager for each activity is responsible to implement SCRG recommendations. See annex 4.

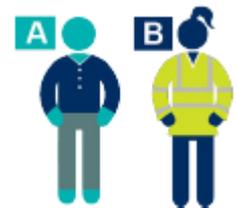
The SCRG must be cross-functional and assure appropriate:

- Consultation and agreement are achieved for safety management decisions.
- Actions are taken to effectively manage hazards and risks during the activity.
- Programme-wide decisions are applied broadly consistently.

The National Highways activity manager will decide if the SCRG needs to be convened throughout the life of the activity. Before the first meeting, the Senior Responsible Owner (SRO), lead consultant and National Highways activity manager will agree on requirements. like the quorum, membership of the group and the degree to which consistency of attendance is required.

The SCRG shall comprise two types of attendees:

- a) **Principal attendees** from across the business areas affected by the planned activity collectively determine whether to accept evidence presented to the group. Each has the power of veto over such decisions.
- b) **Specialist attendees** who provide additional subject matter expertise (SME) to the group, such as when specialist input is required for a decision to be accepted. Each has the power of veto over such decisions.



The requirement for specialist attendee attendance shall be decided by the activity manager and lead consultant but shall always comprise representative from the parts of the organisation/supply chain affected by the safety risks associated with the activity.

These principal attendees and specialist attendees will be the typical constitution of a SCRG and appropriate in most cases. However, there will be activities jointly delivered by National Highways, with partners, or third party led, where there will need to be agreement on appropriate makeup of the SCRG to ensure that the intended consultation and oversight functions are met and discharged.

All attendees should be prepared for and participate openly in the review group to ensure appropriate consultation, decision making and action taking.

Acceptance of items discussed may be subject to conditions. Any 'non-acceptance' by an SCRG member must be documented and shared with the activity owner for consideration. Voting by all attendees is not a requirement.¹

¹ SES specialists reviewing departures or involved in any further scrutiny as part of a process related to their specialism will inform the SCRG discussion but can abstain from engagement in the SCRG acceptance process.

While such a situation should be avoided, it may be necessary for principal attendees to send representatives to the SCRG.

Representative attendees shall have the competency and delegated authority to represent their senior representative.



The National Highways activity manager for the SCRG must show that the group has sufficient collective competence to fulfil its duties and record this fact. The SRRT GG104 self-assessment tool should be used to test competence. Where gaps are identified, relevant SMEs must be consulted to provide advice or supplementary information. If they are not able to attend the meeting, their input should be sought in advance, so it can be presented at the meeting. They may also be asked to audit items under discussion or decisions reached.



Where a safety risk decision made by a SCRG is reviewed outside of the group, these must be referred to SCRG for acceptance.

5. National Safety Control Review Group (NSCRG).

The NSCRG is established by the CHE to:

- Review type C categorised safety issues as defined by GG104 Requirements for Safety Risk Assessment. It may also be appropriate to consider individual features identified as type C, or individual risks categorised as type C, through the NSCRG forum²;
- Assure the CHE and the senior responsible owner (SRO) for the activity, that the scope and content of safety products are correct and fit for purpose, given the current stage of the activity.
- Review and direct on unresolved safety issues escalated from type A/B activities.
- Promote the application of appropriate governance for safety risk management.



The NSCRG reviews and advises on complex or unique safety issues and network consistency items. Their key objectives are to:

- Provide direction on safety matters to activity owners and provide assurance that statutory and regulatory duties have been discharged by National Highways.

² SES specialists' input to NSCRG as principal attendees and subject matter experts, and not in their role processing type C DfS

- Assure alignment of safety objectives with relevant National Highways objectives and targets, including those that are not safety related.
- Act as a specialist advisory group providing support to the CHE.
- Review and advise on complex, unique safety issues arising on activities.
- Review and advise on safety issues that have a national impact or that haven't arisen on the SRN before.
- Provide advice for corrective actions to SRO's.
- Inform the SRO where an activity is not working in accordance with National Highways' stated requirements for safety governance and require the activity manager to provide evidence of their consideration of safety risk.
- Assure consistency of approach to managing safety across activities.

Membership:

The Chair will consider the quorum and consistency of attendance at NSCRG meetings. There may be two types of attendees who are invited to each NSCRG meeting:

- Principal attendees, from across the business who collectively review and advise on complex, unique safety issues that are referred by SCRGs, and accept solutions developed by SCRGs.
- Specialist attendees, who provide additional SME experience to the group. Each has the power of veto over such decisions.

Any 'non-acceptance' by either a principal attendee or SME NSCRG member must be documented and shared with the activity owner for consideration.

The NSCRG will:

- Accept or reject safety work presented to them.
- Provide corrective advice and refer to the activity manager/SCRG.

(Note: All costs associated with activity representation to the NSCRG will be met from the individual activity budget, and not by the SES directorate).



6. Further information.

For further information please contact the SRRT via email:

SafetyGovernance@nationalhighways.co.uk



ANNEX 1: SAFETY CONTROL REVIEW GROUP TERMS OF REFERENCE.

Purpose and authority:

The Safety Control Review Group (SCRG) is established by an activity owner to:

- Provide a forum for reviewing and accepting safety work associated with an activity.
- Consult with representatives from the organisation/supply chain affected by the safety risks associated with the activity to ensure collective competence.
- Review type B and C categorised safety issues as defined by GG 104 Requirements for Safety Risk Assessment, assuring the senior responsible owner (SRO) for the activity that the scope and content of safety products are correct and fit for purpose, given the current stage of the activity.
- Review type B and C safety-related Departures from Standard (DfS), and type A where interaction can create additional complexity, prior to formal submission to SES specialists.
- Assure the application of appropriate health, safety and wellbeing values, principles and practices, through this governance.
- Promote collaboration and knowledge sharing.

Membership:

Membership of the group is cross-functional and based on the role/function affected by the safety risks associated with the activity. There are two types of SCRG attendees, being principal and specialist:

Principal attendees shall be subject matter experts for the field they are representing and collectively determine the response to evidence presented, each having the power of veto over the SCRG decision.

Specialist attendees provide additional subject matter specialist experience relevant to the group when there are specific issues that require a more detailed knowledge of a discipline area. The requirement for their attendance shall be decided by the activity manager and lead consultant.

Any 'non-acceptance' by either a principal attendee or SME SCRG member must be documented and shared with the activity owner for consideration.

SCRG's will always comprise representative from the parts of the organisation/supply chain affected by the safety risks associated with the activity.



Typical attendees include:

Principal	Specialist
Chair (typically activity owner or lead consultancy support, with relevant competence).	Additional technical support, as required (e.g. SES specialists or external subject matter experts (SMEs))
Activity owner (typically PM and/or SRO)	Digital Services (DS) representative
Operations senior user (responsible for assuring appropriate Operations representation)	Trade Union representative
Operations integration manager	SES Technical Partner ³
Maintenance contract representative	Other stakeholder representative (e.g. traffic officers)
Safety risk requirements representative	
Health, Safety and Wellbeing regional representative	
Secretariat	

These principal attendees and specialist attendees will be the typical constitution of a SCRG and appropriate in most cases. However, there will be activities proposed by National Highways, with National Highways working with partners, or third party led, where there will need to be agreement on appropriate makeup of the SCRG, to ensure that the intended consultation and oversight functions are met and discharged.

In the event of the Chair, typically the activity owner, or an external SME, being unavailable then they will prearrange for their deputy to chair the meeting. The Chair will consider the minimum and appropriate attendance at meetings. The Chairperson's checklist should be used to support organisation of the (N)SCRG. See annex 5.

While such a situation should be avoided, principal attendees may send representatives to the SCRG, who must have the competency and authority required to undertake the duties delegated to them.

The meeting attendance may be considered acceptable/quorate if the Chair (or their representative) and two other members (or their representatives) are present, including the subject matter expert for the topic discussed. Required membership and minimum attendance of the group and consistency of this on a recurrent basis shall be agreed with the activity Senior Responsible Owner/National Highways activity manager or their representative, in advance of the first meeting of the group.

³ Invite for attendance to represent SES specialist(s), as required.

Proceedings of the SCRG:

The group will meet on an ad-hoc basis:

SCRGs shall only be convened when a decision requires acceptance as they are not forums for general discussion.



At least five working days before the date of the meeting, the agenda and supporting papers shall be sent to all attendees. Agreement may be reached with attendees to provide papers to a different timescale, as appropriate.



Minutes of each meeting shall include details of actions agreed, responsible owners and target dates. Draft minutes shall be circulated within ten working days of the relevant meeting date. An action tracker may be produced, as required.



A record of every activity shall be maintained according to each Business area's governance arrangements, for safety governance audit purposes.



The first meeting of the SCRG will take the form of a stocktake to assure the activity owner that they have achieved collective competence, and to provide an overview of the SCRG remit and typical activities expected to be engaged. The GG 104 self-assessment tool should be used to test individual competence. It is also important that all principal members are appraised of their responsibilities as principal members of the group, along with how their role and that of the SCRG fits into the wider safety governance function.

Responsibilities:

The SCRG members will be prepared for and participate openly in the review group to ensure appropriate consultation, decision making and action taking:

- Accept/reject safety products for type B and C categorised activities as meeting the requirements of GG 104; providing feedback and advising the SRO for the activity (who will retain overall responsibility for the progression).
- Accept/reject safety related DfS;⁴
- Accept/reject safety-related design proposals/decisions.
- Provide direction, ad-hoc advice and guidance as required on safety issues from their subject area perspective.
- Accept/reject SCRG minutes.

⁴ SCRG consultation will enable improvement and resubmission by the Principal Designer. Any DfS will then be formally determined by SES. The SES specialist will consider the DfS impartially and on its merits.

The activity owner is responsible for implementing SCRG recommendations.

The secretariat is responsible for recording all activities reviewed and minutes for safety governance audit purposes.



Specific safety governance topics to be considered:

The following topics, where relevant, shall be considered as part of the safety risk considerations for activities reviewed:

- Safety Plan, Safety Report and Plan for Monitoring Operations products.
- Activities defined generically for SCRG attention within the Business Area.
- Review of key operating assumptions.
- Assessment of the appropriate GG 104 activity categorisation.
- The identification of all reasonably foreseeable hazards, and assessment of risks.
- Changes to a hazard risk assessment or safety requirement (this may include re-scoring of a risk and review of appropriate evidence).
- The verification of safety requirements to mitigate significant risks.
- Safety-related DfS (prior to formal submission to SES specialists).
- Strategies and mitigations for addressing key safety challenges.
- Suicide prevention.
- Any safety implications from value engineering activities.
- Assurance that starts of works won't prejudice the detailed design of a Major Projects/ Operations scheme.

Other matters, policy and best practice:

SCRG decisions are limited to acceptance or rejection of safety assessments, with decisions on implementation taken as per the business area and project overall governance arrangements.

Where an activity is identified as not working in accordance with National Highways' stated requirements for managing safety risk, the SCRG shall require the activity manager to provide evidence of their consideration of safety risk.

Escalation to NSCRG will always be required for any type C categorised items, and any unresolved at SCRG safety matters.

Engagement with the Operations Technical Leadership Group (OpsTLG) is required by Major Projects schemes, as per the Project Control Framework.

ANNEX 2: NATIONAL SAFETY CONTROL REVIEW GROUP TERMS OF REFERENCE.

Purpose and authority:

The National Safety Control Review Group (NSCRG) is established by the Chief Highways Engineer (CHE) to:

- Review type C categorised safety issues, as defined by GG104 Requirements for Safety Risk Assessment, assuring the CHE and the senior responsible owner (SRO) for the activity that the scope and content of safety products are correct and fit for purpose, given the current stage of the activity.
- Review and direct unresolved safety issues escalated from type A/type B categorised activities.
- Promote the application of appropriate governance for safety risk management.



Membership:

Membership of the group is based on role/function and will be reviewed annually. There are two types of NSCRG attendees, being principal and specialist. Principal attendees shall be appointed by the chair on behalf of the CHE. They shall be subject matter experts for the field they are representing and shall demonstrate this through submission of competence statements, prior to appointment. A record of these will be maintained for audit purposes.

Specialist attendees provide additional subject matter experience that's relevant to the group when there are specific issues that require a more detailed knowledge of a discipline area.

Principal attendee tenure shall be indefinite or until the role changes; they resign; or are stood down for NSCRG governance reasons.

Whilst convened by the CHE they will not routinely attend. The group chair shall inform the CHE prior to the meeting if their presence is required.

Principal attendees*:	Representing:
Head of Health & Safety Risk, Standards and Assurance.	Chair.
Operational Technology.	Digital Services.
Major Projects (Safety Lead).	Major Projects.
SMP Alliance.	Major Projects.
Chief Technology Officer	Digital Services
Asset Management Portfolio Delivery Manager	Digital Services
Health, Safety and Wellbeing (HS&W) Director.	SES.
National Health, Safety and Wellbeing Team.	SES.
Head of Technical Services, Road Safety Division.	SES.
Head of CAV and Energy, Road Development Division.	SES.

Head of Road Design, Road Development Division.	SES.
Head of Strategy, Road Development Division.	SES.
Asset Information Group Manager.	SES.
Group Manager, Road Development Division.	SES.
Head of Technical Partners and Change.	SES.
Head of Operational Control.	Operations.
Operational Capability, Safety and Risk Manager.	Operations.
Senior Lawyer.	Legal Services.
Independent Advisors.	Independent Operational Safety Advice.
Safety Risk Requirements Senior Advisor.	Secretariat.

**Review annually for accuracy. Refer to principal attendees register for named, competent individuals.*

In the event of the Chair being unavailable they will prearrange for the deputy to chair the meeting. The Chair will consider the quorum and appropriate attendance at meetings prior to the meeting being convened. See annex 5.

Proceedings of the NSCRG:

The group will meet monthly:

- Unless otherwise agreed, the agenda and supporting papers shall be sent to group attendees and to other attendees (as appropriate) no later than five working days before the date of the meeting.
- Minutes of each meeting shall include details of actions agreed, responsible owners and target dates. Draft minutes shall be circulated within ten working days of the relevant meeting date.
- A record of every activity reviewed shall be maintained in SHARE.
- Review and manage the NSCRG risk register, assigning ownership for management actions.



While such a situation should be avoided, principal attendees may send representatives to the NSCRG. Principal attendees must be content that representative attendees have the competency required to undertake the duties delegated to them.

Principal attendees shall recuse themselves from any submission items that they have an interest in prior to the commencement of that item, and this shall be recorded in the meeting minutes.

Responsibilities:

- Accept/reject safety products for type C categorised activities as meeting the requirements of GG104; providing feedback and advising the SRO for the activity (who will retain overall responsibility for the activities progression).
- Assignment of management actions associated with the NSCRG risk register and monitoring of these in accordance with register.
- Direction, ad-hoc advice and guidance as required on unresolved safety issues escalated from type A/type B categorised activities.



Reporting:

The group chair shall provide a verbal report to the CHE after each meeting:

- A summary of the matters arising.
- An update on the risk register.



A report shall be provided to the CHE following each NSCRG for presentation at the Safety, Health, Environment and Quality committee (SHEQ)

The SHEQ provide updates to the Board Safety Committee as deemed appropriate.

Other matters, policy and best practice:

Where an activity is identified as not working in accordance with National Highways' stated requirements for managing safety risk, the NSCRG shall require the activity manager to provide evidence of their consideration of safety risk.



NSCRG shall participate in an annual review of its own performance, to ensure it is operating at maximum effectiveness. A record of this review shall be kept for audit purposes.

Communications:

NSCRG content and regular updates will be shared with the wider organisation and externally via various channels such as dedicated web pages and performance updates.

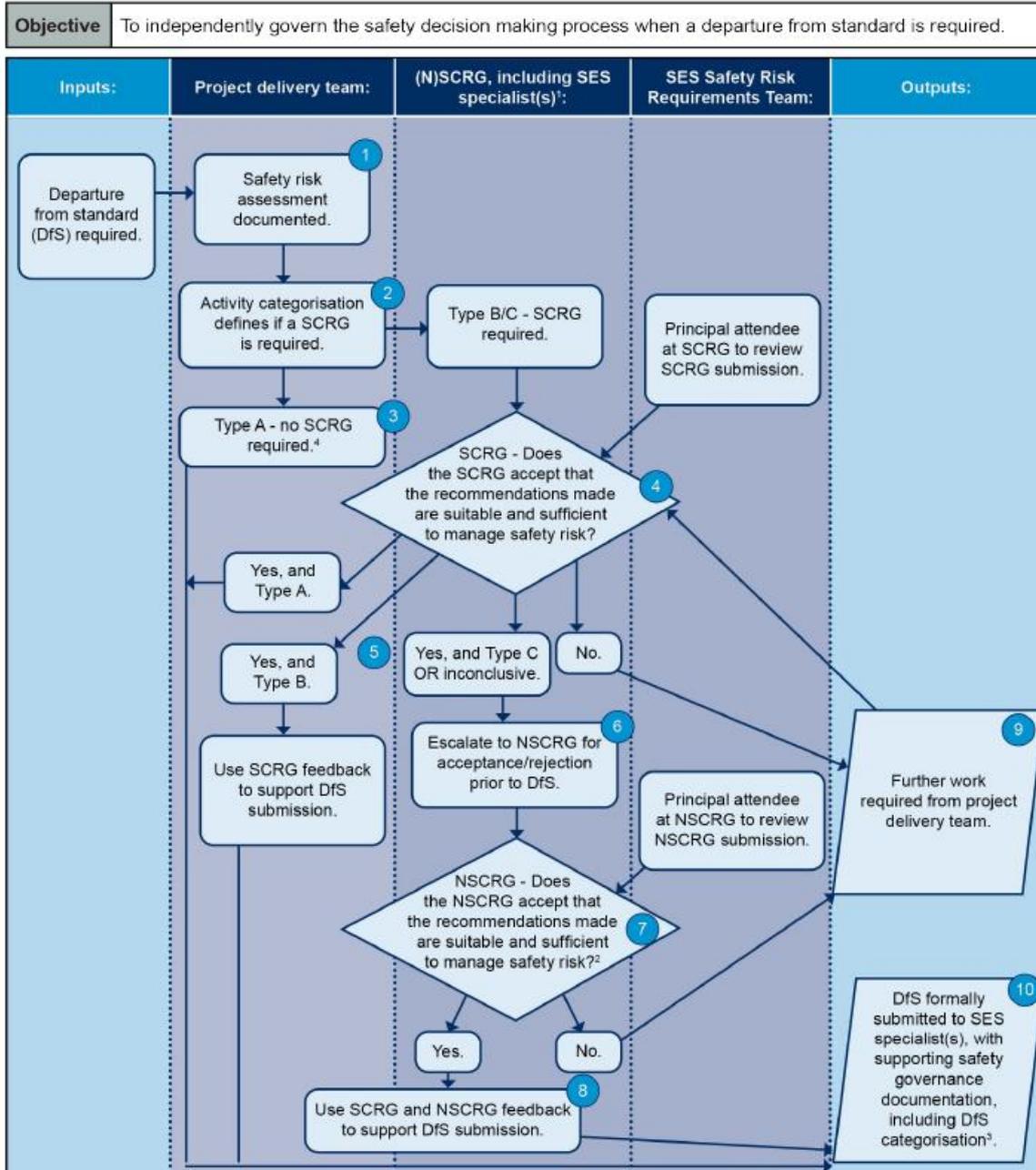


ANNEX 3: LEGISLATION TO SAFETY RISK ASSESSMENT MATRIX.

Document	Status	Where and when it applies:					Who it applies to:			Purpose:
		General operation and management of the SRN:	Construction of projects:	Maintenance of the SRN:	Demolition of our infrastructure:	Our offices and workplaces:	Customers (road users):	Our workforce, traffic officers and supply chain:	Neighbours (other parties):	
Road Traffic Act.	Leg.	✓		✓			✓			Managing safety of the road user.
Highways Act.	Leg.	✓					✓			Managing safety of the road user.
Health and Safety at Work Act.	Leg.	✓	✓	✓	✓	✓	✓	✓	✓	Managing safety of employees.
Health, Safety and Wellbeing Policy.	Legal req.	✓				✓	✓	✓	✓	The organisation's general approach to managing health, safety and wellbeing.

Home, Safe and Well Approach.	Strategy and plans.	✓	✓	✓	✓	✓	✓	✓	✓	To improve the health, safety and wellbeing of employees, road users, neighbours, and road workers.
Operational Safety Risk Assessment.	Standard.	✓	✓	✓	✓	✓	✓	✓	✓	A framework for assessing and controlling safety risk relating to operating and managing the SRN.
Occupational Health and Safety Risk Assessment.	Standard and procedure	✓				✓	✓	✓	✓	A framework for assessing and controlling the safety risk to our people and others affected from our work activities.

ANNEX 4: SAFETY GOVERNANCE DECISION-MAKING HIERARCHY FOR DEPARTURES FROM STANDARD.



¹ SES specialists processing departures or involved in any further scrutiny as part of a process related to their specialism will inform the SCRG discussion but can abstain from engagement in the (N)SCRG acceptance process.

² SES specialists input to NSCRG as principal attendees and subject matter experts, and not in their role processing type C DfS.

³ Type B or C projects SCRG to record SCRG acceptance of all DfS categorisations including any Type A DfS.

⁴ Type A activities may also convene a SCRG where it would benefit and where interaction of type A departures from standard can create additional complexity.

ANNEX 5: SCRG CHAIRPERSONS CHECK LIST.

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;"> Planning before your (N)SCRG: </div>	1. Are you clear on the decisions that need to be made?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	2. Have you retained a record of your justification for the GG 104 category selected as appropriate for the activity?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	3. Have you considered who needs to be part of your (N) SCRG? I.e., those who are: <ul style="list-style-type: none"> • Independent from the activity but internal to National Highways e.g., Safety Engineering and Standards; • Affected by the activity; • Responsible, or will be, for a current/future state of the activity e.g., to plan, design, construct, operate, maintain. 	<input type="checkbox"/> YES <input type="checkbox"/> NO
	4. Do you need advice from someone independent and external from National Highways? (Maybe this is a subject area that is outside the scope of our normal operation? Or perhaps specialist social research, behaviour change, or human factors input would assist with decision making?)	<input type="checkbox"/> YES <input type="checkbox"/> NO
	5. Have you appointed a secretariat to assist with administration? Who will: <ul style="list-style-type: none"> • Set up the meeting and arrange appointments; • Collate papers and prepare the slide deck, using the standard template; • Record the minutes, using the standard template; • Keep appropriate records. 	<input type="checkbox"/> YES <input type="checkbox"/> NO
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;"> Competence checks: </div>	6. Do you have the right level of competence as part of your (N) SCRG? Document how you know this, using the GG 104 self assessment tool.	<input type="checkbox"/> YES <input type="checkbox"/> NO
	7. Competence one confirmation. NSCRG only. Before the meeting check that all principal attendees competence statements are valid, current and obtain updates as necessary. Document this check in the minutes of the meeting.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Running your (N)SCRG:	8. Quorate confirmation. Check sufficient attendance representing disciplines affected by the subject areas discussed, and document in minutes.	<input type="checkbox"/> YES <input type="checkbox"/> NO
	9. Competence two confirmation. Check that attendees provide requisite or adequate knowledge/capability of subject areas to be discussed, and document in minutes.	<input type="checkbox"/> YES <input type="checkbox"/> NO
	10. Independence confirmation. Assure freedom from the influence, interest or control of the subject areas to be discussed, and document in minutes.	<input type="checkbox"/> YES <input type="checkbox"/> NO
	11. Assure that all attendees have an opportunity to contribute to the discussion.	<input type="checkbox"/> YES <input type="checkbox"/> NO
	12. Sum up the discussion and confirm decisions made with the group.	<input type="checkbox"/> YES <input type="checkbox"/> NO
After your (N)SCRG:	13. Assure that minutes are circulated within ten working days and that they are accepted and saved as a record.	<input type="checkbox"/> YES <input type="checkbox"/> NO
	14. Follow up on actions until these are closed out. An action tracker may be produced as required.	<input type="checkbox"/> YES <input type="checkbox"/> NO

ANNEX 6: SCRG TEMPLATES.

[SCRG presentation slide deck template.](#)

[SCRG minutes template.](#)

