

# SbD

## Safe by Design

### Guidance on how to upload content to the Safe by Design Collaboration Site

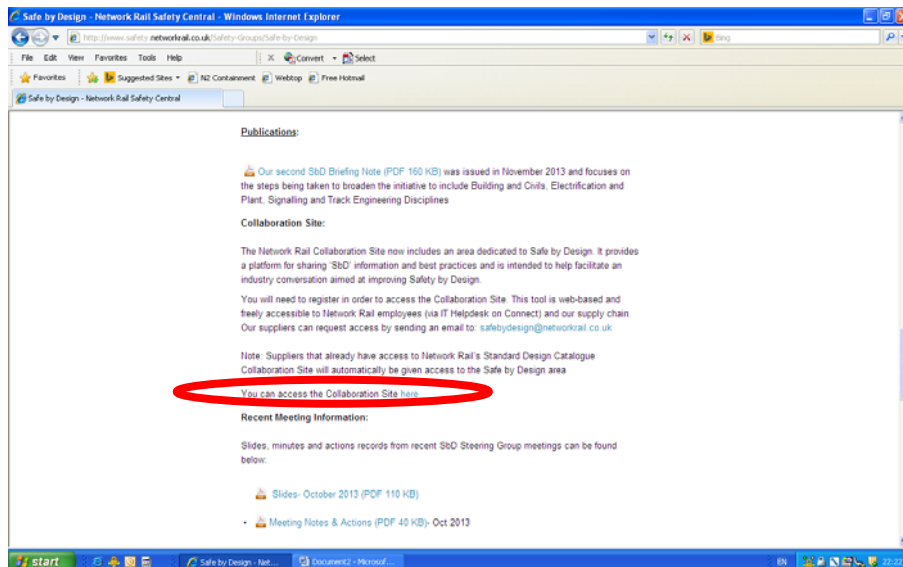
The purpose of this document is to provide guidance on how to upload content to the Safe by Design Collaboration Site.

#### Step 1: Go to [Safe by Design](#) pages on Safety Central



#### Step 2: Scroll down to the 'Collaboration Site' section and click the link

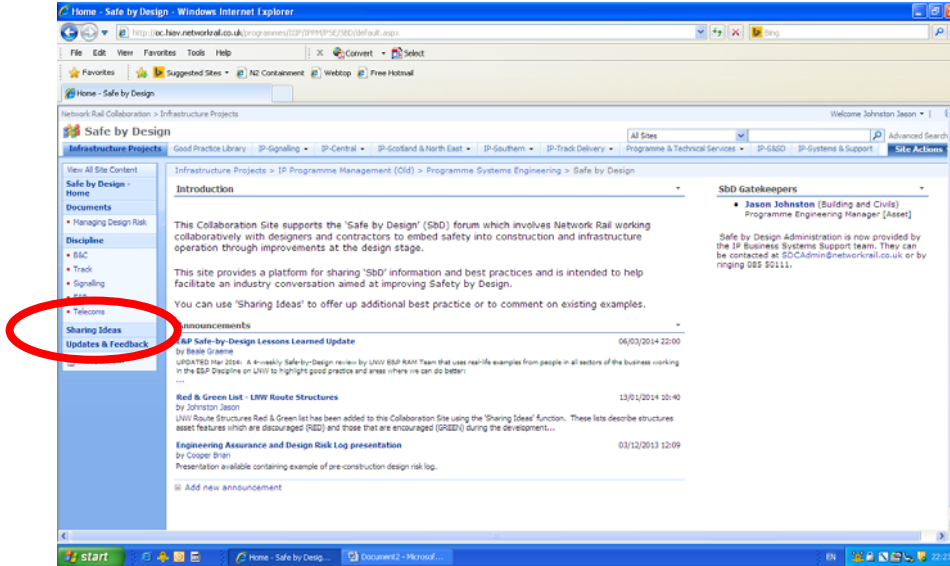
*Note: you will need to register in order to access the Collaboration Site. This tool is web-based and freely accessible to Network Rail employees (via IT Helpdesk on Connect) and to our supply chain. Suppliers that have not already received their 'company' password can request this by sending an email to: [safebydesign@networkrail.co.uk](mailto:safebydesign@networkrail.co.uk)*



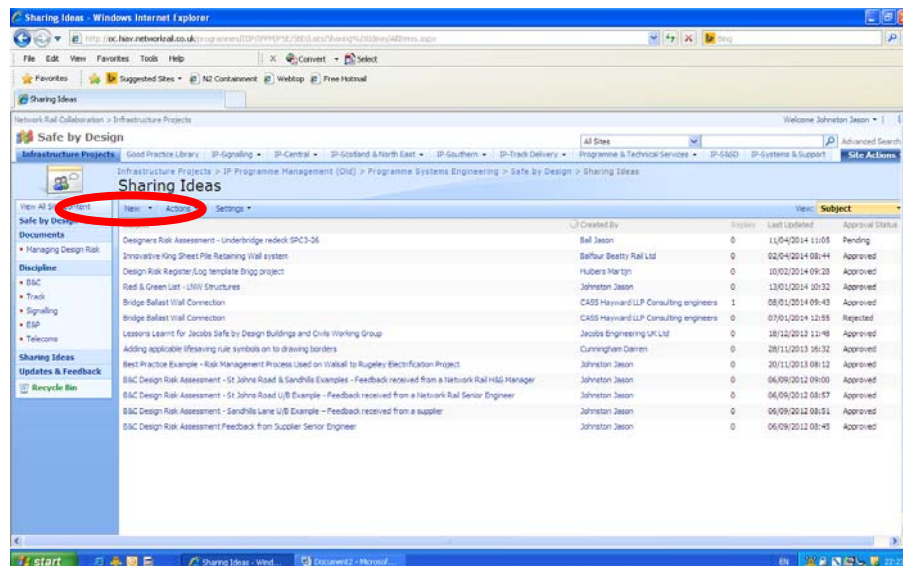
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### Step 3: Click 'Sharing Ideas'



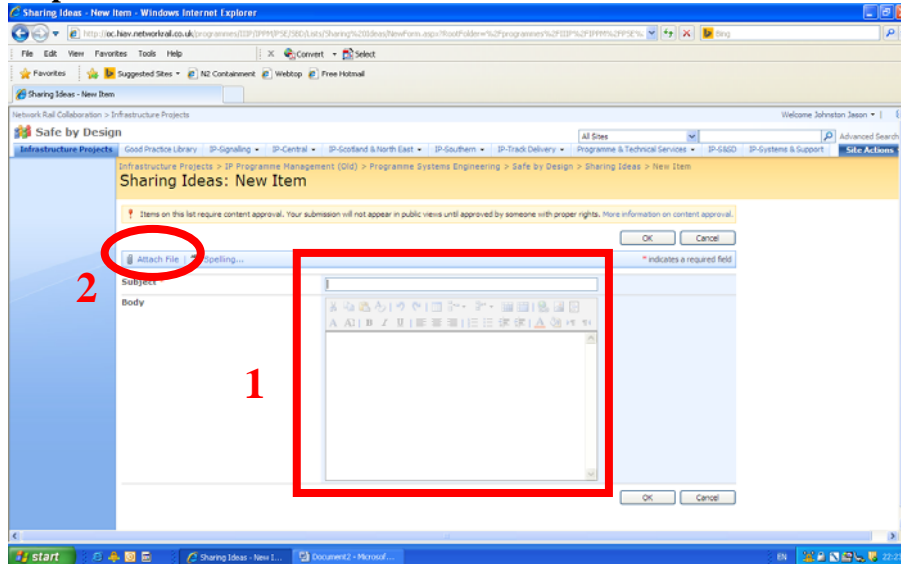
### Step 4: Click 'New'



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### Step 5: Provide details of the new content



**Note 1:** Include an explanation of why the new content has been added to the Collaboration Site (e.g. why it is a 'SbD' good practice, or why it is a 'SbD' lessons learnt).

The new content will initially be reviewed by a member of the SbD leadership group and if suitable will be made available for general viewing and feedback.

**Note 2:** The SbD page on Safety Central has a template that can be used to help capture and attach details of the best practice or lessons learnt on the Collaboration Site.

<p><b>Safe By Design: Best Practice</b> </p> <p>Date: 12<sup>th</sup> January 2014 Issued By: Building &amp; Civils Safety Central</p>	<p><b>Detailed Description of Best Practice</b></p> <ul style="list-style-type: none"> <li>• Collaborating with each other to incorporate safety into the design.</li> <li>• Designing for safety of construction workers by considering buildability, construction methodology and the environment.</li> <li>• Designing for safety of those who clean, service and maintain post construction by considering those activities during design and designing in features which support the safe execution of these activities.</li> <li>• Designing for safety of end users activities during the design phase.</li> <li>• Procurement terms that assisted delivering of safe design.</li> <li>• How Safe By Design is integrated into your parent companies' systems?</li> </ul>
<p>Issue Number: 001 Primary Work Type: Building &amp; Civils Secondary Work Type: Signal Gantry Cable Route. </p>	
<p><b>Cricklewood Sidings Thameslink Programme:</b></p>	
<p><b>Description of Works</b> Installation of a cable containment system over signal gantry at Cricklewood Sidings under the Thameslink Programme</p>	
<p><b>Overview of Best Practice</b></p> <ul style="list-style-type: none"> <li>• Timescales achieved for installation within possession.</li> <li>• Tolerance in design.</li> <li>• No sharp edges.</li> <li>• Pre-fabrication prior to installation.</li> <li>• Bracket specified to support installation via connection to mast bracing members.</li> <li>• Management of temporary conditions.</li> <li>• Staging of installation to maintain signal operation.</li> <li>• Manual Handling and Working at Height risk reduction.</li> </ul>	

Example showing use of standard template