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1. Purpose

To define 'terms of reference' for: (1) the cross-disciplinary Safe & Sustainable by Design Steering Group, and (2) Working Groups.

2. Background

Irrespective of where and what we design, Health, Safety and Sustainability is an integral part of the design process.

We need to understand what influences safe and sustainable design and then adapt our processes – and more importantly our **behaviours** – to make it instinctive.

Design must consider safety and health, environmental and social risks over the whole project lifecycle, from inception, to development, implementation, commissioning, operation and maintenance, and eventual decommissioning and disposal.

The Safe & Sustainable by Design (SbD) initiative is an industry rail projects response to these challenges (see **Appendix A** for outline details of the initiative structure).

3. Terms of Reference

3.1.1 Purpose of Steering Group

To provide strategic direction and to coordinate the collaborative efforts by supply chain and Network Rail to make a step change in the way occupational health and safety, system safety and sustainability (where appropriate) are considered and embedded in the early stages of projects.

3.1.2 Sponsor of Steering Group

The Chief H&S Officer and the Head of Environment & Sustainability; with management by the Safety by Design Specialist.

3.1.3 Remit of Steering Group

- To agree, in conjunction with the Safety by Design Specialist, targets / goals / priorities of SbD initiatives based on industry and Network Rail needs
- To establish and implement strategies for achieving the goals agreed by the Safety by Design Specialist.
- To oversee, set and coordinate the deliverables of the Working Groups, including the development and implementation of plans, initiatives, guidance and policies
- To maintain a register of initiatives and progress
- To provide governance and oversight of the Working Groups and their progress in delivery
- To provide an expert cross-disciplinary forum to lead and shape SbD principles
- To identify and direct initiatives to embed SbD principles in multi-discipline projects
- To establish a clear line of communication between industry (Working Groups) and Network Rail STE.
- To share SbD outputs between Working Groups.
- To coordinate SbD initiatives with other industry groups where appropriate e.g. Rail Electrification Delivery Group (REDG), Track Safety Alliance, Safety Health & Environment Leadership Team (SHELT), Infrastructure Safety Liaison Group (ISLG), M&EE Networking Group.

3.2.1 Purpose of Working Groups

To lead implementation of collaborative efforts by supply chain and Network Rail to make a step change in the way occupational health and safety, system safety and sustainability (where appropriate) are considered and embedded in the early stages of projects.

3.2.2 Sponsor of Working Groups

Safe by Design Steering Group.

3.2.3 Remit of Working Groups

- To agree, in conjunction with Steering Group, the targets / goals / priorities and deliverables of the Working Groups
- To develop and implement plans, initiatives, guidance and policies that will enable agreed SbD targets / goals to be achieved
- To provide leadership on specific SbD issues assigned by the Steering Group
- To develop and share industry good practice and lessons learnt pertinent to SbD issues
- To share SbD outputs
- To monitor and report progress against plans to SbD Steering Group
- To escalate issues to the Steering Group that (may) impact other Working Groups.
- To coordinate with other industry groups where appropriate e.g. Rail Electrification Delivery Group (REDG), Track Safety Alliance, Safety Health & Environment Leadership Team (SHELT), Infrastructure Safety Liaison Group (ISLG), M&EE Networking Group.

4. Steering Group Meeting Arrangements

4.1 Frequency

Quarterly.

4.2 Members

A schedule of members and the company / industry body that they represent is in **Appendix B**.

4.3 Meeting Input

4.3.1 Previous Minutes

Previous minutes shall be produced for each meeting by the Secretary and reviewed and agreed at the beginning of each meeting.

4.3.2 Meeting Agenda

A typical meeting Agenda will include: Review of previous minutes and status of key issues, progress on delivery, update and emerging priorities from Working Groups, feedback from Safety by Design Specialist, key messages to Safety by Design Specialist and Working Groups.

4.3.3 Material to be discussed / briefed at Steering Group

Material shall be issued for review by Steering Group members one week before the relevant meeting.

4.4 Meeting Output

4.4.1 Formal Minutes

Formal minutes shall be produced by the Secretary to record key decisions made. These shall be made readily accessible to all via the SbD pages on Safety Central.

4.4.2 SbD Initiatives Register

The Steering Group shall maintain a SbD Initiatives Register. This register shall include the following information for each initiative: delivery plan outline, progress against the delivery plan, targets, deliverables, and Working Group lead. SbD Working Groups shall provide the Secretary with periodic updates on the progress against delivery plans.

4.4.3 Briefings

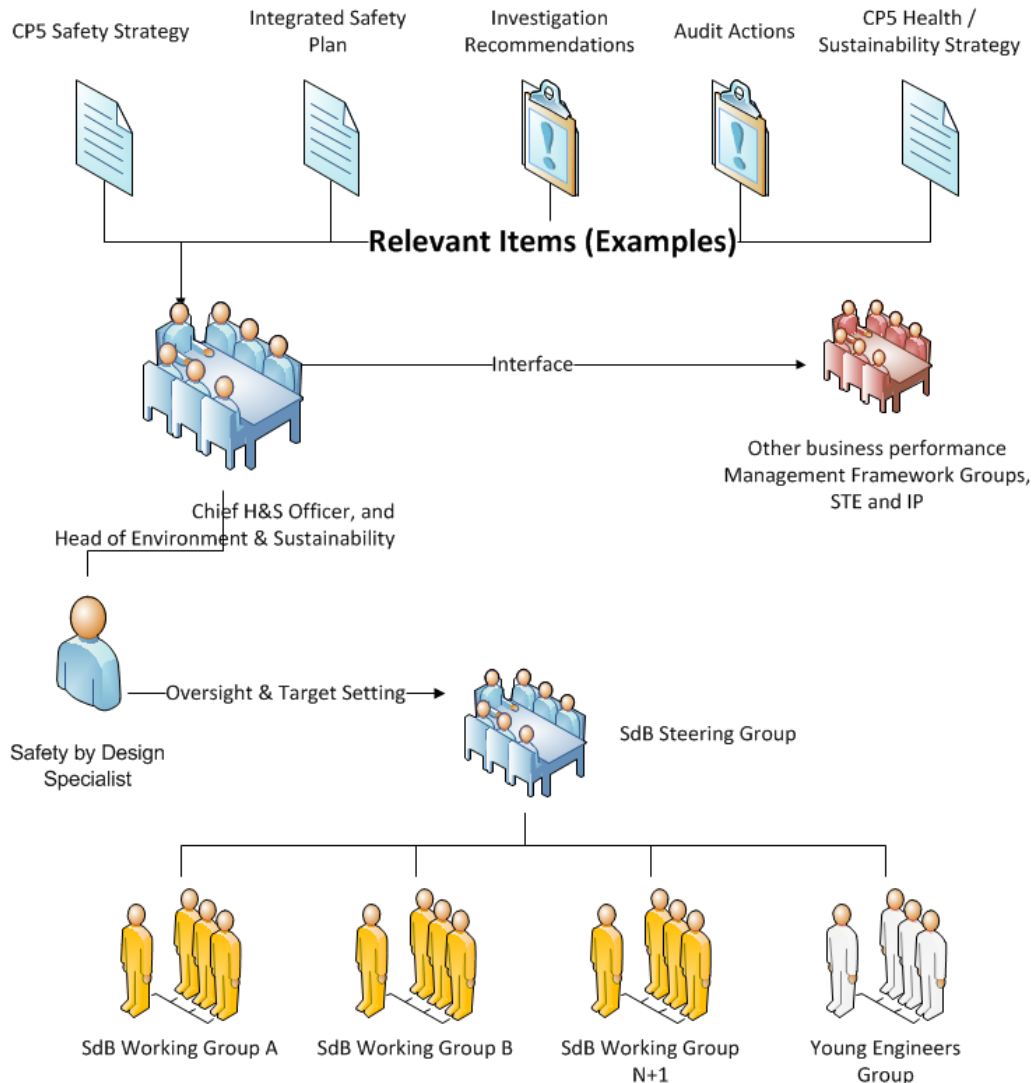
Progress reports shall be provided for each on a quarterly basis. Report examples should include: progress against delivery plans, or where help is needed to encourage specific supporting action from

other parts of the industry that SbD does not directly influence, or where help is needed to communicate SbD awareness, outputs and achievements.

4.4.4 SbD Volunteers and Working Group Members Register

The Steering Group shall maintain a SbD Volunteers and Working Group Members Register.

Appendix A: Structure of Safe by Design Initiative



Appendix B: Steering Group Members

<Link to Steering Group Members Register>